



**ENRICH
ENCOURAGE
EXPLORE
UNITE
INSPIRE
ENGAGE**



NEVADA
HUMANITIES

**2018
GRANT GUIDELINES**





Nevada Humanities produces and supports dynamic educational and cultural programs that **ENRICH** our lives and **ENCOURAGE** us to **EXPLORE** challenging ideas.

Nevada Humanities **UNITES** us through our history and heritage.

Nevada Humanities **INSPIRES** us to **ENGAGE** in our communities and with each other.

MISSION STATEMENT

The mission of Nevada Humanities is to use the traditions and tools of the humanities to build a more engaged citizenry.

As Nevada's nonprofit council affiliate of the National Endowment for the Humanities, Nevada Humanities serves the state from its offices in Reno and Las Vegas by creating public programs and supporting projects statewide that define the Nevada experience, feature local culture and heritage, encourage intellectual curiosity, and facilitate the exploration of issues that matter to Nevadans and their communities.

GRANT APPLICATION GUIDELINES

Nevada Humanities fosters cultural enrichment and connection for all Nevadans. By creating and supporting dynamic public programs that inspire engagement, we deepen a collective sense of place and belonging and encourage mutual understanding and empathy, which are the foundations of community and democracy.

In support of its mission, Nevada Humanities creates and supports public programs statewide that define the Nevada experience and facilitate the exploration of issues that matter to Nevadans and their communities. These programs help perpetuate and disseminate local culture and heritage, improve quality of life, enhance education, and enrich life and thought. In addition, Nevada Humanities contributes to the economic health of Nevada by producing and promoting activities that stimulate heritage tourism and attract new business to the state, aid in fostering a creative and well-educated population, and support a diverse and important nonprofit cultural industry throughout the state. Nevada Humanities is one of 56 independent, nonprofit state and territorial humanities councils affiliated with the National Endowment for the Humanities.

Nevada Humanities awards matching grants of up to \$5,000 to nonprofit organizations, education institutions, and government entities to support public humanities projects. The 2018 Nevada Humanities Grant Application Form is available online at nevadahumanities.org.

DEADLINES

NEVADA HUMANITIES PROJECT GRANTS	MARCH 10, 2018
MINI-GRANTS OF UP TO \$1,000	ROLLING DEADLINE
PLANNING GRANTS OF UP TO \$1,000	ROLLING DEADLINE

To discuss a project or draft proposal, contact Nevada Humanities' grants coordinator, Bobbie Ann Howell, in our Las Vegas office at 702-800-4670 or via email at bahowell@nevadahumanities.org.

GRANT CATEGORIES

NEVADA HUMANITIES PROJECT GRANTS

Applications for project grant funds of up to \$5,000 are due on March 10 of each year and awarded once a year. Projects must take place between July 1, 2018 – June 30, 2019. Project grants are normally awarded for projects that range from one to 12 months in length.

PLANNING GRANTS

Planning grant applications for up to \$1,000 may be submitted at any time during the year. Planning grants may be used to engage the services of a humanities scholar, to host planning meetings, or to facilitate the planning of a humanities project – usually with the goal of assisting an organization to prepare a larger Nevada Humanities Project Grant proposal. The application forms and guidelines for planning grants are the same as for mini-grants and Nevada Humanities Project Grants. Planning grant requests in excess of \$1,000 must meet the March 10, 2018, application deadline. Grants are awarded as funds are available.

All organizations are limited to two grant awards from Nevada Humanities in one fiscal year (November 1 – October 31). These may consist of no more than one Nevada Humanities Project or Planning Grant, and one mini-grant.

MINI-GRANTS

Mini-grant applications of up to \$1,000 may be submitted at any time during the year, but no less than ten (10) weeks in advance of the proposed program dates. No projects can be funded after publicity materials have been released. Mini-grants are designed to respond to year-round, immediate programmatic needs of Nevada organizations. The application process, forms, and guidelines for mini-grants are the same as for Nevada Humanities Project Grants. Grants are awarded as funds are available.

All grant awards are dependent upon available funds.

