

## South Dakota Humanities Council

1215 Trail Ridge Road, Suite A - Brookings, SD 57006-4107

P: 605-688-6113 F: 605-688-4531

info@sdhumanities.org - www.sdhumanities.org



South Dakota  
Humanities Council

# Grant Guidelines

FY 2011 (Nov. 1<sup>st</sup>, 2010 – Oct. 31<sup>st</sup>, 2011)

## What is the South Dakota Humanities Council?

Created in 1972, the South Dakota Humanities Council (SDHC) provides financial support to public humanities programs. SDHC is a non-profit organization and the state affiliate of the National Endowment for Humanities (NEH). Besides providing financial support, SDHC offers a variety of educational and literary programs and is the home of the South Dakota Center for the Book.

## SDHC Grant Program

South Dakota Humanities Council awards grants on a competitive basis. All projects must enhance South Dakota citizens' appreciation and use of the humanities.

### Who is eligible?

Any non-profit organization, institution, or community group interested in promoting the humanities may apply.

### What type of grants does SDHC offer?

SDHC awards \$75,000 annually in four competitive grant categories: 1) Humanities Discussion, 2) Media, 3) Research, and 4) Teachers' Institute. Grants are considered **Mini** if the award requested is \$1,000 or below or **Major** if the award amount is above \$1,000. Mini grants are NOT available for Teachers' Institute proposals.

### What are the requirements?

All grant proposals must meet the following requirements:

- The project must take place in South Dakota.
- The sponsoring organization must not have any current open grants with SDHC.
- Third-party cash and in-kind contributions must match the amount requested from SDHC.
- Be a topic in a **humanities discipline**. The humanities are fields of study concerned with people, their values, and the human experience. Disciplines include history, literature, linguistics, philosophy, ethics, jurisprudence, comparative religion, the history, theory, and criticism of the arts, anthropology, political science, international relations, archaeology, women's studies, and folklore.
- Must include active participation of a **humanities scholar**. This is a person trained in one of the humanities disciplines, earning a M.A. or Ph.D., or individuals whose career and personal history show commitment to the humanities.

Not required, but encouraged are programs that:

- Are free, open to the public, and attract a diverse audience.
- Reach South Dakota youth.
- Promote reading and develop reading skills.
- Involve scholars of the Lakota, Dakota, or Nakota nations. These groups make up the largest minority in South Dakota.

**Note:** SDHC recipients as of October 1, 2010 must be on file with the Central Contract Registration, a database for the U.S. Federal Government. You will need to acquire a DUNS (Data Universal Numbering System) number from this agency. If your proposal is accepted, please visit <http://fedgov.dnb.com/webform> to receive the number. It is an easy process and needs to be updated annually. Please inform the SDHC office to report your DUNS number. Thank you!

# 2011 Year Initiatives

## American Indian Theme

The new theme promoted by South Dakota Humanities Council is American Indian for 2011. **Starting January 2011, grant proposals focusing on American Indian topics are strongly encouraged and will receive priority for funding.**

## Authors on the Road Assistance

At their annual fall meeting, the SDHC Board of Directors voted for \$13,500 to be set aside for a Festival of Books author to visit communities and work with youth. Schools and other community organizations are encouraged to apply for this program in the summer of 2011.

## “What Makes a South Dakotan?” Community Conversations and Journey Stories Gathering

In conjunction with a nationwide Civility Tour, promoted by the Chair of the National Endowment for Humanities, Jim Leach, SDHC approved \$28,000 for a scholar to conduct a “What Makes a South Dakotan?” community conversations and gathering of “journey stories.” Both projects will take place in ten South Dakota communities. Training for the scholars by The Project on Civic Reflection will take place in July or August 2011. To learn more about these initiatives, please contact the SDHC office, 605-688-6113.

## Grant Categories

**Humanities Discussion Programs** – Engage the general public and scholar in a discussion of the humanities. Formats include conferences, festivals, lectures and/or presentations. The focus of the program should examine the topic from the view and perspective of the humanities.

**Media Programs** – Encourage the production and use of mass media to advance the humanities. Potential projects include documentary films, radio and television productions, exhibits, websites, and humanities-related books.

**Requests cannot exceed \$7,000.** When applying for a media program, proof of significant research and the technical skill of the producer must be included. **If a media program is approved, a contract covering copyright, distribution, credits, and disclaimers signed by the grantee is required.**

**Research Programs** – Encourage scholarly research in the humanities, especially topics relevant to South Dakota culture and heritage. Applicants must include a plan for a minimum of three public presentations of the research.

**Requests cannot exceed \$2,500.**

**Humanities Institutes for Teachers** – Improve the quality of education by bringing K-12 teachers and humanities scholars together. With special funding from an NEH Challenge Grant, SDHC will fund one teachers’ institute on American Indian culture in our state each year. Applications are accepted from universities and general education agencies. **The council typically funds one institute per year at \$15,000.**

Please review the table below to find application deadlines for each grant category. **Mini grants are accepted throughout the year as funding is available.**

Grant Category	Requested Amount	Proposal Deadline	Program Date
Discussion	\$1,000 and Under Over \$1,000	As funding is available January 30 <sup>th</sup> & August 30 <sup>th</sup>	6-8 weeks after submission After April 1 <sup>st</sup> and Nov. 1st
Media	\$1,000 and Under \$1,001 to \$7,000	As funding is available August 30 <sup>th</sup>	6-8 weeks after submission After Nov. 1st
Research	\$1,000 and Under \$1,001 to \$2,500	As funding is available January 30 <sup>th</sup>	6-8 weeks after submission After April 1 <sup>st</sup>
Teachers’ Institute	\$15,000 - \$20,000	August 30 <sup>th</sup>	After Nov. 1st

