

*Northern Mariana Islands Council for the Humanities*

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Community Grant Guidelines  
and  
Application Package

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(Revised 4-29-06)

The mission of the NMI Council for the Humanities is to foster awareness, understanding and appreciation of the humanities through support of educational programs that relate the humanities to the indigenous cultures and to the intellectual needs and interests of the people of the Commonwealth.

**NMI Council for the Humanities**

Box 506437

Saipan, MP 96950

Telephone: 235-4785; Fax: 235-4786

Visit our website at: <http://cnmi.humanities.org.mp>

## **I. Introduction**

These guidelines briefly outline the operations of the Northern Mariana Islands Council for the Humanities (Council), and the kinds of projects the Council supports through its Community Grants program. Application procedures and grant management instructions are described and grant forms provided for use by applicants.

The Council meets in regular session in January, April, July and October. During each meeting, pending applications for Regular Grants are reviewed and decisions are made whether to fund or not fund respective applications. The Executive Committee meets periodically. During these meetings, applications for Mini Grants and Planning Grants are reviewed and funding decisions are made.

Requests for applications, Council publications, and other program information should be directed to the Executive Director, Northern Mariana Islands Council for the Humanities, AAA 3394 Box 10001, Saipan, MP 96950, telephone: (670) 235-4785; fax: (670) 235-4786; E-mail [htenorio@saipan.com](mailto:htenorio@saipan.com). Grants Guidelines and application forms may also be downloaded from the Council's website at [www.cnmi.humanities.org.mp](http://www.cnmi.humanities.org.mp)

## **II. About the Humanities**

The United States Congress defined the humanities as a distinct set of academic areas when it established the National Endowment for the Humanities (NEH) in 1965. These areas include, but are not limited to, the following fields: history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; history and philosophy of science; ethics; comparative religion; and those social sciences employing historical or philosophical approaches to their content. This last category may include cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of human value.

The purpose of the Council is to promote understanding and appreciation of the humanities in the Northern Mariana Islands. Affiliated with NEH, the Council awards grants for projects focusing on the investigation and analysis of aspects of human culture and experience. To receive Council support, the applicant must show that the humanities, as described above, are central to the project and that the project is consistent with one or more

of the goals and objectives of the Council's Strategic Master Plan.

### **III. About the Council's Community Grants Program**

Since 1992, the Council has provided financial assistance to the public through its Community Grants Program. Council funded projects have utilized a variety of formats, including conferences, panel discussions, public fora, newspaper articles, translation of documents, and teacher enrichment seminars. Sometimes more than one format is used.

One or more humanities subjects as defined in Section II of these guidelines must play a central role in the proposed project and one or more people with considerable relevant knowledge must be involved (for example, a humanities scholar or an expert in the subject area). The methods of the humanities must also be involved and the project should provide ways to talk about, study, and analyze its subject through such methods as critical thinking, group discussion, research, and documentation.

Where possible, the CNMI community should be invited to participate through a forum or lecture or panel discussion that enables the public to participate actively, learn, and contribute their ideas. Projects that take a balanced look at public policy issues are welcome. Audiences have ranged from elementary school age to great-grandparents, and from the academic to the general community.

The Council may offer special grant awards for projects of interest to the Council in a specific area of the humanities. Public notice will be given regarding special grant awards, including application guidelines.

### **IV. General Funding Requirements**

Any group or organization planning to apply to the Council for grant funds should consider the following basic requirements:

- All projects must demonstrate that they will enhance the appreciation and understanding of the humanities. They must focus on one or more of the areas of the humanities previously mentioned, or on the relationship of the humanities to public issues.

- Humanities scholars should be involved in planning, presenting, and evaluating the project.
- Projects must offer a balanced presentation, provide for a variety of views, and avoid bias or calling for a specific course of action.
- Whenever possible, project formats should provide opportunities for active public participation in the form of discussions, question and answer sessions, or other ways of exchanging ideas. In general, projects should be open to the public and easily accessed. While small specific audiences may be targeted, projects should try to include activities of interest to more than one segment of the community.
- Project participants must provide at least one-half of the total project cost as their "cost-share". This can either be in cash or in-kind services, or a combination of both. The project participants must also demonstrate the ability to manage the project funds in a responsible manner. The Humanities Council encourages applicants to obtain private, third party financial advisors.
- The project must conform to all federal regulations prohibiting discrimination on the basis of race, sex, age, or physical condition.
- The Humanities Council is a Drug Free program and expects project activities to be drug free as a condition of funding.

