**Ohio Humanities**

Established in 1972, Ohio Humanities is an independent non-profit organization funded by the National Endowment for the Humanities and private contributions. Governed by a 25-member volunteer board, Ohio Humanities serves as a public advocate for the humanities in Ohio. The organization promotes the humanities through public programs, grants, and community projects to foster valuable activities that increase the quality of life for Ohio residents. Based in Columbus, Ohio Humanities provides assistance to grant applicants, oversees programs, and collaborates with cultural and educational institutions throughout the state.

**What are the Humanities?**

Ohio Humanities believes that the humanities are central to creating and sustaining vibrant communities. The humanities guide us in defining individual beliefs, values, and aspirations, and help us to understand and engage diverse cultures. The humanities support us in envisioning and building innovative economic opportunities and relationships, and allow us to interpret our past and imagine our future.

The humanities include:

* Archaeology
* Art History, Theory, and Criticism
* Comparative Religion
* Ethics
* History
* Jurisprudence
* Languages & Linguistics
* Literature
* Philosophy
* Social Sciences Using Historical or Philosophical Approaches

As fields of study, the humanities emphasize analysis and exchange of stories and ideas rather than the creative expression of the arts or the quantitative explanation of the sciences. Through examining social, political, and cultural expression and the values that inform our lives, the humanities allow us to explore, share, and be inspired by the stories of so many.

**Ohio Humanities Guidelines (released 9/16/2014 for FY2015)**

As an advocate for public humanities, Ohio Humanities, through the grants program, provides funding for exemplary programs and diverse organizations.

Please note that these guidelines supersede all previous versions and are subject to change. The most recent version of Ohio Humanities guidelines will be posted at the Ohio Humanities website, <http://ohiohumanities.org>.

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The grant guidelines are organized into **two parts** to help potential applicants consider whether an Ohio Humanities grants would be right for their project.

Part 1: Eligibility.

Applicants should consider these six questions to determine their project’s eligibility.

* **Humanities Focus**
  + Question 1: Does your project have a humanities focus?
* **Humanities Professional** 
  + Question 2: Does your project make use of a humanities professional?
* **Public Benefit**
  + Question 3: Does your project have public benefit?
* **Balanced Views**
  + Question 4: Does your project present a balanced viewpoint?
* **Sponsoring Organizations**
  + Question 5: Do you represent or is your project sponsored by a non-profit organization?
* **Grant Status with Ohio Humanities**
  + Question 6: Does your organization have an open grant with Ohio Humanities?

Part 2: Funding principles.

Applicants should read the section on funding principles. This section explains cost-share requirements and denotes the ways in which eligible grant recipients may use Ohio Humanities funding.

**Grant Lines**

If your project meets Ohio Humanities’ general guidelines, please consult with a program officer to discuss which grant level may best suit your project:

**Major Grants – $5,001 to $20,000**

* Ohio Humanities considers major grant proposals **twice** a year. See website for deadlines.
* Applicants for all major grants should plan to submit a complete draft (application, narrative, and budget) to Ohio Humanities staff one month prior to the deadline.
* Applicants are notified of funding decisions within three months of the submission date.

**Quarterly Grants – $2,001 to $5,000**

* Applicants should plan to submit a complete draft (application, narrative, and budget) up to three weeks before the final deadline. Applicants will be notified within six weeks after the final deadline.
* See website for deadlines.

**Monthly and Planning Grants -- $2,000 or less**

* Ohio Humanities considers mini grants on a monthly basis. The deadline for a completed application is the first business day of the month at least eight weeks before the start date of a program. For example, the completed proposal for a project starting no earlier than March 1 would be due to Ohio Humanities by January 1.
* Applicants will be notified of the funding decision within three weeks of the submission date.

**Special Grant Programs:**

* **Media Production Grants** – $2,001 to $20,000
  + Ohio Humanities defines media as documentary projects with humanities content that are produced for public distribution.
  + Ohio Humanities considers media grants **twice** each year. Applicants should plan to submit a draft one month before the application deadline.
  + Applicants may **only** apply at the media production grant deadlines. See website for deadlines.
* **Cultural and Heritage Tourism Initiative** – max $10,000
  + Ohio Humanities considers applications for tourism projects designed to explore the history, highlight the culture, and foster the appreciation of local assets. Proposed projects should work toward enhancing community life and focus on tourism as a learning opportunity for travelers and local residents.
    - Planning Grants (max $2,000): These support planning activities that help communities convene stakeholders to assess potential projects, consult with humanities professionals, and identify regional themes.
      * The deadline is:
        + The first business day of the month 8 weeks prior to the project beginning.
    - Implementation Grants (max $10,000): These are available to help build sustainable cultural tourism initiatives.
      * Ohio Humanities considers implementation grants **twice** a year. See website for deadline.
* **Standing Together Grants** – max $20,000
  + This grant aims to fund projects that involve the state’s veterans.
  + The projects should be informed by scholarship, insights from the humanities, and the participation of humanities professionals.
* **Educator Enrichment Grants** – max $20,000
  + Ohio Humanities considers applications for projects that support intellectual and professional enrichment for K-12 educators. These projects should serve as professional development opportunities for educators to improve the quality of humanities-based classroom activities.
  + Proposals must include a strong humanities curriculum designed for Ohio educators.
  + See website for deadline.

**Ohio Humanities Guidelines v.2014-2015**

**Part 1**: Applicants should consider the following areas to determine how well their project fits with Ohio Humanities funding preferences.

1. ***Section 1: Humanities Focus*** 
   1. ***Question 1: Does your project have a humanities focus?*** Your project must make use of a humanities perspective. Programs should situate and share stories in the context of the humanities, encouraging participants to engage in considered reflection on those stories.
      1. Areas of study include: history, anthropology, folklore, archeology, literature, languages, linguistics, philosophy, ethics, comparative religion, jurisprudence, historical and critical approaches to the arts, and aspects of the social sciences which use historical or philosophical approaches.
   2. Ohio Humanities is unlikely to fund:
      1. Projects that emphasize skills training, motivation and empowerment, or the process of learning rather than reflection on and discussion of specific humanities issues.
      2. Projects that emphasize the creative process or the art form (theater, dance, music, opera, visual, etc.) rather than the cultural, ethical, or historical contexts of art.
      3. Projects that focus on construction, preservation, restoration, or the purchase of collections for museums or libraries.
      4. Creation or purchase of a mural, memorial, monument, or plaque.