## SDHC Does Not Fund:

- Courses, scholarships, cash awards, or fellowships
- Programs that are being held to make a profit

- Performances in the creative or performing arts that do not have a humanities component
- Lobbying efforts or activities that advocate a particular political/social party, agenda, or ideology
- Capital projects including equipment, land, renovation, or staffing costs
- Meals (outside per diem), snacks, decorations
- Expenses incurred prior to getting the award
- Endowment or fundraising solicitations
- Proposals that do not follow SDHC guidelines
- Generally, no supplies or equipment can be purchased with grant funds

## Grant Application

As of summer 2010, all applicants are required to submit their proposal online at [www.sdhumanities.org](http://www.sdhumanities.org) under the "Grants" tab. Contact the SDHC office at 605-688-6113 or [grants@sdhumanities.org](mailto:grants@sdhumanities.org) for assistance in preparing grant applications. Applicants who wish to have their proposal reviewed by the SDHC staff, must do so 2 weeks prior to submission.

**Please review the following information before writing a proposal:**

### Contact Information

#### What is the Sponsoring Organization?

This must be a nonprofit organization that administers the financial portion of the grant. If an award is made, the sponsoring organization needs to provide SDHC with a W-9 as checks will be paid to this organization.

#### Who is the Authorizing Official?

The person with the authority to sign the application on behalf of the organization.

#### Who is the Project Director?

The person responsible for overall management of the project and serves as the contact person with SDHC and submits final evaluation reports.

#### Who is the Fiscal Agent?

The person responsible for the grant funds and for preparing and submitting the final financial report. This person must be affiliated with the sponsoring organization. ***This person cannot be the Project Director.***

#### Brief Description of Project

This is a BRIEF description of the project and gives the reader an overall sense of the project. Please keep this section to a maximum of 100 words.

## Grant Narrative

**1. Describe the Sponsoring Organization.** Describe your organization, including its history and mission. Detail the capability of the organization to conduct the proposed project effectively. If the organization has not received a grant from SDHC in the past, include verification of non-profit status.

#### 2. What is the proposed project?

- **Discussion Programs:** Include the location of the event(s) and a time schedule that includes speakers and topics they will address.
- **Media Programs:** Include information about the development of the program. Describe how the project will be completed and plans for public use and/or presentation of the final product.
- **Research Programs:** Include an outline of proposed activities, noting where the research will be conducted (archives, library, etc.), the subject of the research, and a projected end date for the project. Plans for public use and/or presentations must be outlined.
- **Teachers' Institutes:** Include a general schedule of events, noting presenters, and the topic they will address. Describe how teachers will benefit by attending. Include information regarding the possibility of teachers earning graduate or continuing education credit at the proposed institute.

**3. Who are the humanities scholars involved, what are their credentials, and what will they contribute to the proposed activities?** Please see page one of this document to see humanities scholar requirements.

**4. Who is your intended audience?** Estimate the number of people that will attend the event. Also include a promotion plan, stating how the program(s) will be publicized and how SDHC and NEH will be credited for their contribution, should the grant be awarded.

**5. Will other organizations be involved in this project?** List other organizations involved in the project, including cash and/or in-kind contributors, partners and/or co-sponsors.

**6. What specific goals relating to humanities programming do you propose to achieve? How will success be measured?** Explain the benefits of the project. Include the means that will be used to evaluate the project (participation numbers, follow-up, etc.). For requests over \$1,000, an Independent Evaluator should be named. They should be knowledgeable on the topic, but not involved in the planning or presentation of the project.

**Include up to five supporting documents. These may be curriculum vitae, resumes, letters of support, etc.**

## Proposed Budget

The budget table includes fields for you to enter the amount requested from SDHC, 3<sup>rd</sup> party cash, and in-kind contributions. When filling out the budget table, **keep in mind SDHC will only cover half the total cost of the project.** Applicants' total cost share, 3<sup>rd</sup> party cash and in-kind donations, must together equal the amount requested from SDHC. For example, if \$1,000 is requested from SDHC, the other two columns must equal \$1,000 or more.

### What is 3<sup>rd</sup> party cash?

Actual money spent for the project, either by the sponsoring organization, other organizations, or individuals. This may include salary, purchase and use of office supplies, equipment rental – anything being paid for but not being paid by South Dakota Humanities Council.

### What are in-kind contributions?

The dollar-value of donated services such as volunteer labor, meeting space, etc. that is contributed or discounted for the project.

### What are travel and per diem allowances in South Dakota?

The state rate for travel is \$0.37/mile, and food is covered at \$5 for breakfast, \$9 for lunch, and \$12 for dinner.

### What are fair amounts to report as volunteer time and meeting space?

Typically SDHC allows volunteer time to be reported as \$20/hour. Scholars can report time as \$50/hour or \$400/day. Meeting space can be up to \$200/day.

## Project Administration

This includes payment for the **Project Director** and **Fiscal Agent**. These costs must be calculated as a percentage of the total request. If the subtotal of requests (not including Project Administration) is \$3,000 or less, 15% can be allocated for Project Administration. If the subtotal is over \$3,000, only 12% can be allocated for Project Administration up to \$750. **The total payment for both Project Director and Fiscal Agent cannot exceed \$750.**

Please provide a short but detailed explanation of how each figure was calculated in the last column.

Thank you for applying for a grant from South Dakota Humanities Council.  
Please contact the SDHC office for further questions/concerns, 605-688-6113.

