

How To Request Your Funds: **Due September 23, 2022.**

- 1. Exhibit Description and Schedule of Public Events or Activities.** Provide a brief description of your local exhibit. HK will use this description when promoting your exhibit! Provide a list of all public engagement events, such lectures, panel discussions, opening reception, and other activities planned in conjunction with the *Voices and Votes* statewide tour. Include tentative dates, times, and locations of program activities.
- 2. Provide a budget and budget narrative.** Use the budget form provided by HK to provide a clear description of all anticipated expenses throughout the course of the project. **The Budget Request form can be found at humanitieskansas.org (Grants & Programs > Voices and Votes > Host Site Resources).**
- 3.** Within three weeks of receiving your complete request, HK will send the funds you've requested. Awards of HK funds will be made in the following manner:
 - Ninety (90) percent of the total grant award shall be paid upon receipt Exhibit Description, Schedule of Events, Budget, and Budget Narrative.
 - The remaining 10 percent of the funds shall be retained by HK until the final reports are filed.

Event Reporting

You are required to inform HK of upcoming events related to your funded project. Events will be posted on the HK website and possibly social media.

Keeping Financial Records

HK requires that you keep a receipt for all project expenditures, whether from HK funds or from your organization's cost share. A receipt may be an invoice, sales slip, cash register tape, etc. Canceled checks cannot serve as receipts. You will not have independent documentation for many kinds of expenses, such as staff payroll, mileage, honoraria payment, room rental cost share, or donated advertising, but a spreadsheet can be used to track these expenses. Staff and volunteer hours should be tracked and documented. It is a good idea to draw up a simple contract with all special project staff, speakers, or consultants.

You do not need a separate checking account for *Voices and Votes*; however, you do need a system for tracking HK fund expenditures separately from your organization's other financial activities. HK recommends using a separate accounting number, line item for HK funds, and/or a spreadsheet. When it comes time to complete the final financial report, totals can be easily drawn from the spreadsheet.

Storing Records

Government regulations say that you must maintain all grant records (ledgers, receipts, voucher, and canceled checks) for 3 years after the close of the grant. If you prefer to send these records to HK with your final report, we will maintain them. If you keep the records, you should be prepared to make them available in the event of an audit.

IRS Reporting Requirements

If you pay any speaker or consultant not employed by your organization \$600 or more in a given year, you are required to file a Form 1099 with the IRS. Consult your accountant or local IRS office for details. This reporting is not HK's responsibility.

What funds CAN be used for:

- Exhibition specific to your community about your local *Voices and Votes* story
 - Photo mounts/enlargement
 - Research
 - Label writing
 - Label printing
 - Graphic design
 - Displays and mounts
 - Hands-on components
- Educational events and programs for adults
- Development of educational materials related to this project
- Educational activities held at coordinating institutions
- Publicity directly related to this project, such as the purchase of Facebook ads, newspaper ads, billboards, banners, invitations, and flyers
- Salaries for temporary staff specifically hired to carry out the project
- Salaries for part-time staff with significant roles in the project
- Tools to support online programming, such as a Zoom license for virtual public events
- Rental of facilities or equipment such as projectors and audio systems

What funds CANNOT be used for:

- Salaries for full-time staff employed by the sponsor organization
- Food, beverages, or entertainment
- Performance pieces such as plays, musical performances, storytelling, or re-enactors
- Purchase of items for re-sale in your gift shop
- Purchase of major equipment or insurance
- Purchase, restoration, or construction of a building
- Creation or purchase of a mural, memorial, monument, or plaque
- Rent and utilities
- Promotional giveaways (example: pencils, pens, coffee mugs, etc.)
- Fundraisers, advocacy, or lobbying
- Projects that discriminate on the basis of race, color, national origin, gender, age, physical disabilities or sexual orientation

Questions? Contact Abigail Kaup, *Voices and Votes* Kansas tour coordinator, at 785-357-0359 or abigail@humanitieskansas.org

Budget

The budget shows all anticipated expenses throughout the course of the project and indicates what is to be funded with HK funds or with cost share. **Cost share** is a way to document local contributions. It is the goods and services contributed to the project by the sponsor organization (or other partners involved) that are not funded by HK funds. These local contributions ensure that Humanities Kansas is able to meet its requirements to the National Endowment for the Humanities.

Remember: Applicants must provide cost share that is equal to (or greater than) the HK funding amount requested. Everything in support of the project has a value. Include detailed notes for each expense that explains how the amount was determined. Round totals to the nearest dollar.

- Project Staff
- Honoraria
- Travel
- Promotion
- Supplies
- Printing and Program Materials
- 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. Staff may include the project director, marketing coordinator, or specialty staff hired for the project. For each person, estimate the total hours dedicated to the project and multiply by a comparable wage.

- Remember: HK funds cannot be used for salaries for full-time staff of the organization
- Volunteer time may be valued at \$25/hr and should be listed as cost share
- Salaries for part-time staff with significant roles in the project

Honoraria are payments made to humanities scholars that serve in roles such as speakers, panelists, or consultants. Honoraria should be proportional to the work and qualifications of each scholar. A major talk by a recognized expert involving research demands a higher payment than participation on a panel requiring minimal advance preparation. Honorarium is typically \$250-\$300 per event, but should not exceed \$500. Speakers not paid with HK funds should be listed as cost share.