1. ***Section 2. Humanities Professional*** 
   1. ***Question 2: Does your project make use of a humanities professional?*** Ohio Humanities prefers to fund the creation of content and places a high priority on supporting the work of humanities professionals. Ohio Humanities is unlikely to fund projects in which humanities professionals are not centrally involved in planning and/or implementing the program.
   2. A humanities professional generally has an advanced degree in a humanities area of study (e.g. MA, MLS, or PhD). Projects may also draw on individuals with a wealth of relevant knowledge about a topic, but lack advanced training in the humanities (e.g. a local historian or educator). Applicants must be able to demonstrate how the humanities professional will ensure **accuracy** and provide relevant **context** and **interpretation** of the topic from a humanities perspective.
   3. Be aware that there are specific requirements for living history and historical reenactment projects. Ohio Humanities will evaluate living history projects according to the standards of documented research and quality performance set by the Ohio Chautauqua.
      1. Scholar-performers must demonstrate extensive knowledge about the individual presented and the context of that person’s culture and times. Composite characters may only be used for relatively anonymous figures (e.g. canal digger or steelworker). Ohio Humanities may request a bibliography from scholar-performers.
      2. Scholar-performers should have training in theater performance. Projects that make use of living historians must provide a video of the presenter with the application (DVD or a link to a video online).
      3. Projects involving historical reenactment must depict events that originally occurred in Ohio and in the general area where the contemporary project will take place.
2. ***Section 3: Public Benefit***
   1. ***Question 3: Does your project have public benefit?*** Public benefit refers to projects that:
      1. Allow Ohioans to interpret the past and imagine the future;
      2. Guide Ohioans in defining individual beliefs, values, and aspirations;
      3. Help Ohioans understand and engage diverse cultures;
      4. Engage the broadest possible audiences;
      5. Create and sustain vibrant communities;
      6. Support the development of innovative opportunities and relationships.
   2. For Ohio Humanities, the public primarily refers to a general adult audience.
      1. Projects that involve **children** should be **purposefully multi-generational**.
      2. Projects occurring on a **college campus** must connect with and be available to a general adult audience. An audience composed primarily of college-affiliated adults is **not** a ‘general adult audience.’
   3. Ohio Humanities does **not** fund:
      1. Projects focusing on individual scholarship for academic or other specialized audiences.
      2. Book publication costs.
      3. Activities that result in academic credit, including fellowships or scholarships.
         1. Ohio Humanities may choose to offer special programs that provide continuing education units for certain professionals.
      4. A project that is to be used as a fundraiser for the sponsoring organization or other related organizations.
3. ***Section 4: Balanced Views***
   1. ***Question 4: Does your project present a balanced viewpoint?*** Public programs should encourage open discussion by raising questions among speakers and audience members.
      1. Projects cannot advocate partisan or political courses of action.
      2. Projects that deal with potentially controversial topics must give fair consideration and expression to alternative viewpoints.
      3. Projects that address religious topics must scrupulously avoid any component that promotes advocacy or conversion.
   2. Ohio Humanities does **not** fund:
      1. Projects that do not present a balanced viewpoint.
      2. Projects that discriminate against persons or groups.
4. ***Section 5: Sponsoring Organization***
   1. ***Question 5. Do you represent or is your project sponsored by a non-profit organization?*** Ohio Humanities gives grants to non-profit organizations incorporated in the state of Ohio.
   2. Ohio Humanities may request proof of non-profit status at its discretion. Proper evidence includes 501(c)(3) letter, IRS 990 form, or a copy of the *Agent Notification Form for Unincorporated Nonprofit Associations* letter from Ohio’s Secretary of State.
   3. Organizations must have a DUNS number. < <http://fedgov.dnb.com/webform> >
   4. All grant applicants are required to certify that they are not presently debarred, suspended, declared ineligible, or voluntarily excluded from participating in federally funded programs.
   5. All grant applicants are required to certify that they are not currently delinquent in the payment of a federal debt.
   6. All grant applicants are required to certify that they are in compliance with the Department of Labor’s Fair Labor Standards and all of the following federal nondiscrimination statutes: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.
5. ***Section 6: Grant Status with Ohio Humanities***
   1. ***Question 6: Does your organization have an open grant with Ohio Humanities?*** Organizations may only have one open grant with Ohio Humanities at any time. Organizations should complete all necessary requirements for previous grants before applying to Ohio Humanities for another grant.
   2. Large organizations with many semi-autonomous departments or multiple sites may receive a waiver for this limitation (i.e. universities, public library systems, park systems).
   3. For repeat or annual programs, Ohio Humanities reserves the right to shift requests for continuing support to an alternate grantline that requires a higher level of cash cost-share from the sponsoring organization.

**Part 2:** **Funding Principles and Budget:** Applicants should familiarize themselves with the following funding principles.

Each $1.00 from Ohio Humanities must be matched with $1.00 of cost-share from the sponsoring organization. Cost-share may be either cash or in-kind. Ohio Humanities gives greater weight to projects with cash cost-share raised from outside sources.

**Cost-share Principles:**

* 1. Cash committed to the project by the sponsoring organization, including the money used to pay salaried staff.
     1. Cash raised from outside sources, such as funds raised from foundations and corporations, to realize the project.
     2. The current market value of donated services, goods, or facilities, including the time of volunteers or the use of equipment, supplies, and office space.
     3. Cash received from anticipated program income.
        1. Ohio Humanities has a preference for programs that are free to the public.
           1. Sponsors planning to charge admission or registration fees should make available free options for those unable to afford a fee. The grant application must address this issue. Income should be used to defray the cost of the program funded by Ohio Humanities and should be reported as cost-share.
        2. Organizations that regularly charge an admission fee should identify how they will make the material and experiences developed with Ohio Humanities support accessible for all Ohioans (see Question 3).

**General Funding Principles:**

Ohio Humanities will support the labor necessary for public programs, such as research, development, and presentation. Ohio Humanities prefers to fund those components of a grant that make the content of the public programming and the work of humanities professionals widely accessible.

1. Organizations may employ interns or other similar individuals for this work.
   1. The following special rules apply:
      1. A project that utilizes students or other non-professional humanities individuals must include a humanities professional in a supervisory role.
      2. Individuals may not receive academic credit for this work.
      3. The individuals must be paid at least minimum wage and the budgeted hours must reflect the amount of work necessary to successfully complete the project.
2. Budget Sheet Categories
   1. Personnel
      1. Project director, staff, or technical consultants’ salaries or fees may not exceed **30%** of the grant.
      2. Humanities professionals’ honoraria and travel may not exceed **75%** of the grant.
         1. Honoraria for humanities professionals and other resource personnel should reflect qualifications and the amount of time invested in the project.
      3. Administrative costs directly related to the project, for fiscal agent fees, or the authorizing official may not exceed **10%** of a grant.
      4. Benefits of staff members employed by the sponsoring organization on a full-time basis should be listed as cost-share.
         1. Providing funding for staff members employed by the sponsoring organization on full-time basis is **not** an Ohio Humanities priority.
   2. Travel: Proposals should be economical in travel-related costs.
      1. Travel and per diem cost guidelines:
         1. Airfare: Reimbursed at domestic coach rates. Funding international flights is **not** an Ohio Humanities priority.
         2. Travel by car: $.45 /mile. Ohio Humanities only funds trips that exceed 50 miles roundtrip. Ohio Humanities does **not** fund commuting costs for project participants.
         3. Lodging rates: Reasonable rates for limited service hotels.
         4. Food Per Diem: Up to $35 per day for project personnel engaged in project activities away from home or office.
   3. Promotion:
      1. The promotion budget should be proper to the size of the project.
      2. The promotion plan and budget should utilize the formats most commonly used by the target audience of a grant.
      3. Costs for promotional items and postage should be itemized.
      4. Ohio Humanities **seldom** funds proposals for which the majority of the funds will be used for publicity.
   4. Project expenses
      1. No more than **20%** of a grant may be used for rental or purchase of equipment or software.
      2. Office expenses are generally considered a cost-share component.

**The Grant Application**

**Step 1:** Take the time to familiarize yourself with the grant guidelines and **plan well**.

* Perhaps the most important component for successful public humanities projects is the amount of time set aside for **planning**. Time often makes the difference between a high quality, fundable project and one that simply doesn’t meet funding requirements. Because Ohio Humanities requires completed proposals months before projects are scheduled to begin, **planning ahead** is crucial for all grant applicants.

