



WEST VIRGINIA HUMANITIES COUNCIL

The Teacher Institute Grant application is temporarily closed as we transition to a new online system. It will be open by July 1, 2023. In the meantime, please review the attached application template.



Teacher Institute Grant Application

PRINT

Registration

INCOMPLETE ▲

As the person filling out the online application, please provide the following information. You may browse through the application by clicking on each section prior to registering; however you will not be able to enter any data until you have registered. Once you **REGISTER**, the application will appear immediately and you may begin.

You will receive an email from grants@wvhumanities.org (<mailto:grants@wvhumanities.org>) with a link to your application. You may save your application for later and revisit it as often as you wish by clicking on this link. Please retain this email throughout the application process until your grant application is submitted. You may also bookmark your saved application in your internet browser.

If you have a problem with the online application, look for tips in our Troubleshooting Guide (<http://wvhumanities.org/forms/GrantApplicationTroubleshooting.pdf>).

PREFIX

none

FIRST NAME *

none

LAST NAME *

none

ORGANIZATION *

none

EMAIL *

none

PHONE *

none

CONFIRM EMAIL *

none

REGISTER

1. Sponsoring Organization

INCOMPLETE ▼

*Required

This information pertains to the nonprofit organization that will be responsible for overseeing the grant, if awarded. **The CEO of the Sponsoring Organization must sign the application.**

If the grant is awarded, the Sponsoring Organization must provide its FEIN #, DUNS #, and SAM.gov CAGE code. For more information about SAM, see our guidelines (<http://wvhumanities.org/forms/SAMguidance.pdf>).

(Colleges, universities, and the West Virginia Department of Education are eligible to apply for **Teacher Institute** grants.)

SPONSORING NONPROFIT ORGANIZATION NAME *

ADDRESS 1 *

ADDRESS 2 (Optional)

CITY *

STATE *

ZIP CODE + 4 *

PHONE * (Daytime)

WEB ADDRESS

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

YES NO

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

2. Authorizing Official

 INCOMPLETE 

*Required

This is the CEO of the sponsoring organization and the person that will submit this application.

PREFIX

FIRST NAME *

LAST NAME *

TITLE *

ORGANIZATION/SCHOOL *

ADDRESS 1 *

ADDRESS 2 (Optional)

CITY *

STATE *

ZIP CODE + 4 *

PHONE * (Daytime)

EMAIL *

3. Project Director

 INCOMPLETE 

*Required

This person is responsible for the management of the project and has the responsibility of submitting progress and final reports to the West Virginia Humanities Council. For a Teacher Institute, this is the Institute Director. **This person may NOT serve as the fiscal officer.**

PREFIX

FIRST NAME *

LAST NAME *

TITLE	DEPARTMENT	ORGANIZATION/SCHOOL	
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	
ADDRESS 1 *	ADDRESS 2 (Optional)		
<input type="text" value="none"/>	<input type="text" value="none"/>		
CITY *	STATE *	ZIP CODE + 4 *	
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	
PHONE * (Daytime)	EMAIL * All official correspondence and contracts will be sent to this email address.		
<input type="text" value="none"/>	<input type="text" value="none"/>		

Has the project director managed a previous West Virginia Humanities Council project? *

YES NO

4. Fiscal Officer

INCOMPLETE ▼

*Required

This is the person responsible for record-keeping and accounting for the grant funds and cost share. This person will complete and submit the required financial reports. **The fiscal officer may NOT serve as the project director.**

PREFIX	FIRST NAME *	LAST NAME *	
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	
TITLE	DEPARTMENT	ORGANIZATION/SCHOOL *	
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	
ADDRESS 1 *	ADDRESS 2 (Optional)		
<input type="text" value="none"/>	<input type="text" value="none"/>		
CITY *	STATE *	ZIP CODE + 4 *	
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	
PHONE * (Daytime)	EMAIL *		
<input type="text" value="none"/>	<input type="text" value="none"/>		

5. Project Summary

INCOMPLETE ▼

The amount entered for **GRANT REQUEST** below must equal the **TOTAL GRANT REQUEST** in the Detailed Budget section further along in this application. An empty field below will prevent you from completing the Detailed Budget section.

