



## **Nevada Humanities FY2021 Project Grants to Support Public Humanities Projects FY2021 Project Grant Application Guidelines for Major Project Grants, Mini-Grants, and Planning Grants**

### **Program Summary**

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 articulate 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 that partner with the National Endowment for the Humanities.

Nevada Humanities awards matching project grants in three categories: Major Project Grants, Mini-Grants, and Planning Grants. These grants are awarded to 501(c)(3) nonprofit organizations, education institutions, and government entities to support the implementation of public humanities projects throughout Nevada.

Access the Nevada Humanities online grant application system [here](https://www.grantinterface.com/Home/Logon?urlkey=nevadahum).  
<https://www.grantinterface.com/Home/Logon?urlkey=nevadahum>

### **Application Deadlines & Periods of Performance**

#### ***FY2021 Nevada Humanities Major Project Grants***

Deadline: September 20, 2020

Online Application Portal Opens: August 18, 2020

Funding Level: Up to \$7,500

Period of Performance: November 1, 2020 – October 31, 2021

Applications for Major Project Grants of up to \$7,500 are due on September 20, 2020, and awarded once a year. Projects must take place between November 1, 2020 – October 31, 2021. Major Project Grants are normally awarded for projects that range from one to 12 months in length. The final report for Major Project Grants is due to Nevada Humanities on or before December 31, 2021.

#### ***FY2021 Nevada Humanities Mini-Grants***

Deadline: Rolling; application must be submitted at least ten weeks before project's first public event

Online Application Portal Opens: October 15, 2020

Funding Level: Up to \$2,000

Period of Performance: Flexible; subject to award date and completion of project

Applications for Mini-Grants of up to \$2,000 may be submitted at any time during the year, but no less than **ten (10)** weeks in advance of the project's first proposed program dates. No projects will be funded after publicity materials have been released. Mini-Grants are designed to respond to year-round, immediate programmatic needs of Nevada cultural organizations. The application process, forms, and guidelines for Mini-Grants are the same as for Major Project Grants and Planning Grants.

The Period of Performance for Mini-Grants begins with the date of the grant award and ends on the date of the completion of the last public event or public component of the project. Your project final report is due 90 days from the date of the last public event or public component of the project. For example, if your Mini-Grant is awarded on January 1, 2021, and your event takes place on March 1, 2021, your grant Period of Performance is January 1, 2021 - March 1, 2021. Your final report would be due on or before May 29, 2021.

### ***FY2021 Nevada Humanities Planning Grants***

Deadline: Rolling

Online Application Portal Opens: October 15, 2020

Funding Level: Up to \$1,000

Period of Performance: Flexible; subject to award date and completion of project

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 Major Project Grant proposal. The application forms and guidelines for Planning Grants are the same as for Mini-Grants and Nevada Humanities Major Project Grants.

The Period of Performance for Planning Grants begins with the date of the grant award and ends on the date of the completion of the last public event or public component of the project. Your project final report is due 90 days from the date of the last public event or public component of the project. For example, if your Planning Grant is awarded on January 1, 2021, and your event takes place on March 1, 2021, your grant Period of Performance is January 1, 2021 - March 1, 2021. Your final report would be due on or before May 29, 2021.

All Nevada Humanities grant awards are subject to the availability of funds.

### **Applicant Eligibility**

Nevada Humanities project grants are awarded only to organizations recognized by the Internal Revenue Service as a 501(c)(3) nonprofit organization and government entities such as local and tribal governments, museums, libraries, educational institutions, and other nonprofit or governmental humanities organizations.

All applicants must provide an active and valid federal Employer Identification Number (EIN) and a unique Dun & Bradstreet Data Universal Numbering System (DUNS) number when submitting their applications. If your organization does not already have a DUNS number and you are planning on applying for a DUNS number, it may take a few days to receive your number (demand has been high), so please anticipate this when submitting your application. Please allow plenty of time to process your request. Learn more about the DUNS number requirement [here](#). Organizations are also encouraged to have an active SAM registration. Register for SAM [here](#). There is no cost to register for either federal program.

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.
- Nevada Humanities project grant funds cannot support more than 50% of the total cost of the project.
- Applicants must comply with 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 Nevada Humanities grant funds. However, the United States 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.

### **Who Is Not Eligible for Funding?**

- Individuals.
- Organizations with projects solely focused on the creation, performance, or display of art without humanities content central to their project (organizations with solely arts or performance focused projects are encouraged to contact the Nevada Arts Council for information about arts project funding).
- For-profit organizations and businesses.
- Nonprofit charitable organizations designated as private foundations by the IRS.
- Political or advocacy organizations.
- Other groups that are not eligible for federal funding.