**Part 1:** Determine Eligibility.

* Applicants should consider these six questions to determine their project’s eligibility.

1. Question 1: Does your project have a humanities focus?
2. Question 2: Does your project make use of a humanities professional?
3. Question 3: Does your project have public benefit?
4. Question 4: Does your project present a balanced viewpoint?
5. Question 5: Do you represent or is your project sponsored by a non-profit organization?
6. Question 6: Does your organization have an open grant with Ohio Humanities?

**Part 2:** Become familiar with funding principles.

* Applicants should read the section on funding principles following the project eligibility questions. This section explains cost-share requirements and denotes the ways in which eligible grant recipients may use Ohio Humanities funding.

**Step 2:** Identify the proper grant line and deadlines:

1. **Contact Ohio Humanities staff**: all applicants, and especially first-time grantwriters, are encouraged to contact Ohio Humanities staff for assistance during the application process. Ohio Humanities program officers are happy to answer questions, discuss project ideas, suggest appropriate humanities professionals, and review drafts of grant proposals. The staff aims to encourage the best proposals possible.
2. **Identify the proper grant line and relevant guidelines**. Information about the various grant lines and deadlines is available here.
3. **Develop a work plan.** Applicants should plan to develop a timetable for key project activities from the beginning of the grant period through completion.
   * Ohio Humanities funds cannot be used to support activities prior to the start of the grant period.
   * As much as possible, set the dates, times, and locations for the project activities and confirm the participation of key project personnel before submitting the finalized proposal for consideration.

|  |  |  |
| --- | --- | --- |
| Time Period | Activity | Project Participants |
| Dec. 2013 | - Meeting with humanities scholars; script review | Project Director |
| Jan.- March 2013 | Preliminary interviews with Jones, Smith & Day/Columbus  Archival research in Columbus, Oberlin  - Film on location in Ripley | Jane Smith, Humanities Scholar  Bill Martinez, Humanities Scholar |
| April-June 2013 | Location shooting in Westerville, Oberlin  Interview Dorrmann/Oberlin; Souther/Cleveland | Technical Staff from Thompson Film and Video |
| July-August | - Complete rough cut; screen with advisors |  |
|  | Etc. |  |

**Step 3:** Fill out Grant Application Form.

* Download the grant application form.
* Refer to instructions for completing the grant application form.

**Step 4:** Answer the **project narrative questions**. Applicants should construct the project narrative by answering the following seven questions. Be as concise and direct as possible, while providing all essential information.

1. What do you plan to do?
2. How do the humanities inform this project?
3. Who are the humanities professional and what are their roles on this project?
4. How will you publicize the project?
5. Who is the intended audience?
6. What are the goals and outcomes of the project and how will it be evaluated?
7. Who is the sponsoring organization**?**

**Step 5: How are funding decisions made?**

Applicants should understand that meeting basic criteria does not guarantee funding. The application process is competitive. Grant awards are made to the strongest applicants. Ohio Humanities carefully considers all project components, including whether the project format appears likely to effectively reach the intended audience.

In an effort to fund as many exemplary projects as possible, Ohio Humanities exercises several options when considering proposals: to fund at the full level requested, to fund at a reduced amount, to fund with specific conditions, or not to fund. Regardless of the funding decision, Ohio Humanities will send a letter to the project’s sponsoring organization. If the proposal is approved, the letter will explain the terms and conditions for the award as well as the process for requesting funds. All conditions must be met before the date specified in the notification letter or the funding offer will be withdrawn. Proposals that are declined for funding will receive a notification letter detailing the reasons for the decision.

A **complete** Ohio Humanities grant proposal consists of:

1. Application Form including budget summary and with ***ALL*** required inked signatures. Please see the grant application form instructions for further detail.
2. Budget Detail and Justification for the overall project

* The detailed budget should show how the project expenses were determined. Each budget request should include a short note identifying how the funds will be used. These categories function to help you anticipate and account for common project costs.
* Keep in mind, Ohio Humanities considers the cost-effectiveness of projects when making its funding decisions. Ohio Humanities is unlikely to fund projects that have unrealistic or excessive budgets.
* On the detailed budget, explain what rates were used to arrive at the total figure. On the budget summary, you should make reference to the relevant portion of the detailed budget. For example: Detailed Budget should read “Project Bookkeeper: Jim Smith, 20 hrs @ $12/hr”; the budget summary computation should read: “see Detailed Budget line 12.” The detailed budget should include a line for all expected expenses.

1. Project Narrative

**Project Narrative Questions:** On attached separate pages, please answer the following questions. Proposals should use the numbered headings at the start of each section. Applicants must address each component. The questions should guide the development of the narrative, though some questions may be more relevant to some projects than others.

1. **What do you plan to do?**

Provide a detailed description of your project. It should focus on the activities that will be supported by Ohio Humanities funds. Provide exact information about what will take place, where, and when. As much as possible, describe who will perform the activities. Identify the resources necessary to make the project happen.

* Ohio Humanities recommends that as much as possible all key project personnel should be confirmed at the time of application.

1. **How do the humanities inform this project?**

Identify the humanities disciplines that are relevant to your project. What questions or issues will the project address? Why are these questions or issues significant at this moment? What will the participants learn, experience, or gain as a result of your project? Be specific. Give examples.

1. **Who are the humanities professionals and what are their roles on the project?**

Please include a one paragraph biography that emphasizes the humanities professional’s relevant skills and knowledge for this project. What are their specific roles in the project? Be specific.

1. **How will you publicize the project?**

How will you let people know about your project? If you plan to use social media, please identify the tools you plan to use (Facebook, Twitter, email, etc.) and your current reach (followers, likes, # of email addresses). If you plan to utilize newspapers, television, or radio, please identify the specific broadcasters and publications. Provide an outline and timeline for your publicity

1. **Who is the intended audience?**

If it is a public event, how many people are likely to attend? If your organization has an established constituency, how will this attract new audiences?

* Programs sponsored by college and universities must make a concerted and detailed effort to draw an audience that extends beyond the higher education environment.

1. **What are the goals and outcomes of the project and how will it be evaluated?**

How will this project enhance your community’s appreciation and/or knowledge of the humanities? Internally, how will your organization decide whether this project is success? What metrics will the organization use to evaluate the project? Please be specific. Who are your evaluators?

* Projects above $2,001 must have an outside evaluator. The outside evaluator is a person who is able to judge the success of a project in reaching its state goals. The evaluator should not be connected to the project in another way.

1. **Who is the sponsoring organization?**

Give a brief description of your organization. When was the organization founded? How does this project fit with the goals and usual activities of your organization? How is your organization qualified to carry out the project?

**Please note:** If your proposal fits within one of the special grant programs, be sure to read those specific guidelines carefully and to include any additional questions. This section is the heart of your grant proposal. You are making a case for funding your project.

* Carefully read the guidelines for the grant you wish to apply for and establish a timeline that best suits your project.
* Involve humanities professionals as well as representatives of your intended audience in planning the design and implementation of your project.
* Develop clear goals, appealing activities or products, a reasonable budget, effective publicity strategies, and solid evaluation procedures for your project.

