



2009 Quick and Project Grant
Guidelines and Application Materials

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Table of Contents

Humanities Washington Grant Program	1
<i>Quick Grants</i>	2
<i>Project Grant</i> Guidelines	3
<i>Project Grant</i> Application Instructions	7

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The humanities *are the stories ideas and writings that help us make sense of our lives and enhance our capability to think imaginatively and critically about our world.*

Literature. History. Philosophy. Ethics. Comparative Religion. Languages and Linguistics. Art History and Criticism. Archeology.

Anthropology. The humanities inspire people from all walks of life to recognize and draw meaning from their connections to the past and to other cultures. They also help us to honor and celebrate the experiences we share with people in our own communities.

Whenever you question human values...read a book to a child...view a documentary film...learn the history of another culture...or are mesmerized by a story, you are experiencing the humanities.

Humanities Washington Grant Program

Humanities Washington supports public programs that have as their *primary* purpose the presentation of insights gained from the humanities. Humanities Washington offers two types of grants. *Quick Grants* are available year-round to small or rural organizations for program planning or implementation. *Project Grants* are usually awarded twice a year through a competitive grant process for larger projects. This booklet provides guidelines and application instructions for *Quick Grants* and *Project Grants*.

Since 1973, Humanities Washington (formerly Washington Commission for the Humanities) has been dedicated to improving individual and community life through cultural and educational programs that nurture creativity, promote dialogue, and spark critical thinking. The Humanities Washington Grant Program provides funding for public programs in the humanities in Washington State. Humanities Washington is particularly interested in supporting projects that do one or more of the following:

- stimulate discussion and discovery
- encourage participation and actively engage the audience
- explore *how* and *why* rather than just telling what
- develop and attract new audiences
- bring humanities programs to underserved areas of the state

Humanities Washington is a 501(c)(3) not-for-profit organization funded by the National Endowment for the Humanities and private donations.

The Humanities

The humanities are the stories, ideas, and writings that help us make sense of our lives and enhance our ability to think critically and creatively about our world. Public humanities programs help us to understand complex social issues through the multiple lenses of interpretive disciplines such as history, literature, and philosophy. Programs that encourage thoughtful consideration of issues and provide the historical, social, and philosophical contexts with which to do so are at the core of the public humanities.

Public humanities programs such as these strengthen ties between people, between the past and the present, and between idealism and action. They provide a framework for examining how we think, what we value, and what it means to be human. By participating in these programs, we hone skills of inquiry, analysis, reflection, evaluation, and conversation, enriching both our private lives and our civic communities.

The humanities include history, literature, language, linguistics, philosophy, jurisprudence, ethics, religious studies, archaeology, art history and criticism, and interdisciplinary fields such as American studies, ethnic studies, folklore, and women's studies. Humanities Washington does not fund projects that are exclusively the creative and/or performing arts. However, Humanities Washington does fund humanities projects which interpret art or use art or artistic performance to enhance humanities programs.

Quick Grants

Quick Grants of up to \$500 may be requested by small, non-professional and non-profit groups to assist in the preparation of a project plan or to conduct a humanities program. *Quick Grants* are available for two purposes:

1. **Project planning:** *Quick Grants* may be used to pay for the services of a humanities consultant, technical consultants such as exhibit designers, travel expenses, and other incidental costs involved in the preparation of a project plan. These grants are intended for groups that would otherwise have little access to humanities or technical advisors, have limited staff size, or lack experience in project development. *Quick Grants* may not be used for grant-writing services.
2. **Program implementation:** Organizations in communities with limited access to humanities programming may apply for a *Quick Grant* when they have an opportunity to conduct a humanities program that requires a small amount of funding for implementation and does not fit within the *Project Grant* application timeline.

Please see “What We Do Not Fund” on page 5 for a complete list of expenses for which we do not provide grant support.

