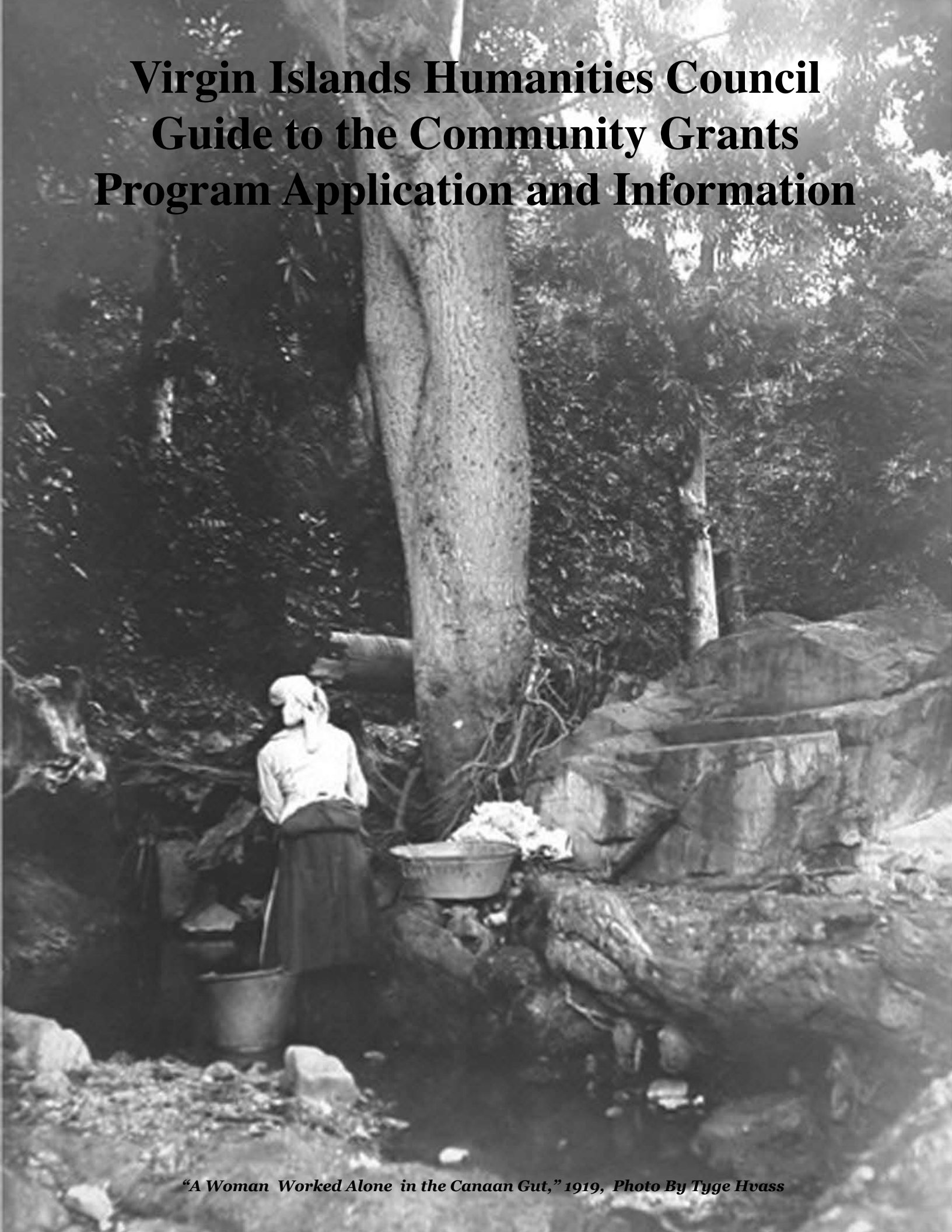


Virgin Islands Humanities Council Guide to the Community Grants Program Application and Information



"A Woman Worked Alone in the Canaan Gut," 1919, Photo By Tyge Hvass

VIRGIN ISLANDS HUMANITIES COUNCIL

GUIDE TO THE COMMUNITY GRANTS PROGRAM

Welcome!

