Nevada Humanities Grants for Humanities Projects
FY2020 Grant Application Guidelines

The mission of Nevada Humanities is to connect and transform communities by sharing and amplifying the stories, ideas, experiences, and traditions of the diverse people of Nevada.

In support of its mission, Nevada Humanities creates and supports public programs statewide that define the Nevada experience and facilitate the exploration of issues that matter to Nevadans and their communities. These programs help perpetuate and disseminate local culture and heritage, improve quality of life, enhance education, and enrich life and thought. In addition, Nevada Humanities contributes to the economic health of Nevada by producing and promoting activities that stimulate heritage tourism and attract new business to the state, aid in fostering a creative and well-educated population, and support a diverse and important nonprofit cultural industry throughout the state. Nevada Humanities is one of 56 independent, nonprofit state and territorial humanities councils affiliated with the National Endowment for the Humanities.

Nevada Humanities awards matching grants of up to $5,000 to nonprofit organizations, education institutions, and government entities to support public humanities projects. The FY2019 Nevada Humanities Grant Application Form is available online at nevadahumanities.org.

Grant Application Deadlines

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To discuss a project or draft proposal, contact Nevada Humanities’ grants coordinator, Bobbie Ann Howell, in our Las Vegas office at 702-800-4670 or via email at bahowell@nevadahumanities.org.

Grant Categories

Nevada Humanities Project Grants

Applications for project grant funds of up to $5,000 are usually due on March 10 of each year (on April 10, 2020) and awarded once a year. Projects must take place between August 1, 2020 – June 30, 2021. Project grants are normally awarded for projects that range from one to 11 months in length.
Mini-Grants
Mini-Grant applications of up to $1,000 may be submitted at any time during the year, but no less than ten (10) weeks in advance of the proposed program dates. No projects can be funded after publicity materials have been released. Mini-Grants are designed to respond to year-round, immediate programmatic needs of Nevada organizations. The application process, forms, and guidelines for Mini-Grants are the same as for Nevada Humanities Project Grants.

Planning Grants
Planning grant applications for up to $1,000 may be submitted at any time during the year. Planning grants may be used to engage the services of a humanities scholar, to host planning meetings, or to facilitate the planning of a humanities project – usually with the goal of assisting an organization to prepare a larger Nevada Humanities Project Grant proposal. The application forms and guidelines for planning grants are the same as for Mini-Grants and Nevada Humanities Project Grants. Planning grant requests in excess of $1,000 must meet the June 10, 2020, application deadline. Grants are awarded as funds are available.

All organizations are limited to two grant awards from Nevada Humanities in one fiscal year (November 1 – October 31). These may consist of no more than one Nevada Humanities Project Grant and one Mini-Grant or planning grant.

All grant awards are subject to the availability of funds.

Applicant Eligibility
Nevada Humanities grants are awarded only to not-for-profit organizations and government entities such as local and tribal governments, libraries, and educational institutions. All organizations must provide EIN and DUNS numbers when submitting their applications. In addition:

- The humanities must be central in all funded projects.
- Humanities scholars must be involved in planning and implementing the project.
- For issues-oriented projects, applicants must ensure that diverse and balanced perspectives will be presented and that, when possible, there is outreach to audiences that hold different points of view.
- Grant requests are limited to $5,000.
- Nevada Humanities funds cannot support more than 50% of the total cost of the project.
- Applicants must comply with basic state and federal nondiscriminatory statutes.
- Grantees must retain auditable records of grant funds and cash and in-kind matching contributions and services for three years following the end of the grant period.
- Grantees must comply with federal regulations outlined with Office of Management and Budget Uniform Guidance, 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, and 230, as set forth in the administrative requirement that apply to re-grantees in NEH’s General Terms and Conditions for General Support Grants to State Humanities Councils.
- The grantee may copyright any books, publications, films, or other copyrightable materials developed with grant funds. However, the United Stated government, the National Endowment for the Humanities, and Nevada Humanities retain royalty free, irrevocable, worldwide, non-exclusive license to use and authorize others to use such materials for nonprofit, educational purposes.
What Does Nevada Humanities Fund?
Nevada Humanities funds innovative humanities projects created primarily for Nevada audiences, or designed to enhance national or international understanding of Nevada issues, culture, and heritage. We especially encourage projects that will engage diverse constituencies.

Humanities projects are dynamic and may take many forms, including media programs and documentaries, exhibitions, forums and discussions, public dialogue and conversation, workshops, research or scholarly projects with public components, publications, educational initiatives and programs, and digital productions. Whatever their form, such projects draw upon the humanities, address important issues, and enrich the state’s cultural life. They may explore topics as diverse as Nevada state and local history, traditional culture, civic engagement, oral history and community stories, jurisprudence, social justice, bridging cultures, Nevada’s landscape and built environment, sense of place, and contemporary issues of concern to Nevadans.