**Project narrative format:**

* Limit your narrative to 6 typed single-spaced pages, using 8 ½ by 11 inch white paper. Number all pages. Ohio Humanities will not review any material in the proposal exceeding the space limitation.
* Be sure to use a standard font and 1 inch margins. Ohio Humanities will not review any proposals with small type and margins.
* Remember that in an open competition, presentations counts. Proofread everything, and double-check your math calculations. Break the text up into cohesive paragraphs with relevant headings or signposts. Present your project narrative in a clear and concise manner. For instance, place important names and dates in bold or use bullet points to highlight goals or project activities.

1. Required Attachments:
   1. A list of the organization’s board members along with their positions and business addresses
   2. Complete contact information (physical addresses, email, and phone) for all key project personnel, including scholars involved in the project
   3. A list of each venue for public activities with addresses
   4. A confirmed schedule of events including venues with addresses.
   5. Project work plan.
2. Appendixes: The following is *non-exhaustive* list of possible appendixes.
   1. Scripts or script treatments for media production projects
   2. Exhibition scripts or narratives
   3. Letters of support
3. **Grant Application Form Instructions**:
   1. Project Title: A succinct description of the topic of your project.
   2. Project Dates: Pay close attention to the required time frame for each grant type. Please note that project dates should include any time during which you might spend grant funds. Project dates are not to be confused with event dates, or the days on which your project is open to the public. The end date should allow enough time to gather project information for the final report and complete the allocation of grant funds.
   3. Project Summary: A very short summation of your project and its humanities content. (50 word max).

4. Sponsoring Organization: The nonprofit organization which receives the Ohio Humanities grant is the official grantee and is accountable for meeting all grant responsibilities.

5a. Authorizing Official: The authorizing official is the representative of the sponsoring organization who has the authority to submit the grant application on the organization’s behalf. This person is in charge of making sure all grant responsibilities are met on time and must review and sign all grant paperwork – including the application, compliance certification, grant agreement, financial forms, and final report.

5b. Project Director: The project director is responsible for coordinating the project, serving as the liaison with Ohio Humanities staff, and preparing interim and final reports. This position may be filled by the authorizing official.

5c. Project Bookkeeper: The project bookkeeper is responsible for receiving, disbursing, and accounting for all grant and cost-share funds. The project bookkeeper should be experienced in standard accounting procedures. Ohio Humanities requires that a suitably qualified entity – such as a 501(c)(3) organization, an individual accountant, board treasurer, or a CPA firm – maintain the financial records for projects.

* + The project bookkeeper may not be the authorizing official or project director. Partners, spouses, or family members of the project director may not serve as the authorizing official or project bookkeeper.

1. Project’s Intended Audience: Identify the core audience for the program and provide an estimate for the size of the audience.
2. Location of the Project Activities: Provide information about any sites that are different than the location of the sponsoring organization.
3. U.S. and Ohio Representatives: Please provide the name and district of the your representative to the United States House of Representatives and the Ohio Senate and House of Representatives.
4. Project Budget Summary: Complete **#12 Project Budget** before filling in this information.

9a. Identify Outside Sources: Please provide a list of any other outside sources of support (such as grants or cash gifts). Please note the amount and whether it is a confirmed contribution.

1. Project Description: A short description of the details of your project. Who is involved? When will it occur? Where will it occur? What is the audience? Please include all individual events related to the project. (200 words).
2. Compliance Questions and Signatures: By signing and submitting this grant proposal, the authorizing official of the sponsoring organization is providing the applicable certifications regarding debarment, suspension, and compliance with the nondiscrimination statutes.
3. Project Budget: Please build a detailed budget in a commercial spreadsheet program. Following completion of the detailed budget, please provided a succinct version on the project budget page.

**What are the responsibilities of an Ohio Humanities grant recipient?**

The sponsoring organization of funded projects – also referred to as the grantee or grant recipient – must fulfill several obligations. The grantee must carry out the funded project as described in the approved grant proposal. Ohio Humanities staff must approve any changes in advance.

The grantee, or a qualified entity contracted by the grantee, must maintain financial records and accounts consistent with accepted accounting principles. Grantees are responsible for disbursing grant funds and demonstrating adequate cost-share as approved by Ohio Humanities. The grantee will submit a final report to Ohio Humanities within 90 days of the end of the grant period, and all records should be kept for three years after the grant is closed.

Ohio Humanities requires that grantees inform their federal and state legislators of their awarded grant. Grantees must also acknowledge Ohio Humanities support verbally at all project events and in writing on all materials publicizing or resulting from grant activities.

Finally, all grantees must remain in compliance with the federal nondiscrimination statues and regulations regarding federal debt, debarment, and suspension.

**Compliance Requirements**

The Ohio Humanities is required to seek from institutional applicant’s certification regarding the nondiscrimination statutes and certification regarding debarment and suspension. By signing and submitting the grant proposal, the authorizing official of the sponsoring institution provides the applicable certifications. The certifications are the material representations on which reliance will be placed when Ohio Humanities determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, the National Endowment for the Humanities may pursue available remedies including suspension and/or debarment in addition to other repercussive actions available to the federal government.

Certification Regarding the Nondiscrimination Statutes:

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) 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;   
c) Section 504 of the Rehabilitation Act of 1973, as amended (23 U.S.C. 794) which prohibits discrimination on the basis of handicap in 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;

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45CFR 1169): The applicant certifies that it and its principals  
a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;   
b) have not within a three-year period preceding this proposal have been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;   
c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph b of this certification; and  
d) are not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

Certification Regarding Federal Debt Status (OMB Circular A-129): The applicant certifies to the best of its knowledge and belief that it is not delinquent in the repayment of any federal debt.

Please note: Sponsoring organizations whose projects relate to American Indian, Aleut, Eskimo, or Native Hawaiian peoples will also need to sign a Code of Ethics statement. Sponsoring organizations whose projects involve professional performers will also need to comply with U.S. Department of Labor’s Labor Standards 5(i) and Section 7(g) of the National Foundation of the Arts and the Humanities Act of 1965, as amended. These documents can be obtained from the Ohio Humanities office.

**Ohio Humanities Media Production Application Guidelines**

Ohio Humanities supports innovative humanities-informed documentary projects. This includes audio, digital, film, and photographic projects that have strong grounding in the humanities and are accessible to a broad public audience. Media projects should focus on topics that enhance our understanding of Ohio and its culture, people, and history. Project applications should demonstrate that the media program will be suitable for statewide and national audiences through internet or other digital platforms, broadcast, and exhibition.

The Ohio Humanities General Guidelines are operative unless otherwise noted. Applicants are encouraged to discuss their projects with a program officer before completing the application.

**Production Grants** – Ohio Humanities makes media production grants (max $20,000). Because media projects typically require funding at levels greater than Ohio Humanities can support, project directors are encouraged to seek multiple sources of support.

**Planning Grants** – Grants (max $2,000) may be used for planning a media project. Such grants may be used for research, consultations with humanities scholars, and preparing a script treatment or statement of user experience.

One complete proposal with original signatures plus one copy (2 total), with required support material, must be submitted for the final deadline via U.S. Mail or other courier service. Draft should be submitted with a complete application, narrative, and budget via email.

**Is your media project eligible for an Ohio Humanities grant?**

1. Does your project document Ohio’s history and culture, or explore issues of importance to Ohioans?
2. Does the project approach the subject from a humanities perspective, using scholarship and research, and incorporating a variety of viewpoints?
3. Will the project engage audiences by inspiring reflection and thoughtful analysis?
4. Does your project involve an Ohio-based humanities professional who will work in concert with experienced producers and directors?
5. Is the project suitable for wide distribution?