Who May Apply

Small, non-professional groups in Washington State are eligible to receive a *Quick Grant*. Applicants need not be incorporated or have tax-exempt status, but they must be constituted for non-profit purposes. In most cases, *Quick Grants* will not be awarded to large cultural organizations or academic institutions. Applicants may receive only one *Quick Grant* per calendar year.

Examples of *Quick Grants*

A small historical society developed a presentation on an early county school using oral histories from teachers and students.

An opera company produced pre-show discussions to highlight the history and development of each opera.

Volunteers for a community cultural festival received training to improve their planning process and festival organization.

A rural school district brought a diverse group of speakers to address students as part of their Summer Enrichment Program.

How to Apply for a *Quick Grant*

Quick Grant applications are reviewed by Director of Programs Ellen Terry and may be submitted at any time online. Visit www.humanities.org/grants/quickgrantsguidelines.php to review the Quick Grant Guidelines and access the online application. The application must be completed by the authorizing official for the organization. The authorizing official is the representative of the applicant organization, usually the President of the Board, who has the authority to submit the grant application on behalf of that organization. Applications should be submitted eight weeks before the event.

The application asks for a brief outline of the project, estimated project timeline, the amount of funding requested with key expenses identified (maximum of \$500), and the legislative and congressional districts served. There is not a matching requirement for *Quick Grants*.

Applications are reviewed and award letters sent *within three weeks* of the submission of the application. Programs may begin anytime after award notification. **Grant funds are paid after the event or project has taken place and Humanities Washington has received the evaluation for the project.**

Project Grants

Project Grants are available to support projects that have as their *primary* purpose the public presentation of insights gained from the humanities. Project formats include exhibits, symposia and public forums, extra-curricular school programs, lecture and discussion programs, cultural presentations, websites, radio documentaries and film and video projects that constitute part of a larger humanities program. School programs are not required to be open to the public. Humanities Washington will consider proposals for cultural preservation programs that are not public in nature, but are essential to preserving the diversity of Washington State (for example, tribal language preservation). *Project Grants* are usually awarded twice a year through a competitive grant process. In recent years, Humanities Washington has awarded *Project Grants* ranging from \$1,500 to \$10,000. Projects that are regional in focus, limited to a town, city, county or area of the state may request a maximum of \$7,500 for their project. Projects that are larger in scope, aiming to serve the entire state of Washington, may request a maximum of \$10,000.

Who May Apply

Any public agency or not-for-profit organization in the United States is eligible to apply for a grant. Applicants need not be incorporated or have tax-exempt status, but they must be constituted for nonprofit purposes. While the applicant organization need not be located in Washington State, the project must take place in the state or, in the case of radio projects, be made available to state residents.

- Organizations may receive only one *Project Grant* in a calendar year
- University departments are considered one organization.
- Projects not funded in a grant round must be invited to apply for the following
- An organization can not receive funding for the same project more than three consecutive years.

2009 *PROJECT GRANT* APPLICATION DEADLINES

Humanities Washington will conduct two grant rounds in 2009.

Spring Round

Letter of Intent Deadline	March 6
Application Deadline (submitted online)	April 3
Grants Awarded	June 8
Funded Work May Begin as of	July 1

Fall Round

Letter of Intent Deadline	June 26
Application Deadline (submitted online)	July 31
Grants Awarded	October 5
Funded Work May Begin as of	November 1

Grant Writing Consultation

Humanities Washington staff is available to consult with applicants on draft proposals by telephone or in person by appointment prior to any application deadline (a minimum of four weeks before the deadline is advised). Humanities Washington staff is the liaison to the Grant Review Committee and can provide general guidance on structuring your proposal and preparing your budget. Humanities Washington staff will contact all applicants who submit an intent-to-apply letter to discuss the proposed project. Calls and emails are returned to applicants in the order they are received in our office. Please begin your grant-writing process with plenty of time to address questions that may arise.

