



ARKANSAS HUMANITIES COUNCIL

GRANT GUIDELINES

WELCOME!

The Arkansas Humanities Council is a 501(c)3 nonprofit organization and affiliate of the National Endowment for the Humanities. Founded in 1979, the Arkansas Humanities Council supports the humanities in Arkansas through public programs, community forums, partnerships, and through grant making to nonprofit organizations for humanities-based projects statewide.

Mission Statement

We empower Arkansans to connect with the humanities by encouraging the discovery and understanding of our diverse and mutual experiences.

Vision Statement

The Arkansas Humanities Council envisions a future where all Arkansans value and engage in the humanities.

What are the humanities?

“The term ‘humanities’ includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

National Foundation of the Arts and Humanities Act, 1965, as amended

Definition of a Humanities Scholar

To apply and receive grant funds from the Arkansas Humanities Council an applicant organization must have at least one humanities scholar who is involved in the planning, implementation, and evaluation of the project.

Humanities scholars are individuals who have expertise in a particular field of study that pertain to the humanities. Most often, humanities scholars have master’s or doctoral degrees and are employed by colleges and universities, museums, historical societies, education cooperatives, elementary and secondary schools, libraries, and other similar organizations and institutions.

Some humanities scholars of non-traditional means have expertise in local community history, historical events in which they have first-hand knowledge, and are recognized by other scholars as authorities in a particular humanities field of study.

What We Fund

The Arkansas Humanities Council supports innovative, humanities-based projects that connect Arkansans to the past, to one another, to community, and to all areas of the humanities we share across our state.

Eligible projects include, but are not limited to:

- Public programs (in-person or virtual)
- Lecture series and discussions (in-person or virtual)
- Exhibits (in-person or virtual)
- Publications (must be peer-reviewed and must be published by traditional means through a contract, providing editing, publishing, and distributing of the author's book)
- Podcasts
- Film documentaries
- Historical signage or markers
- Historical research

Ineligible projects include:

- Social, religious, or political action programs that advocate a specific point of view
- Projects primarily intended to promote an organization or its programs
- Fundraising for a particular organization or cause
- Construction, preservation, or renovation of buildings, bridges, or roads
- International travel or to attend professional meetings
- Creative or performing arts, unless interpretation by humanities scholars is central
- Entertainment, including receptions at public or private events
- Murals
- Scholarly conference that does not have a strong public outreach component
- College and university courses, courses to fulfill an undergraduate, master's, or doctorate program
- STEM projects
- Gifts, t-shirts, cash prizes, or awards to anyone
- Meals for applicant's staff, guests, presenters, schools, or general public
- Ingredients for meals or food demonstrations
- Rent for event spaces owned or operated by the applicant organization
- Salaries, honoraria, and /or fringe benefits for staff of federal or state agencies
- Grants awarded to individuals
- Grant writer fees and salaries
- Fiscal agent grant administration fee or salary
- Restoration or conservation work
- Fellowships or scholarships
- Foreign, non-economy, or extensive domestic airline travel
- For profit activities or events

Requirements Prior to Applying

The Arkansas Humanities Council encourages all applicant organizations to read Grant Guidelines, review grant opportunities and deadlines, and establish an account through our online grant application and reporting system. Organizations are required to have a current Unique Entity Id (UEI) issued by <https://sam.gov> and Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS) that identifies the organization as a 501(c)3 prior to applying.

Once current UEI and EIN are verified, the organization must select a project director. The project director will be the primary contact between the organization and Arkansas Humanities Council staff for whom all communications will be directed. Applicant organizations are encouraged to contact AHC staff with questions and/or to request review of proposal prior to formal submission.

Application must be submitted by 11:59 p.m. on the deadline date. No applications will be considered following the deadline. Upon submission, the application will be processed for review by the AHC board or committee responsible for that specific grant initiative. The applicant organization will be notified immediately once a decision is made with instructions on submitting the grant agreement, initial payment request, and other pertinent information.

The subrecipient (grantee) of a major grant has up to one year to complete the project, submit all quarterly and final reports to include receipts, and expend all funds. The subrecipient has up to 60 days following the end date of the grant period to submit all required materials. At that time, the grant will be closed upon AHC staff review and approval.

