



# Project Summary

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**1. Humanities Content.** What is the subject of the project? Why is this a humanities project?

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**2. Project Objectives.** What do you hope to achieve with this project? How are the proposed activities related to your strategic goals as the sponsoring organization?

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**3. Humanities Scholars.** Humanities scholars must be involved in the **planning** *and* the **presentation** of a project funded by DHF. Please list all humanities scholars and other participants involved in this program. Please indicate who has and has not been confirmed. Attach a resume for each scholar who will be paid with DHF funds.

Name / Affiliation / Humanities Discipline / Role in Project

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**4. Project Activities and Format.** What specific activities will take place, and what formats will be used? Where will the activities occur?

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**5. Promotional Strategy and Audience.** Who is the target audience of your completed project? How will you publicize the project to attract that audience? How large an audience are you expecting? How will you encourage audience participation?

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**6. Project Evaluation.** The Forum requires evaluations for every project, including digital exhibits. The standard evaluation procedure involves written evaluations from the audience, Project Director and an outside evaluator. The Forum will provide you with evaluation forms and a list of approved outside evaluators. The outside evaluator must be selected from the approved *Evaluator List* and cannot be affiliated in any way with the grant recipient. The audience and outside evaluators should evaluate your digital exhibit once it is completed. Please explain the procedure that would best suit your project.

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**7. Project Timeline.** Provide a schedule of all project activities including pre-planning, promotional activities, and the actual dates when activities will occur. As a reminder, your project must be completed by **March 31<sup>st</sup>, 2011**.

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**8. In-Kind Personnel.** Please list all persons involved in the planning and implementation of this project who will *not* be paid with DHF funds.

Name / Affiliation / Humanities Discipline (if applicable) / Role in Project

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**9. Additional Narrative (Optional).** Attach any information which you would like the Delaware Humanities Council to consider in reviewing this application. *Please do not exceed six double-spaced pages.*

## Budget Instructions

All funds requested from DHF should be reasonable and must reflect the costs of the project.

### DHF Funds Requested

**Personnel.** *N.B.* DHF funds **CANNOT** be used to pay sponsor or co-sponsor organization staff costs.

DHF will consider funding only those project personnel costs which will not otherwise be compensated by the sponsor (for example, compensation for external humanities scholars, planners, etc.). Only a minimal amount of personnel expense should be charged to DHF grant funds. The personnel costs should be consistent with usual rates of pay. *See 3. Humanities Scholars on Page 2 of this application.*

**Travel and Meals.** DHF funds may NOT be used to supply refreshments for the audience. Travel costs are allowed for out-of-town personnel only. Mileage is reimbursed at \$.41/mile.

**Supplies.** This is restricted to consumable items, e.g. film, paper products, etc.

**Rental.** Funds may be requested to meet expenses for rental of a meeting place or equipment such as audio visual aids.

**Promotion & Printing.** Funds may be requested to supplement the organization's promotional efforts.

**Evaluation.** You may request funds for an outside evaluator and the cost of materials for audience evaluations. The outside evaluator usually costs \$200.

**Other.** List any expenses not covered by the above categories.

### Sponsoring Organization Cost-Share

This refers to the sponsoring organization's cash and in-kind contributions to the project. In-kind contributions are the estimated values of contributed time, services, facilities or supplies. **Total cash and in-kind contributions must be equal to or greater than the amount requested from DHF.**

**Personnel.** Record as cost-sharing the value of time—both compensated by your organization and uncompensated—spent by anyone in planning, promoting or implementing the project. Salaries for those persons performing the routine duties of their own positions should be part of In-Kind Cost-Share. The value of contributed time may be based on an individual's actual salary. *See 8. In-Kind Personnel on Page 4 of this application.*

**Travel.** Donated (not reimbursed) travel by participants or staff may be included.

**Supplies.** Any materials used but not purchased with grant funds should be included.

**Rental.** The estimated or actual rental values of any space or equipment used in planning or implementing your project should be included. If rental value is not known, we suggest \$100 for use of a room for each meeting.