**Review Criteria for Media Proposals:**

1. Conceptual clarity, style, and approach
2. Depth of humanities content
3. Significance and scope of project goals and outcomes
4. Experience of production team and advisors
5. Strength of media samples or portfolios
6. Likelihood of completion and distribution
7. Feasibility of work plan and outreach
8. Budget and fundraising plans

**Eligible grant expenditures may include:**

1. Honoraria for humanities scholars and advisors;
2. Salaries or fees for production staff and technical consultants (not to exceed **30%** of the total grant request);
3. Production and post-production expenses;
4. Rights to use archival materials;
5. Supplies and materials for production activities;
6. Lesson plan development for use in schools;
7. Rental or purchase of equipment or software (not to exceed **20%** of the total grant request);
8. Travel, lodging, and per diem expenses for staff, consultants, and advisors (please see Ohio Humanities guidelines for allowable travel rates);
9. Administrative costs directly related to the project, or fiscal agent fees (up to **10%** of total Ohio Humanities grant request);
10. Public program expenses (e.g., room rental for premiere);
11. Publicity expenses directly related to the project.

**Ohio Humanities does not fund:**

1. Projects that advocate for political, religious, or ideological points of view;
2. Archival projects;
3. Design and creation of new hardware;
4. Creation of proprietary software platforms and programs;
5. Exhibitions that do not include interpretation;
6. Media art and performance pieces;
7. Recordings of conferences, lectures, workshops, or performances;
8. Scholarships, internships, or projects that result in academic credit;
9. Institutional histories produced by and/or partially funded by the institution itself for an internal audience;
10. Promotional or informational projects intended to inform the public about an organization, product, or service.

**Instructions for Preparing a Media Funding Application**

Download and complete the Ohio Humanities application form. Mediamakers must also submit a project narrative and detailed budget. Proposals should use the numbered headings at the start of each section. Applicants must address each component. The questions should guide the development of the narrative, though some questions may be more relevant to some projects than others.

Responses should be included in one document. It should be single-spaced with standard margins and fonts. Please do not duplex the pages.

Proposal Narrative (Up to fifteen pages)

**Question 1.** What do you plan to do?

* **Project Description**: It should focus on the activities that will be supported by Ohio Humanities funds. As much as possible, describe who will perform the activities. Identify the resources necessary to make the project happen.
  + Synopsis of the project, including anticipated length and format.
    - What topics, issues, and themes will your story or presentation address? How will this product enhance Ohioans’ understanding of the humanities? How will this project be relevant to audiences beyond Ohio?
  + Provide a script treatment or description of the user experience detailing the style, structure, content, and visual or interactive elements of the project (5 page limit).
* **Work Plan** with current status and anticipated completion date.
  + - 1. Using the format shown below, provide a timetable for major project activities from the beginning of the grant period through completion.

|  |  |  |
| --- | --- | --- |
| Time Period | Activity | Project Participants |
| Dec. 2013 | - Meeting with humanities scholars; script review | Project Director |
| Jan.- March 2013 | Preliminary interviews with Jones, Smith & Day/Columbus  Archival research in Columbus, Oberlin  - Film on location in Ripley | Jane Smith, Humanities Scholar  Bill Martinez, Humanities Scholar |
| April-June 2013 | Location shooting in Westerville, Oberlin  Interview Dorrmann/Oberlin; Souther/Cleveland | Technical Staff from Thompson Film and Video |
| July-August | - Complete rough cut; screen with advisors |  |
|  | Etc. |  |

* + - 1. Please note that Ohio Humanities funds cannot be used to support activities prior to the start of the grant period. Ohio Humanities grant periods generally are up to one year; if you anticipate needing longer to complete the project, please include a brief paragraph explaining the longer project timeline.

**Question 2.** How do the humanities inform this project?

* + How will the humanities inform your project? For instance, how will you use the humanities to frame the story or topic you seek to explore? Identify the humanities disciplines that are relevant to your project.
  + How will you develop the broad cultural or historical context of the project? What questions or issues will the project address? Why are these questions or issues significant at this moment? What will the participants learn, experience, or gain as a result of your project?
  + What is your research plan? What sources do you plan to consult when developing the project?

**Question 3.** Who are humanities advisors/professionals and other project participants?

Ohio Humanities recommends that as much as possible all key project personnel should be confirmed at the time of application.

**Humanities Advisors**

* + Provide one-paragraph bios for the humanities scholars and advisors involved in the project, including their areas of expertise, scholarship, and institutional affiliation.
  + Describe the project role of each humanities professional (such as content advisor, researcher, or interview subject).

**Project Personnel**

* + For the primary project personnel (e.g. project director, director, production designer or producer) include a half-page bio. It should include relevant skills and education, credits for digital projects, major broadcasts, or exhibitions, and award information.
  + For key project personnel, provide one-paragraph bios including information about technical expertise; explain the person’s role in the project.

**Question 4.** What is the plan for outreach, publicity, and engagement?

* + What are your plans for public programming? Who will be involved in public programming? Provide an outline and timeline for your publicity.
  + In what ways will the public continue to engage with your media project after a premiere event? Please describe plans for broadcast distribution, exhibition, educational materials, or social media outreach.
    - Film or radio project directors should include letters from public broadcast outlets signifying the stations’ intent to air or to review the finished product for broadcast.
    - Photo documentary projects should outline an exhibition schedule, and include letters of support from potential exhibition sites.
    - Digital projects should outline how the project will be promoted to reach wide audiences, and how the product will be sustained for public use after the grant period.
  + If you plan to use social media, please identify the tools you plan to use (Facebook, Twitter, email, etc.) and your current reach (followers, likes, # of email addresses). If you plan to utilize newspapers, television, or radio, please identify the specific broadcasters and publications.

**Question 5.** Who is the intended audience?

* + Who is the audience or users for your project and how will you reach those people? How do you plan to publicize the project?
  + If your organization has an established constituency, how will this attract new audiences?

**Question 6.** What are the goals and outcomes of the project and how will it be evaluated?

* + What specific goals have you identified for this project?
  + What outcomes will the project achieve?
  + How will these goals and outcomes be evaluated?
  + How will this project enhance your community’s appreciation and/or knowledge of the humanities?
  + Internally, how will your organization decide whether this project is success?
    - What metrics will the organization use to evaluate the project? Please be specific.
  + Who are your evaluators?
    - Projects above $2,001 must have an outside evaluator. The outside evaluator is a person who is able to judge the success of a project in reaching its stated goals. The evaluator should not be connected to the project. For example, a humanities faculty member at a local university make excellent outside evaluators.

**Question 7.** Who is the sponsoring organization or fiscal agent and how will funds for the project be raised?

**Sponsoring Organization**

* + When was the organization founded?
  + How does this project fit with the goals and usual activities of your organization?
  + How is your organization qualified to carry out the project?
  + Define the relationship and responsibilities of the fiscal agent and the primary project personnel.
  + Please include the name of the executive officer and the organization’s web address.

**Fundraising Strategies**

* + Outline plans for raising additional funds to support your project.
  + Include a list of all sources of funds raised to date.
  + List all sources of other funding requests; indicate the status of those requests and date of notification.