Dear Prospective Applicants and Friends,

I am pleased to present to you our Guide to the Community Grants Program. This publication will take you through the application process and introduce you to the various categories of grants available to fund your project. It also will describe the Council and our work. We encourage you to review the information closely and utilize VIHC staff as a resource to answer questions.

(I am..)We are proud of our tradition of supporting humanities programs that are creative and scholarly in their content. We believe that these programs have combined to strengthen our community and have made the humanities relevant to the everyday lives of Virgin Islanders.

Council supported projects are varied. From engaging oral history programs to intensive teacher institutes on aspects of Virgin Islands history, from field trips for students to historic neighborhoods of St. Croix to an enlightening lecture series on St. Thomas born artist Camille Pissarro, from training to promote literacy to scholarly publications on Virgin Islands history and heritage, VIHC projects offer opportunities for life-long learning. Perhaps reading this publication will sharpen your focus on an already-developing plan or bring to mind a world of ideas and possibilities.

Sincerely

Mabel J. Maduro
Executive Director

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ABOUT VIHC

WHAT IS VIHC?

The Virgin Islands Humanities Council (VIHC) is a private nonprofit organization affiliated with the National Endowment for the Humanities (NEH), a federal agency.

Governed by a thirteen-member volunteer board representing the islands of St. Croix, St. Thomas, and St. John, the Humanities Council makes public and private funds available to support programs in the humanities for the benefit of the diverse population of the Virgin Islands.

VIHC operates a competitive community grants program and council-initiated and conducted programs, including a Humanities Resource Center for educators and for educational purposes; the annual Daniel L. Heftel Lecture in the Humanities; and a Publications Program focusing on works central to an understanding of Virgin Islands history and cultural heritage.

The work of the Council is based on the belief that the humanities are essential to the enrichment of life and provide a means to broaden people's understanding and judgment, regardless of their educational background or social standing.

WHAT ARE THE HUMANITIES?

When we talk about the humanities we are referring to the study of human values, traditions, ideals, thoughts, and actions. The United States Congress defined the humanities as a set of academic disciplines when it established the National Endowment for the Humanities in 1965. **These disciplines include history, philosophy, languages and literature, cultural anthropology and folklife studies, comparative religion, ethics, archaeology, jurisprudence, and the history and criticism of the arts.**

The humanities also encompass processes of critical thinking about and reflection on the ideas, writings, and events of our cultural heritage. In the broadest sense, the humanities encourage us to raise questions and reflect about the significance of human experience. Humanities learning gives us a better understanding of the past; it helps us to analyze the present and envision the future.

WHAT IS VIHC'S MISSION

The Virgin Islands Humanities Council therefore, seeks to provide opportunities for the diverse population of the Virgin Islands, to participate in humanities programs that promote a love of learning, encourage dialogue, enhance understanding, and broaden people's judgment. Knowledge of the humanities enables Virgin Islanders to interpret their past and shape their future.

The VIHC accomplishes its mission by fostering an awareness of shared commitment to public humanities, through working in partnership with humanities scholars and cultural and civic institutions and organizations in the territory.

FUNDING ELIGIBILITY

What kind of help is available?

Programs funded by the Council have provided the people of the Virgin Islands with new ways of looking at themselves and the world, strengthening our sense of place, of personal identity and civic responsibilities, through programs that

- **chronicle Virgin Islands History – our institutions, events, and people;**
- **explore our philosophy of life – our values, our public policy, the role of religion in our community;**
- **examine the cultural and social traditions of the various ethnic groups represented in our community;**
- **promote the public discussion of literature and the history and criticism of the arts.**

Council staff can assist with shaping program ideas into fundable projects, providing examples, and reviewing draft applications prior to the deadline.

