Grant Guidelines

FY 2019 (Nov. 1, 2018 – Oct. 31, 2019)

What is the South Dakota Humanities Council?

Created in 1972, the South Dakota Humanities Council (SDHC) provides financial support to public humanities programs. SDHC is a non-profit organization and the state affiliate of the National Endowment for the Humanities (NEH). Besides providing financial support, SDHC offers a variety of educational and literary programs and houses the South Dakota Center for the Book.

Mission: The South Dakota Humanities Council celebrates literature, promotes civil conversation, and tells the stories that define our state.

Vision: The SDHC will lead statewide advocacy for the humanities, working with other partners to foster literary and civic engagement.

Strategic Priorities:
- Expand the community of readers and writers through literary events throughout South Dakota
- Engage communities in thoughtful conversation about our state's cultural and historical landscape
- Diversify revenue sources

SDHC Grant Program

The South Dakota Humanities Council awards up to $85,000 annually in two competitive grant categories: **Discussion** and **Research**. Grants in these categories are often referred to as "Major Grants" (when the requested amount is more than $1,000) and "Mini Grants" (when the request is $1,000 or less). Any nonprofit entity, civic institution or public organization may apply. The SDHC also awards financial assistance for **Speakers Bureau** visits, **Book Club to Go** and **One Book South Dakota** adoption; these programs, while not addressed in this document, are further detailed on the SDHC website and our annual Program Catalog.

All SDHC grants must advance the mission of the South Dakota Humanities Council and promote the humanities in American public life. Generally defined, **the humanities** are fields of study concerned with people, their values, and the human experience. According to the National Foundation on the Arts and the Humanities Act of 1965, as amended:

> The term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life. (*neh.gov*)

Further, all SDHC-sponsored projects must include active participation of a **humanities scholar**, defined as someone trained in a humanities discipline, earning an M.A. or Ph.D., or an individual whose career and personal history shows commitment to the humanities.

All grant proposals must meet the following requirements:
- The proposed project or event must take place in South Dakota.
- The sponsoring organization must not have any current open grants with SDHC.
- The sponsoring organization must have a tax-exempt status letter (such as the 501c3 form) and a DUNS (Data Universal Numbering System) number with the Central Contract Registration.
- The sponsoring organization must provide third-party cash and / or in-kind contributions to match or exceed SDHC's financial assistance.

Not required, but encouraged, are programs that:
- Are free, open to the public, and attract a diverse audience.
- Promote literacy and develop reading skills.
- Offer programs in underserved geographic locations. The SDHC seeks a balanced approach to dispersing funds; please contact our office for a list of underserved counties.
- Are new projects or are submitted by organizations that have not previously received SDHC funding. Projects that have received previous funding may be considered but should have an expectation of declining financial resources for repeat applications.
- Involve scholars of the Lakota, Dakota, or Nakota nations, which make up the largest minority in South Dakota.

2019 Initiative

At present, SDHC has not selected an initiative or programming theme for 2019. If we do, we will post an announcement on our website. In that case, we may provide special consideration to grant proposals that relate to the chosen theme, although all proposals will receive fair consideration.

Regardless of subject, all SDHC-sponsored projects should be informed by humanities materials and scholarship. Projects may not advocate for a specific political view or agenda, and the conversations should actively engage South Dakotans in sharing ideas and information.

Grant Categories/Requirements

SDHC awards major grants in two categories: Discussion and Research. These categories are distinguished as such:

1) **Discussion programs** engage the general public and a scholar or scholars in dialogue about the humanities. Formats include conferences, festivals, lectures and presentations. Discussion programs might also contain media elements, such as documentary films, radio and television productions, exhibits, website and social media projects, mobile web applications and humanities-related books or e-books. If a media program is approved, the grantee will be required to sign a contract covering copyright, distribution, credits and disclaimers. Discussion requests cannot exceed $7,000.

2) **Research programs** encourage scholarly research in the humanities, especially topics relevant to South Dakota culture and heritage. Applicants must include a plan for a minimum of three public presentations of the research.

The table below indicates deadlines and funding limits for each grant category. Note that grant proposals for $1,000 or less, often referred to as "Mini Grants," are reviewed on a rolling basis, whereas as grant proposals for more than $1,000, often called "Major Grants," have Feb. 28 and Oct. 15 deadlines.

