WEST VIRGINIA HUMANITIES COUNCIL

Grant Application Checklist

(Applies to Major, Mini, Teacher Institute, Publication, and Media Grants)

____ Sponsoring organization is a nonprofit that will make substantive contributions to the project (and **not** serving only as a fiscal agent).

____ 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 and has expertise in the humanities discipline that the project is addressing.

____ Budget includes 100% matching funds (of which at least 25% is in **cash** if your grant request amount is more than $2,000).

____ The budget narrative provides detailed description of how you arrived at the grant request **AND** cost share amounts (not just a list of what you will spend it on).

____ 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).

____ The CEO of the sponsoring organization has read the compliance statement.

____ The sponsoring organization has an FEIN# from the IRS and UEI# from SAM.gov (or is in the process of applying).