

## FREQUENTLY ASKED QUESTIONS

### ***Does the sponsoring organization need to have 501(c)(3) status to be eligible for a Humanities Grant?***

No. To be eligible for a humanities grant, the sponsoring organization must be a Michigan nonprofit and be able to provide appropriate nonprofit status documentation.

### ***Is a draft proposal required?***

No, the draft proposal is optional and is offered as tool to help applicants fine-tune an application to be more competitive in the review process. Feedback is provided based on information submitted in the draft proposal.

### ***Can my project include art related activities?***

Art activities may be part of the project if used as a catalyst for discussion or interpretation of humanities themes. Humanities themes must be central to the project. Art and music education activities are not eligible, nor are projects that are solely art-focused.

### ***Is cost-share (match) required?***

Cost-share in the form of cash or in-kind resources, is required based on the size of the grant request:

- 100% cost share for requests greater than \$3,000 up to \$15,000
- 100% cost share required for requests \$3,000 or less

For Humanities Grants, federal dollars may not be used as matching funds.

### ***What is meant “cash” and “in-kind” cost-share?***

*Cash Cost Share:* Includes cash contributions made by third parties as well as all contributions made by the sponsoring organization in order to implement the project. For the sponsoring organization, cash cost-share may include the salaries of project staff, cost of space to conduct project activities, and supplies and service costs related to the project.

*In-Kind Cost Share:* Includes all donated goods, services, equipment or facilities. In-kind contributions must be fully documented and could encompass items such as the value of a project participant waiving their normal fee for services.

### ***Can I fund indirect costs with grant funds?***

MHC allows 10% of the grant amount to be used as cost-share attributed to indirect costs. For example, if the grant request is \$15,000 then a maximum of \$1,500 of indirect costs could be used as applicant cost-share in the project budget.

### ***Who may function as a Humanities Professional/Scholar and what is their role?***

Humanities professionals and scholars encourage dialogue, critical thinking and analysis, and also may contribute knowledge, methods, and resources that are at the core of the humanities. They may be

teachers, writers, editors, librarians, archivists, curators, or persons otherwise professionally engaged in the humanities or in cultural traditions where learning occurs outside the traditional academic environment.

***How long is the project period?***

Project periods may cover up to one year from the announcement of the award. A 90-day pre-award period may be applicable in some instances. Please contact MHC to discuss situations where project expenses may occur prior to the award notification date.

***What is an EIN Number?***

An Employer Identification Number (EIN) is the number used by the Internal Revenue Service to recognize an organization. Your organization's administrator should have it on file.

***What is a DUNS number?***

The Data Universal Number System (DUNS) has been adopted by the federal government to track how federal grant money is allocated. DUNS numbers identify your organization and are required by the Michigan Humanities Council for all grant applications. If you do not have a DUNS number you may apply for one at: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

***How should I evaluate my project?***

Applicants are invited to propose their own means of evaluation, however MHC does have an audience evaluation form available that organizations can adapt for their project. You can download it here:

- [Audience Evaluation](#)

In addition, MHC will assign an Outside Evaluator for many funded projects. These evaluations are intended to help MHC gauge the impacts of funded project in meeting goals, increase effectiveness in serving the Michigan public, and satisfy reporting requirements to the National Endowment for the Humanities. To cover the evaluation stipend, \$350 of grant funds should be added to your project budget if you are requesting more than \$3,000 in grant funds.