

# 2026 Minigrants

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## *Kentucky Humanities*

### *Instructions*

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#### **Please read all instructions carefully before submitting a Letter of Intent (LOI)**

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

Some fields are required and are marked with an asterisk(\*). Fields without an asterisk are optional, but if you choose to fill out the optional fields now, you will be able to carry that info forward to your final grant application and update if needed.

If you have questions, please reference the Definitions section below or visit the Kentucky Humanities Grant Page before reaching out to the Grants Administrator.

#### **LOI Checklist**

**Please be sure to update your personal and organization information before submitting an LOI. You can do this by navigating to the top right of your screen, hovering over your name, and clicking "edit profile."**

To submit an LOI, you will need the following additional information about your project.

- o Project Humanities Scholar contact information *(your humanities scholar must be different from your project director)*
- o Project Bookkeeper contact information
- o Information about your project, including the humanities content addressed
- o A preliminary project budget *(a more detailed budget will be required in the full 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.

## Federal Award Requirements

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### SAM\*

*A active SAM registration that is in good standing is required for all federally funded awards including Kentucky Humanities grants. You may submit an LOI without it, but you must have an active registration to submit your final application.*

Do you have an active registration in SAM?

### Choices

Yes

No

## 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

**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.

## *Project Information*

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### **Project Title\***

*Character Limit: 250*

### **Anticipated Project Start Date\***

*Character Limit: 10*

### **Anticipated Project End Date\***

*Character Limit: 10*

### **Anticipated Project Summary\***

*Character Limit: 1500*

### **Anticipated Program Format\***

*type of events and outcomes of the project*

*Character Limit: 1500*

### **Anticipated Audience and Geographical Area Served\***

*the area and audience you will serve with this project*

*Character Limit: 1500*

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

*Character Limit: 1500*

### **How will your Humanities Scholar support your project?\***

*include the name and title of your humanities scholar(s)*

*Character Limit: 1500*

## *Project Budget*

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*Reference the Definitions section above if needed*

**Anticipated Amount Requested\***

*The amount of cash funds requested from Kentucky Humanities*

*Character Limit: 20*

**Anticipated Cash Cost Share\***

*Documented expenses not paid for with federal funds*

*Character Limit: 20*

**Anticipated In Kind Cost Share\***

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

*Character Limit: 20*

**Anticipated Total Cost Share**

*Cash + In Kind = Total Cost Share*

*Character Limit: 20*

**Anticipated Total Project Budget\***

*Amount Requested + Total Cost Share = Total Budget*

*Character Limit: 20*

**Anticipated Budget Expenses\*****Choices**

Equipment  
Honoraria & Salaries  
Indirect  
Other  
Printing & Duplication  
Promotion & Marketing  
Supplies & Postage  
Travel & Per Diem

**Anticipated Match Contributions\*****Choices**

Equipment  
Honoraria & Salaries  
Indirect  
Other  
Printing & Duplication  
Promotion & Marketing  
Supplies & Postage  
Travel & Per Diem

**Budget Description\***

*Character Limit: 1500*

## *Grant Administrator Use Only*

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### **Cohort (LOI)\***

*award cycle*

#### **Choices**

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

### **Calendar Year\***

*for annual report*

*Character Limit: 4*

### **Congressional District (LOI)\***

#### **Choices**

One  
Two  
Three  
Four  
Five  
Six  
Statewide

### **SAM Compliant (LOI)\***

#### **Choices**

UEI  
Active  
Inactive  
Expiring Soon  
Good Standing

### **In-Kind Match (LOI)\***

#### **Choices**

Sufficient  
Insufficient

**Administrator Notes (LOI)**

*Character Limit: 10000*

***Internal Use Only***

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**Notes (LOI)**

*This space is used to communicate important information with internal staff and reviewers*

*Character Limit: 10000*