



Humanities Guåhan 2017 Grant Guidelines

Grant Schedule Activities

January 26 (Thursday)	Announcement of Grant Cycle/Grant Cycle Begins Applications available
February 25 (Saturday)	Grant Writing Workshop—8:30 am to 12:30 pm, Humanities Guåhan Office
April 13 (Thursday)	Preliminary proposals due
June 16 (Friday)	Final proposals due
July 7 (Friday)	Grant Awards announced

About Humanities Guåhan

Humanities Guåhan is an affiliate of the National Endowment for the Humanities (NEH), an independent grant-making agency of the United States government. Founded in 1991, Humanities Guåhan is a nonprofit organization dedicated to promoting community humanities programming for the people of Guam.

The mission of Humanities Guåhan is to foster community engagement and dialogue, inspire critical thinking, celebrate diversity and enrich the quality of life of the people of Guam through the power of the humanities.

To fulfill this mission, Humanities Guåhan presents and supports a diverse range of quality humanities programs, including interpretive exhibitions, a family literacy program, a community grants program, a lending resource center, documentary films and discussions, educator and student workshops, literary tours, and cultural workshops and performances. Although they differ widely in audience, content and form, such programs offer opportunities to engage in reflection, discourse, and the exchange of ideas and lifelong learning on important issues facing the community. Through these efforts, Humanities Guåhan celebrates the rich historical, cultural and social landscape of Guam for future generations.

Office Hours & Location

Tuesday – Friday:	9:00 A.M. to 5:00 P.M.
Saturday:	By Appointment Only
Sunday / Holidays:	Closed

Humanities Guåhan
222 Chalan Santo Papa
Reflection Center, Suite 106
Hagåtña, GU 96910
Phone: 671.472-4460/1 • Fax: 671.472-4465
Website: www.humanitiesguahan.org
E-mail: monaeka_ghc@teleguam.net

HUMANITIES GUÅHAN COMMUNITY GRANT PROGRAM

Working in partnership with the National Endowment for the Humanities, **Humanities Guåhan** provides financial support to nonprofit organizations, ad hoc groups, and institutions for humanities programs aimed at public audiences.

What are the humanities?

The humanities include but are not limited to the study of history, modern and classical language, literature, law, philosophy, comparative religion, ethics, and the history, criticism and theory of the arts. Social sciences that use qualitative approaches to understand culture and society, such as anthropology, archeology and political science are also considered part of the humanities. The humanities also include interdisciplinary areas, such as women and gender studies, American studies, ethnic studies, and the study of folklore and folk life. Humanities projects may also apply humanities perspectives to current political, social or economic concerns and issues.

ELIGIBILITY

Applicants

Any nonprofit group or organization operating in Guam is eligible to apply for a grant. An organization need not be incorporated or tax-exempt. Examples of eligible organizations include libraries, museums, civic groups, local government, adult centers, schools and universities, historical societies, educational broadcasting stations, and ad hoc groups assembled for the sole purpose of sponsoring a humanities activity. Humanities Guåhan especially encourages proposals from the villages and from those groups aiming to gain experience in planning humanities programs. Joint sponsorship of projects by academic and community groups is encouraged. Co-sponsors must also be nonprofit groups.

HOW TO APPLY

Application

Application forms are available at the Humanities Guåhan office located at Suite 106, Reflection Center, 222 Chalan Santo Papa, Hagåtña, GU. They can also be requested via email at monaeka_ghc@teleguam.net or obtained on the HG website www.humanitiesguahan.org as a Portable Document Format (PDF) file.

Interested persons may also request in person, or via phone or mail, the application to be sent to them. The application packet includes instructions for completing the proposal, directions for determining and completing the budget, more specific grant provisions, and detailed information about planning and implementing the program.

The Application Process

All organizations are strongly encouraged to contact Humanities Guåhan (HG) prior to applying for a grant. HG invites inquiries by letter or phone to determine eligibility and interest. For 2017, HG is offering **mini grants**, **regular grants** and **media grants** (see pp. 6-7, "Grant Formats"). No letter of intent or preliminary proposal is necessary for mini-grant applications, although consultation with HG staff is welcome.