Matching Funding Requirement

Applicants must at least match the amount granted by Humanities Washington for a project. Put another way, Humanities Washington funds may pay for no more than 50 percent of the total project cost. The types of funding that may be applied to the applicant's matching requirement include cash (applicant's own and other gifts and/or grants) and third-party in-kind contributions of goods or services used to support the project. Examples of in-kind contributions include volunteer time, donated equipment, and donated printing services. The figures submitted for in-kind cost share must be documented and calculated at fair market prices. Other NEH or humanities council grants may not be applied to the matching requirement.

*The following expenses are **not allowable** to meet the matching requirement:*

- Food costs such as audience refreshments and receptions (meals as a necessary expense of staff or project consultants on travel status are an allowable expense).
- Entertainment or costs related to entertainment.
- News coverage (newspaper, TV, or radio) and air time for public service announcements (paid advertising is allowable as cost-share).
- Any contributions that cannot be assigned a fair market value for comparable services.
- Cost of grant-writing by staff or consultants.

What We Fund

Humanities Washington funds may be requested to cover any allowable expense in a public humanities project. Examples of allowable expenses include salaries and consultant fees, project-related travel and per diem, printing and publicity costs, telephone, equipment and facilities rental, and office supplies. Expenses for which Humanities Washington cannot pay include food, beverages and entertainment for the audience, permanent equipment, overseas travel, lobbying, and expenses incurred before the grant had been awarded.

For a list of recently funded projects, visit the Humanities Washington website at www.humanities.org.

Websites and Radio Documentaries: Radio and website projects are eligible for *Project Grant* funding. Humanities Washington will consider grant requests for research and content-development expenses for websites that are designed to present humanities content to the general public in an interactive format. Websites for marketing and promotional or commercial purposes are not eligible for funding. For radio documentaries, Humanities Washington will consider grant proposals for research and script-writing expenses for projects with a strong emphasis on humanities content.

Film and Video Projects: At this time, Humanities Washington does not fund full-length documentary films. Humanities Washington will consider projects in which the film or video is a component of a larger public humanities program. Examples include film or video aspects of museum exhibitions or historic society interpretations with strong humanities content.

What We Do Not Fund (Quick and Project Grants)

- **Multi-year awards.** Humanities Washington does not provide multiple year funding. Organizations may apply annually for funding for the same project; however, applications will be considered in competition with other proposals received at the same deadline. Also, starting in 2008, Humanities Washington will not fund the same project more than three times in a five-year period.
- **Creative and performing arts.** Humanities Washington will consider projects that utilize the creative and performing arts or other interpretive endeavors as a catalyst for discussion. However, the humanities must be clearly central to the activity or portion of the program for which Humanities Washington support is being sought.
- **Research** (except for radio documentaries and web sites as noted above).
- **Development of humanities resource materials.**
- **Publications.**
- **CD-Roms and DVDs.**
- **Feature-length documentary films.**
- **Academic or professional conferences.** Humanities Washington will consider grant requests for public programs associated with an academic or professional conference *only if* the majority of the audience for the public program will be comprised of the general public, not conference attendees.
- **Fellowships, scholarships, or prizes.**
- **Regular course offerings.** Courses which offer academic credit or which provide professional development or skills-based training are not eligible for funding.
- **“How To” workshops and training programs.**
- **Travel to professional meetings.**
- **Construction, preservation, or renovation projects.**
- **Purchase of equipment.**
- **Management and cataloguing of museum or archival holdings.**
- **Museum, historical society, or library acquisitions.**
- **Programs not open to the public** (with the exception of school programs).
- **Lobbying and fundraising activities.**

If Your Project is Funded:

LEGAL REQUIREMENTS

Applicants must agree to the conditions outlined in the Humanities Washington *Grant Award Packet* and must sign a grant agreement. Call the Humanities Washington office if you would like to review a copy of the *Grant Award Packet* prior to applying for a grant.

