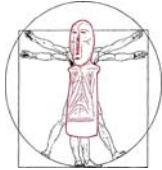


RASMUSON FOUNDATION



In partnership with



ALASKA HUMANITIES FORUM

AK50: "Our Stories"

A Program within
Alaska's Statehood Experience

Mini-Grant Program Guidelines

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AK50: “OUR STORIES” MINI-GRANTS

Alaska celebrates 50 years of statehood in 2009. Rasmuson Foundation and the Alaska Humanities Forum seek to educate and inspire Alaskans of all ages on the state’s journey to statehood through the ‘Alaska’s Statehood Experience’ grant initiative. ‘Alaska’s Statehood Experience’ is made possible by a generous award from Rasmuson Foundation, the National Endowment for the Humanities’ ‘We the People’ grants, and supporters of the Alaska Humanities Forum.

‘Alaska’s Statehood Experience’ projects and activities will explore the process of becoming a state from the Alaskan perspective. They will engage Alaskan history, the stories of its peoples (then and today), and look forward to the next fifty years of statehood. This program encourages creative exploration of all aspects of Alaska’s journey to statehood. Categories include: Media, Public Meetings/Exhibits, Oral History, Research, Planning, and Creative Expression.

AK50: “Our Stories” is a mini-grant program for K-12 students, classes, clubs, and related organizations. Grants of up to \$2,000 will be administered on a rolling basis from now through academic year 2008-2009 for activities, projects, artworks, etc. by all Alaskan students around the theme of statehood, citizenship, and civics.

As Alaska celebrates the fiftieth anniversary of statehood, Alaska’s young people are encouraged to reflect upon that history, its significance for the present, and look forward to the next fifty years. What does it mean to be both fully “American” and “Alaskan”? What should it mean? What will it mean in the future? What can the history and cultures of Alaska teach the rest of the United States about being American? What can we learn? AK50: “Our Stories” is designed to explore these questions. It’s a chance to tell it like it is from the youth perspective. Activities and projects might include (but are not limited to): youth gatherings, individual and collaborative artworks, publications, oral histories, video projects, web-based projects, podcasts, and so forth.

A blue-ribbon panel will review AK50: “Our Stories” and award prizes for the best projects and activities. Winners will be featured in our publications, websites, and announced to other media.

Larger projects needing more than \$2000 may be eligible for the **Alaska Statehood Experience program**, with competitive grant deadlines of April 1 and June 15, 2008.

MINI-GRANTS

Mini-grant awards may be up to \$2,000. All mini-grant applications must be pre-approved. **The first step in the application process is to contact the Forum Grants Officer and send a letter of intent summarizing the project.** Letters can be mailed to the Forum or emailed to grants@akhf.org.

Mini-grant funds are only available for projects and activities for and by youth (K-12th grade) and are subject to “funds availability.” All applicants must pre-qualify before applying to see if your project meets the criteria and to see if funds are available.

After Pre-approval, applicants will be directed to the web-based application system by the Grants Officer in order to complete the application process.

Please do not complete an application without prior approval.

ELIGIBILITY

Who is eligible to apply?

- ◆ Non-profit organization or institutions, individuals, and ad-hoc groups may apply for grants. (Please see listing of sample projects at www.akhf.org.)

Who cannot apply?

- ◆ for-profit groups and organizations;
- ◆ previous grant recipients who have not fulfilled the terms/conditions of a past grant for either the Rasmuson Foundation or the Alaska Humanities Forum; and
- ◆ staff or Board members of the Alaska Humanities Forum, Rasmuson Foundation, or ‘Alaska’s Statehood Experience’ Grant Committee.

The following projects and project costs are not eligible for grant award funding:

- ◆ those that influence an audience toward a single position or present a one-sided, uncritical treatment of an issue (i.e., if public policy issues are involved, discussion must be balanced);
- ◆ work for academic credit or toward the completion of a formal degree;
- ◆ endowments, loans, or building construction;
- ◆ acquisition of equipment;
- ◆ profit-making projects;
- ◆ lobbying or partisan political activity;
- ◆ social service programs; and
- ◆ indirect costs.

PROJECT PERSONNEL

What is a sponsor? What is a project director?

- ◆ If the project includes a **sponsoring organization**, that organization becomes the fiscal agent for the project. They are responsible for requesting grant fund disbursements during the project and are responsible for providing the final financial reports at the completion of the project. If a sponsoring organization is present, all grant fund disbursements are issued to the sponsor.
- ◆ The **project director** is the individual who is in charge of carrying out and/or coordinating the project. The project director is our ‘point of contact’ and provides the final narrative report at the project’s completion. Correspondence and communication with the Forum normally coordinates through the project director. If the project director is an independent scholar with no sponsoring organization, all sponsor responsibilities fall to the project director.