### **What Nevada Humanities Project Grants May Support**

Nevada Humanities project grants (Major Project Grants, Mini-Grants, Planning Grants) support 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 audiences and participants.

Humanities projects are dynamic and may take many forms, including media programs and documentaries, exhibitions, forums and discussions, public dialogue and conversation, workshops, research 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.

Humanities projects are often produced by humanities organizations. A humanities organization has a mission explicitly connected to the humanities along with a track record of specifically working in the humanities, as opposed to a group that occasionally tackles or delves into humanities-based themes or activities. Humanities organizations include, but are not limited to, historical societies and heritage groups, historic homes and sites,

archives, oral history programs, folklife organizations, cultural centers, museums, nonprofit libraries, literary organizations, nonprofit educational organizations, historic preservation groups, nonprofit media groups that report on culture, other cultural nonprofits with core missions or activities that center on developing and implementing public humanities programming. Nevada Humanities also strongly encourages partnerships that use the humanities to bridge different fields of inquiry such as history and the sciences or medicine and literature. Nevada Humanities will consider applications for funding from organizations in other fields or endeavors that also have the humanities as central to the project proposed for funding.

### **What Nevada Humanities Project Grants Will Not Support**

Nevada Humanities does not fund:

- Projects in which the humanities are not central.
- Performing arts projects without an educational or humanities component.
- 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).
- Promotion of a particular political, religious, or ideological point of view
- Advocacy of a particular program of social or political action.
- Support of specific public policies or legislation.
- Lobbying activities, direct political action, or activities directed at influencing elected officials.
- Organizations without a DUNS number.
- Purchase of land or facilities, construction, renovation, or capital improvements.
- Museum or library acquisitions.
- Support for cash reserves, endowments, and fundraising activities.
- 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 or Period of Performance.
- Overlapping project costs with any other pending or approved application(s) for federal funding.

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

### **Award Frequency**

All organizations are limited to two project grant awards from Nevada Humanities in one fiscal year (November 1 – October 31). These may consist of no more than one Nevada Humanities Major Project Grant and one Mini-Grant or Planning Grant. Nevada Humanities CARES Grants awarded in FY2020 are not to be included in the calculation of the number of grants received by an organization.

### **What Are the Humanities?**

At Nevada Humanities, our emphasis is on the public humanities and we understand the humanities to be how people process, document, express, comprehend, and live the human experience, and that through the wide breadth of human learning, civic, social, and cultural activities, everyone participates in and has access to the humanities. While we value traditional academic humanities disciplines (such as linguistics, literature, history, jurisprudence, philosophy, archaeology, comparative religion and belief, ethics, the history, criticism and theory of the arts, etc.), we see the humanities as encompassing a wide range of activities and creative expressions that contribute to our individual and collective sense of being human. These include social and cultural traditions and practices, civic and community engagement, expressions of identity, our understanding of history, our worldview and sense of place, the consideration of the meaning of life and the reasons for our thoughts and actions, the examination of the values and principles that inform our laws and government, contextual and educational approaches to the creative process and the arts, and much more. Projects supported by Nevada Humanities project grants may utilize academic and/or public humanities tools and perspectives.

### **Humanities Scholars**

The humanities must be central to any successful grant proposal and humanities scholars must actively participate in the planning and implementation of the project. 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.

### **How to Apply for a Project Grant**

To apply for a Nevada Humanities project grant, register through the Nevada Humanities online grant system [here](#), where you can also edit an ongoing application, view your awards, and submit your final report.

The online grant system will open to FY2021 Major Project Grant applications on August 18, 2020, and to Mini-Grant and Planning Grant applications on October 15, 2020. You must apply for a Nevada Humanities project grant using Nevada Humanities online grant system. No hand-delivered, faxed, or email applications will be accepted. Applications must be submitted online by the appropriate deadline.

Fully review these guidelines and the Nevada Humanities Project Grant Frequently Asked Questions (FAQ) *before* starting and submitting your application. You are responsible for providing all of the required documents and information. Each organization will create an organizational account, then you may input the narrative answers for each question, complete and upload your project budget in the form provided, submit the required financial documents and support materials, and certify federal compliance. Additional supplemental materials, such as letters of support, are optional.

