

GEORGIA HUMANITIES COUNCIL

SAMPLE

(Everything listed in this sample is an idea of how information can be written into the proposal. The purpose is to show you, the applicant, a completed Georgia Humanities Council grant proposal. Please be aware this is just a sample; proposal information can be presented in a variety of ways. Regardless of the content, all proposals submitted should be complete and contain all information requested).

**XXXX Request for Proposals
Maximum Grant \$2,000**

XXX grant deadline

Humanities –the study of history, literature, language—modern and classical, philosophy and archaeology; as relevant to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and the relevance of them to the current conditions of national life.”(Definition excerpt from National Endowment for the Humanities website: <http://www.neh.gov/>)

Grant Requirements

All grant terms used in the proposal are defined in the **Glossary of Terms**, available for download on Georgia Humanities Council website: <http://www.georgiahumanities.org/grants/grant-applications-and-guidelines>

Organization Information:

- Organizations that apply must have **IRS 501c3** status. Georgia Humanities Council also requires a DUNS number. Please consult <http://fedgov.dnb.com> for number information.
- Organizations that currently have an open GHC grant are not eligible to apply until they have completed required final paperwork.
- Individuals are ineligible to apply.

General Proposal Information:

- focus on a humanities topic
- involve the participation of at least one humanities scholar
- include at least one gathering where the public comes together in learning and discussion

- provide for matching support (cash and/or in-kind donations) equal to or greater than the amount requested
- be free and open to the public
- begin **120 days** (or after) *XXXX (grant deadline date)*

Submitting a Proposal:

- Complete all questions for each proposal component as well as a GHC budget form and budget narrative.
- Compile all components in page order and attach a checked, signed and dated checklist as last page of each copy. Hand-written signatures are required (not typed).
- Make seven (7) copies of all of the required components and mark one copy as the original.
- Staple the copies in the upper left corner; do not include binders or folders. If enclosing printed materials, make certain there are enough copies to attach to each proposal copy.
- Do **not** enclose pre-printed fliers or brochures for this proposed project. Georgia Humanities Council expects project materials to be printed after funding so that they include proper Georgia Humanities Council information and logo.
- Failure to include required information as stated will disqualify your grant application.
- Mail or ship your proposals to GHC office by *XXX (one month prior to deadline)*. This is a **postmarked by deadline**.

Additional Funding Information

Examples of GHC-funded projects:

- lectures
- literary events
- film presentations and discussions
- historical tours
- living history programs
- exhibits
- oral history projects
- workshops

Projects not eligible for funding:

- performing arts programs
- courses for academic credit
- research fellowships
- book publication
- construction or restoration of buildings
- programs that are not open to the public
- programs of social, religious or political advocacy

Expenses not eligible for funding:

- permanent equipment
- operating costs (staff salaries, rent, electricity, etc.)
- food or alcoholic beverages for audiences
- awards, trophies or contests

Additional Information:

- For grant terms and definitions download the “Glossary of Terms”
<http://www.georgiahumanities.org/grants/grant-applications-and-guidelines>
- Georgia Humanities Council will accept rough drafts of proposals by *e-mail* up to XXXX (*one month prior to deadline date*). When submitting rough drafts make certain to include the *budget and budget narrative*. GHC staff will review drafts and submit feedback. Send rough drafts to: awilliams@georgiahumanities.org
- Full contact information:

Georgia Humanities Council
50 Hurt Plaza, SE-Suite 595
Atlanta, GA 30303-2915
www.georgiahumanities.org
404-523-6220, ext. 117

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GHC SAMPLE

Grant Proposal Application Page One

All components are required to complete the application. Any omissions will disqualify the proposal

Applicant organization: **Mayville Museum of the Typewriter**

Address: **111 South Pine Avenue** **Mayville** **30000**
Street City Zip

Phone: **916-555-5555** Website: www.mayvilletyping.org

Legislative Districts: **43** **802** **1000** **Fox**
U.S. Congressional GA Senate GA House County Name

IRS 501c3? **Yes** *(attach copy of determination letter)*

DUNS Number: **000000777**

The next three (3) questions should be filled in with correct response

Have you applied for a GHC grant before? (Circle) Yes No When?