Applications for regular and media grants must include a **preliminary proposal**, submitted by the application deadline for the current grant cycle. The proposal should consist of a completed **application** with a summary of the proposed project and its objectives, a list of advisors to the project and a budget for the funds that will be requested. Prospective applicants are encouraged to describe their ideas for the project by explaining:

- **what the planned activity is;**
- **how the humanities will be employed;**
- **how scholars in the humanities will be involved in the preparation and implementation of the project;**
- **why the project will be of interest to the people of Guam; and**
- **what the estimated grant request is.**

In response to inquiries, staff will provide clarification and information to the prospective applicant as well as forward the application forms and instructions.

Any **letters of support** submitted with an application should be substantive, commenting on the project's potential impact, as well as its value to the target audience(s). Letters that attest to the expertise and appropriateness of a project's humanities scholars are also welcome.

Staff Assistance

Once the application packet has been received, applicants are encouraged to work closely with HG staff throughout the initial planning period and during the preparation of the proposal. Staff is available to answer questions about content, personnel or budget and in general, to help applicants make their proposal as competitive as possible. Applicants should know that staff members do not vote on proposals, and their suggestions cannot guarantee favorable action.

A **grant workshop** is usually held following the announcement of a new grant cycle or about a month prior to the application deadlines. Check with the HG office or on the website for the workshop dates.

Grant applications and guidelines may be obtained from Humanities Guåhan in Hagåtña, or from the HG website at www.humanitiesguahan.org, or you may contact HG directly at 671-472-4460/1, or by email at monaeka_ghc@teleguam.net.

Grant applications must be mailed or hand delivered to Humanities Guåhan office by the application deadline. Humanities Guåhan will consider email applications as well from organizations or groups applying from off-island. Please address applications to:

**Community Grant Program
Humanities Guåhan
222 Chalan Santo Papa
Reflection Center, Suite #106
Hagåtña, GU 96910**

GENERAL GUIDELINES

To be considered for Humanities Guåhan support, programs must meet the following guidelines:

Eligible Formats

Funded projects take many different forms. Eligible formats for programs may include, but are not limited to: public forums—lectures, seminars, conferences, workshops, film or book discussion series, and panel discussions; the development and fabrication of interpretive exhibits, permanent and traveling fairs, festivals and tours; media productions—newspaper articles, radio and television programming, film and videotape (personnel must include someone with established expertise in the proposed media). Humanities Guåhan encourages innovative program formats, particularly programs that stimulate discussion between diverse groups. The primary consideration with regard to format is whether it is appropriate to the audience and project content, as well as whether it is cost-effective. However, all funded programs have the following characteristics in common:

- **Humanities Content:** The humanities must be central, not just slightly relevant, to the project. Proposals must demonstrate that ethical, historical, literary, cultural or other humanistic perspectives will be brought to bear on the topic. Humanities Guåhan is interested in fostering an understanding of history, literature, ethics and the like. Therefore, concepts such as "explain," "analyze," and "interpret" (which are the goals of the humanities) should be primary goals of the project.
- **Balance:** Projects must be balanced presentations, conducted in a spirit of open and informed inquiry, and providing for a diversity of views. They should also avoid advocacy of a particular social, ideological or political point of view.
- **Accessibility:** Most of the resulting public programs should be free or of nominal cost, and accessible to the general public.
- **Public Audiences:** Projects must be directed primarily to the adult, out-of-school general public. Other target audiences include professional, ethnic and community groups, as well as public school teachers and students. Projects cannot exclude any member of the general public. Representatives of the target audience should be involved in the planning, implementation and evaluation of the project whenever feasible. It is essential that project formats encourage critical thinking about the topic through the use of discussions, question-and-answer sessions or other exchanges of views between presenters and audience participants. Innovative efforts in this area are encouraged.