Eligible Applicants

Institutions

Grants are awarded to nonprofit organizations, institutions or groups (whether or not incorporated or tax-exempt). An organization that is not incorporated must present proof that the organization exists. By-laws or a letter that states the organization exists will suffice. Eligible applicants include civic groups, school boards, PTAs, teacher associations, service clubs, libraries, museums, historical societies, church groups, professional organizations, labor unions, public television and radio stations, divisions of the university and agencies of state and local government.

Individuals

VIHC provides no funding directly to individuals to carry out projects.

Are There Funding Restrictions?

Yes. VIHC provides no funding for:

- programs that are not based on the humanities;
- programs that advocate a partisan point of view;
- travel to professional meetings;
- work for academic credit or toward a formal degree;
- work in the creative or performing arts. However, funding may be available for qualified pre- and post-performance discussions of creative works. Applications of this type must involve humanities scholar(s) as discussion leader(s) and demonstrate a humanities focus;
- permanent institutional staffing;
- purchase of permanent equipment, building construction and restoration;
- library or museum acquisitions, except for modest expenditures related to a program;
- lobbying or partisan political activity;
- food, alcoholic beverages, refreshments;
- expenses incurred prior to the grant award date.

FUNDING LEVELS, DEADLINES AND GUIDELINES

Funding Levels

VIHC offers two types of grants, **Mini Grants** of up to \$3,500 for small-scale projects or project planning, and **Major Grants** for larger-scale projects that require funding above \$3,500, to a maximum of \$10,000. The average grant award for major-grants is between \$5,000 and \$7,000.

With limited grant funds, the Virgin Islands Humanities Council endeavors to fund as many high quality humanities projects as possible. The Council cannot provide funding for established programs, nor does it fund replications of ongoing programs. An organization may not apply for funding if it already has an open grant with the Council.

Deadlines

Mini-grants may be submitted the first working day of January, March, May, July, September and November, not less than six weeks before commencement of project activities for which funding is sought.

Major-grants are reviewed twice a year and must be submitted on the first working day of July and November, not less than eight weeks before commencement of project activities for which funding is sought.

Funding Guidelines

VIHC provides funding for public humanities projects on many subjects and in a variety of formats. Special grant categories have been developed for the implementation of programmatic priorities. From time to time, the Council launches new program initiatives and issues calls for proposals.

To be considered for funding, applicants must fulfill the following basic requirements:

Humanities Focus

The content of the program is about history, literature, folklife studies, philosophy or another field of the humanities. The program does not only provide information, but also engages participants in a thoughtful exchange about the values, ideas, or actions portrayed in the program.

Involvement of Humanities Scholars

VIHC regards highly applications involving the best historians, the most effective English professors, the most interesting archaeologists, or the most knowledgeable tradition bearers in the programs it funds. When the word "scholar" is used in these guidelines, it refers to persons who have a high level of expertise or achievement in their subject.

Audiences

VIHC prefers programs that involve adults in a study of any aspect of the humanities or our cultural heritage, or engage them in public discussions on civic issues from a humanities perspective. Special seminars or workshops are offered for teachers on the primary and secondary levels, while youth participate in a variety of cultural enrichment, literacy, and moral values programs.

VIHC strongly encourages applicants to make their programs and materials accessible to the disabled.

MORE ABOUT FUNDING GUIDELINES

Balance of Viewpoints

VIHC-funded programs are politically neutral: We do not sponsor or support programs that advocate direct political or social action, although individual speakers may express opposing points of view.

Program Formats

VIHC will consider any public program format that is interactive, creating discussion between presenters and the audience. Formats may include lectures and panel discussions; reading/discussion programs; conferences, or call-in radio and television programs. We also fund interpretive exhibits, media projects, workshops and summer institutes for teachers, as well as projects that create educational resources and source materials on Virgin Islands history and culture.

