2016 Kansas Town Hall Grant Guidelines

The Fall 2016 grants cycle has been canceled. Please follow KHC on social media or watch the website for updates on new opportunities in late 2016.

The Kansas Town Hall program, a partnership between the Kansas Humanities Council (KHC) and the Eisenhower Presidential Library & Museum, encourages citizens to engage in and learn about issues facing Kansans today.

> *Citizenship is not a mere matter of expressing our pride in our traditions…citizenship is the carrying forward of the ideals on which nations based on freedom are maintained and sustained.*
> Dwight Eisenhower, September 30, 1956

Goals of the Kansas Town Hall Grant program:
1. Inspire civic engagement by addressing contemporary local topics
2. Use the humanities to enrich discussion of civic-related topics
3. Consider multiple perspectives for a balanced discussion

Kansas Town Hall (KTH) grants support projects that apply the humanities to create respectful dialogue on public issues. Projects typically involve public lectures, panel presentations, or forums. The grant should support at least two separate events in a series.

NOTE: This year, KHC is interested in projects that explore Kansans' relationship with water.

Award Amount: Grants are competitive with a maximum award of $3,500

Deadline
Applications must be submitted at least 6 weeks before the first event. Applicants are asked to email preliminary ideas to KHC prior to final application.

Who Can Apply
In-state nonprofits are eligible. 501(c)(3) status is not required, but applicants do need a DUNS number.

For More Information
Contact 785-357-0359 or grants@kansashumanities.org

GETTING STARTED: What is Civic Engagement? What are the Humanities?
Civic engagement is defined as collective dialogue that explores issues of public concern. KTH projects may vary in format but must involve the humanities to inform discussion. The humanities include history, literature, philosophy, law, political science, sociology, and cultural anthropology. Applicants are encouraged to contact KHC staff early for guidance. The project should engage a general, out-of-school audience. Grant-related work must be completed within 12 months or less.

Selecting a Topic for Your Kansas Town Hall
The topic should have historical roots and contemporary reach. The topic should:
- Be relevant to the community or organization
- Encourage informed discussion and use questions to engage participants
- Include multiple perspectives

Example topics:
- Changing communities: depopulation, diversity, or infrastructure
- Food deserts: local access to quality, affordable, or nutritious foods
- Poverty, homelessness

Selecting a Humanities Consultant
Each KTH grant must involve a humanities scholar to serve as project consultant. The consultant will provide feedback, suggest methods for using the humanities, and may serve as speaker or moderator. KHC can help identify a humanities consultant. The humanities consultant must fit within at least one of the following categories:
- Individual with at least a Masters Degree in a humanities discipline
- Professional with college-level teaching experience in a humanities discipline
- Museum curator, librarian, or other skilled professional with knowledge of a specific humanities topic

Selecting Speakers and Discussion Leaders
KTH programs are intended to enrich discussion by providing a depth of information in a balanced manner. This is accomplished by sharing the insights of scholars and experts. Speakers and discussion leaders may include scholars, subject matter experts, public policy experts, or community representatives. A humanities scholar must be involved with each event. KHC can help identify these individuals.

Developing a Budget
The budget shows all anticipated expenses needed to accomplish the project. In addition to KHC grant funds, applicants are asked to donate goods and services equal to or greater in value than the amount requested. This is called cost share and can include:
- Staff and volunteer time devoted to the project
- The use of office space, venue space, telephone, and equipment
- Public service announcements and other free publicity
- Refreshments

Cash match is not required. Grant funds can only be used for direct costs. Contact KHC for clarification.

