

APPLICATION FOR A COMMUNITY GRANT

Section I. Applicant Information

(1) Title of Project: _____

(2) Name of Applicant: _____

(3) DUNS # (If applicable): _____ (4) Email Address: _____

(5) Mailing Address: _____

(6) Work Phone: _____ (7) Cell Phone: _____

(8) Amount Requested: _____ (9) Amount of Cost Share: _____

(10) Project Start Date: _____ (11) Project End Date: _____

(12) Project Director Information

Name: _____

Mailing Address: _____

E-mail: _____

Work Phone: _____

Cell Phone: _____

Signature of Project Director

(13) Fiscal Agent Information

Name: _____

Mailing Address: _____

E-mail: _____

Work Phone: _____

Cell Phone: _____

Signature of Fiscal Agent

(14) Project Summary:

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Section II. Project Budget Form

(1) Cost Share

(a) Cash from Applicant: \$ _____

(b) In-Kind: \$ _____

(c) Cash Contributions from Other Non-Federal Sources: \$ _____

(d) Total Cost Share: \$ _____

(2) Amount of funds requested from Northern Marianas Humanities Council: \$ _____

(3) Total Project Cost (must equal total expenses): \$ _____

Item	Subrecipient Cost	NMHC Cost	Total
(1) Personnel			
Salary and Wages			
Fringe Benefits			
Stipends/Honoraria			
(2) Travel			
(3) Supplies			
(4) Printing/Duplication			
(5) Postage/Telephone			
(6) Equipment Rental			
(7) Facilities Rental			
(8) Advertising			
(9) Other (specify)			
Totals			

Signature of Project Director: _____ Date: _____

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Section V. Scholar's Form

Name: _____

Institution of Employment (If Any): _____

Academic Degrees, Fields of Study: _____

Mailing Address: _____ (4) Email Address: _____

(6) Work Phone: _____ (7) Cell Phone: _____

I, the undersigned, have agreed to participate in the project entitled, _____,
and have received a complete description of the project. My role is described below.

Signature: _____ Date: _____

Scholarship and Professional Experience: List academic training, teaching experience, research activities, and publications relevant to this project. If appropriate, include experience with non-academic audiences.

Role in the Project: What will be your role in the project (planner, consultant, lecturer, panelist, commentator, moderator, discussion leader, etc.)? How do you believe your role and expertise will contribute to the overall project?

Approach to the Subject: What approach will you take to address the subject (historical, literary, philosophical, etc.)? What are some of the major points you will make? What issues will you address? Give specific examples.

APPLICATION GUIDELINES

Section I. Applicant Information

(1) Title of Project. Your project title should paint a picture for the reader of the key idea(s) of your project. The words you use should clearly reflect the focus of your proposal. Limit your title to no more than 5 words. **(2) Name of Applicant.** Use the full name of your organization if submitting on behalf of an organization. Otherwise, use the Project Director's full legal name. **(3) DUNS # (If applicable).** Applicants must obtain a nine-digit Dun and Bradstreet Data Universal Numbering System (DUNS) number and maintain active System for Award Management (SAM) registration with current information at all times. You may request the DUNS number by calling a toll-free telephone number: 1-(866)-705-5711 or through D&B's website at: <http://fedgov.dnb.com/webform>. Individuals who apply for a grant unrelated to any business or non-profit organization he or she may own or operate in his or her name is exempt from this requirement. **(4)-(7) Email, Mailing, Phone.** Provide the addresses and phone numbers for your organization. If applying as a group or individual, provide information here for the Project Director. **(8) Amount Requested.** This is the total grant funds you are requesting in US dollars. **(9) Amount of Cost Share.** This is the total amount of cash and in-kind support you and/or a non-federal partner are able to contribute to the project. This figure must be the same or higher than the amount requested. **(10) Project Start Date.** Your project activities should begin a minimum of 30 days after the application submission deadline. **(11) Project End Date.** The Council typically reviews projects that do not exceed a period of one calendar year. **(12) Project Director Information.** Complete and sign with a blue ink pen. **(13) Fiscal Agent Information.** Complete and sign with a blue ink pen. **(14) Project Summary.** This is a brief but specific statement of the project goals, activities, and impact. It is a 2-3 sentence "elevator pitch" of your project. Be succinct and to the point. Your summary should not exceed the space provided.