What Are the Humanities?
The humanities are the stories, ideas, and words that help us make sense of our lives and our world. They help us shape our sense of individuality and community; they motivate us to ask who we are and what our lives should mean. They inspire us to consider our place within a global, as well as local, context and to explore all that connects and differentiates people across time and place. Through the humanities we remember our history, explore our present, and envision our future. The humanities help us address the challenges we face together in our families, our communities, and as a nation.

The humanities have traditionally involved, but are not limited to: the study of human social, political, and cultural development, which includes history and the social sciences; the exploration of how we communicate with each other and how our ideas and thoughts are expressed and interpreted, which includes literature, languages, and linguistics; the consideration of the meaning of life and the reasons for our thoughts and actions, which includes philosophy, ethics, and studies of belief; the examination of the values and principles that inform our laws; and reflections upon the creative process, which includes contextual approaches to the arts.

Humanities Scholars
Humanities scholars strengthen a project by providing specialized knowledge and skills that encourage and facilitate the exploration of ideas and community dialog. Humanities scholars often have either formal academic backgrounds and credentials grounded in humanities disciplines, or expertise developed through professional training, experience, or immersion in a particular cultural tradition. We recognize that knowledge may be acquired differently in various cultures and value such diversity of experience as consistent with our understanding of the humanities.

The humanities must be central to any successful grant proposal and humanities scholars must actively participate in the planning and implementation of the project.
Programmatic Goals & Funding Priorities
Nevada Humanities has four primary programmatic goals and gives priority to applicants whose projects meet one or more of its goals:

● **To create community through conversation and to encourage civic engagement.**
  Challenges of growth, individualism, and fragmentation are pronounced in Nevada, and humanities projects that bring people together on neutral ground to discuss significant issues can help build a stronger civic culture. Projects that address this goal might involve a literal or virtual gathering, or the communication or exchange of knowledge and ideas through an exhibition, workshop, or any variety of media. We also encourage projects that inspire and support deepened community engagement.

● **To encourage critical thinking and reflection.**
  We encourage projects that facilitate a broadening of perspectives that expose audiences to new ideas and experiences, and the exploration issues that matter to Nevadans. We also encourage projects that inspire Nevadans to reflect on these issues and their significance to us as individuals, and as members of local, state, and global communities.

● **To preserve and make accessible Nevada history and heritage.**
  Nevadans hail from all corners of the globe and from all walks of life. Programs that preserve and make accessible Nevada history and heritage might expand and deepen our understanding of Nevada as a place, a landscape, and a home, and of our particular experiences as Nevadans, in all of our diversity. They might expand our understanding of Nevada history and its connection to regional, national, and international histories, and deepen our understanding of the diverse communities that make up contemporary Nevada. They might also encourage the documentation and sharing of the stories of Nevadans past and present.

● **To strengthen cultural organizations.**
  Nevada Humanities is interested in projects that expand the horizons and capabilities of our state’s cultural organizations. Humanities projects should be consistent with the applicant organization’s own goals and strategic plans, and to help realize, or even broaden, its goals and objectives. These projects might also expand the horizons and capabilities of cultural organizations in Nevada by developing new audiences, by deepening relationships with existing audiences, by encouraging collaboration and partnerships between organizations, and by supporting marketing efforts that increase the public’s awareness of Nevada’s cultural organizations, their missions, and their work.

What We Do Not Fund
Nevada Humanities does not fund:

- Projects in which the humanities are not central.
- Commercial (for-profit) enterprises or activities.
- Events closed to the public (except K-12 school programs).
- An institution’s general operating costs.
- Costs associated with renovation, restoration, rehabilitation, or construction, including architectural preservation.
● Indirect costs and salary for permanent staff (although indirect costs and salary may be used to meet grant matching requirements).
● Performing arts without an educational or humanities component.
● Projects that seek to persuade participants to adopt a particular political, philosophical, religious, or ideological point of view.
● Museum or library acquisitions.
● Cash reserves, endowments, and fundraising activities.
● Lobbying activities, direct political action, or activities directed at influencing elected officials.
● Professional development, scholarships, or awards.
● Academic courses for credit or student work undertaken as part of a degree program.
● Equipment, property, or other capital purchases.
● Meals or refreshments for audience members.
● Humanitarian programs and services.
● Project expenses paid out prior to the award of a grant and the start date of a project.

If you include unallowable expenses as part of your grant request, Nevada Humanities may reduce the amount of your grant request accordingly. If you have any questions please do not hesitate to contact our office for guidance.

