

# 2025 Museum on Main Street Minigrants

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## *Kentucky Humanities*

### *Instructions*

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**Please read all instructions carefully before submitting an application**

As you proceed through the application, important instructions will be displayed in **red**.

Required fields are marked with an asterisk(\*).

If you have questions, please reference the Definitions section below or reach out to the Grants Administrator.

### **Application Checklist**

Check out the Application Checklist for a full list of items needed to successfully submit an application.

### **Kentucky Humanities Grants Administrator**

If you have further questions, reach out to Zoe Kaylor at [zoe.kaylor@uky.edu](mailto:zoe.kaylor@uky.edu) or (859) 257-5932.

### *Definitions*

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**Award Period:** the period of time during which most of the planning, administration, execution, and evaluation of a project takes place. It is important to note that you can only claim expenses or cost sharing incurred during the award period. The maximum award period is 18 months.

**Bookkeeper:** the person employed by or volunteering for the grantee organization who tracks the project budget, expenses, and documents all cost sharing

**Cash cost share or "cash match":** cash cost share encompasses all contributions to the project for costs incurred paid for with non-federal funds during the grant award period. If expenses can be documented with receipts and are not being paid for by the grant, those expenses are considered a cash match.

**Cost share:** Cost share, also known as "match," is the portion of project costs not paid by Federal funds. **Kentucky Humanities grantees must contribute a 1:1 cost share for the funds that they receive.** Cost-sharing augments federal funding to increase the project's impact and ensures that recipients have a financial stake in the project's success. Because Kentucky Humanities grants are federal awards, only non-federal expenses qualify as cost sharing, and each cost share expense must be allowable and documented in accordance with federal guidelines as outlined in 2 CFR Part 200. Cost-share can be generated through cash cost share and in-kind cost share.

**Fiscal Agent:** sometimes an organization does not have the resources to handle their own financials and works with a partner organization or fiscal agent instead. In those cases, the fiscal agent will take on fiduciary responsibility for the federal grant funds awarded by Kentucky Humanities on behalf of another organization which is doing the actual project work. If you think this applies to you, reach out to Zoe Kaylor for more information.

**Humanities:** The humanities are the values by which we live, the ideas that organize our thinking, and all of the ways we communicate with each other. The humanities include many academic disciplines which are primarily concerned with values, ideas, and language. These disciplines include folklore, history, language, linguistics, literature, philosophy, and religious studies, as well as those aspects of the arts (art, dance, music, photography, theatre, and visual studies) and social sciences (anthropology, economics, jurisprudence, medicine, political science, psychology, sociology, psychology, and science) which employ a philosophical or historical approach.

**Humanities Scholar:** Kentucky Humanities requires the involvement of one or more humanities scholars to support a broad humanistic perspective and provide in-dept guidance in a particular field of study. The humanities scholar should be involved in the planning of the project and be able to communicate how they will contextualize and complement the humanities content in the project. Every grant award must include at least **one** humanities scholar that meets one or more of the following qualifications:

- holds an advanced degree (M.A. or higher) in a humanities discipline
- is a recognized expert with a verifiable record of working, teaching, and publishing in a humanities discipline and/or is acknowledged as such by other scholars in the field
- is a Native American elder or traditional teacher involved in a project whose focus is on their particular tribe or practice

**In-Kind cost share or "in-kind match":** in-kind cost share encompasses all contributions toward the project during the grant award period that do not involve cash payment or reimbursement, i.e. donated goods, services, or time. For a full list of in-kind sources, please reference the In-kind Sources List

**Kentucky Humanities (KH):** Kentucky Humanities is an independent, nonprofit affiliate of the National Endowment for the Humanities (NEH) in Washington, D.C. Kentucky Humanities is supported by the NEH and by private contributions. KH is dedicated to Telling Kentucky's Story to create a legacy of pride in the Commonwealth and build civic engagement. KH promotes the humanities statewide through programs and services that celebrate Kentucky's culture, enrich lives, support local initiatives, and empower all Kentuckians to participate in and be a part of that story.

**Project director:** The project director serves as the primary contact and administrator for a Kentucky Humanities award. The project director cannot be the same as the Humanities scholar.

**SAM:** System for Award Management (SAM) is an official government system that collects information that is required for all federal award disbursements. An active registration in SAM that is in good standing is required for Kentucky Humanities grant awards. Setting up a SAM profile (that also gives you a UEI) is free and allows an organization to receive federal funds from other agencies.

**UEI:** a Unique Entity Identifier (UEI) is a 12-character alphanumeric number assigned by the federal government to identify organizations that apply for federal awards and contracts. It replaced the previous DUNS system in 2022. The grantee organization **MUST** have a UEI to receive federal funds.

## *Federal Award Requirements*

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### **Grantee Organization Name\***

*must be the legal name associated with the UEI*

*Character Limit: 250*

### **Unique Entity Identifier (UEI)\***

*Character Limit: 250*

### **SAM Registration\***

*An active SAM registration that is in good standing is required for all federally funded awards including Kentucky Humanities grants.*

Do you have an active registration in SAM?

