



WEST VIRGINIA HUMANITIES COUNCIL

A More Perfect Union (AMPU) Grant Application Template

1. SPONSORING ORGANIZATION

This information pertains to the nonprofit organization that will be responsible for overseeing the grant, if awarded.

Sponsoring Nonprofit Organization Name

Address 1

Address 2

City, State, Zip

Phone

Web Address

During the past five years, has the sponsoring organization been investigated for its financial or management practices?

Yes/No

If YES, please explain. (Limit 150 words)

Does the sponsoring organization receive federal funds, and if so is the organization subject to single audit as required by 2 CFR Part 200, Subpart F?

Yes/No

If yes, did the sponsoring organization have any major program findings in its most recent audit?

Yes/No

If YES, please explain. (Limit 150 words)

If awarded, the sponsoring organization must provide their Federal Employer Identification Number (FEIN) from the IRS and their Unique Entity ID (UEI - created in SAM.gov) before funds can be disbursed. The sponsoring organization must have full registration in SAM.

FEIN #

Unique Entity ID (SAM)

Has the sponsoring organization ever received a grant from the West Virginia Humanities Council?

Yes/No

2. AUTHORIZING OFFICIAL

The authorizing official is the CEO of the sponsoring organization and, if awarded, will sign the contract and certifications.

Prefix, First Name, Last Name

Title, Organization

Address 1

Address 2

City, State, Zip Code

Phone

Email

3. PROJECT DIRECTOR

This person is responsible for the management of the grant and has the responsibility of submitting reports to the West Virginia Humanities Council. The project director may NOT serve as the fiscal officer.

Prefix, First Name, Last Name

Title, Organization

Address 1

Address 2

City, State, Zip Code

Phone

Email

4. FINANCIAL OFFICER

This is the person responsible for record-keeping and accounting for the grant. The fiscal officer may NOT serve as the project director.

Prefix, First Name, Last Name

Title, Organization

Address 1

Address 2

City, State, Zip Code

Phone

Email

5. PROJECT SUMMARY

Project Title

Grant Request

Briefly describe the planned project. (Limit 150 words)

Proposed start date

Proposed end date

Enter the start and end date of the humanities program/project, or the period for which you are requesting general operating support. Pre-award costs cannot predate June 1, 2022. The project/period must end no later than November 30, 2022.

6. NARRATIVE STATEMENT

The narrative must include the following:
(limit 2000 words)

- a. Description of the project
- b. Clear statement of the humanities content
- c. Information about the sponsoring organization, cooperating groups, and project staff
- d. A promotional plan
- e. A plan for the evaluation of the project and scholars

7. Schedule of Events

Activity
Date(s)
Location

Activity
Date(s)
Location

Activity
Date(s)
Location

Additional events can be submitted directly to the Humanities Council at riebe@wvhumanities.org

8. SCHOLAR(S)

Each Humanities Council grant must have at least one scholar involved with the project. Scholars provide oversight on topics, facts, information and research. Scholars must have expertise in the humanities discipline the project is addressing.

Prefix, First Name, Last Name

Title, Organization

Address 1

Address 2

City, State, Zip Code

Phone

Email

Current employment

Academic degrees and disciplines

Major Publications

What is the Scholar's Role in the project? (limit 150 words)

9. BUDGET

Enter a request amount not to total more than \$5,000. Cost share is not required. See the AMPU grant guidelines and the Council's General Grant Guidelines at WVHumanities.org for a list of ineligible expenses.

Enter the requested grant amount (up to \$5,000).

EXPENSE	Grant request amount	Match (not required)
Honoraria		
Salaries		
Travel		
Supplies		
Promotion/Printing		
Postage/Telephone		
Equipment/Facility Rental		
Other (Specify)		
TOTAL:		

Budget Narrative:

Provide a clear description of each expense category above noting how the applicant arrived at the Grant Request and Cost Share amounts. Include a short description of each line item and how it is calculated. (Maximum 1,500 words)

10. COMPLIANCE

The authorizing official must sign the application.

By submitting this grant proposal, the applicant is acknowledging compliance with the West Virginia Humanities Council's grant guidelines and certifies that the sponsoring organization is established for nonprofit purposes. Further, you are confirming that your organization does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local, or federal laws.