

Check List

Please keep to the prescribed number of pages for the narrative and bios. Excess pages will be discarded. Please type all responses and assemble COLLATED sets of copies as directed in the order that follows. Materials are to be single-sided. Remember to keep a copy of the completed application for your records.

Quick Grant Applicants

Must be received by PHC at least 8 weeks before project start date

- 5 copies Application Form (A2-A3)
- 5 copies Project Budget (A4)
- 5 copies Bios or resumes for scholars, artists, and other experts making significant contributions
Note: Each individual bio or resume must not exceed 2 pages
- 1 copy Certifications (A9)
- 1 copy 501(c)(3) form

Small Grant Applicants

Must be received by PHC at least 12 weeks before project start date

- 5 copies Application Form (A2-A3)
- 5 copies Narrative (A6-A7)
Note: Not to exceed 6 pages
- 5 copies Bios or resumes for scholars, artists, and other experts making significant contributions
Note: Each individual bio or resume must not exceed 2 pages
- 5 copies Project Budget (A4)
- 1 copy Certifications page (A9)
- 1 copy 501(c)(3) form

Eligible Large Grant Applicants

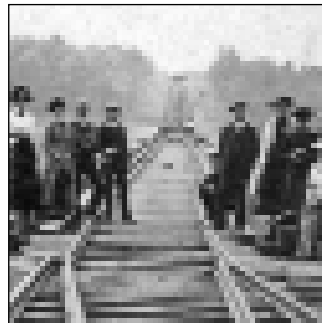
New Large Grant Deadlines: Application postmark deadline September 2.
(Intent-to-Apply form due July 1.)

- 5 copies Application Form (A2-A3)
- 5 copies Narrative (A6-A7)
- 5 copies Bios or resumes for scholars, artists, and other experts making significant contributions
Note: Each individual bio or resume must not exceed 2 pages
- 5 copies Project Budget (A4)
- 5 copies Gift-and-Matching Budget (A5) (optional)
- 1 copy Certifications page (A9)
- 1 copy 501(c)(3) form
- 2 copies Artists' work samples and 5 copies of sample descriptions (A8) (for arts or installation projects)
- 1 copy Envelope with sufficient postage, if desire return of work samples (optional)



From *Jefferson and His Gardening Legacy*, a workshop at Old Economy Village that explored Thomas Jefferson's views on gardening, the history of garden design in America and the art of propagating heirloom seeds. Presented by Harmonie Associates in Beaver County.

From the documentary *Tracks Across the Sky* which depicts the vision and hard work that went into the design, construction and preservation of the Kinzua Viaduct. Produced by Seneca Highlands in McKean County.



Application Form

For PHC use only

This form should be used in conjunction with current guidelines. **Quick Grant** applicants must complete pages A2-A4 and A9 only. **Small Grant** applicants to complete A2, A3, A4, A6, A7 & A9. **Large Grant** applicants to complete pages A2-A9. Please type all responses and collate all copies, as directed on the Check List. **Submit five sets of single-sided copies.** Incomplete applications will not be accepted. Applicants may create their own application forms as long as all elements of this form are included and presented in the following order. Downloadable application forms available at www.pahumanities.org.

1. Type of Application (Check one)

Quick Grant
 Small Grant
 Large Grant
2. Project Title:
3. Project Dates (Start-End):
4. Project Costs

Requested Funds	\$ _____
Applicant Contribution (cash + in-kind)	\$ _____
Gift-and-Matching (3rd party gifts + PHC match)	\$ _____
<small>Maximum G&M amount is \$16,000: \$10,000 (third-party gifts) and \$6,000 (PHC match)</small>	
Total Project Costs	\$ _____
5. Sponsoring Organization Name:

Mailing Address:

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ FAX: _____ Website: _____

District Numbers

US Congress _____ **PA Senate** _____ **PA House** _____
6. Sponsoring Organization's Profile

Yearly Budget _____ **Total Number of Paid Staff** _____ **Total Humanities Programs Last Year** _____

Have you sponsored other programs through PHC? **Yes** **No** **Unknown**

If yes, check all that may apply: **Grants** **Commonwealth Speakers** **Read About It!** **Other**

How did you hear about this grant? _____

Please Photocopy

Send application to: Pennsylvania Humanities Council, 325 Chestnut St., Ste 715, Philadelphia, PA 19106-2607. Attn: Virginia Fahey

7. * Project Director's Name & Title:

Mailing Address: City: State: Zip:

Phone: FAX: E-mail:

8. * Fiscal Officer's Name & Title:

Mailing Address: City: State: Zip:

Phone: FAX: E-mail:

9. * Authorizing Official's Name & Title:

Mailing Address: City: State: Zip:

Phone: FAX: E-mail:

* One individual may not be the Director, Fiscal Officer and Authorizing Official. Another person must assume one role.