## **V. Eligible Applicants**

Any non-profit organization, institution, group or ad hoc committee may receive a grant. The Council generally does not fund grants for individuals, but as few two people may apply. Each project requires a project director, a humanities scholar, and a fiscal agent. Where appropriate, the project director may also serve as the humanities scholar and the fiscal officer. Examples of eligible applicants include social service organizations, clubs, churches, state and local government agencies, business and professional groups, unions, schools, corporations, public radio and television stations, museums, historical societies,

public libraries, art organizations, colleges and universities.

Informal groups organized solely to submit a grant may also apply for funding. Applicants need not be incorporated as a non-profit organization or have tax-exempt status. However, the group must demonstrate that they are not "for profit" and can manage all aspects of the project adequately. The sponsoring organization and its members, upon receipt of Council funds, become fully liable for the responsible use of those funds. Any liability incurred by project participants is solely the responsibility of the participants, not of the Council.

## **VI. Eligible Projects**

Eligible projects may include, but are not limited to lectures, exhibits, film and tape showings, newspaper publications, slide shows, workshops, panel discussions, conferences, and seminars. Research projects, book publications, media projects, and curriculum development projects also may be eligible for support. Applications for media projects should demonstrate cash grant support from third parties.

## **VII. Ineligible Projects and Items**

The Council will **not** support:

- Projects that involve direct action or the planning of direct action to resolve issues of public policy or concern.
- Projects that influence an audience towards a single position or point of view, or that present a one-sided or biased treatment of an issue of public concern.
- Scholarships or fellowships.
- Courses of instruction that target a select limited audience.
- Performances in the arts unless their primary role is to support discussion of issues of public policy, public concerns or cultural history, or an understanding of areas of the humanities.

- Museum, historical organization, or library acquisitions unless they are small acquisitions directly related to the implementation of a public project funded by the Council and will be used extensively after completion of the project.
- Building construction, acquisition or restoration costs, including historical preservation costs.
- Equipment purchases unless absolutely vital to the project. (We urge applicants to cost-share or rent equipment.)
- Projects that raise funds for profit or for commercial purposes.
- Payment for food, alcoholic beverages, refreshments or entertainment for projects or project-related activities.
- Activities that have political or religious purposes.
- Funding general operations or administration of the applicant organization, including regular salaries.
- As a general rule the Council does not provide support for ongoing programs.

## **VIII. Grant Types**

The Council offers three types of Community Grants. These are Regular Grants of more than \$2,000, Mini-grants of up to \$2,000, and Planning Grants of up to \$1,500.

### **Regular Grants**

Regular grants are awards of more than \$2,000. No upper level of funding has been established since the level of an award depends on the merit of the proposed project, the amount of Council funding available, and the number and quality of other applications submitted for funding during a given fiscal year.

**Applicants applying for regular grants should:**

- Study the grants guidelines carefully.
- Consult with staff before you begin application preparation. Ensure that your application is consistent with the General Funding Requirements outlined in Part IV of these guidelines. Applicants are encouraged to submit a draft of their application 30 days prior to the grant deadline to provide time for staff to work with you and for you to revise your application, as needed.
- Seek advice from your Humanities Scholar.
- Ensure that project events are scheduled to begin after the application is to be reviewed by the Council.

**Contents of a Regular Grant Application:**

- Part A Grant Application Form: Please ensure that this form contains all of the requested Information and that it bears original signatures.
- Part B Project Description: This comprises the narrative description of your project organized into seven subsections. These include (1). Goals and objectives; (2). Project activities; (3). Humanities Content; (4). Audience; (5). Evaluation; (6). Personnel; and (7). Organization or Group. Project descriptions for regular grants typically run 5-8 double-spaced pages. Feel free to consult with Council staff when preparing the project description since a complete and concise description of your proposed project is mandatory.
- Part C Project Budget: This form provides the Council with a detailed budget breakdown for the project, both the Grantee Cost and the amount being requested from the Council.
- Budget Narrative: The budget narrative supplements the Project Budget by providing brief descriptions for each budget items. Please ensure that you provide

the basis for computing Grantee Cost.

