

COMMUNITY | MEDIA | POSSIBILITY :

Community-Engaged Media Grant

Grant Guidelines

If awarded, grantees will be required to adhere to the below requirements. Please take a moment to review these guidelines prior to submitting your application.

Disbursement of Funds

Due to the dynamic nature of this kind of project, applicants are not asked to submit a pre-planned budget. Instead, the grant recipient team will be asked to provide a written plan for spending any funds they request. For example, if the grant recipient team requests disbursement of \$2,000, they must submit a budget for how they intend to spend that \$2,000. Funds must be used within 90 days of receipt. The Forum will hold back the final 10% of funds (\$1,000) until after completion of the final report meeting.

In recognition of the importance of compensating community stakeholders for their work in storytelling, at least 50% of the total Community-Engaged Media Grant funding must be provided to the community stakeholder partner as an honorarium. When requesting disbursement of funds, project teams will be asked to indicate the amount of each request to be designated for project funding and the amount of each request to be designated for the community stakeholder honorarium.

Grant Reports

Because our funds are federal in origin, the Forum must follow certain requirements for how closely we monitor grantee activities. Our goal is to make these reporting requirements as least burdensome as possible for grantees.

Progress Reports

In lieu of submitting written progress reports, we will ask grantees to meet with the Forum's grants team for three 20-30 minute phone or virtual meetings at regular intervals over the course of the project period. The project's Point of Contact is required to attend these meetings – other team members are invited to attend but are not required.

The purpose of these meetings is to allow grantees and the Forum Grants team to keep in touch about project progress and how the Forum can best support the grant project. Our hope is that these short meetings will be less burdensome on grantees than the previous requirement to submit written progress reports with each fund disbursement request. However, if virtual check-ins are not feasible, the Forum Grants team can work with grantees to find alternative methods.

Final Report

In lieu of submitting a written final report, we will ask grantees to meet virtually for up to one hour with the Forum's grants team at the end of the grant period. The project's Point of Contact is required to attend this meeting – other team members are invited to attend but are not required. During this final meeting, we will:

- Reflect on project activities during the grant period; and
- Conduct a final financial accounting of project expenses. Prior to this meeting, the Point of Contact will be asked to provide a written financial account.

Following the Final Report, grantees will also be provided with an optional closing survey. Through this survey, grantees will have the opportunity to share feedback on what is working and what could be improved in our grantmaking process.

Grantees with media projects must also submit a copy of their final product for the Forum's archives.

Financial Records

Grantees will keep accounting records including cost accounting records that are supported by source documentation and original receipts for three years after the project completion date. Grantee financial records should be kept in accordance with federal guidelines and may be subject to federal audit or audit by the Alaska Humanities Forum.

Unused Grant Funds

We highly encourage grantees to find a way to spend all awarded funds prior to the project end date. Any unexpended balance of grant funds not used for the specific purpose set forth in the grant application will be returned to the Forum upon project completion or termination.

Grantee Failure To Comply With Grant Agreement

The Forum shall not withhold payments to grantees unless a grantee has failed to comply with the project objectives, the terms and conditions of the award, or Forum reporting requirements. If the project period closes without communication from the Point of Contact, the Forum's Grants team will make three contact attempts using the contact information on file. If there is no response within two weeks of the third attempt, the grant project will close and any undisbursed funds will be re-awarded.

Grantees who fail to deliver the grant product in a timely manner will be ineligible to re-apply for grant funds until the original grant product is complete and approved by the Forum. Failure to comply with the grant agreement rules and criteria (outlined in the grant proposal, guidelines, and Letter of Agreement) may be grounds for ineligibility for future grants from the Forum until the matter has been remedied. If the final project report is not completed and approved by the Forum, the Forum has discretion to not fund future proposals.

Grant Award Termination

Awards may be terminated in whole or in part only if: a recipient materially fails to comply with the terms and conditions of an award (see policy above); by the Forum with the consent of the recipient, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; by the recipient upon sending the Forum written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated.

Copyright

The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The Forum and NEH reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for organizational purposes, and to authorize others to do so. The Forum may charge a product requester a reasonable fee reflecting the cost incurred by the organization to produce the requested product. The award recipient shall use that property for the originally-authorized purpose, and the recipient shall not encumber the property without approval of the awarding agency.

Archiving Grant Project Materials And Products

Grant program administrative files and products will be archived when all grants from the fiscal year are complete and the files are five years old. The Forum will distribute only copies of grant materials and products. Grantees with media projects must submit a copy of their final product for the Forum's archives.

Contact Information

For any questions, please contact:

Shoshi Bieler
Grants Program Officer

By email: sbieler@akhf.org

By phone: Due to a high volume of meetings during the day, I am often unable to respond to cold calls. If possible, [please schedule a time with me at this link](#). Otherwise, you can reach me at (907) 770-8406.