



Utah Humanities Council Guidelines for Book Festival Grants

*NOTE: These guidelines are updated occasionally as part of UHC's ongoing evaluation of its grant program. Please check UHC's website to make sure you have the most up-to-date version. This set of guidelines was updated **9 July 2010***

What is the Utah Humanities Council?

The Utah Humanities Council (UHC) provides lifelong learning through programs that explore diverse traditions, values, and ideas. UHC's programs help us understand the past, participate fully in the present, and actively shape the future.

Since its establishment in 1975 as an independent nonprofit agency, UHC and its programs have reached every corner of the state, involving thousands of people as planners, participants, and audiences. Nonprofit organizations such as libraries, historical societies, museums, local arts and humanities councils, civic and service organizations, public radio and television stations, educational institutions, local and state government agencies, ad hoc groups, and others collaborate with UHC. A volunteer board of directors, representing a wide variety of disciplines and communities, makes policy, directs planning, and evaluates programs.

What are Book Festival Grants?

Book Festival Grants provide financial support for book-related programs in collaboration with the Utah Humanities Book Festival held annually in October. Grants are designed to increase public understanding and appreciation of literature and literature's role in exploring the world of ideas, and are awarded on a competitive basis. Each application is judged according to its individual merit and its contribution to UHC program objectives. Each book festival awarded UHC funds must be scheduled in October (National Book Month) and include interactive programs in which the public is invited to discuss or otherwise engage with the humanities topics and themes raised by books and their authors.

What organizations are eligible to apply for Book Festival funding?

Eligible applicants include nonprofit organizations such as libraries, historical societies, museums, local arts and humanities councils, civic and service organizations, public radio and television stations, educational institutions, local and state government agencies, and ad hoc groups. (Official nonprofit status is not required.) Academic institutions that submit applications are strongly encouraged to collaborate with community groups. Book Festival Grants are not made to individuals.

How much can my organization receive through the Book Festival Grant program?

\$5000 per application is the maximum. Smaller requests (\$1500–\$3000) are strongly encouraged.

What is the Book Festival Grant deadline?

Book Festival Grants are awarded annually. The 2010 deadline for this grant is **July 20th**. For each year thereafter, the deadline will be **July 1**.

What elements must be included in a complete Book Festival Grant Application?

- Application Form (Part A)
- Signatures (Part B)

- Budget Form (Part C) plus a budget explanation
- Evaluation and Publicity Worksheet (Part D)
- Narrative Proposal (a written description of the proposed project, up to 3 pages including 1) list of participating authors and other presenters, their bios and program format; 2) other personnel involved and their roles; 3) evaluation plan; 4) audience and publicity; and 5) contributing organizations

What basic criteria must a project meet in order to qualify for a Book Festival Grant?

While meeting the following basic criteria does not guarantee funding, applicants can strengthen their case for funding by making sure that the festival:

- enlists the participation of at least one published author (not self-published), or at least one humanities scholar to facilitate discussion of an established literary work
- features book(s) whose subjects or approaches to a subject are rooted in the humanities.
- be designed and publicized to attract a public audience.
- provide a balance of viewpoints (if addressing social or public policy issues)
- promotes conversation/discussion about the ideas in the book(s), promotes reading, writing, and exchange of ideas

What does UHC mean when it says a book needs to be "rooted" in the humanities? All

books and their authors must have as their focus at least one of the following areas of study—literature (poetry, fiction, memoir/biography etc.), history, philosophy or ethics, languages or linguistics, comparative religions, cultural anthropology, archaeology, jurisprudence, folklore, history and/or criticism of the arts, and such interdisciplinary fields as ethnic studies, gender studies, and international studies. Books whose subjects are outside the humanities are eligible if the subject is approached from a humanities perspective. For example, a science author could inform his/her subject from the discipline of philosophy or linguistics.

Will UHC fund author readings or creative writing workshops?

UHC is not a good funding source for creative writing workshops or “readings” by an author of his/her work. The Book Festival grant is designed to use books and their authors as portals to the ideas behind them and the public discussion of those ideas. Using readings from their texts when appropriate, authors should primarily seek to place their work in comparative, cultural, or analytical context and to invite discussion.

