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HUMANITIES AND PUBLIC CONCERNS PROGRAM
Guidelines & Application Instructions

General Description

The aim of this program is to enhance public appreciation of the humanities. To this end, the Association can support projects that critically examine public concerns from the perspectives of the humanities.

All projects must rely on one or more disciplines in the humanities in reckoning with a public concern and considering its broadest implications. Public concerns may refer to commonly shared interests, uncertainties, and apprehensions over matters of importance to all people in a community or the state. Power-plant sitings, the economy, and the disposal of nuclear wastes are some examples of public concerns. Topics of public concern can include issues of public policy: questions of immediate import that stem from past, present, and imminent legislative executive, or judicial action on any level of government. Examples of such issues could include the sale of public lands, the mineral severance tax, and water rights.

The Association will consider formats involving the use of conferences, workshops, seminars, lectures, symposiums, exhibits, panel discussions, supplementary readings, or any combination of these.

Normally, the primary audience of a project must be the general adult public. In some cases, however, a selected audience can be appropriate. Consult with the Association staff.

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Guidelines

1. All projects must critically examine the broadest implications of a public concern and reckon with its underlying questions of human value in the context of the humanities.
2. All projects must enhance the public understanding of the humanities and foster an appreciation of their uses.
3. Appropriate scholars in the humanities must be centrally involved in planning, implementing, and evaluating all projects. 102
4. Representatives of the target audience must be involved in planning, implementing, and evaluating the project.
5. The format must be carefully designed.
 - a. It must be designed to explore public concerns rather than to advocate any particular point of view or single course of political or social action.
 - b. It must provide ample opportunity for the expression of diverse or conflicting points of view.
 - c. It may admit adversarial proceedings which allow participants in a project to advocate their viewpoints and recommendations. The project as a whole, however, must put these proceedings into a balanced perspective.
 - d. It must ensure in the public presentations of the project a role for the humanists coequal with that of other participants.
6. Applicants must document a need or show public support for the project.
7. All applications must include an acceptable plan to publicize the project and to draw a suitable target audience to the public presentations of it.
8. All applications must include an acceptable plan for an accurate and candid evaluation of the project, the humanists' contributions to it, and the public response to it.
9. Research, publications, and original media productions will not ordinarily be funded except when integral to a project and when costs are ancillary to the entire project. Supporting activities will be eligible for funding only if they contribute significantly to the critical examination of a public concern and promise to introduce appropriate resources of the humanities into the critical examination.

Application Instructions

1. Complete the Project Data and Certification Form (pp. 4-6 below).
2. Write a detailed description of the proposed project in the form of an essay not to exceed 20 pages, double spaced. See p. 7 below for further instructions.
3. Write a one-page summary of your essay.
4. Provide a budget summary and budget narrative. See pp. 8 & 9 below for instructions.
5. Provide the following documentation:
 - a. A brief description of the sponsoring organization;
 - b. Resumés of the project director and fiscal agent;
 - c. Vitas of humanists and anyone paid an honorarium or consultation fee;
 - d. Form for project humanists;
 - e. Letters of commitment from individuals or organizations planning major contributions of cash or services, facilities, equipment, and the like to the proposed project (consult the staff).
6. A complete application will include, then, the following items attached together in the order listed:

|| One-page Summary
 Project Data & Certification Form
 Essay
 Budget Summary
 Budget Narrative
Documentation

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Send your application plus 18 copies to the Association's office in Boise. Only the original application plus one copy need include the documentation.

The Rough Draft and Staff Assistance

The Association advises all applicants to submit a rough draft of the letter and the budget narrative to the staff for constructive remarks. The Association staff will be happy to discuss a proposed project any time before the rough draft stage, to answer any questions about guidelines and application instructions, and to help in any reasonable way without precommitting board members to approving an application.

Essay Instructions

1. Describe the issues of public policy or public concern to be examined by this project. Discuss the main ideas or arguments that will enter into the critical examination and discussion of the issues.
2. Describe the format for the public presentation(s) of the project. Explain how the format will assure a balanced presentation of viewpoints.
3. Have humanists helped plan the project? What central roles will humanists have in the public presentations? Identify the humanists and explain their qualifications for assigned roles.
4. Identify and describe the target audience for the public presentations. Explain why this audience is likely to be concerned about the issues.
5. Describe in detail your plan for publicizing the public presentations and for otherwise attracting the selected audience to them. If necessary, consult a publicist to devise a coherent and coordinated plan.
6. Explain the role of representatives of the target audience in planning, implementing, and evaluating the project.
7. Outline the schedule of the proposed project. (Be specific. AHI can help publicize events in its Newsletter.)
8. Discuss briefly the project director's responsibilities.
9. Describe in detail your plan for a comprehensive evaluation of the project giving attention to the methods and procedures of evaluation. Identify the evaluators, one of whom must be a humanist and one a member of the general public, and indicate their qualifications to implement your plan.
10. What are some of the likely results of the proposed project? Do you envision any long-term benefits or spinoffs?

BUDGET SUMMARY

Itemize by budget category estimated expenditures of all AHI funds requested and cost-sharing contributions. The budget summary should be completed on separate pages according to the example below. Please do not hesitate to ask for AHI staff assistance with the budget.

<u>Item</u>	<u>AHI Funds</u>	<u>Cost-Sharing Contributions</u>		<u>Totals</u>
		<u>In-Kind</u>	<u>Cash</u>	
Salaries	\$1,250.00	\$1,000.00	\$250.00	\$2,500.00
Fringe Benefits	187.50	150.00	37.50	375.00
Honoraria	2,000.00	1,000.00	-0-	3,000.00
Consultant Fees				
Travel				
Per Diem				
Supplies				
Postage				
Rental				
Telephone				
Printing				
Other				
<u>Subtotal</u>				
Indirect Costs				
<u>Total</u>				

BUDGET NARRATIVE

Describe as clearly as possible how you arrived at each figure listed on the budget summary. The budget narrative must include an explanation of both AHI funds requested and cost-sharing contributions. It should list the recipients of funds by name and title and clearly show how the costs are determined. Please note that while the budget summary requests budget figures by category (e.g., all salaries on one line, all fringe benefits on another), the budget narrative requires a separate line for each expenditure (e.g., "Sally Smith, project director, 320 hours @ \$6.25/hr."). The budget narrative should be completed on separate pages according to the format below.

<u>Item</u>	<u>AHI Funds</u>	<u>Cost-Sharing Contributions</u>		<u>Totals</u>
		<u>In-Kind</u>	<u>Cash</u>	
SALARIES				
Sally Smith, Project Director, 320 hours @ \$6.25/hr.	\$1,000.00	\$1,000.00	\$-0-	\$2,000.00
Maggie Ott, Secretary, 100 hours @ \$5.00/hr.	250.00	-0-	250.00	500.00
FRINGE BENEFITS				
Sally Smith, Project Director, @ 15% of salary	150.00	150.00	-0-	300.00
Maggie Ott, Secretary, @ 15% of salary	37.50	-0-	37.50	75.00
HONORARIA				
Bill Olds, historian, UCLA, research and one presentation @ \$300, plus 12 presentations @ \$100/	1,000.00	500.00	-0-	1,500.00
Freda Michaels, English, WSU, research and one presentation @ \$300, plus 12 presentations @ \$100/	1,000.00	500.00	-0-	1,500.00
CONSULTANT FEES				
ETC.				
<u>Totals</u>				