Have you received a GHC grant within the last 12 months? (Circle) Yes No

If yes, has your final grant documentation been submitted? (Circle) Yes No

Amount of Georgia Humanities Council grant support requested: **\$2,000**

What is your organization's mission? How does this mission relate to the mission of the Georgia Humanities Council? Please tie in the humanities connection
(Attach an additional sheet if needed but please be concise and clear)

The Mayville Museum of the Typewriter seeks to educate and engage the citizens of Fox County and all surrounding regions in the history of the typewriter. Our specific focus is on how the typewriter impacted the area around Maysville and includes the shared stories and experiences from people employed at the Keys Brothers Typewriter Company of Mayville.

We maintain that our mission relates to the GHC as our organization continually strives to keep traditions and stories alive of an object that profoundly impacted our region and the nation, the typewriter.

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Grant Proposal, Page Two

All components are required to complete the application. Any omissions will disqualify the proposal.

Project Personnel

There must be at least two (2) different people involved in the project between the Project Director, Financial Officer, and Authorizing Official. One person cannot fill all three roles; original signatures are required where indicated. Please remember to list **job title and correct address** with other information.

Name and Title of Project Director **Henrietta Grady – Museum Director**

Address: **Mayville Museum of the Typewriter, 111 S. Pine Ave., Mayville 30000**

Phone **916-555-5555**

Email: director@typewriter.org

Project Director Signature and date

must include original signature

Name and Title of Financial Officer **Ramona Keys – Museum Accountant**

Address: **Mayville Museum of the Typewriter, 111 S. Pine Ave., Mayville 30000**

Phone **916-555-5555**

Email: accountant@typewriter.org

Financial Officer Signature and date

must include original signature

Name and Title of Authorizing Official **Charles Underwood, Museum Board Chair**

Address: **Mayville Museum of the Typewriter, 111 S. Pine Ave., Mayville 30000**

Phone **916-555-5555**

Email: cunderwood@bigbanking.com

Authorizing Official Signature and date

must include original signature

By signing this application, I certify to the statements contained in the list of certifications and attest that the statements are true, complete and accurate to the best of my knowledge.

I agree to comply with any stated terms if I accept this grant award. I am further aware that any false or fraudulent claims or statements could establish criminal, civil or administrative penalties as stated in U. S. Code, Title 213, Section 1001.

Certifications and Assurances as well as general terms and requirements that apply to this grant award can be found on-line at the pages listed below:

Assurances and Certification: <http://www.neh.gov/grants/guidelines/otherthings.html#certifications>

Nondiscrimination: <http://www.neh.gov/manage/gtcao.html#nondiscrimination>

Lobbying Activities: <http://www.neh.gov/manage/gtcao.html#lobbying>

The GHC is in compliance with all “general terms and conditions” (GTAC), Appendix A of “Administrative Requirements” (that apply to grantees) at: <http://www.neh.gov/manage/gtcao.htm>

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Grant Proposal, Page Three

All components are required to complete the application. Any omissions will disqualify the proposal.

Project Narrative

Project title and dates: *Typing Our Way to Freedom: Living Among the Keys – July 1-September 30, XXXX*

Brief description of the project: The project is an exhibit and lecture opening night by renowned scholar, Dr. William Smith-Corona; who will discuss the typewriter and the history of the Keys Typewriter Company of Mayville.

Now describe your proposed project completely and concisely. Please include information about the target audience and how you plan on building that audience. (Use additional paper if necessary. Please do not exceed three pages.)

On July 27, 1990 silence was heard in the town of Mayville. The largest company and employer of 75% of the community, the Keys Typewriter Company closed their doors for good. The company had been in town since the 1890s and many of the workers were fifth generation employees. It was the end of an era in our town.

