



Humanities Texas Mini-Grants

Mini-grants of up to \$1,500 are available year-round to support public programs that draw upon the humanities to increase understanding of any aspect of human experience. These grants are available for both program planning and implementation.

An organization might apply for a mini-grant to support:

- hiring a speaker;
- renting a traveling exhibition, including those provided by Humanities Texas;
- securing the services of a humanities consultant or exhibit designer;
- developing public programs that promote the discussion and preservation of local history, or that are related to an unexpected local, national, or international event.

Humanities Texas especially encourages organizations new to our grants program to apply for mini-grant funds. No draft application or letter of intent is required.

Speakers or consultants who are funded by a mini-grant must hold an M.A. or Ph.D. in a humanities discipline. Any exceptions must be approved by Humanities Texas.

DEADLINES

Mini-grants are designed to be flexible and easy to apply for. Application deadlines are rolling. An organization may apply at any time, but at least six weeks before their grant period would begin. Applicants will receive a decision within 10 working days of their proposal's arrival in the Humanities Texas office.

QUESTIONS?

Please consult [Humanities Texas Grant Guidelines](#), call (512) 440-1991, or email grants@humanitiestexas.org. Visit Humanities Texas on the web at www.humanitiestexas.org.

APPLICATION

Submission Procedure

- Complete the mini-grant application form.
- Prepare supplementary materials as required.
- Submit the signed, completed form along with all necessary supplementary materials via email at grants@humanitiestexas.org or by mail to our address.

Required supplementary materials that should accompany the application:

- **A title and brief summary of lectures/presentation**, if applicable.
- **Letter(s) of support** indicating that there is public interest in the project beyond that of the sponsor.
- **A one-paragraph biographical sketch of any participating humanities scholar**. Be sure to indicate academic degrees and the fields of knowledge in which he/she has training and experience, as well as information on current employment. Please do not include résumés or curriculum vitae.
- **A summary description of the overall project**, not to exceed one page, if the activities for which you seek funding are part of a larger whole.
- **Agenda(s)** for programs that include more than one session or event

1410 Rio Grande Street • Austin, TX 78701 • 512.440.1991 • fax 512.440.0115 • grants@humanitiestexas.org

Completing the Mini-Grant Application

Please consult [Humanities Texas Grant Guidelines](#) before submitting an application.

1. **PROJECT TITLE** The title should be brief, informative, and suited to publicity efforts.
2. **SPONSORING ORGANIZATION** Complete as requested. Indicate the U.S. Congressional District, as well as the TX Senate and House Districts and the county in which the sponsoring organization is located. Members of the U.S. Congress and the Texas Legislature are informed of grant awards. DUNS and EIN numbers are required.
3. **CO-SPONSORING ORGANIZATION** List as appropriate. A co-sponsoring organization is not required.
4. **PROJECT DIRECTOR** Whenever possible, the Project Director should NOT serve as the Authorizing Official or Fiscal Agent.
5. **FISCAL AGENT** In many cases, the sponsoring organization's Authorizing Official will serve as the project's Fiscal Agent. If the project's sponsoring organization differs from the Fiscal Agent's organization, please list as appropriate.
6. **PROJECT DESCRIPTION** Please provide a brief description of the project for which you seek support. If the program is a lecture or presentation, please summarize its content.
7. **PARTICIPATING HUMANITIES SCHOLARS** Please include with the application's supplementary materials a one-paragraph summary of his or her scholarly and professional qualifications.
NOTE: Please contact participating scholars and receive verbal commitments to the project prior to submitting a grant application. HTx exhibits should also be reserved prior to submitting a grant application.
8. **GRANT PERIOD** The beginning and ending dates of a grant period should cover all phases of a project, from early publicity to the conclusion of the public events. The grant period may not exceed 12 months in length.
NOTE: Neither cost-share nor grant funds can be obligated prior to the beginning of the grant period. Thus, Humanities Texas encourages applicants to submit applications far enough in advance to account for any publicity and production that must be completed *before* public events take place.
9. **PROGRAM ACTIVITIES** For each of the events for which you seek funding, list the event, its date, time, site (building or other facility where the event will be held), city, and estimated attendance. An exhibit appearing at only one site or an event lasting more than one day should be treated as one event.
NOTE: Events should be held at a time when the working public may attend, such as weekends or weekday evenings. Humanities Texas prefers that events be held at non-college/university sites, unless the site has a proven record of attracting general-public audiences.
10. **FEES AND CHARGES** If you plan to charge fees for any events or products associated with the project, summarize those plans here. In general, Humanities Texas prefers that programs be free and accessible to as broad an audience as practically possible.
11. **PROJECT DESCRIPTION AND/OR AGENDA** If the activities listed in section 9 above are part of a larger project, please provide a summary description of that project in the supplementary materials. If you have an agenda for the larger project, please append it to the grant application.
12. **AUDIENCE** Describe the target audiences or groups who will attend and/or benefit from your project.
13. **PUBLICITY** Summarize your publicity plans. Be sure to note the types of advertising you will use.
14. **BUDGET SUMMARY** See instructions for completing the Budget Summary Form on page C.
15. **AGREEMENT** Have appropriate officials sign and date the application.