- Part D. Form for Humanities Scholar: This form should be filled out and signed by the Humanities Scholar. It should also provide information on the scholar's professional qualifications, his or her role in the project, and the approach to be taken.

### **Submission Schedule for Regular Grants:**

Applications for regular grants are due a minimum of thirty days before the scheduled date of the Council's regular board meetings. These regular board meetings are normally scheduled for the last weeks of January, April, July and October each year. Accordingly, grant deadlines typically are 31 December, 31 March, 30 June, and 30 September. Applications will not be considered officially received until they have been certified complete by staff.

### **Mini-Grants**

Mini-grants are awards of \$2,000 or less to support allowable humanities projects.

#### **Applicants applying for Mini-Grants should:**

- Study the grants guidelines carefully.
- Consult with staff before you begin application preparation. Ensure that your application is consistent with the General Funding Requirements outlined in Part IV of these guidelines.
- Seek advice from your Humanities Scholar.
- Ensure that project events are scheduled to begin after the application is to be reviewed by the Council.

### **Contents of a Mini-Grant Application:**

- Part A Grant Application Form: Please ensure that this form contains all of the requested Information and that it bears original signatures.
- Part B Project Description: This comprises the narrative description of your project organized into seven subsections. These include (1). Goals and objectives; (2). Project activities; (3). Humanities Content; (4). Audience; (5). Evaluation; (6). Personnel; and (7). Organization or Group. Project descriptions for Mini-Grants typically run 2-4 double-spaced pages. Feel free to consult with staff when preparing the project description since a complete and concise description of your proposed project is mandatory.
- Part C Project Budget: This form provides the Council with a detailed budget breakdown for the project, both the Grantee Cost and the amount being requested from the Council.
- Budget Narrative: The budget narrative supplements the Project Budget by providing brief descriptions for each budget items. Please ensure that you provide the basis for computing Grantee Cost.
- Part D Form for Humanities Scholar: This form should be filled out and signed by the Humanities Scholar. It should also provide information on the scholar's professional qualifications, his or her role in the project, and the approach to be taken.

### **Submission Schedule for Mini-Grants:**

Applications for Mini-Grants should be submitted to the Council at least thirty days before the scheduled start of project activities. Mini-Grants are normally reviewed and acted on by the Executive Committee. Applications will not be considered officially received until they have been certified complete by staff.

### **Planning Grants**

Planning Grants are awards of \$1,500 or less, and are for planning and developing a project.

Planning grants are for activities such as organizational meetings, long-distance phone calls to engage scholars in projects, limited travel to other islands to discuss sites and procedures for public presentations, publicity in the media, secretarial assistance, etc. Funds can also be used to support the inquiry of a humanities scholar into the worthiness of a proposed project as a public program in the humanities. Requests for Planning Grants can be submitted at any time and should be in the form of a letter addressed to the Executive Director of the Humanities Council. One generally acknowledged outcome of a Planning Grant is a proposal for a Regular Grant.

**Applicants applying for Planning Grants should:**

- Study the grants guidelines carefully.
- Consult with staff before you begin application preparation. Ensure that your application is consistent with the General Funding Requirements outlined in Part IV of these guidelines.
- Seek advice from your Humanities Scholar.
- Ensure that project events are scheduled to begin after the application is to be reviewed by the Council.

**A Planning Grant proposal must include:**

- Part A Grant Application Form: Please ensure that this form contains all of the requested Information and that it bears original signatures.
- A brief narrative description of the planning activities to be undertaken. The narrative should include a schedule detailing the times, dates, and places of the planning activities, the names and qualifications of the humanities scholar who will participate in the activities, and an explanation of their role in the planning of the activities and in the activities themselves.
- Part C Project Budget: This form provides the Council with a detailed budget breakdown for the project, both the Grantee Cost and the amount being requested from the Council.