The subrecipient (grantee) of all other grants has up to one year to complete the project, submit all quarterly and final reports to include receipts, and expend all funds. The subrecipient has up to 30 days following the end date of the grant period to submit all required materials. At that time, the grant will be closed upon AHC staff review and approval. An applicant organization may not have more than one open grant at any given time.

How to Apply for a Grant

The Arkansas Humanities Council encourages all potential and current applicants to contact staff with questions regarding their project, the online grant process, and/or to request review the application prior to formal submission.

Next steps:

- Read Grant Guidelines
- Review grant opportunities and deadlines
- Begin online LOI process or application process
- Apply by 11:59 p.m. by the deadline date
- Await notification regarding LOI or award

How to Apply for a Grant

The Arkansas Humanities Council encourages all potential and current applicants to contact staff with questions regarding their project, the online grant process, and/or to request review the application prior to formal submission.

Letter of Intent (LOI)

The Arkansas Humanities Council requires a Letter of Intent (LOI) to be submitted prior to applying for a certain, but not all grants. An LOI is a preliminary form used to verify an organization's tax status and project description are in line with AHC and NEH guidelines. To access a grant's LOI, applicants will need to login to AHC's online grants management system, click "Apply" on the grant of interest, and applicants will be directed to the LOI. Grants that require an LOI are listed below.

Grants Requiring an LOI

- Major Grant
- Mini-Grant
- Black History and Culture Grant
- Access to the Humanities Grant
- Museum Collections and Resource Grant

Grants Without an LOI Requirement

- REACH Grant
- Arkansas State Parks Field Trip Grant
- Helen T. Leigh Museum Field Trip Grant

What to Expect, LOIs

If Approved:

If the LOI is approved, the project director will receive notification via the online grants management system stating approval. The project director will then be able to move forward and fill out the grant application.

If Denied:

If the grant application is denied, the project director will receive notification via the online grants management system. Information as to the reason will be provided.

What to Expect, Grant Applications

If Approved:

If the grant application is approved, the project director will receive notification via the online grants management system stating approval along with information on the preparation and submission of the grant agreement, designation of fiscal agent, and initial payment request.

The fiscal agent assumes responsibility for authorizing expenses and making disbursements of funds according to the provisions of the approved budget for the project. The fiscal agent is expected to adhere to the fiscal policies of the Arkansas Humanities Council, and must sign all financial reports to the Arkansas Humanities Council. The project director may not serve as the fiscal agent.

You'll also receive further instructions regarding quarterly and final reports, proper citing instructions for publications and public announcements of the award, and all that is required to complete and close-out the grant upon completion of the project.

Subrecipients will be provided instructions on receiving payment via Bill.com. You'll have the option of receiving payments through direct deposit to the applicant organizations bank account or by check upon special request.

If Denied:

If the grant application is denied, the project director will receive notification via the online grants management system. Information as to the reason will be provided.

Grant Opportunities

Major Grant and Minigrant

Public Program: Public programs involve interaction between humanities scholars and Arkansas audiences. Formats for public programs include, but not limited to, lectures, discussion, workshops, conferences, guided tours, film series, webinars, and other imaginative means of bringing the humanities to specific Arkansas audiences.

Research: Research projects on topics such as Arkansas prehistory, history, and culture are available to nonprofit organizations. The outcomes of that research must be of interest and value to audiences outside the academic community as well as within.

Funds are available for individual or collaborative research projects. Individual research projects involve a humanities scholar and a nonprofit organization. Collaborative research projects involved the nonprofit organization, humanities scholar(s), and a third-party such as a college or university.

Publications:

Publications on topics such as prehistory, history, culture, and/or other scholarly works are available. A transcript of the proposed publication must be submitted along with the application. All transcripts must be peer-reviewed and published by traditional means through a contract, providing editing, publishing, and distribution. Examples of traditional publishers are university presses such as the University of Arkansas Press, Random House, Simon & Schuster, etc.

Documentary Film Preproduction and Production:

Documentary film preproduction and production projects must be specific to Arkansas subjects such as, but not limited to, historical figures or events, culture, archeology, history of an Arkansas community or organization, activities, music, or similar topic.