Completing the Budget Summary Form

COST-SHARING GUIDELINES

The maximum amount of funds that may be requested is \$1,500.

The grant award must be matched or exceeded by **cash and/or in-kind contributions** to the project. In other words, 50% of the resources supporting the project must come from sources other than the Humanities Texas grant. Cash and in-kind contributions may come from a third-party or directly from the applicant.

No costs may be obligated prior to the beginning of the grant period. With the permission of Humanities Texas, some promotion may begin before the beginning of the grant period.

In-kind contributions may include time and materials, office space and equipment, travel, donated services and other non-cash donations. If a lower-than-normal fee is charged for goods or services, the dollar value of the discount can be considered as an in-kind contribution to the project.

Cash contributions include the actual dollars and organizational resources (e.g., staff time) that the sponsoring organization(s) directs to the project. Cash contributions also include money contributed to the sponsoring organization(s) from sources such as local and state governments, businesses, foundations, and individuals.

BUDGET

Show calculations justifying ALL line-item entries (e.g., 10 hours secretarial services @ \$6/hour=\$60) rounding off to the nearest dollar.

Budget Summary Components

1. **HONORARIA** Fees for participating scholars, discussion leaders, facilitators, and others, which may include in-kind contributions by individuals associated with the sponsoring organization(s). Although participants in special lectures, conferences, seminars, and related activities may receive higher honoraria, no more than \$500 per speaker per presentation may be paid with HTx funds. All persons receiving Humanities Texas grant funds must be listed by name on the budget form.
2. **TRAVEL AND LODGING** Travel costs incurred in connection with project activities. Travel is reimbursable at the current rate listed on the U.S. General Services Administration website at www.gsa.gov for privately owned vehicles and at tourist/economy class for airfare. Actual food and lodging expenses are reimbursable, although no more than \$135.00 per day may be paid from Humanities Texas funds. Except for Canada and Mexico, only the U.S. portion of international airfare may be paid from Humanities Texas funds. In the case of Canada and Mexico, participants should use U.S. carriers where possible and feasible. All persons receiving funds for travel and lodging expenses must be listed by name on the budget form.
3. **OFFICE SPACE AND EVENT FACILITIES** Rental of offices and meeting rooms. Costs associated with the use of the sponsoring organization's office space and/or event facilities are generally included as part of the sponsoring organization's in-kind contribution to the project.
4. **PROMOTION** Costs of printing, postage, freight, and advertising.
5. **SUPPLIES AND PURCHASES** Costs of office or other supplies necessary for the project. Purchase of discussion books, booklets, or videos.
6. **RENTALS** Costs of renting equipment, Humanities Texas exhibits or audio-visuals, or other rental materials. If you are renting an exhibit or video from Humanities Texas, you must reserve it before submitting the grant application. The award of a grant does not automatically reserve the exhibit or video.