APPLICANT ELIGIBILITY

Nevada Humanities grants are awarded only to nonprofit organizations and government entities such as local and tribal governments, libraries, and educational institutions. All organizations must provide EIN and DUNS numbers when submitting their applications. In addition:

- The humanities must be central in all funded projects.
- Humanities scholars must be involved in planning and implementing the project.
- For issues-oriented projects, applicants must ensure that diverse and balanced perspectives will be presented and that, when possible, there is outreach to audiences that hold different points of view.
- Grant requests are limited to \$5,000.
- Nevada Humanities funds cannot support more than 50% of the total cost of the project.
- Applicants must comply with basic state and federal non discriminatory statutes.
- Grantees must retain auditable records of grant funds and cash and in-kind matching contributions and services for three years following the end of the grant period.
- Grantees must comply with federal regulations outlined with Office of Management and Budget Uniform Guidance, 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, and 230, as set forth in the administrative requirements that apply to regrantees in NEH's General Terms and Conditions for General Support Grants to State Humanities Councils.
- The grantee may copyright any books, publications, films or other copyrightable materials developed with grant funds. However, the United States government, the National Endowment for the Humanities, and Nevada Humanities retain royalty free, irrevocable, worldwide, non-exclusive license to use and authorize others to use such materials for non-profit, educational purposes.

APPLICANT ELIGIBILITY

WHAT DOES NEVADA HUMANITIES FUND?

Nevada Humanities funds innovative humanities projects created primarily for Nevada audiences, or designed to enhance national or international understanding of Nevada issues, culture, and heritage. We especially encourage projects that will engage diverse constituencies.

Humanities projects are dynamic and may take many forms, including media programs and documentaries, exhibitions, forums and discussions, public dialogue and conversation, workshops, research or scholarly projects with public components, publications, educational initiatives and programs, and digital preservation. Whatever their form, such projects draw upon the humanities, address important issues, and enrich the state's cultural life. They may explore topics as diverse as Nevada state and local history, traditional culture, civic engagement, oral history and community stories, jurisprudence, social justice, bridging cultures, Nevada's landscape and built environment, sense of place, and contemporary issues of concern to Nevadans.

WHAT ARE THE HUMANITIES?

The humanities are the stories, ideas, and words that help us make sense of our lives and our world. They help us shape our sense of individuality and community; they motivate us to ask who we are and what our lives should mean. They inspire us to consider our place within a global, as well as local, context and to explore all that connects and differentiates people across time and place. Through the humanities we remember our history, explore our present, and envision our future. The humanities help us address the challenges we face together in our families, our communities, and as a nation.

The humanities have traditionally involved, but are not limited to: the study of human social, political, and cultural development, which includes history and the social sciences; the exploration of how we communicate with each other and how our ideas and thoughts are expressed and interpreted, which includes literature, languages, and linguistics; the consideration of the meaning of life and the reasons for our thoughts and actions, which includes philosophy, ethics, and studies of belief; the examination of the values and principles that inform our laws; and reflections upon the creative process, which includes contextual approaches to the arts.

APPLICANT ELIGIBILITY

HUMANITIES SCHOLARS

Humanities scholars strengthen a project by providing specialized knowledge and skills that encourage and facilitate the exploration of ideas and community dialog. Humanities scholars often have either formal academic backgrounds and credentials grounded in humanities disciplines, or expertise developed through professional training, experience, or immersion in a particular cultural tradition. We recognize that knowledge may be acquired differently in various cultures and value such diversity of experience as consistent with our understanding of the humanities.

The humanities must be central to any successful grant proposal and humanities scholars must actively participate in the planning and implementation of the project.

PROGRAMMATIC GOALS & FUNDING PRIORITIES

Nevada Humanities has four primary programmatic goals and gives priority to applicants whose projects meet one or more of its goals:

- **To create community through conversation and to encourage civic engagement.**
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. Projects that address this goal might involve a literal or virtual gathering, or the communication or exchange of knowledge and ideas, through an exhibition, workshop, or radio program. We also encourage projects that inspire and support deepened community engagement.
- **To encourage critical thinking and reflection.**
We encourage projects that facilitate a broadening of perspectives that expose audiences to new ideas and experiences, and the exploration of issues that matter to Nevadans. We also encourage projects that inspire Nevadans to reflect on these issues and their significance to us as individuals, and as members of local, state, and global communities.

APPLICANT ELIGIBILITY

- **To preserve and make accessible Nevada history and heritage.**

Nevadans hail from all corners of the globe and from all walks of life. Programs that preserve and make accessible Nevada history and heritage might expand and deepen our understanding of Nevada as a place, a landscape, and a home, and of our particular experiences as Nevadans, in all of our diversity. They might expand our understanding of Nevada history and its connection to regional, national, and international histories, and deepen our understanding of the diverse communities that make up contemporary Nevada. They might also encourage the documentation and sharing of the stories of Nevadans past and present.