We request funds of the Georgia Humanities Council for a project that will highlight the history and culture of the Keys Typewriter Company and their employees. The museum will feature an exhibition that details each generation of workers and the historic events that transpired during their specific time period both locally and nationally. For the past five years the museum has also been working with Dr. Leroy Anderson and his students at the Maysville Community College history department to document oral histories of past workers and their families. Their stories were incorporated into the exhibition.

We will have an opening reception the evening of July 1st and feature a lecture by renowned typewriter scholar, Dr. William Smith- Corona. His recent book, *Typewriters in our Nation's History: the Tool that Forged a Modern Generation* has a chapter on the Keys Typewriter Company and mentions many of the workers by name. We thought that the people of our community would be encouraged to attend the lecture as some of their family members will be mentioned. Dr. Smith-Corona plans to spend a good part of his talk on the Keys Company. He will hold a question and answer session following the lecture and will also sign copies of his book. The Honorable Robert J. Keys, (State Senator) will introduce Dr. Smith- Corona. Mr. Keys is the great-grandson of Josiah Keys, co-founder of the company.

The evening before the grand opening we have scheduled "Teacher's Preview Night". We have invited all area teachers and principals to view the exhibit and give us their feedback. This is also an opportunity to encourage them to bring their students back to the museum. During the exhibit we are planning at least one educational day where museum volunteers (many are former typists) will be on hand to show students how to operate a typewriter. The students will then have a chance to type.

(Note: It is OK to use additional paper if adding information to any of the sections- please keep all information concise)

We hope we have left no stone unturned to try to acquire the biggest possible crowd who will see the exhibit with even more on opening night to hear the lecture. We will post an ad for four weeks prior to the exhibit opening in the *Mayville Monitor*, both newspaper and on-line versions. We have sent notices to all the civic organizations in the area, schools, church organizations and the Brotherhood of Typewriter Manufacturers and Operators #123 (the union that represented workers at the Keys Company). Ms. Myrna Olivetti, the current recording secretary for the Local (and past Keys employee), is creating handouts that will go to all past and present members.

The museum is fortunate to have a strong “Friends of the Typewriter Museum” group who along with our group of volunteers will be assisting at the opening and during the exhibit display.

In addition we are in the process of finalizing a partnership arrangement with our area Staples store and the local Dell Computer affiliate. Both companies were enthusiastic about the project and felt that it was a good connection to their products. This may help us to draw an audience from all over the state and beyond. Also, the Keys Company former workers and families are now spread out but the exhibit should draw them back for at least a visit.

With GHC funding we will pay for Dr. Smith Corona’s travel and honoraria as well as exhibit handouts that will explain each of the panels (and that visitors may take home with them).

We believe that to honor the memory of the company (and product) that affected so many lives in our community is the best way to preserve our past and perpetuate that knowledge well into the future.

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Grant Proposal, Page Four

All components are required to complete the application. Any omissions will disqualify the proposal.

Humanities Scholars

List the scholars who are involved in your project (name and institutional affiliation):

1. Dr. Leroy Anderson –Mayville Community College (History Department Chair and professor)
2. Dr. William Smith-Corona – Chicago Institute of Advanced Technology

Please attach a one paragraph biography for each scholar who is involved in your project. Highlight the part of their credentials which is relevant to their involvement in your project. Discuss how they will help with the program. Do not include CVs or resumes.

Dr. Leroy Anderson

Dr. Anderson received his undergraduate and master's degree in history at the University of California at Pemberton; his PHD is from NW Ohio State where he completed his dissertation on "Machines in American Culture". His study later was published and became the first of a successful series of books on machines and culture in America. Dr. Anderson has worked with the Museum of the Typewriter for over ten years. His most recent work is an oral history documentation project on the people of the Keys Company of Mayville. He hopes to select excerpts from those interviews to publish as part of an upcoming book on narratives of working America.