Cost Sharing

The Council provides up to half of the total cost of approved projects. In order to qualify for a grant, an applicant must generate support at least equal in value to the amount requested from VIHC. For many sponsors, this requirement is met through cash contributions by the organization and from other sources, and through in-kind contributions of goods and services. Cost sharing will be explained in more detail on page 12.

Third Party Gifts and Challenge Grants

Depending on availability of federal funds, the Council will challenge applicants to solicit gifts from third-party private sources by offering a match of up to 75% of the funds raised. Matching funds may be used as a supplement to an outright grant from the Council.

GRANT CATEGORIES

PROJECT PLANNING

Planning Grants

This format provides funds for completing the preliminary work necessary to plan complex humanities programs. Funds may be used to engage humanities scholars, to pay travel expenses, and to cover other essential expenses (Limit: \$2,000).

This grant line was developed to assist community organizations that do not have a professional staff or grant-writing experience to develop good humanities programs. These grants provide up to \$500. to the humanities scholar(s) involved in project planning and grant writing.

Application forms and instructions are available from the Council office.

Program Grants

Public Discussion Grants

Public Discussion Grants support lecture/discussion series, and reading/discussion programs, conferences, panel discussions and workshops. Other possible formats are walking tours of historic sites, pre- or post-play discussions, discussion programs focused on exhibitions or the showing of a film or video, and lecture and/or demonstrations of folk traditions.

Interpretive Exhibition Grants

VIHC views interpretive exhibits as a major vehicle for documenting the Virgin Islands experience and for fostering public understanding of Virgin Islands history and culture, landmarks and sites. Because development of exhibits require a great deal of planning and expertise, exhibit grants will only be awarded to established institutions which have the resources to carry out such a major project. Exhibit grants support the production of wall-mounted and portable exhibits. Exhibits must provide substantive interpretation through captioning, study guides and public programs.

Supplemental instructions for interpretive exhibition grants are available from the Council office.

Media Grants

Because media can make the humanities accessible to a wide variety of audiences, the VIHC encourages applications for the production and distribution of videotapes, radio and television programs, and slide/tape programs. As in all VIHC-funded projects, humanities content must be central. Due to the complex nature of a good media project, the Council encourages successive proposals for pre-production (research and script development) and production.

Supplemental instructions for media grants are available from the Council office.

HUMANITIES EDUCATION

Although the Council does not generally fund projects that relate to classroom activities, it does have a commitment to strengthening humanities education in the schools. The following types of grants are designed to support humanities teaching:

Summer Institutes for Teachers

These institutes provide teachers with time and resources to reflect upon subjects on the humanities. Seminars last between one and four weeks depending on the format, and are taught by scholars in the humanities.

Workshops for Humanities Teachers

Workshops for humanities teachers are generally offered as components of large projects, such as public discussion and interpretive exhibit projects, or as part of research and publication projects that generate curriculum materials or introduce new source materials on VI history and culture.

ADDITIONAL GRANT CATEGORIES

Grants for Development of Curriculum Materials

VIHC encourages the development of curriculum materials particularly in the areas of V.I. history and cultural heritage. Materials may be developed as part of more complex humanities projects, such as a series of lectures and interpretive exhibits, or may be created to meet special classroom needs.

Teacher Incentive Grant Program

The Teacher Incentive Grant Program is a special grant line instituted by the Council to encourage teachers who want to improve courses, to develop new classes or teaching units and to pilot model projects. This grant program carries an award of up to \$750. Special application forms and instructions are available from the Council office

DEVELOPMENT OF SOURCE MATERIALS

One of VIHC's goals is to develop source materials that will provide a richer pool of information relating to the history and cultural heritage of the Virgin Islands.

This category provides funding for research, oral history collection and transcription, translations, compilation of bibliographies, and publications. Public programming in connection with source development projects is required.

Research

The use of primary resource materials found in V.I. libraries, courthouses, private collections, or off-island depositories for projects that focus on significant cultural themes in the Virgin Islands.