*Required

PROJECT TITLE *	GRANT REQUEST * Must equal the amount requested under Detailed Budget section.
<input type="text" value="none"/>	<input type="text" value="none"/>
Briefly describe the planned project. *	
<i>(Limit 150 words) The description should include the format of the project and planned events, as well as the project's humanities content.</i>	
<input type="text" value="none"/>	
PROPOSED START DATE *	PROPOSED END DATE *

none

none

Has this program been funded by the West Virginia Humanities Council previously? * YES NO**ESTIMATE OF AUDIENCE SIZE *** (Provide a number)**In Person**

none

Media

none

Web

none

NOTE: The Humanities Council reserves the right to cancel any *Teacher Institute* that fails to meet the requirement of 20 teacher participants.**TARGET AUDIENCE *** (Check all that apply) Elementary Middle School High School**HUMANITIES DISCIPLINE *** (Check all that apply)

Archaeology Jurisprudence

Art History, Art Criticism, Art Theory Languages, Linguistics

Culture, Traditions, and Human Environment Literature

Ethics Philosophy

Folklore, Folklife Comparative Religion

History Social Sciences

6. Project Narrative

INCOMPLETE

***Required**

Provide a detailed narrative describing the project for which you are requesting funding. The narrative should include:

- An explanation of what you want to accomplish and why you are doing the project.
- A clear statement about the humanities content of the project. We want to understand what the audience will learn about the humanities through this program and how they will learn it.
- Information about the sponsoring organization (*what is the mission, when was it founded, what is its relationship to the project*); cooperating groups (*the organizations' names and what their relationship is to the project*); and project staff (*who will be working on the project and what are their roles*).
- A promotional plan including details of how the project will be publicized. (*Will press releases be sent to media outlets, advertisements or billboards purchased, or a social media campaign implemented?*) Click here to see the WEST VIRGINIA HUMANITIES COUNCIL Publicity and Publication Requirements. (<http://wvhumanities.org/grants/managing-your-grant/publicity-media-and-publication-requirements/>)
- A plan for the evaluation of the project including what methods will be used to evaluate the effectiveness of your project. The Humanities Council will provide evaluation forms for participants to use, but we would like to know your evaluation plan, if you will use the Council forms, and/or create your own evaluation forms or online survey.
- The number and cost of graduate degree-credit and continuing education hours offered through the Teacher Institute. **The institute must offer at least three graduate-level staff development or professional development hours that are eligible to be used toward renewal of a teaching certificate and advance salary classification.** The tuition or fees for degree-credit or continuing education hours offered must be waived or offered at a reduced rate from the standard fees.
- A proposed list of reading material for the Teacher Institute participants.

PROJECT NARRATIVE * (Maximum 2,000 words)

none

7. Schedule of Activities or Events

INCOMPLETE

*Required

Insofar as possible, provide a general schedule of work, activities, and events associated with the grant project. At least one activity is required for all grants, and dates may be estimated. If the grant is awarded, you will receive instructions and a link to complete a schedule of events with full details. You may enter up to 15 activities or events.

Include a preliminary schedule showing how each day will be organized and describe the major activities.

ACTIVITY *	DATE(S) *	LOCATION *
none	none	none

ADD ACTIVITY +

8. Scholars

INCOMPLETE



*Required

Each Humanities Council grant must have at least one scholar involved with the project. Scholars provide oversight on topics, facts, information and research. The project director of a Teacher Institute is the scholar.

PREFIX	FIRST NAME *	LAST NAME *
none	none	none
TITLE	DEPARTMENT	ORGANIZATION
none	none	none
ADDRESS 1 *	ADDRESS 2 (Optional)	
none	none	
CITY *	STATE *	ZIP CODE +4 *
none	none	none
PHONE * (Daytime)	EMAIL *	
none	none	
HUMANITIES DISCIPLINE * (Check all that apply)		
<input type="checkbox"/> Archaeology	<input type="checkbox"/> Jurisprudence	
<input type="checkbox"/> Art History, Art Criticism, Art Theory	<input type="checkbox"/> Languages, Linguistics	
<input type="checkbox"/> Culture, Traditions, and Human Environment	<input type="checkbox"/> Literature	
<input type="checkbox"/> Ethics	<input type="checkbox"/> Philosophy	
<input type="checkbox"/> Folklore, Folklife	<input type="checkbox"/> Comparative Religion	
<input type="checkbox"/> History	<input type="checkbox"/> Social Sciences	
CURRENT EMPLOYMENT		
none		
ACADEMIC DEGREE(S) AND DISCIPLINE(S)		
none		

SCHOLAR'S MAJOR PUBLICATIONS *(Limit 150 words)*

none

WHAT IS THIS SCHOLAR'S ROLE IN THIS PROJECT AND WHAT ARE SOME OF THE MAJOR TOPICS THEY WILL ADDRESS? *

(project planner, consultant, lecturer, etc.)