Section II. Project Description

A narrative describing your project is required and should be organized into the following subsections:

(1). Goals, Outcomes, and Outputs: Goals are clear broad statements describing desired change in the community resulting from your project. Your goals should be SMART or specific, measurable, achievable, relevant, and time-based. Each goal should be supported by one or more outcomes you hope to

achieve. **Outcomes** are concrete and attainable changes in behavior, status, attitude, skill, knowledge or circumstance in the community. Your outcomes can be described by answering the question: "What changes in behavior/skillset do you want to see?"

Outputs are the means through which you will achieve your project goals and outcomes. They are tangible and concrete activities and products of your project. Your outputs can be described by answering the question: "How will you achieve your outcomes and goals?". Indicate major milestones and provide a timeline for major activities. Important note on published works: subrecipients are required to provide an e-copy of the final published work to the Council. Subrecipients must agree to grant the Council an irrevocable, royalty-free, non-transferrable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including computer software and its documentation and/or databases) first developed and delivered under a subaward. Subrecipients whose projects lead to published works in print media, are required to provide 30 print copies to the Council and articulate a plan for distributing additional print copies to CNMI-based libraries and repositories for public access.

(2). Alignment of Goals and Outcomes to SMP:

Your project must be consistent with one or more of the goals and objectives of the Council's Strategic Master Plan (SMP). Describe how one or more of your project goals support or advance the Council's SMP.

(3). Humanities Content: (a) Explain how your project relates to one or more areas within the humanities. This is defined as academic areas that include history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; history and philosophy of science; ethics; comparative religion; and those social sciences employing historical or philosophical approaches to their content. This last category may include cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of human value; (b) Describe how your project will enhance the appreciation and understanding of the humanities; (c) Describe methods of the humanities to be used (i.e. critical thinking, group discussion, research, documentation, etc.) to provide ways to talk about, study, and analyze the themes of your project; (d) if your content touches on an issue, describe how your project will offer a balanced presentation, provide for a variety of views, and avoid bias or calling for a specific course of action.

(4). Audience: Who are your intended beneficiaries of the project? How do you know there is a demand for

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your project outputs? How will you engage your audience throughout the project? How does your project format provide opportunities for active public participation?

(5). Evaluation Plan: Develop a table in this section to link your project goals, outcomes, and outputs to performance indicators and means of assessment. A performance Indicator is the data that will demonstrate the change behavior described in your outcome statements. Performance indicators can be described by answering the question: “What does success look like?”. Your means of assessment are the methods you plan to use to collect information to evaluate the extent to which you are achieving your goals and outcomes. Your evaluation plan should include the specific methods (i.e. surveys, pre-test/post-test, observations, focus groups, etc.) and the timeline for data collection, analysis, and reporting.

(6). Personnel: Describe the relevant qualifications of the Project Director, Fiscal Agent, Humanities Scholar(s), and other key individuals who will support the project. Attach resúmes or curriculum vitae if available.

(7). Project and Funds Management: Describe how your group will manage project activities, including funds dedicated to the success of this project. Disclose any plans or intent to generate revenue from your project. If you determine a need to charge a fee for access to your work, present a detailed plan that addresses how that income will be managed to advance your project goals. More information can be found about federal funds management requirements in the e-Code of Federal Regulations Part 200. Finally, provide a brief history of your group leading up to this project, including aspects of your group or organization that will be leveraged to ensure project success.

Tips!

- Regular and Mini Grant applicants must address all 7 project description subsections.
- Planning Grant applicants submit a project description in the form of a letter addressed to the NMHC Executive Director detailing the planning activities to be undertaken to include: (a) times, dates, and places of planning activities; (b) the names and qualifications of the humanities scholar(s)/area expert(s) and an explanation of their role in planning and activities to be implemented.
- Use Times New Roman, 11 pt. font for the body of the text and double spacing between lines of text.

- Charts, tables, images, audio, and visual submissions are allowed.
- There is no page limit, however, the project descriptions for Regular Grants are typically 5-8 pages, Mini Grants 2-4 pages, Planning Grants 1page. Be concise!
- Consult with Council’s Program Officer throughout the process of preparing your application.

