

Below is a sample Letter of Agreement. Please note specific provisions are subject to change – the purpose of this document is to give applicants a sense of the paperwork they will be required to complete if selected.

Alaska Humanities Forum

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Phone: (907) 770-8400

www.akhf.org

GRANT LETTER OF AGREEMENT

☐ FY 2022 Community-Engaged Media Grant Program

Grant number G22-XXXX

1. **Media Organization, herein known as “grantee”**

EIN ##-##### UEI #####

Point of Contact Name

Point of Contact Street Address

Point of Contact City, State, Zip Code

agrees to conduct a humanities project as described in the approved proposal

1.1 **Community-Engaged Media Grant Project: Community Stakeholder Partner Name & Media Organization Name**

1.2 The authorizing official is **Authorizing Official Name**.

1.3 The point of contact is **Point of Contact Name**.

1.4 The project period is from **START DATE** to **END DATE**; and the final report must be completed no later than **FINAL REPORT DEADLINE**.

2. The general grant funds awarded by the Alaska Humanities Forum originate from the National Endowment for the Humanities Grant CFDA #45129 SO-253163-17. These funds are federal in origin and are therefore subject to Office of Management and Budget (OMB) circulars governing administrative requirements, allowable costs, and audit requirements. It is the applicant’s responsibility to become familiar with these requirements, which may be found at www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Pending funding levels from the National Endowment for the Humanities, the Alaska Humanities Forum agrees to provide an award of **\$10,000.00** according to the following disbursement schedule.

2.1 **Schedule of Grant Disbursements**

Grant disbursements, limited to funds projected to be used within 90 days, are requested by submitting a Grantee Payment Request form. Grantees can submit multiple requests throughout the project period to reach the total amount of the award. Grantees can also do one request for the total amount of the award. Grantees must provide a budget narrative to accompany each payment request. The Forum will withhold the final 10% of funds until the Final Report is complete.

2.2 **Community Stakeholder Partner Honorarium**

The Grantee agrees to provide a minimum of 50% of grant funds to the Community Stakeholder Partner as an honorarium.

3. Alaska Humanities Forum will provide such guidance and assistance to the project as it is able.

4. The Grantee agrees to:

4.1 Notify Alaska Humanities Forum of all scheduled events as soon as possible.

4.2 Make every reasonable effort to provide for those experiencing a disability and needing special assistance to attend an event.

4.3 Use funds only for those purposes specified in the proposal. *Any deviation from the approved proposal with respect to 1) conduct of the project; 2) key personnel; 3) project dates; 4) change in the scope of the project topic(s); or 5) project budget indicated in each payment request, must have prior written approval from the Grants Officer or CEO and may require grant committee review.*

4.4 Acknowledge support of the project by the Alaska Humanities Forum and the National Endowment for the Humanities in all promotional materials, social media, and publications. Acknowledgment should include the following statement:

“This project is supported in part by a grant from the Alaska Humanities Forum and the National Endowment for the Humanities, a federal agency. Any views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of the National Endowment for the Humanities.”

4.5 Conform to applicable regulations regarding copyright laws.

4.6 Abide by all stipulations contained in the current Alaska Humanities Forum *Grant Guidelines*.

4.7 Keep fiscal records for a period of three years beyond submission of the final reports.

4.8 Return all unexpended funds to the Alaska Humanities Forum.

4.9 Complete within 90 days after the conclusion of the project the following:

1) A final report conversation with the Forum Grants team evaluating the project

2) Final financial report of actual expenditures.

3) Copies of publicity, newspaper articles, pictures or printed materials concerning the project.

4) One copy of the Final Grant Project product(s) and information on public archival location(s).

4.10 Abide by Alaska Humanities Forum Grant Program Policy stating that failure to complete a grant project on time as stated in the accepted proposal may be grounds for forfeiture of remaining grant funds and non-acceptance by the Forum of any future grant proposals from the defaulting grantee.

5. The Alaska Humanities Forum and Grantee agree that grant awards may be terminated in whole or in part only:

1) by the Forum if a recipient materially fails to comply with the terms and conditions of an award.

2) 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.

3) 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.

Alaska Humanities Forum

Media Organization Name

Kameron Perez-Verdia
President/C.E.O.

Authorizing Official Name

Date_____

Date_____

Below is a sample Code of Ethics and Assurances. Please note specific provisions are subject to change – the purpose of this document is to give applicants a sense of the paperwork they will be required to complete if selected.