- **Personnel:** Projects must have at least three (3) different positions and individuals who are qualified and committed to their projects. These include:
 - **Project Director:** The project director is responsible for overall management of the program. The project director submits reports to Humanities Guåhan; informs HG of progress, changes, and difficulties; and prepares the final closeout evaluation report. The project director may serve as one of the participating experts, although one need not be an expert in the project area to be the project director.
 - **Fiscal Agent:** The fiscal agent—a person, not an institution—is responsible for receiving and disbursing grant funds and keeping records. The fiscal agent should be an accountant, a college or university business officer, the treasurer of the applicant organization, an officer of a local bank, or a similarly well-qualified person. The project director may not act as the fiscal agent.
 - **Humanities Experts:** Projects must include qualified experts in the humanities, not only in the program activities, but also in the conception, design, implementation and evaluation of the project. Projects that focus on topics of ethnicity should include experts of that ethnic group. Humanities experts include:
 - **Scholars** are those with advanced academic training (a master's degree or higher) in one of the humanities disciplines.
 - **Traditional Teachers** are those individuals with meaningful life experiences or self-education in the humanities, and who are recognized by the community to be experts in the field—for instance, traditional healers, suruhanus/suruhanas.
- **Budget:** At least one-half of the total project costs must be provided by the applicant in local cost share. This can be provided either in cash (from the applicant or another funding source) or through in-kind services. Humanities Guåhan staff are available to guide applicants in developing their share.

COST-SHARING

Detailed guidelines for completing the budget are included with each application packet. The following are general provisions that apply to all grants:

- **Request for HG Funds:** In general, Humanities Guåhan funds may be requested to cover most project-related activity held within the specified and approved grant period. Examples of eligible expenditures include honoraria for project planners and participants, travel and per diem, printing and publicity, telephone, equipment and facilities rental and supplies. No costs incurred prior to funding may be paid with Humanities Guåhan grant funds.
- **Cost-Sharing:** Cost-sharing is a portion of the project's budget that reflects contributions of at least 50% of the total costs requested from Humanities

Guåhan. The applicant organization, and other supporters and donors who give cash or in-kind services to the project can make up part of the cost-share amount.

- **Cash cost-share** are cash contributions made by third parties in addition to those contributions made by the applicant's organization to carry out the purposes of their project. This includes salaries to support people working on the project, purchase of supplies, space to carry out project activities and services related to the project. These costs may be estimated and discussed as such in the budget narrative if exact costs are not available. For those projects that request more than \$5,000 from Humanities Guåhan, the cash cost-share must include **Challenge Funding**.
- **Challenge Funding:** Cash cost-share includes funds raised from third parties, and must match at least 10% of the total grant award from Humanities Guåhan. This particular type of cash donation may come from almost any source except federal funds or an individual or organization involved with the applicant project. All Challenge Funding donors must provide Humanities Guåhan with a letter certifying that the donated funds are from non-federal sources. Sample letters are available from the Humanities Guåhan office.
- **In-kind cost-share:** In-kind cost-share is the dollar value of contributions by third parties to the project such as services, goods and space. Examples are persons who waive their fees or costs for services or products contributed to the project. The exact dollar figure should be well-documented and included in the budget as in-kind cost-sharing.
- **Limitations:**
 - Humanities Guåhan views its role as providing support for projects that would not normally occur without its help. It will not fund staff or programs already in place (operational support). It does not look favorably on budgets top heavy with staff and administrative costs. Strong justification must be provided for large sums budgeted in these ways. Humanities Guåhan may provide funds for well-known, off-island speakers if their participation will improve the program substantially. However, applicants are encouraged to utilize local scholars and traditional teachers in their projects.
 - Humanities Guåhan funds cannot be used to support profit-making or fund-raising activities. Although Humanities Guåhan discourages groups from charging registration or admission fees to HG-funded events, fees may be charged if necessary to offset incurred project expenses that were not covered by HG funds. Such fees cannot result in a profit for the sponsor. It should be noted that the grant is an offer to pay for actual costs up to the amount of the grant figure. **Unused funds must be returned to Humanities Guåhan.**

- **Ineligible Programs:** Humanities Guåhan **cannot** support:
 - Projects not grounded in the humanities
 - Projects proposed by individuals rather than non-profit organizations
 - Partisan objectives or advocacy
 - Operating or construction costs
 - Purchase of permanent equipment, except when such equipment reverts to Humanities Guåhan at the end of the project
 - Institutional development or course work for academic credit, except HG-funded teacher workshops
 - Travel to professional meetings
 - Scholarships and fellowships
 - Museum or library acquisitions
 - Publications and scholarly research unless accompanied by a public program
 - Creative arts (including works of fiction), performances or ceremonies unless accompanied by a significant degree of interpretation, or unless their primary purpose is to provide a focus for humanistic inquiry
 - Projects that are not open to the general public
 - Fundraisers and profit-making projects
 - Alcoholic beverages, food or entertainment

GRANT FORMATS, DEADLINES, and EVALUATION

Humanities Guåhan offers three grant formats: **mini grants**, **regular grants**, and **media projects**.

