



WEST VIRGINIA HUMANITIES COUNCIL

Grant Application Checklist

(does not apply to fellowship or travel grants)

- _____ Sponsoring organization is a nonprofit that will make substantive contributions to the project (and not serving as a fiscal agent).
- _____ Authorizing official is the 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 major, media, publication, and teacher institute grants) 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.
- _____ Budget includes 25% cash-cost share (cash match) if your grant request amount is more than \$2,000.
- _____ The budget narrative provides a clear picture of how the applicant arrived at the grant request **AND** cost share amounts.
- _____ Grant request and cost-share totals in the detailed budget match the 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.
- _____ The sponsoring organization has an EIN #, DUNS #, UEI#, and full active SAM.gov account (or is in the process of applying for a SAM.gov account).