- Budget Narrative: The budget narrative supplements the Project Budget by providing brief descriptions for each budget items. Please ensure that you provide the basis for computing Grantee Cost.

### **Submission Schedule for Planning Grants:**

Applications for Planning Grants should be submitted to the Council at least thirty days before the scheduled start of project activities. Planning Grants are normally reviewed and acted on by the Executive Committee. Applications will not be considered officially received until they have been certified complete by staff.

## **IX. Matching Requirements**

As a rule, the Council will fund up to one-half the cost of a project. Grant recipients must provide the other half in the form of cash or in-kind contributions to their project. Keep in mind that the "cost-share" requirement is 50% of the total budget, not of each budget item.

Cash contributions represent the value of the applicant's cash outlay. In-kind contributions represent the value of non-cash contributions provided by the applicant and non-federal third parties. In-kind contributions may be in the form of goods and services directly benefiting and specifically given to the project or program. Currently, grant recipients tend to overmatch Council funds as a result of contributing more than half their share. All budget requests accompanying a grant application must itemize Council funds and cost sharing contributions.

If an application cannot provide an equal amount of matching funds, it should develop a budget in consultation with the Council staff and request that the matching requirement be waived. The applicant should be prepared to justify why the Council should fund such a project.

### **Gifts Matching Program**

Gifts in support of a project may be eligible for the Council's Gifts and Matching Program. This program allows the Council to seek a matching amount of U.S. Treasury Funds,

provided: (a) the gift is eligible, and (b) the proposed project is accompanied by an acceptable budget for the expenditure of the Gifts and Matching amount. All grant applicants are strongly encouraged to take advantage of the opportunity afforded by this program. Applicants should also remember that in some cases, cash cost sharing from non-federal third parties can be used in the Gifts and Matching Program. Applicants should also understand that matching amounts are negotiable and may vary depending on the amount of the budget, the amount requested, the likely sources of support, the availability of funds, and other factors. Consult the staff about the terms of this program, the rules of eligibility, and the required proposed budget.

## **X. Grant Requests and Budget Categories**

Project applicants should be realistic when estimating how much money is needed from the Council. The grant request should be only for those funds absolutely essential for the project: that is, for money not available from any other sources. The budget should be carefully prepared in consultation with staff who can help calculate your costs (for example, what a lecturer should be paid or the customary rate for a hotel room for an off-island visitor). The budget may include such things as personnel costs (experts, scholars, speakers, and administrative assistance), travel, per diem expenses, supplies, equipment (under certain circumstances), building space rental, telephone, fax, postage expenses, printing and copying, advertising, etc.

The project director, fiscal agent, and other applicants assume total responsibility for any liability incurred by project activities.

Budgets should be divided into the categories appearing below.

### **Personnel Costs**

The cost of fees and stipends for personnel implementing a project should be itemized as part of the project budget. These should be divided into two sub-categories: *Administrative* and *Non-Administrative*. The first sub-category normally includes administrative personnel such as the project director, fiscal agent, and secretarial assistance. Non-Administrative personnel might include consultants, humanities scholars, and informants responsible for delivering lectures, moderating panel discussions, etc.

The salaries of these persons should be calculated by the number of hours or days, or the percent of time spent on project activities, multiplied by a fixed rate of pay, for example; 100 hours x \$10/hr. or 5 days x \$50/day. Rates should be based upon the usual fee or the fair market value of the services provided.

If personnel being paid with Council grant funds perform multiple functions in the project (for instance, a project director might also be a humanities scholar who gives a lecture), then the amount of pay for each function should be calculated separately. The specific functions and rate(s) of pay for each function should be described carefully in the budget narrative. To the extent possible, personnel costs should be in-kind donated contributions. In no case will the Council fund regular salaries of employees from other organizations. Also, the project director and participants are totally responsible for any taxes, fees or other obligations incurred as a result of paying personnel costs.

