

Sometimes we wonder...

PLANET 501c3

TALES FROM THE
NONPROFIT GALAXY

BY MIRIAM EISELBERG

NONPROFIT STAFF MEMBERS VALIANTLY TRY TO FINISH A GOVERNMENT GRANT PROPOSAL...

MEANWHILE, AT A NEARBY GOVERNMENT OFFICE...

... AND THEY'RE ALSO ASKING US TO PROVIDE 5-PAGE BIOGRAPHIES OF EVERY STAFF MEMBER. IT'S LIKE THEY PURPOSELY SIT AROUND THINKING OF WAYS TO MAKE THIS DIFFICULT!

DON'T BE SILLY! I'M SURE THERE ARE GOOD REASONS BEHIND ALL OF THEIR REQUESTS.

LET'S REQUIRE THAT THEY ANSWER QUESTION 8b, BUT NOT PUT IT ON THE FORM - HA HA HA!

HERE'S A GOOD ONE - LET'S MAKE THEM DO ASTROLOGICAL CHARTS FOR EACH EMPLOYEE!

WAYS TO MAKE PROPOSALS DIFFICULT:
MAKE THEM
DO ASTROLOGICAL CHARTS FOR EACH EMPLOYEE

THESE ARE TOO EASY. COME ON - I KNOW YOU CAN DO BETTER!

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WWW.PLANET501C3.ORG

National Endowment for the Humanities
and
National Endowment for the Arts



Grant Proposal Workshop
February 16, 2007

Workshop Overview

Part I : Working with SJSURF

Part II : NEH Opportunities

Part III : NEA Opportunities

Part IV: Next Steps

Working with the SJSU Research Foundation

Project Director:

- Notifies SJSURF early in the process
- Works with SJSURF on budget
- Provides proposal documents to Manager
- Obtains peer review, internal or external
- Allows at least 7-14 calendar days for campus routing process
- Plans for SJSURF to submit in advance of any deadline

Sponsored Programs Manager:

- Assists with budget preparation
 - Accepts and prepares proposal documents for routing
 - Ensures compliance to guidelines-format, content, regulations
 - Facilitates review and approval by SJSU campus signers
 - Uploads documents to www.grants.gov
 - Submits proposal using www.grants.gov
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Proposal Routing

The proposal package routed on campus consists of

- ❖ Proposal Routing Form (to be signed by PI, all SJSU participants, Chair, Dean, SJSURF, GS&R, FO)
 - ❖ Proposal documents (Project Description, etc.)
 - ❖ Budget
 - ❖ PI Cost Share Acknowledgement Form
 - ❖ Compliance Approvals-IRB, IACUC Applications
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Compliance

Human Subjects – Institutional Review Board (IRB)

The collection of data from humans, including surveys, interviews, questionnaires, web forms, evaluations in which opinions are sought, etc., all require IRB review (application or request for exemption). Requires NIH Online Training (2 hours).

GS&R IRB Website <http://www2.sjsu.edu/gradstudies/Research/irb.html>
Alena Filip, IRB Coordinator, (408) 924-2479 or alena.filip@sjsu.edu

Animal Subjects – Institutional Animal Care and Use Committee (IACUC)

SJSU has established an IACUC, which is qualified through the training and expertise of its members to oversee the institution's animal care and use program, university facilities, and all animal-related activities.

GS&R IACUC Website:

<http://www.sjsu.edu/gradstudies/Research/iacuc.html>

Larry Young, IACUC Coordinator, (408) 924-4929 or lyoung@science.sjsu.edu

National Endowment for the Arts

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts, both new and established; bringing the arts to all Americans; and providing leadership in arts education. Established by Congress in 1965 as an independent agency of the federal government, the Endowment is the nation's largest annual funder of the arts, bringing great art to all 50 states, including rural areas, inner cities, and military bases.

National Endowment for Humanities

The National Endowment for the Humanities promotes excellence in the humanities and conveys the lessons of history to all Americans. The Endowment provides grants for high-quality humanities projects in four funding areas: preserving and providing access to cultural resources, education, research, and public programs. The National Endowment for the Humanities (NEH), created in 1965, is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation, and public programs in the humanities. It is the largest funder of humanities programs in the United States.

