



## **Nevada Humanities Grant Guidelines**

Nevada Humanities awards matching grants of up to \$5000 to nonprofit organizations and government entities such as libraries and schools, to support public humanities programs.

### **The Humanities**

The humanities include the following branches of learning: languages, literature, linguistics, history, jurisprudence, philosophy, archeology, comparative religion, ethics, theory, and criticism of the arts. The humanities can offer historical background and a wide range of perspectives on issues as well as methodologies for engaging people in discussion and reflection. The humanities are rooted in the tradition of asking questions about what constitutes the common good and a just society.

**The humanities must be central to any successful grant and humanities scholars must actively participate in the planning and implementing of the project.** Normally, a humanities scholar has an advanced degree (M.A. or Ph.D.) in one of the fields of the humanities. Occasionally, people without degrees may function as humanities scholars due to their exceptional knowledge and experience in a particular area. In this regard, we recognize that knowledge may be acquired differently in various cultures, and value such diversity of preparation as consistent with our understanding of the humanities.

### **Funding Priorities**

The board of trustees of Nevada Humanities established four goals in 2007 and gives priority to humanities projects that meet one or more of its goals:

- To create community through conversation and to encourage civil discourse
- To encourage critical thinking and reflection
- To preserve Nevada history and heritage
- To strengthen the cultural institutions of the state.

### *Public Dialogue and Civic Reflection*

The board of trustees established the four goals listed above after careful study of needs here in Nevada where there are few opportunities for people to come together for informed discussion and dialogue.

Challenges of growth, individualism, and fragmentation are pronounced in Nevada, and humanities projects that bring people together on neutral ground to discuss significant issues can help build a stronger civic culture.

Creative projects are encouraged, and may be modest or community-wide in scope. Topics and issues for humanities projects can range from America's role in the world to neighborhood concerns, and from matters of family and relationships to national or state public policy issues. The range of topics is endless.

Grant proposals for projects that focus on topics and issues must demonstrate that diverse and balanced perspectives will be presented and that there is outreach to audiences that hold different points of view.

Again, the role of the humanities scholars is essential, because they provide context and perspective to the discourse. Informed humanities discourse can help explain our differences and help provide a greater sense of what we share in common.

Activities may include public forums; dialogues that cross the boundaries of religion, ethnicity, occupations, neighborhoods; discussions of books, films, performances, exhibited art work; and media or web-based programs that bring a humanities perspective and diverse points of view to a broader audience.

### *Critical thinking*

A humanities project should expand perspective and cause reflection. Participating humanities scholars should ensure that the latest scholarship is brought to bear on the issue or topic being addressed.

### *Nevada and American history and heritage*

The board's interest in preserving and making accessible the state's history and heritage is related to the state's demographics: 80% of the current population was born elsewhere and often has little knowledge of the state's history.

Local history projects should include information on how the material might be incorporated into the Online Nevada Encyclopedia. Grantees may wish to contact the ONE managing editor to discuss their project.

Fully 25% of the grant funds are set aside for projects that focus on American history and heritage. These grants are funded through a special NEH initiative called "We the People." Nevada history is also American history, and projects that focus on Nevada are eligible for this funding if the connection is made between events in Nevada and the course of American history.

### *Capacity Building*

Nevada Humanities is interested in projects that expand the horizons and capabilities of cultural organizations. Humanities projects should be carried out within the context of the applicant organization's own goals and strategic plans.

## **Staff Assistance**

Nevada Humanities staff members are available to answer questions and to read and respond to draft applications from a grant applicant. We strongly recommend that applicants take advantage of this opportunity. To discuss a project or draft proposal, contact the office in Reno at 775/784-6587 or 800/382-5023, or the office in Las Vegas at 702/895-1878.

## **Grant Application Due Dates**

**Mini-grant applications** (for up to \$1,000) may be submitted at any time during the year, but at least six weeks in advance of the proposed program dates. No projects can be funded after publicity materials have been released. Application forms and guidelines are the same as for any other project grant.

**All other grant applications** must meet the due date of October 10 or March 10. Projects should not begin before January 1 and June 1.

**Planning grants** may be used to engage the services of a humanities scholar or to host planning meetings to help an organization put together a larger proposal to Nevada Humanities. Planning grant applications for up to \$1,000 can be submitted at any time as mini grants. Planning grant requests in excess of \$1,000 must meet the March or October application deadline.

## **Eligibility**

- Grants are awarded only to not-for-profit organizations and government entities such as libraries and schools.
- The humanities must be central.
- Scholars in the humanities must be involved in planning and implementing the project.
- Nevada Humanities cannot support more than half the cost of the project.
- Grants are limited to \$5000.

## **The Application Process**

Your application consists of 3 parts: the proposal summary, a narrative not to exceed 3 single-spaced pages, and a budget.

The grant application may be downloaded in *MS Word* to your computer desktop.

