



# Basic Guidelines for Community History Grants

A Collaboration of the Utah Humanities Council and  
Utah State History

*NOTE: These guidelines are updated occasionally as part of an ongoing evaluation of this grant program. Please check either organization's website to make sure you have the most up-to-date version. This set of guidelines was updated 15 June 2010*

## AT A GLANCE

- Grants provide up to \$2,000 toward research associated with the publication of a community history book. Other formats for community history content, such as exhibits, radio shows, and newspaper columns, will also be considered.
- Currently, there is a rolling deadline for community history grant requests of any amount.
- Deadlines are subject to change.
- This program is funded and administered jointly by Utah State History and the Utah Humanities Council.

### **Purpose**

The primary purpose of the collaborative USH/UHC Community History Program is to support the research and writing of community histories, and to make the content of published histories available to the general public through live public programs and other formats. Communities (towns, cities, ethnic groups, etc.) that seek funding from USH/UHC must identify a trained historian who can oversee the project and regularly review its content as it advances, or provide historical training to the person overseeing the project. USH and UHC strongly encourage organizations interested in community history training to contact Brandon Johnson at 801.359.9670.

### **Eligibility**

Community History Grants are open to organizations, including, but not limited to:

- § historical societies
- § museums
- § government agencies
- § colleges and universities
- § tribes
- § statewide heritage organizations
- § other nonprofit and ad hoc organizations engaged in community history research

### **Criteria**

Below are the baseline criteria for the Community History Grant program:

- Community History Grants are not made to individuals. USH/UHC encourage groups and individual interested in connecting their family history research with community history efforts around the state to contact Brandon Johnson (801.359.9670; [johnson@utahhumanities.org](mailto:johnson@utahhumanities.org)) to talk about joining local historical societies and other organizations doing community history research.
- Grants are intended to fund one-time projects that are innovative, focused, well-defined, accurate, and of benefit to the specified community.
- Products of projects supported by Community History Grant funds must be made available to the public. An easy way to do this is to deposit a copy of written products from the project in a local public library. A copy of the community history book must also be submitted to UHC with the final grant report. You may also want to consider publishing your research in a local newspaper, integrating your research into local museum exhibits, developing your research into a short program on a local radio station, or finding other ways of introducing the general public to your work.
- Successful applicants must also host at least one live public program that showcases the material collected as part of a Community History Grant and that allows for public discussion about local history.
- The grant file for a Community History Grant project that receives USH/UHC funds will not be closed, and final payment will not be made, until the products of the grant outlined in the original application have been mailed to UHC and UHS/UHC staff have reviewed them.

- Community History Grant projects funded by USH/UHC must enlist the participation of a scholar trained in history. UHC and/or USH staff may fill this role. Contact Brandon Johnson at UHC or Kent Powell (801.533.3520; [kpowell@utah.gov](mailto:kpowell@utah.gov)) at USH for more information. Training in historical research for community history project personnel must be secured through UHC, USH, or a comparable institution before funds will be released.
- Requests to USH/UHC to fund international travel are ineligible for support. Requests to fund the purchase of equipment are not competitive.

### **Grant Period**

Grant projects must be completed within a twelve-month period.

### **Deadlines and Grant Amounts**

There is no deadline for funding requests up to the maximum of \$2,000 and awards are made on a rolling basis. The community history grant committee meets a minimum of four (4) times a year, and applications may be submitted at any time. A maximum of \$2,000 per organization may be awarded per year. Please note that deadlines are subject to change.

### **Matching Funds**

All Community History Grants require at least a 1:1 match. This requirement may be satisfied either through matching cash funds from the applicant or the applicant's partnering organizations, or through in-kind donations (including donated goods, services, or labor). Grantees must provide documentation for all expenditures and for in-kind goods and services.

### **Accountability and Reporting**

Successful applicants will sign a grant agreement detailing their responsibilities. All grant agreements require compliance with federal and state fiscal and reporting standards. Grantees must maintain documentation of the expenditure of USH and UHC funds and of both cash and in-kind matching contributions. Records must be available for federal, state, or USH/UHC audit for seven (7) years following submission of final reports.

### **Required Products of USH/UHC Grant Projects**

Grantees must submit the products they agreed to in their original application in order to complete their grant: They must also submit the following:

- Required reporting paperwork sent as part of the grant award packet. Please contact Maria Torres at 801.359.9670 (ext. 105) with questions about this requirement)
- Evaluation questionnaires from audience members at the required public program (described below)

### **Public Program Requirement**

Successful applicants must host at least one live public program that showcases the material collected as part of a Community History Grant and allows for public discussion about this material. One way to do this might be to organize a "community history night" that highlights the artifacts, oral histories, photographs, and other material collected as part of your research for members of the wider public. Other formats may also work, as long as they allow the public to experience and discuss the product(s) and/or findings of your community history project.