Who are Humanities Scholars/Tradition Bearers?

Where appropriate, AK50: “Our Stories” Mini-grant projects/activities will include a humanities scholar or tradition bearer. Some projects may not require this individual; some project directors may serve as the scholar or tradition bearer; and some projects may have more than one humanities scholar and/or tradition bearer.

- ◆ **Humanities scholars** ordinarily hold graduate or other degrees in a humanities discipline.
- ◆ **Tradition Bearers** are elders and/or leaders who are respected by their community for their traditional knowledge.

GRANT BUDGET

This program encourages projects to include other sources of support through cost share; however this is not a requirement for AK50: “Our Stories” projects/activities.

Grant Request Funds

This is the funding request that you are asking for from the program. Program funds cannot be used for expenses incurred prior to the grant award. In the Grant Request Budget section of the application please indicate how potential funds from the program would be spent on the project.

Cost Share

Cost share is the shared support for your project beyond your request for program grant funds. Cost share cannot be retroactive before the grant award. It includes:

1. *in-kind* support (i.e. staff/volunteer unpaid time; donated materials used to plan, promote, or carry out the project; donated office space and equipment; travel; donated services and materials and other non-cash donations) and
2. *cash* support (i.e. cash contributions specifically designated for the project from other funding sources beyond the Forum).

The program **strongly encourages** grant applicants to seek broad community support with a substantial investment in the project in both cash and in-kind donations. Proposals that successfully leverage shared support and community interest are generally viewed as stronger than proposals that do not.

Budget Narrative

The budget narrative will explain the expenditures of requested program funds (Grant Request Budget page of application) by category. The source of cash and in-kind cost share support should be clearly and simply explained. The budget narrative should also designate which cost-share funds are in-hand and which are anticipated.

PROJECT CATEGORIES

Each grant project will fit into one of the six project categories. If your project falls into multiple categories, please select one that best fits your project. Grant projects will need to meet the specific criteria described below for the category you select. The six project categories include: Media, Oral History, Public Meetings/Exhibits, Research, Planning, and Creative Expression.

Project Category Details

Media: This includes projects involving non-profit radio, television, film, print, and other media.

Treatment: Provide a summary treatment of the proposed program and a timeline for completion. Make clear which phases of the project are being proposed for funding and what other funding is anticipated.

Audience: Describe the audience and how the production is designed for it. Also, please address secondary audiences, such as future researchers, and describe how raw materials and final products will be archived for their use.

Distribution: Outline a plan for public distribution of the final product(s). Explain where the product(s) will be broadcast, shown, published, or distributed.

Special Assistance: Media projects that employ professional performers and related or supporting professional personnel must provide written assurance that: 1) these employees will be paid not less than the prevailing minimum compensation for persons employed on similar activities; and 2) no part of any project or production will be performed or engaged in under working conditions that are unsanitary or hazardous to the health and safety of the employee(s) involved.

Cataloging/ Archiving: Explain how materials, tapes, transcriptions, or other final products developed in the project will be indexed, catalogued, and stored. Describe how and where these products will be archived and who will have access to these materials. Explain how information about this resource will be made public.

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Oral History: Includes projects that identify persons who possess a living memory of history and traditions that may be unique to an area or culture.

Identification: Explain who will be interviewed and why.

Methods of Production: Describe what equipment and formats will be used. This knowledge can be preserved through methods such as audio recordings, video tapes, transcriptions, and CD/DVD disks.

Cataloging/ Archiving: Explain how materials, tapes, transcriptions, or other final products developed in the project will be indexed, catalogued, and stored. Describe how and where these products will be archived and who will have access to these materials. Explain how information about this resource will be made public.

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Public Meetings and Exhibits: Includes public meetings, seminars, discussion groups, workshops, symposia, exhibits, and conferences which address ideas related to Alaska's Statehood Experience.

Audience: Identify the prospective participants in the event.

Publicity: Describe how both specific audiences and the general public will be informed of the event and encouraged to participate. In addition, explain your plan for publicity.

Exhibits: If an exhibit is involved, describe what makes it appropriate to the event. Describe the exhibit and its history, source, permission for use, physical accommodation, and format.

Cataloging/ Archiving: Explain how materials, tapes, transcriptions, or other final products developed in the project will be indexed, catalogued, and stored. Describe how and where these products will be archived and who will have access to these materials. Explain how information about this resource will be made public.

