Sunflower 70s: Call for Applications
HK offers up to $3,500 for communities to save their stories from the 1970s

Application Deadline
September 1, 2022

Since its founding in 1972, Humanities Kansas has explored bold stories and big ideas in every corner of Kansas—ideas about what it means to be human, to be part of a democracy, and to strengthen our communities. As we celebrate our first 50 years, **HK invites Kansas communities to save their own 1970s stories as part of the *Sunflower 70s* grant initiative.**

The 1970s were a time of change in Kansas. People across the state wrote to the newly formed Kansas Committee for the Humanities to say they wanted to talk about their concerns. Older residents worried about losing the rural way of life, an aging population, and a changing society. Younger residents were interested in equal rights, conservation, and an end to the Vietnam War.

What events shaped the 1970s in your community? Topics can include, but are not limited to:
- Changes in agricultural practices, policies, and ownership
- Environmental protections, nuclear power, and water conservation
- Changes in immigration patterns, foodways, and languages
- Social changes to family structures, education, and mobility
- Not sure? Let's brainstorm!

Sunflower 70s grants provide up to $3,500 to preserve and share the stories of this pivotal decade. With consultation with an HK Preservation Expert, grant funds can be used for:
- Archival boxes, sleeves, and other physical preservation materials
- Oral history recording equipment
- Digitization of photos and records for greater accessibility
- Staff and consultant time to work on the project
- Exhibit, panel discussion, and special event expenses
- Other items needed to document, preserve, and share the stories of this dynamic decade

Applicants will demonstrate their interest in the following
- Identify 1970s stories from their community
- Determine preservation materials needs
- Designate a local coordinator to serve as the point-person for the project
- Engage with an HK preservation expert to develop the project
- Publicize and promote the project locally
- Host a public event in the community related to the project (in-person or online)
- Attend an HK planning meeting in Topeka (date TBD)
- Submit a project evaluation and cost share report at the project's conclusion

Selected organizations will receive
- Up to $3,500 to support the project and public program
- A skilled preservation expert knowledgeable of museum best practices
- Statewide publicity and promotion of the project
- Networking and training with a cohort of selected organizations

Eligibility
- In-state nonprofits are eligible. 501(c)(3) status is not required, but applicants do need a Unique Entity ID from SAM.gov. *How do you get a UEID? Follow the* [Quick Start Guide](#)*.*
- ***NOTE:*** Organizations with an open HK grant are not eligible. Universities and colleges are not eligible.

HK will select up to 12 project hosts based on the strength of the application, accompanying plans, geographic distribution, community partnerships, and enthusiasm for the project.

How to Apply
- Applications are submitted to [the online portal](#) beginning July 14, 2022.
- It is recommended that you type your answers into a Word document and cut & paste your answers into the application fields.
- A concise narrative and budget are required. Detailed instructions will be available beginning July 14.

Important Dates

Submission Deadline	Thursday, September 1 (11:59 PM)
Notification by HK	Friday, September 30
Project Cohort Workshop	TBD
Project Event Dates	November 1, 2022 – October 31, 2023

For ideas and to learn more about the 1970s in Kansas, listen to the HK podcast *Kansas 1972.*

Contact
Leslie VonHolten, Director of Grants & Outreach, at LVH@humanitieskansas.org. Email is the quickest method of communication. Follow up phone calls can be arranged.

Sunflower 70s: **HOW TO APPLY**

Talk to HK staff. Applicants are encouraged to speak with HK staff early to discuss ideas or clarify guidelines. Contact Leslie VonHolten, Director of Grants & Outreach, LVH@humanitieskansas.org.

Submit a Draft. Organizations are strongly encouraged, but not required, to submit a draft by answering the questions below. HK staff will provide feedback to make the project more competitive for final submission. Email drafts to LVH@humanitieskansas.org. Please do not use the online grant portal for your draft submission.

An **HK Project Consultant will be assigned to you**, depending on the type of project proposed. Project consultants are often museum curators, archivists, professional historians, library professionals with technical expertise, or independent cultural experts with expertise in a specific subject field. The consultant will ensure the methods proposed are consistent with best practices in the field.

