OKLAHOMA HUMANITIES
OPPORTUNITY GRANT GUIDELINES

Opportunity Grants are available to nonprofit organizations in support of public programming in the humanities. Up to $1,000 in Oklahoma Humanities (OH) funds may be requested.

An opportunity grant application must be submitted **at least 40 days** before the planned program. This is to allow ample time for publicity, which includes credit to OH for providing grant funds for the project. Applications may be submitted online at any time. Allow two weeks for a decision.

OH Mission
OH is an independent, non-profit organization that helps Oklahomans to learn about the human experience, understand new perspectives, and participate knowledgeably in civic life. As the state partner of the National Endowment for the Humanities (NEH) in Oklahoma, OH is called upon to make educational humanities-based programs possible by methods appropriate to the citizens of the state. OH funding supports reading groups, lectures, exhibits, and other public programs which enrich the lives of Oklahomans of all ages right in their own communities. Please refer to the list of previously funded projects on the "Grants" page of our website.

Humanities
The humanities disciplines help us examine our past and reflect on who we are as individuals and as members of a global society. Study of the humanities stimulates imagination, helps people to clarify issues, acquire new perspectives, and become informed citizens.

Specific academic disciplines encompassed by the term humanities include: archeology, art history and criticism, comparative religion, cultural anthropology, ethics, history, jurisprudence, language, linguistics, literature, philosophy, and those aspects of the social sciences which employ a philosophical or historical, rather than a quantitative approach. The humanities should not be confused with particular philosophies, such as secular humanism, or with specific social movements, such as humanitarianism. They should also be distinguished from the creative or performance arts.

Grant Requirements
Any non-profit organization is eligible to apply for a grant. The organization need not be incorporated or tax-exempt. Individuals may apply for Scholar Research Grants only. Multiple requests per calendar year will be considered based on stated criteria, but may be subject to the availability of funds.

- Content: The humanities must be central to the project.

- Format: The format should allow for analysis, exploration, or interpretation of the topic.

- Grant Categories: To fulfill the mission of OH, all grants must fall under the broad definition of public humanities with demonstrated credible scholarship informing programming for the general public. Funded projects should fall under at least one of the following grant categories:
    1. The Human Experience: These projects explore culture and history through time and place.
    2. We the People: These projects explore cultural, ethnic, racial, or religious diversity.
    3. The Public Square: These projects explore current events, divergent opinions, public policy, civics, or justice.

- Scholars: Humanities scholars must be involved in the planning and implementation of the program. OH-funded projects should include dialogue between humanities scholars and public audiences. It is the role of the scholar to present, explain, or interpret ideas, beliefs, and other cultural contexts implicit in the program. Qualifications may include a master's degree or a Ph.D. in a humanities discipline. OH also recognizes Native American elders and traditional teachers as scholars when involved in projects that focus on their cultures. In rare cases, a widely recognized expert who does not meet the academic requirements of a humanities scholar may serve as the humanities scholar. These circumstances are evaluated on a case-by-case basis with individuals who demonstrate a deep and scholarly understanding of the subject area.

- Balance: The project as a whole must be balanced and avoid advocacy of a particular social or political view.

- Audience: Programs should be made accessible to all members of a community.

- Especially Encouraged:
  - Projects which stimulate informed discussion among diverse groups
  - Projects for or about underserved, diverse and targeted audiences. Underserved audiences may include the following: those that live in communities with limited cultural opportunities; new audiences including those who have limited access to OH programming; or those members of the population whose stories have not been widely shared, such as African-Americans, Hispanic-Americans, Asian-Americans, LGBT, Native Americans, recent immigrants, and the disabled. Other targeted audiences include young adults, incarcerated populations, minorities, veterans, and rural citizens.
  - Projects that are extended and sustained through recording or broadcasting to reach additional audiences.

