

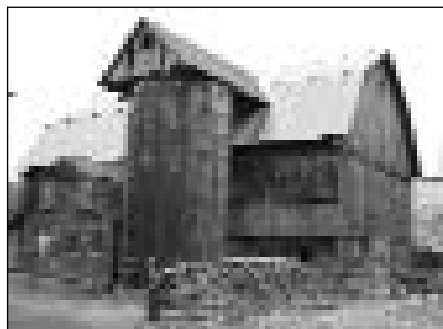
## Guidelines and Application Form

### Introduction

Humanities Grants fund public programs that promote lifelong learning among Pennsylvanians from all walks of life.

The goals of this grants program are to:

- Expand access to the humanities by funding innovative programming that reaches non-traditional audiences
- Support experiences that foster an enjoyment of learning
- Create opportunities for Pennsylvanians to explore and discuss history, arts, literature, philosophy and more—and particularly how the ideas integral to these fields both shape and are shaped by the human experience



Projects funded by Humanities Grants:

- Are designed for members of the general public
- Have a strong and clearly articulated humanities content
- Engage individuals in humanities-based discussions as a way to learn from others
- Explore meaningful and relevant issues in an open-ended manner
- Place humanities scholars or experts and, where appropriate, artists and other experts, in a central role in planning and presenting programs
- Give community members a significant role in planning and shaping the project
- Are new or special projects. Or are ongoing projects that require Humanities Grant funds to add a new humanities component or to reach a new audience

(Left to right)

From *Kindertransport*, a dance tribute to child survivors of the Holocaust. Presented by The Children's Cultural Center in Bucks County.

From *Our Barns*, a learning center equipped with photographs and historical information on barns in Clifford Township. Presented as part of the Clifford Township Bicentennial.

From *If My Eyes Speak—Photographs by Adam Nadel*. An exhibition comprised of photographic portraits of individuals who have been affected by or have perpetrated acts of genocide in Bosnia, Darfur and Rwanda. Presented by the American Jewish Museum in Pittsburgh.

New Large Grant Deadlines:

July 1st for Intent to Apply Forms & September 1st for Invited Applications. See page 4.

# The Humanities in Public Programming

The humanities are an excellent resource for engaging people in learning. With Humanities Grants, organizations can enrich Pennsylvanians' understanding of the human experience. The humanities provide historical, critical or personal contexts and help participants analyze and interpret ideas, themes and questions raised by a program.

## Examples of Humanities Programming:

- **Women in the Civil War:** What roles did diverse women play during the war—on the home front as well as the battlefield? How did their backgrounds influence the kinds of roles they took? How did the war reshape conventional gender roles? How do their roles compare to those of women today?
- **Contemporary Indian art:** How do contemporary Indian artists integrate India's cultural traditions with contemporary media and methods? How do they address issues concerning India's rise as a political and economic power? How does their work express the upheavals caused by global popular culture's impact on ancient culture and traditions?
- **Urban neighborhoods:** How do neighborhoods change over time? What places and institutions are important landmarks in these communities? How have new groups of residents transformed the landscape? What memories shape a neighborhood's identity? What associations connect neighborhoods to communities in other parts of the nation and the world?

Projects funded by Humanities Grants involve humanities experts in planning and presenting a public program. PHC defines a “**humanities expert**” as someone with a graduate degree in a humanities field and/or someone who has done extensive humanities-oriented research or has other interpretive experience. Artists can serve as humanities experts if their bios or resumes demonstrate their expertise in the humanities, e.g., through publications or work experience. Artists are involved in programs where the arts play a major role.

## Some humanities programs that organizations can sponsor include:

- A discussion group in which participants examine a book or film with a scholar
- Workshops, walking tours, panel discussions or lectures accompanying an exhibit or performance
- Discussion sessions about personal stories and their significance which then form the basis of an original work of art such as a play
- Craft demonstrations integrating conversations about the craft and its relation to cultural traditions or historical themes

THE HUMANITIES are stories of human struggle and success, conflict and community, rooted in history, literature and other fields of knowledge. They are ways to think critically about our most meaningful journeys: the search through experience for wisdom, and the search through personal life for connections to the lives of others around us, to those who have gone before us, and those who will come after us. Besides history and literature, humanities fields include philosophy, the history and criticism of the arts, comparative religion and others.



