



# SPECIAL INITIATIVE CIVICS GRANT GUIDELINES



## Humanities Requirement

Projects undertaken by individuals or non-profit organizations must centrally involve humanities scholarship.

## Multiple Perspectives Requirement

Projects must allow for differing points of view.

## Logo Use and Acknowledgment Requirement

In the event of an award, grantees must prominently acknowledge Rhode Island Council for the Humanities and the National Endowment for the Humanities. Therefore, project-related publicity should be scheduled to take place at least eight weeks after submission of the grant application. RICH may disallow print and design costs for materials that omit acknowledgment or fail to use the Council logo.

## Project Evaluation Requirement

RICH requires a Project Director's Evaluation to be included with the Final Reporting. Evaluations help RICH and our grantees learn how effective projects are in communicating humanities content, identify strengths, and cite areas in need of improvement.

## Fees and Public Access

All projects engaging a public audience should be at no cost and be accessible.

## Indirect Costs for Major Grants

“Indirect costs” are costs which are incurred by an organization in the execution of its activities but which cannot be readily identified with a particular activity. Indirect costs include general overhead costs, such as bank, payroll processing and audit fees; liability insurance; office equipment purchase or maintenance not directly related to the project; and salaries and benefits of executive or administrative personnel who are not directly engaged in the project. Organizations may request an indirect cost rate of up to 15% of the total request to RICH.

## Permanent Staffing for Major Grants

Major grant applicants may apply for up to \$2000 to cover expenses related to direct staffing (including salaries and benefits) devoted to the execution of a funded project.

## Honoraria and Personnel

RICH funds may be used to provide each project scholar with an honoraria up to \$300, based on each scholar's level of involvement in the program. (Examples where

an honoraria is appropriate include, but are not limited to: production of essays, lectures, or exhibit text; talk-backs and other one-off programs; workshops; program evaluation or consultation.)

In instances where the relationship between the scholar and institution is better represented by a contracted service agreement, RICH allows for requests up to \$2000. In such cases, a letter of commitment from each scholar detailing his or her role in and commitment to the project is required, accompanied by a CV or resume. (Examples where scholars may be hired for contracted services include: long-term research projects; conducting oral histories; and scholar-in-residence agreements.)

With either case, the sponsoring organization may choose to further compensate the scholar using non-RICH funds.

## Bilingual Programming Policy

RICH accepts proposals for projects not conducted in English.

## Unfundable Activities

Unfundable activities include the following: academic fees or other degree-related expenses; academic research; fellowships or scholarships; courses; foreign, non-economy, or extensive domestic travel; book publication; fundraising or for profit activities; restoration work; art creation or performances in the arts; construction work; equipment purchases; archival acquisitions; direct social action, such as counseling, legal, medical services, or economic development activities; political action; and food or beverages. Other restrictions may apply.

## NEH Restrictions

RICH is responsible for ensuring that grantees are aware of the legal mandates that apply whenever federal funds are disbursed. For more information, review the [RICH Regrant Agreement](#), which is derived from [NEH's General Terms and Conditions for Awards](#).

## Other Restrictions

Review “Special Initiative Civics Grant Budget Tips” before consulting with staff for information regarding funding limitations (e.g., scholar honoraria, project-related temporary staff, equipment, materials, supplies, evaluation, per diem, and mileage).

## Loss of Eligibility to Apply

Failure to close an overdue grant will result in loss of eligibility to apply until satisfactorily remedied.

## Resubmission of a Refused Application

RICH neither invites nor disallows resubmission of a previously refused application. However, consultation with staff is strongly advised prior to resubmission.