

## South Dakota Humanities Council

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# Grant Guidelines

FY 2023 (Nov. 1, 2022 – Oct. 31, 2023)

Updated July 2022

## 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 provides federal grant funding annually in three competitive categories: **Discussion, Media** and **Research**. Grant applications for \$2,000 and under are accepted on a rolling basis while grant applications over \$2,000 are due on February 28<sup>th</sup> and October 15<sup>th</sup>. Registered 501(c)3 nonprofits and certain tax-exempt groups may apply. The SDHC also awards financial assistance for **Speakers Bureau** visits, **Book Club to Go** and **One Book South Dakota** discussion; 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*)

Because we live and work on the homeland of the people of the Oceti Sakowin (Lakota, Dakota, and Nakota), SDHC strives to acknowledge the stories of our state's Indigenous people in all we do. We request that grant-sponsored projects and programs include Native experiences, voices, and perspectives if appropriate. Further, all SDHC-sponsored projects must include **active participation of a humanities scholar**, defined as someone trained in a humanities discipline, earning an advanced degree, or an individual who can document their qualified experience in the humanities.

## **Are You Eligible?**

### **Organizations typically eligible:**

- Private nonprofit organizations
- Institutions of higher education
- State and local groups, and federally recognized Indian tribal governments
- Community and cultural organizations
- Educational and professional groups
- Museums
- Libraries
- Public agencies

### **All grant proposals must meet the following requirements:**

- The proposed project and public discussion event must take place in South Dakota.
- The sponsoring organization must not have any currently open grants with SDHC.
- The sponsoring organization must have a tax-exempt status letter (such as the 501c3 form) and a Unique Entity ID (UEI).
- The sponsoring organization must provide cash contributions (from the sponsoring organization, other organizations, or individuals) 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.

### **SDHC does not fund:**

- Capital projects including equipment, land, renovation or staffing costs
- 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
- 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
- 501 (C) 6 organizations

## 2023 Initiative

At present, SDHC has not selected an initiative or programming theme for 2023. 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

**All SDHC grant applications must include a public discussion event that will engage the general public with a scholar or scholars in dialogue about the humanities.**

SDHC awards grants in three program categories. These categories are distinguished as such:

- 1) **Discussion** – These programs include opportunities to engage the general public with a scholar or scholars during one or more public events such as conferences, festivals, lectures and invited speaker presentations.
- 2) **Media** – These projects offer an opportunity to engage the public with a scholar or scholars during one or more public events related to the creation of a media project. Such materials include, but are not limited to humanities-related films, videos, slide/tape presentations, scripts, radio and television productions, exhibits, photography, and publications such as 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.
- 3) **Research** – These programs encourage scholarly research in the humanities, especially topics relevant to South Dakota culture and heritage and include one or more public presentations of the research by the scholar(s).

The table below indicates deadlines and funding limits for each grant category. Note that grant proposals for \$2,000 or less, are reviewed on a rolling basis, whereas as grant proposals for more than \$2,000, have Feb. 28 and Oct. 15 deadlines. Our grant funding limit is \$20,000. If you have an exceptional program that requires funding above that level, please contact us.

<b>Requested Amount</b>	<b>Proposal Deadline</b>	<b>Program Date</b>
\$2,000 or less	as funding is available	at least 4-6 weeks after submission
\$2,001 to \$20,000	Feb. 28 & Oct. 15	after May 1 for Feb. 28 deadline and after Dec. 1 for Oct. 15 deadline

## How to Apply

All applicants must submit their proposal online by following the appropriate link under the “Grants” tab on [sdhumanities.org](http://sdhumanities.org). Planning materials and sample applications are available on the SDHC website. The SDHC is willing to review a proposal draft and provide feedback; if this support is needed, we request that applicants submit their draft **two weeks** prior to the submission deadline.

# Grant Application

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, and 6) Contacts & Signatures. These sections are detailed below, and a sample can be found at [sdhumanities.org](http://sdhumanities.org). Appended to the end of this document is the SDHC Budget Form, which is required of all applications.

**Please note:** Once an online application is started it **must** be completed as it will **not** be saved for completion at a later time. If you are unable to complete the application, you will need to start a new one when you are ready. You can find a "Grant Application Template" on our website which provides all of the required fields so you know what information is needed in order to complete the online application.

## 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. Due to changes in federal regulations, SDHC will not accept applications from fiscal agent sponsors. The sponsoring organization must be making a **substantive contribution** to the project. Providing bookkeeping and related services does not constitute a substantive contribution.

## 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 grants**, include the location of the event(s), date, and a time schedule that includes speakers/scholars and topics they will address. For **Media grants**, describe plans for the project's completion and its public use, as well as the location, date and time for the public event(s) of the final product. For **Research grants**, 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. Include the location, date, and time of the public presentation(s).