# Eligibility

Eligible applicants include:

- 501(c)(3) organizations and local and state governmental agencies that are conducting activities in Pennsylvania
- Ad hoc groups formed for the specific purpose of this project
- Colleges and universities proposing public programs that involve the community in planning, execution and participation, and that will attract the general public in addition to a campus audience

The following are not eligible:

- Individuals
- For-profit businesses
- Organizations that have received three or more years of PHC funding for any one project or series of projects

(All pictures)  
From *Once Upon A Nation* which places trained storytellers at sites across Philadelphia's historic district. Visitors are provided with free and interactive stories about diverse Americans from the 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> centuries. Presented by Historic Philadelphia.



## NOTE ON LOCAL HISTORY PROJECTS

At the core of humanities programs are the exploration and exchange of diverse ideas and perspectives which help us understand our experiences and also those of other peoples. Projects that are primarily concerned with conveying historical information or which appeal principally to an institution's membership are not supported by PHC. Note: For high-quality Pennsylvania history projects—which do not involve the humanities—please contact the Pennsylvania Historical and Museum Commission. Information on PHMC grants is available at [www.phmc.state.pa.us](http://www.phmc.state.pa.us).

PHC invites proposals that explore significant events and themes in American history. We are committed to keeping the stories of our nation alive so that, together, we can create a hopeful future. PHC is particularly interested in projects that reflect on stories from American history that have urgent importance for our lives today and are critical to our future as a people. Projects should illuminate current concerns, advance knowledge of the American experience and express diverse perspectives. History projects may be funded in part by the National Endowment for the Humanities as part of its We the People initiative on American history.



# Types of Humanities Grants

## Quick Grants

Requests up to \$500

- **DEADLINE:** Rolling, but must be received at least 8 weeks before project start date.
- One application per year may be submitted.

## Small Grants

Requests between \$501 and \$3,000

- **DEADLINE:** Rolling, but must be received at least 12 weeks before the project start date.
- More than one application per year may be submitted.

## Large Grants

Requests over \$3,000, with a maximum request of \$20,000

- Supplemental funds from PHC, for up to \$6,000, may be available through Gift-and-Matching. See page 7.
- **NEW POSTMARK DEADLINES:** July 1 for Intent-to-Apply forms. September 1 for invited applications. For projects that begin no earlier than February 1.
- More than one Intent-to-Apply form may be submitted per year with prior permission from PHC. One invited application may be submitted.

**All applicants must provide at minimum a contribution that, in value, equals or exceeds the requested funds. See page 7.**

## What Grant Funds Cover

Humanities Grants underwrite costs related to the **PRESENTATION OF PUBLIC PROGRAMS**. These include:

- Honoraria and travel expenses for humanities scholars and other experts
- Audience recruitment and promotion costs
- Costs of materials necessary to the project, such as books for book discussion programs
- Production expenses, such as the costs of mounting and producing exhibitions and performances and of renting and handling special equipment or facilities (sound equipment, lights, musical instruments, projectors, screens)
- Rental costs for programs created by other organizations, if the overall project has the required humanities content

Please note: **Exhibition/installation projects** must include detailed plans for interpretive programming.



## What Grant Funds Cover (continued)

Humanities Grants also cover expenses associated with the **DEVELOPMENT AND PLANNING OF PUBLIC PROGRAMS** in collaboration with humanities scholars and other experts.

Planning activities must lead to the development of a public program and may include:

- Advisory panel meetings or individual consultations
- Research conducted or assisted by humanities experts, such as reviewing items in a museum's collection or documenting oral histories. (When research is done by organization staff or volunteers, it must be completed with the guidance of a humanities expert.)

Planning projects can allow grantees to prepare proposals for larger PHC grants or for grants from other organizations.

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### Note on Media Projects

Media projects must be commissioned by a nonprofit organization to be eligible for funding. They must have strong Pennsylvania content and appeal primarily to Pennsylvanians. Funding is available mainly for preproduction, but applicants also may request some support for production costs. Note: Humanities experts must be involved in planning and development.



Artist-in-residence Brett Keyser as “Turkomaton.” Inspired by a traveling chess set in an exhibit celebrating the Ben Franklin tercentenary, “Turkomaton” raised questions about human intelligence, intelligent machines and the virtues of strategy and discipline associated with chess. Presented by the Museum of the American Philosophical Society.

