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**2019 COLLABORATIVE GRANT**

**APPLICATION AND EVALUATION**

"**The term 'humanities'** includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment *with particular attention to reflecting our diverse heritage*, traditions, and history and to the relevance of the humanities to the current conditions of national life."
 *--National Foundation on the Arts and the Humanities Act, 1965, as amended*

**Important dates:**

* **Program Cycle:** April 1, 2019- March 31, 2020
* **Application Deadline:** Friday, March 1, 2019
* **Notification of funding:** Friday, March 22, 2019
* **Evaluation Deadline:** Within 30 days of project completion

**To apply for grant, submit application as an electronic PDF to:**

Tracy Herold, Secretary, Beyond the Page Oversight Committee

email: herold@dcls.info

**Subject Line:** 2019 BtP Collaborative Grant Application

Direct all questions to Tracy at 608-266-6388 or to the email address above.

**Use the forms provided.** Use a type size of 11 points or larger. The application must include these elements in this order:

1. Grant Summary
2. Proposal Narrative (1-3 pages)
3. Budget Detail
4. Budget Narrative (1 -2 pages)
5. Certification Form
6. Evaluation (completed after program completion)

Projects with **one-year funding** may start as early as April 1, 2019 and must be completed by March 31, 2020.

Projects with **multi-year funding** (up to 2 years) may start as early as April 1, 2019. Annual status reports are due by March 31 of every year until project completion.

**Criteria for funding:**

* Projects and programs must be ***strongly focused on the HUMANITIES***; see definition on front page.
* Applications must involve collaboration with at least ***THREE***Dane County public libraries.
* Unexpended funds up to $200 may be redirected to other non-grant related humanities programming or to purchase humanities collections. For unexpended funds of over $200, the project lead must submit plans for the expenditure of said funds to Tracy Herold for approval.  Unexpended funds not planned for use must be returned to Beyond the Page.
* Libraries requiring additional funding for a project, either due to error in estimation or grant preparation, may use their EZ Grant funding or other funding sources.
* Questions may be directed to any members of the BTP Oversight Committee.
* Proposal ideas are expected to be shared on the dcl-directors and dcl-beyondthepage lists for greater participation.
* **Beyond the Page, National Endowment for the Humanities,** and **Madison Community Foundation** are expected to be acknowledged in the PR and marketing materials for every project.

**Please Note:** All proposals are competitive due to the limited amount of funds available.

**GRANT SUMMARY**

**Project Title:**

**Lead Library:** Name:

 Address:

 City, State, Zip

### **Project Director:** Name, title  Library

###  email address

###  phone number

### **Fiscal Agent:** Name, title  Library

###  email address

###  phone number

### **Brief Project Description:** Describe your project in 2-3 sentences here (this will be used in press releases).

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**Partner Libraries**, add more cells if needed

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| **Name of Library** | **Local Project Director** | **Email Address** | **Phone Number** |
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**Budget Totals:**

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| **BTP Funds Requested** | **Other Funding** | **Total Project Cost** | **Funds Returned to BtP**(Used for evaluation) |
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**Calendar of Events**, add more cells if needed**:**

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| --- | --- | --- | --- |
| **Title of Event** | **Location** | **Date & Time** | **Attendance**(Used for evaluation) |
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 **Event Description**, add more cells if needed**:**

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| **Title of Event** | **Description** (will be used for promotional materials) |
|  |  |
| **Title of Event** | **Description** (will be used for promotional materials) |
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**Project Period:**

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| **The project will begin on:**  |  |
| **The project will end on:** |  |
| **The project evaluation is due on:** (30 days past end date listed above) |  |

**GRANT PROPOSAL NARRATIVE**

Please answer each of the questions below.

1. How does your project relate to the Humanities?

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1. What members of the public do you expect to attract to your program/project/outreach? How are you creating public awareness of your project? What are your strategies to diversify your audience?

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1. How will you engage your target audience? What will you do to encourage participant conversation and reflection? Add cells to answer question for each event.

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1. List the names and affiliations of your humanities expert(s) and briefly summarize the roles they will play in your project. (add more cells if necessary)

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| **Expert #1** |
| **Name** |  |
| **Email** |  |
| **Cell Phone Number** |  |
| **Job Title & Organization** |  |
| **Describe what qualifies this person as an expert for this program.** |  |
| **Describe what role this expert will play in your project.** |  |
| **Event Tile expert is presenting** |  |

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| **Expert #2** |
| **Name** |  |
| **Email** |  |
| **Cell Phone Number** |  |
| **Job Title & Organization** |  |
| **Describe what qualifies this person as an expert for this program.** |  |
| **Describe what role this expert will play in your project.** |  |
| **Event Tile expert is presenting** |  |

1. What other organizations are you collaborating with for this project? What are their roles?

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1. Tell us briefly how you will assess your project’s impact from your visiting experts or performers, organizational partners, attendees, and library staff?

