



# Utah Humanities Council

## Quick Grant Guidelines

*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 **18 July 2007***

### **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, evaluates programs, and judges grant proposals.

### **What are Quick Grants?**

Quick Grants provide financial support for:

- honoraria and/or travel expenses for humanities speakers at free public events, including lectures, panels, and film, video, exhibit, or book discussions.
- other expenses supporting public humanities projects.
- consultants to assist in planning public humanities projects and/or in preparing a Competitive Grant application to UHC (\$500 maximum)—for new applicants only.

Each grant project awarded UHC funds must include at least one live program in which the public is invited to discuss or otherwise engage with the humanities topics and themes raised as part of the project.

### **What projects don't qualify for Quick Grant funding?**

UHC does not award Quick Grant funds for:

- creative or performing arts.
- projects completed prior to application.
- professional conventions or invitational meetings.
- political action or advocacy.
- receptions, food, or entertainment.
- indirect costs/overhead.
- building construction, maintenance, renovation, or preservation.
- property, building, or equipment purchase.
- international travel.
- regular school activities or student projects.
- scholarships or tuition for college or training courses.

- deficits
- major acquisitions.
- fund-raising events/products.

### **What organizations are eligible to apply for Quick Grant 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. Quick Grants are not made to individuals.

### **How much money can my organization receive through the Quick Grant program?**

\$1500 maximum per year per nonprofit organization applicant. Smaller requests (\$500 -\$1000) are encouraged. UHC will only award \$500 per speaker (to cover travel, lodging, honorarium, and per diem costs) regardless of the number of appearances he/she makes at an event.

### **What is the Quick Grant deadline?**

There are no deadlines for Quick Grant applications. Applications must be submitted to UHC at least one month before the proposed program or activity is scheduled to take place. Applicants are usually notified within two weeks after UHC receives their Quick Grant application. A Quick Grant cannot be approved if your application is submitted less than one month in advance of your project/event. (NOTE: Funds are limited, so applications submitted late in the year may be declined due to lack of funds.)

### **What basic criteria must a project meet in order to qualify for a Quick Grant?**

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

- are rooted in the humanities.
- enlist the participation of one or more humanities scholars in the planning and execution of your project.
- be designed and publicized to attract a public audience.
- provide a balance of viewpoints (if addressing social or public policy issues).
- use an acceptable format.

The following eight points explore these basic criteria in greater detail.

### **What does UHC mean when it says a project needs to be "rooted" in the humanities?**

All programs must have as their focus at least one of the following areas of study—history, literature, 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.

### **Does UHC fund art projects?**

UHC is not a good funding source for art projects. Components of projects dealing with the visual, literary, or performing arts are only eligible for UHC funding if they seek to interpret or analyze the artistic form in question using critical, historical, ethical, or other humanities-oriented perspectives. A UHC grant may not be used to fund artists' travel, honoraria, or other expenses, though funds may be used to cover similar expenses for a humanities scholar to put the art in historical and/or critical context.

### **How must humanities scholars be involved in my organization's proposed project in order to qualify for UHC funds?**

Presenters, planners, or other primary personnel involved in your project must be humanities scholars. There are several ways for a person to qualify as a humanities scholar.

- The person may have academic credentials, such as an advanced degree in one or more of the humanities disciplines listed above. A scholar's role in the proposed project must be linked to his or her credentials. A scholar with credentials in American literature, for instance, would not be a good fit for a project dealing with world politics, nor would a lecture series on business ethics be well served by enlisting the participation of a historian of medieval Europe.
- If the person lacks an advanced degree in the humanities, he/she may still qualify as a scholar if he/she can provide UHC with a record of equivalent expertise in the humanities. The grant applicant must be able to demonstrate that the presenter's work is respected by scholars in the field. Personal experience in a given subject is **not** enough to qualify someone as a humanities scholar under UHC's granting guidelines.
- UHC may also consider some non-traditional presenters, such as elders or tradition bearers in ethnic communities, to be humanities scholars. This alternative process requires that the grant applicant provide a rationale in the written proposal for why the non-traditional presenter should be considered a humanities scholar. Questions to consider in providing this rationale are: Is the person in question recognized by his/her community as a spokesperson for the group? What criteria did his/her community use in establishing him/her as a tradition bearer? Are these the same criteria the applicant is asking UHC to consider in establishing the person in question as a humanities scholar?

### **What should the required humanities scholar's role be in the proposed project?**

Humanities scholars strengthen a project by providing a broad humanistic perspective as well as in-depth knowledge. They play many roles including, but not limited to:

- performing specific services for the project director, such as reviewing exhibit text, script treatments, or copy for catalogs or brochures.
- helping shape the content of an exhibition or other program.
- making public presentations or participating in panel discussions.
- writing critical and interpretive materials for brochures, catalogs, exhibits, script treatments, etc.

### **Will my academic conference qualify as a "public program" under UHC's granting guidelines?**

To qualify for UHC funding, programs must be designed for and open to a general public audience, rather than a private or scholarly audience. Applicants should incorporate a strong public programming component into each proposed project. Directors of programs that will attract a primarily academic audience must provide a plausible written plan for how they will attract a non-academic, community audience to the program. For UHC's grant review committee, projects that benefit only a small group tend to be less competitive than projects that have a broader impact and attract a larger and more diverse audience.