### WHAT GRANT FUNDS DON'T COVER:

- Expenses incurred prior to the awarding of the grant
- Programs that are not available to the general public
- Programs presented outside of Pennsylvania
- Capital expenditures including expenses for the acquisition of permanent facilities or equipment
- Activities associated with institutional planning, general operating support, staff development or fundraising
- Writing or production of a publication—not integral to a PHC-funded public program
- Collection, conservation or preservation of oral histories, photographs or other materials—not directly related to a public program
- Media projects that are the endeavor of an individual rather than commissioned by a nonprofit organization
- Research, unless it is conducted expressly to plan a public humanities program
- Outreach efforts planned for the community by academic or scholarly organizations or major cultural organizations that do not significantly involve the community
- Internships, fellowships or scholarship
- Activities for which academic credit is given
- Hospitality expenses including food and beverage costs
- Activities that have a religious purpose
- Activities supported by an active PHC grant

# Review Criteria

Humanities Grants proposals are evaluated according to the following criteria.

## Responsiveness to the Community (40 points)

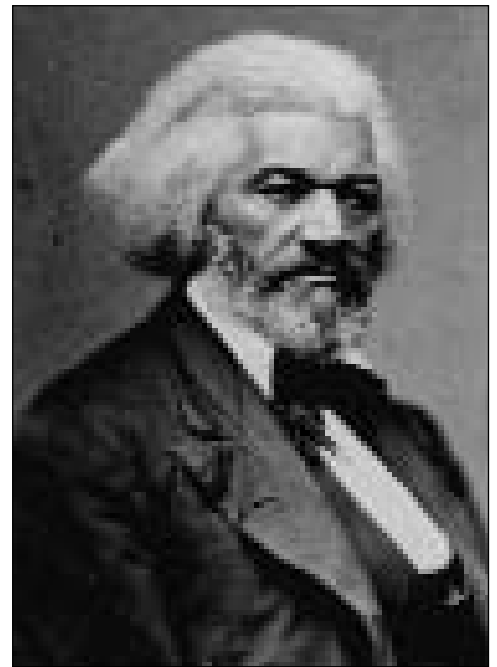
- Commitment to reaching the wider public, particularly nontraditional audiences for humanities programming
- Understanding of the targeted audience(s) and their backgrounds, needs and interests
- Effective process for enabling members of the targeted audience(s) to play a significant role in planning and shaping the project
- Effective plan to attract members of the targeted audience(s) and/or the wider public
- Accessibility to members of the targeted audience(s) and/or the wider public

## Project Content (40 points)

- Quality humanities content—Strong discussion components. Clearly articulated topics, themes and questions. An open-ended approach that presents a variety of viewpoints
- For arts-based projects and exhibition/installation projects—quality arts or design content
- Program content and format that fosters enjoyment in learning and that increases understanding of the project's topic/themes and of the humanities in general
- Innovative perspectives and formats that advance the field of public culture
- Involvement of appropriate and qualified humanities scholars, and, if applicable, artists and other experts, in the project's development and implementation
- Effective plans for assessing the project's merit

## Project Management (20 points)

- Applicant's capacity to complete the project successfully, including staffing, special expertise, track record and other resources
- Workable plan and schedule of activities
- Budget that is appropriate for the project
- Financial support from other sources



(Top)  
From *Ringin' Out Freedom and Independence in Germantown*, a July 4<sup>th</sup> celebration centered on the struggle for freedom in America. Featuring the reading of a famous Frederick Douglass speech by his great-great grandson. Presented by Cliveden of the National Trust in Philadelphia.

(Opposite - Left to right)  
From *Have You Eaten Yet?*, an exhibit that examined the Chinese restaurant and its role in Chinese assimilation and American culture. Presented by the Atwater Kent Museum of Philadelphia.

From *Great Novels to Great Films: American Conflict and Identity*, a five-part series that explored films based on well-known novels. Presented by Hiway Theatre in Montgomery County.

*The Lantern* by Romare Bearden, part of an exhibit and related programming on the Harlem Renaissance. Presented by the Hoyt Institute of Fine Arts in Lawrence County.

CONTACT PHC

AT 800-462-0442 OR

VISIT [WWW.PAHUMANITIES.ORG](http://WWW.PAHUMANITIES.ORG)

WITH QUESTIONS.

# Applicant Contribution Requirements

To demonstrate their community's interest and support, **all applicants** must provide at minimum, a contribution that, in value, equals or exceeds the requested funds. For example, applicants requesting \$1,500 must bring a contribution of \$1,500 to the project. This contribution can consist of cash contributions, in-kind contributions or a combination of the two.

## Applicant Contribution = Cash Contribution + In-Kind Contribution

**Cash Contribution** refers to monies raised for the project by the applicant from sources such as individuals, corporations, foundations, state or local governments and/or nonprofit agencies, etc. This also includes earned income (e.g., admission or registration fees) anticipated by the applicant which will directly support the project.