Grant Category	Requested Amount	Proposal Deadline	Program Date
Discussion	$1,000 or less	as funding is available	6-8 weeks after submission
	$1,001 to $7,000	Feb. 28 & Oct. 15	after May 1 and Dec. 1
Research	$1,000 or less	as funding is available	6-8 weeks after submission
	$1,001 to $2,500	Feb. 28 & Oct. 15	after May 1 and Dec. 1

SDHC does not fund:
- Courses, scholarships, cash awards or fellowships

- Projects in the creative or performing arts that do not have a humanities component
- Lobbying efforts or activities that advocate a political/social party, agenda or ideology
- Capital projects including equipment, land, renovation or staffing costs
- Programs held to make a profit

- Meals, snacks, decorations
- Expenses incurred prior to receiving the grant
- Endowment or fundraising solicitations
- Proposals that do not follow SDHC guidelines
- Supplies or equipment, unless otherwise approved

Grant Application

All applicants must submit their proposal online by following the appropriate link under the "Grants" tab on *sdhumanities.org*. Planning materials and sample applications are available on the SDHC website. The SDHC is willing to review proposal drafts and provide feedback, but request that applicants submit their draft **two weeks** prior to the submission deadline. While we don't require a preliminary review, we do encourage it.

The remainder of this document is intended to supplement and clarify the data entry fields on our grant application form. The application form is composed of six sections: 1) Sponsoring Organization, 2) Program Information, 3) Program Narrative, 4) Scholars & Support, 5) Program Budget, 6) Contacts & Signatures. These sections are detailed below. Appended to the end of this document is the SDHC Budget Form, which is required of all applications.

1. Sponsoring Organization

What is the Sponsoring Organization?
This must be a nonprofit or public organization that administers the financial portion of the grant. If an award is made, the sponsoring organization needs to provide SDHC with a W-9, as checks will be paid to this organization.

2. Program Information

Brief Description of Project:
This section provides the reader with an overall sense of the project. Please keep your response to 100 words or less.

3. Program Narrative

Describe the sponsoring organization.
Describe your organization's history and mission. When applicable, discuss your programming initiatives and organizational structure. Finally, detail the capability of your organization to conduct the proposed project effectively.

What is the proposed project?
In this section of the grant application, discuss in detail the format and facilitation of your project, including your goals and methods for achieving those goals. For **discussion programs**, include the location of the event(s) and a time schedule that includes speakers and topics they will address. If your program contains a media element, describe plans for the project's completion and for public use and/or presentation of the final product. For **research programs**, include an outline of proposed activities, noting where the research will be conducted (archives, library, etc.), the subject of the research, and a projected end date for the project. Note that research programs must include at least three public presentations by the scholar.

Please explain how your project advances the mission of the South Dakota Humanities Council and promotes Humanities in American public life.
Explain why you are seeking support from SDHC for this project, how your organization's mission aligns with that of the SDHC, and how your project will forward the goals of celebrating literature, promoting civil conversation, and telling the stories that define our state.

Who is your intended audience?

Estimate the number of people that will attend the event. Also include a promotion plan, stating how the program(s) will be publicized and how SDHC and NEH will be credited for their contribution, should the grant be awarded.

4. Scholars & Support

Who are the humanities scholars involved and what are their credentials? What will they contribute to the proposed activities?
Please provide a brief profile of the humanities scholars participating in your project. As noted previously, we define humanities scholars as those trained in a humanities discipline, earning an M.A. or Ph.D., or an individual whose career and personal history shows commitment to the humanities. Please upload a two-page scholar CV on the application form.

Will other organizations be involved in this project? If so, please describe each organization and explain its involvement.
List other organizations assisting in the project. These might be partner organizations that provide programming assistance, volunteer or paid labor, partners, co-sponsors, or groups providing cash and/or in-kind contributions. This section of the application form has a space to include letters of support or endorsement from outside individuals or organizations.

What specific goals relating to humanities programming do you propose to achieve?
Explain the benefits of the project. Refer to the definitions of "Humanities" as stated on the first page of this Grant guidelines document. Also, please describe how you will evaluate the project. (Note that all SDHC-supported programs require audience evaluations and an evaluation from the Project Director. For grant awards of more than $1,000, programs must also submit an evaluation from an independent party, defined as someone knowledgeable on the topic but not involved in the planning or presentation of the project.) This section of the application form includes a field for uploading an additional supporting document.

5. Program Budget

The budget table (appended at the end of this document) includes fields for the amount requested from SDHC, third-party cash, and in-kind contributions. SDHC will only cover half the total cost of the project; applicants' total cost share, third-party cash and in-kind donations must together equal the amount requested from SDHC. For example, if you request $1,000 from SDHC, the other two columns must equal $1,000 or more.

The term **third-party cash** refers to actual money spent for the project, either by the sponsoring organization, other organizations, or individuals. This may include salary, purchase and use of office supplies, equipment rental—anything being paid for but not being paid by SDHC. The term **in-kind contribution** refers to the dollar value of donated services, such as volunteer labor, meeting space, etc., that is contributed or discounted for the project.

