



Grant Application

Check one:

Quick Grant (\$2,000 or less)

Grant (\$2,001 to \$10,000)

Please print, sign, date and mail or email to
 Humanities North Dakota, P.O. Box 2191, Bismarck, ND 58502-2191, kglass@ndhumanities.org

PROJECT TITLE _____ PROJECT DATE(S) _____

Sponsor _____

HND Funds _____

Address _____

Cash Cost-Share* _____

City, State, Zip _____

In-Kind Cost-Share* _____

Organization's Annual Operating Budget \$ _____

TOTAL COST _____

Unique Identifier Number (UEI): _____

The HND is required to have on file an UEI number for all grant applicants. If your organization does not have an UEI number, one is available free-of-charge. For more information, please visit the following website: <https://sam.gov/content>. Note: Please list the UEI Number for the organization sponsoring and managing the project (organizations serving solely as "fiscal agents" are no longer allowed),

CO-SPONSOR, if any _____

**See the Grant Guidelines for the amount of Cost-Share required for your application.*

PROJECT DIRECTOR*

FINANCIAL DIRECTOR*

Name _____

Name _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Phone _____

Phone _____

E-mail _____

E-mail _____

***Project Director and Financial Director cannot be the same person.**

We certify that we have read the grant guidelines and agree to abide by them and by all applicable federal and state statues in administrating any award our organization receives from the HND. We certify that all of the information on this application is true, correct, and complete to the best of our knowledge.

 Project Director's Signature Date

 Financial Director's Signature Date

Project Summary

Description of Project: In one page or less, tell us what your project is, **how it incorporates the humanities**, and its value to the community.

Schedule of Project Events:

Date/Time	Activity	Location	Participant Fee*
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*If a fee is being charged, applicants should justify why in the project summary.

Audience: How many people do you expect to attend and/or participate? _____

Humanities Content: What humanities discipline(s) does your project involve?

- | | | |
|-------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> History | <input type="checkbox"/> Archaeology | <input type="checkbox"/> Language/Linguistics |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Anthropology | <input type="checkbox"/> Comparative Religion |
| <input type="checkbox"/> Philosophy | <input type="checkbox"/> Geography | <input type="checkbox"/> Classics |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Law | |

Scholars or Experts in the Humanities: Attach a resume of no more than 2 pages for each.

Name/Title	Humanities Degree/Discipline or other qualifications
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Publicity: What are your plans to promote this event? How will you acknowledge HND support? Will you agree to print an acknowledgement of HND support and use of the HND logo on all promotional and program material, make an announcement crediting the HND with support at the beginning of any public program or event, display the HND poster at the program, distributed copies of *On Second Thought* magazine to your audiences, and note HND support in any interviews with the press?

Evaluation: Will you use the HND program evaluation form to evaluate your event?

Yes _____ No _____ (if no, how will you evaluate your event/project?)

Budget Instructions

All funds requested from HND should be reasonable and must reflect the costs of the project. We are a humanities organization. The funds we provide are intended to defray the costs of the humanities content of programming.

HND Funds Requested

Personnel. HND funds CANNOT be used to pay sponsor or co-sponsor organization staff costs. HND will consider funding only those project personnel costs which will not otherwise be compensated by the sponsor (for example, compensation for external humanities scholars, planners, etc.).

Travel and Meals. HND funds may NOT be used to supply refreshments for the audience. **Refreshments do not count toward in-kind or cash-match requirements.** Travel and meal costs are allowed for out-of-town personnel only. Mileage is reimbursed at \$.58/mile. Meals are reimbursed at \$9 for breakfast, \$14 for lunch, and \$23 for dinner.

Supplies. This is restricted to consumable items, e.g. film, paper products, etc.

Rental. Funds may be requested to meet expenses for rental of a meeting place or equipment such as audio visual aids.

Promotion & Printing. Funds may be requested to supplement the organization's promotional efforts.

Evaluation. You may request funds for an outside evaluator and the cost of materials for audience evaluations.

Other. List any expenses not covered by the above categories.

Sponsoring Organization Cost-Share

This refers to the sponsoring organization's cash and in-kind contributions to the project. In-kind contributions are the estimated values of contributed time, services, facilities or supplies. **IMPORTANT:** Please review the *Grant Guidelines* for the specific cost-share requirements for your organization.

Personnel. Record as cost-sharing the value of time—both compensated by your organization and uncompensated—spent by anyone in planning, promoting or implementing the project. Salaries for those persons performing the routine duties of their own positions should be part of Cash Cost-Share. The value of contributed time may be based on an individual's actual salary.

Travel. Donated travel by may be included.

Supplies. Any materials used but not purchased with grant funds should be included.

Rental. The estimated or actual rental values of any space or equipment used in planning or implementing your project should be included. If rental value is not known, we suggest \$100 for use of a room for each meeting.

Promotion & Printing. Include the cost of producing and distributing news releases, announcements, fliers and invitations to the program, as well as, other promotional activities.

Evaluation. Include the cost of printing audience evaluations.

Project Budget Summary

Summarize all project costs in this form and place totals on Page 1. *Budget Instructions* are on the previous page.

	HND Funds Request	Sponsor Cost-Share		TOTAL
		Cash	In-Kind	
Personnel list individually by name and project role (scholars, planners, etc.) List costs individually.				
Travel & Meals list by name and project role (scholars, planners, etc.) List costs individually.				
Supplies List items and costs individually.				
Rental (facilities & equipment) List items & costs individually.				
Promotion & Printing List items and costs individually.				

Evaluation				
Other List items and costs individually.				
Indirect Costs (if applicable)				
TOTAL				

NATIONAL ENDOWMENT FOR THE HUMANITIES

Assurance of Compliance

1. Certification Regarding the Nondiscrimination Statutes

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

- (a) Title VI 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 Amendments 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 reasonable 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.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions (45 CFR 1169)

- (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) Where the prospective lower tier participant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

Explanation of the Assurance of Compliance Requirement

As a condition for approval of a grant, the National Endowment for the Humanities requires all organizational applicants to execute the “Assurance of Compliance” form, whether or not a comparable form has been filed with another agency.

The Applicant, or “lower tier participant,” referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name of the organization and the name and title of the official should be typed on the form. The signed original should be returned with the completed application to the Humanities North Dakota office. It should be noted that signing this form indicates a commitment to comply with the statutes referred to herein.

Signature of Authorized Official Date Title

Applicant Organization’s Address _____

GRANTS SHEET

- I have read the grant guidelines.
- I assert that the project I am seeking funding for does NOT promote particular political, religious, or ideological points of view OR advocate a particular program of social or political action.
- The Project Director and the Fiscal Director are not the same person.
- The application is complete and all forms are filled in.
- I have adequate cash and/or in-kind matching.
- I have an UEI (Unique Entity Identifier) or DUNS number.
- Qualified Scholars or Experts in the Humanities are included in the design, creation, or presentation of the project AND are listed along with their CV in the application.

Project Director Signature: _____