KHC grant funds CAN be used for:
- Salaries for part-time staff employed by the sponsor organizations who play a significant role in the project
- Honorarium for the consultant, speakers, discussion leaders, and facilitators
- Travel reimbursement for staff and out-of-town consultant, speakers, and facilitators
- Some publicity and promotions. No more than 40% of request.
- Event or project handouts, such as brochures or discussion guides
- Rental of facilities or equipment, such as film projectors and a sound system

Grant funds CANNOT be used for:
- Salaries for full-time staff employed by the sponsor organization
- Social service programs or programs that advocate one-sided political action
- Individual research, scholarships, or fellowships
- Academic conferences or programs directed to a single profession
- The purchase of equipment, website hosting, or insurance
- Courses for academic credit. No school projects. Students may be involved as volunteers.
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical abilities, or sexual orientation
- Any expenses incurred prior to the grant award
- A project that is to be used as a fundraiser
- Refreshments, entertainment, re-enactors, storytellers, or promotional give-aways

HOW TO APPLY

Step 1: Email Your Idea: Applicants should email ideas in advance of the final application. The email should identify the sponsor organization and explain the topic. KHC can provide feedback to make the final application more competitive. Email grants@kansashumanities.org, or call 785-357-0359.

Step 2: Submit Final Application: The final application must be emailed as a Word or PDF document to grants@kansashumnities.org. The application must be submitted at least 6 weeks before the first public event.

Application must include:
- Part A – Contact Information
- Part B – Project Description
- Part C – Budget
- Part D – Attachments

PART A: CONTACT INFORMATION

Sponsoring Organization (Organization responsible for management of project)
- Name, Address, and Website
- Nine-digit DUNS number. Receive one by calling 866-705-5711 or visit: http://fedgove.dnb.com/webform

Project Director (Person who will oversee the project and submit reports to KHC)
- Name, Title, Organization, and Address
- Phone and Email

Authorizing Official (Typically board president, executive director, or dean)
- Name, Title, Organization, and Address
- Phone and Email

Fiscal Agent (Person responsible for accounting of grant funds and cost share. Cannot be Project Director.)
- Name, Title, Organization, and Address
- Phone and Email

Humanities Consultant (All projects must identify a consultant. Cannot be the Project Director.)
- Name, Title, Organization, and Address
- Phone and Email

PART B: PROJECT DESCRIPTION (Answers should not exceed 500 words)

1. Project Title:

2. Describe the project and explain why the topic is important to your community or organization. Be sure to discuss how the humanities will help explore the topic.

3. What are the goals and how do they align with KTH goals?

4. Provide a project timeline from planning stage to completion. Include dates for major project activities to be completed within 12 months or less.

5. Provide a list and brief description of each scholar, discussion leader, speaker, or facilitator involved in the project. Specify which individuals who will be supported by the grant.

6. Who is the intended audience?

7. How will the project be promoted? (Facebook, Twitter, flyers, mailings, local media)

8. Provide information for all public events. Include date, time, location, and estimated attendance. All events should be free and open to the public.

9. Explain the project assessment plan. How will you know if your goals were achieved? (attendance, surveys, observer reports, consultant review, etc)

10. Describe any additional funding received for this project. Please provide amounts and funding source. (ex: ABC Foundation - $500)

PART C: BUDGET
The budget shows all anticipated expenses throughout the course of the project and indicates what is to be funded with the grant or with cost share. Include detailed calculations. Cost share must be equal to or greater in value that the amount requested from KHC. Provide details for the following categories:
- Project Staff
- Honoraria
- Travel
- Promotion
- Equipment and Facilities
- Program Materials
- Other Expenses

What Do These Budget Categories Mean?
Project Staff is the value of time for the people who administer the project, such as project director, fiscal agent, or publicity director. For each person, estimate total hours dedicated to the project and multiple by a comparable wage.
- Fiscal Agent's services must be a cost share contribution
- Grant writing or other activities prior to the grant award cannot be included
- Volunteer time may be valued at $12/hour and should be listed as cost share

Honoraria includes payments to the Humanities consultant, speakers, public policy experts, panelists, and facilitators. Honorarium is typically $150 per event, but should not exceed $500. Speakers not paid with KHC grant funds should be listed as cost share.