Dr. William Smith-Corona

Dr. Smith-Corona is the endowed chair of history in the College of Arts and Humanities at the Chicago Institute of Advanced Technology. He received his PHD from Oxford University in England where he focused on American culture. Dr. Smith-Corona has authored 11 books. His 2010 work, *With Vigor and Venom: A History of the Basques of Dulcet, Wyoming*, won the American Book Award. His work on the history of the typewriter has been his latest undertaking. He feels very connected to the people of Mayville as his maternal grandmother was born in the town and worked for the Keys Company for over 30 years.

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Grant Proposal, Page Five

All components are required to complete the application. Any omissions will disqualify the proposal.

Publicity and Marketing

How will you advertise and promote your program?

Note: Publicity and printed materials for this project should not be initiated prior to receiving the grant. If grant is awarded, all materials should include the acknowledgement of the GHC, with logo and credit line- all information will be provided by Georgia Humanities Council in the grantee award packet.

As previously mentioned, the museum will be running ads in the regional newspaper, the Mayville Monitor. The ads will be in both print and on-line versions. In addition we will be sending notifications to area organizations, civic groups, churches and schools.

Television station WTY that is located in neighboring Centerville, has agreed to interview our director, Ms. Grady about the project. They will then run the segment every weekend the four weeks before the opening. The station has a public service segment every Saturday morning. This is where the notice will appear. The station provides this service free of charge for events in the area.

We will also visibly display the exhibit and opening on our Facebook page, as well as the museum Twitter account and Linked In. We hope to begin a discussion on the history of the typewriter several weeks prior to the opening on a Linked In group discussion page. We have also been in touch with Mayville and Fox County Department of Economic Development for additional exposure. There are other on-line sources (including a local blog) that we will pursue as well. Both Staples and Dell (once we firm up our partnership) have consented to display signs in their window and on their website.

Evaluation

Describe what methods you will use to evaluate your project. How will you determine if the project was a success?

Our museum is no stranger to evaluations as we always have a system in place for each of our events. As previously mentioned, we will ask teachers for their feedback at the special preview night. We will take their comments and if necessary tweak the exhibit displays and handouts. Additionally, we will have a very visible sign-in book for visitors where we will capture names and addresses as well as brief comments. For those who wish to comment further, we will have printed surveys on hand and a place for them to sit and write in suggestions and comments. There will be a box for them to place these sheets.

Staff and volunteers will continue to monitor the comments and surveys responding as needed. At the project completion we will sit down and go over all the evaluations to determine how successful the project was. We will also follow up with visitors that filled out the surveys. We will incorporate the comments and surveys into a museum report that will be shared with our board members.

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Grant Proposal, Page Six

All components are required to complete the application. Any omissions will disqualify the proposal.

Timeline

Include a detailed timeline for your project that captures all planning, implementation and post-program activities. Programs may not begin until XXX or later.

Timeline for Mayville Typewriter Exhibit and Opening

May 3	Meeting with designer to go over exhibit
May 10	Exhibit fabrication begins
May 12	Meet with Dr. Anderson and students
May 20	Confirmation with Dr. Smith-Corona of arrangements
May 25	Exhibit completed, final walk-through with staff
May 30	Orientation with volunteers
June 1	Board walk-through
June 5	Finalize partnerships, in-kind donations
June 6	All media and publicity completed
June 10	Finalize exhibit handout content
June 15	Handouts to Ace Printing
June 20	Confirm teacher list for preview

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***(Note: It is OK to use additional paper if adding information to any of the sections-
please keep all information concise)***

- | | |
|-------------|---|
| June 25 | Confirm donated food and beverages from Wiley's Grocery |
| June 28 | Prep staff and volunteers for opening |
| June 30 | Brief students from high school on parking arrangement for opening
Teacher Preview night |
| July 1 | Opening event |
| July 5 | Gather all evaluations and surveys from opening |
| July 7 | Meeting with staff to review surveys |
| July 8 | Meet with volunteers and Friends to brief them on remainder of exhibit |
| July 10 | Discussion with Mr. Keys on traveling exhibit around state |
| July 11- | |
| September 1 | Exhibit continues, additional programs are in the works |

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Grant Proposal, Page Seven

Budget Form (Amounts Only)

All categories for grant funding should be fully explained here. Also provide information and sources for cash and in-kind services by listing names, organizations, vendors; describe all contributions and compensation on this grant project on budget narrative page. Cost-Share should be equal to or greater than the funding request. It may include cash from the applicant or other organization, cash from other sources, or in-kind (donation of goods or services) or a combination of both. GHC recognizes that the amounts are projections.

