

# DELaWAre HUMANITIES

## Grant FAQs and General Information

*Who is eligible for Delaware Humanities grant funding?*

- Nonprofits
- K-12 schools, colleges, universities
- Museums
- Libraries
- Historical preservation groups
- State/local government agencies
- Professional or social organizations
- Social service organizations
- Community or religious groups
- Noncommercial media firms
- Ad Hoc group

*What types of project can Delaware Humanities support?*

- Book festivals
- Conferences
- Exhibits
- Lectures
- Media projects
- Museum assistance
- Oral histories
- Panel discussions
- Planning for humanities programs
- Public debates
- Reading and discussion programs
- Workshops
- Have another idea? Propose it – we like innovation!

*Are there things Delaware Humanities cannot fund?*

- Projects focused on personal, as opposed to public, concerns
- Events not open to the public
- Construction, restoration, or operating expenses of existing organizations

- Equipment, property, or capital purchases
- Museum or library acquisitions
- Lobbying or direct social action, planning for direct action, or projects which advocate for a particular course of action
- Projects presenting a one-sided, uncritical treatment of an issue
- Projects that would raise funds for for-profit organizations or commercial purposes
- Meals or refreshments for an audience
- Alcoholic beverages or entertainment costs
- Candidates running for public office

*What's the average size of a Delaware Humanities grant award?*

Grants range in size from a few hundred dollars to \$15,000, but the average grant size is \$5,500.

*What's the most common reason for a grant application to be rejected?*

Insufficient humanities content. For Delaware Humanities to award a grant, the role of the humanities in the proposal or project activities must be clearly established, and the project speakers/leaders must be humanities experts.

*How do I ensure that my application has the best chance at approval?*

Contact the Grant Officer by phone at (302) 657-0650 as early as possible in the application process; she can help you shape your application for the best chance at success.

*What will make my application stand out?*

Clear, unambiguous narrative, written to ensure that someone unfamiliar with your organization or the project can easily see how the proposed project fits with your organization's goals and the humanities. Be sure that your project is original, and provides new insights into or perspectives on your topic.

**All Delaware Humanities-funded projects must have:**

- A central focus in the humanities
- A clearly defined theme
- Professional humanists involved in planning/executing
- No political advocacy

- Open access for the public
- Publicity and evaluation plans where appropriate
- Matching funds (waiver available for some Opportunity grants)

**The Delaware Humanities proposal review process** awards grants on a competitive basis. Funding is limited. Applications are reviewed and ruled on at Delaware Humanities board meetings. Applicants are notified in writing. Applications may be funded in whole or in part, with or without conditions, returned for revision and/or resubmission, or rejected. Delaware Humanities' return of an application for revision and resubmission does not assure approval of the revised application.

**Common reasons for rejecting an application** include Delaware Humanities' limited budget, insufficient detail, lack of substantive humanities content, inadequate participation of qualified humanities personnel, insufficient or restricted audience, lack of adequate statewide publicity, advocacy or lack of balance in addressing issues, and insufficient budget detail or justification.

**The arts and humanities are *not* the same**, which is why Delaware has both the Delaware Division of the Arts and Delaware Humanities. Arts programs focus on creation and performance. Humanities programs focus on the interpretive aspects of the arts: historical or philosophical contexts, analyses of methodology, or approaches to art movements or periods. Delaware Humanities will offer grants for programs which combine performance with interpretation, such as a scholarly discussion following the production of a play.

**Repeat proposals** are allowed; however, after three consecutive years of funding one project, that project will have a lower priority than first-time proposals.

**Other considerations include:**

- Upon accepting a grant, the applicant agrees to use grant funds in accordance with the Delaware Humanities provisions
- Grant funds may only be spent within the grant period, only for the purposes described in the proposal, and only on the items specified in the approved budget
- Records and accounts of expenditures must be maintained; an experienced bookkeeper is suggested

- All materials publicizing or resulting from grant activities must contain appropriate acknowledgment of Delaware Humanities support.

**Rights to materials** (scripts, films, television/radio programs, viewer/listener guides) will remain with the grantee. Any plan for future use or distribution must be submitted to Delaware Humanities for approval prior to implementation. In addition, the utilization of grant-funded material will be sought on the basis of maximum possible rights for non-commercial use or distribution.

## Budget Guidelines

Delaware Humanities grant funds may only be used for expenses incurred during the grant period. The grant period begins the date funds are awarded (not the application date) and ends 3 months (90 days) after the program or activity ends.

### Funding Sources

The budget form lists four funding sources for your expenses: Delaware Humanities grant funds, Cash, In-Kind, and Gifts/Grants from other organizations. On the budget form, indicate which funding source provides what dollar amount of funding in each budget category. We encourage you to seek funds from multiple sources.

- **Delaware Humanities Grant Funds** are the grant funds you are requesting in your application.
- **In-Kind Contributions and Costs** include the value of services and materials donated to the project. Examples include: the value of your time not reimbursed by the grant, a meeting room, media public service announcements, volunteer labor.
- **Cash** includes actual cash contributions to your project from your organization's budget and grants or gifts from other organizations.
- **Gifts/ Grants** from other organizations includes monetary gifts or grants received from other funding sources or individuals.

### Expenses

- 1) Personnel:
  - Delaware Humanities funds CANNOT be used to pay sponsor or co-sponsor organization staff costs.
  - Delaware Humanities can fund project personnel costs not otherwise compensated by the sponsor, including external humanities scholars, planners, etc.
  - Personnel Fees:

Delaware Humanities honoraria are intended for humanities scholar speakers, panelists, and other key personnel. Honoraria do not include travel costs. Based on past public events, here are estimated honoraria amounts paid by Delaware Humanities:

- Up to \$100 for a panelist/discussion leader serving as respondent with little preparation
- \$100-\$150 for a panelist/speaker preparing brief marks on an assigned topic
- \$100-\$200 for a consulting scholar for planning and advisement, per day
- \$150-\$300 for a speaker making a presentation that involves substantial preparation
- \$300-\$500 for a scholar conducting original research and/or preparing a major presentation
- Any honorarium larger than \$500 must include a justification of the recipient's value to the project.

2) Travel and Meals

- Delaware Humanities funds CANNOT be used to supply audience refreshments, per-diem or speaker meals, or international travel.
- Travel costs can only be applied to out-of-town personnel.
- Mileage is reimbursed at \$.51/mile.

3) Supplies

- Project-specific, single-use supplies (paper, film, etc) can be covered with Delaware Humanities funds.
- Reusable materials (framing materials, the purchase of A/V projectors, etc) cannot be covered.

4) Rentals

- Funds may be used to meet expenses for rentals of meeting spaces, equipment, etc.

5) Promotion and Printing

- Funds may be used to supplement promotional efforts including print, online, radio, television or other forms of paid advertisements.

6) Evaluation

- You should request funds for an outside evaluator and materials for audience evaluations. Outside evaluators cost \$200. A list of approved evaluators is given to the grantee when the grant is awarded

7) Other

- List any expenses outside the above categories.