Oral History

To provide training in oral history techniques and to tape-record and transcribe oral history interviews in programs that have well-defined objectives and focus on cultural themes.

Editing

To prepare for publication significant writings that pertain to the Virgin Islands. Final manuscripts must include research notes and annotations on people, places and events.

Translation

To provide an English version of foreign language materials relating to the cultural heritage of the Virgin Islands.

Bibliographies

To prepare bibliographies relating to significant topics in Virgin Islands history and cultural heritage. This work may include organizing and cataloguing a significant collection of documents and resource materials.

Publication

To disseminate significant research and resource materials relating to Virgin Islands history and cultural heritage.

Supplemental instructions for grants for the development of source materials are available at the Council office.

APPLICATION PROCESS

Most questions about the VIHC application process and the proposal format are answered in these pages. As a first step in the application process, please review these guidelines carefully.

Step 1.

Staff Assistance with Proposal Development

If you have a program idea that meets our guidelines, please contact VIHC staff to discuss your idea. Our staff is here to answer your questions about project content, personnel, or budget, and generally to help you to make your proposal as competitive as possible. VIHC also offers periodic grant-writing workshops. Please watch for media announcements. If your community organization does not have professional staff or members with grant-writing experience, you may want to inquire about our proposal development grant.

Applicants for major grants (above \$3,500) should submit a letter of intent six weeks before the application deadline, for staff review and recommendations.

VIHC staff will make special arrangements, if necessary, to meet with persons with a disability at a location other than the VIHC office.

Step 2.

Consultation with Humanities Scholars and Members of the Target Audience

After having determined the feasibility of your project, you should identify a humanities advisor with expertise in your project's subject matter and work with that person in developing your project idea and writing your proposal. You may also involve other scholars, tradition bearers, and resource persons in the planning process and should consult with members of your target audience to insure that their special needs are taken into consideration.

If you are planning a complex project with several components, it may be appropriate to apply for a small planning grant to help bring together humanities scholars and resource persons in developing your project according to VIHC guidelines.

Step 3.

Submission of Draft Proposal

You are strongly encouraged to submit a draft proposal for staff critique, at least one month before the proposal deadline. We will be glad to help you fine-tune the document before you submit a final version.

Step 4.

Review of Grant Application Checklist

Before submitting a proposal, please check off each item in the "Grant Application Checklist" to ensure that all necessary information is provided. Incomplete applications will not be considered. (See inside back cover.)

Step 5.

Submission of Final Proposal

If you are applying for a major grant, please submit the original and 13 copies of your proposal, preferably photocopied on double-sided pages, by 5:00 p.m. on the day of the relevant deadline, the first working day of July and November. Proposals must be postmarked or delivered to the VIHC office on or before the deadline. For mini-grant applications, the original and four copies should be submitted on the first working day of January, March, May, July, September and November.

MORE ON THE APPLICATION PROCESS

Step 6.

Proposal Review

Major grant applications are reviewed and acted upon by the full Board of Directors within three weeks of the grant deadline. The VIHC Proposal Review Committee reviews other proposals, usually within two weeks of the proposal's submission. The questions listed below guide VIHC Board Members in their review:

- **Are the project goals appropriate to the mission of VIHC?**
- **How well defined is the humanities content and to what extent is it central to the project?**
- **Are qualified scholars involved in the planning and implementation?**
- **Is there an audience for the project and, if so, is the publicity plan likely to attract them?**
- **Does the project reach an under-served audience?**
- **Is the budget reasonable?**
- **How successful were previous grants to this organization?**

Step 7.

Funding Decisions

The Council approves grants based on limited resources, which means that worthy projects cannot always be funded or funded in the full amount requested.

