# WEST VIRGINIA HUMANITIES COUNCIL

**Printable PUBLICATION Grant Application (for reference only)**

Before beginning the application, review the Council's grant guidelines at
https://wvhumanities.org/grants/how-to-apply-guidelines/general-grant-guidelines/

Use this document as reference only. Apply on-line at
https://wvhumanitiescouncil.formstack.com/forms/application_std_grants

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**REGISTRATION**

As the person completing this application, please provide the following information.

Name of Individual Completing the Form
Title
Organization
Email
Phone

Once you submit your application, you will receive an email from noreply@formstack.com with a copy of your submission. Once imported by Council staff, the project director will receive an email from grants@wvhumanities.org with a reformatted copy of the application.

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**1. SPONSORING ORGANIZATION**

This information pertains to the nonprofit organization that will be responsible for overseeing the grant, if awarded. The sponsoring organization must make a substantive contribution to the content of the project, and may not be solely a fiscal agent sponsor. **Publication grants are only open to recognized non-profit and academic presses.** The CEO of the Sponsoring Organization must sign the application (Section 11).

If the grant is awarded, the Sponsoring Organization must provide its FEIN #, DUNS #, and UEI #, and have full, active registration at SAM.gov.

Sponsoring Organization Name
Address
Phone
Website

**(1. SPONSORING ORGANIZATION – continued)**

During the past five years, has the sponsoring organization been investigated for its financial or management practices? If yes, explain.

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? If yes, did the sponsoring organization have any major program findings in its most recent audit? If yes, explain.

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**2. AUTHORIZING OFFICIAL**

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

Name
Title
Organization
Address
Work Phone
Home phone
Email

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**3. PROJECT DIRECTOR**

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.

Name
Title
Organization
Address
Work Phone
Home phone
Email

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

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**4. FISCAL OFFICER**

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.

**(4. FISCAL OFFICER – Continued)**

Name
Title
Organization
Address
Work Phone
Home phone
Email

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**5. PROJECT SUMMARY**

Project Title

In no more than a few sentences, provide a brief summary of the proposed project (2,000 character limit). Specific details of the project should be described in Section 6-A.

Proposed Start/End Dates

Has this program been funded by the West Virginia Humanities Council previously? Our grants are competitive, with limited funding available in each round. Thus, the Council encourages applicants to diversify program support when seeking second or subsequent rounds of funding for a repeated project. Describe whether and how you have attempted to secure funding support for this project from sources other than the West Virginia Humanities Council. If you have yet to secure non-Council funding for this project, what is the public benefit of the Council funding this project again?

Estimate Audience Size

- Live (in person)
- Live (virtual)
- Non-Live (recorded, printed, digital archives, etc.)

Target Audience

- Preschool
- Elementary
- Middle School
- High School
- Community College
- College/University
- Adults
- Seniors

Humanities discipline (Check all that apply)

- Archaeology
- Art History, Art Criticism, Art Theory
- Culture, Traditions, and Human Environment
- Folklore/Folklife
- Geography
- History
- Jurisprudence
- Languages/Linguistics
- Literature
- Philosophy/Ethics
- Comparative Religion
- Social Sciences

## 6. PROJECT NARRATIVE

A. Project Narrative
Describe the project in detail. Explain what you want the project to accomplish, and why your organization wishes to undertake and complete the project (10,000 character limit).