As the budget form indicates, the South Dakota **state rate for travel** is $0.42/mile. We reimburse for in-state travel, but not out-of-state travel. Food expenses are typically not covered by SDHC, but exceptions can be made for **per-diem allowances**. Typically, SDHC allows **volunteer time** to be reported as $20/hour, while scholars can report time as $50/hour or $400/day. **Meeting space**, in most cases, should not exceed $200/day.

The budget form also includes two rows for **project administration**, which includes payment for the **Project Director** and **Fiscal Agent**. These costs must be calculated as a percentage of the total request. If the subtotal of requests (not including Project Administration) is $3,000 or less, 15% can be allocated for Project Administration. If the subtotal is over $3,000, only 12% can be allocated for Project Administration up to $750. The total payment for both Project Director and Fiscal Agent cannot exceed $750*.* If you claim budget lines for project administration, please briefly explain your calculations in the space provided below the table.

6. Contacts & Signatures

In this final section of the grant application, you will identify and provide contact information the administrator of your proposed project. The **Project Director** is the person who manages the overall project, serves as the contact person with SDHC and submits final evaluation reports. The **Fiscal Agent** is the person who manages grant funds and prepares and submits the final financial report. The Fiscal Agent must be affiliated with the sponsoring organization and cannot be the same person as the Project Director. Finally, the **Authorizing Official** is the person with authority to sign the application on behalf of the organization.

Note: SDHC recipients as of October 1, 2010 must be on file with the Central Contract Registration, a database for the U.S. Federal Government. You will need to acquire a DUNS (Data Universal Numbering System) number from this agency. If your proposal is accepted, please visit http://fedgov.dnb.com/webform to receive the number. It is an easy process and needs to be updated annually. Please report your DUNS number to the SDHC office. The National Endowment for the Humanities Catalog of Federal Domestic Assistance number is 45.129. Thank you!

If you have further questions about the SDHC grants program not answered in the guidelines, please contact SDHC Projects Assistant Joe Holt at joe@sdhumanities.org, the general SDHC Grants email at grants@sdhumanities.org, or the main office at 605-688-6113.

Thank you for applying for a grant from
the South Dakota Humanities Council.

South Dakota Humanities Council Budget Form

Program Name:

Project Director:

Page two of this document provides definitions and budgeting suggestions.

	SDHC contribution	Third-party cash	In-kind contributions	**TOTAL**
Scholars				
Other Personnel				
Travel				
Telephone				
Office Supplies				
Printing / Advertising				
Postage				
Facilities Rental				
Equip. Rental				
Evaluation				
Other				
Program Director				
Fiscal Agent				
TOTAL				

Please provide a brief rationale of your budgeting plans.

If applicable, please explain any expenses categorized as "other."

South Dakota Humanities Council Budget Form
Definitions and Budgeting Suggestions

The South Dakota Humanities Council will cover up to one-half the total cost of your project. Applicants' total cost share, which includes third-party cash and in-kind donations, must equal the amount requested from SDHC. For example, if you request $1,000 from SDHC, the other two columns must equal $1,000 or more.

Third-party cash refers to actual money spent for the project, either by the sponsoring organization, other organizations or individuals. This may include salary, purchase and use of office supplies, equipment rental—anything being paid for but not being paid by SDHC.

In-kind contributions refer to the dollar value of donated services, such as volunteer labor or meeting space that is contributed or discounted for the project. Here are examples of in-kind contributions:
  • Volunteer time for staff can be reported as an in-kind contribution of $20/hour.
  • Volunteer time for scholars can be reported as an in-kind contribution of $50/hour or $400/day.
  • Donated meeting space can be reported as an in-kind contribution of $200/day.

These totals might be calculated higher or lower depending on your organization's definition of fair amount for volunteer service and meeting space.

When calculating **travel expenses**, please apply the state rate of $0.42/mile. SDHC reimburses for in-state travel only. Food expenses typically aren't covered by SDHC, but exceptions can be made for **per-diem allowances**; in that case, please use the state rates of $6 for breakfast, $11 for lunch and $15 for supper.

Your proposed budget may include payment toward **project administration**—fees or salaries for your **Project Director** and **Fiscal Agent**. These costs must be calculated as a percentage of the total request:
  • If the subtotal of budget requests (not including the lines for "Project Director" and "Fiscal Agent") is $3,000 or less, 15% can be allocated for project administration.
  • If the subtotal is over $3,000, only 12% can be allocated for project administration.

The total payment for Project Director and Fiscal Agent cannot exceed $750. If you're budgeting expenses toward either of those lines, please briefly explain of how you calculated each figure in the space below the budget table.