Section III. Project Budget

Fill out and complete the Project Budget form as part of your application.

Cost Share: applicants must demonstrate that they are able to provide at least 50% of the total cost of the project in the form of cash or non-cash “in-kind” contributions by the applicant and non-federal third parties. As a rule, the Council will fund up to one-half the cost of a project. Use the Project Budget form to itemize project costs and distinguish between costs to be covered by grant funds (NMHC Cost) and costs to be covered by you (Subrecipient costs).

Section IV. Project Budget Narrative

The budget narrative supplements the Project Budget by providing brief descriptions for each budget items. Please ensure that you provide the basis for computing Subrecipient Cost. Project applicants should present realistic costs and only request funds absolutely essential for the project. Budget Narratives should be organized as described below. **Personnel Costs:** Indicate the Administrative and Non-Administrative personnel costs. Administrative personnel normally include the project director, fiscal agent and administrative support. Non-administrative personnel might include consultants, humanities scholars, and informants responsible for delivering lectures, moderating panel discussions, etc. The salaries of these persons should be calculated by the number of hours or days, or the percent of time spent on project activities, multiplied by a fixed rate of pay, for example; 100 hours x \$10/hr. or 5 days x \$50/day. Rates should be based upon the usual fee or the fair market value of the services provided. If personnel being paid with Council grant funds perform multiple functions in the project (for instance, a project director might also be a humanities scholar who gives a lecture), then the amount of pay for each function should be calculated separately. The specific functions and rate(s) of pay for each function should be described carefully in the budget narrative. To the extent possible, personnel costs should be in-kind donated contributions. In no case will the Council fund regular salaries of employees from other organizations.



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Also, the project director and participants are totally responsible for any taxes, fees or other obligations incurred as a result of paying personnel costs. Costs should accurately reflect only the actual amount of time necessary for project activities. Applicants may request that the Council pay for some of these personnel costs. Usually however, the applicant provides administrative support as part of their in-kind contribution to the project. It is strongly suggested that administrative costs be kept low in relation to the total budget. As a rule of thumb, these costs should not exceed one-third of the total budget.

Fringe Benefits: These costs should be figured using an established standard rate. In all cases, the applicant organization is responsible for any salary benefits required by law.

Fees and Honoraria: People who perform specific services for a project but are not on regular salary with the sponsoring organization usually receive fees or honoraria. Honoraria are stipends for services for which fees are not legally or traditionally required. A public relations consultant or a program or evaluation consultant would likely be paid a standard fee for work done on the project. On the other hand, a humanities scholar or area expert giving a speech, serving as a moderator, writing an essay, or performing a similar or related service would usually be paid an honorarium. Fringe benefits should *not* be paid for fees and honoraria. Both fees and honoraria are legitimate budget items that can be paid for out of grant funds, Gifts and Matching or through cost-sharing and in-kind contributions. The amounts of each must be reasonable and fair, though there is no simple formula to determine a set amount in each case. In the past, and depending on what function they fulfilled, participants' fees or honoraria have ranged from \$50 per day to as much as \$200 for a public presentation. Panelists or moderators normally receive less than those making speeches or other public presentations. Whatever rate of pay is negotiated, the applicant is responsible for establishing a responsible relationship between the amount of work being done, fees or honoraria, the money agreed upon, the qualifications of the consultant and the value of his or her service. If the Council judges a project worthwhile, but believes that a particular individual's fees are too high, the Council may agree to fund only a portion of the fee. The Council may consider extraordinary stipends for speakers of particular excellence and national reputation for the purpose of enhancing public understanding of the humanities. **Travel and Per Diem:** Travel and per diem should be budgeted at the applicant organization's standard rate, or the rate established by the CNMI government. Grant funds may also be used to pay

expenses calculated at the following rates: travel by private car at 25 cents per mile; air fare at the lowest rate available; per diem at a rate not to exceed \$40 per day (Breakfast - \$8, Lunch - \$12, Dinner - \$20); and lodging not to exceed \$85 per night. There is a \$25 cap on incidental travel-related costs. All amounts in excess of these should be supported through third-party gifts or cost sharing. **Supplies:** Supplies include such items as postage, pens, pencils, tape, film, etc. The budget and budget narrative should itemize these expenses in reasonable detail. These costs can be paid out of grant funds, Gifts and Matching, or contributed as cost sharing. **Rental of Facilities and Equipment:** Rental of equipment, office space (which may include utilities) and rental of space for project activities is a legitimate budget item. Usually this is a main source of cost sharing for the applicant.

