



# Humanities AR

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MAKING CONNECTIONS

## Grant Guidelines

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## HumanitiesAR, Who We ARE!

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

## Our Mission

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

## Our Vision

HumanitiesAR envisions a future where all Arkansans value and engage in the humanities.

## Our Promise

HumanitiesAR promises to foster and further the humanities through educational initiatives, partnerships, programming, and grantmaking.

## 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 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.

## Available Grant Opportunities

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

## What We Fund, What We Don't

HumanitiesAR supports innovative, humanities-based projects that connect Arkansans to the past, to one another, to the 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 distribution of the author's book)
- Podcasts
- Film documentaries
- Historical signage or markers
- Historical research

### **Ineligible projects/expenses 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, thesis project, or dissertation project
- STEM projects
- Gifts, t-shirts, cash prizes, or awards to anyone
- Meals for the applicant's staff, guests, presenters, schools, or the 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 and grant administration fee or salary
- Restoration or conservation work
- Fellowships or scholarships
- Foreign, non-economy, or extensive domestic airline travel
- First-class airfare
- Baggage fees
- Hotel suites
- For-profit activities or events

## Requirements Before Applying

Applicant organizations are required to have an IRS Determination Letter, a current Unique Entity ID (UEI) issued by <https://SAM.gov>, and an Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS) that identifies the organization as a 501(c)3 before applying.

Applicant organizations with an IRS determination letter dated before 2020 must provide an updated IRS determination letter or proof of a current IRS 990 or IRS 990-T. For more information, see [About Form 990, Return of Organization Exempt from Income Tax](#), and [About Form 990, Exempt Organization Business Income Tax Return \(and proxy tax under section 6033\(e\)\)](#).

Once a 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 HumanitiesAR staff for whom all communications will be directed. Applicant organizations are encouraged to contact HumanitiesAR staff with questions and/or to request a review of proposals before formal submission.

## How to Apply for a Grant

HumanitiesAR encourages all potential and current applicants to contact staff with questions regarding their project and the online grant process. We also encourage all applicant organizations to read these HumanitiesAR Grant Guidelines, review grant opportunities and deadlines, and establish an account through our online grant application and reporting system. Applicants can request a review of the application before formal submission.

Applications must be submitted by 11:59 p.m. on the deadline date. No applications will be considered after the deadline. Upon submission, the application will be processed for review by the HumanitiesAR 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.

Overview:

- Read the HumanitiesAR Grant Guidelines
- Review grant opportunities and deadlines
- Contact HumanitiesAR staff with any questions
- Begin the application process
- Apply by 11:59 p.m. on the deadline date
- Await notification regarding award

## 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 disbursing funds according to the project's approved budget provisions. The fiscal agent is expected to adhere to the fiscal policies of HumanitiesAR and must sign all financial reports. The project director may not serve as the fiscal agent. You'll also receive further instructions regarding reporting, 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 organization's bank account.

The subrecipient (grantee) of the Major Grant initiative has up to one year to complete the project, submit all reports with accompanying 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 HumanitiesAR staff review and approval.

The subrecipient (grantee) of all other grant initiatives has up to one year to complete the project, submit all reports with accompanying 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 HumanitiesAR staff review and approval. An applicant organization may not have more than one open grant at any given time.