**Must my organization incorporate a live public program with discussion into the proposed project in order to qualify for UHC funds?**

UHC does not fund projects that do not include at least one live public program with public discussion. Projects that do not encourage or facilitate discussion may end up not being very competitive in UHC grant reviews.

**What does UHC mean when it says grant projects must be "balanced" in order to qualify for funding?**

UHC does not fund one-sided projects. Projects must give fair consideration and expression to alternative viewpoints in programs that deal with controversial social issues or matters of public policy. UHC is not a good resource for projects that advance a public policy agenda.

**Are some project formats more competitive than others?**

Acceptable formats vary widely; they include lectures, conferences, panel discussions, public institutes, exhibits, and/or publications, as well as film, video, or audio production, distribution, or broadcast. UHC strongly encourages active audience participation, and prefers formats that provide opportunities for discussion. Living history presentations, while popular, must be accompanied by lectures or panel discussion led by qualified scholars to be competitive in UHC's grant process. Literary readings are not eligible for UHC funding.

**How do I apply for a Quick Grant? \*\*\*\* PLEASE READ CAREFULLY \*\*\*\***

Carefully complete the [Quick Grant Application Form](#):

- *Name and Contact Information for Applying Organization and Project Director:* Please fill this information out completely.
- *Amount Requested and Project Director Signature:* Please enter the amount you are requesting. This figure should equal the amount listed in your budget description. Unsigned applications will not be considered.
- *Project Description:* Describe the activities for which support is requested. **DO NOT LEAVE BLANK.** Include at least a summary description on the form, even if supplementary materials are attached. If this application is to pay honoraria and/or travel expenses for humanities speakers, you should contact speakers and obtain their commitment for the time, date, place, and topic **before** submitting the application.
- *Budget Description:* Describe how you will use UHC funds and estimate your cash and in-kind match (must be at least equal to amount requested from UHC). UHC may choose to apply our Road Scholar pay scale to honoraria and travel requests.
- *Evaluation and Publicity Worksheet:* Read the paragraphs on evaluation and 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.
- You may attach supplementary materials to the application if you wish.

**Does UHC offer help with the application process?**

UHC staff members are happy to advise you on completing the Quick 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.

**Will my organization be required to publicize the proposed event/project and credit UHC fully in publicity materials?**

Yes. Grantees are expected to publicize the events or portions of events for which they received 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 each year, and to the audiences we provide with thousands of dollars worth of public programming. Because our programs occur all over the state, in venues such as college auditoriums, museums, and libraries, it is natural for audiences to assume that 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.

**Does UHC expect my organization to collect evaluations from audience members at UHC-funded events?**

Yes. The Utah Humanities Council staff and board rely on grantees to help us measure the impact of our programs. Without audience feedback, UHC's ability to make a case for the importance of our programs to government and private funders is hampered. In addition, your future funding may depend on your willingness to collect evaluations and submit them (or a summary of them) to UHC. The project director's written report *does not* satisfy the requirement of collecting and mailing audience evaluations to UHC. Alternative means of evaluation may be acceptable, as long as they are described clearly and compellingly in the grant proposal.

**How are Quick Grant applications reviewed?**

Decisions on Quick Grants are made by UHC staff.

**Will a good track record of using UHC funds well in the past help me 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. UHC will consider whether previous grants to the applicant have met UHC's expectations.

**What are my responsibilities if my Quick Grant application is approved?**

The program director's signature on the application form indicates that the program director agrees to:

- notify UHC immediately of any change in the schedule or scope of your project.
- credit the Utah Humanities Council in all publicity and printed materials, and verbally at events.
- include a link to UHC ([www.utahhumanities.org](http://www.utahhumanities.org)) on your organization's webpage.
- return promptly any materials borrowed from UHC, and pay for any UHC materials that are damaged or lost.
- estimate the dollar value of the applying organization's contributed time and other services.
- return the Quick Grant evaluation form promptly after your program or activities.
- plan publicity to attract at least 25 audience members for public programs.
- contact speakers at least one week before the program to confirm details.
- reserve an appropriate meeting place for your event or activity.

**What process must I follow in making changes to my project after an award is made?**

If you are awarded a grant, you will have entered onto an agreement with UHC, the terms of which state that you must notify UHC in writing prior to making any changes 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 scholars or change in the role of scholars.
- 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, as well as in your written Budget Explanation. 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 or printing posters. Employee salaries also fall into the category of cash matching.

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

UHC will only cover \$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 we charge an admission fee as part of our project?**

UHC expects that most programs it funds will be free and open to the public. In the event that a fee must be charged, any revenue must be shown as direct costs of the proposed program, and must be justified in the written Budget Explanation. Events for which large admission fees are charged are less competitive under UHC funding guidelines than events that are free or charge only a nominal admission fee.

**Will my organization be required to document the way it has used UHC funds?**

Yes. 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 three years following submission of the final report.

**May my organization copyright materials produced under a grant award from UHC?**

Yes. Grant recipients have the right to copyright materials under a grant award from UHC.

**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.*

For more information contact:  
Brandon Johnson  
Program Officer  
Utah Humanities Council  
801-359-9670  
[johnson@utahhumanities.org](mailto:johnson@utahhumanities.org)

## 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.