10. Project Summary

(Briefly, in about 100 words or less, describe project activities, identifying the humanities content and program format)

11. Projected Audience Size:

12. Schedule of Project Events

(Identify all activities that require PHC funds.)

Date/Time	Activity	Location	Participant Fee
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13. Experts in the Humanities and other Fields

Name/Title	Degree/Discipline	Mailing Address	Phone
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Be sure to include **bios or resumes** for all key humanities scholars and, if applicable, artists and other experts who are making significant contributions, with each copy of your application. See A6 for page restrictions.

Project Budget

Use this format as a guide for presenting your budget. Lay out your columns and categories as illustrated below. The use of an Excel spreadsheet is recommended.

Categories	Requested Funds	Applicant Contributions (cash + in-kind)	Gift-and-Matching Maximum G&M amount is \$16,000: \$10,000 (third-party gifts) and \$6,000 (PHC match)
<p>A. Your Staff (Indicate names, positions and rates) Note: Up to 25% of overall budget may be requested for staff salaries.</p> <p>B. Advisors (Indicate names and rates)</p> <p>C. Program Personnel (Indicate names, positions and rates for presenters, workshop leaders, panelists, etc.)</p> <p>*D. PHC Evaluator (Large Grant applicants <u>only</u> must allocate \$150 in requested funds column)</p> <p>E. Travel and Expenses (Specify items and rates. Mileage should not exceed \$.55 per mile.)</p> <p>F. Promotion (Itemize)</p> <p>G. Production Expenses (Itemize)</p> <p>H. Printing (Itemize)</p> <p>I. Postage</p> <p>J. Telephone</p> <p>K. Supplies or Materials (Itemize)</p> <p>L. Rental Costs (Itemize)</p> <p>M. Other (Specify)</p>			
TOTALS			

Key Terms:

- Requested Funds refer to the cash you are requesting from PHC to support your project.
- Applicant Contributions is your contribution to the project. All applicants must provide a contribution that, in value, equals or exceeds the requested funds. Contributions can be a combination of cash and in-kind. See page 7.
- Gift-and-Matching is a special mechanism that enables Large Grant applicants (only) to apply for supplemental monies, above and beyond the requested funds. For every \$10 that an applicant raises from third-party sources, PHC may give a \$6 match. PHC's contribution to gift and matching has a maximum dollar amount of \$6,000. The total G&M figure may not exceed \$16,000: \$10,000 (third-party gifts) and \$6,000 (PHC match). See page 7.

Narrative

All **Small** and **Large Grant** applicants must submit a narrative of four to six typed pages that answers the following questions in the order listed. Use a reader-friendly font of 10 points or larger. Please note: pages in excess of six pages will be discarded. Please single-side your copies.

A. Project Description

1. Briefly describe your organization and its mission.
2. Describe your project in detail. What work and/or events are planned? If you are primarily in the planning phase of your project, please indicate this.
3. Specify the activities that require funding from PHC.
4. How will this project further your organization's goals and mission?
5. How will you define and measure the success of your project?

B. Community Involvement

1. Describe the audience(s) that your project seeks to reach. What segments of the wider public, including nontraditional audiences for humanities programs, will your project reach?
2. Explain why your project is significant to this audience. How will the project address their needs and interests?
3. Describe your relationship to the targeted audience(s) and how your project will advance your organization's ability to serve this audience(s).
4. Explain how you will involve members of the targeted audience(s) in planning and shaping the project.
5. Describe your plans for publicizing the program. How will you attract members of the targeted audience(s) and/or the wider public? How will you attract nontraditional audiences? Be specific.

C. Project Content

1. Describe the project's humanities content. Be specific about the project's discussion components; the topics, themes and questions the project will explore; and the presentation of diverse viewpoints.
2. Describe how the content and format will foster an enjoyment of learning and also increase understanding of the project's topic/themes and of the humanities in general.
3. Describe any innovative perspectives and formats that your project will feature.
4. List the advisors who are shaping this project and their qualifications for this role.
5. List the non-staff humanities scholars, and, if applicable, artists and other experts who will serve as presenters, panelists, workshop leaders, etc. Describe their qualifications for this project.
6. If applicable, describe the role of the arts or the installation of an exhibit in your project.

Send bios or resumes for all humanities scholars, and, if applicable, artists and other experts who are making significant contributions to the project's content and/or are budgeted to receive funds from PHC. Bios and resumes must be no more than two pages each and should be included with each copy of your application. Note: excess pages will be discarded. Please single-side your copies.