### **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.

## General Grant Application Information

### General Information

- HumanitiesAR grant funds may account for no more than half the total cost of the applicant's project where cost-share is required.
- An organization that receives an award must complete all reporting, the project, and expend all funds according to the approved budget on time. The subrecipient (grantee) has up to one year to complete the project from the date of the award. If funds are not expended within the grant period, all previously received funds and any remaining funds will be returned to HumanitiesAR.
- An organization may only have one grant open at any given time.
- Grantees are required to submit a grant agreement and an initial payment request before award funds will be released. A final report is due upon completion of the project. Any remaining funds will be released upon receipt and approval of the final report.
- Grant initiatives with a 90%/10% release of funds (90% upon receipt and approval of the grant agreement and initial payment request, then the remaining 10% of funds are released upon receipt and approval of the final report):
  - Grants with a 90%/10% release of funds schedule are not currently available.
- Grant initiatives that are reimbursement only (funds will be reimbursed in the amount of the grant awarded only after the required final report and itemized receipts for approved expenses are submitted):
  - R.E.A.C.H. Grant
- Grant initiatives with a 100% release of funds (100% upon receipt and approval of the grant agreement and payment request). The final report is due upon completion of the field trip, the completion of the project, or the completion of the conservation, preservation, or risk assessment project:
  - Arkansas State Park Field Trip Grant
  - Helen T. Leigh Museum Field Trip Grant

### Humanities Scholars

- Applicant organizations must have at least one humanities scholar involved in the planning, implementation, and evaluation of the project.
- Selected humanities scholars must complete and sign the humanities scholars' forms by the grant application deadline.
- HumanitiesAR recommends humanities scholars who are not associated with or members of the applicant organization.

## Budget Guidelines

### Budget Overview

- HumanitiesAR grant funds may account for no more than half the total cost of the applicant's project unless otherwise noted. For example, grant initiatives that indicate no cost-share required.
- Any net income generated during the project period as a result of project-related activities should be indicated in the applicant's final report. HumanitiesAR will apply net income to project expenses, or it will be used to reduce costs for HumanitiesAR and the applicant.
- An applicant who receives more than anticipated income must agree to a reduction in the grant amount.
- An organization has up to one (1) year to complete the project, expend all funds, and submit a final report.

### Fiscal Agent

- An applicant whose proposal is approved must designate a fiscal agent.
- The fiscal agent will be responsible for authorizing expenses as well as receiving and spending grant funds according to the HumanitiesAR's requirements.
- The fiscal agent must sign all financial reports submitted by the applicant to the HumanitiesAR by the due date.
- The project director may NOT serve as the fiscal agent.

### Budget Summary and Budget Explanation

- The applicant organization must submit the HumanitiesAR Budget Summary and Budget Explanation forms with the grant application. If your organization uses specific budget forms, they may be submitted along with the HumanitiesAR Budget Summary and Budget Explanation forms.
- When preparing the Budget Explanation, please include all cost-share (in-kind contributions, funding from other sources, cash from the applicant, and requested HumanitiesAR grant funds). The Budget Explanation must be reflective of the Budget Summary, with all cost-share and requested grant amounts identical and accurate on both forms. Check all totals before submitting.
- The Budget Explanation must include an itemized list of all expenses relating to cost-share and requested funds, organized by categories included in the Budget Summary. Please provide a column specifically for cost-share and requested grant amounts for clarity.

### **Cost-Share**

- All cost-share and expenses for a project must occur during the 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.
- Cost-share may include cash from the applicant, in-kind, and cash received 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 for the same project.

### **Personnel Costs**

- Salary and wage expenditures may include:
  - Services of the project director
  - Staff of the applicant organization
  - Interns and/or graduate assistants of the applicant organization
  - Other salaried or hourly wage participants
- Salary and wage expenditures may **not** include:
  - Services provided as a part of regularly assigned duties
  - Salary and wages for a fiscal agent
- The basis for salaries, wages, and fringe benefits must be explained and itemized in the Budget Summary and Budget Explanation.
- The names and position titles of personnel whose salary, wages, and/or fringe benefits are paid from the requested grant funds must be included in the Budget Explanation.

### **Honoraria and Stipends**

- The maximum amount allowed for speaker fees and/or honoraria is \$1,000 per speaker. The total cost for multiple speakers will not exceed \$5,000 per proposal.
- Requested 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 costs are a separate expense and not included in speaker fees/honoraria requests.