ACKNOWLEDGMENT OF SUPPORT

Organizations and public agencies receiving funding from Humanities Washington must acknowledge Humanities Washington support in all printed materials, in exhibit space in the case of an exhibit project, and whenever written or verbal presentations are made. Sample language is included in the *Grant Award Packet*. Print and web ready logos are available at www.humanities.org. All Humanities Washington board members must be invited to any Humanities Washington-funded events. State representatives, the congressional representative, and both senators also must be invited to any Humanities Washington-funded events. Your letter or invitation must acknowledge Humanities Washington funds, which have been received from the National Endowment for the Humanities.

EVALUATION

Grant recipients are required to provide an evaluation of their project in a final report, which includes an evaluation of the humanities content of the project by the project director and/or humanities advisor and a final budget as well as the evaluation process outlined in the grant proposal. Forms and instructions for the final report are included in the *Grant Award Packet*. Final reports are due 90 days after the date the funded project is completed. Humanities Washington board members and staff also attend many funded projects and file written evaluations.

AUDITS

All of the funds awarded by Humanities Washington are federal funds under CFDA #45.129. Grant recipients must obey federal cost and audit regulations, which are outlined in the Humanities Washington *Grant Award Packet*.

INCOME

Any income earned by a project during the grant period must be spent on the project itself. Earned income will be considered part of the grant recipient's match. If the project will earn a net profit after the grant period (with products or activities directly supported by Humanities Washington funds), a portion of the profit must be returned to Humanities Washington.

How to Apply

Applicants are required to submit a *Letter of Intent* online approximately one month prior to the application deadline. Applications must be submitted online by the application deadline date. See the 2009 calendar on page 3 for application deadlines. Instructions for the *Letter of Intent* letter are below. Instructions for the application packet begin on page 8.

Applications are evaluated as submitted on their merits and in competition with other proposals. Many fields on the online application are required; if this information is missing, the application cannot be submitted. Additional materials will not be solicited or accepted after the application deadline.

LETTER OF INTENT

All applicants for Humanities Washington *Project Grants* are required to submit a *Letter of Intent* letter at least one month prior to the application deadline. The information provided is for staff review only and will not be used in the final grant review. Humanities Washington staff will review the proposed project as described in the *Letter of Intent* letter for eligibility under Humanities Washington grant guidelines and appropriateness of requested grant amount. Humanities Washington staff will then contact you to discuss the project.

The *Letter of Intent* is submitted as the first step in the online Project Grant application. If your project fits within the guidelines, the rest of the application will be made available to you and you will be invited to apply. The *Letter of Intent* should provide the following information:

- Name of applicant organization.
- Name, address, and telephone number of contact person. (The contact person is the person who should be contacted with any questions regarding the project and the grant proposal.)
- Application deadline at which final proposal will be submitted.
- Project title.
- Project format.
- Project dates.
- Estimated Humanities Washington grant request.
- Estimated total project cost.
- A brief description of the project, its humanities content, and which part of the project the Humanities Washington grant will support.

***Support materials cannot be submitted with the “Letter of Intent.”**

PROJECT GRANT PROPOSALS

1. APPLICANT INFORMATION

- *U.S. Congressional District and State Legislative District.* District numbers are required. They can be obtained from the county auditor's office or from the Access Washington web site: www.leg.wa.gov/DistrictFinder.
- *Authorizing Official.* Provide the name and title of the authorizing official of the organization. The authorizing official is the representative of the applicant organization, usually the president of the board or the executive director, who has the authority to submit the grant application on behalf of that organization.
- *Project Director.* The project director is the person responsible for the overall management of the project, for serving as liaison with Humanities Washington staff, and for preparing the final report.
- *Communication.* Let us know whether communication should be directed to the authorizing official or project director, in the event the project is funded.
- *Co-Sponsoring Organization(s).* Provide the name and address of any co-sponsoring organization or group. Co-sponsors are organizations that are involved in the planning and implementation of the project.