Costs should accurately reflect only the actual amount of time necessary for project activities. Applicants may request that the Council pay for some of these personnel costs. Usually however, the applicant provides administrative support as part of their "cost-share" in-kind contribution to the project. It is strongly suggested that administrative costs be kept low in relation to the total budget. As a rule of thumb, these costs should not exceed one-third of the total budget.

### **Fringe Benefits**

These costs should be figured using an established standard rate. In all cases, the applicant organization is responsible for any salary benefits required by law.

### **Fees and Honoraria**

People who perform specific services for a project but are not on regular salary with the sponsoring organization usually receive fees or honoraria. Honoraria are stipends for services for which fees are not legally or traditionally required. A public relations consultant or a program or evaluation consultant would likely be paid a standard fee for work done on the project. On the other hand, a humanities scholar giving a speech, serving as a moderator, writing an essay, or performing a similar or related service would usually be paid an honorarium. Fringe benefits should *not* be paid for fees and honoraria. Both fees and honoraria are legitimate budget items that can be paid for out of grant funds, Gifts and

Matching or through cost-sharing and in-kind contributions. The amounts of each must be reasonable and fair, though there is no simple formula to determine a set amount in each case.

In the past, and depending on what function they fulfilled, participants' fees or honoraria have ranged from \$50 per day to as much as \$200 for a public presentation. Panelists or moderators normally receive less than those making speeches or other public presentations. Whatever rate of pay is negotiated, the applicant is responsible for establishing a responsible relationship between the amount of work being done, fees or honoraria, the money agreed upon, the qualifications of the consultant and the value of his or her service. If the Council judges a project worthwhile, but believes that a particular individual's fees are too high, the Council may agree to fund only a portion of the fee.

The Council may consider extraordinary stipends for speakers of particular excellence and national reputation for the purpose of enhancing public understanding of the humanities.

### **Travel and Per Diem**

Travel and per diem should be budgeted at the applicant organization's standard rate, or the rate established by the CNMI government. Grant funds may also be used to pay expenses calculated at the following rates: travel by private car at 25 cents per mile; air fare at the lowest rate available; per diem at a rate not to exceed \$40 per day (Breakfast - \$8, Lunch - \$12, and Dinner - \$20); and lodging not to exceed \$85 per night. There is a \$25 cap on incidental travel-related costs. All amounts in excess of these should be supported through third-party gifts or cost sharing.

### **Supplies**

Supplies include such items as postage, pens, pencils, tape, film, etc. The budget and budget narrative should itemize these expenses in reasonable detail. These costs can be paid out of grant funds, Gifts and Matching, or contributed as cost sharing.

### **Rental of Facilities and Equipment**

Rental of equipment, office space (which may include utilities) and rental of space for project activities is a legitimate budget item. Usually this is a main source of cost sharing

for the applicant.

### **Telephone/Fax**

These expenses should be estimated on a prorated basis: that is, on a percentage of how much the project will use the telephone/fax and how much the equipment is used for other purposes. It would be very rare for project activities to require full funding for this item. These costs can be paid by grant funds, Gifts and Matching, or contributed as cost sharing.

### **Printing and Copying**

Include all photocopying and other printing in this category. Be sure to list any printing associated with publicity, posters and flyers, as well as any printed project products or follow-up materials, such as the proceedings of a conference.

### **Other**

All expenses (except indirect costs) that do not fit into the categories above should be itemized under "Other".

Purchase of equipment is discouraged and no separate category labeled "Equipment" is included in the Part C Budget form. The Council will rarely pay for equipment needed in a project. The applicant should obtain funding for equipment through third-party donations or in-kind arrangements with other organizations. In rare cases where Council funds are approved for this purpose, the applicant must agree to return the equipment to the Council, in good condition, after project activities are completed.

### **Indirect Costs**

Indirect costs are those costs incurred for common or joint objectives that are not easily assigned to one project or the other. Typical examples of indirect costs for many non-profit organizations include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities such as a library, and general (non-project) administration and general expenses such as processing checks.