Film preproduction applications must provide a schedule, name of filmographer with information regarding their expertise and filmography, a research concept, and those to be interviewed (if applicable).

Film production applications must include a schedule, name of filmographer with information regarding their expertise and filmography, copy of script, editing suite, distribution plan, and signed consent forms from interviewees (if applicable).

Other Media:

Other media projects include, but not limited to, exhibits (in-person or virtual), humanities-based website content, historical signage or markers, podcasts, webinars, or virtual tours.

Major Grant

- **LOI Opens:**
Cycle 1 - June 15/Cycle 2 - September 15
- **Application Deadline:**
Cycle 1 - September 15/Cycle 2 - March 15
- **Cost-share: 50/50 Cost-share required**
- Public Program — Maximum Award: \$15,000
- Research
Collaborative Research — Maximum Award: \$15,000
Individual Research — Maximum Award: \$3,5000
- Publication — Maximum Award: \$5,000
- Documentary Film Preproduction — Maximum Award: \$5,500
- Documentary Film Production — Maximum Award: \$15,000

Mini-Grant

- **LOI Open:**
Cycle 1 - October 15/Cycle 2 - March 15
- **Application Deadlines:**
Cycle 1 - January 15/Cycle 2 - June 15
- **Maximum Award (all categories): \$5,000**
- Cost-share: Not required
- Public Program
- Research: Individual or Collaborative
- Publication
- Documentary Film Preproduction
- Other Media
- **Operations:**
For organizations with an annual budget of \$250,000 or less, are located in Arkansas, and have at least one full-time employee.

REACH Grant

- **Application Deadlines:**
Cycle 1 - March 15/Cycle 2 - September 15
- **Maximum Award: \$3,000**
- Cost-share: Not required
- Humanities-based pre-kindergarten through twelfth grade classroom projects
- Professional development for teachers and school librarians and nonprofit literary organizations
- Professional development such as conferences, workshops, seminars, or webinars (in-person or virtual) in-state or out of state
- Funds for professional development may be used for registration, travel costs, books or other teaching aides
- Educators receiving funds for professional development must agree to disseminate content learned to colleagues at their school, district, and/or education cooperative

Arkansas State Park Field Trip Grant

- **Application Deadlines: First of each month except December**
- **Maximum Award: \$1,000**
- Funds provided by Arkansas State Parks
- Cost-share: Not required
- Teachers may apply to take students to one of Arkansas' 52 state parks
- Students must be in grades kindergarten through twelfth grade
- Teachers must contact the park interpreter prior to applying to schedule programming
- Funds may not be used to travel and lead programs independently of an Arkansas State Park interpreter

Helen T. Leigh Museum Field Trip Grant

- **Application Deadlines: First of each month except December**
- **Maximum Award: \$500**
- Cost-share: Not required
- Funds provided by Mrs. Helen T. Leigh
- Funds for this initiative are to be used by schools to participate in a guided tour and programming at MacArthur Museum of Arkansas Military History
- Teachers must schedule a tour and programming with MacArthur Museum of Arkansas Military History prior to applying
- Students in grades third through twelfth are eligible

Black History and Culture Grant

- **LOI Opens:**
Cycle 1 - February 15/Cycle 2 - August 15
- **Application Deadlines:**
Cycle 1 - May 15/Cycle 2 - November 15
- **Maximum Award: \$5,000**
- Cost-share: Not required
- Purpose: To provide funding for nonprofit organizations who wish to research, document, preserve, and interpret Arkansas' African American history and culture.
- Types of Eligible Projects: oral histories, cataloging, documenting, archiving, and digitizing Arkansas' African American historical collections, research and documentation of funeral home records and obituaries, research and programming on topics such as, but not limited to, Civil Rights, The Great Migration, and African American history, community history, humanities-based workshops, and/or similar project.

