



OKLAHOMA  
HUMANITIES

### MUSEUM ON MAIN STREET GRANT GUIDELINES

Museum on Main Street (MoMS) grants are available to MoMS host organizations in support of public programming in the humanities that address the theme of the MoMS exhibit. Up to \$1,000 in OH funds may be requested for quality public programs that:

- Have a basis in strong scholarship;
- Encourage conversations;
- Are presented in formats that are accessible and encourage participation by the public; and
- Reflect cooperation among several organizations within a community.

The application will be submitted via Oklahoma Humanities' (OH) online grants system, the same system used to apply to host the exhibit. **This application must be submitted at least 60 days prior to the planned program(s).**

#### GRANT REQUIREMENTS

**Content:** The humanities must be central to the project. Where appropriate, the project should reflect Oklahoma's multicultural and diverse heritage. The humanities help us examine our past and reflect on how those principles define us 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 and performing arts.

**Goals:** Goals should reflect analysis, exploration, or interpretation of the topic.

**Scholars:** Humanities scholars must be involved in the 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. Typically, 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. ***Please note that a scholar's role in the project must reflect his or her credentials.***

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

**Audience:** Programs should be available to members of the general public.

**Especially Encouraged:** Projects which stimulate discussion between diverse groups • Projects addressed to underserved audiences • Innovative program formats

**Ineligible Costs:** Partisan objectives or advocacy • Operating costs and construction • Academic credit for institutional development • Travel to professional meetings • Scholarships and fellowships • Museum or library acquisitions • Creative arts performances or ceremonies unless the humanities are central • Publications, except those integral to programming such as brochures and gallery guides • Most projects not open to all segments of the public • Profit-making or fundraising activities • Beverages, food, or entertainment for audiences • Major equipment purchases • Indirect costs (overhead)

### **PROJECT PERSONNEL**

The Statement of Understanding submitted with your application must have the original signatures of the three designated project personnel. 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. ***The Fiscal Agent may not also 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.

### **BUDGET CONSIDERATIONS**

#### **Cost Sharing**

All grantees must share in the cost of the programs by contributing cash, organizational resources, and/or third party in-kind contributions 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 (Col.4) if the source is not the National Endowment for the Humanities (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 fundraising 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.

***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.***

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

Questions? Contact Kelly Burns, Program Officer, at (405) 235-0280 or [kelly@okhumanities.org](mailto:kelly@okhumanities.org).