D. Project Management

1. List the staff members in your organization who are responsible for coordinating the project, their specific responsibilities (planning, coordinating, presenting, evaluating, fundraising, marketing, etc.) and their qualifications for the project.
2. Describe the specific capabilities of your organization that will help ensure the success of this project.
3. Discuss or clarify any unusual or large budget expenses, as listed on the Project Budget (A4).
4. If you have included in-kind contributions as part of the applicant contribution of your budget, describe the donated goods and/or services and their sources.
5. If you are still raising funds for the project, specify the funds you are planning to raise and the sources of those funds. Specify who is responsible for fundraising and their experience in this type of activity.
6. If you are a Large Grant applicant and plan to obtain supplemental funds through Gift-and-Matching, list the monies you plan to raise and the sources of those funds on the G&M budget form (A5).

E. Work Sample Descriptions: Large Grant applicants only

1. On a separate sheet, list and describe work samples for artists and exhibition designers. See Work Samples page (A8) for more information.



(Top)

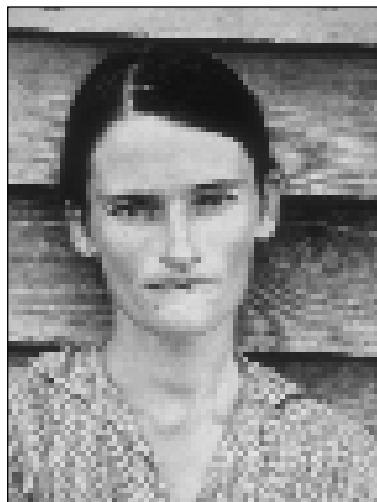
From the *Nate Smith Video Project*, a short documentary about the Pittsburgh labor activist referred to as the father of the black labor movement. Produced by Robert Morris University in Allegheny County.

(Left)

From the *Chinatown Oral History Project and Walking Tour* which explored the cultural, historical, educational and economic aspects of this Philadelphia neighborhood. Presented by the Asian Arts Initiative.

(Right)

From *Walker Evans and James Agee: Let Us Now Praise Famous Men*, an exhibition of photojournalism with a moving account of rural poverty in the US during the Depression. Presented by the Westmoreland Museum of American Art.



Work Samples

All **Large Grant** applicants requesting funds for **arts activities or exhibitions/installations** must submit recent work samples by key artists or exhibition designers, particularly those who are budgeted to receive funds from PHC. The samples demonstrate your project's potential artistic or design quality—an important part of the review criteria. **Do not send samples in media not specified below.**

Work Sample Format

- **Visual arts:** Submit an identical PowerPoint file with 12 images on two CDs, labeled with the applicant's name. Slides or hard copies of the images are not acceptable.
- **Performing arts** (literary readings, storytelling, dance, theater, musical performances): Submit two identical copies of two performances on videotape (VHS), DVD or CD, labeled with the applicant's name.
- **Literary arts:** Submit two identically printed copies of two work samples for writers who are not widely known. The two samples, together, should not exceed 15 pages. (Note: extra pages will be discarded.) All copies should include the applicant's name.
- **Exhibition/Installation:** Submit an identical PowerPoint file with 12 images of a previous exhibition on two CDs, labeled with the applicant's name. Slides or hard copies of the images are not acceptable.
- **Multidisciplinary arts:** Submit a combination of samples, following the format guidelines above, that represent the artistic disciplines encompassed by your project.

Work Sample Descriptions

Include a separate sheet describing each work sample.

- **Visual arts:** Include the title of each work, artist's name, date of creation, medium and size of the object in inches (HxWxD).
- **Performing arts:** Include the title of each work; the composer, choreographer or other creator and/or performer; date and location of performance; and any relevant technical information.
- **Literary arts:** Include the title of each work, author's name and publication information including publication date.
- **Exhibition/Installation:** Include the title of the exhibition, the designer's name, exhibition dates, venue and any relevant technical information.

Certifications

1. Certification Regarding Nonprofit Status

The applicant certifies that the sponsoring organization for the project is not a for-profit business or an individual.

Nonprofit status: Attach an IRS letter and indicate whether **public (governmental)** _____ or **private** _____.

2. Certification Regarding the Nondiscrimination Statutes

The applicant (other than an individual who submits an application to the Pennsylvania Humanities Council) certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

(a) 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;

(b) 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;

(c) 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;

(d) The 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; and

(e) The Americans with Disabilities Act, as amended (28 CFR. 35.10 et seq.), which provides that no qualified person with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions (45 CFR 1169)

(a) The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

By signing and submitting this form, the individual applicant or the authorizing official of the applicant institution is providing the applicable certifications regarding nonprofit status as well as debarment, suspension, and compliance with the nondiscrimination statutes, as described above.

Required Signatures

Project Director _____

Date _____

Fiscal Officer _____

Date _____

Authorizing Official _____

Date _____

Please Photocopy