The Board and its Proposal Review Committee may take several actions. They may:

- **Fund the project as requested;**
- **Fund the project at an amount lower than requested;**
- **Fund the project subject to the fulfillment of specified conditions;**
- **Deny the request, yet encourage resubmission after specific deficiencies have been corrected;**
- **Deny the request.**

Common reasons for rejections are:

- **The plans are not sufficiently developed for an assessment of the project to be made.**
- **The project does not include adequate participation of appropriately qualified humanities personnel.**
- **The audience is limited, often to academics or members of the applicant's organization.**
- **The budget information does not clearly explain and justify requested amounts.**
- **The application is incomplete.**

VIHC Board Members abstain from voting on proposals in which they, family members, or colleagues in their department are involved.

APPLICATION GUIDELINES

This primer is intended to give key points to look for as you review the application. It will cover most of the application but not the more self-explanatory sections.

GUIDELINES PAGE 13

Sections 1 – 6

Sponsoring organization information

Section 7

Humanities Advisor

- The Humanities Advisor must be a part of the project from conception to completion.

Section 8 Project title

Section 9

Brief description

Please look for:

- Who - Sponsoring organization's blurb.
- What - Project summary & action steps to complete the project.
- When - Brief plan of work.
- Where - Location(s) and venues.
- Why - Significance of project and expected results.

Section 10 Target audience(s)

GUIDELINES PAGE 14

Section 11

Project planners

- All of the planning members must be listed and must complete the humanities scholar form.

Section 12

Project participants

- Project participants, demonstrators, presenters and sometimes planners as well are listed here.
- They must complete the humanities scholar form.

Sections 13 – 19 apply to the mini grants only but act as a foundation for the major grant project narrative. The narrative varies from 2 – 4 pages based on the complexity of the program.

Section 13

Outside Humanities Evaluator

- The outside evaluator cannot be a part of the project; their names cannot appear in sections 11 or 12.

Section 14

Project Events

- The event dates cannot happen before the grants have been approved or before the grant period.

GUIDELINES PAGE 15

Section 15

Project Objectives

- 3-5 bulleted objectives are suggested; more than that may get lost in the project. These objectives may also appear in the brief description for mini and major grant applications.

Section 16

Project Topic and the Humanities

- The applicant must prove that the project directly supports one or more humanities disciplines. The applicant must state the discipline(s) and how the project supports it. There should also be references to the role the scholars / culturebearers will play in the project.

Section 17 Outside resources

Section 18 Plans to publicize

- The applicant may simply refer to the VIHC audience survey as the only means of evaluation. More complex or age-specific projects may require more or different methods of evaluation.

GUIDELINES PAGE 16

Section 20

Budget Summary

- Budget narratives are highly recommended but not required for mini grants. However, they are required for major grant applications.
- Cash cost-share may be from donations and/or from sponsoring organization or supplemental funds obligated to the project.
- In-kind cost-share would be facilities, equipment, supplies, services and personnel donated or volunteered to the project
- The cash and in-kind contributions of the organization must be equal to or greater than the amount requested.
- No more that 20 % of the amount requested can be allotted to salaries.
- Contractual services do not have restrictions, but should be monitored for customary and usual service expenses.
- Non-local travel airfare has restrictions: \$700 per person.
- Accommodations have restrictions: \$100 per day.
- Per Diem has restrictions: \$50 per person per day.
- Outside evaluators are paid for their time and experience unless they choose to provide this service as an in-kind support to the project.
- The budget summary must be signed by the authorizing official, the fiscal agent and the project director.
- Matching funds are available, but there are conditions that must be met before checks are written.

Supplemental forms

- Humanities scholar forms are used for all planners and participants listed in Sections 11 & 12.
- The Humanities Advisor form is used only for the humanities advisor.
- The Humanities Outside Evaluator form is used only for the Humanities Outside Evaluator.
- All supplemental forms must be signed by the required individuals.