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**GRANT BUDGET DETAIL**

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| Expense Item | **BTP Funds****REQUESTED** | **Other Funding** |  **Funds****Expended**(Used for evaluation) |
| **Personnel** (list people by name) **•Administration** |
| Project Director: | N/A |  | N/A |
| Fiscal Agent: | N/A |  | N/A |
| Administrative Support: | N/A |  | N/A |
|  **•Program Personnel** (add lines as necessary) |
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| **Travel, Food, and Lodging** (list people by name)  |
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| **Contractual Services** (list by name of provider) |
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| Supplies and Services |
| Supplies: |  |  |  |
| Printing: |  |  |  |
| Collections: (books, DVDs…) |  |  |  |
| Equipment rental: |  |  |  |
| Promotion: |  |  |  |
| Facility rental: |  |  |  |
| Other (specify): |  |  |  |
| **Totals:** |  |  |  |

Transfer **Total** to the Grant Summary

**GRANT BUDGET NARRATIVE**

Use this page to describe in greater depth any part of the proposed budget that you believe needs further explanation. This might be additional information about the purpose of any contracted services, details regarding travel and hospitality costs, specifics of planned purchases within the supplies and services category, or any other explanation or description you believe the Beyond the Page Oversight Committee would find helpful in evaluating your proposal.

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**Multi-Year Projects** (up to 2 years)

If this is a multiyear project, include here the specific amounts of Beyond the Page Funding required for each year you are requesting funds:

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**Additional Funds**

List your sources of other funds from GRANT BUDGET DETAIL above, and what each source is contributing (the amount of cash or the value of in-kind services), any known sources of grants or gifts, and any in-kind contributions. Please note which additional funds have been secured and which are still pending. Other funding is not required by Beyond the Page, but if necessary for a successful project, they should be included in the grant budget.

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**CERTIFICATIONS**

**The applicant hereby certifies to the Beyond the Page Oversight Committee that:**

1. The submission of this proposal has been authorized by the administration of the applicant library, and the project director and fiscal agent listed are authorized to act as the representatives of the applicant in connection with this proposal.
2. All publicity generated for any event, program, or project funded in whole or in part by Beyond the Page will include credit to Beyond the Page, the National Endowment for the Humanities, and the Madison Community Foundation.
3. All events funded in whole or in part with funding from Beyond the Page will be free of charge for attendees and will be open to all, subject to space limitations of the venue.
4. Unexpended funds up to $200 may be redirected to other non-grant related humanities programming or to purchase humanities collections. For unexpended funds of over $200, the project lead must submit plans for the expenditure of said funds to Tracy Herold for approval.  Unexpended funds not planned for use must be returned to Beyond the Page.
5. For multi-year funding, status reports will be submitted by March 31 of each year until the final year of the project.

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature of Project Director****Signature of Fiscal Agent****Date** |  |

**EVALUATION**

1. To evaluate your collaborative grant, fill in the above 3 sections of this grant application: **Funds Returned to BtP**, **Attendance** and **Funds Expended** in addition to the below questions.
2. Within 30 days of project completion, send Tracy Herold (herold@dcls.info) and Susie Engwall (engwall@dcls.info) the following:
	1. Completed **Collaborative Grant Application/Evaluation** (PDF format)
	2. **3 photo images** (JPG or PNG) from events
	3. 1 copy of major **promotional piece** (JPG, PNG or PDF)
	4. **Event Surveys** and **Event Evaluation Forms** collected from collaborating libraries(send to Tracy Herold at DCLS via library delivery)

**Total Attendance:** \_\_\_\_\_\_\_\_\_\_\_\_

Number of event surveys filled out:

Ages:

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| **↓20**  | **20s** | **30s** | **40s** | **50s** | **60s** | **↑70s** |

Would you recommend this program to other libraries? Why or why not?

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What difficulties or problems, if any, did you encounter while planning and implementing this project?

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**Publicity:** Based on patron feedback, what do you feel was your most successful form of publicity?

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**Budget:** Did your expenditures match the amounts requested in your grant proposal? \_\_\_\_\_\_\_\_\_ If no, what was the difference and why?

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In question 6 of your grant application, you indicated how the impact of the project would be assessed. Report those findings here.

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**Please submit 4 comments heard from participants/attendees/staff/presenters.**

Quote 1:

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Quote 2:

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Quote 3:

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Quote 4:

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*We certify that all expenditures were incurred and expended within the approved grant period solely for the purposes of the above-named grant, and in accordance with the conditions of the Grant Proposal and Certifications or with the modifications noted within this report.*

Name: Project Director or Fiscal Agent Date