2. PROJECT INFORMATION

- *Project Title.* List the working or actual title of your project.
- *Dates of Grant Period/Expenditures.* The grant period should encompass the time before and after the event for project planning, implementation and evaluation. Humanities Washington funds can only pay for expenses incurred after the grant is awarded. For example, the earliest date that grant funded activity can begin for the Spring 2009 cycle is July 1; for the Fall 2009 cycle, it is November 1.
- *Project Format.* Describe the primary format of your project (exhibit, lecture series, community forum, web site, radio documentary, etc.).
- *Audience Estimate.* Indicate the size of the audience you aim to attract to this project/event.
- *Project Event Dates and Locations.* List the individual events associated with this project, where each event will take place and when it will occur. Be as specific as possible.
- *Project Abstract.* Provide a brief description of the project and its purpose in the space provided, not to exceed fifty words. This information will be entered into our database and used to describe your project in publicity materials if funded.
- *Project Objectives.* Briefly, what are the primary results you intend to achieve with this project?

3. PROJECT BUDGET

Please upload a budget in Word, Excel, or PDF format for the project, including both income and expenses. **Be sure to identify which project expenses will be paid for by Humanities Washington grant funds.** See sample budget on page 13.

Provide the grant amount requested in this application, and the total amount of funding (through cash and/or third-party in-kind contributions) your organization will contribute to the project and the total project cost. The grant request amount and match should equal the total project cost unless the project includes funding from NEH or other humanities councils. The match must be at least equal to the requested grant amount.

Income

Briefly describe the sources of revenue (admission fees, product sales, etc.) and identify known sources of gifts and grants. Do not include income that is applied to the organizational operating budget (e.g. museum general entrance fees applied to the operating budget instead of the cost of a traveling exhibit project should not be included). Project income may include the following:

- **Cash contributions**, which include the corporate, foundation, government, and individual gifts or grants you anticipate receiving in support of the project.
- **Applicant's own cash and earned income.** If you plan to spend any of your organization's own money (usually from the general operating budget) on the project, indicate the amount here. For example, salaries paid to your organization's staff and postage paid by your organization are considered "applicant's own cash," not in-kind. Earned income is revenue from ticket or other sales that will be applied to the project cost.
- **In-kind contributions.** Indicate the total value of goods and services donated by a third-party to the project.

Expenses

The budget should include all project expenses. Clearly identify which expenses will be paid for with Humanities Washington grant funds. Humanities Washington funds **cannot** be used for costs incurred before a grant is awarded. Pre-award costs directly related to the project can, however, be counted toward the matching requirement. For expenses, describe how lump sums were calculated (e.g., how many consultants at what fees or hourly rates; how many travelers from where to where, via what modes of transportation; how many posters). Humanities Washington is primarily concerned that the budget adequately reflects the activities of the project and that the requested grant funds are allowable, reasonable, and justified.

Eligible expenses include:

Salaries & Benefits. Salaries and benefits should be appropriate to the project activities proposed and to the time spent (for example a percentage of salary based on time spent on specific project). Humanities Washington may pay benefits if they are specifically indicated in the budget.

Fees & Honoraria. Consultant fees and honoraria paid to humanities advisors, speakers, panelists, and other consultants should be appropriate to the project activities proposed and to the time spent. See section 4E, pages 10-11 for definitions of humanities advisors and other consultants.

Travel. Humanities Washington may pay airfare, hotel, meals, mileage, and per diem at any standard rate as long as the rates do not exceed current federal rates for the local area. Humanities Washington may not pay for food except as a necessary expense for staff or project consultants on travel status.

Supplies. Humanities Washington may pay for consumable supplies directly related to project activities.

Equipment and Facilities. Humanities Washington may pay for rental of equipment, but will not pay for its purchase. Costs of renting space for project activities are allowable.

Postage. Mailing costs for brochures, invitations, or other large items may be included. Applicants are encouraged to take advantage of bulk-mail postal rates whenever possible.