## **Travel**

- Travel costs are an allowable expense for all grant initiatives except the Museum Collections and Resource Grant.
- Travel costs, including transportation and lodging for participants, should be fully itemized in the budget and include the person(s) name(s) to receive travel funds, the to and from locations, number of round-trip miles, cost per mile (federal mileage rate), and the total amount for each participant.
- Requested grant funds for airfare must include the from and to locations, the purpose of the trip, the name of the traveler(s), and the total amount 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(s), number of nights, rate per night, and total amount for each person.
- Depending on the grant initiative, allowable transportation costs are the current [IRS-approved mileage rate](#) or the current [Arkansas Department of Finance & Administration mileage rate](#) for private automobile mileage reimbursement and the actual cost of coach air, train, or bus fare.

## **Supplies and Materials**

- Requested grant funds for supplies and materials must include a reasonable and apparent justification in the project description and the HumanitiesAR Budget Summary and Budget Explanation forms.
- Applicants are encouraged to shop and compare prices. Please only request reasonable costs for items solely to be used for the project.
- Requested grant funds for supplies and materials must include an itemized listing of all supplies and materials, noting the item, a unit cost, the quantity to be purchased, and the total amount.
- Acquisitions of books or other literary materials must include the title, author, unit cost, quantity, and total amount for each.
- If requested, grant funds are to purchase films and licensing agreements for public view, said films must have humanities content in the areas of history, archeology, anthropology, biographies, culture, and/or documentaries.
- Shipping and handling charges may be included in the requested grant funds.

### **Equipment Rental or Purchase**

- Up to \$1,000 in requested 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 Explanation.
- Applicants must show that the purchase price is less than the rental price of the items for the length of the grant period.
- Applicants must include an explanation/plan for the use of purchased equipment after the project is completed.
- Applicants must document that the purchase is necessary to carry out the project activities.

### **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 must be included in the Budget Summary and Budget Explanation forms.
- 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 (10%) of the total direct costs of the project to cash cost-sharing.
- Applicants must be able to document the indirect expenses.

### **Admission and Registration Fees**

- HumanitiesAR discourages but does not prohibit, charging admission or registration fees.
- Applicants must justify the admission or registration fee if costs will be incurred by attendees for food, supplies, materials, or other expenses.
- If there is an admission or registration fee, free admission to the general public for some or all portions of the event or activity must be included.

## Notification of Award

### Requesting Grant Funds After Notification of Award

- Successful applicants will receive an award letter, a grant agreement, a designation of fiscal agent form, and an agreement to acknowledge form.
- The Grant Agreement is a legal contract between the grantee, the fiscal agent, and HumanitiesAR that outlines the conditions of the grant: funds dispersed will be used as designated by the approved application budget, the grantee will complete the required documentation, and both the grantee and HumanitiesAR remain in compliance with NEH guidelines.
- The grant agreement must be digitally signed in the grant portal by all three parties: grantee, fiscal agent (as designated by the approved application), and HumanitiesAR executive director.
- The grant agreement and the designation of fiscal agent forms will be uploaded to your grant file in the HumanitiesAR's online grant portal.
- The agreement to acknowledge form states that the applicant has agreed to acknowledge HumanitiesAR in all press releases, printed materials, and online announcements.
- The initial payment request begins the pay schedule for the grant project. The pay schedule is determined by the grant initiative from which the applicant organization was awarded, i.e. Major Grant (90-10) vs Museum Collections and Resource Grant (100-0).
- Grantees will be provided instructions on receiving payment via bill.com. Available options to receive payments are 1) through direct deposit to the applicant organization's bank account or 2) by check upon special request.
- Upon HumanitiesAR's receipt of the grant agreement, designation of fiscal agent form, agreement to acknowledge form, and the initial payment request, HumanitiesAR will release funds to grantees.

## Reporting

### Final Report

- HumanitiesAR uses the Final Report to collect evaluations and data throughout the project's grant period.
- The grantee and evaluation committee are responsible for determining the success of the project's planning, implementation, and reach.
- The grantee and evaluation committee are responsible for documenting and retaining audience statistics, materials developed for the project, the final budget, and the final financial report/payment request.
- The final financial report/payment request will be filled out by the grantee and the fiscal agent using the provided PDF forms
- Final reports require itemized proof of payment documentation in addition to program content and audience statistics.

