



Utah Humanities Council

Application Checklist for Competitive Grants to Nonprofit Organizations

IMPORTANT: Use this checklist to be sure your application is complete and in the required format. Failure to complete the application according to Utah Humanities Council (UHC) guidelines may result in your application being denied.

General Appearance

- ✓ Do not staple or bind. Do not fold.
- ✓ Are written materials (including Budget Explanation, Executive Summary, and Narrative Proposal) single spaced?
- ✓ Did you use 12 point type?
- ✓ Did you use 1" margins?
- ✓ Did you print only on one side of the page?
- ✓ Is your project/event open to the public and will you publicize your project/event to attract a public audience?

Cover Sheet

- ✓ Did you use UHC's form?
- ✓ Did you type or print in dark ink on the Cover Sheet?
- ✓ Did you complete all spaces? *Incomplete cover sheets will not be considered.*
- ✓ Did you include original (not photocopied) signatures for the following?
 - Authorizing Agent
 - Project Director
 - Fiscal Agent
- ✓ Are the fiscal agent and project director separate individuals?
- ✓ Do the figures on the Cover Sheet match the column totals on the Budget Form?

Budget Form

- ✓ Do the column totals on the Budget Form match the figures on the Cover Sheet?
- ✓ Do the figures from the top portion of the Budget Form match the figures in the budget grid at the bottom of the Budget Form?

Budget Explanation

- ✓ Are all the line items from the Budget Form accounted for in the written Budget Explanation?
- ✓ Have you itemized and described all expenses for the figures shown on the Budget Form?

- ✓ Did you account for all proposed UHC funds as well as matching in-kind and cash contributions?

Executive Summary

- ✓ Is your Executive Summary no more than one page in length?
- ✓ Did you use the five required headings?
 - Abstract
 - Humanities Content
 - Humanities Scholars
 - Audience/Access
 - Need

Narrative Proposal

- ✓ Did you limit your Narrative Proposal to 4-5 pages, typed, single spaced?
- ✓ Did you number the pages of the Narrative Proposal?
- ✓ Did you use the five required headings?
 - Project Description
 - Evaluation Plan
 - Personnel
 - Audience and Publicity
 - Contributing Organizations
- ✓ Are humanities disciplines central to your project and have you identified them in the Narrative Proposal?
- ✓ Are humanities scholars primary personnel in your project and have you identified them and listed their credentials in the Narrative Proposal?

Supplementary Material or Appendices

- ✓ If you are seeking funds for a media project, have you included three copies of a video or audio sample?
- ✓ If you have provided supplementary material (résumés, letters of support, and/or printed materials), have you included three copies each?