



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).
- ___ 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.
- ___ The sponsoring organization has an EIN #, DUNS #, and has an active SAM.gov account (or is in the process of applying for a SAM.gov account).