Additional Required Materials (Addenda):

1. Detailed project budget, including explanations of costs. (**Required**)
2. Media Samples (**Required**)
   1. Filmmakers and radio producers should submit one sample of previous work; in addition, Ohio Humanities would like to see a sample of work-in-progress for the proposed project, if available.
   2. Digital producers may submit links to previous projects.
   3. If your project makes use of an outside production service, include a sample of that agency’s work.
   4. Photo documentary projects must be accompanied by 6-10 images produced by the principal photographers; images should include captions.
   5. Project directors may choose to submit samples via digital channels; please be sure to provide a complete URL along with any additional instructions for viewing material.
   6. Include an explanation of the samples, such as who produced the sample and why it is included with your Ohio Humanities application.
   7. **Do not send originals; samples will not be returned.**
3. Agreements and Letters of Support (**required**)
   1. If applicable, a copy of agreement with a fiscal agent.
   2. Letters of consideration for broadcast or expressions of interest for exhibition.

Special Notes for Fiscal Agents

Since Ohio Humanities makes grants only to Ohio nonprofit organizations, independent or out-of-state media makers must seek a fiscal agent to sponsor their project. The relationship between media maker and fiscal agent requires mutual commitment to the goals of the project and understanding the responsibilities of each partner. If you seek to use a fiscal agent, or are asked to serve as the fiscal agent for a media project, here are some things to remember:

Applicant of Record: The nonprofit organization acting as fiscal agent will be the applicant of record for the funded project. The responsibilities of a fiscal agent include submitting the grant application, accepting funds on behalf of the project, complying with Ohio Humanities guidelines for funded projects, managing bookkeeping and payments relative to the project, acting as liaison with Ohio Humanities, and complying with reporting requirements. Ohio Humanities recognizes that these activities will require time and labor; therefore, up to 10% of the total grant amount may be used to pay for fiscal agent services.

Ownership and Copyright: Ohio Humanities guidelines state that ownership of the product created during a grant-funded project remains with the grantee – in this case, with the nonprofit organization acting as fiscal agent. Prior to submitting an application to Ohio Humanities, the fiscal agent and mediamaker should establish who will own and copyright the final media project. The application narrative should state how ownership may or may not be transferred from grantee to producer, and how the parties will comply with Ohio Humanities guidelines. Ownership may not be transferred until after the grant period is completed and other terms of the grant are satisfied, such as distribution and public programming.

Rights: Fiscal agents need to negotiate their rights to use a media project before submitting an application to Ohio Humanities. Those rights might include a non-exclusive right to use the media product for educational or promotional purposes, acquiring copies at wholesale cost, site-specific distribution such as sales in a museum shop, or arranging for local broadcast. Fiscal agents and producers need to remember that Ohio Humanities retains a non-exclusive license to use media projects for educational and promotional purposes.

*The humanities enhances the tourist experience by highlighting the culture, exploring the history, and fostering appreciation of local assets.*

**Ohio** is filled with significant historic sites and remarkable natural resources. The humanities help draw attention to Ohio’s tourism assets by offering compelling stories and creating vital visitor experiences. Most importantly, quality humanities content can make Ohio cultural assets relevant and distinguish them in the tourism landscape. Visitors make decisions on where to travel for reasons beyond a location’s cultural and natural assets. A place that tells its story well creates a captivated audience, and the invitation to enter the stories of a place should happen even before visitors arrives.

Ohio Humanities – Cultural and Heritage Tourism Grants

* **Planning Grants** (max $2,000)
  + *First Business Day of the month* **8 weeks** before the start of funded activities
* **Implementation Grants** (max $10,000)
  + *November 15* and *February 15* at least **3 months** before the start of funded activities

When humanities perspective is integrated from a project’s inception, this provides coherence throughout the planning, implementation, and later evolutions of a cultural and heritage tourism initiative. Using Ohio Humanities grants, local community organizations have developed exhibits, walking and driving tours, digital tools, and lively historical experiences.

Ohio Humanities seeks to fund:

**Projects that focus on tourism as a learning opportunity for travelers and local residents, enhance community life, and support local economic development.**

* Projects must include:
  + Content informed by humanities scholarship;
  + An inclusive planning process that bring all local stakeholders together;
  + Local Investment: By the completion of the project, the grantee should be able to match one dollar of Ohio Humanities funding with one dollar of gifts and cash. In-kind match is welcomed, but will have limited use for grant disbursement purposes.

Grant Application Process:

**Step 1: Review the Ohio Humanities guidelines. Contact your Ohio Humanities Program Officer to discuss the viability of your project and to receive further information about the process. Ohio Humanities staff is able to provide extensive assistance to applicants.**

We can be reached at: 1-800-293-9774 / 614-461-7802

* David J. Merkowitz, PhD, Assistant Director, [dmerkowitz@ohiohumanities.org](mailto:dmerkowitz@ohiohumanities.org)
* Rob Colby, PhD, Program Officer, [rcolby@ohiohumanities.org](mailto:rcolby@ohiohumanities.org)

**Step 2: Is your project eligible for an Ohio Humanities grant?**

Consult the Ohio Humanities guidelines at http://www.ohiohumanities.org/grants1/guidelines.html for further detail about each question.

* Question 1: Does your project have a humanities focus?
* Question 2: Does your project make use of a humanities professional?
* Question 3: Does your project have public benefit?
* Question 4: Does your project present a balanced viewpoint?
* Question 5: Do you represent or is your project sponsored by a non-profit organization?
* Question 6: Does your organization have an open grant with Ohio Humanities?

**Step 3: Align the project status to the proper grantline (Planning or Implementation).**

Planning Grants (max $2,000): To support the early-stage and planning activities that help communities create valuable heritage tourism initiatives.

* Ohio Humanities prioritizes heritage tourism projects with strongcollaborative relationships and which include multiple cultural assets wherever possible. Planning Grants are designed to help solidify working relationships between stakeholders and institutions. Planning Grants are designed to envision and prepare for a larger project. In keeping with the nature of the planning process, goals may be exploratory or strategic.
* Planning Grant activities should include:
  + Convening local and regional stakeholders to envision and assess the potential project;
  + The active participation of humanities scholars.
* Other planning activities may include:
  + A presentation by a humanities scholar about the history of travel and tourism relevant to the larger project goals;
  + Market research: Engaging a professional tourism consultant to help identify marketable stories and assets and to assess project viability and future budgets (for a maximum of 25% of OH funds);
  + Fostering community conversations about heritage tourism, including its community impact and economic potential;
  + Conducting oral histories to gather local stories about tourism assets;
  + Honoraria and per diem to bring regional stakeholders to the table;
  + Cost of renting meeting space.

**Complete the Ohio Humanities Grant Application**

The **deadline** for Planning Grants is the first business day of the month **8 weeks** prior to the project starting.

* See <http://www.ohiohumanities.org/grants1/application.html> for further instructions and to download the application.
* Applicants must address the 7 questions. The questions should guide the development of the narrative, though some questions may be more relevant to some projects than others. Successful grant applications should address the following:

**1. What do you plan to do?** Please consider the following topics:

* + **Cultural Assets** – What are the heritage or cultural assets available to support the project? Involving multiple sites may strengthen the project.
  + **Humanities Content** – A brief description of the stories, history, or themes that are relevant to the larger project.
  + **Initial Planning Goals** – What are the questions you are seeking to answer during the planning phase? Is this an exploratory planning phase designed to form collaborative relationships, bring stakeholders to the table, introduce key concepts of heritage tourism, and/or galvanize local engagement in advance of a possible future project? If so, what concrete deliverables—reports, market analysis reports, interpretive materials, brochures, feasibility studies—will result? Or will the grant support planning in advance of an already envisioned initiative with clearly defined strategic goals? Please specify. Ohio Humanities will consider grants for both.
  + **Community Collaboration** – Who is involved in this project? Does your project team involve appropriate stakeholders, such as representatives from cultural institutions and historical societies, local businesses, tourism organizations, marketing professionals, representatives of local foundations or banks, economic development professionals, and relevant local government officials?