### **Frequently Asked Questions**

- 1) *What general advice do USH and UHC have for completing the final application?*  
Grantwriting is a competitive process. The grant review committee 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. Following the suggestions below won't necessarily guarantee your project will be funded, but it may help you improve your chances:
  - Read and follow guidelines carefully. Use appropriate formats. Use required forms and follow written instructions. Meet deadlines. Be concise. Remember that an application that does not follow the guidelines may simply be rejected. Give your project the best chance of being funded by following the rules.
  - Finalize all project details and obtain commitments from key personnel and program hosts before submitting your final application. Open-ended applications without finalized details may not be funded.
  - Have someone not associated with the project proofread your application and give you suggestions before submitting it.
  - A sloppy application makes a poor impression. Double-check your budget figures. Avoid jargon. Proofread carefully.
  - Be persuasive without pleading. Inform and motivate the grant review committee without being demanding. Your grant application should be able to stand on its merits. Emphasize opportunities rather than problems.
- 4) *Will a good track record of using USH and UHC funds well in the past help me get a grant this time?*  
USH and UHC will consider whether previous grants to the applicant have met their expectations, but a good track record is not a guarantee of future funding.
- 5) *What are my responsibilities if my Community History Grant application is approved?*

The program coordinator's signature on the application form indicates that you agree to:

- submit a written final report, as well as the required evaluation forms, at the project's conclusion
- submit a financial report, and agree to save auditable records of grant funds and matching contributions for seven (7) years
- notify Brandon Johnson at UHC immediately of any change in the schedule or scope of your project
- credit Utah State History and the Utah Humanities Council in all publicity and printed materials, and verbally at events supported by the grant
- make the products of your community history project available to the public and conduct at least one live public program that showcases the material and stories collected as part of your grant (see above for advice)
- comply with government non-discrimination and debarment statutes (see document *Federal Statutes that Apply to Organizational Grant Applicants*)

6) *Do UHC and USH offer help with the application process?*

UHC and USH staff members are happy to advise you on completing the Community History Grant application and to help you troubleshoot obstacles you may encounter.

7) *May my organization use material collected as part of this project for other types of community or local history projects, such as exhibits, films, etc.?*

Certainly. UHC/UDH strongly encourages organizations to continue using content from the community history book for other history projects (once the grant project has been completed and the book has been published and copies have been submitted to UHC/USH). Shared historical knowledge can an important way of strengthening a community. According to the Public Policy Research Center (PPRC), history deepens residents' attachment to place and promotes their investment in its future. The PPRC also has stated that historical awareness helps citizens understand the impact of today's choices on the future of their community, and that a well-documented historical interpretation of a town's or city's history draws tourists and thus boosts the local economy.

8) *May my organization copyright materials produced under a grant award from UHC/USH?*

Yes. Grant recipients have the right to copyright materials under a grant award from UHC/USH. The National Endowment for the Humanities (NEH), UHC, and USH reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use any products, including copyrighted materials, arising out of UHC grant activities. This use of copyrighted materials is not intended to interfere with or disadvantage Grantee in the sale or distribution of the product. All such property is subject to a Freedom of Information Act request for research data. UHC/USH will not sell or distribute these materials for profit or distribute them to profit-making or public broadcasting agencies.

9) *Where do I send my application?*

All Community History Grant paperwork, including applications, must be submitted to the following address:

#### **NOTE**

The following language must be used on all materials resulting from grant activities, including published books, exhibits, newspaper articles, etc.:

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

## **FEDERAL STATUTES THAT APPLY TO ORGANIZATIONAL GRANT APPLICANTS**

**All applicants for competitive grants to nonprofit organizations must certify that they and the project sponsors are in compliance with federal statutes.**

Applicants certify that they are not presently debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs, and that no persons shall be excluded from participation in the proposed project on grounds of race, color, creed, sex, national origin, handicap, or age.

The project director, the fiscal agent, and the authorized institutional agent must sign the application cover sheet, which certifies their agreement to comply with federal statutes as detailed on this page. If approved, the signed application form becomes part of the UHC grant agreement. 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.

This page summarizes federal requirements. More detailed language or explanations may be requested from UHC.

### **CERTIFICATION REGARDING CIVIL RIGHTS STATUTES**

Civil rights statutes prohibit discrimination against an otherwise qualified person on grounds of race, color, national origin, gender, age, or handicap. The applicant certifies that it will comply with the following non-discrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et. seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;
- d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute. **Debarment and suspension statutes** prohibit awarding UHC grant funds to organizations (or their principals) barred from receiving any federal funds because of violations of labor standards provisions or antitrust laws, or because of (within the preceding three years) conviction or criminal or civil charges of fraud, theft, embezzlement, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, or termination for cause or default of any public transaction.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

The prospective lower tier participant [applicant] certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective lower tier participant [applicant] is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.