B. Humanities Content
Describe the humanities content of the project. Explain particularly how this project will deliver educational content in one or more subject areas of the humanities to its audience(s). (5,000 character limit)

C. Sponsoring Organization, Cooperating Groups, and Project Staff
Provide 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). For media grants, project staff includes the media experts and a description of their media credentials. (8,000 character limit)

D. Promotional Plan
Describe your 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?) View the West Virginia Humanities Council Publicity and Publication Requirements at: http://wvhumanities.org/grants/managing-yourgrant/publicity-media-and-publication-requirements/ (5,000 character limit)

E. Plan for Evaluation
Describe your plan to evaluate the project at its completion, including what methods will be used to evaluate how successfully the project has achieved its intended goal(s). The Humanities Council can provide standard evaluation forms for collecting participant or audience feedback; subawardees may also opt to create their own evaluation forms or online surveys in place of, or as supplements to, the Humanities Council's standard form. In any event, your evaluation plan should (1) explain your proposed assessment methods, and (2) articulate how you propose to collect direct audience or participant feedback on the completed project. (5,000 character limit)

F. Type of Publication
Describe the type of publication that will result from this grant. Include detailed information on the size, format, paper quality, binding, and other pertinent specifications including the expected print run (i.e. total number of printed copies). Click here to see the West Virginia Humanities Council Publication Requirements: http://wvhumanities.org/grants/managing-yourgrant/publicity-media-and-publication-requirements/

**7. SCHEDULE OF ACTIVITIES AND EVENTS**

Insofar as possible, provide a general schedule of work, activities, and events associated with the grant project. Include dates (or proposed dates) and locations when possible. If the grant is awarded, you will receive instructions and a link to complete a schedule of events with full details. For media grants, include the production schedule. (10,000 character limit)

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**8. HUMANITIES SCHOLARS**

Each grant must have at least one humanities scholar directly involved with the project, who holds expertise in the humanities discipline(s) that the project is addressing. Humanities scholars provide oversight and guidance on topics, facts, information, and research relevant to the project's content. See the Council's grant guidelines for a definition of a humanities scholar.

Scholar Name

Scholar Details: Include information on each involved scholar's current employment, relevant past employment (if applicable), academic degree(s) AND discipline(s), major publications, and their role in the project. (2,000 character limit per scholar)

Scholar Role
Describe the scholar's role in the project. (2,000 character limit)

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**9. PROJECT BUDGET**

Grant requests must be matched 100%. For grants over $2,000, 25% of the cost-share must be in cash. For a full list of budget requirements, guidelines, and eligible expenses, visit the Council's grant guidelines at https://wvhumanities.org/grants/how-to-apply-guidelines/general-grant-guidelines/

For each budget line category, enter the total amount requested and total in-kind and cash cost-share. If $0, leave the field blank.

| | Grant Request | Cash Match | In-Kind Match |
|---|---|---|---|
| **Honoraria** | | | |
| **Salaries** | | | |
| **Travel** | | | |
| **Supplies** | | | |
| **Promotion/Printing** | | | |
| **Postage** | | | |
| **Equipment/Facility Rental** | | | |
| **Other** | | | |

**(9. PROJECT BUDGET – Continued)**

Budget Narrative: The budget narrative must provide a clear depiction of how you arrived at the proposed grant request AND cost share amounts. Describe how each expense line was calculated. For example, if you include a request/match for salaries, describe who will do what work, for how many hours, and at what rate per hour. If you have requested funds for supplies, describe the cost per item and where you obtained the estimate.

Additional Funding: List any additional funding that you have requested, plan to request, or have secured for this project and include amounts.

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**10. ADDITIONAL MATERIAL**

1. Mail a sample of a previous publication by the designated press that shows the expertise of personnel. Be sure to include with the package the Project Title of the grant being submitted. This sample must be postmarked by the grant deadline. Mail material via USPS or other delivery service to: Grants Administrator, West Virginia Humanities Council, 1310 Kanawha Blvd. E., Charleston, WV 25301

2. Submit a completed non-fiction manuscript of the work to be published.

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**11. COMPLIANCE AND SIGNATURE**

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.

Agree (Checkbox)

If awarded, I understand that the sponsoring organization must have a Unique Entity Identifier obtained through SAM.gov and a Federal Employer Identification Number (FEIN) from the IRS.

Agree (Checkbox)

Authorizing Official Signature

Authorizing Official Title