#### **Choices**

Yes

No

**990 Form\***

*Federal regulations requires Kentucky Humanities to review the financial stability of grantee organizations. Please submit either an independent audit or your most recent 990 IRS form.*

*File Size Limit: 4 MB*

## *Project Staff*

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**Project Director****Project Director Name\***

*Character Limit: 250*

**Project Director Title\***

*Character Limit: 250*

**Project Director Email\***

*Character Limit: 254*

**Project Director Phone\***

*Character Limit: 20*

**Project Director Vita**

*File Size Limit: 4 MB*

**Bookkeeper/Fiscal Agent****Bookkeeper Name\***

*Character Limit: 250*

**Bookkeeper Phone Number\***

*Character Limit: 20*

**Bookkeeper Email\***

*Character Limit: 254*

**Fiscal Agent Company**

*if an outside organization will be serving as the fiscal agent for your grant*

*Character Limit: 250*

## Principal Humanities Scholar

### Principal Humanities Scholar Name\*

*Character Limit: 250*

### Principal Humanities Scholar Title\*

*Character Limit: 250*

### Principal Humanities Scholar Email\*

*Character Limit: 254*

### Principal Humanities Scholar Phone\*

*Character Limit: 20*

### Humanities Scholar Vita

*File Size Limit: 4 MB*

### Letter of Recommendation\*

*The principal humanities scholar must submit a signed letter of recommendation in support of the proposed project*

*File Size Limit: 4 MB*

## Additional Humanities Scholars

### Additional Humanities Scholars

*If you have additional humanities advisors, provide the name, title, email, and phone for each. Please combine all additional cvs and/or recommendations in a single pdf and upload it here.*

*Character Limit: 3000 | File Size Limit: 7 MB*

## Project Information

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### Project Title\*

*Character Limit: 250*

### Award Period Start\*

*award period start should be at least 6 weeks prior to the date of any events*

*Character Limit: 10*

### Award Period End\*

*maximum award period is 18 months*

*Character Limit: 10*

### **Project Summary\***

*one paragraph that will be used for evaluation and to issue your grant agreement*

*Character Limit: 1500*

### **Project Detail\***

*describe your proposed project in detail, including program content, humanities subjects addressed, impact of the humanities content on your audience, program format, intended audience, marketing plan, program partners, and how you will credit Kentucky Humanities and the National Endowment for the Humanities*

*Character Limit: 10000*

### **Audience and Geographical Area\***

*the area and audience this project will serve*

*Character Limit: 5000*

### **Project Goals and Outcomes\***

*describe qualitative **and** qualitative outcomes that will determine the project's success*

*Character Limit: 5000*

### **Event Details\***

*include tentative project events in the following format: Title, Date, Location*

*Character Limit: 10000*

### **Additional Comments**

*Character Limit: 5000*

## ***Project Budget***

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### **Amount Requested\***

*The amount of cash funds requested from Kentucky Humanities*

*Character Limit: 20*

### **Cash Cost Share\***

*Documented expenses not paid for with federal funds*

*Character Limit: 20*

### **In Kind Cost Share\***

*Donated services and time that are used for the project*

*Character Limit: 20*

**Total Cost Share\***

*Cash + In Kind = Total Cost Share*

*Character Limit: 20*

**Total Project Budget\***

*Amount Requested + Total Cost Share = Total Budget*

*Character Limit: 20*

**Budget\***

*Download the [Minigrants Budget Template](#) to fill and submit. You may also reference the [Minigrants Sample Budget](#).*

*File Size Limit: 2 MB*

**Budget Justification\***

*Describe the costs you anticipate in each category and how those expenses will support the success of the project.*

*Character Limit: 5000*

**Cost Share Justification\***

*Describe the anticipated cost share you will generate with this project. All grantees must contribute a 1:1 cost share for their grant funds.*

*Character Limit: 5000*

## *Certifications*

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**Certification\***

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

**Choices**

Agree

Disagree

**Amendment Agreement\***

I agree to submit a Grant Amendment Form (available in the grants portal) to notify Kentucky Humanities of any significant changes to this project.

*The following list of changes require Kentucky Humanities approval and may result in an amended grant agreement.*

- *Changes of project scope, purpose, activities, or principal participants*
- *Changes in program staff, including the project director, bookkeeper, fiscal agent, or humanities scholar*
- *Changes in the project budget which exceed 10% of any line item, or which eliminate or introduce categories of expenditures*
- *Changes to the duration of the grant period*

### Choices

Agree

Disagree

### Event Notification\*

I agree to submit a Events Timeline (available in the grants portal) with tentative event details within 30 days of signing the grant award letter. I also agree to submit an Event Details Form (available in the grants portal) for each scheduled event for the project at least 30 days prior to each event. I agree to notify Kentucky Humanities if any project event details change between submission of the Event Details Form and the time of the event.

*If you need need an extension for any reason, submit a Grant Amendment Form or reach out to the Grants Administrator or*

### Choices

Yes

No

### Your Full Name\*

*This acts as your digital signature to the application*

*Character Limit: 250*