



1242 N. Central Ave. | Phoenix, AZ 85004
602/257-0335 | www.azhumanities.org

AHC Use Only	
Proposal # OA	- 2010
Grant Period:	

OPPORTUNITY GRANT APPLICATION
Mail Proposal to: Arizona Humanities Council
The Ellis-Shackelford House
1242 N. Central Ave., Phoenix, AZ 85004

1. APPLICANT INFORMATION

Organization's Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax :** _____ **Web site:** _____

Organizational status (example: 501(c)(3) nonprofit, tribal, state or local governmental agency):

U.S. Congressional District: _____ **AZ Legislative District:** _____ **County:** _____

List only one congressional and one state district, those of the organization's headquarters or primary program location.

PROJECT DIRECTOR

(The project manager, with whom all AHC contact will take place, including final reports)

Name/Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax :** _____ **E-mail:** _____

AUTHORIZING OFFICIAL

(Individual with the authority to sign on behalf of the applicant organization)

Name/Title: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax :** _____ **E-mail:** _____

2. PROJECT TITLE: _____

3. DATES THAT PROJECT WILL BE ACTIVE (mm/yy): _____ **to** _____

4. PROJECT DESCRIPTION

Please respond on separate page up to 500 words, typed and double-spaced

Describe the project including the humanities content and format (please limit response to 500 words). If you are applying for a planning grant, provide a basic description of the project you are planning, and how a humanities scholar acting as a consultant would assist you in developing an AHC Project Grant or Cultural Heritage Tourism proposal.

5. AUDIENCE

Please respond on separate page up to 500 words, typed and double-spaced

Describe your intended audience for your program(s), and your marketing plans. List the date, time, location, and contact phone number for all planned public programs.

6. EVALUATION

How will you know if the project achieved its goals? What measurable outcomes and strategies will you use to measure the project's success?

6. HUMANITIES SCHOLAR(S)

Name/Title: _____

Organization/Institution: _____

City/State/Zip: _____

Academic Degrees, Disciplines: _____

Fields of Study: _____

Phone: _____ Fax : _____ E-mail: _____

(If more than one humanities scholar, please use additional page)

Please respond on separate page up to 500 words, typed and double-spaced

Describe how the humanities scholar(s) is involved in the planning and implementation of your project.

7. BUDGET FORM

Please use this form to complete your budget. Please round your budget figures off to the nearest dollar.

	AHC Request	In-kind/Cash Contribution	Total
I. Personnel: Salaries/Honoraria			
Project Director/Staff/Volunteer	_____	_____	_____
Humanities Scholar(s)	_____	_____	_____
Other (specify below)	_____	_____	_____
_____	_____	_____	_____
II. Travel and Per Diem			
Project Director/Staff/Volunteer	_____	_____	_____
Humanities Scholar(s)	_____	_____	_____
Other (specify below)	_____	_____	_____
_____	_____	_____	_____
III. Administration			
Supplies	_____	_____	_____
Facilities	_____	_____	_____
Equipment	_____	_____	_____
Advertising/Promotion	_____	_____	_____
Other (specify below)	_____	_____	_____
_____	_____	_____	_____
TOTALS			
_____	_____	_____	_____

Budget Instructions

Use the *Budget Form* to present the expenditures of the proposed project (do not submit this instructions page with your proposal). Your AHC public program grant request should not constitute more than 50% of your project budget – all requests must be matched at least dollar-for-dollar with earned, contributed, or in-kind support from the sponsoring organization. AHC funds may only be applied to costs directly associated with the humanities component of the project. AHC cannot fund overhead or indirect costs, but the applicant may include them as part of its match. Grant funds may be requested for any legitimate public program expense, with the exception of food and beverage or entertainment. AHC does not support direct fund-raising or profit-making activities.

Note: *AHC does not favor budgets heavy with administrative costs. The largest share of grant funds should go for expenses directly connected with the project, such as honoraria, promotional materials, and supplies.*

Match Funding: AHC's award must be "matched" by contributions from your organization, including donations from other organizations and individuals to your project. All total, these contributions must add up to at least the amount you are asking AHC for, though usually this match total is much greater than the amount requested from AHC. In other words, at least 50% of the total project cost must come from your organization's contributions to the project, and may include goods and services as well as cash gifts. The matching total may consist entirely of goods and services. AHC has no formula for placing a value on goods and services. Use reasonable judgment, and set values in relation to rates paid for similar work, current market prices, or fair rental charges.

You should detail the total amount you are requesting from AHC in the "AHC Request" column on the budget form. List the amounts for your match and any cash gifts in the "Match" column.

