

PUBLIC HUMANITIES GRANT APPLICATION

DIRECTIONS: This form should be completed in conjunction with the Guidelines for Grant Programs. Read each question carefully and answer as specifically as possible. Do not combine answers. Number all pages consecutively. All sections must be completed. Type all answers. Submit fifteen (15) complete copies including support materials. One copy must contain original signatures.

Send application to:
Project Title
Estimated Total Audience:
Project Dates
Begin: End:
938 Lafayette St. Suite 300
New Orleans, LA 70113

Project Director
Name:
Title:
Mailing Address:
E-Mail Address:
Home Phone number:
Work Phone number:
Fiscal Agent
Name:
Title:
Mailing Address:
E-Mail Address:
Home Phone number:
Work Phone number:

Sponsoring Organization
Name of Organization:
Name of Authorizing Official:
Title of Authorizing Official:
Mailing Address:
E-Mail Address:
Home Phone number:
Work Phone number:

Amount Requested (3 and 4 may be N/A or not applicable)
(1) \$ LEH Outright
(2) \$ Estimated Total Cost Share
(3) \$ Anticipated 3rd Party Gifts
(4) \$ Anticipated Sales and/or Admissions

Project Abstract

Acknowledgment of Responsibility
Signatures (Use Ink):
Project Director Date
Authorizing Official Date
Fiscal Agent Date

I. BACKGROUND INFORMATION

1. Has the Project Director applied to the LEH before? YES NO
If yes, please list previous grant numbers or years and titles:
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2. Has the Sponsoring Organization applied to the LEH before? YES NO
If yes, please list previous grant numbers or years and titles:
-

3. For the Sponsoring Organization, please list:

US Congressional District #:

LA Senate District #:

LA Representative District #:

4. Is the Sponsoring Organization:

Non-Profit

Tax-exempt

Incorporated

5. Is the Project Director or the Sponsoring Organization a member of the Friends of the LEH? YES NO
If yes, please list the name(s) on the Membership(s):
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II. PUBLIC HUMANITIES GRANT APPLICATION FORM INSTRUCTIONS: Please complete each section thoroughly, using the *Guidelines for Grant Programs*.

A. Project Narrative: Respond to the following questions in ten (10) pages or less. Do not combine answers, and be as specific as space allows. Adopt the system of numbering as it is found below.

1. Give a brief, concise history of your ORGANIZATION. Include its mission and its most recent annual budget. (Limit: one paragraph).
2. Describe your PROJECT, including its goals and format. Incorporate the following into your description:
 - What FORMAT will your project employ? Why is this format most appropriate for your project?
 - Discuss how the HUMANITIES relate to your project: name the specific disciplines and describe the critical, analytical, and/or historical application of these disciplines, illustrating by specific example. This section is crucial.
 - Outline your project's ACTIVITIES, and include a TIMETABLE with tentative dates and places for specific events.
 - What are the short and long term EFFECTS that you hope your project will have?
 - Will any SUPPLEMENTAL MATERIALS be created to accompany your project (i.e., bibliographies, study guides, posters, etc.)?
3. List by name and qualifications the humanities SCHOLARS, consultants, and support personnel involved with your project. What specific ROLE will each scholar and consultant play?

II. PUBLIC HUMANITIES GRANT APPLICATION FORM INSTRUCTIONS (continued)

4. Describe your targeted AUDIENCE. Please specify age, gender, ethnic and socio-economic grouping. Estimate the potential size of your audience.
5. How do you plan to PUBLICIZE and promote your project? How do these plans relate to your targeted audience?
6. Outline the methods for EVALUATING the project. Include the following:
 - What information will be sought?
 - What methods will be employed (e.g., scholar evaluations, audience evaluations, etc.)?
 - List the name and qualifications of the scholar to be secured as your independent evaluator. Obtaining an outside evaluator is required for all General and Media grants.