Budget Guidelines. The budget should show all anticipated expenses needed to accomplish the project. In addition to grant funds, applicants are asked to contribute goods and services equal to or greater in value than the amount requested. Cash match is not required. HK only accepts costs accrued after the official start date of the grant period.

Grant funds CAN be used for:
- Salaries for temporary or part-time staff specifically hired to carry out the project
- In-state travel reimbursement for staff and consultants including mileage, meals, and lodging
- Archival material, digitizing services, duplication, program announcements, reports, etc.
- Cost of making copy prints, photographs, or negatives
- Some publicity and promotions (cannot exceed 25% of the request)
- Non-durable supplies, including external drives, and some equipment. (Funds cannot be used exclusively for equipment purchases; however, up to 50% of the grant funds can be for equipment if it will enhance the overall goal of cultural preservation.)
- Tools to support online programming, such as a Zoom license for virtual public events.
- Equipment rental such as video cameras
- Funds *in addition to* the grant project can be requested to assist with increasing access to the project, including support for a sign language interpreter, Spanish language interpreter, audio tours for digital and in-person exhibits, rental of handicap accessible ramps, etc. (Accessibility funds are only available to enhance the humanities content as proposed in the project application. HK cannot fund projects that retroactively make existing humanities content accessible.)

  If you don't see something listed, contact staff for clarification.

Grant funds CANNOT be used for:
- Salaries for full-time staff employed by the sponsor organization
- Purchase of major equipment (computers, shelves, HVAC), website hosting, or insurance
- Archiving or digitizing of church bulletins, school yearbooks, school board minutes, county records, or newspapers
- Conservation projects that strive to restore documents, photos, or artifacts to their original condition*
- Individual research or school projects. Students may be involved as volunteers
- Purchase, restoration, or construction of a building
- Creation or purchase of a mural, monument, memorial, or plaque
- Publishing a book or catalog
- Individual research, scholarships, or fellowships
- Fundraisers, advocacy, or lobbying

- Projects that discriminate on the basis of race, color, national origin, gender, age, physical abilities, sexual orientation or identity
- Food, beverages, entertainment, and promotional giveaways such as shirts or mugs

* A note on conservation versus preservation. Preservation projects work to reduce or prevent future damage to an item and extend its life expectancy. Conservation strives to restore an item to an improved state closer to its original form. HK supports preservation projects, but cannot support conservation projects. The difference between preservation and conservation can be confusing. Contact HK staff for guidance.

Cost Share: Applicants are asked to contribute goods and services equal to or greater in value than the amount requested. This is called *cost share* and can include:
- Staff and volunteer time devoted to the project
- Donated use of office space, venue facility, equipment, and supplies
- Social media, public service announcements, and other free publicity
- Refreshments at companion events

APPLICATION STEPS

Applications must be submitted online by 11:59 PM on Thursday, September 1, 2022. Deadlines cannot be extended. Click here for the Submission Portal.

Online Application Tips:
- You can complete the form all at once or save your responses by clicking Save at the bottom of each page. Clicking Save will kick you out of the form.
- You do not need to create a Jotform account to save your work. In the pop-up window, click "Skip Create an Account." Then click, "Send link." You can later return to the form by clicking the link that is emailed to you.
- To Submit, click Submit at the end of the form. A confirmation and a copy of your form will be emailed to you.

CONTACT INFORMATION

1. **Project Director.** This person is responsible for the management of the project and will submit final reports. All official correspondence and contracts will be sent to this person.

2. **Sponsoring Organization.** The organization must be a non-profit located in Kansas.

3. **Unique Entity ID (SAM)** from SAM.gov for sub-awardees is required. This 12-digit alphanumeric ID is used to track federal funding. (You do not need a full SAM.gov registration for HK grants. Only the UEID number is required.) *How do you get a UEID? Follow the Quick Start Guide here.*

4. **Fiscal Officer.** This person is responsible for accounting of grant funds and cost share. The Fiscal Officer cannot be the Project Director.