- **Mini grants:** Mini grants allow applicants to submit proposals for low-cost, short-range public programs. In general, they must meet all the requirements of the Regular Grants yet request no more than \$2,500 from Humanities Guåhan.
- **Regular Grants:** This category includes grants, other than media grants, that are over \$2,500 and not more than \$10,000. Proposals directly related to the themes and grant guidelines that Humanities Guåhan may announce are given top consideration, but eligible proposals addressing other areas of public interest will also be considered.
- **Media Projects:** A media project is one that has an electronic or film component. The maximum grant for a media project is \$10,000. Given this award ceiling, Humanities Guåhan funds cannot cover the costs of most broadcast quality productions, although applicants are encouraged to seek broadcast support. In general, Humanities Guåhan prefers to fund planning and pre-production (research and development of the script or transcription). Proposals for small media projects, such as videos, radio programs, etc. are encouraged.

APPLICATION DEADLINES

Preliminary proposals are required for Regular and Media Grants over \$2,500. Upon review by the Grant Review Committee, the draft is returned to the applicant with suggestions for revisions that would make it a more competitive proposal. For the preliminary proposal, applicants must submit **the original and five (5) copies**. Preliminary proposals are not required for mini-grants.

Final proposals (including **mini grant applications**), **the original and ten (10) copies** are required. Please check with Humanities Guåhan for the preliminary and final application deadlines. Proposals must be POSTMARKED no later than midnight of the application deadline, or delivered to Humanities Guåhan by 10 P.M. on the deadline date.

Proposal Planning Grants

Proposal Planning Grants of up to \$500 may be awarded to applicants for program planning and grant writing assistance for proposals that will be submitted to Humanities Guåhan. The grant is intended primarily for small groups with limited staff or village organizations. The award pays for the services of a scholar to visit the organization, talk with their planning committee about program ideas and assist in the proposal writing process. Proposal Planning Grant Applications may be submitted at any time. A letter to the executive director outlining the proposed project and requesting the services of a consultant is all that is required. The applicant should allow at least four weeks between the written request and beginning the planning project.

PROPOSAL EVALUATION PROCESS

All proposals received by the preliminary deadline will be examined initially for content, completeness, and general compliance with grant guidelines. HG's Grant Review Committee will review preliminary applications in a special session and decide if the proposal will move forward to the final submission. Applicants will receive notice of the Grant Review Committee's decision normally within two (2) weeks from the date of submission.

Completed proposals received by the final deadline will also be evaluated on the basis of Humanities Guåhan's organizational mission, content, completeness, and compliance with grant guidelines, as well as the potential integration of the recommendations from the Grant Review Committee. Of particular importance are the quality of each project's conception and design, the strength and significance of its humanities content, the participation of humanities experts, and the extent to which it will meet the particular intellectual, cultural, or professional needs and interests of its target audience(s) on Guam. The Grant Review Committee will make recommendations to approve or reject selected

project proposals. The HG Board of Directors will consider these recommendations during a scheduled Board meeting, and render a final decision. Final decisions will be announced after this meeting of the Board.

- **Proposal Review:** Regular, Mini and Media Grant proposals are usually reviewed and acted upon by Humanities Guåhan within six (6) weeks of the grant deadline. All other proposals (including drafts) are reviewed by the Grant Review Committee usually within two weeks of the proposal's submission. Criteria used to evaluate proposals include:
 - Are the project goals appropriate to the mission of Humanities Guåhan?
 - Are the humanities central to the project?
 - Are qualified experts involved in the planning and implementation of the project?
 - Will the experts provide critical analysis and interpretation?
 - Are the humanities experts committed to the project?
 - Is there an audience for the project, and is the promotion plan likely to attract them?
 - Is the budget reasonable?
 - **Conflict of Interest:** Humanities Guåhan members abstain from voting on proposals in which they, family members, or colleagues are involved.
 - **Possible Outcomes:** After final review of the grant proposal, HG may:
 - fund the project as requested
 - fund the project at an amount higher or lower than requested
 - fund the project subject to the fulfillment of special conditions
 - deny the request yet encourage resubmission after specific deficiencies have been corrected
 - deny the request
- Applicants will receive **notice** of Humanities Guåhan's decision normally within two (2) weeks from the date of the final review. Applicants whose projects were approved by HG will receive a grant agreement and forms for reporting expenditures. Those whose proposals have been disapproved will receive an explanation of the denial.