## Receipts and Proof of Payment

### Receipts and Proof of Payment

- HumanitiesAR requires proof of payment to account for the proper use of disbursed funds for all expenses incurred during a grant period.
- Receipts are required. Other allowable forms of proof of payment may include stamped paid invoices from a vendor, canceled checks (without visible bank account and routing numbers), and a statement from a vendor showing the amount paid in full or balance due.
- Documentation must prove a purchase occurred, that the purchases made align with the approved grant application, that they show where purchases were made, what was purchased, and the amount of the purchase.
- Grantees will need to make sure the totals between receipts/proof of payment, approved budgets, and financial reports/payment requests all match when compared.

### Acceptable proof of payment documentation

- Regardless of the form, acceptable documentation for proof of payment must include:
  - An itemized list of purchases
  - Date of purchase
  - Total purchase amount
  - Where the purchase is from

### Unacceptable proof of payment documentation

- Unacceptable documentation as proof of payment includes:
  - Unpaid invoices
  - Purchase orders
  - Online shopping carts

## Repeat Funding

### Repeat Funding

- An organization that has received three (3) consecutive years of funding for the same project will not be allowed to apply for a grant for that project for two (2) consecutive years. The organization may apply for grants for other endeavors during the two (2) year period.
- Examples of the same project include but are not limited to the following: annual conferences, seminars, and/or workshops, media preproduction/production, and long-term exhibits on the same subject.
- HumanitiesAR will commit to up to one year of funding at a time. The Board of Directors will consider all subsequent applications for funding in competition with other applications received at the same application deadline.
- Applications for funding in succeeding years should describe the applicant's progress in meeting the long-term program goals. Subsequent applications will not be considered if the final report for the previous grant awarded has not been submitted and approved by the due date.

## Noncompliance

### Noncompliance

- HumanitiesAR may determine that a grantee who fails to perform by the terms and conditions of their award's grant agreement will be noncompliant.
- Examples of noncompliance include the following:
  - Using award funds to purchase unallowable expenses
  - Failure to submit required reports on time
  - Failure to request prior approval for changes to the project, its budget, and/or activities using award funds
  - Failure to execute the project by the approved work plan
- If a grantee is noncompliant and that noncompliance cannot be remedied by imposing additional conditions, HumanitiesAR may take the following enforcement actions, as appropriate:
  - Temporarily withholding award fund payments
  - Disallowing costs associated with the activity or action in noncompliance
  - Requiring repayment of award funds
  - Suspending or terminating the award as described in the National Archives Code of Federal Regulations [2 CFR § 200.339](#) and [§ 200.340](#)
  - Recommending suspension or debarment of the grantee to the National Endowment of the Humanities
- Per the National Endowment for the Humanities General Guidance for Pass-through Entities on Managing Subawards, Addressing Subrecipient Noncompliance (published March 8, 2023)

## Advocacy

### Advocacy Guidelines

HumanitiesAR has stringent guidelines in place as to avoid any perceived or real issues that promote a particular religious, political, and/or ideological point of view. These guidelines are not only enacted in all manner of HumanitiesAR operations, marketing, and publications but applicants and subrecipients are required to do the same.

## Grant Opportunities: Reach Grant

**Maximum Award** - \$1,000

**Eligible Project Types** - Humanities-based classroom projects, professional development, and classroom supplies/materials. Principal signature required.

### **Humanities-Based Classroom Projects:**

Classroom projects for pre-kindergarten through twelfth grade that engage students in one or more humanities disciplines.

### **Professional Development:**

Funding for professional development opportunities for teachers, school librarians, and school media specialists. Professional development can be in-person or virtual, either in-state or out-of-state, through conferences, workshops, seminars, and/or webinars. Funds may be used for registration, travel costs, books, or other teaching materials. Applicants receiving funds for professional development must agree to disseminate content learned to colleagues at their school, district, and/or education cooperative.