Travel includes mileage, lodging, and meals for speakers and project staff. Only out-of-town travel can be funded by the grant. In-town travel is counted as cost share. KHC allows the following rates:
- Mileage: $.50/mi for private vehicles; rental cars with comparable costs are allowable
- Lodging: Up to $75/night
- Meals: Up to $25/day
- Airfare: Tourist or economy rates only

Promotion includes the creation of brochures, invitations, flyers, posters and costs associated with mailings. It may also include paid advertising such as online media, newspaper, radio, and television. The use of social media is encouraged, but generally considered cost share.

Equipment and Facilities includes rental costs for a meeting room, public venue, projectors, film rights, or other items needed for the project. Grant funds cannot be used to purchase equipment, but you can place a fair market value on its use. Fair market value is based on the cost of renting similar equipment.

Program Materials includes expenses relating to the creation of program agenda, study guides, or other program handouts for public events.

Other includes costs essential to the project not identified above. Be specific. KHC rarely funds "miscellaneous" costs. Items such as refreshments and group meals must be listed as cost share. Institutions may list indirect costs only as cost share and only after consultation with KHC staff.

SAMPLE BUDGET FORM

	KHC	Cost Share
1. PROJECT STAFF Example		
Sarah Jones, Project Director	$100	$650
50 hrs. @ $15/hr = $750		
Charles Chatwick, Fiscal Agent	$0	$240
6 mos. @ $2,000/mo. @ 2%= $240		
Jeff Smith, Marketing (Press Release, Facebook, Twitter)	$0	$375
25 hrs. @ $15/hr = $300		
3 volunteers @ 10 hr ea @ $12/hr = $360	$0	$360
TOTAL	$100	$1625

	KHC	Cost Share
2. HONORARIA Example		
Jane Schmidt, Humanities Consultant	$450	$0
Consulting @ $200		
Speaker for 1 program @ $150		
Moderator for 2 programs @ $50 ea		
Robert Reed, Geologist	$400	$0
Speaker for 2 programs @ $150 ea		
Panelist for 2 programs @ $50 ea		
Ray Rodriguez, Public Policy Expert	$250	$0
Speaker for 1 program @ $150		
Panelist for 2 programs @ $50 ea		
TOTAL	$1100	$0

	KHC	Cost Share
3. TRAVEL Example		
Jane Schmidt, Humanities Consultant	$40	$0
80 mi @ $.50/mi		
Robert Reed, Geologist	$100	$0
200 miles @ $.50/mi = $100		
Ray Rodriguez, Public Policy Expert	$300	$0
400 miles @ $.50/mi = $200		
Lodging, 1 night @ $75		
Meals, 1 day @ $25		
TOTAL	$440	$0

	KHC	Cost Share
4. PROMOTION Example		
Printing, 1500 fliers @ $.05 = $75	$75	$0
Postage, 1500 fliers @ $.11 = $165	$100	$65
Media Advertising	$0	$380
2 ads in The Daily News @ $100 = $200		
12 Ads on KWQ Radio @ $15= $180		
TOTAL	$175	$445

Total Grant Request: $1,815
Total Cost Share: $2,070

PART D: ATTACHMENTS

Consultant and Speaker Statements
Attach one-page statements from the humanities consultant and related speakers who will be funded with the grant. Do not submit CVs or resumes. Statements should briefly address:
* Qualifications
* Contributions to the project
* Methods for addressing the topic

Promotional Image: Provide a digital image related to your project that could be used in KHC publications. Image should be submitted through a "Letters of Support" field of the online application, or by emailed directly to grants@kansashumanities.org.

Acknowledgement of KHC
All material developed with a KHC grant, including associated publicity and promotional materials, shall include the KHC logo and carry a statement indicating it was funded by the Kansas Humanities Council. There shall be a disclaimer statement; to the effect that views express are not necessarily those of KHC or the National Endowment for the Humanities.