



2010 OCH Grants: Request for Proposals

The Oregon Council for the Humanities (OCH) believes that knowledge and ideas are fundamental to the health of our communities. The programs we offer and the programs we fund provide opportunities for civic engagement and humanities learning, respond to timely issues and ideas in communities across Oregon, and provide a broad context for public dialogue. Established in 1971, OCH is a nonprofit, independent affiliate of the National Endowment for the Humanities.

OCH awards grants to nonprofit organizations and groups organized for nonprofit purposes in Oregon to support public programs that encourage critical thinking and public engagement with the humanities, and that promote the role of thought and ideas in our lives. **Public Program Grant** requests between \$1,000 and \$5,000 are awarded once a year through a competitive grant process. OCH grant decisions are made by our statewide volunteer board of directors.

What We Fund

OCH grants fund projects that explore timeless ideas as well as programs that respond to timely local, national, or international issues or events. OCH funds activities as varied as lectures, reading and discussion groups, community dialogues, public conferences, consultation with humanities scholars, discussions before or after performances or literary readings, and public programs related to film and radio projects.

OCH encourages proposals from a broad range of nonprofit organizations in Oregon, including those that may not typically define their mission through the humanities. Though proposals for all kinds of humanities programs are welcome, special consideration will be given to projects that use the humanities to explore the following themes, which are of particular interest to OCH:

- Globalism (including but not limited to economics, war, security, labor, migration, immigration, or foreign policy)
- Media and Consumer Culture (including but not limited to media literacy, consumerism, advertising, socioeconomics, technology, ethics, or privacy)
- Place and Community (including but not limited to public space, property rights, sustainability, localism, land use, urban and rural issues, or the built environment)

What We Do Not Fund

OCH does not offer multi-year grants. OCH grants may not fund individual research; courses for credit; scholarships, fellowships, or awards; writing, filmmaking, or publishing projects; event tickets; performing arts projects; programs that are not open to the public; capital improvements, such as renovation, collection acquisition, and the purchase of equipment, buildings, or land; permanent staffing; and lobbying or fund-raising activities. Activities that advocate for a particular political or social party, agenda, or action cannot be funded.

How to Apply for a Public Program Grant

Step One: The Letter of Inquiry

The sponsoring organization must submit a letter of inquiry stating its interest in applying for a grant. Letters should be two typed, single-spaced pages or less, and should address the following:

1. the name and address of the sponsoring nonprofit organization or institution; the name and e-mail of the executive director; and the name of the board chair
2. the name, title, address, telephone number, and e-mail of the project director
3. the proposed project's title and a description of the planned activities, including the format and humanities component of the activities
4. proposed project timeline
5. an estimate of the project's total cost and the anticipated grant request
6. at least *one* of the following original signatures: project director or executive director

Letters of inquiry must be postmarked by **October 31, 2009**. OCH does not accept letters of inquiry via fax or e-mail, and substitute signatures are *not* accepted. Once the submission deadline has passed, OCH staff will contact the project director regarding whether a full proposal will be invited.

Step Two: The Grant Proposal

The proposal consists of three parts: a cover sheet, grant narrative, and budget.

Cover Sheet: This provides OCH with a concise snapshot of your project. The sponsoring organization's authorizing official, board chair, and project director must sign the cover sheet. Substitute signatures are *not* accepted. The authorizing official is the individual responsible for the overall management of your proposed project. In many cases, the authorizing official is the organization's executive director or board chair.

Grant Narrative: In five typed, single-spaced pages or less, please address the following:

1. Briefly summarize your organization's mission and history.
2. Describe your proposed project, including your objectives, intended audience, the humanities content, and how the project complements OCH's work and responds to a need in the community. If applicable, explain how the project addresses OCH's thematic priorities.
3. Provide brief bios for the project director and each humanities scholar involved in the project, detailing their credentials and roles in the proposed activities.
4. Explain how you will conduct outreach for your project. While OCH does not accept letters of support, we value projects that demonstrate community partnerships that diversify the audience for, and increase the impact of, the proposed program.
5. Explain how you will evaluate your project.

Budget: The budget identifies each source of revenue and anticipated expenses associated with the proposed project and explains how the anticipated revenue and expenses were calculated. Please identify anticipated income sources by donor, amount, and whether the contribution is projected or confirmed.

You must use OCH's budget form when submitting a full proposal.

Step Three: Submitting Your Grant Proposal

Your complete proposal and nine copies (preferably double-sided) must be postmarked by **December 15, 2009**, and sent to Jennifer Allen, OCH, 813 SW Alder St., Ste. 702, Portland, OR 97205. OCH does not accept proposals via fax or e-mail. Please do not attach a cover letter. Supplemental materials and letters of support will not be considered.

Grant Writing Assistance

OCH staff is available to consult *by appointment* with applicants on letters of inquiry or draft proposals by telephone or in person prior to any deadline (a minimum of three weeks before the deadline is advised).

Additional Information & Certifications

ADA Access: Any entity that provides service to the public must be in compliance with the Americans with Disabilities Act. Helpful information for arts and humanities organizations may be found at <http://www.nea.gov/resources/Accessibility/index.html>.

Cost Share: Funding provided for the project by the sponsoring organization, including grants or cash contributions received from third parties that are applied to the project, constitute *cash cost share*. Staff salaries and benefits, supplies, and admission or registration fees (which must directly support the grant activities) are all part of the applicant's cash cost share. *In-kind cost share* is the dollar value of goods, services, space, and volunteer time contributed to the project by third parties (e.g., if a printer donates services and the value of the contribution can be documented, it should be reflected in your budget as in-kind cost share). You may value volunteer time at \$20.25/hour when calculating in-kind cost share.