Humanities Texas Mini-Grant Application

1410 Rio Grande Street • Austin, TX 78701
P: 512.440.1991 F: 512.440.0115

For Office Use Only

Received

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1. PROJECT TITLE Unsinkable, "Voices from the Storm"

2. SPONSORING ORGANIZATION Hidalgo County Judge's Office

Authorizing Official Richard F. Cortez
Title County Judge
Address 100 E Cano St.

DUNS # 103110834
EIN # 74-6000717

City | State | Zip Edinburg, TX 78539
Phone 956-318-2600
Fax 956-318-2699
Email richard.cortez@co.hidalgo.tx.us

County Hidalgo
U.S. House District 15
TX House District 40
TX Senate District 20
Non-profit status public / private

3. CO-SPONSORING ORGANIZATION International Museum of Art and Science
Address 1900 W Nolana Avenue

DUNS # 0937408270000
EIN # 74-6084228

City | State | Zip McAllen, TX 78504
Phone 956-681-2800
Fax 956-686-1813
Email afortescue@themasonline.com

County Hidalgo
U.S. House District 15
TX House District 41
TX Senate District 20
Non-profit status public / private

4. PROJECT DIRECTOR Maria Hilda Salinas
Title Assistant Chief of Staff
Department/Division County Judge's Office
Organization Hidalgo County
Address 100 E Cano St.
City | State | Zip Edinburg, TX 78539
Phone 956-318-2600
Email maria.salinas@co.hidalgo.tx.us

5. FISCAL AGENT Maria Arcilia Duran
Title County Auditor
Department/Division County Auditor's Office
Organization Hidalgo County
Address 2808 S. Business Highway 281
City | State | Zip Edinburg, TX 78539
Phone 956-318-2511
Email arcy.duran@auditor.co.hidalgo.tx.us

6. PROJECT DESCRIPTION The exhibition, Unsinkable, "Voices from the Storm," features the stories of sixteen individuals who survived, witnessed, and assisted others during the five days of rain brought on by Hurricane Harvey. Hidalgo County is a region vulnerable to hurricanes and coupled with the low and flat elevation flooding becomes a real threat. Hurricanes bring winds, and floods; therefore this community takes Hurricane Preparedness very seriously. Putting forth the exhibit will give the community an opportunity to reflect on individuals' experiences and bring forth a heightened awareness while visiting the International Museum of Art and Sciences in McAllen (IMAS).

7. PARTICIPATING HUMANITIES SCHOLARS Please attach a summary of his or her professional and scholarly qualifications.

Name and institution: Ann Fortescue, Bank Street College of Education
Academic degree and discipline: Bachelor of Arts, History
Masters of Science, Museum Education
Role and/or title of presentation: President and Executive Director, International Museum of Art & Science

Name and institution:
Academic degree and discipline:
Role and/or title of presentation:

8. GRANT PERIOD Beginning and ending dates of project, including promotion. Your start date should begin with the first day of the month, end date should end with last day of the month, example 1/1/2021 to 12/31/2021:
04/01/2022 to 05/31/2022

9. PROGRAM ACTIVITIES List each event for which funds are requested, and describe as necessary.
NOTE: Events should be held at a time when the working public may attend, such as weekends or weekday evenings. Humanities Texas prefers that events be held at non-college/university sites, unless that site has a proven record of attracting general-public audiences.

Event: Opening of Unsinkable, "Voices from the Storm"

Date and time: Thursday, April 14, 2022 at 10:00 AM

Site: International Museum of Art & Science

City: McAllen

Estimated attendance: 150

Event: Unsinkable Exhibit, Open to the Public

Date and time: April 11, 2022 to May 25, 2022

Site: International Museum of Art & Science

City: McAllen

Estimated attendance: 5,000

Event: Closing of Unsinkable "Voices from the Storm"

Date and time: Monday, May 23, 2022 at 5:30 PM

Site: International Museum of Art & Science

City: McAllen

Estimated attendance: 150

10. FEES and CHARGES Do you plan to charge fees for any events or products associated with the project? If so, how much and for what purpose?

