

HOW MUCH MONEY WILL BE AWARDED?

The funding pool for Alaska Humanities Forum general grants is provided by the National Endowment for the Humanities. Funding levels vary year to year. Grant awards in past years have totaled from \$70,000–\$140,000.

Worthy projects cannot always be funded or funded in the full amount requested. The Alaska Humanities Forum may approve a grant to the project without changes, offer a grant with stipulated changes, offer a grant that is less money than requested, or decline grant funding.

WHAT IS THE MAXIMUM GRANT REQUEST?

Applicants may request up to \$15,000 in funding for Annual Grants, depending on the category of funding request.

HOW MANY PROJECTS WILL BE SELECTED?

The Alaska Humanities Forum prefers to award grants to a large and varied pool of projects, but does not set a target for the number of projects funded. The number of projects funded each year depends on both the amount of funding available and the nature of the applicant pool.

The Forum generally funds 10–20% of *qualified* applications in any given year. Due to resource limitations, the Forum is not able to provide funding to all worthy projects.

WHAT IS A PROJECT DIRECTOR?

The **project director** is the individual who is in charge of carrying out and/or coordinating the project. The project director is the Forum’s “point of contact” and provides the final report at the project’s completion. Correspondence and communication with the Forum normally coordinates through the project director. If the project director is an independent scholar with no sponsoring organization, all sponsor responsibilities fall to the project director.

WHAT IS A HUMANITIES SCHOLAR OR TRADITION BEARER?

Every annual grant project must include at least one humanities scholar or tradition bearer. These roles are

important in informing the direction of the project and helping to establish the project framework.

Humanities scholars ordinarily hold an M.A., Ph.D. or other graduate degree in a humanities discipline. The project director may be identified as the humanities scholar if he/she meets the criteria.

Tradition bearers are elders and/or leaders who are respected by their communities for their traditional knowledge.

WHAT DOES “IN-KIND” MEAN?

“In-kind” refers to any contribution of labor, materials, goods, or services donated to the project. It can include the contribution of staff salaried time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated for publicity, promotion, or evaluation; public program items, including refreshments; and travel, lodging, and meals for project staff or participants. Please note: Applicants are expected to determine the fair-market value of these contributions.

MUST THE MATCHING FUNDS BE SECURED PRIOR TO APPLICATION?

No. The Forum requests a plan for matching requests in your grant budget, but those funds need not be secured prior to application. Grantees are required to report their final match in their final report. Grantees who fail to meet the match requirement will not be considered for future grant awards.

CAN FEDERAL FUNDS BE USED TOWARDS THE MATCH?

No. Funds from NEH, NEA, state humanities councils, or other federally-assisted programs may not be used for the match.

IS THERE AN OVERALL PROJECT BUDGET LIMIT FOR THE GRANT?

No.

IS THERE A TIME LIMIT FOR COMPLETION?

2021 annual grant projects funded through the Alaska Humanities Forum must occur over a two-year period and must be completed by May 31, 2023.

Project end dates should be in accordance with the end of project activity and with the knowledge that final reports are due three months after the project end date listed in the application.

CAN AN ORGANIZATION APPLY FOR MORE THAN ONE GRANT AT A TIME?

No. An organization or individual may only apply for one grant per grant application period.

CAN A CURRENT ALASKA HUMANITIES FORUM BOARD MEMBER SERVE ON THE GRANT PROJECT TEAM?

Yes, as long as the Board member avoids any action that could be interpreted as a use of Board membership to further their own interests or those of an affiliate institution. Forum Board members who are named in a proposal or significantly involved with the creation of a proposal may take part in discussion of that proposal but not in the final vote.

In addition, Board members may not receive honoraria, salary, or other payment for consultation in a Forum grant-funded program.

HOW SHOULD WE ACKNOWLEDGE THE FORUM IF FUNDED?

Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit the Alaska Humanities Forum. Events, broadcasts, and presentations must acknowledge the Forum's support verbally. If funded, specific credit language and logo requirements will be detailed in the grant agreement.

MAY I USE MY OWN BUDGET FORM?

No. Please download and submit the budget form provided on the Submittable platform. Not all fields may apply to your project and you may leave line items blank. Please note that project budgets are weighed heavily in the review and all expenses should be accurately noted. If you have questions, please contact the Forum.

MAY I SUBMIT SUPPLEMENTAL DOCUMENTS?

Additional letters of support are accepted via postal mail or email attachment. All other supplemental documents must be submitted electronically (by emailing grants@akhf.org). Please note that selection committee members are not required to review supplemental documents. All critical information should be included in the online application system. We do not accept hard-copy supplemental documents, since these are difficult to distribute to our statewide selection committee.

HOW ARE FUNDS DISTRIBUTED?

Up to 90% of the funds may be disbursed upon approval of signed award documents and completion of an overview that describes how and when the funds will be used, along with intended key benchmarks/accomplishments to be achieved in the next 90 days.

Interim fund requests must include an overview of how previously requested funds have been used to date, and how and when the request funds will be used; cost-share and matching funds progress; key benchmarks/accomplishments to date and those intended in the following 90 days; and lessons learned as the project has progressed, including any challenges/obstacles.

The final 10% of funds is disbursed upon completion of proposed activities and approval of a final report. Funds must be used within 90 days of receipt and may be requested in smaller disbursements as frequently as necessary.

WHAT IF I NEED TO MAKE A CHANGE TO THE PROJECT?

If changes need to be made to a project's grant budget, project team, project timeline, or project scope, the grantee shall make a written request to the Grants Manager before any changes in expenditures occur.

HOW ARE GRANTS SELECTED?

The Alaska Humanities Forum Board makes the final decision about grant awards selected from proposals submitted in open competition. Proposals are closely reviewed by the board grants committee and, with committee recommendations, considered by the full board.

Every applicant is sent an email acknowledging the submission of their grant application by the Forum and will be sent an official notice of the Board's decision. If a grant has been approved, a Letter of Agreement and associated materials are sent to the sponsoring organization. The Letter of Agreement sets forth the terms and conditions of the grant. A signature obligates the sponsor to conduct the project as described in the proposal and to accept the conditions outlined in the Letter and these Guidelines.