Grant Period: All project costs and activities, whether supported by OCH or cost sharing, must take place during the grant period defined in your proposal. Grant periods begin on the first date of the month that planning and/or expenditures take place and end on the last date of the month during which these activities cease. 2010 Public Program Grant activities must begin after **March 1, 2010**.

Grant Request: Your OCH Public Program Grant request should not constitute more than 50 percent of your project budget. All requests must be matched at least dollar-for-dollar with earned, contributed, or in-kind support from the sponsoring organization. OCH funds may only be applied to costs directly associated with the humanities component of the project. OCH cannot fund overhead or indirect costs, but the sponsoring organization may include them as part of its cash cost share.

Humanities Scholar: Humanities scholars often play a central role in activities funded by OCH grants by using the humanities to encourage project staff and audiences to think critically, place issues and ideas in a broad context, and engage in community dialogue. Scholars may have formal academic backgrounds or expertise developed through professional training, experience, or immersion in a particular cultural tradition. Scholars are expected to bring a substantive body of knowledge and an interest in public scholarship to the project.

Sponsoring Organization: All OCH grants must be administered by a nonprofit organization or institution in Oregon that serves in an advisory capacity and manages the fiscal portion of the grant. Sponsoring organizations may not apply if they have an active grant from OCH, if final reports from

an earlier grant have not been completed, or for more than one grant within OCH's fiscal year (November 1 to October 31). Colleges or universities *must* contact OCH prior to initiating a grant proposal in order to determine the project's eligibility and the institution's appropriate authorizing official.

OMB Circulars: All grant funds awarded by OCH are federal in origin and subject to Office of Management and Budget (OMB) circulars governing administrative requirements, allowable costs, and audit requirements (<http://www.whitehouse.gov/omb/circulars/index.html>). It is the sponsoring organization's responsibility to become familiar with these requirements.



Cover Sheet

Project Title _____

OCH Grant Request \$ _____ Total Project Budget \$ _____

Sponsoring Organization _____

Address _____

City _____ County _____ Zip _____

Name/Title of Authorizing Official _____

Phone _____ E-mail _____

U.S. Congressional District _____ Oregon Senatorial District _____ Oregon Rep. District _____

(Obtain this required information from your county election board or at www.leg.state.or.us/fndllegsltr/fndset.htm.)

Name/Title of Project Director _____

Address (if different) _____

City _____ County _____ Zip _____

Phone _____ E-mail _____

Cosponsoring Organization(s) (if any) _____

Date grant period/expenditures for project activities will begin (month, year) _____

Date grant period/expenditures for project activities will conclude (month, year) _____

Anticipated dates of grant events (month/year to month/year) _____

Anticipated audience (the total number of people you expect to be served by the project) _____

Concise Description of Grant Project (please include program format and limit to fifty words)

By signing and submitting this application, the sponsoring organization is providing the applicable certifications regarding debarment, suspension, and compliance with the nondiscrimination statutes as listed in these guidelines. **Please sign and print names in ink. Substitute signatures are not acceptable.**

Authorizing Official _____ Date _____

Project Director _____ Date _____

Board Chair _____ Date _____



Public Program Budget

Category	Description or Source	Cash	In-Kind	OCH Grant	Total
EXPENSES					
Salaries/volunteer hrs.					
Benefits					
Honoraria					
Travel					
Supplies & materials					
Printing & duplication					
Postage & telephone					
Equipment & services					
Facilities rental					
Publicity					
ADA access					
Indirect costs (no OCH funding)					
Other (specify)					
A. TOTAL EXPENSES					
REVENUE					
Admissions or registration (fee x anticipated audience)					
Third party contributions: (pending or confirmed?)					
<i>Business/corporate support</i>					
<i>Foundation/local support</i>					
<i>Government support</i>					
Cash from applicant's own funds					
Subtotals					
TOTAL COST SHARE (Must be = or > OCH request)	Add cash and in-kind subtotals				
OCH Grant Request					
B. TOTAL REVENUE	Line B must equal Line A				

Please double-check all math!

Sponsoring Organization _____

Please submit a revised budget to OCH if changes are required.

Certifications

By signing and submitting this application, the authorizing official of the sponsoring organization or institution and the project director are providing the applicable federal certifications regarding compliance with nondiscrimination statutes, debarment, and suspension, as follows:

Certification regarding debarment, suspension, ineligibility, and voluntary exclusion—lower-tier covered transactions, 45 CFR 1169: (a.) The prospective lower-tier participant (grantee) 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 prospective lower-tier participant is unable to certify the statements in the certification, such prospective participant shall attach an explanation to this proposal.

Certification regarding nondiscrimination statutes: The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground 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 disability 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.) Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 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.

Public Program Grant Deadlines

Letter of inquiry

Postmarked by October 31, 2009

Grant proposal

Postmarked by December 15, 2009

Award decisions announced

February 2010

Projects begin

After March 1, 2010

Upon request, Oregon Council for the Humanities grant proposal materials will be made available in an alternate format such as Braille, large type, or audiotape. Please contact us at (503) 241-0543 or oh@oregonhumanities.org for assistance.



Announcing new
2010 OCH grant guidelines

OREGON COUNCIL FOR THE HUMANITIES
813 SW Alder Street, Suite 702
Portland, OR 97205