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Research: Defines research in the traditional sense as "careful, systematic, patient study and investigation in some field of knowledge, undertaken to discover or establish facts or principles."

Resources: Explain what sources and/or individuals will be consulted. Explain these resources (texts, cultural customs or practices, people, etc.) and their significance to the research project

Methodology: Explain how the research will be conducted. If a dictionary is proposed, for example, explain the compilation and design process. If documentation of cultural practices is the focus, explain how information relating to those practices will be gathered and used. Provide a detailed timeline for conducting the project.

Outcome and Audience: Describe what form the research product will take, identify the intended audience, and show how the research product is designed to meet the needs of that audience. Explain where the product(s) will be housed and who will have access.

Overall Significance: Describe what contribution the research will make to the humanities and how it is different from other research in its area. Summarize the importance of the research.

Cataloging/ Archiving: Explain how materials, tapes, transcriptions, or other final products developed in the project will be indexed, catalogued, and stored. Describe how and where these products will be archived and who will have access to these materials. Explain how information about this resource will be made public.

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Planning: Available to help grantees meet with organizations interested in developing a proposal in the future for submission to the Forum and/or other funding sources. These grants are appropriate in cases where preparing a proposal involves complexities requiring special expertise.

Concept: Describe your preliminary conceptual vision of the project.

Planning Need: Explain why a planning grant is appropriate to the project.

Expertise: Specify whose expertise is needed and why.

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Creative Expression: Includes projects and activities that create artwork of the highest quality in a variety of media that express, represent, and reflect on Alaska's statehood experience.

Project Design and Concept: Describe your conceptual vision of the project and how the project design will support the communication of that concept. Include narrative description, diagram, samples, and any other supporting materials that will assist the panel.

Exhibits: If an exhibit is involved, describe what makes it appropriate to the project. Describe the exhibit and its source, permission for use, physical accommodation, and format.

Audience: Describe the audience and how the artwork is designed for the specific group. Also describe the project's potential to engage audience members on multiple levels. What is the potential number of people in a live audience and also through media who might be exposed to the artwork?

Publicity: Describe how both specific audiences and the general public will be informed of the event and encouraged to participate. In addition, explain your plan for publicity.

Overall Significance: Describe what contribution the project will make to the humanities and how it is different from other artwork in its area. Summarize the importance of the project.

THE APPLICATION PROCESS

1) PRE-APPROVAL:

The first step in the mini-grant process is **pre-approval**. Please email your letter of intent to grants@akhf.org or mail it to the attention of the program Grants Officer. In this letter, please include the following:

- A one-page description of your project including the amount of your grant request (not to exceed \$2,000) and the amount and source(s) of your cost share (see page 4)
- a budget detailing how you plan to spend Forum funds (see page 8 for sample budget page)

2) THE ONLINE APPLICATION:

After your project has been pre-approved, you will go to our web-based application system. The site can be found through our website <http://www.akhf.org> or found directly at <http://akhf.cgweb.org/>

- **PROFILE AND LOGIN**

The User Profile should be completed by the person writing the grant application and completing any grant reports (usually the project director). The established username and password will need to be used every time access to current or future applications is desired. The User Profile will only need to be completed the first time entering the system.

- **CURRENT PROGRAMS AND APPLICATIONS**

After logging into the system, please select the Current Programs and Applications button on the left hand side of the screen. Then select the AK50: Our Stories Mini-Grant Program from those available by clicking "**Start Application**" below the program description. **Please be sure to select**

the AK50: Our Stories Mini-Grant Program as there may be more than one program accepting applications at one time.

REVIEW AND ACTION

All applicants are sent an official notice of decisions. If a mini-grant has been approved and application completed, a Letter of Agreement and associated materials are sent to the sponsoring organization, with copies to the Project Director. The Letter of Agreement sets forth the terms and conditions of the grant. Signing the Letter of Agreement obligates the Grantee to conduct the project as described in the proposal and to accept the conditions outlined in the Letter and these Guidelines.

POLICIES AND PROCEDURES

- Any unexpended balance of grant funds not used for the specific purpose set forth in the grant application shall be returned to the program upon project completion or termination.
- If changes need to be made for a project's grant budget and/or program plans, the grantee shall make a written request to the program before any changes in expenditures occur.
- If project developments arise that will have a significant impact on the award-supported activities, Grantees shall notify the Forum.
- Copyright policy: Grantee retains copyright; the Alaska Humanities Forum, NEH, and Rasmuson Foundation reserve a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for organizational/educational purposes, and to authorize others to do so.

