Application Guidelines

General Information

- To return to your application before it is completed, you must insert your email address in 1. Application Contact. You will then be sent an automated email from the Michigan Humanities Council that provides you with a link to return to your application after you have closed the application in your browser. Make sure the email address is correct as this is the only way for you to return to an application once it has been exited.
- Print the application before you submit it. Once the application is submitted the link to return to the application is no longer valid.
- The application will not submit if required fields aren't completed.
- Uploaded documents should be labeled as follows:

    - performercontract (insert name of applicant organization) (insert date)
    - nonprofitdocumentation (insert name of applicant organization).(insert date)

1. Application Contact
- **Complete this section first** making sure the email address is entered correctly (the email address you enter will receive an email with a link to return to the application.)
- The application contact is the person completing the online form. It can be the same person as the project director.
- The Grant Request amount will be 40% of the total performance and travel fees up to $3,000 dollars.

2. Sponsoring Non-Profit Organization
- This is the organization requesting the grant.
- The organization must be a nonprofit organization, school or municipality located in Michigan to be eligible to apply for a grant.
- The EIN is the organization's nine-digit employer identification number assigned by the IRS.
- The Data universal numbering system is a nine digit number that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity or organization. In grant making the number is used to track federal dollars used for grant funding.

3. Project Director
- The Project manager is responsible for the management of the project and for submitting the final report to MHC.
- Area of expertise in the Humanities:
  - This section would only be completed for humanities related events. Otherwise insert N/A.
- Past Experience:
  - This section would only be completed for humanities related events. Otherwise insert N/A.

4. Fiscal Officer
- This is the person responsible for the recordkeeping/accounting for the grant funds and cost-share.

- Academic Affiliation:
  - List academic memberships or none.
- Non-Academic Affiliation:
  - List memberships that are not related to academia e.g. professional associations or none.
- Highest Degree Earned:
  - e.g. high school, A.D., B.A., B.S., M.A. etc.

5. Project Details
- Multiple Applications:
  - If you have already submitted one or more Touring Grant application(s) (or planned to submit more than one application) place a check mark in the "multiple application submitted" box.
- Priority of Application:
  - e.g. 1of 2; 2 of 2; 3 of 4
- Project Summary:
  - Provide a summary of the project as described in the application.
- Touring Performer/Program:
  - Provide the name of the touring performer/presenter/exhibitor as listed on their contract.
- Number of Individuals in Touring Performance/Program
  - Indicate the number of individuals included in the performance/presentation.
- At least one performance is required:
  - the name of the performance/presentation/exhibit
  - the date of the performance/presentation/exhibit
  - the time of the performance/presentation/exhibit
  - where the performance/presentation/exhibit will take place

(This should include all of the above information for each performance related to a single grant.)

6. Target Audience
- Anticipated number of adults:
  - In the box provided, indicate the approximate number of adults you anticipate will attend your event.
- Anticipated number of children:
  - In the box provided, indicate the approximate number of children you anticipate will attend your event.
- Age categories:
  - Check the box of each age category that you anticipate will attend your event.
- Description of Population to be served:
  - Provide a narrative description of the population(s) you anticipate will attend your event. Please be specific.
- Promotional Strategy:
  - Describe your plans for promotion. You may view specific information related to the requirements for the promotion of Touring Grants in the "Promotional Toolkit for Michigan Arts & Humanities Touring Program" located on the Arts & Humanities Touring Grants page under Grants on the Council's website: www.michiganhumanites.org

- Evaluation:
  - -Described how you plan to evaluate the program. The MHC Audience survey is to be used for performance/presentation/exhibition events that include participants capable of completing the evaluation.
  - -Adults would be expected to complete the evaluation.
  - -Elementary students would not be expected to complete the evaluation. (You must describe how you plan to measure the audience (i.e. elementary students) response(s) in order to provide an evaluation of the event.
  - -Describe each strategy you will use to evaluate the event.
  - -The MHC Audience Survey is located on the Arts & Humanities Touring Grants page under Grants on the Council's website: www.michiganhumanites.org.

- County List:
- Check all counties listed that will be impacted by the grant. (i.e. Persons in counties that are part of your target audience.)

7. Project Budget

Expenses	Grant Request	Cost-Share Cash	Cost-Share In-Kind	Total Applicant Cost-Share	Total	Itemization Detail
Salaries				$0.00	$0.00	
Fringe Benefits				$0.00	$0.00	
Honoraria	40% of Performer's Fee	60% of Performer's Fee		Total of Cost-Share Cash Plus Cost-Share In-Kind	Total of Total Applicant Cost Share plus 40% of Performer's Fee	
Travel	40% of Performer's Travel	60% of Performer's Travel		Total of Cost-Share Cash plus Cost-Share In-Kind	Total of Total Applicant Cost Share plus 40% of Performer's Travel	
Telephone				$0.00	$0.00	
Rentals				$0.00	$0.00	
Printing & Duplication				$0.00	$0.00	
Promotion				$0.00	$0.00	
Supplies & Postage				$0.00	$0.00	
Resource Materials				$0.00	$0.00	
Evaluation				$0.00	$0.00	
Other				$0.00	$0.00	
Total Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	

7. Project Budget cont.
- Please see the budget page above.
- Performer's Travel Fees
    - Travel fees should be included when they are part of the contract and separated out from the performance fee.
- Cost-Share Cash (Cash for the project that is not provided by the Michigan Humanities Council. May include salaries paid, promotional material and other expenses.)
    - Should be included in the application budget if it is part of the project budget
    - Not all projects will have Cost-Share Cash.
- Cost-Share In-Kind (non-cash donations including dollar amounts for time for unpaid volunteers, materials donated to the project by individuals, organizations or groups)
    - Should be included in the application budget if it is part of the project budget
    - Not all projects will have Cost-Share Cash.

8. Application Attachments
- Required attachments
    - Contract with the Performer
        ▫ The contract between the organization applying for the grant and the performer/presenter or exhibitor in the Arts & Humanities Touring Directory must be included with the application.
    - Organization 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 with the application.
- Naming your documents for uploading
    - Avoid characters when naming your upload documents e.g. - , " ' ? / \
    - Suggested names:
        ▫ performercontract (insert name of applicant organization).(insert date)
        ▫ nonprofitdocumentation (insert name of applicant organization).(insert date)

- Additional Attachments
    - The only required attachments for the application are listed above.
    - This area allows 4 (four) additional attachments to be uploaded at the applicant's discretion.

- Links
    - Six areas to provide links are available.
    - Links aren't required but can be used at the applicant's discretion.
    - Use links for larger files and/or multimedia resources.

9. Authorizing Official
- This is the person (such as the president, executive director, or school principal or superintendent) who is authorized to submit an application for funding on the organization's behalf and who will agree to comply with the certifications as listed in the application.
- Carefully read the certification statements at the end of the application.
- Complete name and contact information for the Authorizing Official as requested.

- Check I certify and I agree statements at the end of the section (if you agree and if you certify the statements provided) (Applications cannot be submitted if all statements aren't accepted/checked).
- **BEFORE SUBMISSION**
  - -Print the application **BEFORE** you submit it. Once the application is submitted the applicant can no longer access it.
- Submission of the application by the Authorizing Official indicates that the Sponsoring Nonprofit Organization agrees to the commitments made as part of the project proposal and the named personnel will perform the duties outlined in the application.

August 2015