The Council may support a small portion of the indirect costs incurred by an organization in

the execution of a funded project. Applicants with a federally negotiated indirect cost formula are eligible to apply for Council support in an amount equal to ten percent of the indirect costs incurred based upon that formula. The remaining ninety percent is to be included in the budget as either cash or in-kind cost sharing. Applicants who apply for indirect costs are required to include in their applications some verification of the formula used to determine the indirect costs listed in the budget. Applicants without a federally negotiated indirect cost rate are not eligible for support of indirect costs. Such organizations should obtain these funds from a non-Council source.

If you have questions about how to compute indirect or any other costs, contact Council staff.

## **XI. Application Review**

As stated previously, the Council strongly encourages applicants to consult with staff throughout the application process. Following submission, all applications will undergo initial review by staff to ensure that the proposed project is eligible, that it is consistent with the Council's Strategic Master Plan, and that all required information is included. Any missing items will be brought to the applicant's attention by staff. Applications will not be considered officially received until they have been certified complete by staff. When considering your application, the Council will ask:

- How does the project make central use of a humanities subject and its methods of inquiry (e.g. critical thinking, research and writing, discussion, interaction between experts and the public, etc.)? Are the project's goals clear and are its activities likely to succeed?
- Is the intended audience clearly identified and does the application consider how the project can best reach out to and serve its audience?
- Are the project staff well qualified for the work?
- Has a feasible timetable been provided? Are activities scheduled to start after the Council makes a decision about whether to fund the project?
- Is the budget reasonable and clear, and does it meet the "cost-share" requirement?

Does the budget narrative explain how costs were calculated?

- Has the applicant thought about how it (and the audience, if relevant) will evaluate the project In order to understand its successes and identify any weak spots?

Following initial staff review, applications certified complete will be passed on to the Council's Program Committee. This Committee will carefully consider the proposed project and vote to either recommend approval or disapproval. Program Committee recommendations for mini-grants and planning grants will then be passed on to the Executive Committee for final funding decisions. Funding decisions on regular grants applications are made during regular board meetings held quarterly.

The Council may approve an application without change, approve with stipulated changes, or disapprove the application. When the Council does not approve a proposal but feels that it has potential, it may suggest possibilities for change and resubmission. Such a recommendation or action does not imply that the revised and resubmitted proposal will be approved and funded.

## **XII. After Receiving a Grant**

When an award decision is made, the applicant is sent an official notification of the Council's action. If the project is approved, a contractual grant agreement will be included. The agreement sets out the pertinent information about the grant, its director, and fiscal agent. This agreement must be signed by the authorized project participant and returned to the Council. This agreement is a legal contract and obligates the applicant organization to accept the grant conditions, if any, outlined in the award letter and contract. This includes responsibility for completing all project activities in accordance with the schedule outlined in the proposal and approved by the Humanities Council.

**Grantees must also maintain a financial management system that:**

- Monitors the expenditure of the project funds.
- Ensures that all commitments and obligations of the project funds occur only during

the authorized grant period as set forth in the grant award agreement.

- Includes keeping accounting records of the project that are separate from records concerning any other organization activities or projects in the general accounting system. Receipts for expenditures and contributions to the projects must be retained.
- Documents the time spent by project personnel and participants on project activities.

Auditable records and support documents, following standard accounting procedures, Council policies and guidelines, must be maintained for three years from the date of the final financial report is submitted. Regular reporting is required and comprehensive expenditure and evaluation reports are due at the conclusion of the project.

**The following applies to both re-grants and Council Initiated activities:**

#### **Income during the Award Period**

All income earned by the grantee's project during the grant period shall be retained by the recipient (re-grantee) and unless the award specifies how such income will be used, the recipient must use it in one or more of the following ways:

1. It may be added to the existing project funding to cover increased costs or it may be used to support other future projects in the humanities by the re-grantee.
2. It may be used to finance grantee share of the project; or
3. It may be used to finance the Council share of the project costs.

#### **Income Earned after the Award Period**

When the NMI Council for the Humanities (NMICH) funding of a project amounts to \$10,000 or more and the total program income earned after the award period exceeds \$10,000 or more the NMICH reserves the right to make a claim to the use of the NMICH share of the income earned during the three years following the award period. When reporting program income earned after the award period, the recipient shall indicate the amount and sources of the gross income earned and the percentage

of funding provided to the project by the NMICH.