Telephone/Fax/Internet: These expenses should be estimated on a prorated basis: that is, on a percentage of how much the project will use the telephone/fax and how much the equipment is used for other purposes. It would be very rare for project activities to require full funding for this item. These costs can be paid by grant funds, Gifts and Matching, or contributed as cost sharing. **Printing and Copying:** Include all photocopying and other printing in this category. Be sure to list any printing associated with publicity, posters and flyers, as well as any printed project products or follow-up materials, such as the proceedings of a conference. **Other:** All expenses (except indirect costs) that do not fit into the categories above should be itemized under "Other". Purchase of equipment is discouraged and no separate category labeled "Equipment" is included in the Project Budget form. The Council will rarely pay for equipment needed in a project. **Indirect Costs:** Indirect costs are those costs incurred for common or joint objectives that are not easily assigned to one project or the other. Typical examples of indirect costs for many non-profit organizations include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities such as a library, and general (non-project) administration and general expenses such as processing checks.

The Council may support a portion of the indirect costs incurred by an organization in the execution of a funded project. Organizations are eligible to apply for Council support in an amount equal to ten percent of an established rate with the federal government. Organizations without a negotiated rate with the federal government may apply for an amount equal to ten percent of the de minimus rate of 10 percent of modified total direct costs for indirect costs. The remaining ninety percent is to be included in the budget as either cash or in-kind cost sharing. Applicants who apply for indirect costs are required to include in their



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applications some verification of the formula used to determine the indirect costs listed in the budget.

Section V. Scholar's Form

This form should be filled out and signed by the Humanities Scholar or area expert. It should also provide information on the scholar's/area expert's professional qualifications, his or her role in the project, and the approach to be taken.

Eligible Applicants

Any non-profit organization, institution, group, ad hoc committee, or individual may receive a grant. Each project requires a project director, a humanities scholar or area expert, and a fiscal agent. Where appropriate, the project director may also serve as the humanities scholar/area expert and the fiscal officer. Examples of eligible applicants include social service organizations, clubs, churches, state and local government agencies, business and professional groups, unions, schools, corporations, public radio and television stations, museums, historical societies, public libraries, art organizations, colleges and universities.

Informal groups organized solely to submit a grant may also apply for funding. Applicants need not be incorporated as a non-profit organization or have tax-exempt status. However, the group must demonstrate that they are not "for profit" and can manage all aspects of the project adequately. The sponsoring organization and its members, upon receipt of Council funds, become fully liable for the responsible use of those funds. Any liability incurred by project participants is solely the responsibility of the participants, not of the Council. **DUNS and SAM:** Applicants must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and maintain active System for Award Management (SAM) registration with current information at all times. Individuals who apply for a grant unrelated to any business or non-profit organization he or she may own or operate in his or her name is exempt from this requirement.

Eligible Projects

Eligible projects may include, but are not limited to lectures, exhibits, film and tape showings, newspaper publications, slide shows, workshops, panel discussions, conferences, and seminars. Research projects, book publications, media projects, and curriculum development projects also may be eligible for support. Applications for media projects should demonstrate cash grant support from third parties.

Ineligible Projects and Items

The Council will **not** support:

- Projects that involve direct action or the planning of direct action to resolve issues of public policy or concern.
- Projects that influence an audience towards a single position or point of view, or that present a one-sided or biased treatment of an issue of public concern.
- Scholarships or fellowships.
- Courses of instruction that target a select limited audience.
- Performances in the arts unless their primary role is to support discussion of issues of public policy, public concerns or cultural history, or an understanding of areas of the humanities.
- Museum, historical organization, or library acquisitions unless they are small acquisitions directly related to the implementation of a public project funded by the Council and will be used extensively after completion of the project.
- Building construction, acquisition or restoration costs, including historical preservation costs.
- Equipment purchases unless absolutely vital to the project. (We urge applicants to cost-share or rent equipment.)
- Projects that raise funds for profit or for commercial purposes.
- Payment for food, alcoholic beverages, refreshments or entertainment for projects or project-related activities.
- Activities that have political or religious purposes.
- Funding general operations or administration of the applicant organization, including regular salaries.
- The Council normally does not provide support for ongoing programs, although it will consider new humanities-related elements to ongoing programs.

