

# ALABAMA HUMANITIES FOUNDATION

LANGUAGES | HISTORY | ETHICS | JURISPRUDENCE  
PHILOSOPHY | LITERATURE | HISTORY OF THE ARTS



## GRANT GUIDELINES

The Alabama Humanities Foundation (AHF) supports public programming that promotes the understanding of history, literature, philosophy, civics, and culture throughout the state. AHF is an independent nonprofit and partner of the National Endowment for the Humanities.

For more information, visit [www.alabamahumanities.org](http://www.alabamahumanities.org) or contact Graydon Rust, Grants Director, at [grust@alabamahumanities.org](mailto:grust@alabamahumanities.org), 205-558-3997.

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## OUR MISSION

AHF's mission is to foster learning, understanding, and appreciation of our people, communities, and cultures. As the state partner of the National Endowment for the Humanities (NEH), AHF is the primary source of grants for public humanities programming in Alabama. AHF also initiates major programs and events in support of humanities topics and collaborates with other organizations to advance the humanities in both the academic and public arenas.

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## THE HUMANITIES

The humanities are often described as the study of how people process and document the human experience. Since humans have been able, we have used philosophy, literature, religion, art, history and language to understand and record our world. These modes of expression have become some of the subjects traditionally listed under the humanities umbrella. Exploring these subjects gives us the opportunity to think critically and creatively and to feel a sense of connection to those who have come before us, as well as to our contemporaries.

According to NEH, the humanities disciplines include, but are not limited to, the study and interpretation of the following:

- Language and linguistics
- Literature
- History
- Philosophy and ethics
- Jurisprudence
- Archaeology
- Comparative religion
- Art history, theory, and criticism
- Social sciences employing humanistic methods

# WHO WE FUND

AHF awards grants to nonprofit community organizations and institutions in all of Alabama's 67 counties. Organizations may apply for funding if they have a current 501(c)3 or equivalent tax status, are in "good standing" with AHF and NEH, and do not currently have an open AHF grant that will overlap with the proposed project's timeline. Applicants often include, but are not limited to the following:

- Libraries
- Museums
- Historical societies
- Civics clubs
- Religious groups
- Schools
- Colleges and universities
- Municipalities
- Local government entities
- Television and radio producers

AHF does not award grants to individuals or to out-of-state applicants without the support of an in-state fiscal agent. Following NEH guidelines, all applicants must obtain a DUNS number and applicants seeking a Major or Media Grant must register with the System for Award Management (SAM) to qualify for funding.

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# WHAT WE FUND

AHF awards grants to support a wide range of public humanities projects covering a spectrum of topics and formats. Applicants are encouraged to develop imaginative proposals for a variety of audiences. The three essential components of successful grant proposals are active public participation, strong humanities content, and the direct involvement of humanities scholars. Projects often include, but are not limited to the following:

- Traveling exhibits
- Conferences and symposia
- Festivals
- Lecture programs
- Interpretive readings
- Teacher workshops
- Book discussions
- Radio broadcasts
- Documentary films
- Digital media

All proposed projects should connect the public with the humanities at no cost and must be accessible. Programs should be geared toward a diverse audience and must allow for differing points of view. AHF does not fund advocacy or social action, fundraising, construction or restoration, the purchase of equipment, individual research or scholarship, study towards an academic degree, or the performing and visual arts as ends in themselves.

# GRANT CATEGORIES

## Mini Grant (up to \$2,000):

Designed for flexibility, mini grants feature a simplified, quicker application and funding process to support a broad range of projects. Requires 1:1 cost share match, including cash and in-kind contributions. Project events must take place a minimum of 45 days after the submission deadline.

## Major Grant (up to \$7,500):

Major grants represent the majority of AHF grant proposals and support a broad range of projects. Requires 1:1 cost share match, including cash and in-kind contributions. Project events must take place a minimum of 60 days after the submission deadline.

## Media Grant (up to \$10,000):

Media grants provide support for documentary film, television and radio programs, and interactive web-based projects. Requires 2:1 cash match of third-party, non-federal funds. Project events must take place a minimum of 60 days after the submission deadline.

