



## **The Humanities**

The specific disciplines of the humanities are usually defined along familiar academic lines. They include: literature, history, philosophy, comparative religion, the history, interpretation and criticism of the arts, archaeology, jurisprudence, linguistics, modern and classical languages, and areas of the social sciences (anthropology, sociology, psychology, economics, and political science) that use qualitative, historical, or cultural approaches.

Taken as a whole they seek to understand what it means to be human. For individuals they are the tools used to explore the meaning and purpose of life. For societies they help define how we want to be governed and the values we want enshrined in civic life.

Humanities projects funded by the Humanities North Dakota bring historical, cultural or ethical perspectives to bear on topics and issues of interest to our communities. These may take many different forms, but they have the following characteristics in common. They:

- **Engage participants in thinking critically about fundamental questions of value, purpose, and meaning**
- **Promote better understanding of ourselves and others, past and present**
- **Are conducted in a spirit of open and informed inquiry, providing multiple viewpoints, where applicable**
- **Involve partnerships between community organizations, educational/cultural institutions and scholars in the humanities**
- **Focus on a critical issue(s) facing our democracy**

## **Scholars or Experts in the Humanities**

A scholar is generally an individual with an advanced degree (MA or PhD) in one of the humanities fields listed above. However, an individual without an advanced degree in the humanities may qualify as an expert by virtue of his or her special knowledge, experience, or contribution to humanities discourse. For example, writers, and Native American elders or tribal representatives may fit into the latter category. If you have questions about your expert's qualifications, please check with the HND staff.

## **Acknowledgement of HND and NEH Support**

Grantees are required to give proper credit to HND for its support. This includes printing an acknowledgement of HND support and use of the HND logo on all promotional and program material, making an announcement crediting the HND with support at the beginning of any public program or event, display the HND poster at the program, distributed copies of *On Second Thought* magazine to their public audiences, and noting HND support in any interviews with the press. Grantees must provide copies of all publicity material to the HND offices as they are

distributed to the public. HND may disallow print and design costs for materials that omit acknowledgment or fail to use the HND logo. The HND logo may be downloaded from our website at: <http://www.humanitiesnd.org/grants.html> .

### **Who Is Eligible to Apply?**

Any nonprofit organization is eligible to apply, including schools, churches, community service groups, museums, historical societies, libraries, colleges, governmental or tribal entities, and ad hoc groups formed for the purpose of a specific project. It is not necessary for the sponsor to be incorporated or to have tax-exempt status. All awards must be matched by cash or in-kind contributions. Out-of-state organizations are not eligible to apply. Our goal is to bring the humanities off campuses and into communities. If colleges or universities apply for grant funding, we encourage them to host their projects off campus, in whole or part, to accommodate the general public.

Organizations that currently have open grant awards with HND are also eligible to apply; organizations with past-due grant reports will not be eligible until all past-due reports are submitted and accepted by HND.

### **Expenditures Allowed in Grant Request**

Eligible expenditures include honoraria for scholars and consultants; travel and per diem; printing and publicity; equipment and facilities rental; program materials, including film rental; and exhibit production costs. Indirect costs are also eligible expenditures provided that the applicant has a federally negotiated indirect cost rate or is using the “de minimis” indirect cost rate (10%).

### **Expenditures or Projects Not Eligible for Grant Funding**

Projects not open to the public

Classroom projects, coursework, academic fees, or other degree-related expenses

Academic research, not related to a public program (the **public program** must be the driving force for the research)

Grants to individuals

Internships, scholarships, or travel to professional meetings

Non-economy or extensive domestic travel

Book or website publication

Fundraising or for profit activities

Restoration work

Art creation, exhibits, or performances in the arts (HND will fund humanities programming that accompany artistic creations, exhibits, or performances, i.e. moderated audience discussion, scholarly interpretation or analysis, etc.)

Construction work

Equipment purchases – Defined as individual items costing \$2,000 or more with a useful life exceeding one year

Museum or library acquisitions or preservation of collections

Political action; programs that examine controversial issues without taking into account competing perspectives

An organization's on-going operational costs

Compensation costs of an organization's permanent employees

Entertainment, awards, beverages, food, first-class air travel, or gifts

Expenses incurred before the grant is awarded

Other restrictions may apply.

Note: With the exception of compensation for permanent employees, these expenses may NOT be used as cash or in-kind match on grant applications.

### **Registration or Admission Fees**

Grant applicants may charge reasonable program fees. Applicants should justify why an application or admission fee is being charged and the board will consider requests on a case-by-case basis. Fees collected must be spent on the program and reported as cash match. Successful applicants will be required to return a portion of the unspent fee income remaining at the end of the project to HND.

