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).