


Process Manager / Arts and Humanities Touring Grant Funding Cycle 1 FY20

/ Application - Arts and Humanities Touring Grant / Preview

 Fields with an asterisk (*) are required.

▼ Project Budget

Performer Fee

Please indicate the contracted fee for performance.

\$

Performer Travel

Please indicate the travel fee being charged by the artist for the performance.

\$

▼ Project Details

Name of hosting organization*

EIN number*

Please enter your organization's tax exempt ID number

DUNS number*

Please enter your organizations DUNS number. If you are a school, please check with your central administration office for this number.

Grant Number

Project Name*

Name of Project.

Artist/Performer/Humanities Professional*

Please choose from the drop down list which Directory artist you will be contracting with for this performance.

\$

Project Summary*

Please provide a summary of your project. Your summary should include details about the performance being presented. What value will it bring to your organization? How is it furthering the appreciation for arts and humanities in your community?

5,000 characters left of 5,000

Date of Event*

Please indicate the date of your event



Time of event*

Please indicate the start time of your event

Public Event*

Please indicate if this event is open to the public. By answering "yes" you agree to this event being publicly announced by the Michigan Humanities on our website and social media.

- ☐ Yes
- ☐ No

Number of Adults*

Please indicate the number of adults (18 years and older) you expect at your event.

#

Number of Children*

Please indicate the number of children (under 18 years of age) you expect at your event.

#

Demographic Information*

Please give a brief description of the population your organization serves.

County impacted by the grant

- | | | |
|--------------------------------------|----------------------------------|------------------------------------|
| <input type="radio"/> Alcona | <input type="radio"/> Gratiot | <input type="radio"/> Monroe |
| <input type="radio"/> Alger | <input type="radio"/> Hillsdale | <input type="radio"/> Montcalm |
| <input type="radio"/> Allegan | <input type="radio"/> Houghton | <input type="radio"/> Montmorency |
| <input type="radio"/> Alpena | <input type="radio"/> Huron | <input type="radio"/> Muskegon |
| <input type="radio"/> Antrim | <input type="radio"/> Ingham | <input type="radio"/> Newaygo |
| <input type="radio"/> Arenac | <input type="radio"/> Ionia | <input type="radio"/> Oakland |
| <input type="radio"/> Baraga | <input type="radio"/> Iosco | <input type="radio"/> Oceana |
| <input type="radio"/> Barry | <input type="radio"/> Isabella | <input type="radio"/> Ogemaw |
| <input type="radio"/> Bay | <input type="radio"/> Jackson | <input type="radio"/> Ontonagon |
| <input type="radio"/> Benzie | <input type="radio"/> Kalamazoo | <input type="radio"/> Osceola |
| <input type="radio"/> Berrien | <input type="radio"/> Kalkaska | <input type="radio"/> Oscoda |
| <input type="radio"/> Branch | <input type="radio"/> Kent | <input type="radio"/> Otsego |
| <input type="radio"/> Calhoun | <input type="radio"/> Keweenaw | <input type="radio"/> Ottawa |
| <input type="radio"/> Cass | <input type="radio"/> Lake | <input type="radio"/> Presque Isle |
| <input type="radio"/> Charlevoix | <input type="radio"/> Lapeer | <input type="radio"/> Roscommon |
| <input type="radio"/> Cheboygan | <input type="radio"/> Leelanau | <input type="radio"/> Saginaw |
| <input type="radio"/> Chippewa | <input type="radio"/> Lenawee | <input type="radio"/> St. Clair |
| <input type="radio"/> Clare | <input type="radio"/> Livingston | <input type="radio"/> St. Joseph |
| <input type="radio"/> Clinton | <input type="radio"/> Luce | <input type="radio"/> Sanilac |
| <input type="radio"/> Crawford | <input type="radio"/> Mackinac | <input type="radio"/> Schoolcraft |
| <input type="radio"/> Delta | <input type="radio"/> Macomb | <input type="radio"/> Shiawassee |
| <input type="radio"/> Dickinson | <input type="radio"/> Manistee | <input type="radio"/> Tuscola |
| <input type="radio"/> Eaton | <input type="radio"/> Marquette | <input type="radio"/> Van Buren |
| <input type="radio"/> Emmet | <input type="radio"/> Mason | <input type="radio"/> Washtenaw |
| <input type="radio"/> Genesee | <input type="radio"/> Mecosta | <input type="radio"/> Wayne |
| <input type="radio"/> Gladwin | <input type="radio"/> Menominee | <input type="radio"/> Wexford |
| <input type="radio"/> Gogebic | <input type="radio"/> Midland | |
| <input type="radio"/> Grand Traverse | <input type="radio"/> Missaukee | |

Please indicate your Congressional District*

If you need help finding your Congressional district click [HERE](#)

Indicate your Michigan House District*

If you need help finding your State Representative District click [HERE](#)

Please indicate your Michigan Senate District*

If you need help finding your district click [HERE](#)

Project Promotional Strategy*

Please indicate how you will be publicizing your event

- ☐ Organization website
- ☐ Facebook
- ☐ Twitter
- ☐ Instagram
- ☐ Organization newsletter (email or printed)
- ☐ Radio
- ☐ Newspaper
- ☐ Television
- ☐ Billboard
- ☐ Poster
- ☐ Flyer
- ☐ Postcard

Evaluation of the event*

Please indicate how you will be evaluating the event.