What Kinds of Book/Author Programming Does UHC fund?

Book Festival programming is eligible for UHC funding if it seeks to interpret or analyze books using critical, historical, ethical, or other humanities perspectives. Examples include a public (or staged) interview or a panel discussion, followed by a Q&A opened to the audience. A UHC grant may be used to fund travel, honoraria, or other expenses of authors or humanities scholars to put the literature in historical and/or critical context. Authors and humanities scholars should always be expected to present the ideas behind books or provide analysis or interpretation and to promote public discussion.

Book Festival authors are there to present their own work. However, in sessions that deal with controversial social issues or matters of public policy, fair consideration and expression should be attempted, and open discussion is required. An interview format should always seek to contextualize or analyze controversial issues through the disciplines and methods of the humanities, rather than advancing a public policy agenda.

Are some Book Festival formats more competitive than others?

UHC strongly encourages active audience participation, and prefers formats that provide opportunities for discussion. UHC does not support authors simply reading from their texts.

At minimum, a question and answer session should follow each author presentation. Interviews with another author or humanities scholar as described above are ideal, as are panel discussions, always with a Q&A for audience participation.

How should my organization publicize the Book Festival and credit UHC?

Grantees are expected to publicize the events or portions of events for which they receive UHC funding, and credit UHC in that publicity. Without this credit, UHC is invisible to the people of Utah, to potential donors, to state and federal legislators who decide on our appropriations, and to the audiences we provide with thousands of dollars worth of public programming. Because the Utah Humanities Book Festival occurs all over the state, in venues such as college auditoriums, museums, and libraries, it is natural for audiences to assume the host institution is wholly responsible for the program they are enjoying. While the host always contributes its share, without UHC the program might not take place. UHC's ability to raise funds for future grants hinges on our visibility to the public and policymakers. Utah Humanities Book Festival grant recipients will bill themselves as "in collaboration with the Utah Humanities Book Festival."

What is required as an evaluation plan?

Book Festival grantees will use UHC questionnaires or create questionnaires (using UHC's templates) that measure outcomes. These questionnaires--which include qualitative outcomes (anecdotes or comments)--are to be returned to UHC as part of the organization's report, which should also include information on the number of people who attended UHC-funded events and other statistical measurements.

Does UHC offer help with the application process?

UHC staff members are happy to advise you on completing the Book Festival Grant application, to suggest appropriate humanities scholars, or to help you troubleshoot any obstacles you may encounter. UHC strongly encourages potential applicants to call in the early stages of project planning in order to get staff help and gauge UHC's interest in their project. Staff suggestions are based on experience with previous grant review sessions and board discussions regarding UHC's granting criteria. Even the most careful attention to addressing these suggestions, however, cannot guarantee funding. UHC's grant review is always a competitive process, with more funds requested than are available to grant. Every review is influenced by the quantity, quality, and diversity of other proposals under consideration.

When should my organization send in its application?

Send one copy of your application to UHC no later than the applicable deadline listed above. Early submission is encouraged so that the program officer can help shape a revision of the application if needed before the deadline.

How are Book Festival Grant applications reviewed?

The Book Festival Grant application is a competitive process. UHC's Literature Program Officer and Executive Director review all applications after the deadline of July 1 (July 20 for 2010) and may decide to fund a proposal fully, to offer a reduced amount, to fund subject to the fulfillment of certain conditions, or to reject an application. UHC staff will notify you by telephone and mail by August 1.

Will a good track record of using UHC funds well in the past help my organization get a grant this time?

A good track record may help your chances of securing new funds, just as a bad track record may hurt your chances. A good track record, however, is not a guarantee of future funding. Sometimes new applications and new locations may take priority while UHC looks

for Book Festival organizations to aspire to be self-sustaining. UHC will consider whether previous grants to the applicant have met UHC's expectations.

What are the responsibilities of the project director and fiscal agent?