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# APPLICATION PROCESS

AHF awards all grants on a quarterly basis. Applicants are required to create an account through AHF's Online Grant Management System and must submit a Letter of Intent (LOI) online at least four weeks before the submission deadline. Once AHF approves the LOI, applicants will receive access to the full grant application. Sample applications are available on AHF's website. The application process and deadlines are as follows:

STEPS	DATES	WHAT HAPPENS
1. Contact AHF		Discuss your project idea with Grants Director and verify eligibility
2. Submit LOI online	At least 4 weeks before deadline	Receive feedback meant to strengthen final proposal
3. Full applications due online	Mar. 15; June 15; Sept. 15; Dec. 15	
4. AHF review of proposals	3 – 6 weeks	Applications reviewed by staff and grants committee
5. Award notifications	1 – 2 weeks after review	Receive award decision by phone or email

# PROJECT REQUIREMENTS

## **Public Participation:**

All projects must be open to the general public and should not be limited to members of a specific organization, scholars, or a campus community. While programs should aim to target a diverse audience, programs may be designed for a particular population, such as teachers, veterans, the incarcerated, or traditionally underserved groups.

In general, AHF will prioritize funding programs that are open to the public at no cost. Organizations may, however, charge modest fees when necessary. When charging fees, AHF encourages organizations to offer scholarships, free admission days, and other flexible admission policies to keep projects accessible to the broadest possible audience.

## **Humanities Content:**

Applicants must ensure that one or more humanities disciplines are central to the project and that humanities themes and topics are adequately explored and interpreted. Humanities content should be presented in an engaging format that encourages critical thinking.

See the second page of this document for a description of the humanities and the humanities disciplines as defined by AHF and NEH.

## **Humanities Scholars:**

All projects must include the involvement of at least one humanities scholar to provide an in-depth knowledge of the humanities content and support adequate interpretation of the material. A humanities scholar is generally someone with an advanced degree in a humanities discipline, such as university faculty and researchers, or someone with extensive experience working within the humanities, such as tradition bearers, authors, historical witnesses, and others.

Humanities scholars may serve the project in a variety of roles, including as consultants or advisors, researchers or writers, presenters or moderators, and evaluators. Major and Media Grant projects must include at least one primary scholar, in addition to the project director, who is integrally involved in both the planning and implementation of the project. All applicants are encouraged to connect with additional scholars when appropriate.

## **Project Evaluation:**

Applicants are required to submit an evaluation plan that is appropriate for assessing the project's identified goals. Evaluations are meant to gather the feedback necessary to improve future programming. Evaluation methods may include, but are not limited to, audience surveys and questionnaires, independent evaluators, and evaluation consultants. Grantees must summarize evaluation results as part of the final reporting process to AHF.

# PROJECT REQUIREMENTS

## Final Report:

Organizations must submit a final report through AHF's Online Grant Management System no later than 60 days after the grant period end date. Grantees may request an extension to the grant period by submitting a grant Adjustment Request Form at least 30 days before the grant period end date.

The final report should include a project narrative, evaluation results, a final budget, copies of photographs and program materials, and audience numbers and demographics. Audience demographics are collected according to NEH requirements.

## Repeat Funding:

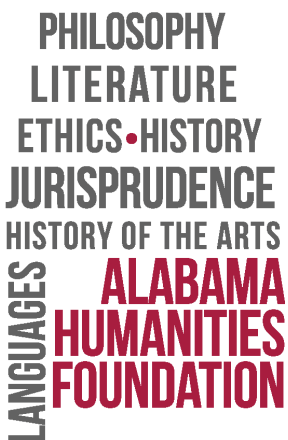
AHF will not fund multiple projects from the same organization at the same time. Organizations may not apply for funding for any project with a grant period that overlaps with previously funded AHF grants to the same organization. For example, if AHF awards funding for a grant that closes on July 31, the organization may not seek funding for any project that begins before August 1.

Organizations may only receive funding for the same grant project for three consecutive years. After the third year, organizations must sit out one calendar year before reapplying for the same project.

## Logo Use and Acknowledgment:

Grantees must prominently acknowledge AHF and NEH on all promotional materials affiliated with their funded projects. Applicants should plan ahead to allow time for AHF to review and award proposals before publicity begins. Grantees should send program dates, press releases, and promotional materials to AHF to help publicize events.

Grantees can download the following logos in a variety of formats on AHF's website to use in promotional materials:



# FINANCIAL OBLIGATIONS

## **Financial Officer:**

Applicants are required to have a Financial Officer, in addition to the Project Director, to oversee all record-keeping and accounting for the grant funds, matching contributions, and services received. The Financial Officer is usually a qualified accountant or bookkeeper and may be from the applicant organization, the cosponsoring organization, or a third party. The Financial Officer, in consultation with the Project Director, is responsible for producing the financial portion of the final report. All grant disbursement checks will be mailed to the Financial Officer.

## **Audits:**

Grantees must maintain records and accounts according to generally accepted accounting principles for a period of at least three years after approval by AHF of the Final Grant Report. AHF, NEH, and the United States General Accounting Office retain the right to inspect and audit your financial accounts and records, or may designate a qualified representative to do so on their behalf.