ALASKA
HUMANITIES
FORUM

Code of Ethics

- (1) While the body of law and custom on which the Code is based is rooted in relations with the Native peoples of North America, grantees are urged to follow it whenever living cultures and peoples are involved; and
- (2) The Code is based on the National Endowment for the Humanities' adherence to Public Law 95-561, the Indian Religious Freedom Act; Public Law 96-515, the National Historic Preservation Act amendments of 1980; and other relevant public laws governing relations with Native peoples of North America, and is constructed to conform to the principles of these laws.
- Please sign the following statements, thereby assuring the Forum that work funded by its grant will adhere to the following provisions:*
- (a) Every effort will be made in advance of project execution to engage the agreement, advice, and cooperation of members of the Native community in the planning and execution of the projects, in the interpretation of data gathered from it, and in the disposition of its results. The aims of the investigation, exhibition, or project should be communicated to the Native community and the anticipated consequences and results of research or data-gathering should be explained as fully as possible to the individuals and groups likely to be affected.
- (b) Where research or exhibitions of materials involves the acquisition of material (objects and documents) and transfer of information on the assumption of trust between persons, the rights, expressed interests, and sensitivities of those originating the material must be safeguarded.
- (c) There is an obligation on the part of the scholar/researcher/principal investigator to reflect on the foreseeable repercussions of research and publication on the participant community or individuals and inform them of the probable impact.
- (d) Native community consultants have the right to remain anonymous or be specifically named and given credit if they so choose. This right should be respected where it has been explicitly promised. Where there is no clear understanding to the contrary, sources should be kept confidential. Because funded proposals, grant reports, and other written material in the Forum's possession are available to the public, no identifications contrary to the wishes of community consultants should appear.
- (e) Investigators using recording devices such as cameras or tape recorders or the technique of oral interviewing are also subject to the above criteria. Subjects under study should be informed of the capacities of such machines and of potential archived material to result from them and should be free to accept or reject their use.
- (f) Individuals or group community consultants should be fairly compensated (through reciprocal exchange or monetary payment) for their services/information, and there may be no exploitation of subjects under study. Every attempt should be made to guarantee appropriate credit (in the form of co-authorship or co-investigatorship) and the equitable distribution of financial rewards where appropriate for products resulting from projects.
- (g) Any report or work considered for publication (and where applicable and possible, films or exhibitions and the like) should be supplied to the Native representatives of the elders and traditional leaders of the community. Every effort should be made to see that such a representational body has an opportunity to view the films or exhibitions that result from work undertaken in the community.
- (h) This Code should not interfere with or preclude any formal agreements made between researchers and Native peoples for the course of research undertaken with Federal funds. Further, the Code does not preclude or supercede ethical codes subscribed to and endorsed by various professional associations, but rather, intends only to make clear the standards expected of those receiving Forum funds.

Grant Number: _____

Point of Contact Name: _____

Point of Contact Signature: _____

Date: _____

The Applicant hereby gives assurance to the Board of Directors that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. Funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.
3. Under any programs or activity for which the applicant receives financial assistance from the Board of Directors of the Alaska Humanities Forum, it will comply with:

Certification regarding the Nondiscrimination Statutes

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
- (c) Title IX of the Education Amendment of 1972, as amended (20 U.S.C. 1681 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and
- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

Certification Regarding Debarment and Suspension (45 CFR 1169)

The applicant certifies to the best of its knowledge and belief that it and its principles:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property);
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

By signing and submitting this application, the individual applicant or the authorizing official of the sponsoring institution is providing the applicable certifications regarding debarment and suspension, and compliance with the nondiscrimination statutes.

4. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been authorized to file this application for and on behalf of said applicant, and otherwise act as the authorized representative of the applicant in connection with this application.
5. This applicant will expend funds received as a result of this application solely on the described projects and programs, and while independently providing funds for maintenance of the organization.
6. This applicant will maintain in auditable condition all financial records related to the project, including canceled checks, statements, receipts, invoices, and affidavits for in-kind services, for no less than three years after the submission of final financial reports. These records will be submitted to the Forum upon request.

Grant Number: _____

Authorizing Official Signature: _____

Point of Contact Signature: _____

Authorizing Official Name: _____

Point of Contact Name: _____

Date: _____

Date: _____

Below is a sample Payment Request Form that grantees will use to request disbursement of funds.

ALASKA
HUMANITIES
FORUM

Payment Request Form
& Budget Template

To request funds, grantees should:

- 1) Complete the Payment Request Form
- 2) Complete the Description of Major Project Changes (if applicable)
- 3) Complete the Payment Request Budget Template. (Note: Grantees may use their own budget format as long as the same information is addressed.)

