

Minigrant Application Forms

**YOU SHOULD PHOTOCOPY APPLICATION FORMS AS OFTEN AS NECESSARY, THEN
DUPLICATE THE COMPLETED FORMS FOR THE REQUIRED NUMBER OF COPIES.
DO NOT USE ORIGINALS, AS YOU MAY NEED THEM FOR SUBSEQUENT APPLICATIONS.**

MHC USE ONLY
MHC-
Proposal Number
Date Received

Mississippi Humanities Council

Minigrant Application Form

1. Title of Project

2. Name and address of applicant (organization)

3. MHC funds requested
\$

(\$1,500 Maximum for
Minigrants)

4. Project Director a. Name and Mailing Address

b. Title/Position

c. Telephone (Include Area Code and Extension)

d. Email

5. Fiscal Agent a. Name and Mailing Address
(Project Director cannot serve as Fiscal Agent)

b. Title/Position

c. Telephone (Include Area Code and Extension)

d. Email

6. Proposed Grant Period From:

To:

7. Program Date(s) and Time(s)

8. Program Location(s) (Town, Building, Address)

9. Estimated number of persons served

10. Congressional District 1st 2nd 3rd 4th
of Applicant (circle one)

11. Description of proposed project (do not exceed space provided). Project narrative and format to be attached. (See Guidelines)

PROJECT SUMMARY

Give a brief overview of the project. Please limit your response to the space provided. As specified in the grant application guidelines, the detailed narrative attached to this application form should describe further details of the proposed project activities.

A. Humanities Content. Why is this a humanities project? Explain which disciplines are central to the project.

B. Personnel. List persons involved in the planning and implementation of the project and briefly describe their qualifications and roles. Attach a MHC Resume Sheet (page 23) for each person who will be paid with MHC funds.

Name	Institution	Humanities Discipline	Role in Project
------	-------------	-----------------------	-----------------

C. Audience. (Projects that do not have an audience, such as planning grants, need not complete this section.) Who is the target audience? How will you reach them? Describe publicity plans and/or distribution.

D. Evaluation. Describe the evaluation plan for assessing how well the project achieved its objectives. Attach a sample audience evaluation form.

BUDGET

A budget narrative/explanation should be attached with sufficient detail to demonstrate that the costs are reasonable and directly related to the plan of activities for the project. Scholars and others who will be paid and amounts for each should be listed individually, including evaluator's honorarium. Expenses for salaries, wages, and fringe benefits should be shown as matching funds; MHC funds may not be requested in these categories.

EXPENSES

Item	MHC Grant Request	Cost Share			TOTAL
		Cash from applicant	In-kind	Cash other sources	
Salaries and Wages	XXXXX				
Fringe Benefits	XXXXX				
Honoraria (include evaluator)					
Travel (include evaluator)					
Supplies					
Printing and Duplicating					
Postage and Telephone					
Equipment Rental					
Facilities Rental					
Advertising					
Other (specify)					
TOTALS					

CERTIFICATIONS*

The applicant certifies that the conduct of this program will be in compliance with the provisions set forth by the National Foundation on the Arts and Humanities Act of 1965 (as amended) and the policies of the Mississippi Humanities Council.

1. Certification Regarding the Nondiscrimination Statutes.

The applicant certifies that it will comply with the following nondiscrimination statutes and their pending regulations:

(a) Title VI of the Civil Rights Act of 1964 (442 U.S.C. 200d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

(b) Section 504 of the Rehabilitation Act of 1972, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance; and

(d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

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

(a) The prospective lower tier participant (applicant) certifies, by submission of this application for a grant, 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 (applicant) is unable to certify to any of the statements in the certification, such prospective participant will attach an explanation to this application for a grant.

NAME (please print) _____ TITLE _____ ADDRESS _____ _____ EMAIL _____ PHONE: Office () _____ HOME () _____ SIGNATURE _____
--

**Signature of authorizing official of non-profit organization required for certification. Original signatures required on two copies.*

Other Required Forms

**YOU SHOULD PHOTOCOPY APPLICATION FORMS AS OFTEN AS NECESSARY, THEN
DUPLICATE THE COMPLETED FORMS FOR THE REQUIRED NUMBER OF COPIES.
DO NOT USE ORIGINALS, AS YOU MAY NEED THEM FOR SUBSEQUENT APPLICATIONS.**

MHC Grant Application Resume Sheet

Every member of the project staff, all consultants, and all humanities scholars to be paid honoraria from MHC funds must complete and sign this form. This page may be photocopied as many times as necessary. Each person's resume should be as detailed as possible and supply specific information describing his or her role in the project, as well as providing background information on qualifications. Resume attachments are limited to two (2) pages per person.

Personal Information

Name:

Title:

Mailing Address:

Home Telephone:

Work Telephone:

Social Security Number (required for all paid participants):

Professional Information

Education/Degrees:

Area(s) of Expertise:

Current Position:

Pertinent Publications or Activities

Project Participation

Please describe how your expertise will be applied to the proposed project and outline what your role will be.

Signature (use ink):

Participant

Date

GRANT APPLICATION CHECKLIST

(To be completed and returned as a cover sheet for application)

- ___ 1. MHC grant application guidelines were read prior to completion.
- ___ 2. MHC staff were consulted regarding project viability.
- ___ 3. 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.
- ___ 4. Applicant is a non-profit organization.
- ___ 5. Humanities scholars/project committee are acquainted with project and capable of responding to questions regarding the program. Evidence of community representation on project committee.
- ___ 6. Resume sheets are included for all paid program participants.
- ___ 7. Project totals listed on budget page equal the MHC grant request on front of application. (All math verified.)
- ___ 8. A budget narrative, specifically listing all anticipated expenses and who is to be paid what amount for what, is included.
- ___ 9. A copy of the evaluation form to be distributed at the program is enclosed.
- ___ 10. Applications for grants are postmarked by the application deadline.
- ___ 11. 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.
- ___ 12. Money for evaluator's honorarium and expenses is included in MHC budget request.
- ___ 13. No honorarium has been requested for an employee of applicant organization.
- ___ 14. Two applications with original signatures and dated by appropriate official are enclosed.
- ___ 15. Project director and fiscal agent are not the same person.
- ___ 16. All copies collated and stapled. (25 copies for regular grants and 7 copies for minigrants.)
- ___ 17. Signed and completed checklist is attached to front of application.

 Signature of Authorizing Official

 Date