

THE GUAM HUMANITIES COUNCIL COMMUNITY GRANT PROGRAM

Working in partnership with the National Endowment for the Humanities, the Guam Humanities Council provides financial support to nonprofit organizations and institutions for humanities programs aimed at public audiences.

What are the humanities?

The humanities include but are not limited to the study of history, modern and classical language, literature, law, philosophy, comparative religion, ethics, and the history, criticism and theory of the arts. Social sciences that use qualitative approaches to understand culture and society, such as anthropology, archeology and political science are also considered part of the humanities. The humanities also include interdisciplinary areas, such as women and gender studies, American studies, ethnic studies, and the study of folklore and folk life. Humanities projects may also apply humanities perspectives to current political, social or economic concerns and issues.

ELIGIBILITY

Applicants

Any nonprofit group or organization operating in Guam is eligible to apply for a grant. An organization need not be incorporated or tax-exempt. Examples of eligible organizations include libraries, museums, civic groups, local government, adult centers, schools and universities, historical societies, educational broadcasting stations, and ad hoc groups assembled for the sole purpose of sponsoring a humanities activity. The Council especially encourages proposals from the villages and from those groups aiming to gain experience in planning humanities programs. Joint sponsorship of projects by academic and community groups is encouraged. Co-sponsors must also be nonprofit groups.

HOW TO APPLY

Application

Application forms are available at the Guam Humanities Council office located at the Reflection Center, Suite 106, 222 Chalan Santo Papa in Hagåtña. They can also be obtained on the GHC website www.guamhumanitiescouncil.org as a Portable Document Format (PDF) file.

Interested persons may also request in person, or via phone or mail, the application to be sent to them. The application packet includes instructions for completing the proposal, directions for determining and completing the budget, more specific grant provisions, and detailed information about planning and implementing the program.

The Application Process

All organizations are strongly encouraged to contact the Guam Humanities Council prior to applying for a grant. GHC invites inquiries by letter or phone to determine eligibility and interest. For 2011, the Council is offering **mini grants**, **regular grants** and **media grants** (see pp. 6-7, "Grant Formats"). No letter of intent or preliminary proposal is necessary for mini-grant applications, although consultation with GHC staff is welcome.

Applications for regular and media grants must include a **preliminary proposal**, submitted by the application deadline for the current grant cycle. The proposal should consist of a completed **application** with a summary of the proposed project and its objectives, a list of advisors to the project and a budget for the funds that will be requested. Prospective applicants are encouraged to describe their ideas for the project by explaining:

- what the planned activity is;
- how the humanities will be employed;
- how scholars in the humanities will be involved in the preparation and implementation of the project;
- why the project will be of interest to the people of Guam; and
- what the estimated grant request is.

In response to inquiries, staff will provide clarification and information to the prospective applicant as well as forward the application forms and instructions.

Any **letters of support** submitted with an application should be substantive, commenting on the project's potential impact, as well as its value to the target audience(s). Letters that attest to the expertise and appropriateness of a project's humanities scholars are also welcome.

Staff Assistance

Once the application packet has been received, applicants are encouraged to work closely with the Council staff throughout the initial planning period and during the preparation of the proposal. Staff is available to answer questions about content, personnel or budget and in general, to help applicants make their proposal as competitive as possible. Applicants should know that staff members do not vote on proposals, and their suggestions cannot guarantee favorable action.

A **grant workshop** is usually held following the announcement of a new grant cycle or about a month prior to the application deadlines. Check with the Council office for the workshop dates.

Grant applications and guidelines may be obtained from the Guam Humanities Council office in Hagåtña, or from the GHC website at www.guamhumanitiescouncil.org, or you may contact GHC directly at 671-472-4460/1, or by email at monaeka_ghc@teleguam.net.

Grant applications must be mailed or hand delivered to the Guam Humanities Council office by the application deadline. No online submissions will be accepted. Please address applications to:

**Community Grant Program
Guam Humanities Council
222 Chalan Santo Papa
Reflection Center, Suite #106
Hagåtña, GU 96910**

GENERAL GUIDELINES

To be considered for Guam Humanities Council support, programs must meet the following guidelines:

Eligible Formats

Funded projects take many different forms. Eligible formats for programs may include, but are not limited to: public forums—lectures, seminars, conferences, workshops, film or book discussion series, and panel discussions; the development and fabrication of interpretive exhibits, permanent and traveling fairs, festivals and tours; media productions—newspaper articles, radio and television programming, film and videotape (personnel must include someone with established expertise in the proposed media). The Council encourages innovative program formats, particularly programs that stimulate discussion between diverse groups. The primary consideration with regard to format is whether it is appropriate to the audience and project content, as well as whether it is cost-effective. However, all funded programs have the following characteristics in common:

- **Humanities Content:** The humanities must be central, not just slightly relevant, to the project. Proposals must demonstrate that ethical, historical, literary, cultural or other humanistic perspectives will be brought to bear on the topic. The Council is interested in fostering an understanding of history, literature, ethics and the like. Therefore, concepts such as "explain," "analyze," and "interpret" (which are the goals of the humanities) should be primary goals of the project.
- **Balance:** Projects must be balanced presentations, conducted in a spirit of open and informed inquiry, and providing for a diversity of views. They should also avoid advocacy of a particular social, ideological or political point of view.
- **Accessibility:** Most of the resulting public programs should be free or of nominal cost, and accessible to the general public.
- **Public Audiences:** Projects must be directed primarily to the adult, out-of-school general public. Other target audiences include professional, ethnic and community groups, as well as public school teachers and students. Projects cannot exclude any member of the general public. Representatives of the target audience should be involved in the planning, implementation and evaluation of the project whenever feasible. It is essential that project formats encourage critical thinking about the topic through the use of discussions, question-and-answer sessions or other exchanges of views between presenters and audience participants. Innovative efforts in this area are encouraged.
- **Personnel:** Projects must have at least three (3) different positions and individuals who are qualified and committed to their projects. These include:
 - **Project Director:** The project director is responsible for overall management of the program. The project director submits reports to the Council office; informs the Council of progress, changes, and difficulties; and prepares the final evaluation report. The project director may serve

as one of the participating experts, although one need not be an expert in the project area to be the project director.

- **Fiscal Agent:** The fiscal agent—a person, not an institution—is responsible for receiving and disbursing grant funds and keeping records. The fiscal agent should be an accountant, a college or university business officer, the treasurer of the applicant organization, an officer of a local bank, or a similarly well-qualified person. The project director may not act as the fiscal agent.
- **Humanities Experts:** Projects must include qualified experts in the humanities, not only in the program activities, but also in the conception, design, implementation and evaluation of the project. Projects that focus on topics of ethnicity should include experts of that ethnic group. Humanities experts include:
 - **Scholars** are those with advanced academic training (a master's degree or higher) in one of the humanities disciplines.
 - **Traditional Teachers** are those individuals with meaningful life experiences or self-education in the humanities, and who are recognized by the community as an expert in the field—for instance, *Suruhanos (-as)*, the traditional healers.
- **Budget:** At least one-half of the total project costs must be provided by the applicant in local cost share. This can be provided either in cash (from the applicant or another funding source) or through in-kind services. The Council staff is available to guide applicants in developing their share.
- **Ineligible Programs:** The Guam Humanities Council **cannot** support:
 - Projects not grounded in the humanities
 - Projects proposed by individuals rather than non-profit organizations
 - Partisan objectives or advocacy
 - Operating or construction costs
 - Purchase of permanent equipment, except when such equipment reverts to the Council at the end of the project
 - Institutional development or course work for academic credit, except Council-funded teacher workshops
 - Travel to professional meetings
 - Scholarships and fellowships
 - Museum or library acquisitions
 - Publications and scholarly research unless accompanied by a public program
 - Creative arts (including works of fiction), performances or ceremonies unless accompanied by a significant degree of interpretation, or unless their primary purpose is to provide a focus for humanistic inquiry
 - Projects that are not open to the general public
 - Fundraisers and profit-making projects
 - Alcoholic beverages, food or entertainment

Proposal Evaluation Process

All proposals received by the final deadline at the Guam Humanities Council will be examined initially for completeness and general compliance with grant guidelines. Complete applications will then be reviewed by the Council's Grant Review Committee in a special session. Projects will be evaluated on the basis of the Council's organizational mission and grant guidelines. Of particular importance are the quality of each project's conception and design, the strength of its humanities component, the participation of humanities experts, and the extent to which it will meet the particular intellectual, cultural, or professional needs and interests of its target audience(s) on Guam. The Grant Review Committee will make recommendations to approve or reject selected project proposals. The Guam Humanities Council Board of Directors will consider these recommendations during a scheduled Board meeting, and render a final decision. Final decisions will be announced after this meeting of the Board.