Publicity. Costs of printing flyers, brochures, and other publicity materials specific to the project may be included.

Project Overhead. Up to ten percent of the total requested funding may be applied to overhead program costs.

4. PROJECT NARRATIVE

The *Project Narrative* is a description of your project, including goals, audience, staff, and evaluation process. It should include an outline of your project plan, including format, schedule, and location.

This is a competitive process. We generally receive more than sixty applications in a grant round. Keep your reader in mind when composing your narrative. Provide the review committee with the information it will need to select your project by being thorough and specific. Remember that information you have shared via email or telephone with our staff members will not be conveyed to the committee. Your project narrative is your opportunity to explain why you are committed to this project, why your project is distinct, what benefit it will serve in your community and why it deserves Humanities Washington funding.

The project narrative should address the following review criteria (each section is limited to 4,000 characters):

- A. *Humanities Content.* What are the humanities questions, issues, or ideas this project addresses? Are humanities disciplines or insights *central* to the project? Does it do any or all of the following: encourage a critical examination of ideas; provide a bridge between public issues and academic research; illuminate current social, cultural, or political concerns; and/or provide a balance of ideas, participants, and approaches?
- B. *Project Plan.* Is there a clear statement of what the project intends to accomplish (goals) and how (in what format, when, where, etc.)? Are the goals realistic and achievable? Is the plan well organized? Given the central role of the humanities expected in Humanities Washington-sponsored projects, is there an identified role for humanities scholars/advisors in the project?
- C. *Community Involvement/Marketing.* Does the project respond to a clear public need? Is there evidence of participatory planning with appropriate community members? Does the project involve a new or specifically targeted group? If so, is there a plan to ensure this group is reached? How will the project be publicized in order to draw an audience? Define the current core audience and prospective audiences for this program. Has the target audience expressed a demand for this program?
- D. *Applicant Organization.* Is the project consistent with the existing mission, goals, and objectives of the applicant organization?
- E. *Staff/Project Personnel.* Provide brief bios (one to two paragraphs) for each project staff person, humanities advisor, and consultant or other project participants. The bios should describe qualifications and experience directly related to the proposed project. Do not attach resumes. Are the project staff and personnel adequate and qualified for the type and level of activity proposed? Are appropriate humanities advisors identified and confirmed as participating in the project?

Humanities Washington strongly recommends the participation of a *humanities advisor*. A humanities advisor is typically a person with an academic degree in an appropriate humanities discipline or a specialist well qualified to bring his/her knowledge to bear upon the subject matter being considered. The humanities advisor assists with the development of the project plan and the implementation and evaluation of the project. The humanities advisor may be the project director, a project staff member, or an outside consultant.

Other consultants are persons who provide specialized assistance to a project, such as exhibit designers or other technical positions, or who perform specific duties within the project, such as panelists and

presenters. While these persons may have qualifications similar to a humanities advisor, they are not serving as a project planner.

- F. *Evaluation.* Humanities Washington requires all grant recipients to evaluate the humanities content of their projects in relation to their stated project goals. Evaluations by the project director, humanities advisors, and/or audience members are required as part of the final report. For some projects, independent evaluators may be used to provide an objective assessment. Describe how you plan to evaluate the project. How will the humanities content be judged in relation to the project plan? How will the success of this project be determined (e.g., “This project will be successful if/when...?”)? Identify quantitative success factors, such as audience numbers, and qualitative success factors, such as audience discussion.

5. SUPPORT MATERIALS

Any letters of support or commitment must be included with the application. Letters sent directly to the Humanities Washington office will not be included in application packets. Please note that support materials are not the same as sample materials. Support materials are a required part of your application, while sample materials may be submitted to accompany your proposal if desired. Letters may be submitted in Word or PDF format.