### **Project Evaluation Requirement**

For public events, HND provides an audience survey template to grantees to help project directors evaluate their project's public impact. HND requires project directors to administer the HND Audience Survey at public events and return them to HND as part of their final report.

### **HND Board Members and Former Board Members Restrictions on Involvement in Grant Projects**

Current HND board members and former board members (defined as board members who have left the HND board within the past 12 months) and their immediate families are subject to restrictions concerning their involvement in HND-funded grant projects:

1. They shall not serve as the Project Director, Fiscal Agent or in a capacity with duties similar to that of a Project Director or Fiscal Agent.
2. If they serve as a consultant or offer other services to the project they are not allowed to receive compensation for their services. Reimbursement for travel and out-of-pocket expenses are allowable.

### **Grant Applicant's Required Cost-Sharing**

To demonstrate their community's interest and support, all applicants must offer a minimum amount in cost-share that equals or exceeds the requested funds. Large and quick grants require at least \$1.50 contribution for every \$1 in requested funds. Sponsors are allowed to use both cash match and in-kind match to meet the cost-share requirement. However, organizations with yearly operating budgets over \$100,000 must provide at least 50¢ in Cash Cost-Share for every \$1.00 in HND funds requested. Additional cost sharing requirement for large organizations:

large organizations (organizations with annual operating budgets of \$1,000,000 or more) are required to raise \$3 in cost-share for every \$1 in HND funds requested and at least 50¢ of the cost-share must be in the form of cash.

**Documentary Film Projects:** Sponsor organizations of documentary film projects are required to raise \$5 in cost-share for every \$1 in HND funds requested and all of the cost-share must be in the form of cash.

**Cash Match** refers to money spent on the project by the applicant from sources other than HND or NEH. These amounts may include goods and/or services purchased or paid for by the applicant and the percentage of staff salaries directly involved in the project. This also includes any income earned as a result of this project (e.g., admission or registration fees), which will directly support the project. You must indicate the cost to participants in the grant application, if a fee is to be charged.

**In-kind Match** refers to non-cash contributions, which are calculated by attributing a dollar value to the goods and/or services donated to the project by a third-party (e.g., donated printing costs or advertising, volunteer time and travel, donated use of a room).

### **Data Universal Numbering System (D-U-N-S) Number Requirement**

NEH has adopted the use of D-U-N-S numbers as a way to keep track of how federal grant money is dispersed. Therefore, all institutional grantees must obtain a D-U-N-S number before the HND can disperse any awarded funds. If your institution needs to obtain a free D-U-N-S number, please follow the instructions found here. <http://fedgov.dnb.com/webform> Note: Please list the D-U-N-S Number for the organization the Fiscal Agent represents.

### **Loss of Eligibility to Apply**

Failure to close an overdue grant will result in loss of eligibility to apply until satisfactorily remedied.

Failure to complete funded projects as proposed will result in loss of eligibility.

## HND GRANT OPPORTUNITIES

### GENERAL GRANTS (\$2,001 - \$10,000)

General grant projects must be centered in the humanities, explore a critical issue, involve humanities scholars, and be designed to attract a public audience. **Wherever possible, the project should involve a public discussion of some kind.** Formats vary but may include:

- lectures and discussions
- exhibits
- interpretations of performances
- living history presentations
- book or film discussions
- oral histories
- radio, video, and film documentary productions
- language preservation projects
- teacher seminars

### GENERAL GRANTS DEADLINES

#### **To Request Support for Projects Beginning No Earlier than April 1:**

Grant Application: March 1

Notification: April 15

#### **To Request Support for Projects Beginning No Earlier than July 1:**

Grant Application: June 1

Notification: July 15

#### **To Request Support for Projects Beginning No Earlier than November 1:**

Grant Application: October 1

Notification: November 15

### QUICK GRANTS (up to \$2,000)

Quick Grants support direct program costs of smaller humanities projects. Grantees are limited to receiving no more than two quick grants per year. Applications are accepted year-round but they must be received 6 weeks prior to need. Decisions are generally made within ten days.

### PARTNERSHIP GRANTS

HND provides special opportunities to collaborative organizations for partnership grants. Partnership grants are generally larger in size than regular competitive grants and involve a formal partnership agreement with HND to provide programming. Contact the HND staff to discuss partnership proposal ideas.

PLEASE MAIL OR EMAIL SUBMISSIONS TO:

Humanities North Dakota

418 Broadway E., Suite 8  
PO Box 2191, Bismarck, North Dakota 58502-2191  
KGLASS@NDHUMANITIES.ORG

For information, call 1-800-338-6543 or 701-255-3360 or e-mail Kenneth Glass, Associate Director, at [kglass@ndhumanities.org](mailto:kglass@ndhumanities.org).