- **Proposal Review:** Regular, Mini and Media Grant proposals are usually reviewed and acted upon by the full Council within six (6) weeks of the grant deadline. All other proposals (including drafts) are reviewed by committees usually within two weeks of the proposal's submission. Criteria used to evaluate proposals include:
 - Are the project goals appropriate to the mission of the Guam Humanities Council?
 - Are the humanities central to the project?
 - Are qualified experts involved in the planning and implementation of the project?
 - Will the experts provide critical analysis and interpretation?
 - Are the humanities experts committed to the project?
 - Is there an audience for the project, and is the promotion plan likely to attract them?
 - Is the budget reasonable?
 - **Conflict of Interest:** Guam Humanities Council members abstain from voting on proposals in which they, family members, or colleagues in their department are involved.
 - **Possible Outcomes:** After final review of the grant proposal, GHC may:
 - fund the project as requested
 - fund the project at an amount higher or lower than requested
 - fund the project subject to the fulfillment of special conditions
 - deny the request yet encourage resubmission after specific deficiencies have been corrected
 - deny the request
- Applicants will receive **notice** of the Council's decision normally within two (2) weeks from the date of the final review. Applicants whose projects were approved by the Council will receive a grant agreement and forms for reporting expenditures. Those whose proposals have been disapproved will receive an explanation of the denial.

Common Reasons for Rejecting Proposals

- Insufficient humanities content
- Inadequate involvement of humanities scholars
- Program not suited to the particular needs of its target audience
- Program lacks balance in its presentation of contemporary public issues
- Inadequate publicity or promotion plans
- Budget not justified or not reasonable
- Application incomplete or lacking crucial programmatic details
- Application lists activities and participants yet to be confirmed
- Proposed activities scheduled to occur prior to when grant period can begin

Grant Formats, Deadlines and Cost-Sharing

GRANT FORMATS

The Guam Humanities Council offers three grant formats: **mini grants**, **regular grants**, and **media projects**.

- **Mini grants:** Mini grants allow applicants to submit proposals for low-cost, short-range public programs. In general, they must meet all the requirements of the Regular Grants, yet request no more than \$2,500 from the Council.
- **Regular Grants:** This category includes grants, other than media grants, that are over \$2,500 and not more than \$10,000. Proposals directly related to the themes and grant guidelines that the Council may announce are given top consideration, but eligible proposals addressing other areas of public interest will also be considered.
- **Media Projects:** A media project is one that has an electronic or film component. The maximum grant for a media project is \$10,000. Given this award ceiling, the Council's funds cannot cover the costs of most broadcast quality productions, although applicants are encouraged to seek broadcast support. In general, the Council prefers to fund planning and pre-production (research and development of the script or transcription). Proposals for small media projects, such as slide programs and radio programs, are encouraged.

APPLICATION DEADLINES

Preliminary proposals or draft proposals are required for Regular and Media Grants over \$2,500. Upon review by the Council or its designated committee, the draft is returned to the applicant with suggestions for revisions that would make it a more competitive proposal. For the preliminary proposal, applicants must submit **the original and five (5) copies**. Preliminary proposals are not required for mini-grants.

For **final proposals** (including **mini grant applications**), **the original and ten (10) copies** are required. Please check with the Council for the preliminary and final application deadlines. Proposals must be POSTMARKED no later than midnight of the application deadline, or delivered to the council office by 5:00 P.M. on the deadline date.

Proposal Planning Grants

Proposal Planning Grants of up to \$500 may be awarded to applicants for program planning and grant writing assistance for proposals that will be submitted to the Guam Humanities Council. The grant is intended primarily for small groups with limited staff or village organizations. The award pays for the services of a scholar to visit the organization, talk with their planning committee about program ideas and assist in the proposal writing process. Proposal Planning Grant Applications may be submitted at any time. A letter to the executive director outlining the proposed project and requesting the services of a consultant is all that is required. The applicant should allow at least four weeks between the written request and beginning the planning project.

COST-SHARING

Detailed guidelines for completing the budget are included with each application packet. The following are general provisions that apply to all grants:

- **Request for GHC Funds:** In general, Council funds may be requested to cover most project-related activity held within the specified and approved grant period. Examples of eligible expenditures include honoraria for project planners and participants, travel and per diem, printing and publicity, telephone, equipment and facilities rental and supplies. No costs incurred prior to funding may be paid with GHC grant funds.
- **Cost-Sharing:** Cost-sharing is a portion of the project's budget that reflects contributions of at least 50% of the total costs requested from the Council. This cost-share can be made by the applicant, applicant organization, and other supporters and other donors who give **cash or in-kind services** to the project.
 - **Cash cost-share** are cash contributions made by third parties in addition to those contributions made by the applicant's organization to carry out the purposes of their project. This includes salaries to support people working on the project, purchase of supplies, space to carry out project activities and services related to the projected. These costs may be estimated and discussed as such in the budget narrative if exact costs are not available. For those projects that request more than \$5,000 from the Council, the cash cost-share must include **Challenge Funding**.
 - **Challenge Funding:** Cash cost-share includes funds raised from third parties, and must represent 10% of the total project costs. This particular type of cash donation may come from almost any source except federal funds or an individual or organization involved with the applicant project. All Challenge Funding donors must provide GHC with a letter certifying that the donated funds are from non-federal sources. Sample letters are available from the GHC offices.
 - **In-kind cost-share:** In-kind cost-share is the dollar value of contributions by third parties to the project such as services, goods and space. Examples are persons who waive their fees or costs for services or products contributed to the project. The exact dollar figure should be well-documented and included in the budget as in-kind cost-sharing.