Travel includes mileage, lodging, and meals for both project staff and scholars. Only out-of-town travel can be funded by HK funds. 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 creation of brochures, invitations, flyers, posters, 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 material costs for aspects such as exhibits or production of program agendas and gallery brochures. This category may include estimated costs of expendable items or office supplies needed for the project, such as pens, paper, or printer ink.

Equipment and Facilities includes rental costs for meeting rooms, public venues, sound equipment, projectors, or other items needed for a project. HK 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.

Other includes costs essential to the project not identified above.

Sample Budget Narrative

Project Director: Sarah Jones
Email: sarahjones@museumhistory.org
Organization: Museum of History
UEID / SAM Number: 123ABC456EFG
Companion Exhibit Title: Ladies First

Provide a short description of your local exhibit.

The museum will create an exhibition about the first women to serve as bailiff and jurors. Among Kansas counties, Butler County stands out for contributing several milestones to women's equality. The women's rights movement found an ally in Butler County judge Granville Pearl Aikman. In 1912, immediately following the ratification of women's suffrage in Kansas, Aikman appointed Eva Rider as the first woman bailiff in the nation, and he further instructed her to assemble an all-women jury—another first. The judge told the St. Louis Post-Dispatch, "Women became qualified to act as jurors when the new constitutional amendment made them electors, and I desire the honor of presiding over the first trial in which their new rights are exercised."

The case that this female jury was tasked with deciding was a case that had previously been tried before a jury of men, with no verdict reached. The women jurors, however, completed their deliberations after two days of proceedings and were praised for their rapt attention and careful consideration of arguments. Butler County served as a leading example in the state at a time when women's rights were still untested, and the all-women jury enabled women to prove their capacity to exercise their new rights, paving the way for future generations of women. Throughout the exhibition, we feature stories of those who were historically left out this process, specifically women of color in the communities.

The exhibition will tell the story of the jury trial, including the case, the stories of the bailiff and jurors, and the lasting impact on the community. Artifacts and archival materials include the gavel from the courtroom, court documents, and excerpts from one of the juror's diaries.

Provide a list of all public events such as speakers, grand opening reception, panel discussions, youth actives, etc.

1. Grand Opening

When: Saturday, March 25, 2023 at 12:00 PM

Where: Example Museum of History

Grand opening of "Ladies First." Our community's first female mayor will cut the ribbon. Local high school students will give guided tours of the exhibit and the high school band will perform patriotic songs.

2. Presentation by Historian

When: Friday, April 7, 2023 at 7:00 PM

Where: Public Library

We will host a presentation by Mary Smith, a historian who studies the history of women and civic engagement in the 20th century.

3. Speakers

When: Wednesday, April 19, 2023 at 6:30 PM

Where: Example Museum of History

The museum will schedule a speaker from the HK Speakers Bureau.

4. Community Project

When: Saturday, April 29, 2023 at 9:00 AM

Where: Butler County Nature Trails

We will conduct a day of community service, celebrating the power of volunteers who work to support their communities and neighborhoods. The local 4-H Club will give short presentations on the benefits of volunteering and civic engagement in creating healthy communities. Afterwards, volunteers will be encouraged to help clean up litter and clear overgrowth on the Butler County trails.

BUDGET ITEM	HK FUNDS	COST SHARE
PROJECT STAFF		
Jen Smith, Part-time researcher, 30 hours x \$26/hr	780	
John Brown, Graphic Designer, 15 hours x \$25/hr	375	
Sarah Jones, Project Director, 60 hours x \$26/hr		1,560
50 Volunteer hours x \$26/hr		1,300
PROJECT STAFF TOTAL	\$1,115	\$2,860
HONORARIA		
Jane Doe, Humanities Scholar, Project Consulting	350	
Mary Smith, Historian	300	
4-H Club Community Leaders		150
HONORARIA TOTAL	\$650	\$150
TRAVEL		
Jane Doe, Humanities Scholar, 50 miles x \$.50	25	
Mary Smith, Humanities Scholar, 400 miles x \$.50	200	
Sarah Jones, Project Director, 40 miles x \$.50		20
TRAVEL TOTAL	\$225	\$20
PROMOTION		
3 newspaper articles x \$100 each	300	
8 social media posts x \$25 each	200	
Billboard (donated by Bob Thompson), 8 weeks x \$1,000/week		8,000
PROMOTION TOTAL	\$500	\$8,000
SUPPLIES		
Artifact Mounts	200	
100 Stamps for postcard mailings	58	
SUPPLIES TOTAL	\$258	
PRINTING AND PROGRAM MATERIALS		
1,000 flyers x \$.15/flyer	150	
Program pamphlet 50 x \$1.50/pamphlet	75	
Enlarging Historic photos	300	
SUPPLIES TOTAL	\$525	

EQUIPMENT AND FACILITIES		
Sound System Rental, 2 days x \$75/day	150	
Companion Exhibit Space, 6 weeks x \$200 day		8,400
EQUIPMENT AND FACILITIES TOTAL	\$150	\$8,400

OTHER		
Beverages and food for grand opening reception		137.68
OTHER TOTAL		\$137.68

HK FUNDING REQUEST TOTAL: \$3,423.00

COST SHARE TOTAL: \$19,567.68

Sample