Tips for Success
● Register online at Nevada Humanities’ online grant submission system with ample time to submit your application.
● Follow the grant application guidelines.
● Contact Nevada Humanities staff in advance of submitting your proposal to share your project concept. Feel free to consult with Nevada Humanities staff at any stage in the proposal process, from brainstorming to refining a finished proposal.
● Make sure that your program priorities match our funding priorities.
● In writing your narrative, answer all of the questions thoroughly and answer them in the order given.
● Make sure your budget is complete and check your math.
● Partnerships and multiple funding sources signify the strength of a project and demonstrate that others recognize the need being addressed in your community.
● Make a case for your humanities scholar and your humanities content.
● Be specific about what your marketing/publicity plan is and how it is tailored to your project and your targeted audience.
● Evaluation measures and techniques should be outlined in detail and should include both external measures (participant or audience outcomes) and internal measures (anticipated organizational outcomes).
● Do not wait until the last minute to complete your grant proposal.
● Do not submit the same grant proposal verbatim year after year.
The Application Process and Submission
Your application and project proposal consist of four parts:

I. Application Information
II. Applicant Organization
III. Project Narrative
IV. Project Budget
V. Supplemental Materials

The FY2020 Nevada Humanities Grant Application submission is an online process and the link to submit your application may be found on Nevada Humanities’ web site located at nevadahumanities.org. These grant application guidelines outline the content required to submit your online grant proposal.

Staff Assistance
Nevada Humanities staff members are available to answer questions and to read and respond to draft applications from applicants. We strongly recommend that applicants take advantage of this opportunity. To discuss a project or draft proposal, contact Nevada Humanities’ grants coordinator, Bobbie Ann Howell, in our Las Vegas office at 702-800-4670 or via email at bahowell@nevadahumanities.org.
I. Application Information
The Applicant Information section requests basic information related to your project. Please enter the project title, a brief description of your project, and then list the title, dates, and locations of planned project events.

II. Applicant Organization
The Applicant Organization section provides basic information for your organization. Fully complete the required information. Each applicant organization is required to provide its Federal Employer Identification Number (EIN) and its federal DUNS number on the application where requested.

Project Director
The project director is the individual responsible for the implementation of the project. The project director will be the liaison between the sponsoring organization and Nevada Humanities.

Authorizing Official
The authorizing official for nonprofit organizations is usually the executive director or board chair. This person has the authority to commit funds on behalf of the applicant organization and to certify that the organization is in compliance with federal laws regarding nondiscrimination and fair labor standards, and that its employees have not been declared ineligible to participate in federally funded programs. The authorizing agent for grants submitted by departments in the Nevada System of Higher Education is the Director of the Office of Sponsored Projects.

Use of a Fiscal Agent
Incorporated nonprofit organizations that have not received tax-exempt status through the Internal Revenue Service may apply using a Fiscal Agent, which is an incorporated, nonprofit, tax-exempt organization that is eligible to apply for Nevada Humanities grants. The organizational mission of the Fiscal Agent must align with the content of the project identified in this application. If an organization intends to apply using a Fiscal Agent they must contact Nevada Humanities prior to submitting a grant application.

- The Fiscal Agent is the recipient of the grant award. The Fiscal Agent becomes the legal applicant of record, redistributes the grant funds to organization coordinating the project, and is responsible for all the requirements of the specific grant category. This includes contracts, fiscal records, and final reports.
- Any correspondence to Nevada Humanities regarding a Fiscal Agent-sponsored application or grant must be submitted either by the Fiscal Agent, or jointly by the Fiscal Agent and the organization coordinating the project, by email to grants@nevadahumanities.org.
- The use of a Fiscal Agent does not release the organization coordinating the project from responsible or accountable behavior. It is strongly recommended that the organization coordinating the project and the Fiscal Agent sign a letter of agreement, or a contract, that clearly details the legal responsibilities and obligations of each party.
- Acting as a Fiscal Agent does not jeopardize the Fiscal Agent’s own grant applications or ability to apply for funding from Nevada Humanities.
Co-Sponsoring or Partner Organizations
Please list any co-sponsoring or partner organizations assisting with this project. If you do not have any co-sponsoring or partner organizations, enter “N/A.”

Fiscal Summary
Enter the grant amount requested, the organization’s cost share amount, and the total cost of the project (including grant request and cost share). The data in your fiscal summary should match the amounts recorded in the FY2020 Nevada Humanities Grant Application Budget Form.

Audited Financial Statements
Submit the latest copy of your organization’s audited financial statements as supplemental material with your application. If your organization did not have an audit, then submit a copy of the latest IRS form 990, 990EZ, or 990-N e-Postcard. You may provide a link to your audit documents in the space provided or upload your audit documents as instructed. You are required to submit your organization’s audit documents using one of the provided formats.

Single Audit
Did your organization most recently have a Single Audit? The Single Audit, Subpart F of the OMB Uniform Guidance, is a rigorous, organization-wide audit or examination of an entity that expends $750,000 or more of federal assistance received for its operations.