The opening and closing events will be free to the invited guests. The International Museum of Arts & Science (IMAS) charges a general admission fee of \$3 to enter the museum where the exhibit would be housed until May 25, 2022. IMAS will work with Hidalgo County to have a free family day during this period of time.

11. PROJECT DESCRIPTION AND/OR AGENDA If the activities listed in section 8 above are part of a larger project, please provide a summary description of the overall project on a separate attached sheet (not to exceed one page). Please include an agenda.
See number 9 above.

12. AUDIENCE Who is the audience for this program? Who will benefit from it?

Through the "Unsinkable: Voices from the Storm" exhibit, community leaders can draw from the experiences of a resilient community that was able to recover from a devastating hurricane and take that message out into our community as they get ready to begin Hurricane Preparedness events. The exhibit will benefit the community at large by providing an insight into individuals' experiences during and after a hurricane.

13. PUBLICITY How will the program(s) be promoted and publicized?

1. Social Media for Judge Richard F. Cortez, Hidalgo County, City of McAllen and IMAS
2. Hidalgo County Press Release to all local news media
3. Event postcards, posters and/or invitation cards for the opening/closing of "Unsinkable"
4. Free PSAs on local TV station community calendars

Budget Summary Form

14. BUDGET SUMMARY

Round off to the nearest dollar. Provide details as explained on page C of the instructions.

		HTx REQUEST	COST SHARING		TOTALS
			Cash	In-Kind	
HONORARIA	1				\$ 0.00
[INCLUDE NAMES OF RECIPIENTS]	a				
	b				
TRAVEL AND LODGING	2				\$ 0.00
[INCLUDE NAMES OF RECIPIENTS]	a				
	b				
FACILITIES/SPACE RENTAL	3	International Museum of Art & Science Reception Room Rental Opening & Closing (\$ 3,280 per event)		\$ 6,560	\$ 6,560
PROMOTIONS	4				
PRINTING	a		\$ 600.00		\$ 600.00
POSTAGE	b				
ADVERTISING	c				
OTHER	d	Food & beverage	\$ 500.00		\$ 500.00
SUPPLIES AND PURCHASES	5				
BOOKS	a				
OTHER	b	Recognition plaques	\$ 1,000.00		\$ 1,000.00
RENTALS	6				
EQUIPMENT	a				
HTX EXHIBIT(S)	b	Unsinkable, "Voices from the Storm"	\$ 900.00		\$ 900.00
HTX AUDIO-VISUAL(S)	c				
TOTAL PROJECT COSTS			\$ 1,500	\$ 6,560.00	\$ 9,560.00

15. AGREEMENT

It is understood and agreed that any funds granted as a result of this request are to be used for the purposes set forth herein. The undersigned assure Humanities Texas that the conduct of this project will be in compliance with the grant provisions set forth by the National Foundation on the Arts and Humanities Act of 1965 (as amended) and the policies of Humanities Texas. The sponsor certifies that it is a nonprofit organization and assures Humanities Texas that this project will be conducted in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

STATEMENT OF CERTIFICATION

The applicant institution or organization hereby certifies to the best of its knowledge and belief that it and its principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; b) have not within a three-year period preceding the submittal date of this grant application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and d) have not within a three-year period preceding the submittal of this grant application had one or more public transactions (federal, state, or local) terminated for cause or default.

SIGNATURES

Authorizing Official

(Type name and title of above official)

Richard F. Cortez, Hidalgo County Judge

Date

Project Director

(Type name and title of above official)

Maria Hilda Salinas, Assistant Chief of Staff

Date