What are the humanities? (according to NEH, and therefore what's funded)

- According to the 1965 National Foundation on the Arts and the Humanities Act, "The term 'humanities' includes, but is not limited to, the study 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."
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Who does NEH Fund?

NEH grants typically go to cultural institutions, such as museums, archives, libraries, colleges, universities, public television, and radio stations, and to individual scholars. The grants:

- strengthen teaching and learning in the humanities in schools and colleges across the nation
 - facilitate research and original scholarship
 - provide opportunities for lifelong learning
 - preserve and provide access to cultural and educational resources
 - strengthen the institutional base of the humanities
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NEH Budget

President Bush's fiscal year 2008 budget request for the National Endowment for the Humanities (NEH) seeks funding of \$141.355 million, an increase of \$400,000 over the agency's FY 2007 budget request. The 2008 request includes \$15.2 million for the agency's *We the People* program, which encourages and strengthens the teaching, study, and understanding of American history and culture. It also includes \$1.4 million for NEH's recently launched Digital Humanities Initiative (DHI).

■ <u>Appropriation/Program</u>	<u>Request</u>
■ <i>We the People</i>	15,239
■ Digital Humanities Initiative	1,400
■ Federal/State Partnership	31,215
■ Education Programs	11,801
■ Preservation and Access	17,671
■ Public Programs	11,910
■ Research Programs	12,209
■ Program Development	362
■ Challenge Grants	9,479
■ Treasury Funds	5,031
■ Administration	25,038
■ TOTAL	\$141,355 (in thousands of dollars)

NEH offers grants in the following categories/initiatives:

- Challenge Grants
- Digital Humanities Initiative
- Education Programs
- Preservation and Access
- Public Programs
- Research Programs
- Federal/State Partnership – N/A
- We the People

<http://www.neh.gov/grants/index.html>

Challenge Grants

- NEH Challenge Grants help institutions and organizations secure long-term improvements in and support for their humanities programs and resources.
 - Because of the matching requirements (often 4:1 or 3:1), these NEH awards also strengthen the humanities by encouraging nonfederal sources of support. Both federal and nonfederal funds must provide long-term benefits to the humanities. Challenge grant funds should not merely replace funds already being expended on the humanities, but instead should reflect careful strategic planning to strengthen and enhance the institution's activities in and commitment to the humanities.
 - Institutions are permitted to apply for or hold only one NEH challenge grant at a time, but they are eligible to apply for subsequent NEH challenge grants beginning in the fourth year after the closing date of their most recent NEH challenge grant. For example, if a grant closes in 2006, the earliest year to submit a subsequent grant application would be 2010.
 - Note: When there is a limit of one proposal, SJSU invokes a letter of intent process, and an SJSU review committee determines which proposal goes forward.
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Challenge Grants

Challenge Grants

May 1, 2007
November 1, 2007

We the People Challenge Grants
in United States History,
Institutions and Culture

February 1, 2007

Rediscovering Afghanistan

Check with NEH
Program Officer

Digital Humanities Initiative

NEH has recently launched a major, multi-year initiative - the **Digital Humanities Initiative** (DHI) - that will encourage and support projects that use, or study the impact of, digital technology on research, education, preservation, and public programming in the humanities. Through this initiative, NEH will foster the growth of digital humanities and support a wide variety of projects including:

- those that deploy technologies and methods to enhance our understanding of a topic or issue in the humanities;
 - those that study the impact of digital technology on the humanities—exploring the ways technology changes how we read, write, think, and learn;
 - and those that digitize important materials, thereby increasing the public's ability to search and access humanities information.
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Digital Humanities Initiative

Advancing Knowledge:

The IMLS/NEH Digital

Partnership

March 27, 2007

Digital Humanities Start-Up

Grants

April 3, 2007

Digital Humanities Workshops

January 17, 2007

Education Programs and Preservation and Access Programs

Digital Humanities Workshops

January 17, 2007

Faculty Humanities Workshops

September 17, 2007

Grants for Teaching and Learning Resources and
Curriculum Development

October 1, 2007

Humanities Initiatives for Faculty at Hispanic-Serving
Colleges and Universities

June 15, 2007

Landmarks of American History and Culture:
Workshops for Community College Faculty