**In-kind Contribution** refers to non-cash contributions towards a project. This refers to the dollar value of goods and/or services contributed to the project by the **applicant** (e.g., % of staff salaries involved in the project, miscellaneous expenses such as supplies) and/or a **third-party** (e.g., donated printing costs).

# Gift-and-Matching

Gift-and-Matching is available to Large Grant applicants only. In addition to requests of up to \$20,000, applicants can apply for supplemental funds through this special matching mechanism. Please note: this is above and beyond the requested funds outlined on the Project Budget (A4).

For every \$10 that an applicant raises in cash gifts from third-party sources, PHC may give a \$6 match.

For example, cash gifts of \$1,000 from third-party sources could generate a PHC match of \$600. Cash gifts of \$5,000, a match of \$3,000. Cash gifts of \$10,000, a match of \$6,000. The maximum amount of matching funds that an applicant could receive from PHC is \$6,000. Remember, this is above and beyond any requested funds awarded.



Gift-and-Matching (continued):

- Applicants must apply for Gift-and-Matching when submitting their Large Grant application.
- The maximum Gift-and-Matching amount is \$16,000: \$10,000 (third-party gifts) and \$6,000 (PHC match).
- Cash that is allocated in the applicant contribution portion of the budget cannot be used towards Gift-and-Matching.
- Federal donations cannot be used for matching purposes. Nor can donations from persons or institutions involved in the project, family members of project personnel, or current recipients of PHC or National Endowment for the Humanities grant funds.
- PHC matches only those cash gifts received AFTER an applicant has received notification of a PHC grant award in January. Cash gifts received before the grant is awarded will NOT be matched.
- Grantees are not obligated to pursue Gift-and-Matching, but this vehicle is a good way to demonstrate support from the community.



# How to Apply

Frequently asked questions section now on-line!

1. **Review these guidelines** and the Humanities Grants application forms to determine if your proposed project meets the program's requirements.
2. **Submit an application.** Instructions for preparing and photocopying your proposal are included on the application forms. PHC recommends that applications be sent by certified mail, return receipt requested. PHC will not be responsible for applications that are lost or damaged in the mail. Incomplete proposals or applications postmarked later than the deadline will not be accepted. Applications cannot be submitted on-line. Applicants will be notified of all funding decisions.

Note: Organizations interested in applying to the Large Grant program must first submit an Intent-to-Apply form. See opposite page.

## DEADLINES:

- **Quick and Small Grant** applications can be submitted at any time, but must be received at least 8 weeks and 12 weeks, respectively, before the project start date. PHC will respond to Quick Grant applicants within 4-5 weeks of receipt and to Small Grant applicants within 7-9 weeks.

## Note: New Large Grant Deadlines!

- **Large Grant** Intent-to-Apply forms must be postmarked by July 1. Invited applications must be postmarked by September 1. (For projects that begin no earlier than February 1.) PHC will notify applicants of final funding decisions by early January.



From *Native American Spring and Fall Festivals*, a look at Native American culture past and present. Featuring hands-on activities, storytelling, drumming and dancing from the Lenape tradition. Presented by the Churchville Nature Center.

## The Review Process

The PHC funding process is a highly competitive one; more proposals are received than PHC can support. Proposals are evaluated against the guidelines and submitted materials must clearly and effectively state the applicant's case. Quick and Small Grant applications are reviewed on a rolling basis by PHC staff. Large Grant applications are reviewed annually by a rotating advisory peer panel that makes funding recommendations to PHC's board. All funding decisions are made and ratified by the board.

As part of the evaluation process, Large Grant applications are scored on the review criteria, see page 6. Award amounts reflect the scoring of the applications and also the funds that PHC has available for funding.

Primary funding for PHC's Humanities Grants comes from the National Endowment for the Humanities. Any views, findings, conclusions or recommendations expressed by grantees do not necessarily represent those of the NEH.

## Intent-to-Apply Form for Large Grants

The submission of an Intent-to-Apply form is required for Large Grants only. Its submission is the first step in the Large Grant application process. **Only those applicants that meet minimum requirements will be invited to move forward in the process. Note new deadlines!** The postmark deadline for Intent-to-Apply forms is **July 1**. The postmark deadline for invited applications is **September 1**.