- **Limitations:**

- The Council views its role as providing support for projects that would not normally occur without its help. It will not fund staff or programs already in place (operational support). It does not look favorably on budgets top heavy with staff and administrative costs. Strong justification must be provided for large sums budgeted in these ways. The Council may provide funds for well-known, off-island speakers if their participation will improve the program substantially. However, applicants are encouraged to utilize local scholars and traditional teachers in their projects.
- Council funds cannot be used to support profit-making or fund-raising activities. Although the Council discourages groups from charging registration or admission fees to GHC-funded events, fees may be charged if necessary to offset incurred project expenses that were not covered by GHC funds. Such fees cannot result in a profit for the sponsor. It should be noted that the grant is an offer to pay for actual costs up to the amount of the grant figure. **Unused funds must be returned to the Council.**

GRANT PROVISIONS

Grantees should understand that acceptance of an award creates a legal duty on the part of the grantee to use the funds in accordance with the terms of the grant and to comply fully with all provisions and conditions attached to the award. A detailed account of these provisions is included with each application packet.

Generally, prospective applicants should know that:

- All grants are subject to review to determine whether grantees meet certain requirements and who certify in their applications signed by the authorizing official of the applicant institution that their organization is in compliance with non-discrimination statutes and debarment and suspension.
- Grant funds may be expended only for project-related expenses set forth in the proposal and budget as approved or amended.
- The grantee agrees to inform the Council of any changes or amendments in project scope or activities, and in key personnel.
- The grantee must maintain records and accounts consistent with generally accepted accounting principles.
- The grantee must submit within ninety (90) days of the project's completion a final financial report and a descriptive project evaluation.
- GHC and the National Endowment for the Humanities reserve nonexclusive licenses to use and reproduce without payment any publishable matter arising out of the grant. The grantee has the right to copyright materials produced under an award.
- Income received as a result of the project must be used to further the purposes of the project and offset costs to be charged against the grant. If there is income produced under a grant, the repayment amount should be proportionate to the percentage of project costs the Council supported.
- All equipment purchased with GHC funds becomes the property of GHC at the end of the project. Copies of publications, media, exhibit panels produced with GHC funds also become the property of GHC at the end of the project.

- The grantee agrees to assure necessary provisions for appropriate insurance coverage. GHC takes no responsibility for any person or property involved in the grant.
- In all publicity and other written materials and announcements related to the project, the grantee must acknowledge the Guam Humanities Council and the National Endowment for the Humanities. Grantees are encouraged to use the Guam Humanities Council logo in their promotional materials. A digitized copy of the GHC logo can be obtained from the GHC program officer.
- The grantees first request for the grant funds indicates acceptance of the above provisions and any other provisions as outlined in the agreement. The Council reserves the right to terminate or suspend the grant for good cause and for reasons including non-compliance to the agreed upon terms and conditions of the grant.

Evaluation

The Council strives to meet its goals and the interests of the people of Guam through each funded project. Thus, the evaluation of every project is an essential part of the process. Each grant recipient will receive and is required to file an evaluation report that includes both statistical and qualitative responses.

The report should include the observations of participating scholars, as well as those of the project director and audience members. In addition to the project director's evaluation, a council liaison, as well as an independent evaluator, evaluates each project.

These evaluators will seek answers to questions such as:

- Did the project meet the goals as originally defined?
- Did the project further the goals of the Council?
- Were the humanities central to the project?
- Were the experts effective?
- What were the strengths and weaknesses of the project?
- How effective was the publicity?
- What were the audience number and demographics?

Public Access to Project Information

The Guam Humanities Council will release the following information concerning grant applications:

- Name of the sponsoring organization
- Name of the project director
- Project title
- Amount of funds requested
- The funding decision

Information on projects funded by GHC, excluding salary and detailed budget information, may be reviewed upon written request. Information on projects not funded may only be released with the written consent of the sponsoring organization.