March 15, 2007

Landmarks of American History and Culture:
Workshops for School Teachers

March 15, 2007

Summer Seminars and Institutes

March 1, 2007

Rediscovering Afghanistan

Check with NEH Program Officer

Public Programs

- Interpreting America's Historic Places: Implementation Grants
January 23, 2007
- Interpreting America's Historic Places: Planning Grants*
September 5, 2007
- Libraries and Archives: Implementation Grants
January 23, 2007
- Museums, Libraries, or Special Projects: Consultation Grants*
Museums and Historical Organizations: Implementation Grants
January 23, 2007
- Museums, Libraries, or Special Projects: Planning Grants*
September 5, 2007
- Radio Projects: Development and Production Grants*
March 20, 2007
- Special Projects: Implementation Grants
January 23, 2007
- Television Projects: Planning and Scripting Grants*
November 5, 2007
- Television Projects: Production Grants*
November 5, 2007
- We the People: Family and Youth Programs
All deadlines for Museums, Libraries, and Special Projects grants
- Rediscovering Afghanistan
Check with NEH Program Officer

Research Programs

- Collaborative Research Grants
November 1, 2007
 - Fellowships and Faculty Research Awards (Faculty completes application online and submits directly)
May 1, 2007
 - Fellowship Programs at Independent Research Institutions
September 4, 2007
 - Fellowships: Advanced Social Science Research on Japan
May 1, 2007
 - Scholarly Editions Grants
November 1, 2007
 - Summer Stipends (Faculty submits nomination info to campus; campus committee selects two nominees)
October 2, 2007
 - Rediscovering Afghanistan
Check with NEH Program Officer
-

NEH Programs at a Glance (a sampling)

<i>Program</i>	<i>Award Range</i>	<i>Cost Share Requirement</i>	<i>Number of Years</i>
Advancing Knowledge: IMLS/NEH Digital Partnerships	\$50,000-\$350,000	Not required, but NEH only funds 80% of total project costs.	Up to 2 years
Challenge Grants	\$30,000-\$1,000,000	3:1 Match	Up to 3 years, but ~5 to raise funds.
Digital Humanities	Up to \$30,000	Not required, but “cost share is welcome for projects that exceed the grant limit.”	Up to 1.5 years.
Faculty Humanities Workshops	Up to \$30,000 for a single university	Not required, but institution is encouraged to participate in the support of project costs.	1-1.5 years.
Television Project: Production Grants	\$400,000-\$800,000	Approximately 40% match.	2-3 years

Become an NEH Reviewer

- The Panelist/Reviewer Information System (**PRISM**) is a database of prospective reviewers used by the staff of the NEH. The NEH peer review system relies on the advice and recommendations of humanities scholars and experts in other relevant fields. If you would like to be added to the PRISM database, please fill in the online PRISM form at <http://www.neh.gov/prism/default.htm>. The information you provide will be used solely by the NEH for the purpose of identifying and selecting panelists and reviewers, and all of your information is encrypted using SSL



What is NEA's Vision?

- **Vision:** A nation in which artistic excellence is celebrated, supported, and available to all Americans.
 - **The Arts Endowment has made America a better place to live.** Before the establishment of the National Endowment for the Arts in 1965, the arts were limited mostly to a few big cities. The Arts Endowment has helped create regional theater, opera, ballet, symphony orchestras, museums and other art organizations that Americans now enjoy. In its 40-year history, the National Endowment for the Arts has awarded more than 120,000 grants that have brought art to Americans in communities large and small.
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Who Does NEA Fund?

In most areas, funding is limited to organizations.

(Direct awards to individuals are made only through Literature Fellowships, NEA Jazz Masters Fellowships, and NEA National Heritage Fellowships in the Folk & Traditional Arts.)

Arts Education

Dance

Design

Folk & Traditional Arts

Literature

Local Arts Agencies

Media Arts: Film/Radio/Television

Museums

Music

Musical Theater

Opera

Presenting

State and Regional

Theater

Visual Arts

- **To fund these areas there are three main cross-cutting programs:**
 - ❑ **Access to Artistic Excellence**
 - ❑ **Challenge America**
 - ❑ **Learning in the Arts for Children and Youth**
-

Three Main Programs

- ***Access to Artistic Excellence:*** Encourages and supports artistic creativity, preserves our diverse cultural heritage, and makes the arts more widely available in communities throughout the country.
- ***Learning in the Arts for Children and Youth:*** Advances arts education for children and youth in school-based or community-based settings.
- ***Challenge America: Reaching Every Community Fast-Track Review Grants:*** Supports projects that extend the reach of the arts to underserved populations.