Eligible expenditures and expense limitations (categories correspond to the AHC Budget Form):

These budget categories represent eligible expenditures and guidelines for AHC funds. If any of these items are provided by or donated to your organizations for the project, they may be counted as match rather than an AHC-funded expenditure, and some guidelines for those calculations are provided as well.

Personnel

This category covers expenditures for or reimbursement of such persons as the project director, secretary, scholars, consultants, and presenters. Most proposals accumulate their match through the contributed time of project staff and volunteers, although AHC funds may be used to pay for staff on the applicant's payroll working on the project, as well as staff hired for the project. Contributed staff time may be counted from the initiation of planning, provided it is documented. AHC has no set formula for determining administrative salaries, or volunteer estimates, but a range of \$15-30/hr is suggested.

For scholars and consultants, it should be remembered that many participants are receiving an honorarium for their services, not a fee, and that the honorarium may or may not correspond to that person's usual charge for such services. A reasonable stipend for a major presentation requiring

research might be \$125-\$200, while a stipend for a discussion leader or panelist might be \$75- \$100. Researchers are usually paid in the \$20-\$50/hr range, depending on qualifications.

AHC funds may be used to pay for “big name” speakers if their participation will improve the project markedly, but requests for such support are scrutinized carefully. Applicants are urged to provide other sources of funds to help meet high speaker fees.

Travel and Per Diem

AHC encourages proposals that are economical in travel-related costs. Auto travel is reimbursable at the rate of 55¢ per mile. Airline tickets should be purchased in advance to benefit from lower fares. Calculate actual expenses for food and lodging for out-of-town participants. Your travel budget should include costs to attend a grant administration workshop in Phoenix after the grant award.

Administration

Office space: Office space may be used for program planning and may be calculated as match funding.

Telephone: If participants from outside your community are working on the program, plan for long-distance calls. This item is often budgeted as match.

Supplies: This includes consumable materials, such as information kits, nametags, and stationery.

Rentals and Purchases

Facilities: Meeting places are frequently donated to nonprofit groups. The normal charge for the facility should be documented as match funding. Where a lower fee is charged to nonprofits, the difference may be applied as match funding.

Equipment: Rental for equipment such as projectors, tape recorders, and video cameras may be included in the grant request or counted as match. AHC will consider requests for purchasing equipment critical to the project when it cannot be economically rented, and the amount requested should be less than 25% of the total budget. AHC prefers to fund rental expenses for equipment, however, and does not grant funds for the purchase of permanent equipment not critical to the project.

Promotion

Printing: Some print shops may offer a special rate to nonprofits; the difference between that rate and the going rate may be claimed as match.

Advertising: Have radio and television place a value on free promotion and use it for match. AHC funds may also be used to pay for advertising.

Postage: Calculate the number and size of mailings necessary for publicity. Remember to use the nonprofit bulk-mailing rate when possible.

Other

Usually the cost of evaluation is only for paper used and time taken. Participants may be compensated for a post-project evaluation session, but often they will donate it as match.

Grant funds may not be used to defray indirect costs in the budget.

8. CERTIFICATIONS/SIGNATURES

I certify that all the information given in this application is true. I understand that AHC grant awards are federal funds, and if awarded, the project will be subject to the certifications and requirements below:

Certification Regarding Nondiscrimination Statutes:

- 1) 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;
- 2) 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;
- 3) 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
- 4) 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, Suspension, Ineligibility and Voluntary Exclusion (45 CFR 1169):

- 1) The applicant, by submission of this proposal, certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- 2) Where the applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

NEH Code of Ethics for Projects Related to Native Americans: Grantees have the responsibility of ensuring that researchers and scholars working on projects related to American Indians, Aleut, Eskimo or Native Hawaiian peoples adhere to the NEH Code of Ethics, which conforms to the principles of 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. For a copy of the code, please contact AHC.

ADA Compliance: NEH and the state humanities councils are working to ensure that their spaces, programs, and other activities are accessible to all members of the public. In compliance with the terms of the Americans with Disabilities Act of 1990, recipients of AHC grants need to ensure that disabled persons are not subjected to discrimination in the form of architectural, transportation and communication barriers. AHC also suggests that grant recipients include language in their publicity and on registration forms asking if any accommodation is needed because of disability, and that large-print versions of handouts and/or tapes of programs be made available when feasible.

Please sign and print names in ink. Substitute signatures will not be accepted.

Project Director's signature

Date

Authorizing Official's signature

Date