The Grantee is free to copyright any materials it produces as a result of approved project activities. However, the Council retains a nonexclusive, royalty-free right to utilize such materials in future Council activities or projects, including the sale of these materials as agreed upon.

Copies of project publications and other items produced as a direct result of project activities must be submitted to the Council for review and included in the final project report.

The Council requires that all project activities, publications, and public notices acknowledge support by the Northern Mariana Islands Council for the Humanities and the National Endowment for the Humanities.

More detailed information about project fiscal requirements and other subjects is available from Council staff.

### **XIII. Definition of Terms**

**Co-Sponsor:** A group or organization that agrees to assist the applicant (Sponsor) by providing financial support, publicity, or other resources and services.

**Cost Share:** Applicant's share of project costs, provided through cash or in-kind contributions. The total amount must equal or exceed the amount of grant funds requested from the Council.

**Gifts and Matching Funds:** Gifts are non-federal, third-party contributions that may under certain circumstances be used to generate an equal amount of federal matching funds, all or part of which can be used for project support.

**Humanities:** As defined by the U.S. Congress in establishing the National Endowment for the Humanities, the humanities include, but are not limited to, the study of literature; language; linguistics; history; archaeology; philosophy; jurisprudence; ethics; and comparative religion; the history, criticism and theory of the arts; and social science employing historical and philosophical approaches.

**Humanities Scholar:** An individual who possesses formal academic training in a humanities discipline and/or a record of scholarly research and publication, or who is recognized by the Council or the community as possessing expert knowledge in a particular humanities discipline or topic.

**In-Kind Contribution:** Services, facilities, publicity, volunteer time or other non-cash contributions in support of humanities projects. In-kind contributions do not involve cash outlays, but the cost-share amount for such contributions is calculated at their cash value.

**Project Staff:** Includes a project director, a fiscal agent and possibly a co-director, publicist or secretary.

**Sponsor:** Non-profit group or organization (including ad hoc groups not formally chartered), either public or private, that submits an application for support of a humanities project, and, if funded, assumes financial and programming responsibility for the project.

***Northern Mariana Islands Council for the Humanities***  
**Application Form**  
**Community Grant Program**

<i>For Official Use</i>
Proposal #: _____
Date Received: _____
Date Approved: _____

Grant Type: \_\_\_ Planning; \_\_\_ Mini; \_\_\_ Regular

**Title of Project**

<b>Name and Address of Applicant</b>	<b>Grant Requested:</b> _____ <b>Total Project Budget:</b> _____
<b>Project Director</b>	<b>Fiscal Agent</b>
<b>Mailing Address</b>	<b>Mailing Address</b>
<b>Telephone/fax number</b>	<b>E-mail address</b>
<b>Signature of Project Director</b>	<b>Signature of fiscal agent</b>

**Proposed grant period**

From: \_\_\_\_\_ To: \_\_\_\_\_  
           Month           Day           Year           Month           Day           Year

<b>Program Date(s)/Time(s)</b>	<b>Program Location(s)</b>
<b>Estimated number of persons served</b>	<b>Target Audience</b>

**Summarize the proposed project (do not exceed space provided)**

*Northern Mariana Islands Council for the Humanities*  
**Community Grant Program**  
**Project Budget Form**

- (1). Cost Share
- a. Cash from applicant \$ \_\_\_\_\_
  - b. In-kind \$ \_\_\_\_\_
  - c. Cash contributions from other sources \$ \_\_\_\_\_
  - d. Total Cost Share \$ \_\_\_\_\_
- (2). Grant requested from the NMI Council for the Humanities \$ \_\_\_\_\_
- (3). Total (must equal total expenses) \$ \_\_\_\_\_

EXPENSES

Item	Grantee Cost	NMICH Cost	Total
1. Personnel			
Salaries and wages			
Fringe benefits			
Stipends/Honoraria			
2. Travel			
3. Supplies			
4. Printing/Duplication			
5. Postage/Telephone			
6. Equipment Rental			
7. Facilities Rental			
8. Advertising			
9. Other (specify)			
Totals			