

GEORGIA HUMANITIES COUNCIL

2010-2013 Explanation of Terms for Grant Program Guidelines and Applications

Applicant Organization - The organization must be a non-profit or government agency but does not need a 501C3 status to apply (groups that already have a 501C3 do not need to send any official paperwork but need to submit an Application for Qualification form).

Applications for Qualification Form - This form must be on file with the GHC before a grant proposal may be submitted. If the organization has not submitted this form in the past year or has had any personnel changes, please submit an updated form.

Authorizing Official - The authorizing official is the person within the organization who has the authority to bind the organization to a contract. This could be someone such as a board chair, a president or a director. A grant project director can also be an authorizing official as long as the financial officer is a separate person.

Budget form - The GHC does not require any particular format for the budget. Please note that the more specific the budget is, the better the proposal will be. We recommend that the budget contain a separate page with all monetary amounts divided into columns. One of the columns should reflect the amount being requested from the GHC; - another column - should reflect the amount the partner organizations are contributing. To make the budget section as clear as possible, an explanation section is recommended for budget items that may require additional defining. Please attach an additional page for this purpose if necessary.

Biographies (Bios) - Every participant, both presenters and planners, involved in the project should be highlighted by a *brief* bio. We recommend one paragraph per individual. Please, - no resumes or CVs.

Board and Staff Lists - Submit a list of staff and board members with the Application for Qualification form. If the organization is part of a university, college or city government, a list of every employee is not necessary. A list of the immediate department is all that is required.

Congressional Districts - Please include the district numbers of the Georgia House, Georgia Senate and U. S. Congressional representatives for the region in which the organization is located. To verify that information consult: www.congress.org

Cost-Share – This term applies to the other sources of income for the project such as cash or in-kind contributions (donations of goods and services). The total cost-share for your project must be at least equal to the amount being requested as GHC grants are on a 1:1 cost- share basis.

Department of Economic Development – The GHC is working closely with the Department’s Office of Tourism for the 2010-2013 grant programs. We encourage you to work with your regional tourism representatives when planning your programs. GHC hopes you will plan to optimize the amount of visitors you will attract from different locations for the heritage tourism/humanities programs that are presented.

Evaluation –This component of the narrative should state what the organization hopes to accomplish by presenting the program to the community. The evaluation should indicate what type of methods will be used and how you will measure the success of the program will be measured upon completion. Specify through what means the organization will reach its conclusions.

(A sample evaluation statement: “We plan to evaluate our programs through a series of evaluation forms. After each project our committee will meet to discuss and review the comments we receive on the forms .We will pay particular attention to the number of attendees and where they came from. At the end of the project we will meet again to measure the success of the program through the evaluations as well as to record the number of visitors. Dr. Jones, our project scholar and analyst, will help us interpret the evaluations. Our findings will be copied to our Board, our partners and the GHC”.)

Financial Officer- The financial officer will be responsible for handling the grant payments. The person could be the organization’s treasurer, a volunteer, an accountant or any willing, fiscally responsible person.

Grant Funds – Organizations that are awarded grants will receive 90% of their award upon submission of a W-9 form.

The GHC is an affiliate of Emory University. They administer all grant payments by check to our grantees.

Humanities Scholar – A humanities scholar is an individual who is a content specialist in a humanities field as it applies to the project. The scholar should have advanced education or experience in the subject being addressed. Every GHC project must have at least one humanities scholar associated with it.

Humanities- Themed Program – A feature of humanities programs is that they promote the discussion and exchange of ideas within the community in which they are presented. It is important to indicate that discussion and exchange will be an element of the program in the proposal.

In-kind Services or Donations – This term refers to payment of goods or services with a medium other than money. Organizations may use in-kind donations as part of their cost-sharing for the grant budget. When indicating in-kind, a monetary amount should be assigned to each service or donation.

Narrative The narrative is a detailed and specific description of your proposed project. The GHC does not require a specific format for the project narrative. Remember, to include all components that are listed under the proposal requirements section.

Project Dates –The dates that the events will be held comprise the project dates. They are to be listed on the Application Cover Sheet. For purposes of grant administration, GHC staff will determine overall grant period dates for the project. If the organization is funded the grant period beginning date is the day the grant is awarded.

Project Director – The project director has the responsibility for overseeing the grant program. While the project director can be the financial officer or the authorizing official, the director cannot maintain all three responsibilities; at least one other individual must be working with the director and listed on the grant proposal coversheet.

Rough Drafts We strongly encourage the submission of a rough draft for Program Support grants and require drafts for Partnership Grants. Compile the narrative and the budget, and send to GHC by e-mail or fax. GHC staff will review the rough draft and make suggestions for improvement. It is not necessary to wait until the 10th of the month preceding the deadline to submit the rough draft. Send the draft as soon as it has been assembled to: awilliams@georgiahumanities.org or fax to 404-523-5702.

Timetable In addition to the events proposed, the timetable should also show any committee planning meetings, all work accomplished that is associated with the project, and any work accomplished following the event, including evaluation discussions. The timetable should include presenters who have been invited as well. We strongly encourage the organization to make certain that all people participating in the program be confirmed for the events by the time the proposal is submitted.