**VIRGIN ISLANDS
HUMANITIES
COUNCIL**
#7 Kongens Gade
St. Thomas
U.S. Virgin Islands 00802
Tel: 340 776 4044 Fax: 340 774 3972
www.vihumanities.org

For VIHC Use Only

VIHC Number: _____

Date of Receipt: _____

Funds Requested: _____

Award: _____

GRANT APPLICATION COVER SHEET

1. Status: Public Nonprofit Private Nonprofit		Island: St. Thomas St. John St. Croix	
2. Sponsoring Organization: (Name, Mailing Address, City/State/Zip) List each on separate line.		5. Project Director: (Name, Mailing Address, City/State/Zip, Phone/Fax, E-mail) List each on separate line.	
3. Authorizing Official: (Name, Phone/Fax, E-mail)		6. Fiscal Agent: (Name, Phone/Fax, E-mail)	
4. Co-Sponsoring Organization: (if applicable)			
7. Humanities Advisor: Name: Institution:		Academic Field: Phone / Fax / E-mail: / /	
8. Project title:			
9. Brief Description of Project: (Concise overview and scope of project. Confine your response to the space provided.)			
10. Target Audience(s): (List up to three types.) / / /			

11. **Project Planners:** (Indicate name, title and organization for each person.)

Name / Title / Organization

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12. **Project Participants:** (Indicate the name, title and organization of all humanities scholars or other resource persons to be used in the project. Place and asterisk (*) next to those persons who have already agreed to participate.)

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13. **Outside Humanities Evaluator:** (Indicate name, title and institution.)

/	/
---	---

14. **Project Events:** (List each activity separately and attach an agenda if available.)

Format / Date(s) / Island / Site / Est. Audience

/	//	/
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/	//	/
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15. **Project objectives:** (What does this project hope to accomplish?)

16. **Project topic and the humanities:** (Describe how the humanities will be used to illuminate the topic and the role humanities scholars will play.)

17. **Outside resources to be used in the project:** (e.g., films, exhibits, displays, etc.)

18. **Describe plans to publicize the project:**

BUDGET SUMMARY

	A. Cash Cost-Share	B. In-kind Cost-Share	C. VIHC Funds	A+B+C TOTAL
Salaries				\$
Contractual Services				\$
Consultant Fees				\$
				\$
Local				\$
Non-Local				\$
Per Diem				\$
Office				\$
Program				\$
Equipment				\$
Facilities				\$
Exhibit				\$
Media				\$
				\$
TELEPHONE				\$
PROMOTION/PUBLICITY				\$
EVALUATION				\$
OTHER				
a.				\$
b.				\$
c.				\$
SUBTOTAL (Program Cost)	\$	\$	\$	\$
INDIRECT COST (if applicable)		\$	\$	\$
TOTAL PROJECT COST = SUBTOTAL + INDIRECT COST				\$

Anticipated Third Party Gifts

Receipt Date (Expected)	Source	Amount	Match	Category of use (see above)

It is understood and agreed that any funds granted as a result of this request are to be used for the purposes set forth within. Further, the undersigned agree, as to any grant awarded, to abide by the relevant policies as prescribed by the National Endowment for the Humanities and/or the Virgin Islands Humanities Council, and to comply fully with all provisions set forth in the guidelines or later enumerated in the grant award letter.

Sponsoring Organization Authorizing Officer	Date	Fiscal Agent	Date
Project Director	Date		

MOCK BUDGET NARRATIVE

Grant # _____

- A. Cash Cost Share
- B. In-Kind Cost Share
- C. VIHC Funds

Personnel - \$X,X00.00

Salaries

- A. The (your organization's name) will pay the Humanities scholars \$X00.00 for their presentation. Those scholars are: John Doe and Mary Jane who will be paid \$X00.00 each. Mr. Jake Doe will be paid \$XX0.00 for his participation as the Humanities Advisor. This totals \$X00.00.
- B. All presenters will be given in-kind letters in the amount of \$X00.00 to equal \$X,000.00 in in-kind services.
- C. The Humanities Council will pay each participant \$X0.00 for their sessions. It will also provide \$X00.00 for the outside evaluator. This totals \$X00.00.