### ***Documents and Information Required***

- EIN Tax ID number
- DUNS number
- SAM registration (optional but encouraged to provide)
- Date of 501(c)(3) nonprofit determination
- Federal IRS 501(c)(3) nonprofit determination letter

- Most recent audited financial statements - or, if your organization does not have an audit, your most recently filed Form 990 or 990-EZ or 990-N e-Postcard
- Narrative questions to be answered and project details and budget to be provided

All applicants must provide an active and valid federal Employer Identification Number (EIN) and a unique Dun & Bradstreet Data Universal Numbering System (DUNS) number when submitting their applications. If your organization does not already have a DUNS number and you are planning on applying for a DUNS number, it may take a few days to receive your number (demand has been high), so please anticipate this when submitting your application. Please allow plenty of time to process your request. Learn more about the DUNS number requirement [here](#). Organizations are also encouraged to have an active SAM registration. Register for SAM [here](#). There is no cost to register for either federal program.

### **Application Questions and Submission**

Major Project Grant, Mini-Grant, and Planning Grant utilize the same application structure and you may access the Nevada Humanities online grant application portal [here](#). Major Project Grant, Mini-Grant, and Planning Grant project proposal consists of seven parts:

- I. Instructions and Guidelines
- II. Application Information
- III. Applicant Organization
- IV. Project Narrative
- V. Project Budget
- VI. Supplemental Materials
- VII. Certification

The FY2021 Nevada Humanities Major Project Grant Application submission is an online process and the link to submit your application may be found on Nevada Humanities' website located at [nevadahumanities.org](http://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](mailto:bahowell@nevadahumanities.org).

#### **I. Instructions and Guidelines**

The Instructions and Guidelines section provides basic information about the application process and the project grant being applied for.

#### **II. 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.

#### **III. 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 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.

### *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 with prior approval from Nevada Humanities. The Fiscal Agent 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.

- The Fiscal Agent is the recipient of the grant award. The Fiscal Agent becomes the legal applicant of record, redistributes the grant funds to the 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](mailto: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.

If an organization intends to apply using a Fiscal Agent they must contact Nevada Humanities for approval prior to submitting a grant application. Applications submitted without this approval will not be considered for funding.

### *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.

### *Federal Employer Identification Number, Nonprofit Determination Letter, Year of Incorporation, and DUNS Numbers*

Enter your organization's nonprofit 501(c)(3) EIN and DUNS numbers in the spaces provided. Also, upload a PDF copy of your nonprofit determination letter and enter your organization's year of incorporation as a nonprofit.

### *Congressional and State Legislative Districts*

Enter the congressional and state legislative districts in which your primary business address is located in the spaces provided.

### *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."

### *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.

## **IV. 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.

1. **Applicant Organization.** Briefly summarize your organization's mission, history, and past programming experience, and your current public humanities programming.
2. **Project Summary.** Describe your proposed humanities project, including specific activities being proposed (including format, dates, and locations), your project's objectives, the project's humanities content, and intended results.
3. **Community Need and Benefit.** Describe how the proposed project addresses a specific community need and explain how the project will benefit your community.
4. **Accommodations for COVID-19.** Please tell us how the COVID-19 pandemic has affected your organization and how you are accommodating the needs of your organization, programs, and community during the pandemic. Please specifically address any issues or accommodations regarding your proposed humanities project and the ongoing pandemic.
5. **Audience.** Describe your project's targeted audience. Have members of this audience been involved in the planning and implementation of the proposed project? If so, how?
6. **Underserved Audiences.** Do you serve, or are you led by members of communities traditionally under-resourced in the humanities? Please provide additional detail about how your project supports these communities and how members of these communities participate in your programming and planning.
7. **Reach.** Please describe the communications and marketing strategies you will use to promote your project and reach your targeted audience.
8. **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?
9. **Biographies of Key Personnel.** Provide brief biographies for the project director and key personnel 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.
10. **Biographies of Humanities Scholars.** Provide brief biographies 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.
11. **Project Partners.** If applicable, describe the involvement of individual and/or community partners in the planning and implementation of the project.



## **V. Project Budget**

The Project Budget outlines your financial plan for your project.

Download and complete the FY2021 Nevada Humanities Project Grant Application Budget Form as indicated. Completely fill out the template and then upload the completed form in the space provided.

### *Type of Grant*

Select the type of grant you are applying for.

### *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 FY2021 Nevada Humanities Project Grant Application Budget Form.

### *Period of Performance*

Your grant Period of Performance depends on the type of grant you are applying for. The Period of Performance for FY2021 Major Project Grants is November 1, 2020 – October 31, 2021.

The Period of Performance for Mini-Grants and Planning Grants begins with the date of the grant award and ends on the date of the completion of the last public event or public component of the project. Your project final report is due 90 days from the date of the last public event or public component of the project. For example, if your Mini-Grant or Planning Grant is awarded on January 1, 2021, and your event takes place on March 1, 2021, your grant Period of Performance is January 1, 2021 - March 1, 2021. Your final report would be due on or before May 29, 2021.

