South Dakota Humanities Council Grant Application (preview)

Thank you for your interest in a South Dakota Humanities Council grant. We review grant requests of $1,000 or less on a rolling basis throughout the year, as funding allows; for grant requests of more than $1,000, our deadlines are Oct. 15 and Feb. 28 each year. Before applying, please review the Grant Guidelines on our website.

> **This document presents the data fields for our SDHC major grant application. It's intended as a preview to assist organizations as they draft their applications. The official application is an online form linked on our website, *sdhumanities.org*.**

Because you will be unable to save your progress as you're completing this form, we encourage you to paste your long-form responses into a Word document (or something similar). This will prevent you from accidentally losing your work.

You can request that a SDHC staff member reviews your draft proposal, but you must submit that request two weeks before the application deadline. If you have questions about the application process, please contact the South Dakota Humanities Council at 605-688-6113 or grants@sdhumanities.org.

Page 1: Sponsoring Organization

Type of Grant:
- ☐ Research
- ☐ Discussion

Sponsoring Organization
    Name
    Address, city, state, zip code
    Phone number
    URL

9-Digit Federal Taxpayer ID Number (also referred to as your organization's "EIN"):

9-Digit DUNS Number:

Documentation of tax-exempt status (if available)
    [*File upload*]

Page 2: Program Information

Project title:

Project start date:

Project end date:

Event start date:

Event start time:

Event end date:

Brief description of project:
[max. 100 words]

Event venue name:

Event venue location:
Address, city, state, zip code

Venue county:

Please select the program format:

☐ Conference / Symposium, etc.
☐ Discussion Program
☐ Exhibit
☐ Fellowship for Higher Ed. Faculty
☐ Festival
☐ K-12 Teacher Project
☐ Library Project
☐ Literacy Project
☐ Local History Project

☐ Media Grant - Film
☐ Media Grant - Radio
☐ Media Grant - Technology
☐ Media Grant – TV
☐ Museum Project
☐ Preservation Project
☐ Publication
☐ Speakers Bureau / Chautauqua
☐ Student Project

Has your organization applied for or received a grant from the SDHC? If so, please list the projects and grant numbers.
[max. 250 words]

Page 3: Program Narrative

Please describe the sponsoring organization.
[max. 500 words]

What is the proposed project?
[max. 500 words]

Please explain how your project advances the mission of the South Dakota Humanities Council and promotes the Humanities in American public life.
[max. 500 words]

Who is your intended audience?
[max. 250 words]

Estimated attendance:

Page 4: Scholars & Support

Who are the humanities scholars involved and what are their credentials? How will they contribute to the proposed activities? (You may attach scholar CVs below.)
    [max. 500 words]
    [*File upload:* Scholar CV; limit two pages] (required)
    [*File upload:* Additional scholar CV; limit two pages] (optional)

Will other organizations be involved in this project? If so, please describe each organization and explain its involvement. (You may attach support letters or other documentation below.)
    [max. 500 words]
    [*File upload:* Letter of support or endorsement] (optional)
    [*File upload:* Additional letter of support or endorsement] (optional)

What specific goals relating to humanities programming do you propose to achieve?
    [max. 500 words]
    [*File upload*: Additional supporting document] (optional)

Page 5: Program Budget

Download the budget form from the SDHC website, then complete and upload it here. Please justify your budget items in the space beneath the table on the budget form. (*The budget form is appended to the back of this sample grant application.)*
    [*File upload:* completed budget form]

Grant amount request:

Summary of proposed budget
    SDHC contribution:
    Cash:
    In-kind:
    Total project budget:

Page 6: Contacts & Signatures

Project Director:
    Name
    Phone number
    Email
    Address, city, state, zip code

Fiscal Agent (your Fiscal Agent cannot be the same person as your Project Director):
    Name
    Phone number

Email
Address, city, state, zip code

Authorizing Official:
Name
Phone number
Email
Address, city, state, zip code

Electronic signatures. By typing below, you agree that your project complies with the SDHC Grant Guidelines and that your application is accurate to the best of your knowledge.
Signature of Project Director
Signature of Fiscal Agent
Signature of Authorizing Official

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.