Consultant Fees

- A. The (your organization's name) will pay two individuals (Name #1 and Name #2) for consulting of _____ service for project \$X00.00 each. Total is \$X,X00.00.

Honoraria - \$XX0.00

- C. The Humanities Council will pay each participant \$XX0.00 (list all participants/ scholars)

Travel - \$X,X00.00

- A. The (your organization's name) will provide \$X,000.00 for air transportation. Humanities advisor will travel to St. Thomas to lecture on topic _____ on (date) for X hours.

Supplies - \$X00.00

- B. The (in-kind/donor) will provide paper, pens, and folders for all the participants at a cost of approximately \$X00.00.

Rental - \$X,X00.00

- B. The (your organization's name) will provide a laser printer and digital camera. The daily rental charge for the 'center stage/arena' is estimated at \$X00.00 per day for assemblies. The total rental value for 14 days is estimated at \$X,X00.00. The _____ will also provide a VAIO notebook computer and an Epson color scanner.

Promotion/Publicity - \$XX0.00

- A. The _____ organization will provide \$XX0.00 for the production of flyers, application forms, and other materials in relation to the project.

HUMANITIES ADVISOR FORM 1/2

This form should be sent to the humanities advisor. The completed form must be attached to the proposal for it to be considered.

The humanities advisor plays an integral role in the project. This person will work closely with the project director and sponsor to plan and implement the proposed project. Additionally, the humanities advisor will work in close consultation with the project director in writing the grant application. As such, the humanities advisor will be involved at every stage of the grant from conception through implementation.

Name:

Title:

Institution of Employment:

Academic Degrees/Institutions/Fields of Study:

Mailing Address:

Telephone: (Home)

(Work)

Scholar and Professional Experience: List academic training, teaching experience, research activities, and publications relevant to this project. If appropriate, include experience with non-academic audiences.

Approach to the Subject: What approach or approaches will your take in addressing the subject (historical, literary, philosophical, etc.)? What are some of the major points you will make?

I, the undersigned, have agreed to participate in the VIHC Proposal entitled, _____

_____. I submit that as project advisor, I have played an integral role in the planning of this project and will continue to do so during the implementation stages.

Project Sponsor:

Signature:

Date:

HUMANITIES SCHOLAR FORM 1/2

• Copy this form and send to all participating humanities scholars. Completed forms must be attached to the proposal for it to be considered

Name:**Title:****Institution of Employment:****Academic Degrees/Institutions/Fields of Study:****Mailing Address:****Telephone: (Home)****(Work)**

Scholar and Professional Experience: List academic training, teaching experience, research activities, and publications relevant to this project. If appropriate, include experience with non-academic audiences.

Role in the Project: What will be your specific role in the program (planner, consultant, lecturer, panelist, commentator, moderator, discussion leader, etc.)? How do you believe your role will contribute to the overall program?

Approach to the Subject: What approach or approaches will your take in addressing the subject (historical, literary, philosophical, etc.)? What are some of the major points you will make?

I, the undersigned, have agreed to participate in the VIHC Proposal entitled, _____
_____. I submit that I have received
a complete description of the project. My role in the project is described above.

Project Sponsor:

Signature:

Date:

OUTSIDE HUMANITIES EVALUATOR FORM

Copy this form and send to all participating humanities scholars. Completed forms must be attached to the proposal for it to be considered

Name:**Title:****Institution of Employment:****Academic Degrees/Institutions/Fields of Study:****Mailing Address:****Telephone: (Home)****(Work)**

Scholar and Professional Experience: List academic training, teaching experience, research activities, and publications relevant to this project. If appropriate, include experience with non-academic audiences.

I, the undersigned, have agreed to participate in the VIHC Proposal entitled, _____
_____. I submit that I have received a copy of the proposal and I am prepared to attend project activities and prepare an evaluation.

Project Sponsor:**Signature:****Date:**

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