



Friends of the Humanities

Grant Request for Proposal
-Revised 2020-

This Box is for FOH Use

Accepted _____ Denied _____

Date of Notification _____ Report Form Received _____

Grant Application is for:

Spring Semester _____ Fall Semester _____

Name of Applicant: _____ Dr. ___ Mr. ___ Mrs. ___ Ms.

Academic Rank: _____

To whom do you want grant check mailed: (Choose one)

Self _____ Mailing Address _____

Vendor _____ Name & Mailing Address: _____

Applicant's Phone: _____ Email: _____

Department _____ Amount Requested: _____

These 8 sections of the application are the criteria for evaluation of your proposal and must be completed in this order.

- 1. Description of the project/event and/or use of grant funds. Funds are to be used for either humanities classroom instructional materials or for course enhancement.**
- 2. Number of students directly served as well as any other potential audiences**
- 3. A detailed budget listing specific items needed as well as cost and vendor**
- 4. Were other grants of funds requested/received? If yes, how will FOH funds be used?**
- 5. The intended outcome of the proposal, including its relationship to humanities students being competitive in the workplace**



Friends of the Humanities *Grant Guidelines*

6. The proposal's relationship to the humanities
7. The potential of materials/strategies for continued use beyond the grant period
8. A copy of the grant applicant's W-9 tax form. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
(If you have previously submitted this form to the Friends of the Humanities, you need not submit it again)

Additional information may be included in an addendum.

All materials purchased with FOH grant funds must be remain at UL-Lafayette.

Signature: _____ Date: _____



Friends of the Humanities *Grant Guidelines*

Active full-time Faculty from the following disciplines are eligible to apply for grants:

College of the Arts: Fine Arts/Architecture and Music/Performing Arts

College of Liberal Arts: English, Modern Languages, History/Philosophy/Geography, and Sociology/Anthropology

Proposals for funding shall be primarily for either humanities classroom instructional materials, (i.e., books, A-V equipment, DVDs, and art supplies) or humanities course enhancement (i.e., guest speakers, lectures, concerts, performances, symposia, and or development of new courses.)

1. To be considered for a grant, all deadlines must be met.

Application deadlines:

- For Spring Semester – **October 1**. Grant money will be awarded before the end of the Fall semester.
- For Fall Semester – **March 1**. Grant money will be awarded before the end of the Spring semester.

3. The application must be submitted by email to the appropriate college liaison:

Faculty in the College of the Arts should forward grant applications to:

- **Daniel Dicaprio** (Dept of Visual Arts) College of the Arts Liaison to the Friends of the Humanities. djd0127@louisiana.edu.

Faculty in the College of Liberal Arts should forward grant applications to:

- **Ramona Mielusel** (Dept. of Modern Languages) College of Liberal Arts Liaison to the Friends of the Humanities. rxm7433@louisiana.edu .

4. Grant applications representing other entities within the university that deal with the humanities must be submitted to the Grants Chair at foh70505@gmail.com.

5. If your application is funded, you will be required to submit a ***Grant Recipient's Report Form*** within one month following completion of the project or expenditure of Grant Funds. Grant recipients who do not return the follow-up report form will be ineligible to apply for grant money in the future.

6. In the event that a grant check must be issued to you directly, please be aware that federal law requires us to issue a 1099 form to the recipient who receives in excess of \$600 in a calendar year. Retain copies of your expense receipts so that your tax preparer will have the proof necessary to offset what would otherwise be deemed income for tax purposes.

7. Equipment and materials purchased through grants funded by Friends of the Humanities should be labeled as such. Funding by Friends of the Humanities for programs, events, presentation, and performances is to be acknowledge in print.