The signatures of the project director and fiscal agent on the application form indicate that they agree to:

- credit the Utah Humanities Council in all publicity and printed materials, and verbally at appropriate Book Festival events.
- submit a written final report, as well as evaluation materials, at the project's conclusion).
- submit a financial report, including auditable records of UHC grant funds and matching contributions.
- notify UHC immediately of any change in the schedule or scope of your project.
- include a link to UHC (www.utahhumanities.org) on your organization's website.
- comply with governmental non-discrimination and debarment statutes (see *Compliance with Federal Statutes* below).

What process must I follow after an award is made?

If you are awarded a grant, sign and return the grant agreement included with your award letter. Complete the Web Calendar Form for each project activity. These two steps allow UHC to release grant funds.

Your agreement with UHC states that you must notify UHC in writing prior to making any changes or additions to your original proposal. Significant changes to your project must be approved by UHC. Changes that, in UHC's opinion, significantly alter the project as originally proposed could result in rescission of the grant. Examples of changes that require approval include:

- redirection of UHC funds.
- replacement of authors or change in the role of scholars or authors.
- replacement of project director or fiscal agent.
- change in the scope, purpose, activities, or duration of the project.

Must my organization provide a 1:1 match for all UHC funds?

Yes. UHC will provide no more than 50% of a project's total cost. Each applicant must be able to show at least one dollar in in-kind donation or cash to match each UHC grant dollar requested. This information must be entered into the Budget Chart on the application form. UHC strongly encourages applicants to cover as many administrative costs as possible with matching contributions (personnel, space, supplies, etc.). Although cash match is strongly encouraged, it is not required; the required match may be entirely in-kind.

"In-kind matching" refers to contributions for which the applicant does not pay cash, such as services, facilities, publicity, and volunteer time, including services or expenses paid by a third party.

"Cash matching" refers to direct project expenses—the applicant organization's cash expenditures for activities of this specific project, such as paying honoraria and travel expenses, printing, or salaries of employees working on the project.

When a grantee is not able to calculate the exact cost involved in contributing its own equipment, space, services, etc., to the project, then the grantee must indicate in the project budget the basis for determining the value of the contribution.

May we charge an admission fee as part of our project?

No. Any UHC supported Book Festival component must be free and open to the public. UHC funds are not permitted for fund-raising events.

Are there limits to the amount we can ask for to offset per diem and travel costs?

UHC will cover up to \$80 per night for lodging, coach rate airfare, and \$.40 per mile if traveling by car. The maximum UHC per diem is \$30. All maximums are per person.

May my organization use grant funds for a project it has already started or one that will run beyond the stated grant period?

If a grant is awarded, UHC funds may be used only for expenses incurred within the official grant period, which may begin no earlier than the notification date. All project activities using UHC funds must take place within the grant period. Funding is never made retroactively.

May my organization request authors from the Authors on Main Street (AMS) program to supplement funds asked through the Book Festival Grant?

Beginning in 2011, applicants can receive a maximum of \$5,000 from UHC for Book Festival activities. This includes disbursements from both Book Festival Grants *and* Authors on Main Street programs.

How will my organization be required to document the way it has used UHC funds?

Grant recipients must maintain documentation of the expenditure of UHC funds and of both cash and in-kind matching contributions to be included in the final report to UHC. Records must be available for federal, state, or UHC audit for seven (7) years following submission of the final report.

Compliance with Federal Statutes

All grant applicants to the Utah Humanities Council must comply with federal statutes. Applicants must not be presently debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, and no persons shall be excluded from participation in the proposed project on grounds of race, color, creed, sex, national origin, disability, or age.

Applicants must agree to remain in compliance with these statutes for the duration of the grant period and to provide immediate written notice to UHC if the certification is in error or if changing circumstances make it no longer accurate.

NOTE

The following language must be used on all materials publicizing or resulting from grant activities:

Any views, findings, conclusions, or recommendations expressed in this program or website do not necessarily represent those of the Utah Humanities Council or the National Endowment for the Humanities.

For more information contact:

David Pace

Literature Program Officer

Utah Humanities Council

801-359-9670 ext. 104

pace@utahhumanities.org