You must expend the allocated grant within the appropriate window of time determined by the Period of Performance. Expenses that extend beyond the grant Period of Performance may be prorated for the duration of the grant Period of Performance (for example, insurance expenses may be included, but prorated only for the period of time covered by the grant Period of Performance).

### *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 production, facilities, marketing, and evaluation, or other costs necessary for presenting a successful humanities project.

### *Sources of Project Income*

List any sources of cash and in-kind support for your project. For example, list sources for your organization's 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 at a minimum of 1:1. 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 federal grant funds to match other federal sources of funding.

*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.

*Uploading the Budget Form into Your Application*

After you complete the Budget Form, convert it to a .pdf format and upload the form into your Nevada Humanities grant application using our online grant portal.

**VI. 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.

**VII. Certification**

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.

**Review and Award Criteria**

Nevada Humanities project grant applications will be processed by Nevada Humanities staff and evaluated by a committee of the Nevada Humanities Board of Trustees, which will make recommendations to the full Nevada Humanities Board of Trustees for approval. Applications will be evaluated in the context of the overall pool of requests, considering:

- Strength of the organization's public facing humanities programming

- Strength of the proposed humanities project, its objectives, humanities content, and intended results
- The level of community need and benefit identified in the application
- Strength of service to underserved audiences and demographics
- The competency of the proposed communications and marketing strategies and their likelihood of success
- The competency of the proposed evaluation strategies
- The strength of key personnel, humanities scholars, and project partners involved in the project
- Demand and availability of funding
- Ability to ensure compliance with federal regulations guiding the use of federal funds

FY2021 Major Project Grant awards will be announced in late October 2020. Mini-Grant and Planning Grant awards are announced on a rolling basis. We regret that feedback cannot be given on grant decisions.

### **Distribution of Funds**

Nevada Humanities will begin the payment process upon receipt by Nevada Humanities of completed and signed award documents, including the Nevada Humanities Grant Agreement and the Nevada Humanities Cash Request Form. Project Grant recipients may request 90% of the awarded funds at the beginning of the project and the remaining 10% of the awarded funds at the end of the project along with the submission of the project's final report. You may choose to have the funds deposited directly into your organizational bank account or to receive a check mailed via USPS. You will be able to select your preferred method of delivery when you complete your Nevada Humanities Grant Agreement. Please note that the awarding and distribution of Nevada Humanities project grants is subject to availability of funds.

### **Reporting**

Organizations will be required to sign a Grant Agreement upon notification of funding. Funds will not be disbursed until a signed Grant Agreement is returned to Nevada Humanities. For recipients of Major Project Grants, a final report confirming and describing the use of funds will be due on or before December 31, 2020. Final reports for Mini-Grants and Planning Grants will be due 90 days after the date of the project's last public event.

Final reports for Major Project Grants, Mini-Grants, and Planning Grants will include:

- Basic budget and narrative report describing the use, impact, and outcomes of Nevada Humanities project grant funds.
- Data including audience served, number and kinds of humanities programs implemented by the organization during the Period of Performance, number of people benefitting from Nevada Humanities project grant funds.
- Match and cost share leveraged by the funds awarded. Note that Nevada Humanities project grants are matching grants and grantees are required to document their match and cost share for the project.
- Certification of compliance with federal regulations governing the expenditure and use of federal funds.
- Letters from your organization to Nevada's state legislators and U.S. representatives and senators thanking them for supporting Nevada Humanities, your organization, and your project. Please note that these letters are meant to convey gratitude and are not meant to be an opportunity for lobbying for a particular political point of view or legislation.

### **Desk Audits**

Successful Nevada Humanities grantees are routinely chosen for Desk Audits by Nevada Humanities. Organizations selected for Desk Audits will be notified of their selection when the grant is awarded. These organizations will be required to provide evidence and source documentation for grant and cost share expenditures. This will include documentation for cash expenditures and cash and in-kind cost share for the project. Examples include, but are not limited to, copies of invoices, checks, emails, and noted calculations for values (such as in-kind amounts for donated time and services). Selected organizations will be asked to provide this information as part of the final report for their grant.

### **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 well 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. Note that feedback may not be provided if a consultation is requested close to the application deadline.
- 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 accurate, 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.

### **Questions and Assistance**

To request assistance with your application, contact Nevada Humanities' grant coordinator Bobbie Ann Howell at [bahowell@nevadahumanities.org](mailto:bahowell@nevadahumanities.org) or Aliza Pantoja at [apantoja@nevadahumanities.org](mailto:apantoja@nevadahumanities.org). Our staff are working remotely, but are able to respond to requests for assistance.