<i>Program</i>	<i>Award Range</i>	<i>Cost Share Requirement</i>	<i>Number of Years</i>
<i>Access to Artistic Excellence</i>	<i>\$5,000-\$150,000 (Recently have averaged less than \$25,000)</i>	<i>1:1 Match</i>	<i>Up to 2 years</i>
<i>Learning in the Arts for Children and Youth</i>	<i>\$5,000-\$150,000 (Recently have averaged less than \$25,000)</i>	<i>1:1 Match</i>	<i>Up to 2 years</i>
<i>Challenge America: Fast Track</i>	<i>\$10,000</i>	<i>1:1 Match</i>	<i>Under 2 years</i>

Current NEA Opportunities

Sort: Close Date, Ascending

[Sort by Open Date](#)

Results 1-7 of 7

Close Date	Opportunity Title	Agency	Funding Number
02/12/2007	NEA Arts Journalism Institutes PS0702	NEA Cooperative Agreements Office	NEAPS0702
02/12/2007	NEA Arts Journalism Institutes PS0704	NEA Cooperative Agreements Office	NEAPS0704
03/01/2007	NEA Literature Creative Writing Fellowships, FY 2008	National Endowment for the Arts	2007NEA03LFCW
03/12/2007	NEA FY08 Grants for Arts Projects, Deadline 1	National Endowment for the Arts	2007NEA01AAE1
06/01/2007	NEA FY08 Challenge America Fast Track	National Endowment for the Arts	2007NEA01CAFT
06/11/2007	NEA FY08 Learning in the Arts for Children and Youth	National Endowment for the Arts	2007NEA01LITA
08/13/2007	NEA FY08 Grants for Arts Projects, Deadline 2	National Endowment for the Arts	2007NEA01AAE2

Currently there are a limited number of NEA programs. To search for this list in the future go www.grants.gov, and click on the following links in this order:

- Find Grant Opportunities
- Search Grant Opportunities
- Browse by Agency
- National Endowment of the Arts

You Also Need to Know

- **Both NEA and NEH require the use of www.grants.gov for proposal submittal**
 - SJSURF will work with you through this process and do the document uploading
 - **Matching Funds/Cost-Share**
 - The NEH Challenge program results in matching funds itself. It requires the awardee to raise 3:1 match, the challenge funds being the “1”.
 - Other NEH programs, while official cost share may not be required NEH will only provide 80% of project cost.
 - The NEA programs require 1:1 match.
 - **NEA allows only one application per institution and only to one program.**
-

NEH Merit Review Criteria--Mandatory

Example: Challenge Grant

- **The significance of humanities activities** What is the evidence that the current and planned activities—particularly those that will be affected by the challenge grant—are significant and that their intellectual quality is excellent? Why are these activities important, and to whom?
 - **The appropriateness of resources and plans** What evidence is there of realistic long-range institutional planning for intellectual development? Is the institution, through its mission, personnel, governance, facilities, and resources, capable of sustaining outstanding endeavors in the humanities? What evidence (such as letters of support) is there of sufficient institutional and community commitment to the long-range plans?
 - **The impact of challenge grant funds** Are the planned challenge grant expenditures (federal and nonfederal combined) clearly identified and described? Are the benefits to the humanities described clearly and in detail? How will the NEH challenge grant sustain and enhance significant humanities activities over the long term? How will the applicant assess the impact of the challenge grant?
 - **The feasibility of fund-raising** Does the institution provide evidence or promise of long-term financial stability? What are the applicant's resources, leadership, staff, and experience for conducting a successful campaign to meet the NEH matching requirement? What evidence is offered that the fund-raising plan is feasible? Will the fund-raising strategy broaden the base of institutional support?
-

NEA Merit Review Criteria--Mandatory

Example: Access to Artistic Excellence (similar for each NEA program)

ARTISTIC EXCELLENCE

- **Quality** of the artists, arts organizations, works of art, or services that the project will involve, as appropriate.
- Artistic **significance** of the project.