### **Classroom Supplies/Materials:**

Funding may be used to help offset the costs of teacher and family out-of-pocket expenses.

### **REACH Important Dates**

- LOI Not Required
- Application Deadline: 1st of every month (sans December)
- Cost-Share Not Required But Requested
- Maximum Award: \$1,000
- Grant Period Begins: 15th of the following month
- Grant Period End Date: 6 months following the project's completion date
- Eligible Projects:
  - Humanities-Based Classroom Projects
  - Professional Development
  - Classroom Supplies/Materials

## Grant Opportunities: **Arkansas State Park Field Trip Grant**

**Maximum Award** - \$1,000

**Eligible Project Types** - Field trip to one of Arkansas's 52 state parks

### **Arkansas State Park Field Trip:**

Educators may apply for funding to take kindergarten through twelfth-grade students to one of Arkansas's 52 state parks. Requires educators to contact and schedule the field trip before application submission. Field trips must be secured and administered by an Arkansas State Park Interpreter or Superintendent.

### **Arkansas State Park Field Trip Grant Important Dates**

- LOI Not Required
- Application Deadline: 1st of every month (sans December)
- Cost-Share Not Required
- Maximum Award: \$1,000
- Grant Period Begin Date: 15th of the following month
- Grant Period End Date: 6 months following the project's completion date
- Eligible Projects:
  - Field trip to one of Arkansas's 52 state parks

## Grant Opportunities:

### Helen T. Leigh Museum Field Trip Grant

**Maximum Award** - \$500

**Eligible Project Types** - Field trip to MacArthur Museum of Arkansas Military History

#### **Helen T. Leigh Museum Field Trip:**

Funding is available for schools to participate in a guided tour and programming at the MacArthur Museum of Arkansas Military History. Requires educators to schedule field trips, including a tour and programming, before application submission. Eligible student grades are third through twelfth grades. Funds for this grant initiative are provided by Mrs. Helen T. Leigh and the City of Little Rock.

#### **Helen T. Leigh Museum Field Trip Grant Important Dates**

- LOI Not Required
- Application Deadline: 1st of every month (sans December)
- Cost-Share Not Required
- Maximum Award: \$500
- Grant Period Begin Date: 15th of the following month
- Grant Period End Date: 6 months following the project's completion date
- Eligible Projects:
  - Field trip to the MacArthur Museum of Arkansas Military History.

## Glossary

### **Cost-Share**

Cash cost-share is the total of all cash expenditures for the project minus the amount of HumanitiesAR grant funds. Cost-share can be in cash or in-kind.

### **Equipment**

Tangible, nonexpendable personal property having a useful life of more than one (1) year and an acquisition cost of \$1,000 or less. Examples include cameras, computers, and printers.

### **Grant Agreement**

A legal contract between the grantee, the fiscal agent, and HumanitiesAR that outlines the conditions of the grant: funds dispersed will be used as designated by the approved application budget, the grantee will complete the required documentation, and both the grantee and HumanitiesAR will remain in compliance with NEH guidelines.

### **Humanities Scholar**

Individuals who have expertise in a particular field of study that pertains to the humanities. Humanities scholars often have master's or doctoral degrees and are employed by colleges/universities, museums, historical societies, education cooperatives, elementary/secondary schools, libraries, or other similar organizations and institutions. Some humanities scholars of non-traditional means have expertise and/or first-hand knowledge on local community history and/or historical events. These individuals are recognized by other scholars as authorities in a particular humanities field of study.

### **In-Kind Cost-Share**

The cash value of services, goods, and space donated to the project by third parties.

### **Receipt**

The most common proof of payment to account for the proper use of disbursed funds. Can include paid invoices, bank statements, or copied checks.

## Inquiries

For questions or further information, please contact HumanitiesAR at [info@arkansashumanitiescouncil.org](mailto:info@arkansashumanitiescouncil.org)

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