5. **Authorizing Official** is the person, such as the board president or executive director, who is authorized to approve an application on the organization's behalf.

PROJECT NARRATIVE

6. **Project Title.**

7. **Specific Expenses** that you wish to spend the grant funds. For example: "We request grant funds to pay part-time project staff, purchase a microphone and hard drive, purchase archival boxes, and boost event ads on Facebook." [100 words]

8. **Project Story.** What 1970s story do you want to preserve with this project? What are your goals for the project? Discuss how best practices in collections, archives, preservation, and heritage interpretation are central to the project. [500 words]

9. **Type of Project.** Check all that apply.
   o Photo and/or document preservation
   o Object preservation
   o Digitization of photos and/or documents
   o Oral histories

   o Exhibition
   o Public programs
   o Other:

10. **Publicity and Promotions.** How will you share this project with the public? Explain plans for promotion using social media, flyers, radio, etc. [100 words]

11. **Public Event or Activities.** At least one public event is required to share the results of your project. Check all that apply.
   o Special speaker
   o Open house
   o Panel discussion
   o Facilitated community conversation

   o Zoom/online presentation
   o Hands-on training or workshop
   o Guided exhibition tour
   o Other:

BUDGET FORM

12. BUDGET
The budget shows all anticipated expenses throughout the course of the project and indicates what is to be funded with the HK grant or with *cost share.*

Cost share is a way to document local contributions. Cost share is the goods and services contributed to the project by the sponsor organization (or other partners involved) that are not funded by the grant. Cost share demonstrates community support for the project and is required. Remember: Applicants must provide cost share that is equal to (or greater than) the grant amount requested from Humanities Kansas. Everything used or done in support of the project once the grant has been awarded has a value.

Include detailed notes for each expense that explains how the amount was determined. Round totals to the nearest dollar. Provide details in the following categories:
   • Project Staff
   • Travel
   • Promotion
   • Supplies
   • Equipment and Facilities
   • Other Expenses

What Do These Budget Categories Mean?

Project Staff is the value of time for people who administer the project, both paid and volunteer. For each person, estimate the total hours dedicated to the project and multiply by a comparable wage.
- Fiscal Officer's services must be a cost share contribution.
- Grant writing or other activities prior to the grant award cannot be included
- Volunteer time may be valued at $25/hr and should be listed as cost share

Travel includes mileage, lodging, and meals for project staff. Only out-of-town travel can be funded by the grant. In-town travel must be counted as cost share. HK allowable rates:
- Mileage: $.50/mi for private vehicles. Rental cars with economy rates are allowed.
- Lodging: Up to $100/night. Expenses beyond this rate must be cost share.
- Meals: Up to $35/day

Promotion includes the costs of creating invitations, flyers, and posters for public events and costs associated with mailings. It may also include paid advertising such as online media, newspaper, radio, and television. The use of social media is encouraged.

Supplies includes detailed costs of what's needed for the specific project like archival supplies (boxes, folders, photograph sleeves, or cotton gloves).

Equipment and Facilities includes rental costs for meeting rooms, public venues, sound equipment, projectors, or other items needed for a project. Grant funds cannot be used to purchase major equipment, but you can place a fair market value on its use and count cost share. Fair market value is based on the cost of renting similar equipment. Small equipment purchases are allowable (up to 50% of the overall grant request), but the purchase must be vital to the project.

Other includes costs essential to the project not identified above like duplicating photographs, digitizing services, accessibility expenses, or other costs essential to the project not previously identified. Be specific. HK rarely funds "miscellaneous" costs. Items such as refreshments should be listed as cost share.

ATTACHMENTS

17. **Promotional Image.** All applicants must upload a photograph or image related to the project that can be used in Humanities Kansas publications. Images of people and faces are preferred. Avoid logos. Historical photographs are acceptable.

Acknowledgement of Humanities Kansas. All material developed with an HK grant, including associated publicity and promotional materials, shall include the HK logo and credit funding by Humanities Kansas. All projects must include a disclaimer statement to the effect that views expressed are not necessarily those of Humanities Kansas or the National Endowment for the Humanities.