



# Missouri Humanities Grant Guidelines

## Who May Apply

Missouri Humanities (MH) will consider grant funding humanities-based projects or programs submitted by a non-profit organization, including (but not limited to) museums, libraries, educational institutions, local government, civic associations, and other similar organizations. MH encourages applications from organizations in underserved communities that have never or infrequently applied. Organizations may apply individually or in partnership with other eligible entities and organizations (**though only one organization can serve as the applying entity**). The applicant organization must have a UEI order and the organization's principal offices must be within the state of Missouri. Individuals and for-profit entities may not apply for MH grants.

## Audience

The audiences and communities being served by the proposed program or project must be located within the state of Missouri.

## Grant Amounts and Limits

- Mini grant requests of \$5,000 or less are reviewed and awarded four times each year.
- Major grant requests of \$5,001 to \$15,000 are reviewed and awarded two times each year.

**\*MH may grant full or partial funding as it deems appropriate\***

## Application Submission Deadlines

- Mini-grant applications can be submitted October 1 – November 1 & April 1-May 1.
- Major grant applications can be submitted January 1 – February 1 & July 1 – August 1

## Supported Activities

MH awards grants to non-profit organizations for programs in any format that facilitates interaction between public audiences and humanities experts such as scholars, authors, and educators.

## MH grants may fund projects such as (but not limited to):

- Interpretive exhibits
- Content-based website enhancements
- Living history and museum theater presentations that include interpretive elements
- Presentations in the creative and performing arts that include humanities-based discussion
- Teachers' workshops in the humanities
- Panel discussions and other types of public forums on humanities-related topics
- Media and publication projects that support the mission of a humanities-based organization or institution

A key factor that MH members will consider in evaluating applications is whether **humanities** experts are involved in the planning, development, and execution of the activity.

## Missouri Humanities

3224 Locust St. STE 303, St. Louis, MO 63103, (314) 371-8788

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All projects must focus on one or more humanities topics. The humanities include the following disciplines:

- Art History\*
- Archeology
- Cultural Heritage
- Ethics
- Folklore
- History
- Language & Literature
- Law
- Philosophy

\*Missouri Humanities does not support art projects such as the creation and display of visual art or performances. However, projects that focus on the analysis, contextualization, and discussion of art, such as those moderated by historians or scholars, are eligible. If your project includes arts components and you are unsure of its eligibility, please contact MH staff. The Missouri Arts Council (MAC) is a resource for Missouri-based arts projects.

**MH grants may assist with funding costs related to the grant project, such as:**

- Honoraria and travel for speakers, consulting scholars, and program presenters
- Instructional, interpretive, and office supplies needed to support a funded activity
- Facility and equipment rental
- Publicity and promotional expenses
- Communication expenses, including telephone and internet charges
- Materials, labor, and design fees for interpretive exhibits
- Acquisition of Audio/Video equipment for interpretive exhibits
- Administrative expenses (**not** including regular staff salaries)
- Accessibility-related expenses
- Printing

**MH grants cannot fund the following:**

- Programs or projects that have no humanities-related content, interpretation, or discussion
- Programs that advocate a particular religious or political point of view
- Individual research unrelated to a program being funded by MH
- Capital improvements such as construction, acquisition of equipment, artifact, or structural restoration, or preservation costs that are unrelated to an interpretive exhibit
- Museum or library collection acquisitions, except for modest expenditures directly related to an interpretive program or project
- Salaries or wages for permanent institutional staff
- General operating support
- Food or liquor
- Entertainment that is unrelated to program content
- Individual study to obtain an academic degree

**Lead Time**

Grant-funded activities should not be scheduled earlier than 60 days from the grant request submission deadline. This will allow sufficient time for publicizing your program (if a favorable decision is reached), or for you to find alternate sources of funding if the request is not approved.

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## Getting Help

MH staff and grant committee members are happy to review draft applications and make suggestions for improvements. For application reviews, please send your draft 20 days prior to the submission deadline and before submitting in Foundant. This will provide time for our review and for applicants to make any recommended changes. Please keep in mind that although MH's draft review is offered to aid with an applicant's chances of success, it is not a guarantee of approval.