Payment Request Form

Date: _____	
Grant Number: _____	Grant Project Team: _____
Name and Address for check: _____	
Total Award Amount: _____	Total Funds Requested*: _____ * Funds must be used within 90 days of receipt.
Funds Received to Date: _____	Funds requested for project costs: _____ Funds requested for community partner honorarium/a: _____
Authorizing Official (please print name and provide signature): _____	
Authorizing Official Phone Number: _____	Authorizing Official Email Address: _____

FOR FORUM USE ONLY	
Date Received: _____	<input type="checkbox"/> Letter of Agreement on file <input type="checkbox"/> Pay to account matches LOA <input type="checkbox"/> EIN in Quickbooks <input type="checkbox"/> 501c3 or Corporation <input type="checkbox"/> Award amounts confirmed
CEO Approval: _____	Grants Officer Approval: _____

Description of Major Project Changes

Please briefly describe any major project changes since your last Progress Check-In with the Forum Grants team. This may be in bullet point or narrative form. If preferred, in lieu of a written report you may also schedule a phone or virtual call with the Forum Grants team to discuss this.

Major changes include: Any deviation from the approved proposal with respect to 1) conduct of the project; 2) key personnel; 3) project dates; 4) scope of the project topic(s); or 5) project budget as indicated in the prior payment request.

Payment Request Budget Template

Note: Grantees may use their own budget format as long as the same information is addressed.

GRANT NUMBER:			
Categories	Brief Item Description (provide more details on next page)	Funds Received to Date	Current Payment Request
<i>Example...</i>	<i>Transcription services \$10/hr x 10 hrs.</i>	<i>\$100</i>	<i>\$100</i>
1. COMMUNITY STAKEHOLDER PARTNER HONORARIA			
1.1 Community Stakeholder Honoraria			
2. PROJECT COSTS: PERSONNEL			
2.1 Salaries and Fringe			
2.2 Contractual & Consultant Fees			
2.3 Other			
3. PROJECT COSTS: TRAVEL			
3.1 Transportation			
3.2 Per Diem (incl lodging)			
4. FACILITIES/OFFICE/EVENT SPACE			
4.1 Rentals			
4.2 Telephone/Internet			
4.3 Supplies			
4.4 Equipment			
4.5 Other			
5. PROJECT COSTS: PRINTING & PROMOTION			
5.1 Printing			
5.2 Shipping & Postage			
5.3 Media			
5.4 Other			
6. OTHER (Specify)			
6.1			
6.2			
6.3			
7. INDIRECT COST RATE			
7.1 Indirect cost rate			
TOTAL:			

Budget Narrative

Grant Number _____

This is a Word document. Please expand or add additional pages as needed.

COMMUNITY STAKEHOLDER HONORARIA

1.1 Community Stakeholder Honoraria: please include any relevant information to this item, if applicable.

PERSONNEL

2.1 Salaries and fringe: description of service and rate, including benefits.

2.2 Contractual Services: description of service, rate, and estimated hours.

2.3 Consultant's Fees: description of service and rate

2.4 Other: This section may be used to describe personnel costs not already described.

TRAVEL

3.1 Transportation: Transportation costs. International travel will not be funded.

3.2 Per Diem: The Forum provides per diem funding for food *only* in very rare circumstances.

FACILITIES/OFFICE/EVENT SPACE

4.1 Office Rentals: a description of the equipment or space to be rented

4.2 Telephone: Description of phone or internet service when necessary and appropriate for the project work.

4.3 Supplies: An overview of the kinds of supplies necessary. Supplies need not be itemized, but it should be clear how these supplies relate to the grant project proposal.

4.4 Equipment: an overview of the equipment to be purchased.

4.5 Other: This section may be used to describe facilities/office/event space costs not already described

PROMOTION

5.1 Printing: A description of what is to be printed, how many, and for what purpose.

5.2 Shipping & Postage: Items to be shipped/mailed and by what means (e.g., UPS, Fedex, courier).

5.3 Media: Media costs including purchase of licenses and the creation of non-print media such as CDs, DVDs, etc.

5.4 Other: Any other costs associated with the promotion, distribution, or archiving

OTHER

6. Other: In your budget narrative, please provide as much detail as possible about any funds requested using this line item.

INDIRECT COST RATE

7. Indirect cost rate: An indirect cost rate of 10% de minimis applies for overhead operating expenses,

unless the organization has an alternative pre-approved federal indirect rate and can provide documentation.