Common Reasons for Rejecting Proposals

- Insufficient humanities content
- Inadequate involvement of humanities scholars
- Program not suited to the particular needs of its target audience
- Program lacks balance in its presentation of contemporary public issues
- Inadequate publicity or promotion plans
- Budget not justified or not reasonable
- Application incomplete or lacking crucial programmatic details
- Application lists activities and participants yet to be confirmed
- Proposed activities scheduled to occur prior to when grant period can begin

GRANT PROVISIONS

Grantees should understand that acceptance of an award creates a legal duty on the part of the grantee to use the funds in accordance with the terms of the grant and to comply fully with all provisions and conditions attached to the award. A detailed account of these provisions is included with each application packet.

Generally, prospective applicants should know that:

- All grants are subject to review to determine whether grantees meet certain requirements and who certify in their applications signed by the authorizing official of the applicant institution that their organization is in compliance with non-discrimination statutes and debarment and suspension.
- Grant funds may be expended only for project-related expenses set forth in the proposal and budget as approved or amended.
- The grantee agrees to inform HG of any changes or amendments in project scope or activities, and in key personnel.
- The grantee must maintain records and accounts consistent with generally accepted accounting principles.
- The grantee must submit a closeout report that includes a descriptive project evaluation and final financial report within ninety (90) days of the project's completion. The grantee agrees to maintain records to demonstrate that the total cost-share is not less than indicated, and that the value of in-kind contributions is consistent with accepted market rates.
- The grantee must submit three CDs/DVDs (for media projects) or twelve copies for printed project.
- Humanities Guåhan and the National Endowment for the Humanities reserve nonexclusive licenses to use and reproduce without payment any publishable matter arising out of the grant. The grantee has the right to copyright materials produced under an award.
- Income received as a result of the project must be used to further the purposes of the project and offset costs to be charged against the grant. If there is income produced under a grant, the repayment amount should be proportionate to the percentage of project costs HG supported.
- All equipment purchased with HG funds becomes the property of HG at the end of the project. Copies of publications, media, exhibit panels produced with HG funds also become the property of HG at the end of the project.
- The grantee agrees to assure necessary provisions for appropriate insurance coverage. HG takes no responsibility for any person or property involved in the grant.
- In all publicity and other written materials and announcements related to the project, the grantee must acknowledge Humanities Guåhan and the National Endowment for the Humanities. Grantees are encouraged to use the Humanities Guåhan logo in their promotional materials. A digitized copy of the HG logo can be obtained from the HG program officer.
- The grantees first request for the grant funds indicates acceptance of the above provisions and any other provisions as outlined in the agreement. Humanities Guåhan reserves the right to terminate or suspend the grant for

good cause and for reasons including non-compliance to the agreed upon terms and conditions of the grant.

Evaluation

Humanities Guåhan strives to meet its goals and the interests of the people of Guam through each funded project. Thus, the evaluation of every project is an essential part of the process. Each grant recipient will receive and is required to file an evaluation closeout report that includes both statistical and qualitative responses.

The report should include the observations of participating scholars, as well as those of the project director and audience members. In addition to the project director's evaluation, an HG liaison, as well as an independent evaluator, evaluates each project.

These evaluators will seek answers to questions such as:

- Did the project meet the goals as originally defined?
- Did the project further the goals of Humanities Guåhan?
- Were the humanities central to the project?
- Were the experts effective?
- What were the strengths and weaknesses of the project?
- How effective was the publicity?
- What were the audience number and demographics?

Public Access to Project Information

Humanities Guåhan will release the following information concerning grant applications:

- Name of the sponsoring organization
- Name of the project director
- Project title
- Amount of funds requested
- The funding decision

Information on projects funded by HG, excluding salary and detailed budget information, may be reviewed upon written request. Information on projects not funded may only be released with the written consent of the sponsoring organization.