

## Michigan Humanities Council Media Statement of Understanding

1. The Michigan Humanities Council supports the production of media projects in the humanities (film, videotape, radio/television productions, any form of broadcast, including podcasting, websites, and other technology formats/outcomes) because of their capability of reaching large audiences and because of their long-term reusability. To this end, the council has adopted a number of policies pertaining to grants involving media. It is imperative that applicants and producers of such programs understand these terms in advance of application for Michigan Humanities Council funds.
2. The Michigan Humanities Council and the federal government, including the National Endowment for the Humanities (NEH), hold a nonexclusive license to obtain at cost and use, reproduce, and distribute for their purposes, any programs produced with Michigan Humanities Council support. Michigan Humanities Council requires that two (2) copies of all media programs produced with its support be deposited with the Michigan Humanities Council for promotion and distribution. If possible, also provide a copy of the video media in either MPEG-4 (.mp4) or Quick Time Movie (.mov) formats, or audio media in .mp3 format; for more information on acceptable formats, contact the Council's Communications Manager. Cost of these copies may be included in the project budget. The Michigan Humanities Council directs its promotional efforts primarily to organizations, institutions, schools, colleges, and broadcasters in Michigan. This use is a nonexclusive license reserved to the Michigan Humanities Council.
3. The Michigan Humanities Council generally funds media projects only in acceptable formats.
4. The Michigan Humanities Council expects and requires that programs produced with its support will be used only for education, nonpolitical, nonprofit, and nonsectarian purposes.
5. The Michigan Humanities Council will not claim copyright for a program produced with its support but does expect that the project sponsor will copyright such programs, normally.
6. The funding support acknowledgements required in the standard grant award agreement may not be omitted or deleted from any copy, presentation, or broadcast of the program(s).
7. The program(s), once completed and approved, may not be altered, re-edited, added to, or deleted from, without prior written approval from Michigan Humanities Council.
8. The Michigan Humanities Council does not deny to the sponsor or assigns the right to distribute and/or sell copies of these programs. In the interest of encouraging maximum access to and use of these programs, the Council encourages their sale and/or rental at the lowest possible price, normally not more than 20 percent over actual reproduction and handling and shipping costs.
9. The Michigan Humanities Council encourages the production, with grant funds, of copies for deposit with such distributors as area and statewide library and media centers.
10. Plans for the assignment of distribution and sales rights and responsibilities must be included in the application for Michigan Humanities Council funding, as must estimated prices and the distribution of any income over and above duplication costs, shipping, and handling.
11. The Michigan Humanities Council is willing, under certain circumstances, to delay some of its own distribution activities; requests for any such delays should be included in the application. Any subsequent agreements with broadcasters and distributors require Michigan Humanities Council approval if they limit Michigan Humanities Council's promotion and use of the program(s) as described in paragraph 2. The nonexclusive license of the NEH is not negotiable.

12. If, at any time, income from a project is anticipated, a grantee should discuss its disposition with the Michigan Humanities Council staff. Any income earned from a Michigan Humanities Council-funded project must be fully accounted for in reports to the Michigan Humanities Council. With the approval of the Michigan Humanities Council, such income may be spent within the project budget to cover project needs. Any project income not expended within the project with the Michigan Humanities Council approval must be remitted to the Michigan Humanities Council. Royalty income earned from a project produced with the Michigan Humanities Council support is project income which must be accounted for and reported to the Michigan Humanities Council. The sponsor is required to assign to the Michigan Humanities Council a percentage of any such royalty income equal to the Michigan Humanities Council's percentage of total project funding. Project income is gross income received by a grantee from activities supported with the Michigan Humanities Council funds. Such gross income includes, but is not limited to, receipts from attendance and service fees, sales of commodities, usage of rental fees, and royalties on patents and copyrights.
13. One copy of this form must be signed and submitted to the Michigan Humanities Council with any grant application involving media.

We, the undersigned, certify that we have read the above information regarding policies of the Michigan Humanities Council pertaining to grants involving media, and that we agree to these terms unless otherwise specifically set forth in the application for the Michigan Humanities Council funding for the project.

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Project Director \_\_\_\_\_ Date \_\_\_\_\_

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Production Director \_\_\_\_\_ Date \_\_\_\_\_

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Fiscal Agent \_\_\_\_\_ Date \_\_\_\_\_

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Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_