- **To strengthen cultural organizations.**

Nevada Humanities is interested in projects that expand the horizons and capabilities of our state's cultural organizations. Humanities projects should be consistent with the applicant organization's own goals and strategic plans, and to help realize, or even broaden, its goals and objectives. These projects might also expand the horizons and capabilities of cultural organizations in Nevada by developing new audiences, by deepening relationships with existing audiences, by encouraging collaboration and partnerships between organizations, and by supporting marketing efforts that increase the public's awareness of Nevada's cultural organizations, their missions, and their work.

APPLICANT ELIGIBILITY

WHAT WE DO NOT FUND

Nevada Humanities does not fund:

- Projects in which the humanities are not central.
- Commercial (for-profit) enterprises or activities.
- Events closed to the public (except K-12 school programs).
- An institution's general operating costs.
- Costs associated with renovation, restoration, rehabilitation, or construction, including architectural preservation.
- Indirect costs and salary for permanent staff (although indirect costs and salary may be used to meet grant matching requirements).
- Performing arts without an educational or humanities component.
- Projects that seek to persuade participants to adopt a particular political, philosophical, religious, or ideological point of view.
- Museum or library acquisitions.
- Cash reserves, endowments, and fundraising activities.
- Professional development, scholarships, or awards.
- Academic courses for credit or student work undertaken as part of a degree program.
- Equipment, property, or other capital purchases.
- Project expenses paid out prior to the award of a grant and the start date of a project.
- Meals or refreshments for audience members.
- Humanitarian programs and services.

If you include unallowable expenses as part of your grant request, Nevada Humanities may reduce the amount of your grant request accordingly. If you have any questions please do not hesitate to contact our office for guidance.

THE APPLICATION PROCESS & SUBMISSION

Your application and project proposal consist of four parts:

- I. APPLICATION INFORMATION
- II. PROJECT NARRATIVE
- III. PROJECT BUDGET
- IV. SUPPLEMENTAL MATERIALS

Parts I – III are located within the 2018 Nevada Humanities Grant Application Form. The Nevada Humanities Grant Application Form may be downloaded in MS Word to your computer desktop. Download the application at <http://www.nevadahumanities.org/nevada-humanities-grants>

The completed application must then be submitted as an email attachment to grants@nevadahumanities.org. Use the name of your organization as the file name.

STAFF ASSISTANCE

Nevada Humanities staff members are available to answer questions and to read and respond to draft applications from applicants. We strongly recommend that applicants take advantage of this opportunity. To discuss a project or draft proposal, contact Nevada Humanities' grants coordinator, Bobbie Ann Howell, in our Las Vegas office at 702-800-4670 or via email at bahowell@nevadahumanities.org.

I. APPLICATION INFORMATION

The Application Information section is the first section of the 2018 Nevada Humanities Grant Application Form. Fully complete the required information. Each applicant organization is required to provide its EIN federal ID number and its DUNS number on the application where requested.

PROJECT DIRECTOR

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 APPLICATION PROCESS & SUBMISSION

AUTHORIZING OFFICIAL

The authorizing official for nonprofit 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, and 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.

COMPLIANCE

To be eligible for funding from Nevada Humanities, which receives much of 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.

All funded projects are required to adhere to the funded project guidelines and requirements, which include compliance with federal guidelines and acknowledgement credits to Nevada Humanities and the National Endowment for the Humanities.

THE APPLICATION PROCESS & SUBMISSION

II. PROJECT NARRATIVE

The Project Narrative is the second section of the Nevada Humanities Grant Application Form. This is the core of your application. Please answer the following questions fully and in the order presented below. Number your responses to correspond with the appropriate question. Your narrative should be typewritten in a 12-point, legible font, and should not exceed three single-spaced pages. Do not include web URL addresses as answers to the questions. Web pages are not accessible to the reviewers during the grant review process, and your application will be considered incomplete.

