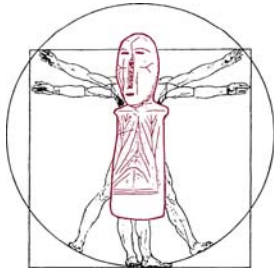


ALASKA HUMANITIES FORUM

MINI-GRANT GUIDELINES



421 W 1st Ave, Ste 300
Anchorage, AK 99501
907-272-5341
grants@akhf.org
www.akhf.org

Alaska Humanities Forum 421 West First Avenue, Suite 300 Anchorage, AK 99501
Phone: (907)272-5373 Fax: (907)272-3979 Email: grants@akhf.org Website: www.akhf.org

ALASKA HUMANITIES FORUM

MISSION: TO USE THE WISDOM AND METHODS OF THE HUMANITIES TO PROMOTE THE CIVIC, INTELLECTUAL AND CULTURAL LIFE OF ALL ALASKANS.

WHO ARE WE?

The Alaska Humanities Forum is a non-profit organization affiliated with the National Endowment for the Humanities. Our purpose is to promote the exploration of ideas, human values, and public issues that concern Alaskans today. The Forum believes that projects rooted in history, philosophy, literature, traditional wisdom, and other studies in the humanities contribute to our quality of life in meaningful ways.

A statewide Board of Directors establishes the programs and policies of the Forum. Nominations for election to the Alaska Humanities Forum board take place periodically by public solicitation. Five members of the board are appointed by the Governor.

WHAT ARE THE HUMANITIES?

The humanities are the study of human values, traditions, ideals, thoughts, and actions. The humanities seek answers to questions about who we are, what we believe, where we have been, what we value, and why.

Congress established the National Endowment for the Humanities in 1965 and defined the disciplines relating to the humanities. These include but are not limited to:

<i>Archaeology</i>	<i>History</i>	<i>Geography</i>
<i>Ethics</i>	<i>Linguistics</i>	<i>Ethnic studies</i>
<i>Philosophy</i>	<i>Folklore studies</i>	<i>Political science</i>
<i>Cultural anthropology</i>	<i>Languages</i>	<i>Non-western philosophy</i>
<i>Linguistics</i>	<i>Literature</i>	<i>Film criticism</i>
<i>Comparative religions</i>	<i>Women's studies</i>	<i>Jurisprudence</i>
<i>History, theory and criticism of the arts (not performances of the arts)</i>	<i>Those aspects of the social sciences which employ a philosophical or historical approach (i.e. sociology, economics, psychology)</i>	

WHAT THE GRANT PROGRAM DOES

The grant program funds humanities-based project in Alaska. In carrying out the Forum's mission, we support grant projects that:

- ♦ Cultivate appreciation and enjoyment of the humanities.
- ♦ Create dialogue among peoples holding divergent points of view.
- ♦ Apply traditional bodies of wisdom to present concerns.
- ♦ Search for a sense of personal identity and a sense of place through history, traditions, and new ideas.
- ♦ Pass on the values, methods, and wisdom of the humanities to future generations of Alaskans.

THE MINI-GRANTS PROGRAM

Who is eligible to apply?

- ◆ Non-profit organization or institutions, individuals, and ad-hoc groups may apply for grants.

Who cannot apply?

- ◆ for-profit groups and organizations;
- ◆ previous grant recipients who have not fulfilled the terms/conditions of a past grant with the Alaska Humanities Forum; and
- ◆ staff or Board members of the Alaska Humanities Forum.

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, including travel to professional meetings and academic conferences;
- ◆ performances in the arts, unless their primary role is to foster analysis or interpretation using history, literature, philosophy or other humanities discipline
- ◆ library or museum acquisitions and capital equipment
- ◆ endowments, loans, or building construction, acquisition, or restoration (including historic preservation);
- ◆ acquisition of equipment;
- ◆ profit-making projects;
- ◆ projects that are not open to the public
- ◆ food, alcoholic beverages, refreshments, or entertainment for projects or project-related activities
- ◆ lobbying or partisan political activity;
- ◆ social service programs;
- ◆ indirect costs; and
- ◆ projects NOT centrally concerned with the humanities

MINI-GRANTS

Mini-grant awards provide the Forum with the flexibility to make small grants (up to \$2,000) for humanities projects that fall out of the general grant deadlines.

Mini-grant funds are only available for timely projects that cannot wait until the next general grant deadline and are subject to “funds availability.” In other words, if you missed the general grant deadline, this alone is not enough to qualify for mini-grant funds; the immediacy for funding must also be successfully demonstrated.

Before applying, you must pre-qualify to see if your project meets the criteria and to see if funds are available. In order to pre-qualify, send a letter of intent summarizing the project to the Forum Grants Officer. After Pre-approval, applicants will be directed to the web-based application system by the Grants Officer in order to complete the application process. See page 7 for more on applying.

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 and the stated Grantee. 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?

Every grant project must include at least one humanities scholar and/or tradition bearer.

- ♦ **Humanities scholars** ordinarily hold an M.A., Ph.D. or other graduate degree in a humanities discipline. The project director may be identified as the humanities scholar if he/she meets the criteria.
- ♦ **Tradition bearers** are elders and/or leaders who are respected by their community for their traditional knowledge.

GRANT FUNDING

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

The Forum requires a 1 to 1 cost share for the General Grants Program. This is the shared support for your project beyond your request for Forum 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;
2. *Cash* support: cash contribution specifically designated for the project from other funding sources beyond the Forum. *Cash cost-share must be in non-federal funds.*

The requested grant funds from the Forum *must be matched or exceeded* by the cost-share to the project. Institutions that have a federally established rate may include indirect costs as matching funds. No indirect or overhead costs will be paid with Forum funds. Please refer to other ineligible project costs above.

The Forum 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 demonstrate shared support and community interest are generally stronger than those proposals that do not.

PROJECT CATEGORIES

Applicants need to select ONE of the following five categories for the proposal. If your project falls into multiple categories, please select one that best fits your project:

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.

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.

~

Public Meetings and Exhibits: Includes public meetings, seminars, discussion groups, workshops, symposia, exhibits, and conferences which address issues from the perspective of the humanities.

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.

~

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.

~

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.

PROJECT EVALUATION

Project evaluations should inform both the Grantee and the Forum and should match the nature of the project. The Independent Evaluation will provide thoughtful comments on the purpose, direction, and success of the project. The evaluation may be completed by an Independent Evaluator, who has a level of expertise in the subject of the project, but who has not been directly involved in the project planning or in the execution of the project. This person does not need to be identified prior to an application, but will need to be selected for the final report. For example, a peer review may be the most appropriate evaluation for a book project. In this case, the reviewer would be the Independent Evaluator.

The Independent Evaluation may also be completed through survey or other form of audience review. For example, a survey completed by attendees may be an appropriate means to evaluate a discussion series, exhibit, or website. In these cases, the compilation of survey results will serve as the independent evaluation.

A project director may also request the evaluator follow the Evaluation Guidelines available for download on the Forum’s website or available by contacting the Grants Officer (see contact info in footer), but this document is meant to be a guideline and not a requirement for the evaluation.

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 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 user name 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, you'll enter the "invitational code" provided by AKHF upon project approval. Then you'll select the Current Programs and Applications button on the left hand side of the screen. Then select the Mini-Grant Program from those available by clicking "**Start Application**" below the program description. **Please be sure to select the 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 pre-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.