The MHC audience survey is to be used for performances/presentations/exhibition events that include participants capable of completing the evaluation. Elementary school students are not expected to complete an evaluation.

- ☐ Michigan Humanities Audience Survey
- ☐ We are creating our own survey

INSTRUCTIONS FOR CERTIFICATIONS

1. The Michigan Humanities Council is required to seek from all applicants a certification regarding compliance with nondiscrimination statutes and certification regarding debarment and suspension.
2. By signing and submitting the form, which follows these instructions, the authorizing official of the applicant organization/institution provides the applicable certifications. When a prospective applicant is unable to provide the Council with certification regarding the nondiscrimination statutes, the prospective applicant is not eligible to apply for funding from the Council. When the applicant is unable to provide certification on debarment and suspension, the applicant shall attach an explanation to the proposal. The explanation of why the certification on debarment and suspension cannot be submitted will be considered in connection with the funding determination. Failure to furnish certification or an explanation shall disqualify such institutions from receiving an award.
3. The certification regarding the nondiscrimination statutes shall obligate the applicant for the period during which the federal assistance is extended. There are two exceptions. If any personal property is acquired with Council assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Council support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application cover sheet for this

proposal.

4. The certifications are material representation of the facts on which reliance will be placed when the Council determined to fund the application. If it is later determined that the applicant knowingly provided erroneous certification, in addition to other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies including suspension and/or debarment.

5. The applicant shall provide immediate written notice to the Michigan Humanities Council if at any time the applicant learns that its certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.

6. The applicant agrees by submitting this proposal that, should the proposal be funded by the Council, it shall not knowingly enter into any project-related transaction (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the National Endowment for the Humanities.

7. The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

(1) The prospective lower tier participant 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.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

8. A participant in a covered transaction may rely on the certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that its certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may, but is not required to, check the list of "Parties Excluded from Nonprocurement Programs."

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course for business dealings.

10. Except when specifically authorized by the National Endowment for the Humanities, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies, including suspension and/or debarment.

11. The following definitions apply to terms used in each of the certifications:

Covered Transaction: a covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: an action taken by a debaring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Ineligible: excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower tier covered transaction;

(a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.

(b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 235(g) (currently \$25,000) under a primary covered transaction.

(c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally required audit services.

Participant: any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person: any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except foreign governments of foreign governmental entities, public international organizations, or foreign government owned or controlled entities.

Primary Covered Transactions: this is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements and any other nonprocurement transaction between a federal agency and a person.

Principal: officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Proposal: a solicited or unsolicited bid, application, request, invitation to consider, or similar communication by or on behalf of a person seeking to participate or receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: an action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment of Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily excluded: the status of nonparticipation or limited participation in covered transactions assumed by the person pursuant to the terms of a settlement.

1. Certification Regarding the Nondiscrimination Statutes The applicant (other than an individual who submits an application to the Michigan Humanities Council) 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 grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity for which the applicant received federal financial assistance. Title VI also extends protection to persons with limited English proficiency;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which provides that no otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance;

(d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

(e) The Americans with Disabilities Act of 1990 ("ADA") prohibits discrimination *on the basis of disability* in employment (Title I), state and local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions (45 CFR 1169)

(a) The prospective lower tier participant 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 any of the statements in certification, such prospective shall attach an explanation to this proposal.

Agreement to Certification*

Applicant agrees to comply with nondiscrimination statutes and certification regarding debarment and

suspension.

- ☐ Agree
☐ Disagree

Attachments

Please use this section to attach additional information to complete your application.

Performer Contract*

The contract between the organization applying for the grant and the performer/presenter or exhibitor in the Arts and Humanities Touring Directory must be attached to the application for funding consideration.

[2 MiB allowed]

Nonprofit Status Documentation*

The organization applying for the grant must be a nonprofit organization in the state of Michigan. Documented proof of the organization's nonprofit status must be included.

Examples:

IRS nonprofit status letter

Letter on organization letter head stating organization is a tax-exempt organization

[2 MiB allowed]

