

South Dakota Humanities Council

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Grant Guidelines

FY 2016 (Nov. 1st, 2015 – Oct. 31st, 2016)



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 Humanities (NEH). Besides providing financial support, SDHC offers a variety of educational and literary programs and is the home of the South Dakota Center for the Book.

SDHC Grant Program

South Dakota Humanities Council awards grants on a competitive basis. All projects must enhance South Dakota citizens' appreciation and use of the humanities.

What are the Humanities?

"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." (From: www.NEH.gov)

--National Foundation on the Arts and the Humanities Act, 1965, as amended

Who is eligible?

Any non-profit organization, institution, or public organization interested in promoting the humanities may apply.

What type of grants does SDHC offer?

SDHC awards up to \$85,000 annually in two competitive grant categories: 1) Humanities Discussion and 2) Research. Grants requested for \$1,000 or below can be approved on a rolling basis, if the award amount is above \$1,000 grants will be reviewed at the November or April board meeting.

What are the requirements?

All grant proposals must meet the following requirements:

- The project 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.
- Third-party cash and in-kind contributions must match the amount requested from SDHC.
- Be a topic in a **humanities discipline**. The humanities are fields of study concerned with people, their values, and the human experience. Full explanation of "humanities" above.
- Must include active participation of a **humanities scholar**. This is a person trained in one of the humanities disciplines, earning a M.A. or Ph.D., or individuals whose career and personal history show commitment to the humanities.

Not required, but encouraged are programs that:

- Are free, open to the public, and attract a diverse audience.
- Promote reading and develop reading skills.
- Involve scholars of the Lakota, Dakota, or Nakota nations. These groups make up the largest minority in South Dakota.

2016 Year Initiatives

2016 is the Centennial of the Pulitzer Prize. SDHC will solicit Speakers Bureau topics exploring the history, prestige and winners of the Pulitzer Prize and well as give special consideration to organizations applying for projects that highlight the Centennial Anniversary.

Grant Categories/Requirements

Humanities Discussion Programs – Engage the general public and scholar in a discussion of the humanities. Formats include conferences, festivals, lectures and/or presentations. The focus of the program should examine the topic from the view and perspective of the humanities. Discussion programs can also contain a media element, for example potential projects include documentary films, radio and television productions, exhibits, website and social media projects, mobile web applications and humanities-related books or e-books. These projects would encourage discussion in the humanities and utilize unique forms of media to advance the humanities. ***If a media program is approved, a contract covering copyright, distribution, credits, and disclaimers signed by the grantee is required. Discussion requests cannot exceed \$7,000.***

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. ***Requests cannot exceed \$2,500.***

Please review the table below to find application deadlines for each grant category. ***Mini grants are accepted throughout the year as funding is available.***

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

SDHC Does Not Fund:

- Courses, scholarships, cash awards, or fellowships
- Performances in the creative or performing arts that do not have a humanities component
- Lobbying efforts or activities that advocate a particular political/social party, agenda, or ideology
- Capital projects including equipment, land, renovation, or staffing costs
- Programs that are being held to make a profit
- Meals, snacks, decorations
- Expenses incurred prior to getting the award
- Endowment or fundraising solicitations
- Proposals that do not follow SDHC guidelines
- Generally, no supplies or equipment can be purchased with grant funds

Grant Application

All applicants are required to submit their proposal online at www.sdhumanities.org under the “Grants” tab. Contact the SDHC office at 605-688-6113 or grants@sdhumanities.org for assistance in preparing grant applications. Applicants who wish to have their proposal reviewed by the SDHC staff, must do so **two weeks** prior to submission. **All Grants must be submitted a minimum of six weeks before the program start date.**

Please review the following information before writing a proposal:

Contact Information

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.

Who is the Authorizing Official?

The person with the authority to sign the application on behalf of the organization.

Who is the Project Director?

The person responsible for overall management of the project and serves as the contact person with SDHC and submits final evaluation reports.

Who is the Fiscal Agent?

The person responsible for the grant funds and for preparing and submitting the final financial report. This person must be affiliated with the sponsoring organization. ***This person cannot be the Project Director.***

Brief Description of Project

This is a BRIEF description of the project and gives the reader an overall sense of the project. Please keep this section to a maximum of 100 words.

Grant Narrative

1. Describe the Sponsoring Organization. Describe your organization, including its history and mission. Detail the capability of the organization to conduct the proposed project effectively. If the organization has not received a grant from SDHC in the past, include verification of non-profit status. Please read the Grant Categories/Requirements section carefully prior to applying so you are aware of the requirements for each category.

2. What is the proposed project?

- **Discussion Programs:** Include the location of the event(s) and a time schedule that includes speakers and topics they will address. For media programs, describe how the project will be completed and plans for public use and/or presentation of the final product.
- **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. Plans for public use and/or presentations must be outlined.

3. Who are the humanities scholars involved, what are their credentials, and what will they contribute to the proposed activities? Please see page one of this document to see humanities scholar requirements.

4. 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.

5. Will other organizations be involved in this project? List other organizations involved in the project, including cash and/or in-kind contributors, partners and/or co-sponsors.

6. What specific goals relating to humanities programming do you propose to achieve? How will success be measured? Explain the benefits of the project. Include the means that will be used to evaluate the project (participation numbers, follow-up, etc.). For requests over \$1,000, an Independent Evaluator should be named. They should be knowledgeable on the topic, but not involved in the planning or presentation of the project.

Include up to five supporting documents. These may be *curriculum vitae*, résumés, letters of support, etc.

Proposed Budget

The budget table includes fields for you to enter the amount requested from SDHC, third party cash, and in-kind contributions. When filling out the budget table, ***keep in mind 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 \$1,000 is requested from SDHC, the other two columns must equal \$1,000 or more.

What is third party cash?

Actual money spent for project, either by 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.

What are in-kind contributions?

The dollar-value of donated services such as volunteer labor, meeting space, etc. that is contributed or discounted for the project.

What are travel and per diem allowances in South Dakota?

The state rate for travel is \$0.37/mile, food expenses are no longer covered by the Council.

What are fair amounts to report as volunteer time and meeting space?

Typically SDHC allows volunteer time to be reported as \$20/hour. Scholars can report time as \$50/hour or \$400/day. Meeting space can be up to \$200/day.

Project Administration

This 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.***

Please provide a short but detailed explanation of how each figure was calculated in the last column.

**Thank you for applying for a grant from South Dakota Humanities Council.
Please contact the SDHC office for further questions/concerns, 605-688-6113.**

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 inform the SDHC office to report your DUNS number. Thank you!