## Additional Requirements

- Grant applications will not be approved if current or previously awarded grant(s) are not in compliance.
- All successful applicants must submit the following to MH prior to any release of funding:
  - Copies of letters sent to respective state legislators notifying them of your award
  - A list of marketing materials and attributions on which MH's official logo will be featured (subject to MH approval)
- Example work samples (e.g. audio/video production, digitization, website development, printed material, etc.) created by the applicant organization or contracted out to a third party must be submitted in the grant application.

## Frequency

Organizations are allowed to re-apply every grant cycle. However, strong preference is given to new applicants, applicants who have never received funding, and organizations who have not received an award for two consecutive years.

## Notification of Results

Applicants will be notified of the results within six weeks following the application deadline.

## Funding of Award

Once you have been awarded an MH grant you will receive 90% of the funds once we receive your signed documents (**acceptance page & certification letter**). You must sign and return the acceptance page and certification letter within 30 days of notification of grant acceptance. You will receive the remaining 10% of funds once the final report has been received.

## In-Kind and/or Cash Match Requirements

MH will not fund 100% of the costs associated with a program or project. The applicant organization must show in their grant request that they and/or other partners in the project will be contributing in-kind goods and services and/or cash amounts that are at least equal to MH's contribution in covering the costs of the grant-funded activity.

## Final Reports

Final reports will be due within 90 days of the end of the grant period; extensions can be made for reasons deemed acceptable to the Board through a written request for extension by the awardees.

If your organization has previously been awarded an MH grant but did not turn in your final report, **your organization is not eligible to apply for another grant from MH.**

## Inclusion of People with Disabilities

Grant applicants should plan to accommodate audience members with disabilities. Program organizers should select venues that provide accessible parking, entrances, bathrooms, and seating for participants who use wheelchairs and walkers. Printed materials such as programs and other hand-outs should be

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designed to accommodate the needs of people with limited vision (we suggest black print on a white background, using a sans serif font, no smaller than 12-point).

Accessibility should be noted in event publicity. Any costs associated with expanding the accessibility of an activity are allowable as an expense of a grant.

### **Acknowledgment of Missouri Humanities**

All material developed with MH grant funds, including associated publicity and promotional materials, shall include the MH logo and credit funding by Missouri Humanities. All projects must include a disclaimer statement to the effect that views expressed are not necessarily those of Missouri Humanities or the National Endowment for the Humanities.

**Missouri Humanities (MH) believes equity, justice, empathy, and respect are essential for vital, flourishing communities. We encourage applications from candidates with diverse backgrounds, particularly those from traditionally underrepresented groups, whose professional and personal experiences will help us work toward our vision of a Missouri that invites diverse perspectives, explores challenging questions, and strives for just communities.**

### **Reasonable Accommodations**

Consistent with applicable disability law, MH will provide reasonable accommodations to assist qualified applicants with disabilities to participate in the grant application process, provided the accommodation would not impose an “undue hardship” on the operation of MH. Please contact MH staff for assistance.

### **Administration of Grant Programs**

It is the policy of MH to comply with the provisions and regulations thereunder of Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities, which include regulations relative to nondiscrimination in federally assisted programs

As may be applicable, MH will comply with all relevant provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60). Subrecipients receiving grants valued at more than \$10,000.00 from General Support Grants from the National Endowment for the Humanities must agree by contract to comply with these requirements as well.

MH further acknowledges that it and sub-recipients may have obligations arising from the following statutes and orders, in the event it uses NEH funds for construction or repair of facilities or for certain contracts in excess of \$100,000: 18 U.S.C. 874, 40 U.S.C. 276a to a-5, Executive Orders 13202 and 13208, 40 U.S.C. 327-330, 37 CFR Part 401, 42 U.S.C. 7401, 33 U.S.C. 1251, 31 U.S.C. 1352.

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