**Promotion & Printing.** Include the cost of producing news releases, announcements, fliers and invitations to the program.

**Evaluation.** Include the cost of printing audience evaluations.

**Please list gifts from other organizations in the appropriate column.**

## Project Budget Summary

Summarize all project costs in this form and place totals on Page 1. *Budget Instructions* are on the previous page.

	DHF Funds Requested	Sponsor Cost-Share		Gifts from other organizations	TOTAL
		Cash	In-Kind		
<b>Personnel (scholars, planners, etc.)</b>					
<b>Travel &amp; Meals</b>					
<b>Supplies</b>					
<b>Rental (facilities &amp; equipment)</b>					
<b>Promotion &amp; Printing</b>					
<b>Evaluation</b>					
<b>Other (specify)</b>					
<b>TOTAL</b>					

Will you charge admission? \_\_\_\_\_ If so, how much? \_\_\_\_\_  
 How much do you expect to collect and for which budget items will the proceeds be used?

**Budget Explanation.** Itemize all budget figures. Give the basis for calculation wherever necessary. Indicate how you plan to make your project activities accessible to those unable to afford admission.

**Please list any grants received from DHF in the past three years (grant number, title and Project Director).**

In the event of an audit, DHF needs to know the sources of your matching funds. **Indicate the anticipated funding sources of your Sponsor Cash Cost-Share (please check all that apply):**

- Individuals
- Corporations and businesses (including company-sponsored and corporate foundations)
- Private and public foundations (including independent, operating, and community foundations)
- Labor unions and professional associations
- Nonfederal government units (state, county, municipal)
- Affiliated groups (alumni/ae, "Friends")
- Special events and benefits (check only when gifts raised by this means cannot be readily assigned to any of the above donor categories)
- Other (specify) \_\_\_\_\_

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The Delaware Humanities Forum may only award funds to **valid non-profit organizations**. All applicants must verify their non-profit status by completing the form below and, if applicable, by attaching the required documentation.

The \_\_\_\_\_ (applicant organization) is:

- a 501(c)(3) organization. Our IRS 501(c)(3) certification document is attached.
- a 501(c)(3) organization. Our IRS 501(c)(3) certification document is on file in the Forum's office.
- a unit of state or local government.
- a non-profit organization. We have attached a statement signed by the organization's authorized official which testifies to the non-profit nature of our organization and the non-profit nature of the activity proposed in this application.

**NATIONAL ENDOWMENT FOR THE HUMANITIES**

**Assurance of Compliance**

1. Certification Regarding the Nondiscrimination Statutes

The applicant 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; and
- (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 reasonable 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.

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

- (a) The prospective lower tier participant certifies, 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.

**Explanation of the Assurance of Compliance Requirement**

As a condition for approval of a grant, the National Endowment for the Humanities requires all organizational applicants to execute the “Assurance of Compliance” form, whether or not a comparable form has been filed with another agency.

The Applicant, or “lower tier participant,” referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name of the organization and the name and title of the official should be typed on the form. The signed original should be returned with the completed application to the Delaware Humanities Forum. It should be noted that signing this form indicates a commitment to comply with the statutes referred to herein.

Signature of Authorized Official	Date	Title
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Applicant Organization’s Address

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**PLANNING AND APPLICATION WRITING**

The Delaware Humanities Forum is interested in your estimation of the time and resources that your organization and volunteers expended in planning this project and in preparing this application. Your willingness to complete this form will benefit future applicants and the Forum.

Costs include staff and/or volunteer time spent planning the activities and completing the application forms. Please estimate all effort at the rate of \$15/hour, unless you employ a grant writer. In that case, use the actual rate of pay.

Other expenses your organization may have incurred in planning this project and completing the application forms include paid consultants, long distance telephone calls, and duplication of the application. If any travel was involved, calculate the cost at the rate of \$.41/mile.

**TIME AND RESOURCES EXPENDED**

Staff/Volunteer time (# of people x # of hours x \$15/hr.) =

Other expenses

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

TOTAL \_\_\_\_\_