**2. How do the humanities inform this project?**

Please reflect on what is relevant about the humanities that will add value to the planning phase and the larger tourism project?

* In addition to the brief description of the humanities content in Question 1, please describe any deliverables provided by the participating humanities scholars.

Examples include:

* Report from the participating humanities scholars or consultants that describes the tourism assets’ historic and cultural significance and suggestions on ways to make it culturally relevant to contemporary audiences;
* A public presentation or facilitated conversation by a humanities scholar about a tourism venue’s significance. Such presentations may help inform community stakeholders about a tourism asset and/or galvanize community support for a larger future project.
* Initial interpretive material (text for print or online media, didactics, etc.) to be used to engage additional stakeholders and raise funding for a larger project.
* A public discussion led by a humanities scholar about larger tourism questions, for example:
  + A cultural anthropologist might speak on questions of ‘why people travel,’ in ways that are relevant to the larger project;
  + A historian of travel and travel literature might speak on the history of tourism at different historical moments, in ways that are relevant to the larger project;
  + A local historian might speak on what has drawn visitors to that region in the past, in ways that are relevant to the larger project.

**3. Who are the humanities professionals and what are their roles on the project?**

* Please include a one-paragraph biography that emphasizes the humanities professional’s relevant skills and knowledge for this project. What are their roles in the project? Be specific.

**4. How will you publicize the project?**

* In addition to active planning involving collaborating stakeholders, will your planning phase include a community engagement component, such as a public forum or facilitated community conversation? If so, how will this be advertised?

**5. Who is the intended audience?**

* As a planning grant, the project’s audience may be limited to collaborating stakeholders. If there is a public component—a forum, community conversation, or presentation—please specify who the intended audience. In addition, please estimate what the potential audience impact of the larger, future project may be.

**6. What are the goals and outcomes of the project and how will it be evaluated?**

* What will success look like for the planning grant? What are the desired outcomes? What do you hope will happen as a result of the planning grant?

**7. Who is the sponsoring organization?**

* Briefly describe the sponsoring organization. Also consider the following:
  + **Local Investment** – Who is contributing financial support for your initiative? What is your fund-raising plan? What other funders have been or will be approached to support the project?

Implementation Grants (max $10,000): These are available to help build sustainable cultural tourism initiatives that have benefited from community dialogue, planning, and strategic planning.

**Complete the Ohio Humanities Grant Application.**

See website for current deadline: <http://www.ohiohumanities.org/grants1.html>

* Applicants must address each of the 7 questions.
* See <http://www.ohiohumanities.org/grants1/application.html> for further instructions and to download the application.

Successful grant applications should address the following:

1. **What do you plan to do?**

In addition to describing the project and what you will accomplish over the course of the grant-funded period,please address the following topics:

* + **Cultural Assets** – What are the heritage or cultural assets available to support the project? Do you intend to include multiple cultural features in your proposed project? Bringing together multiple sites may be more successful in providing a meaningful visitor experience.
  + **Humanities Content** – Include a brief description of the stories, history, or themes that are relevant to interpreting the cultural assets.
  + **Visitor Experience** – What is the quality of experience you wish visitors to have? How will visitors engage with the proposed heritage assets once they arrive? What do you expect visitors to learn?
  + **Personnel** – Who will be involved with the project? Who will direct the project? What responsibilities will be fulfilled by other members of your team? Identify the community stakeholders involved in the project and their contribution to the likelihood of success.
  + **Additional Visitor Amenities/Attractions** – In addition to the cultural assets featured in the proposed project, what additional amenities/attractions are available in the area to encourage individuals to visit your location. How will the proposed project extend and complement the appeal, significance, and relevance of these amenities?

1. **How do the humanities inform this project?**

* Please reflect on what is relevant about the humanities that will add value to the tourism project;
* Describe humanities content that will be developed.
* The humanities disciplines involved;
* The approach to interpretation;
* The material to be created;
* Any other relevant information about the humanities content and how it will be presented.

1. **Who are the humanities professionals and what are their roles on the project?** 
   * Please include a one-paragraph biography that emphasizes the humanities professional’s relevant skills and knowledge for this project. What are their roles in the project? Be specific.
2. **How will you publicize the project?** 
   * Visitor outreach is vital. How will visitors learn about your tourism initiative? How will the local public learn about your tourism initiative?
3. **Who is the intended audience?** 
   * Will you be targeting a national, statewide, and/or regional public?
   * How will local residents engage with and benefit from the proposed tourism experience?
4. **What are the goals and outcomes of the project and how will it be evaluated?**
   * What will success look like for your tourism project?
   * What are the desired outcomes?
   * What are the goals that you wish to see by the end of the funded project phase and how might these be evaluated?
   * How will you determine if the project has been successful?
   * How do you hope your tourism venue and your community will be changed as a result of this project?
   * Who will evaluate the project? Note that Ohio Humanities funds may be used to cover the cost of external, paid evaluation consultants.

Please pay special attention in this section to:

* + **Sustainability**:
  + What plans will be made to ensure the continuation of your project?
  + Who will manage the project in the future after the Ohio Humanities-funded phase is complete?
  + What goals will you hope to achieve in 2-5 years and/or 5-10 years?
  + How will you measure for success over the long-term life of the project?
  + Does your organization have the capacity to provide leadership for a long-term, sustainable project? If not, who will take over after the conclusion of the grant-funded project?

1. **Who is the sponsoring organization?**

In addition to briefly describing the sponsoring organization, consider the following:

* **Local Investment**:
  + Who is contributing financial support for your initiative?
  + Ohio Humanities heritage tourism projects are **challenge grants**.
  + **Local Investment:** By the **completion** of the project, the grantee should be able to match one dollar of Ohio Humanities funding with one dollar of gifts and cash. In-kind match is welcomed, but will have limited use for grant disbursement purposes.
  + What is your fund-raising plan?
  + What other funders have been or will be approached to support the project?

**Request for Proposals:** **Standing Together: The Humanities and the Experience of War**

In recognition of the importance of the humanities both in helping Americans to understand the experiences of service members and in assisting veterans as they return to civilian life, Ohio Humanities is pleased to issue a call for grant applications under a special initiative, “Standing Together: The Humanities and the Experience of War.”

**Who can apply?** Non-profit and governmental organizations based in Ohio.

**What can they apply for?** Ohio Humanities Grants of up to $20,000 in 2014-2015.

* See ohiohumanities.org/grants1/deadlines.html for upcoming deadlines.

**How to apply?**

1. Visit ohiohumanities.org/grants1.html to review the grant guidelines.
2. Contact a program officer to discuss possible projects and to review the application process in detail.

We can be reached at: 1-800-293-9774 / 614-461-7802

* + - David J. Merkowitz, PhD, Assistant Director, dmerkowitz@ohiohumanities.org
    - Rob Colby, PhD, Program Officer, rcolby@ohiohumanities.org

1. Complete and submit an application.

The humanities allow us to share the human story. The consequences of war have become increasingly prevalent since 2001 as two million American men and women have been deployed in the conflicts in Iraq and Afghanistan. Yet, as members of an all-volunteer service corps, in which less than 1 percent of the U.S. population serves, veterans do not always find their military experiences readily understood by the public at large.