### **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?**

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 advanced degree, or an individual who can document their qualified experience in the humanities. Please upload a two-page maximum scholar CV on the application form. If project scholars or other personnel are employees of the Sponsoring Organization, the stipend awarded to them must be documented separately from their regular pay. Furthermore, if documentation is shown through a line item on a pay stub, any sensitive employee information should be redacted before submitting the document. Salary or wage expenditures should not include services provided as part of regularly assigned duties.

**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 to determine whether or not you have met your goals. (Note that all SDHC-supported programs require audience evaluations and an evaluation from the Project Director. For grant awards of more than \$2,000, programs must also submit an evaluation from an independent third 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, cash contributions (non-SDHC), and in-kind (donated) contributions. SDHC will cover up to one-half the total cost of the project. Cost share shows how federal funds are being matched by local community support and are an important requirement in NEH grantmaking. Applicants’ total cost share, (cash and in-kind donations combined) must equal or exceed the amount requested from SDHC. For example, if your total request is for \$2,000 from SDHC, the other two columns must equal \$2,000 or more. Do not include any cash or in-kind costs that have been, or will be, counted as match on any other award of **federal** funds.

**All expenses must be solely for the purposes of the grant, occur during the grant period, and in accordance with the agreed guidelines and provisions of the award.**

**Indirect Costs.** SDHC will honor valid federally negotiated indirect cost agreements (NICRA) for Project Administration **if the applicant organization can provide a copy of the NICRA for review along with the application.** This NICRA must be current, not expired, and the effective date for the rate must be applicable to the period of the grant. NEH activities most regularly fall within “Other Sponsored Activities” under the “Applicable To” column on the NICRA. Applicant organizations may not apply a research rate to their indirect costs. If an event is scheduled to occur off campus, the applicant organization is advised to read the definition of “off campus” that is provided in their individual rate agreement, since this definition varies and is sometimes very specific.

If the applicant organization chooses to not use the full indirect cost rate, as an SDHC expense, or to waive the indirect cost rate, they may include this as a cash contribution. The grantee in turn stipulates that the amount provided as a cash contribution is in keeping with its normal procedures for computing such costs.

If the applicant organization does not have a NICRA, they may elect to include no more than 10% of the SDHC subtotal for Project Administration.

The term **cash contribution** refers to actual money spent for the project, either by the sponsoring organization, other organizations, or individuals. This may include salary, travel, purchase and use of office supplies, facilities/equipment rental—anything being paid for but not being paid for by SDHC.

The term **in-kind contribution** refers to the dollar value of donated services, such as donated scholar time and/or travel, volunteer labor, donated meeting space, equipment, or supplies - anything that is an integral part of your project and that is contributed or discounted for the project. The NEH is interested in knowing the resources that were used to create your project that were not paid, yet were necessary for its successful completion, and we appreciate your care in thoroughly reporting these figures. While you will be able to best determine the value of these elements, as a beginning point, SDHC suggests in-kind **volunteer time** to be reported as \$25/hour, while in-kind **volunteer scholar time** can be reported as \$60/hour or \$480/day. **Donated meeting space** can be reported as an in-kind contribution of \$400/day.

When calculating **travel expenses**, use the current federal mileage rates. SDHC reimburses mileage for in-state travel only. Airline tickets and car rental from the airport are allowed. Food expenses typically aren't covered by SDHC, but exceptions can be made for **per-diem allowances**; per-diem will follow current federal reimbursement rates.

**You must provide a complete and detailed rationale of your budgeting plans. Inadequate budget detail may result in rejection of the grant application.**

## **6. Contacts & Signatures**

In this final section of the grant application, you will identify and provide contact information for 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:** As of April 4, 2022, all recipients of federal money must register for a Unique Entity ID (UEI). Although not required, recipients are also encouraged to maintain active System for Award Management (SAM) registration. 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 Grants Coordinator Melinda Berdanier at melinda@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

Project Title:

Project Director:

Page two of this document provides definitions and budgeting suggestions.

	SDHC Contribution	Cash Contributions (non-SDHC)	In-Kind Contributions (Donated)	<b>TOTAL</b>
Scholars				
Other Personnel				
Travel				
Supplies				
Printing / Advertising				
Postage				
Facilities Rental				
Equipment Rental				
Evaluation				
Other				
<b>SUBTOTAL</b> *				
Indirect Costs/ Project Administration *				
<b>TOTAL</b>				

\* See explanation on next page

You must provide a complete and detailed rationale of your budgeting plans. Inadequate budget detail may result in rejection of the grant application.

If applicable, 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. Cost share shows how federal funds are being matched by local community support and are an important requirement in NEH grantmaking. Applicants' total cost share, which includes cash contributions and in-kind donations, must equal or exceed the amount requested from SDHC. For example, if your total request is for \$2,000 from SDHC, the other two columns must equal \$2,000 or more. Do not include any cash or in-kind costs that have been, or will be, counted as match on any other award of federal funds.

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