ARTISTIC MERIT

- **Potential impact** on the artistic and/or cultural heritage of the nation, region, or field.
- Potential impact on artists (including evidence of direct payment) and the artistic community.
- Potential of the project to **broaden access** to, expand and diversify the audiences for, or strengthen communities through the arts.
- **Appropriateness** of the project to the organization's mission, audience, community, and/or constituency.
- Plans for documentation, **evaluation**, and **dissemination**, as appropriate, of the project.
- Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements.
- Ability to carry out the project including the **appropriateness of the budget**, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- Where relevant, potential to enhance the educational experiences of the audience or participants.
- Where appropriate, the potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Agency Contacts

National Endowment for the Humanities

Office of Challenge Grants at 202-606-8309 or at challenge@neh.gov.

Division of Preservation and Access at 202-606-8570 and preservation@neh.gov.

Digital Humanities Initiative at 202-606-8401 and via email at dhi@neh.gov

Division of Education Programs (Faculty Workshop Grants) at 202-606-8380 and education@neh.gov.

Division of Public Programs (Television Project Grants) at 202-606-8269 and publicpgms@neh.gov.

Agency Contacts

National Endowment for the Arts

You may contact the Arts Endowment for:

Questions about your specific project or the content of your application (e.g., eligibility, the appropriate discipline/field for your project, project breadth, consortium projects).

Please contact the Arts Endowment ONLY after you have reviewed the guidelines and the

Frequently Asked Questions:

<http://www.nea.gov/grants/apply/GAP08/FAQs.html#grantsgov>

You should contact the staff for the category and/or discipline that is most appropriate for your project (see Agency Contacts list included in your packet).

SJSURF Foundation Matching Funds Program

- **Helps support, increase, and diversify sponsored program activity at SJSU by providing increased resources to fund key project requirements, including faculty effort, student salary, equipment, or other costs.**
- **The program provides a cash match to selected proposals.**
- **Main proposal must have full F&A applied, and the match request must be less than the F&A because funds are recovered from F&A.**
- **Matching funds application must be turned into SJSURF two weeks prior to the main proposals deadline.**

<http://www.sjsufoundation.org/sjsuf-faculty-resources/institutional.htm#match>

NEXT STEPS:

Basic Proposal Process

Follow the guidelines.

Write the proposal narrative with review criteria in mind.

- Writing tip – when proposing your idea, use the same terms or descriptors used in the application materials.
 - This will help reviewers connect your ideas to the criteria that they have been asked to identify and assess.
 - Remember – reviewers are typically fatigued when reading proposals, so you don't want to make your proposal difficult to read!
-

NEXT STEPS:

Work with SJSURF to prepare required NEH/NEA documents (www.grants.gov).

- 424 Federal Application for Assistance (aka cover page)
- 424a Federal Budget forms
- Supplemental Cover Sheet
- Attachment Form-proposal, budget narrative, supporting documents

