



Utah Humanities Council

Application Instructions for Competitive Grants to Nonprofit Organizations

IMPORTANT: Please follow the steps below in preparing your application to the Utah Humanities Council for a Competitive Grant to Nonprofit Organizations. Materials should be organized and submitted in the order below with the three pages of the Application Form on top.

1) Complete Page 1 of the Competitive Grant Application Form

Organizations applying for a Competitive Grant must submit this page of the Application Form. It will be the first page of your grant application. A cover letter is not necessary, and will not be forwarded to the grant review committee. All non-shaded spaces on the Application Form must be completed. **Authorizing agent, project director, and fiscal agent must provide original signatures.** Applications lacking this page of the Application Form or original signatures will not be considered. Make a copy of this page to use for your draft application.

- Project Title
Give a short descriptive project title. Titles like "Saturdays at the Museum of Anthropology" or "The Big Read 2008: To Kill a Mockingbird," for example, are more descriptive than "Scholar Series."
- Application Date
Deadline for final application (September 1 or March 1).
- Applying Organization Contact Information
Please give the name, address, telephone number, fax number, email address, and website of the Applying Organization. Grants are not made to individuals.
- Type of Organization
A 1-2 word description of the primary nonprofit applicant.
- Authorizing Agent Contact Information
Please give the name, address, telephone number, fax number, email address and website of the Applying Organization's Authorizing Agent. The Authorizing Agent is the individual authorized to sign for the sponsoring institution. This individual is responsible for compliance with federal certifications, revision of project budgets, compliance with terms and conditions of grant awards, and the timely submission of required financial and performance reports. This may be the project director, but major institutions usually designate a separate authorized individual. UHC requires the Authorizing Agent's original signature to be on the Competitive Grant Application Form.
- Project Director Contact Information
Please give the name, address, telephone number, fax number, and email address of the Project Director. This is the individual who will be responsible for managing the grant project and writing reports to UHC. UHC requires the Project Director's original

signature to be on the Competitive Grant Application Form, as well as on cash request forms and reports.

- Fiscal Agent Contact Information

Please give the name, address, telephone number, fax number, and email address of the Fiscal Agent. This is the individual who will be responsible for project accounting and fiscal reporting. **The fiscal agent and the project director may not be the same person.** UHC requires the fiscal agent's original signature to be on the Competitive Grant Application Form, as well as on cash request forms and reports.

- Humanities Disciplines

Check all the boxes that describe your project. If the proposed project is interdisciplinary in nature, check the "Interdisciplinary" box and then explain how it is interdisciplinary in the Narrative Proposal.

- Topics

Describe in up to three words the project's topic or theme.

- Formats

Choose 1-3 formats from the following list which best describe your project activities (media, publication, exhibit, discussion program, conference, symposium., lecture, festival, oral history, K-12 teacher project, cultural tourism project, and other).

- Locations

List towns or areas where project activities will take place. Projects may be local, statewide, regional, or nationwide. Give population estimates of the locations to be reached.

- Audiences

Describe up to three audience types this project hopes to reach.

- Most Recent UHC Grant Information

Please list title, year, and grant number of the most recent UHC grant your organization has received. No exceptions. If your organization has never received a UHC grant, print or type **N/A** in the space provided.

- Name and Type of Collaborating Organization

Optional. UHC encourages collaboration, particularly non-academic organizations collaborating with institutions of higher education.

- Funds Requested

The values in these columns will tally automatically when you complete Page 2 of the application form.

- Requested Grant Period

Please specify the start and end dates you wish to have for your proposed grant period.

- Signatures

UHC requires the original signatures of the Authorizing Agent, the Project Director, and the Fiscal Agent.

2) Complete Page 2 of the Competitive Grant Application Form

Organizations applying for a Competitive Grant must submit this page of the Application Form. This will be the second page of the grant application. Applications lacking this page of the Application Form will not be considered. Make a copy of this page to use for your draft application. Values will automatically tally.

- Income
Input your request to UHC and the matching in-kind and cash contributions you have secured for this project in the spaces provided. These values do not automatically tally. Please indicate whether cash from other sources is confirmed/in-hand or pending.
- Expenses
Show how you propose to allocate UHC and matching funds. Check your totals to make sure they tally correctly.
- Legislative and Mayor Information
Identify the U. S. Congressional District number (1, 2, or 3) and the state legislative district numbers for the Applying Organization's business address. You may consult the following website for more information on state legislative district numbers: <http://le.utah.gov/Documents/find.htm>. Also include the name of your local mayor and his/her address.
- Grant Writer Contact Information
Give the name and contact information of the person preparing the grant application.

