

Michigan Humanities Council Grant Application help sheet.

Print this page. It will come in handy when filling out the grant application.

- You will need copies of our contracts in order to apply for the grant funding. Call us at (734) 421-2505 to schedule your project.
- Download & print a grant application from the MHC website.
<http://www.michiganhumanities.org/grants/touring/index.php>
- Applications will be accepted on a first-come, first-served basis beginning **September 1, 2009** for programs October 1, 2009 through September 30, 2010.
- Applications will NOT be accepted prior to September 1, 2009.
- All applications must be postmarked at least four weeks prior to the contracted program or exhibition date.

Grant Application Answers

Section 1. Applicant Information

- 1.1 Self-Explanatory
- 1.2 Self-Explanatory
- 1.3 Self-Explanatory
- 1.4 You can get this info from your city hall or library.
- 1.5 You can get this info from your city hall or library.
- 1.6 You can get this info from your city hall or library.

Section 2. Project Descriptive Information

- 2.1 Cirque Amongus
- 2.2 See contract
- 2.3 Name of Assembly Coordinator or Principal
- 2.4 See contract.
- 2.5 Total number of expected participants & audience members (include students, volunteers, visitors, teachers, staff etc.)
- 2.6 This question refers to this particular project. (usually "No")
- 2.7 Example: Project director duties include: obtaining financing, grant materials and completing application. Make arrangements regarding dates and facilities. Manage supplemental handouts and instructional or advertising materials relating to the project. Recruiting volunteers. Principal duties include: Notifying staff of the project, coordinating time schedules. Meeting project managers at school. Handle logistics of set up and tear down. Manage office personnel in processing handouts. Secretary duties include: Returning contracts, process payments and deposits. Assist in recruiting volunteers.
- 2.8 Example: Our organization has contracted with Cirque Amongus to provide a circus project that will involve 350 students, 20 staff members, 40 parents & volunteers & 250 audience members. (For the date and time of the project see contract).
- 2.9 Example: The purpose of this project is to develop motor skills, build self-esteem & promote teamwork within our student body, staff, parents & volunteers. The project encourages cooperation & teamwork between people of all types - including racial minorities and the disabled. Everyone participates to the extent of their individual abilities in a challenging yet non-competitive setting.
- 2.10 Example: Through announcements, posters, flyers, and newsletters. Newspapers will be encouraged to cover the project and the TV media will be notified.
- 2.11 Participants and attendees will fill out post-show evaluation forms. Project Director will gather word of mouth feedback.

Section 3. Project Budget-Expenses

This example budget is filled out for a \$2500 circus day project. Get the actual project price from your contract. The maximum grant amount is 40% of the price. If the price is \$725 or less the maximum grant amount is \$250. Items with cash layout (hired personnel, cost of refreshments etc.) get entered in the cash column. Expenses with no cash layout (volunteer's time, use of own facilities etc.) get entered in the in-kind column. NOTE: Any budget item except performer's fee over 20% of total cash expenses requires a separate description.

EXPENSES	GRANT REQUEST	COST SHARE		TOTAL	BUDGET DETAIL (See sample budget)
		CASH	IN-KIND		
PRESENTER'S FEES & TRAVEL EXPENSES: GRANT REQUEST (1)	\$1000			\$1000	40% of \$2500 project fee
PRESENTER'S FEES & TRAVEL EXPENSES: APPLICANT PORTION		\$1500		\$1500	\$1625 paid by own funds See Contract for Travel expenses
SALARIES (2)			\$5400	\$5400	Parents & volunteers: 40 x 9 hrs @ \$15/hr=\$5400
FRINGE BENEFITS					
SPACE RENTAL			\$1100	\$1100	Entire Facility: 11 hrs @ \$100/hr=\$1100
MARKETING/PROMOTION		\$75		\$75	Printed materials, postage, phone calls, etc.
OTHER (Please list)					
Refreshments		\$150		\$150	375 Popsicles, and Lunch for 40 volunteers
TOTAL	A \$1000	B \$1725	C \$6500	D \$9225	

Total applicant cost share (B+C) = \$8225 (NOTE: This figure must be equal to or greater than A)

Section 3. Project Budget-Revenues

If you have not received corporate or other support for this program and you are not planning on charging admission, put "0" in the boxes for items 1-10. If you are charging admission or are receiving corporate or other support for this project then #11 will be the total cash cost share (\$1725 in this example) minus the total of support and expected admission.

Items:

- 11. Applicant cash \$1725 (this is the total from "B" above)
- 12. Total cash match \$1725 (add lines 1-11)
- 13. Grant request \$1000
- 14. Total cash revenues \$2725 (add lines 12 & 13)
- 15. Total in-kind cost share \$6500
- 16. Total Project Revenues \$9225

Section 4 Counties and Underserved Communities

Self-Explanatory.

Section 5. Attachments/Support Documentation Checklist

Use this checklist to make sure you include the proper number of copies of everything that is requested.

Section 6. Grantee Requirements

Please note. BOTH the authorizing official AND project director must sign this request.

Section 7. Mailing

Mail at least four (4) weeks prior to the scheduled event to:

ARTS AND HUMANITIES TOURING PROGRAM
MICHIGAN HUMANITIES COUNCIL
119 PERE MARQUETTE DRIVE SUITE 3B
LANSING, MI 48912-1270

NEW Application Process and Deadline

The application process and requirements are:

- Grants will be awarded throughout the fiscal year until funds are depleted.
- Applications will be accepted on a first-come, first-served basis beginning **September 1, 2009** for programs October 1, 2009 through September 30, 2010. Applications will NOT be accepted prior to September 1, 2009.
- All applications must be postmarked at least four (4) weeks prior to the contracted program or exhibition date.
- Applications must be typed or computer generated. Handwritten applications will not be accepted. The application can be printed and typed or downloaded and completed in MS Word format from the website.
- Applicants are required to send the original (with original signatures) and a copy of the Arts & Humanities Touring Program Grant Application, along with two (2) copies of the required attachments to the Arts & Humanities Touring Program address: Michigan Humanities Council, 119 Pere Marquette Drive, Suite 3B, Lansing, MI 48912-1270. Required attachments include proof of nonprofit status and a copy of the contract signed by the sponsoring organization's project director or authorizing official and performer/presenter/exhibitor.
- Applicants are requested to retain a file copy of the grant application along with attachments.
- Grant awards may be modified to reflect adjustments in the appropriation for the Arts & Humanities Touring Program.

Also, Don't forget about the Publicity Requirements, <http://www.michiganhumanities.org/grants/touring/publicity-touring.pdf>

If you need additional help or information call us at 734-421-2505 or call the Michigan Humanities Council at 517-372-7770.

Cirque Amongus
15574 Oak Drive
Livonia, MI 48154
phone 734-421-2505
fax 734-421-2414
info@cirqueamongus.com
<http://cirqueamongus.com>