The completed application must then be submitted as an email attachment to [maryt@unr.edu](mailto:maryt@unr.edu). Please use the name of your organization as the file name.

## I. The Proposal Summary

The first component of your application is the Proposal Summary.

The **project director** is the individual responsible for the implementation of the project. The project director will be the liaison between the sponsoring organization and Nevada Humanities.

The **authorizing official** for non-profit organizations is usually the executive director or board chair. This person has the authority to commit funds on behalf of the applicant organization and to certify that the organization is in compliance with federal laws regarding nondiscrimination, fair labor standards, and that its employees have not been declared ineligible to participate in federally funded programs.

The authorizing agent for grants submitted by departments in the **Nevada System of Higher Education** is the Director of the Office of Sponsored Projects.

To be eligible for funding from Nevada Humanities, which receives its grant funds from the National Endowment for the Humanities, the applicant must certify that the organization is in full **compliance with federal legislation** in the following matters: a) it does not discriminate on the basis of race, color, national origin, sex, age or handicap; b) it complies with federal fair labor standards; and c) neither it nor its principals have been suspended, debarred, or declared ineligible from participation in a transaction with a federal department or agency.

## II. Project Narrative

The core of your application is a narrative description of your project in which the following questions should be answered. Be concise and specific, using no more than three single-spaced pages. It is important to answer all questions. Please use 12-point type.

1. Does the proposed project relate to one or more of Nevada Humanities' goals? It is not necessary for your program to address all four goals.
  - a. Create community through conversation and informed dialogue
  - b. Encourage critical thinking and reflection;
  - c. Preserve Nevada history and heritage; and
  - d. Strengthen cultural institutions.
2. What activities do you propose? Provide a brief description of your program, its format, times, dates, locations.
3. Will your project address an issue or topic, and how will the humanities be used to address the topic? Tell us why this project is important, what impact it will have, and how you will ensure that balanced and diverse perspectives are presented.
4. Who is the intended audience? How will you attract and engage a public audience?
5. Who are the participating humanities scholars? Provide brief biographical information and explain how their expertise is relevant to the project.

6. What is your organization's past programming experience? Are other community organizations involved, and how? Nevada Humanities encourages collaborative projects.
7. What do you wish to achieve, and how will you measure your effectiveness?

### **III. The Budget**

**Nevada Humanities grants are matching grants.** Nevada Humanities grant funds may cover no more than half of the total cost of the project. At least 15% of the applicant's cost share must be cash contributions. The remainder may be met with in-kind donations of time and services.

Grant funds should support costs directly related to the humanities content of the project. The board of trustees prefers to pay the honoraria or consulting fees for humanities scholars and expenses directly related to their participation, but also recognizes the importance of publicity, for example, in attracting an audience or other costs necessary for presenting a successful humanities project.

**Cash cost share** includes cash contributions made by third parties as well as all contributions made by the applicant organization to carry out the project. For the applicant organization, these may include, among others, the salaries of people working on the project, the cost of space to carry out project activities, and the cost of supplies and services related to the project. Federal funds may not be used for cash match.

**In-kind cost share** includes all donated goods, services, equipment, or facilities. For example, if a consultant waives his or her normal fee, the savings may be reflected in the budget as in-kind cost share, provided that the in-kind contribution is adequately documented. In-kind contributions should be itemized in the budget, along with grant and cash match figures.

### **Other Information**

Up to three letters of support from co-sponsoring organizations or other pertinent information may also be attached to the application. Please do not attach lengthy resumes. Biographical information should be included in the narrative section of the proposal.

### **Tips for Success**

- Make sure you have answered each of the required questions in your narrative.
- Take advantage of the opportunity to have Nevada Humanities staff comment on your draft application.
- Check your math.
- Funding from more than one source is a strong sign that other organizations have found the proposed project worthy of support.

- The cooperation of partner organizations is important because it demonstrates that others recognize the need that is being addressed by the proposed program
- Please be very specific about your marketing/publicity plan, and how it is tailored to your project and your audience.
- Evaluation measures and techniques should be spelled out in detail, and should include both external measures (participant or audience outcomes) and internal measures (anticipated organizational outcomes).

## **What We Do Not Fund**

- Projects in which the humanities are not central
- The creative and performing arts
- Programs that advocate particular political positions, ideologies, theologies or actions
- Scholarships or awards
- Academic courses for credit
- Student work undertaken as part of a degree program in the humanities
- General operating costs of an institution
- Indirect costs, though indirect costs may be used to meet the matching requirement
- For-profit enterprises
- Museums or library acquisitions
- Purchase of equipment
- Capital improvements of buildings or architectural preservation
- Attendance at conferences or professional meetings
- Programs not open to the public (except school programs)
- Food and beverages for audience members
- Salary for permanent staff
- Fundraising
- Expenses paid out prior to approval of a grant
- Humanitarian programs and services