Compliance
To be eligible for funding from Nevada Humanities, which receives much of its grant funds from the National Endowment for the Humanities (a federal agency), the applicant must certify that the organization is in full compliance with federal legislation in the following matters:
   a) it does not discriminate on the basis of race, color, national origin, sex, age or handicap;
   b) it complies with federal fair labor standards; and
   c) neither it nor its principals have been suspended, debarred, or declared ineligible from participation in a transaction with a federal department or agency.

All funded projects are required to adhere to the funded project guidelines and requirements, which include compliance with federal guidelines and acknowledgement credits to Nevada Humanities and the National Endowment for the Humanities.

II. Project Narrative
The Project Narrative is the core of your application. Please answer each question fully within the character count allotted for each question. Do not include web URL addresses as answers to the questions. Web pages are not accessible to the reviewers during the grant review process, and your application will be considered incomplete.

2. Project Summary. Describe your proposed project, including specific activities being proposed (including format, dates, and locations), your objectives, the project’s humanities content, and intended results.
3. **Meeting Nevada Humanities’ Programmatic Goals.** Describe how the proposed project relates to any of Nevada Humanities’ four programmatic goals (see grant guidelines).

4. **Community Need and Benefit.** Describe how the proposed project addresses a specific community need and explain how the project will benefit your community.

5. **Audience and Reach.** Describe your project’s targeted audience and the communications and marketing strategies you will use to reach this audience. Have members of this audience been involved in the planning and implementation of the proposed project? If so, how?

6. **Evaluation and Measurement.** Explain how you will evaluate your project and how you will measure your effectiveness in realizing your project’s objectives. If you intend to use an audience survey, what specific types of information are you seeking to learn and how will this help to evaluate the success of your project?

7. **Biographies of Key Personnel.** Provide brief biographies for the project director and for each humanities scholar involved in the project, detailing their roles in the project and their qualifications for performing these specific roles. Do not attach resumes or include web URL addresses as your answer to this question.

8. **Project Partners.** If applicable, describe the involvement of individual and/or community partners in the planning and implementation of the project.

### III. Project Budget

The Project Budget outlines your financial plan for your project.

Download and complete the FY2020 Nevada Humanities Grant Application Budget Form as indicated. Completely fill out the template and then upload the completed form.

List only the expenses that the grant will cover in the grant request column. Add notes and expense details outlining your costs in the appropriate column. Total cost share must be equal to, or greater than, the amount of the grant request, and the cash match must be equal to at least 15% of the grant request. Add the totals for rows across and columns below. Please feel free to add rows in the form as needed.

Also, please feel free to contact Bobbie Ann Howell at the Nevada Humanities office in Las Vegas at 702-800-4670 or bahowell@nevadahumanities.org for assistance.

**Sources of Project Income**

List any sources of cash and in-kind support for your project. For example, list sources for your organizations own funds, grants, registration fees, ticket sales, and other sources of income. Please note if these sources are confirmed or anticipated.

**Matching Funds**

Nevada Humanities grants are matching grants and require applicants to match awarded funds. Nevada Humanities grant funds may cover no more than 50% of the total cost of the project. At least 15% of the applicant’s cost share must be cash contributions. The remainder may be met with cash contributions and in-kind donations of time and services.

**Are any matching funds federal funds?**
All grantees are prohibited from using the cost share reported to Nevada Humanities to match other federal grants they may receive, and conversely, they cannot use Nevada Humanities grant funds to match other federal sources of funding.

**Allocation of Grant Funds**
Grant funds should support costs directly related to the humanities content of the project. Nevada Humanities prefers to pay the honoraria or consulting fees for humanities scholars and expenses directly related to their participation, but also recognizes the importance of marketing and evaluation, or other costs necessary for presenting a successful humanities project.

**Cost Share**
Cash cost share includes cash contributions made by third parties, as well as all contributions made by the applicant organization to carry out the project. For the applicant organization, these may include, among others, the salaries of people working on the project, the cost of space to carry out project activities, and the cost of supplies and services related to the project.

In-kind cost share includes all donated goods, services, equipment, or facilities. For example, if a consultant waives his or her normal fee, the savings may be reflected in the budget as in-kind cost share, provided that the in-kind contribution is adequately documented. In-kind contributions should be itemized in the budget, along with grant and cash match figures.

**IV. Optional Supplemental Materials**

*Optional Supplemental Materials*
Up to three letters of support from co-sponsoring organizations or project partners, or other pertinent information, such as work samples, may also be attached to the application – their submission is optional, but can be a very useful way to strengthen the quality of a proposal. Please do not attach lengthy resumes. Biographical information should be included in the narrative section of the proposal.