

MHC Use Only
Proposal Number: _____

GRANT APPLICATION CHECKLIST

(To be completed, signed and returned as a cover sheet on all copies of the application.)

- ___ 1. Does your project address one or more of the focus points in the Mississippi Humanities Council mission?
 Books and Reading; Mississippi History and Culture; Civil Discourse; Capacity Building
 (Check all that apply.)
- ___ 2. Please provide your DUNS #. A DUNS # is required to apply for an MHC grant. If you are unsure of your number, visit <http://fedgov.dnb.com/webform> for more information.
- ___ 3. MHC grant application guidelines were read prior to completion.
- ___ 4. MHC staff was consulted regarding project viability. With whom did you consult? _____
- ___ 5. Application is typed. Responses are limited to the space provided, and application is fully completed on the forms provided. Appendices may be added for clarification.
- ___ 6. Applicant is a non-profit organization.
- ___ 7. Humanities scholars/project committee is acquainted with project and capable of responding to questions regarding the program. Evidence of community representation on project committee is provided.
- ___ 8. Resume sheets are included for all program participants who will be paid with grant funds.
- ___ 9. Project totals listed on budget page equal the MHC grant request on front of application. (All math verified.)
- ___ 10. A budget narrative, specifically listing all anticipated expenses as well as persons to be paid and reasons for the payment, is included.
- ___ 11. A copy of the evaluation form to be distributed at the program is enclosed.
- ___ 12. Applications for grants are postmarked by the application deadline.
- ___ 13. Application is submitted at least 8 weeks in advance of the proposed program or event for minigrants and planning grants, at least 12 weeks in advance for regular grants.
- ___ 14. Money for evaluator’s honorarium (\$150) and expenses (\$50) is included in MHC budget request.
- ___ 15. No honorarium has been requested for an employee of applicant organization.
- ___ 16. Two applications with original signatures and dated by appropriate official are enclosed.
- ___ 17. Project director and fiscal agent are not the same person.
- ___ 18. All copies collated and stapled. (2 copies for regular grants and 2 copies for minigrants.)
- ___ 19. All program participants have been contacted and have agreed to participate.

Signature of Authorizing Official

Date