1. Briefly summarize your organization's mission, history, and past programming experience.
2. Describe your proposed project, including your objectives, the project's humanities content, specific activities (including format, dates, and locations), and intended results.
3. Describe how the proposed project relates to any of Nevada Humanities' four programmatic goals.
4. Describe how the proposed project addresses a specific community need and explain how the project will benefit your community.
5. Describe your project's targeted audience and the communications and marketing strategies you will use to reach this audience. Have members of this audience been involved in the planning and implementation of the proposed project? If so, how?
6. Explain how you will evaluate your project and how you will measure your effectiveness in realizing your project's objectives. If you intend to use an audience survey, what specific types of information are you seeking to learn and how will this help to evaluate the success of your project?
7. Provide brief biographies for the project director and for each humanities scholar involved in the project, detailing their roles in the project and their qualifications for performing these specific roles. Do not attach resumes or include web URL addresses as your answer to this question.
8. If applicable, describe the involvement of individual and/or community partners in the planning and implementation of the project.

THE APPLICATION PROCESS & SUBMISSION

III. PROJECT BUDGET

The Project Budget is the third section of the Nevada Humanities Grant Application Form.

MATCHING FUNDS

Nevada Humanities grants are matching grants and require applicants to match awarded funds. Nevada Humanities grant funds may cover no more than 50% 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 cash contributions and in-kind donations of time and services.

ALLOCATION OF GRANT FUNDS

Grant funds should support costs directly related to the humanities content of the project. Nevada Humanities 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.

COST SHARE

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.

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.

All grantees are prohibited from using the cost share reported to Nevada Humanities to match other federal grants they may receive, and conversely, they cannot use Nevada Humanities grant funds to match other federal sources of funding.

You are also required to submit the latest copy of your organization's audited financial statement, or list the URL on the application form where the statement may be found online. If your organization does not have an audit, then submit a copy of the latest IRS form 990, 990 EZ, or 990-N e-Postcard.

THE APPLICATION PROCESS & SUBMISSION

USE OF A FISCAL AGENT

Incorporated nonprofit organizations that have not received tax-exempt status through the Internal Revenue Service may apply using a Fiscal Agent, which is an incorporated, nonprofit, tax-exempt organization that is eligible to apply for Nevada Humanities grants. If an organization intends to apply using a Fiscal Agent they must contact Nevada Humanities prior to submitting a grant application.

- The Fiscal Agent is the recipient of the grant award. The Fiscal Agent becomes the legal applicant of record, redistributes the grant funds to organization coordinating the project, and is responsible for all the requirements of the specific grant category. This includes contracts, fiscal records and final reports.
- Any correspondence to Nevada Humanities regarding a Fiscal Agent-sponsored application or grant must be submitted either by the Fiscal Agent, or jointly by the Fiscal Agent and the organization coordinating the project, by email to grants@nevadahumanities.org.
- The use of a Fiscal Agent does not release the organization coordinating the project from responsible or accountable behavior. It is strongly recommended that the organization coordinating the project and the Fiscal Agent sign a letter of agreement, or a contract, that clearly details the legal responsibilities and obligations of each party.
- Acting as a Fiscal Agent does not jeopardize the Fiscal Agent's own grant applications.

IV. SUPPLEMENTAL MATERIALS

ORGANIZATIONAL AUDIT & 990 FORMS

You are required to submit the latest copy of your organization's audited financial statement, or list the URL on the application form where the statement may be found online. If your organization does not have an audit, then submit a copy of the latest IRS form 990, 990 EZ, or 990-N e-Postcard.

OPTIONAL SUPPLEMENTAL MATERIALS

Up to three letters of support from co-sponsoring organizations or project partners, or other pertinent information, such as work samples, may also be attached to the application – their submission is optional, but can be a very useful way to strengthen the quality of a proposal. Please do not attach lengthy resumes. Biographical information should be included in the narrative section of the proposal.

THE APPLICATION PROCESS & SUBMISSION

TIPS FOR SUCCESS

- Follow the grant application guidelines.
- Contact Nevada Humanities staff in advance of submitting your proposal to share your project concept. Feel free to consult with Nevada Humanities staff at any stage in the proposal process, from brainstorming to refining a finished proposal.
- Make sure that your program priorities match our funding priorities, if applicable.
- In writing your narrative, answer all of the questions thoroughly and answer them in the order given.
- Make sure your budget is complete and check your math.
- Partnerships and multiple funding sources signify the strength of a project and demonstrate that others recognize the need being addressed in your community.
- Make a case for your humanities scholar and your humanities content.
- Be specific about what your marketing/publicity plan is and how it is tailored to your project and your targeted audience.
- Evaluation measures and techniques should be outlined in detail and should include both external measures (participant or audience outcomes) and internal measures (anticipated organizational outcomes).
- Do not wait until the last minute to complete your grant proposal.
- Do not submit the same grant verbatim year after year.