Start Early

Schedule of Workshops & Brown Bag Faculty Research Forums

February 16, 2007

**San Jose State University Research Foundation
NEH and NEA Proposal Workshop
MLK Room 229A
11:30 – 1:00**

March 6 and March 14, 2007

**Brown Bag Faculty Research Forum
IRC101
11:30 - 1:00**

March 16, 2007

**San Jose State University Research Foundation
NSF CAREER Proposal Workshop
MLK Room 229A
11:30 – 1:00**

April 10 and April 18, 2007

**Brown Bag Faculty Research Forum
IRC101
11:30 - 1:00**

May 8, 2007

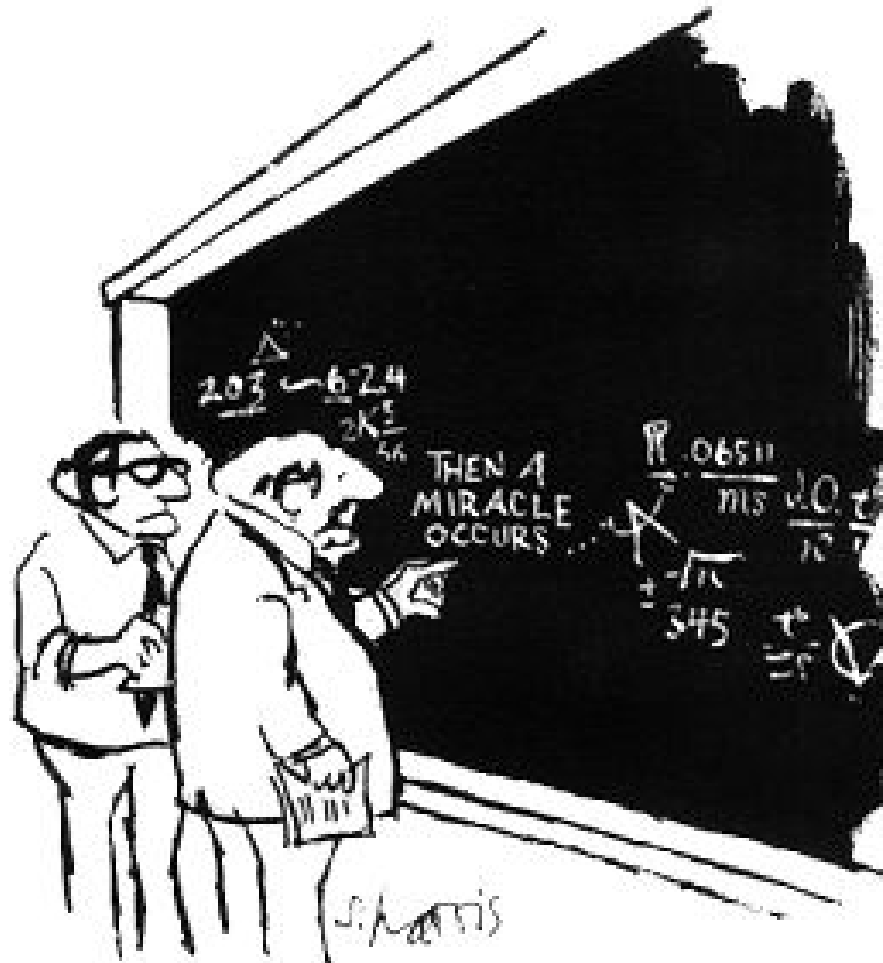
**Brown Bag Faculty Research Forum
IRC101
11:30 - 1:00**

October 18, 2007

**San Jose State University Research Foundation
NIH AREA Proposal Workshop
MLK Room 225/227
11:30 – 1:00**

San José State University Research Foundation--Office of Sponsored Programs

<p>Jerri Carmo 924-1429 Deputy Chief Operating Officer Office of Sponsored Programs Director jcarmo@foundation.sjsu.edu</p>	
<i>Pre-Award Services</i>	<i>Post-Award Services</i>
<p>Jeanne Dittman 924-1434 Associate Director jdittman@foundation.sjsu.edu College of Science Dean's Office, Biological Sciences, Chemistry, Geology, Nuclear Science, Physics, Science Ed</p>	<p>Lan Duong 924-1426 Associate Director lduong@foundation.sjsu.edu President/Provost Office Mineta Transportation Institute (MTI)</p>
<p>Yao-Eng Chang 924-1427 ychang@foundation.sjsu.edu College of Education College of Social Science University Programs</p>	<p>Jason Chen 924-1306 jchen@foundation.sjsu.edu College of Business (except MTI) College of Social Sciences Undergraduate Studies</p>
<p>Anson Lee 924-1546 alee@foundation.sjsu.edu College of Applied Sciences & Arts College of Science - Computer Science, Mathematics, Meteorology</p>	<p>Luann Chu 924-1428 lchu@foundation.sjsu.edu College of Engineering College of Humanities & The Arts Graduate Studies & Research</p>
<p>Erin Autio (Interim) 924-1440 cthompson@foundation.sjsu.edu College of Science - Moss Landing Graduate Studies & Research</p>	<p>Jasmine Le 924-1433 jle@foundation.sjsu.edu College of Applied Sciences & Arts College of Education</p>
<p>Michele Vaccaro 924-1430 mvacarro@foundation.sjsu.edu College of Business; College of Engineering College of Humanities & The Arts</p>	<p>Diem Trang Vo 924-1432 dvo@foundation.sjsu.edu College of Science (except Moss Landing)</p>
<p>Erin Autio 924-1437 eautio@foundation.sjsu.edu Information Services</p>	<p>Bill Yabumoto 924-1435 byabumot@foundation.sjsu.edu College of Science - Moss Landing</p>



"I think you should be more explicit here in step two."

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