Funding Category	Grant Request	Cash Cost Share	In-Kind Cost Share
Honoraria/Stipends	\$750		
Transportation/Travel	\$600		\$200
Advertising/Media		\$300	\$700
Printing costs/Duplication Services	\$400	\$150	\$400
Postage/Paper Supplies/Phone charges		\$200	
Facility Rental			\$500
Equipment rental	\$250		
Students/Vendors			\$550
Staff/Volunteers (staff/volunteer time can only be listed under cost share)			\$1,252
TOTALS	\$2,000	\$650	\$3,702

BUDGET NARRATIVE (*Explain all amounts*)

CATEGORY	GRANT REQUEST DETAIL	CASH COST-SHARE DETAIL	IN-KIND COST-SHARE DETAIL
Honoraria/Stipends	Dr. Smith-Corona has reduced his regular cost of \$2,000 for the event. He has only requested \$750.		
Transportation/Travel	Dr. Smith-Corona will be flying r/t on Acme Airlines from Chicago. The cost is \$450 He will then rent a car from Good Deal Car Rental. They have extended a professional discount and the cost is \$150		In-kind donation from the museum for gas for several round trips to drop off/pick up exhibit handouts at Ace Printer in Centerville, meet with students at community college, transport students to museum for opening to assist with parking.
Advertising/Media			The <i>Mayville Monitor</i> is donating all ad space for this museum event. The amount is for print and on-line ad space. WTY is airing announcements at no cost.
Printing/Duplication		Mr. John Royal, our board chair is paying for the duplication costs for exhibit materials	Ace Printing of Centerville has donated 50% of the cost of the exhibit handouts
Postage/Paper /Phone charges		The Friends of the Museum group are picking up the cost of postage related to notifications/mailers about the exhibit opening	
Facility Rental/ Equipment rental	Amount requested is for a microphone and speakers for Dr. Smith-Corona's presentation and a digital camera to record the presentation		The amount is a percentage of the janitorial staff salary that will be dedicated strictly to the cleaning of the area of the exhibit and the time spent at opening night.
Students/ Paid Vendors			Six students from Mr. Duncan's shop class at Mayville High School will direct traffic at the opening. Cost is figured at the minimum wage standard amount per hour (estimated four hours for the evening). Wiley's Grocery Story of Mayville is donating refreshments.
Personnel/Volunteers (listed under cost share)			Projected percentage of staff salary spent on project and projected amounts assigned to volunteer time (those who will serve as exhibit guides)

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Grant Proposal, Page Nine

Include a check mark for every line (after checking over your proposal) and make certain the form is signed and dated

Grant Proposal Checklist

This form is required with your proposal, make certain all lines are checked; form is signed, dated and attached as the last page of each proposal copy

- 501C3/DUNS for organization listed on application
- Legislative District and county information are filled in
- Project director, financial officer and authorizing official information included
- All proposal narrative questions are answered completely
- Timeline is included with dates of all project-related responsibilities
- The **budget form** is complete and includes a **budget narrative** with all funding requests and cost-share amounts clearly explained
- At least one qualified **humanities scholar** is included in the program
- The project focuses on a **humanities topic**
- The **project begins** XXX or later
- **Seven (7) stapled copies** of the proposal are included
- Proposal is postmarked on or before XXX

I affirm that I have included all the required components in my GHC grant proposal. I understand that my proposal will not be reviewed if I am missing any elements.

Original signature

Signature of Project Director

Date