none

REMOVE SCHOLAR

BACK TO TOP OF SCHOLARS SECTION

9. Detailed Budget

INCOMPLETE ▼

*Required

- Use the Detailed Budget Narrative below the budget worksheet to provide a clear description for each expense category.
- The Expense/Explanation column in the budget worksheet should list each expense as a separate line item. Click **Add Line** (+) to add separate expenses under each category. Each expense line item explanation is limited to 40 characters.
- Grant applications must include a 100% match (cost share), using in-kind or cash, equal to the total grant funds requested.
- Any grant request over \$1,500 must include a CASH cost share of at least 25% of the funds requested.
- Cost share amounts do not need to be in the same expense category as the requested amount.
- Requests for honoraria may not exceed \$300 per presentation or \$1,000 for a main or keynote speaker.
- Travel guidelines include a maximum of \$100/night for lodging and \$50/day for meals. Mileage must be calculated at a maximum rate not to exceed the current state government reimbursement rate.
- Applicants having a negotiated indirect cost rate may claim indirect costs at that rate, and applicants not having a negotiated rate may claim indirect costs not to exceed 10%. Please review carefully your institution's negotiated indirect cost rate(s) to make sure you are using the most appropriate rate in your application budget. Many institutions negotiate multiple rates—for example, "Research," "Instruction," and "Other Sponsored Activities." Your institution's "Research" rate will not be the appropriate rate for inclusion in your project budget, as the use of this rate is reserved for projects involving scientific research, not scholarly inquiry of the type most often supported by WVHC.
- Regular salaries may be used for in-kind cost share but not for cash cost share, and cannot be part of the grant request. See above (under "We cannot fund") for a definition of "regular salaries."
- Total Grant Request (column one) must equal the amount entered in the PROJECT SUMMARY section. If the PROJECT SUMMARY Grant Request field is empty, you will not be able to complete the Detailed Budget worksheet.
- Round to the nearest whole dollar when calculating expenses.
- See General Grant Guidelines (<http://wvhumanities.org/grants/how-to-apply-guidelines/general-grant-guidelines/>) for additional information and allowable expenses.

Your requested grant total:

none

EXPENSE / EXPLANATION	GRANT REQUEST	MATCH			TOTAL GRANT REQUEST & MATCH
		COST SHARE IN-KIND	COST SHARE CASH	TOTAL APPLICANT COST SHARE	
Honoraria	\$0	\$0	\$0	\$0	\$0
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
Salaries	\$0	\$0	\$0	\$0	\$0

EXPENSE / EXPLANATION	GRANT REQUEST	COST SHARE IN-KIND	COST SHARE CASH	TOTAL APPLICANT COST SHARE	TOTAL GRANT REQUEST & MATCH
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
Travel	\$0	\$0	\$0	\$0	\$0
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
Supplies	\$0	\$0	\$0	\$0	\$0
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
Promotion/Printing	\$0	\$0	\$0	\$0	\$0
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
Postage/Telephone	\$0	\$0	\$0	\$0	\$0
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
Equipment/Facility Rental	\$0	\$0	\$0	\$0	\$0
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
Other (Specify)	\$0	\$0	\$0	\$0	\$0
<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>		<input type="button" value="ADD LINE +"/>
TOTALS	\$0	\$0	\$0	\$0	\$0

DETAILED 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)

LIST ADDITIONAL FUNDING that you have requested, plan to request, or have secured for this project.

SOURCE (Please note whether source is a grant or a cash donation)

REQUESTED FUNDING

APPROVED FUNDING

10. Additional Material

INCOMPLETE ▼

*Required

Attach a one- to three-page resume(s) of the seminar director(s). **Attach as a PDF file.**

Please designate the method of transmission for this material: *

USPS/OR OTHER DELIVERY SERVICE

UPLOAD

11. Compliance and Signature

INCOMPLETE ▼

NOTE: Once this application is complete, you may SAVE FOR LATER and forward the registration confirmation email you received that includes the link to this grant to the Authorizing Official. They may then access the grant for their signature and submission.

The authorizing official and project director will receive a confirmation email from the West Virginia Humanities Council once the application is successfully submitted.

*Required

- * By signing and submitting this grant proposal, the authorizing official of the sponsoring organization is acknowledging compliance with the West Virginia Humanities Council's grant guidelines. The authorizing official also certifies that the sponsoring organization is established for nonprofit purposes and that the described project is and will be not-for-profit; no profit will be derived from the project, nor will any accrue to the sponsoring organization.

Only the Authorizing Official of the sponsoring organization may sign this document. (Authorizing Official, please type your name below)

AUTHORIZING OFFICIAL SIGNATURE * (Type full name here)

none

TITLE OF AUTHORIZING OFFICIAL *

none

DATE OF SUBMISSION *

none

Please print out a copy of this application, or save as a PDF, for your records prior to submitting.

APPLICANT WILL NOT BE ABLE TO ACCESS THIS GRANT APPLICATION ONCE IT HAS BEEN SUBMITTED.

Having a problem with the online application? Look for tips in our Troubleshooting Guide (<http://wvhumanities.org/forms/GrantApplicationTroubleshooting.pdf>).

REVIEW

PRINT

SUBMIT