Access to the Humanities Grant

- **LOI Opens: Ongoing**
- **Application Deadlines: Ongoing**
- **Maximum Award: \$1,500**
- Cost-share: Not required
- Purpose: The purpose of this grant is to assist nonprofit organizations in ensuring their humanities projects, events, and programs are accessible to Arkansans with disabilities and/or language interpretation or transcription. The program, event, or project must be related to the humanities in order to be eligible. The goal is to provide a stop-gap solution for organizations to ensure access when other funds are not available to do so.
- Types of Eligible Projects: captioning services, language transcription, American Sign Language or other language interpreters for in-person or virtual events, acquiring services to make documents, websites, presentations, and exhibits accessible, and for the captioning of videos.

Museum Collections and Resource Grant

- **LOI Opens:**
 - **Cycle 1 - January 15/Cycle 2 - July 15**
- **Application Deadlines:**
 - **Cycle 1 - April 15/Cycle 2 - October 15**
- **Maximum Award: \$5,000**
- Cost-share: Not required
- No monetary limit on equipment or supplies
- Eligibility:
 - Museums, archives, and public libraries with an annual budget of up to \$500,000.
 - Must be open to the general public for in-person and/or virtual programs and activities.
 - Applicants seeking funds for conservation are required to seek the expertise of a conservator whose specialty is in the care of objects, paintings, paper, books, etc., and is appropriate for work to be performed.
- Ineligible Expenses:
 - Not for the purchase of collections or artifacts.
 - Not for programming, special events, or similar activities.
 - Digitization is only for the preservation and access of documents, photographs, maps, etc., not for larger digitization projects. Please apply for a Major Grant for digitization projects.
- Purpose:
 - Professional development, including in-state or out-of-state workshops or conferences
 - Collections management (ex. software, personnel/materials for collection survey)
 - Conservation and preservation (ex. hiring a certified or licensed conservator)
 - Conservation materials (acid-free boxes and tissue, folders, board, film, custom artifact housing and enclosures, framing, matting and mounting, sleeves and protectors)
 - Equipment (scanner, digital camera, dehumidifier, monitoring equipment, computer, external hard drive)
 - Museum racks and cabinets
 - Preservation and care of special collections of books and manuscripts, cartographic records, decorative and fine arts objects, textiles, historical objects, prints and photographs, and digital materials. Conservation and preservation supplies and tools for books, pamphlets, documents, manuscripts, prints and photographs, art mediums (pastels, oil, acrylic, watercolors, pen and ink, etc.) textiles, artifacts, objects, and media
 - Digitization and documents, photographs, maps, etc. to make available to the general public, scholars, genealogists, and others
 - Risk assessment and emergency planning

General Grant Application Information

General Information

- AHC grant funds may account for no more than half the total cost of the applicant's project.
- An organization who receives an award must complete all quarterly and final reports in a timely manner, complete the project, and expend all funds according to the approved budget. The subrecipient (grantee) has up to one-year to complete the project from the date of the award. If funds are not expended within that period, all funds received prior to and those remaining will be returned to the Arkansas Humanities Council.
- An organization may only have one grant open at any given time.
- Grantees will be required to submit reports and requests for payment quarterly with a final report due upon completion of the project. Quarterly grant payments will be administered accordingly:
- Major Grant, Mini-Grant, REACH Grant, and Black History and Culture Grant: 50% (first quarter), 25%(second quarter), and 25% (with final report).
- Arkansas State Park Field Trip Grant, Helen T. Leigh Museum Field Trip Grant, Access to the Humanities Grant, and Museum Collections and Resource Grant: 100% upon receipt of signed grant agreement and request for payment. A final report is due upon completion of the field trip.

Budget

- The applicant organization must submit a Budget Summary and Budget Narrative to accompany the application. When preparing the Budget Narrative, please include all cost-share including in-kind contributions, funding from other sources, cash from applicant, and Arkansas Humanities Council grant request. The Budget Narrative must be reflective of the Budget Summary with all cost-share and grant requested amounts identical on both forms and accurate. Check all totals before submitting.
- The Budget Narrative should include an itemized list of all expenses relating to cost-share and AHC requested funds organized by categories included in the Budget Summary. Please provide a column specifically for cost-share and AHC grant requested amounts so as to avoid any confusion.