## **Cost Share Requirement:**

AHF requires a one-to-one cost share match, including cash and in-kind contributions, for all Mini and Major Grants. Cost share consists of all expenses attributed to the project by the applicant and third parties and excludes funding requested from AHF. The total cost share must equal the total funds requested from AHF and will often far exceed this amount. Only federal funding that originates with NEH is not allowable as cost share for Mini and Major Grants.

For Media Grants, AHF requires a two-to-one cash match of third-party, non-federal funds. The total match must equal twice the amount of funds requested from AHF and must be raised after receiving the AHF award. Third party contributions cannot include the sponsor's operating budget.

## **Payment Schedule:**

Mini Grant – AHF will release 90% of awarded funds upon receipt of the signed grant agreement and the balance of awarded funds upon receipt and approval of the final grant report.

Major Grant – AHF will release 45% of awarded funds upon receipt of the signed grant agreement and the balance of awarded funds upon receipt and approval of the final grant report.

Media Grant – AHF will release up to 90% of awarded funds upon receipt of the signed grant agreement and documentation of qualifying third-party, non-federal cash gifts and the balance of awarded funds upon receipt and approval of the final grant report.

# BUDGET GUIDELINES

## **Budget Template:**

AHF has created a Budget Narrative form that clearly delineates line items requested from AHF and those contributing to cost sharing. Applicants must use the Budget Narrative form when submitting both the LOI and the full application. The form is available to download directly from the LOI and application instructions through AHF's Online Grant Management System.

## **Grant Adjustment Request:**

Once funds are awarded, changes to the budget require approval from AHF through a Grant Adjustment Request Form. Grantees must receive approval from AHF if a change in the budget exceeds 25 percent of any budget line item, introduces or eliminates categories of expenditures, or decreases the level of cost share by more than 10 percent in any category.

Grantees should also submit a Grant Adjustment Request if there are changes in the project scope, purpose, or activities, a change in key personnel, or a change in the duration of the grant period. All expenses attributed to AHF must occur within the grant period.

# ELIGIBLE EXPENSES

Line items eligible to receive funding from AHF often include, but are not limited to, the following:

- Scholar honorarium
- Scholar travel expenses
- Promotional materials
- Office supplies
- AV equipment rental
- Facility rental costs
- Exhibit design and rental
- Books and films
- Media production costs
- Sign language interpretation

# INELIGIBLE EXPENSES

Line items eligible for applicant cost share but ineligible to receive funding from AHF include the following:

- Administrative costs
- Ongoing operating costs
- Audience travel expenses
- Audience food and beverages
- Teacher stipends
- Institutional acquisitions
- Equipment purchases
- Free-standing publications
- Construction or restoration
- Indirect costs



# BUDGET CATEGORIES

## Administration:

Administrative costs include expenses for personnel such as the Project Director, fiscal agent, and others involved in project management. Administrative costs, such as salary and benefits, should be based on the estimated number of hours each person will spend on the project. Administrative costs are ineligible to receive AHF funding, but may be included as in-kind cost share.

## Honoraria:

Honoraria includes fees for scholars, speakers, panelists, discussion leaders, consultants, and others involved in public programming. AHF restricts honoraria fees to the following amounts.

Participant	Honorarium	Project Maximum
Advisor or Consultant	Up to \$200/day	\$600
Speaker or Keynote	Up to \$700/program	\$1400
Moderator or Discussion Leader	Up to \$200/program	\$600
Panelist	Up to \$150/program	\$300

## Travel:

Travel expenses include mileage in privately owned vehicles based on the IRS business mileage reimbursement rate, economy class airfare, and per diem for food and lodging at a total of \$75 per day.

## Supplies:

Consumable supplies include any items with a short-term use, including office supplies and materials for program participants, such as books. Non-consumable supplies include items such as furniture and software. Requests for AHF to fund purchases of non-consumable supplies should be carefully justified.

## Facilities and Equipment:

Facility costs include office and meeting space and should be contributed as cost share unless rental from a third party is required. Equipment purchases are ineligible to receive AHF funding, but may be included as cost share.

## Promotion and Publicity:

Printing, postage, and advertising costs should be based on actual local rates and should not comprise more than 25% of the total request from AHF. Additional costs may be included as cost share.

## Indirect Costs:

Indirect costs are costs incurred by an organization which cannot be readily identified with a particular activity, including utilities, accounting services, etc. Indirect costs are ineligible to receive AHF funding, but up to 15% of the total project cost may be counted as cost share.