3) **Complete Page 3 of the Competitive Grant Application Form**

Organizations applying for a Competitive Grant must submit this page of the Application Form. This will be the third page of the grant application. Applications lacking this page of the Application Form will not be considered. Make a copy of this page to use for your draft application:

- Evaluation
Read the paragraph on evaluation, check those statements that apply, and sign. Your response to this section of the application will be considered in UHC's grant review session.
- Publicity
Read the paragraph on publicity, check those statements that apply, and sign. Your response to this section of the application will be considered in UHC's grant review session.

4) **Write a Budget Explanation**

The Budget Explanation should clearly itemize and describe all expenses (including proposed UHC funds, as well as matching in-kind and cash contributions) for the figures shown on page 2 of the Competitive Grant Application Form. Applicants must explain how UHC funds will be spent within the overall project budget. Please be sure to break down cash match, in-kind match, and your request to UHC here. Applications without a break down of your proposed budget will be considered incomplete.

5) **Write an Executive Summary**

All applications must include a one-page Executive Summary. **Only one page of an Executive Summary will be forwarded to the grant review committee.** The Summary will allow board members to judge how well your application meets UHC's funding criteria. The Executive Summary must include the following headings and information:

- Abstract
Using no more than six typewritten lines, describe your proposed project activities, including applicant organization, topics, formats, locations, and program dates.
- Humanities Content
What is the humanities content of your proposed project? What humanities disciplines are featured? If a public policy issue is involved, how have you planned for a balanced presentation, allowing for various points of view?
- Humanities Scholars
Who are your humanities scholars? What are their roles? What academic or professional credentials qualify them for these roles?
- Audience/Access
How will the project's format encourage discussion and participation? Why would this topic of interest to a general public audience? What publicity will you use to attract an audience? Does the project target a more specific audience? If so, define the audience and describe how you will reach it.
- Need
Why do you need funds from the Utah Humanities Council?

6) Write a Narrative Proposal

All applications must include a Narrative Proposal, which should be limited to five (5) pages or less. Pages must be numbered. The Narrative Proposal must include the following headings and information:

- Project Description
This section should incorporate all information necessary for a reviewer to understand your project. Describe the who, what, when, where, why, and how. Give special attention to describing your project's humanities content, including themes, issues, and approaches. Describe planning that has taken place, the need or demand for this project, and the need for UHC funds. Provide schedule information. Please describe the content of your proposed project in enough detail that the grant review committee will be able to make an informed funding decision. Please do not direct grant reviewers to visit a webpage for more information, as some reviewers can't or won't access the Internet for this information. Hard copies of any supplementary information should be sent with the application.
- Evaluation Plan
What qualitative outcomes do you expect to see as a result of the proposed project? What evaluation tool (e.g., questionnaire) will you use to measure those outcomes, and how will you communicate the information collected as part of the evaluation process to UHC? Describe your chosen evaluation tool (you may wish to use elements of UHC's sample questionnaire, included as part of the application materials). Remember that outcomes are the anticipated changes that will take place among individuals, organizations, and/or communities as a result of a proposed project. Outcomes to be measured may include changes in an individual's attitude, awareness, opinions, ideas, or ability to solve problems. Outcomes are *not* outputs, or the number of people who attended UHC-funded events or the number of programs completed, though UHC also expects you

provide project outputs (attendance numbers, etc.) on final report forms at the conclusion of your project.

- Personnel
Describe each person's role in the proposed project, and identify each presenter's topic. Briefly summarize, in one or two paragraphs, each person's qualifications for their assigned role, including name, position or title, academic or professional affiliations, educational background, and experience directly related to the project's topic. **The humanities scholars' credentials and roles are especially important. Do not refer to an attached resume or leave this important step in the application process incomplete.**
- Audience and Publicity
Describe the types of audiences you expect to be interested in this project. Describe how you will involve representatives of the intended audience(s) in planning, implementing, and evaluating your project. Describe the publicity you will design to attract the identified audience(s) and how you will give written and oral credit to UHC as a funding source. If your organization has already released publicity for the proposed project, please describe that publicity and explain how your organization will credit UHC commensurate with its contribution to the project. Estimate attendance and explain how you arrived at your estimate.
- Contributing Organizations
Describe the purpose and role of each organization involved in the proposed project. Provide a brief history of the Applying Organization's previous funding requests to UHC. If the Applying Organization has conducted a similar project recently with UHC funding, describe the outcomes and accomplishments of that project. Identify funding sources other than UHC.

7) Attach Supplementary Materials or Appendices

Your Narrative Proposal must contain all essential information. You may, however, provide support letters, printed materials, and complete résumés with the final application. **You must provide three copies of all supporting materials you wish to include with your application.** Unless any of these items is requested by UHC staff, they are not required. The only exception to this rule is media projects (film and radio), which should enclose three copies of an audio or video sample. Please note that most UHC board members will not receive any enclosures. Only intensive readers on the grant review committee will read and report on attachments.

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 publication/program/exhibition/website do not necessarily represent those of the Utah Humanities Council or the National Endowment for the Humanities.

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