Cost-Share

- All cost-share and expenses for a project should occur during the proposed grant period. Applicants may use any combination of cash cost-share and in-kind cost share to meet grant application requirements.
- All cost-share including registration fees, donations, grants, and funds must be secured at the time of grant application submission.
- Unsecured registration fees, grants, and donations may not be used for cost-share.
- In-kind cost-share is the cash value of services, goods, and space donated to the project by third parties.
- Cost-share may include cash from applicant, in-kind, and cash from other sources. Those other sources may be private, corporate, or government awards and/or donations (local, state, and/or federal). Grants received from other entities for the same project may be used as cost-share, but may not be used for identical expenses of the project.

Personnel Costs

- Salary and wage expenditures on the budget page may include the services of the project director, staff of the applicant organization, and other salaried or hourly wage participants. However, salary and wage expenditures should not include services provided as a part of regularly assigned duties. The basis for salaries, wages and fringe benefits must be explained in the Budget Narrative.
- Organizations requesting funds for speaker fees and/or honoraria will be allowed the maximum amount of \$1,000 per speaker. The total cost for multiple speakers will not exceed \$5,000 per proposal.
- Council grant funds may not be used for stipends for educators participating in seminars or institutes unless applying for a REACH Grant to cover costs associated with professional development.

Travel

- Travel costs are an allowable expense for all grant initiatives.
- If requesting funds for mileage reimbursement, please itemize to include the person(s) name to receive reimbursement, the from and to location, number of round-trip miles, cost per mile (AHC will pay up to the current government rate per mile), and total amount.
- If requesting funds for airfare, please include the from and to locations, purpose of trip, name of traveler, and cost of airfare for each person to receive reimbursement.
- Funds for hotel accommodations are acceptable, but applicants are encouraged to seek reasonable rates. When requesting hotel accommodations, please provide the name(s) of the individual, number of nights, rate per night, and total amount.

Supplies and Materials

- If requesting supplies and materials, please itemize all requests to include the item, a unit cost, quantity, and total amount for each. Please shop and compare prices and only request reasonable costs for items solely to be used for the project.
- If requesting books, please include the authors name, book title, quantity, and total amount for each book.
- If requesting funds to purchase films and licensing agreements for public view, said films are required to have humanities content in areas such as history, archeology, anthropology, biographies, culture and/or documentaries.
- Shipping and handling charges may be included.
- When requesting supplies and materials, the reason for the request must be reasonable and apparent in the project description and Budget Summary and Budget Narrative.

Equipment Rental or Purchase

- Up to \$1,000 in grant funds may be applied to the purchase of equipment with useful lives longer than the proposed grant period, such as a camera, tape recorder, computer, printer, and/or similar device. Justification for the purchase or rental of equipment must accompany the grant application and be included in the Budget Narrative.
- The applicant must show that the purchase price is less than rental price of the items for length of the proposed grant period.
- The applicant should explain the plan for use of purchased equipment after the project is completed.

Indirect Costs

- Applicants who have negotiated indirect-cost rates with an agency or department of the federal government may apply indirect costs to cash cost-sharing at the negotiated rate. The rate and the manner of computation should be included in the Budget Summary and Budget Narrative.
- Applicants who have not negotiated indirect-cost rates with an agency or department of the federal government may apply indirect costs of up to ten percent of the total direct costs of the project to cash cost-sharing. The applicant must be able to document the indirect expenses.

Admission and Registration Fees

- The council discourages, but does not prohibit, charging admission or registration fees.
- If there is a registration fee or costs to be incurred by attendees for food, supplies and materials, or other expense, the applicant organization must provide justification for the fee and/or cost.
- If there is a registration fee, there must be free admission to the general public for some or all portions of the event or activity.

Operating Costs

- Organizations whose mission falls outside of the humanities and the humanistic social sciences are not eligible to receive funding for operating costs. This includes organizations whose mission and/or work focuses on:
 - The creation or performance of art
 - Creative writing, autobiographies, memoirs, and creative nonfiction
 - Quantitative social science research or policy studies
 - Providing programming in the fields of creative place-making, dance, design, folk and traditional arts, literary arts, multi-disciplinary arts, music, media arts, theater, and visual arts

Inquiries

For questions or further information, please contact the Arkansas Humanities Council at info@arkansashumanitiescouncil.org or by phone at 501.353.0349.