Standing Together draws on the power of the humanities to promote discussion and understanding of the experiences of those Americans affiliated with the armed services, whether active duty or veterans; and to support returning veterans and their families.

Ohio Humanities welcomes proposals that involve the state’s veterans. Projects should be informed by scholarship, insights from the humanities, and the participation of humanities professionals. Ohio Humanities requests applications that:

* bring individuals together to discuss fiction or nonfiction writings as well as films that explore veterans’ experiences of military service and of returning home;
* examine the experiences of veterans through the medium of film, television, radio, or interpretive digital formats;
* curate and exhibit significant collections of recent veterans’ materials, such as letters, photographs, memorabilia, and oral histories.

“Standing Together: The Humanities and the Experience of War” is a nationwide initiative of the National Endowment for the Humanities. As the state-based partner of NEH, Ohio Humanities is pleased to offer this opportunity to Ohio.

**Special Notes for Educator Enrichment Grants**

Grant award: **Available at the Monthly ($2,000), Quarterly ($5,000), and Major ($20,000) Levels**

Grant deadlines: **Deadline is set by the Grant Level of the Request**

Ohio Humanities supports projects designed to enrich teachers’ understanding and appreciation of the humanities. Projects should provide a rich humanities experience that feeds success in the K-12 classroom. Educator enrichment projects supported by Ohio Humanities provide opportunities to build partnerships and leverage external funding. Therefore, applicants are expected to seek additional project support from local foundations and other external sources.

Ohio Humanities seeks innovative formats that will be attractive to teachers. Applicants should contact a program officer before applying as the program officer can guide applicants through the process.

**REQUIREMENTS*:***

1. **Strong humanities curriculum:**

* Projects should encourage reflection on and discussion of specific humanities topics.
* Programs encourage teachers to situate and share stories in the context of the humanities.
* Projects that emphasize skills training, motivation and empowerment, or the process of learning are unlikely to receive funding.

1. **Projects must be designed for Ohio teachers:**

* Projects are for K-12 teachers and administrators currently working in Ohio.
* The project should include time for teachers and faculty to interact with one another.
* The ideal size for these projects is 20-25 teacher participants.
* Ohio Humanities encourages proposals that involve K-12 teachers or school administrators in the planning stages. The inclusion of a master teacher throughout the development and implementation is preferred.
* Projects should be available and of interest to teachers across a region. A project that serve teachers of a limited geographic scope (one district) is unlikely to receive funding.
* Project directors should be familiar with the professional development guidelines established by the Ohio Department of Education.

1. **Follow-up Programming:**

* Projects should strengthen communication between partners such as universities and local school districts
* Identify ongoing questions and concerns from teachers and administrators.

1. **Evaluation:**

* Proposals should include an evaluation plan that includes follow-up surveys or other activities that determine the success of the enrichment experience after the core event is completed (3 months and 9 months later).

**Ohio Humanities prefers to support:**

* Stipends for humanities scholars and master teachers.
  + Outreach costs to assure well-attended events.
  + Ohio Humanities grant funds can be also used in the following ways.
  + Up to **50%** of the grant can be used for the following costs:
    - Should tuition charges be necessary, applicants should use a formula of 1/3 from teachers, 1/3 from the university or sponsoring organization, and 1/3 from Ohio Humanities.
    - A travel stipend of $50 may be offered to teachers who attend.
* No more than **30%** of a grant may be used for salaries or fees for project director, staff, or technical consultants.
* No more than **10%** of a grant may be used for administrative costs directly related to the project, for fiscal agent fees, or the authorizing official.

**Review Criteria:**

* A proposal will be judged on the strength of its humanities content
* Credentials of the institute faculty
* Potential for recruiting participants, especially from underserved school districts
* Reasonableness of the proposed budget (see general guidelines for budget principles)
* Commitment of the host institution
* The option of CEU hours or graduate credit for attendees

**Glossary of Terms Used**

***Ad Hoc*:** A group of individuals or organizations that have come together for the purpose of completing a single project.

**Authorizing Official:** The representative of the applicant organization who has authority to submit the grant application on behalf of that organization. The authorizing official also makes sure that grant responsibilities are met on time.

**Detailed Budget:** A detailed spreadsheet that shows the full costs and revenues of a project.

**Cost-Share:** Project costs not charged to the Ohio Humanities grant. The sponsoring organization’s cost-share must equal or exceed the amount requested from Ohio Humanities.

**Cost-Share (Cash):** Cash cost-share may include: actual monies committed to the project by the sponsoring organization (e.g., the money used to pay salaried staff who are assigned to the project as part of their duties); actual monies raised from outside sources (e.g., foundations and corporations) to realize the proposed project; and anticipated program income from participants (e.g., admission or registration fees, payment of program-related costs such as continuing education credits or books).

**Cost-Share (In-kind):** The current market value of donated services, goods, or facilities (e.g., the time of volunteers or the use of equipment, supplies, and office space).

**Debarment:** The ineligibility of an entity to receive any assistance or benefits from the federal government, either indefinitely or for a specified period of time, based on legal proceedings taken pursuant to agency regulations implementing Executive Order 12549.

**Equipment:** Tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

**Final Report:** The report submitted to Ohio Humanities at the completion of the project.

**Fiscal Agent:** An individual or organization that serves as the bookkeeper for a project for another individual or organization.

**Financial Forms:** The forms that provide information to Ohio Humanities about how the grant money will be or has been spent. It also includes request for disbursement forms.

**Grant Agreement:** The contract and letter of award that outlines the terms of a grant.

**Grant Period:** The period established in the grant agreement during which Ohio Humanities support begins and ends. Grant monies may not be spent before the beginning date. All obligations must be liquidated within 90 days of the end date of the grant period.

**Grantee:** The non-profit organization which submits the grant application, receives the grant award, sponsors the proposed humanities project, and is accountable for appropriate use of grant funds. Also known as the “sponsoring organization.”

**Honoraria:** The stipends paid to project personnel for their professional services.

**Humanities Advisor:** A humanities professional who provides advice and content without being directly engaged in the creation of the final product.

**Humanities Professional:** An individual who generally has an advanced degree in a humanities area of study (e.g. MA, MLS, PhD) or has a wealth of relevant knowledge about a topic, but lacks advanced training in the humanities (e.g. a local historian or educator). The humanities professional will ensure accuracy and provide relevant context and analysis of the project topic from a humanities perspective.

**Project Bookkeeper:** An individual or an organization experienced in standard accounting procedures who is responsible for receiving, disbursing, and accounting for all grant and cost-share funds.

**Project Director:** The person responsible for coordinating the project, serving as the liaison with Ohio Humanities staff, and preparing interim and final reports.

**Sponsoring Organization:** The nonprofit organization which submits the grant application, receives the grant award, sponsors the proposed humanities project, and is accountable for appropriate use of grant funds. Also known as the “grantee.”

**Suspension:** 1) The suspension of a grant is the temporary cancellation of federal sponsorship, including withdrawal of authority to incur expenditures against grant funds, pending corrective action by the grantee, or pending a decision for termination of the grant. 2) The suspension of an individual or organization causes that party to be temporarily ineligible to receive any assistance and benefits from the federal government pending completion of investigation and legal proceedings as prescribed under agency regulations implementing Executive Order 12549. Such actions may lead to debarment of the grantee.