- A copy of the applicant organization’s 501(c)(3) letter or a Washington Secretary of State nonprofit certificate if applicable.
- Letters of commitment from participating advisors and/or speakers that Humanities Washington is being asked to fund (three are required; you may submit up to four)
- Letters of support from co-sponsoring organizations, groups or individuals affected by the project, potential audience members, and/or program participants (two are required; you may submit up to three).

6. SAMPLE MATERIALS

Feel free to include any sample materials that are directly pertinent to your application. Sample materials may include organizational brochures, annual reports, newsletters, audio/video files, publications, etc. The application form has space for two attachments.

7. SIGNATURES

Applications must be signed electronically by the Authorizing Official or Project Director by typing his or her name. If funded, the award packet includes a Grant Agreement form that must be signed by the Authorizing Official, Project Director, and the organization’s Fiscal Officer. **The fiscal officer and project director cannot be the same person.** Humanities Washington will not make payments on grants which are missing this signed agreement form.

- *Project Director.* The project director is the person responsible for the overall management of the project, for serving as liaison with Humanities Washington staff, and for preparing the final report.
- *Fiscal Officer.* The fiscal officer is responsible for receiving, disbursing, and accounting for all grant and local cost-sharing funds. This person, usually the board treasurer or fiscal staff person, should be experienced in standard accounting procedures. The fiscal agent **cannot** be the same person as the project director.

- *Authorizing Official.* Provide the name and title of the authorizing official of the organization. The authorizing official is the representative of the applicant organization, usually the president of the board or the executive director, who has the authority to submit the grant application on behalf of that organization.

8. CERTIFICATION

The applicant organization assumes all responsibilities as grantee and may not operate simply as the fiscal agent for the project. In signing and submitting a *Project Grant* application, the authorizing official certifies that the applicant organization will:

- monitor the progress achieved on the project to ensure that the schedule of project goals outlined in the approved application is being met and inform Humanities Washington staff whenever goals are not being met or events occur that have a significant impact on the project;
- ensure that the acceptance paperwork, financial reports, and program evaluations are submitted on time;
- comply with the following certifications.

Nondiscrimination Statutes and Regulations: (a.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), which provides that no person shall, on the grounds 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. 6106 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 (ADA) of 1990.

Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (45 CFR 1169): (a.) The applicant organization 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 applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

Sample Project Grant Budgets

List ALL project expenses. Budget must show total project cost, not just a match for Humanities Washington funds.

Sample #1: Exhibit

<u>Expense</u>	<u>Humanities Washington Request</u>	<u>Match</u>	<u>Total</u>
Project Director 10% of executive director's annual salary for 2 years		\$4,200	\$4,200
Project Staff (Exhibit fabrication) 250 hours at \$20/hour		\$5,000	\$5,000
Consultant Fee (exhibit designer)	\$2,500		\$2,500
Exhibit Construction Materials		\$5,000	\$5,000
Photographs Developed/Purchased		\$100	\$100
Lettering for Exhibit		\$250	\$250
Exhibit brochure design	\$500		\$500
Exhibit brochure printing	\$1,000		\$1,000
Exhibit brochure postage	\$500		\$500
Total	\$4,500	\$14,550	\$19,050

Sample #2: Literary Festival

<u>Expense</u>	<u>Humanities Washington Request</u>	<u>Match</u>	<u>Total</u>
Project Director 10% of executive director's annual salary for 1 year		\$3,000	\$3,000
Project Staff (Festival Coordinator) 25% of annual salary for 1 year		\$6,000	\$6,000
Honoraria 10 writers at \$200 each	\$2,000		\$2,000
Travel Expenses 10 writers at \$500 each	\$3,000	\$2,000	\$5,000
Publicity Materials		\$2,500	\$2,500
Festival Venue		\$2,500	\$2,500
Videographer (2 days taping and 1 week editing)		\$2,500	\$2,500
Supplies		\$500	\$500
Total	\$5,000	\$19,000	\$24,000