Grant Types

The Council offers three types of Community Grants. These are Regular Grants of more than \$2,000, Mini-grants of up to \$2,000, and Planning Grants of up to \$1,500. **Regular grants** are awards of more than \$2,000. No upper level of funding has been established since the level of an award depends on the merit of the proposed project, the amount of Council



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funding available, and the number and quality of other applications submitted for funding during a given fiscal year. **Mini-grants** are awards of \$2,000 or less to support allowable humanities projects. **Planning Grants** are awards of \$1,500 or less, and are for planning and developing a project. Planning grants are for activities such as organizational meetings, long-distance phone calls to engage scholars in projects, limited travel to other islands to discuss sites and procedures for public presentations, publicity in the media, secretarial assistance, etc. Funds can also be used to support the inquiry of a humanities scholar into the worthiness of a proposed project as a public program in the humanities.

Submission Deadlines

Applications for regular, mini and planning grants are accepted four times a year in accordance with the following schedule:

December 31st @ 4:00 p.m.
March 31st @ 4:00 p.m.
June 30th @ 4:00 p.m.
September 30th @ 4:00 p.m.

When a submission deadline falls on a weekend, the application must be received by the last working day of that month. Applications will not be considered officially received until they have been certified complete by staff.

Submission Guidelines

Submit a complete application packet (Sections I-V) by postal mail, email, or hand delivery by stated deadlines. Grant application packets submitted via postal mail must be postmarked on or before the deadline and sent to:

Northern Marianas Humanities Council
P.O. Box 506437
Saipan, MP 96950

Grant applications may be submitted via email as one pdf document to info@nmhcouncil.org.

Hand-delivery submissions may be made to the Northern Marianas Humanities Council office at Springs Plaza, Gualo Rai, Saipan, CNMI.

Application Assistance

The Council strongly encourages applicants to consult with staff throughout the application process.

Requests for applications, application assistance, Council publications, or other program information should be directed to the Program Officer, Northern Marianas Humanities Council, (670) 235-4785 or info@nmhcouncil.org.

The Community Grant Application Packet may also be downloaded from the Council's website: www.nmhcouncil.org.

Application Review

Following submission, all applications undergo initial review by staff to ensure that the proposed project is eligible, that it is consistent with the Council's Strategic Master Plan, that the budget items are allowable, and that all required information is included. Any missing items will be brought to the applicant's attention by staff. Applications will not be considered officially received until they have been certified complete by staff. When considering your application, the Council will ask:

- (1) How does the project make central use of a humanities subject and its methods of inquiry (e.g. critical thinking, research and writing, discussion, interaction between experts and the public, etc.)?
- (2) Are the project's goals clear and are its activities likely to succeed?
- (3) Is the intended audience clearly identified and does the application consider how the project can best reach out to and serve its audience?
- (4) Are the project personnel qualified for the work?
- (5) Has a feasible timetable been provided? Are activities scheduled to start after the Council makes a decision about whether to fund the project?
- (6) Is the budget reasonable and clear, and does it meet the "cost-share" requirement? Does the budget narrative explain how costs were calculated?
- (7) Has the applicant thought about how the project will be evaluated in order to understand its successes and identify ways to improve?

Applications certified as complete will be presented to the Council's Program Committee. This Committee will vote to either recommend approval or disapproval. Program committee recommendations will then be



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Humanities Council**

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presented to the Council's full board for final funding decisions. The Council may approve an application without change, approve with stipulated changes, or disapprove the application. The Council may suggest possibilities for change and resubmission for proposals that have potential. Such recommendation or action, however, does not imply that the revised and resubmitted proposal will be approved and funded.

Grant Award Notification

Official notification is provided to applicants when an award decision is made. If the project proposal is approved, the applicant enters a contractual agreement that obligates the applicant to completing all project activities in accordance with the schedule outlined in the proposal and approved by the Council.