B. Detailed Budget Breakdown: The Louisiana Endowment for the Humanities requires a complete, detailed breakdown of your budget summary to fully analyze the implementation of the grant. Please refer to the Grant Application Budget Summary page of this form as well as the *Guidelines for Grant Programs* when completing this section. Be sure to supply the following information:

1. List by name and function all project staff, humanities scholars, and consultants involved in your project. Indicate which service each will provide and how much they will be paid for this service.
2. Itemize your budget within each category (e.g., under Supplies, breakdown the exact unit cost).
3. Distinguish in the “Applicant Cost Share” column between “cash” and “in-kind” contributions to the project.
4. Is there a potential for third-party gifts? If so, list these sources and the amount of money anticipated. Include letters of commitment if available.

C. Support Materials:

1. Include letters of commitment from principal scholars and consultants, demonstrating that these people will participate in the program if funded.
2. Be sure to include a signed resume form for each participant. If a signed letter of commitment acknowledging the participants role in the project is included with the application, the resume need not be signed. *Resume attachments, while not required, are limited to 2 pages.*
3. Include letters of support (financial and other) from any organization supplying gifts, donating space, or indicating an interest in displaying and/or housing your project.
4. Include bids, cost estimates, samples of your promotion and evaluation components for the project if these are available.

III. GRANT APPLICATION BUDGET SUMMARY: If necessary, expand this format onto separate sheets and include explanatory details and narrative as needed. Consult the *Guidelines for Grant Programs* when completing this section.

Category	Outright LEH Funds	Applicant Cost Share		Anticipated 3rd Party Gifts	TOTAL
		Cash	In-Kind		
A. Salaries (Administration)	\$	\$	\$	\$	\$
B. Honoraria (Scholars)	\$	\$	\$	\$	\$
C. Consultant Fee (Technical)	\$	\$	\$	\$	\$
D. Travel	\$	\$	\$	\$	\$
E. Supplies & Equipment	\$	\$	\$	\$	\$
F. Facilities	\$	\$	\$	\$	\$
G. Printing & Publicity	\$	\$	\$	\$	\$
H. Other	\$	\$	\$	\$	\$
Total	\$ (1)	\$ (2)	\$ (3)	\$ (4)	\$ (5)

Total Applicant Portion (Cost Share + Gifts) (Columns 2+3+4) = \$

Anticipated Gift Summary:

Source	Expected Receipt Date	Amount (\$)
1.		
2.		
3.		

Other Expected Income Summary:

Sales:

*Admission fees:

**LEH sponsored projects must be open to the public. In general, such fees are discouraged. If anticipated, include rationale.*

IV. GRANT APPLICATION RESUME SHEET: Every member of the project staff, all consultants, and all academic humanists are required to complete and sign this form. This page may be photocopied as many times as necessary. Each person's resume should be as detailed as possible and supply specific information describing his or her role in the project, as well as providing background information on qualifications. *While not required, resume attachments are limited to two (2) pages per person.*

1. Personal Information

Name:

Title:

Mailing Address:

E-Mail Address:

Home Telephone Number:

Work Telephone Number:

2. Professional Information

Education/Degrees:

Area(s) of Expertise:

Current Position:

3. Publications or Activities relevant to this project

4. Project Participation

Please give a comprehensive description of how your expertise will be applied to the proposed project, and outline in detail what your role will be.

5. Signatures (use ink):

Participant

Date

V. GRANT APPLICATION CHECKLIST: To avoid disqualification or low ranking of your proposal, be sure that ALL, the following steps have been executed properly.

- ALL items completed on both sides of the application cover sheet
- Proper signatures of project director, authorizing official, and fiscal agent
- Project abstract and total audience estimate completed
- All completed and signed LEH resume sheets of project scholars
- Verification of math in the budget columns
- All pages numbered sequentially
- Proper number of copies for grant type (see first page of application)
- All copies collated and stapled or paper-clipped
- Applications, including all required copies, mailed or delivered in time to be received at the LEH office by 5:00 p.m. on the deadline date. Applications post-marked on the deadline are not eligible. If the deadline date falls on a weekend or holiday, applications are due the next business day.

date

Recommended but NOT Required

- Letters of commitment from major scholars and consultants
- Support letters from relevant organizations and individuals

Note: Facsimile transfer (FAX) and e-mail are not acceptable for final submissions.