### 1. Sponsoring Organization

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Website: \_\_\_\_\_

Have you received a grant from PHC before?  Yes  No

### 2. Project Information

Contact Person & Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Dates (Start-End): \_\_\_\_\_

Project Location: \_\_\_\_\_

### 3. Project Costs (See page 7)

Requested Funds \$ \_\_\_\_\_

Applicant Contribution (cash + in-kind) \$ \_\_\_\_\_

Gift-and-Matching (3rd party gifts + PHC match) \$ \_\_\_\_\_

Maximum G&M amount is \$16,000:  
\$10,000 (third-party gifts) and \$6,000 (PHC match)

Total Project Costs \$ \_\_\_\_\_

### 4. Project Description

**On a separate single-sided page, briefly answer the following. Note: additional pages will be discarded.**

- A. What are the goals and activities of the project?
- B. Who are you trying to reach? Why will this project be of interest to the people you are targeting? How will you attract them?
- C. Who are the humanities scholars, artists and other experts who have agreed to work on the project? What are their responsibilities and qualifications for this project?
- D. How will you use PHC funds for the project?
- E. What resources (funds, special expertise and other resources) will you contribute to the project?

Mail to: Pennsylvania Humanities Council, 325 Chestnut St., Ste 715, Philadelphia, PA 19106-2607

Please Photocopy

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](http://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) \$ \_\_\_\_\_

Maximum G&M amount is \$16,000:  
\$10,000 (third-party gifts) and \$6,000 (PHC match)

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.

Please Photocopy

# 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><b>A. Your Staff</b> (Indicate names, positions and rates) Note: Up to 25% of overall budget may be requested for staff salaries.</p> <p><b>B. Advisors</b> (Indicate names and rates)</p> <p><b>C. Program Personnel</b> (Indicate names, positions and rates for presenters, workshop leaders, panelists, etc.)</p> <p><b>*D. PHC Evaluator</b> (Large Grant applicants <u>only</u> must allocate \$150 in requested funds column)</p> <p><b>E. Travel and Expenses</b> (Specify items and rates. Mileage should not exceed \$.41 per mile.)</p> <p><b>F. Promotion</b> (Itemize)</p> <p><b>G. Production Expenses</b> (Itemize)</p> <p><b>H. Printing</b> (Itemize)</p> <p><b>I. Postage</b></p> <p><b>J. Telephone</b></p> <p><b>K. Supplies or Materials</b> (Itemize)</p> <p><b>L. Rental Costs</b> (Itemize)</p> <p><b>M. Other</b> (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)

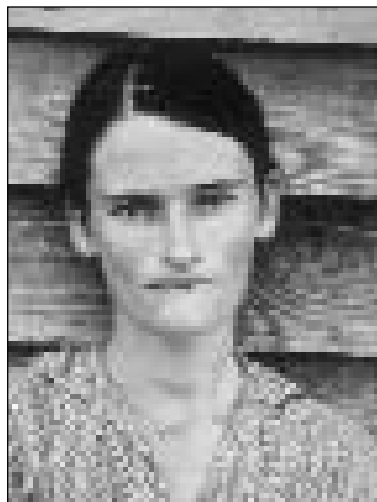
From the *Nate Smith Video Project*, a short documentary about the Pittsburgh labor activist referred to as the father of the black labor movement. Produced by Robert Morris University in Allegheny County.

(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.

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## 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

# 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

## Invited Large Grant Applicants

New Large Grant Deadlines: Application postmark deadline September 1.  
(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.





From *Times of Sorrow and Hope: Documenting Everyday Life in Pennsylvania During the Depression and World War II*. This Lancaster County Historical Society traveling exhibit featured interpretive panels and photographs taken in PA between 1935-1946 by photographers working for the U.S. government.

**PHC** | Pennsylvania  
Humanities  
Council

Constitution Place  
325 Chestnut Street, Suite 715  
Philadelphia, PA 19106-2607

The Pennsylvania Humanities Council inspires individuals to enjoy and share a life of learning enriched by human experience across time and around the world. PHC integrates the humanities into everyday life through partnerships with cultural institutions and community organizations.

In addition to Humanities Grants, PHC offers Humanities-and-the-Arts Grants in partnership with the Pennsylvania Council on the Arts for humanities programs promoting understanding and appreciation of the arts. PHC's speakers bureau and book discussion program also serve as resources for residents of Pennsylvania. For more information on PHC:

[www.pahumanities.org](http://www.pahumanities.org)

Phone: 215-925-1005

Toll Free: 800-462-0442 (in PA)

Fax: 215-925-3054

E-mail: [phc@pahumanities.org](mailto:phc@pahumanities.org)

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