West Virginia Humanities Council

Grant Application Checklist

____ Sponsoring organization is nonprofit.

____ Authorizing official is CEO of sponsoring organization.

____ Project director and fiscal officer are different individuals.

____ Project summary includes a project title and brief description of the project and its humanities content.

____ Project narrative includes all required sections (see specific application for a list of required information).

____ Schedule allows at least six weeks (for minigrants) or twelve weeks (for fellowships, major, media, publication, and teacher institutes) between the application deadline and the start of the project.

____ At least one humanities scholar is involved with the project.

____ Budget includes 100% matching funds (this does not apply to Fellowship or Travel Assistance applications).

____ Budget includes 25% cash-cost share (cash match) if your grant request amount is more than $1,500 (this does not apply to Fellowship or Travel Assistance applications).

____ Cash-cost share and grant request amount do not include overhead, indirect costs, or regular salaries.

____ Budget narrative provides a clear description and the numerical details to explain the grant request amount and matching funds (in-kind and cash-cost share).

____ Grant request and cost-share totals match on the project summary page, detailed budget, and budget narrative.

____ Required additional materials are included (see specific application for a list of requirements).

____ Any materials mailed to the Council are postmarked on or before the grant deadline.

____ The CEO of the sponsoring organization has read the compliance statement.