Budget Considerations
- Ineligible Costs
  Partisan objectives or advocacy • Sponsoring or co-sponsoring organization employee salaries, operating costs, and construction • Academic credit or institutional development • Travel to professional meetings • Academic scholarships and fellowships • Museum or library acquisitions • Creative arts performances, celebrations, or ceremonies unless accompanied by interpretation • The teaching of technical skills unless accompanied by interpretation •

Publications, except those integral to programming • Most projects not open to all segments of the public • Profit-making or fund-raising activities • Beverages, food, or entertainment for audiences • Major equipment purchases (over $500) • Indirect costs (overhead) • Documentary film production costs (post-production costs may be considered) • First person historical reenactments not supported by scholarship • Conferences, symposia, or other programs not easily accessible to the general public, or programs not widely publicized.

- Applicants should know that OH passes along all federally mandated provisions dealing with civil rights, budget allocations, record keeping, reporting, licensing of OH-funded media, insurance, acknowledgment of OH and NEH in all funded activities, and other general compliance issues

- Cost Sharing
  All grantees must share in the cost of the programs by contributing cash, organizational resources, and/or Third Party In-kind donations in an amount that meets or exceeds the OH grant request. Cash contributions are not a requirement.

- Organizational Resources
  List any funds that are considered organizational resources of the Primary Sponsor and/or Co-Sponsors. Include items such as employee salaries, office supplies, and facilities that are routinely budgeted as part of normal operations and will be assigned to the OH-funded project. This also includes any additional cash funds from the Primary Sponsor and/or Co-Sponsor that will be dedicated to the project.

- Cash Contributions
  List cash contributions from sources other than the Primary Sponsor or Co-Sponsor(s). Federal grant money may be used for cash cost-sharing if the source is not the NEH or another state humanities council.

- Third Party In-Kind Contributions
  This is defined as the value of non-cash contributions provided by third parties (individuals or organizations other than the Primary Sponsor or Co-Sponsors). In-kind contributions may be in the form of donated facilities and equipment or the value of goods and services directly benefiting and specifically identifiable to the project.

- Limitations
  OH does not look favorably on budgets top-heavy with administrative costs or excessive honoraria. Although OH discourages groups from charging admission fees to funded events, fees may be charged to offset incurred expenses not covered by OH. Grant funds cannot be used to support profit-making or fund-raising activities. Grant writing or other activities conducted prior to the grant period also cannot be funded. Finally, the grant is an offer to pay for actual costs up to the amount of the grant figure. Unused funds must be returned to OH.

  Board members, staff, volunteers, and other individuals affiliated with the grant-seeking organization or its co-sponsors, including those named as Project Directors, Fiscal Agents, and Authorizing Officials, may not be remunerated with OH grant funds.

Grantees should understand that acceptance of an award from OH creates a legal duty on the part of the grantee to use the funds in accordance with the terms of the grant and to comply fully with all provisions and conditions attached to the award. Non-compliance may result in the revocation of the grant. OH reserves the right to terminate or suspend a grant at its discretion.

DUNS Number
Please note: All applicants are required to report their unique DUNS number on all applications. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone, (866) 705-5711, or the Internet, http://fedgov.dnb.com/webform).

Project Personnel
The Statement of Understanding (identifying your project personnel) submitted with your application must have the original signatures of the three designated project officers. Their responsibilities are:

- Project Director: Responsible for the administration of the project. Acts as a liaison between the project and OH and is responsible to both the Primary Sponsor and to OH. A project may have only one Project Director.

- Fiscal Agent: Often the treasurer of the Primary Sponsor. Responsible for receiving, disbursing, and accounting for all grant funds used in a project. Also responsible for recording and accounting for all cost-share funds. The Fiscal Agent answers to the Primary Sponsor. S/he MAY NOT serve as Project Director.

- Authorizing Official: Normally an officer of the Primary Sponsor. This person is empowered to commit the sponsor to the terms of the formal agreement when and if a grant award is made by OH.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

OH is dedicated to assisting grant applicants in every way possible. We invite you to contact us before applying if you have questions or would like to discuss your project ideas.

Questions?
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