



GRANT GUIDELINES



Fundable Activities

RICH grants support various phases of public humanities projects (from research and development to production) and many kinds of public humanities projects (from live discussion and presentation programs to broadcast media programs). As a rule, programs should be geared to a broad and diverse general audience.

Humanities Scholars Requirement

Projects undertaken by non-profit organizations must centrally involve humanities scholars in order to help ensure adequate representation of knowledge from one or more humanities disciplines in the project.

Multiple Perspectives Requirement

Projects must allow for differing points of view.

Publicity Budget Requirement

At least 15% of the amount requested from RICH must be allocated to publicity.

Cost-Share Requirement

RICH requires cost sharing of non-profit applicants. Individual applicants are exempt from this requirement. Cost sharing consists of the cash and in-kind contributions made to the project by the applicant and third-parties, such as donated services, space, staff time, and goods. The total cost sharing must at least equal the total funds requested from RICH. Please note, any funds of federal origin cannot contribute to your match, but must be noted in your budget.

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

For public events, RICH provides an audience survey template to grantees to help project directors evaluate their project's public impact. RICH requires project directors to administer the RICH Audience Survey at public events and to compile results in writing as part of the required final report. In exceptional cases, RICH may require other methods of independent evaluation based on the nature of the project, e.g., in pilot projects that have potential for replication. In such cases, RICH will offer funds over and above the requested amount to support the cost of evaluation and may also assist project directors in finding an evaluator. 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 should connect the public with the humanities at no cost and be accessible.

Indirect Costs

“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. **Institutions of higher education are not eligible to apply for Indirect Costs.**

Permanent Staffing

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.

Funding Colleges and Universities

Funding requests from institutions of higher education for on-campus programming intended exclusively for the campus community will not be accepted by RICH.

Funding requests from institutions of higher education for projects that are intended to serve the broader Rhode Island public are eligible to apply. These requests should exhibit strong community partnership or collaboration, well defined publicity plan, and stated audience goals from outside campus.

Multi-Year Granting Policy

Funding decisions are made on an annual basis for all major program grants.

Hiatus

An applicant may apply for and receive up to four years of consecutive major grant funding for the same program. Following the fourth year of funding, an applicant

must sit-out for two years before reapplying for the same program. This policy has been enacted to encourage diversity and to foster innovation in programming.

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 the “Budget Tip Sheet” or consult with staff for up-to-date 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.