



Open Minds Grant Guidelines

Open Minds



Community Conversations for Collective Growth



Introduction

As we approach the 250th anniversary of the signing of the Declaration of Independence, we encourage communities to come together to reflect on our past, present, and future. Open Minds is a grant program for libraries only that is offered by Arizona Humanities and the Arizona State Library, Archives, and Public Records. Libraries host free, thought-provoking discussions on historical and/or contemporary issues or events that impact their communities. What is your community's American story?

Discussions are moderated by a facilitator(s) chosen by the library or recommended by Arizona Humanities if needed. A facilitator can be a local expert on the topic at hand, an outside scholar, or library staff. Facilitators provide information or resources to ground the discussion and fact-check as needed. Facilitators are not expected to have the answers to all questions but rather ask questions to spark discussion. Facilitators should encourage participants to listen to different perspectives and learn from each other.

The facilitator and library staff should work together to consider the format of the discussion. The format should meet the needs of your community and the topic. A discussion can be centered around a book, poem, art, artifact, song, film, food, image, data, activity, and more. The key component is participants must engage with each other.

The purpose of Open Minds is to

- Promote civic engagement
- Create a deeper sense of community
- Promote listening to one another
- Reflect on the past, present, and future
- Commemorate America at 250 years



Open Minds discussion programs should use the humanities to provide context, depth, and perspective to issues of significance to Arizonans. Applicants may wish to consult the [American Association for State and Local History's Field Guide for the Semiquincentennial](#) for ideas and discussion questions.

The Open Minds grant opportunity provides the following:

- \$2,000 in funding to support a discussion program(s);
- Facilitator training hosted by Arizona Humanities and the Arizona State Library;*
- Marketing tool kit and cross-promotion of events;
- Participant evaluation surveys.

*Facilitators and up to two library staff responsible for implementing the project must attend a training session in Phoenix (date TBD). A virtual option will be available for the training, but we strongly encourage in-person training. Travel costs for this training should be factored into your grant budget request. Virtual training is an option if there are schedule conflicts.

What are the Humanities?

The humanities include disciplines related to human thought and culture. These include, but are not limited to, the following: anthropology, archaeology, art history and criticism, religious studies, ethics, history, jurisprudence, linguistic, literary criticism, and philosophy. Through the humanities we explore the human experience – the stories and ideas that help us reflect upon who we are as individuals and as members of a global society.



Open Minds Eligibility

- This Open Minds grant is for libraries only.
- Discussion programs must be free to the public.
- Applicants may request up to \$2,000 per year for Open Minds programming (January 1, 2025 - January 31, 2026).
- This program includes mandatory facilitator training in Phoenix for your facilitator and up to two library staff. Please include travel costs in your grant proposal budget. Virtual training is an option if there are schedule conflicts.
- Participant evaluation surveys must be distributed by library staff to participants at the end of each discussion program. Surveys are provided by Arizona Humanities.
- Applicants cannot have a currently open Arizona Humanities Project Grant or Mini Grant for the same program.
- At least 50% of the total project cost must come from the applicant organization's contributions to the project. This may include in-kind contributions, including staff time, services, facilities, and internal funds.
- A library branch can only have one Open Minds Grant open per year.
- The library branch must be in good standing with Arizona Humanities.

Timeline

- Applications open: October 1, 2024
- **Application deadline: November 1, 2024**
- Award notifications: December 1, 2024
- Mandatory facilitator training: TBD
- Program Period: January 1, 2025 – January 31, 2026
- Final Report: Due 90 days after end of project



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Rubric

Decisions regarding the competitiveness of your project are based on the following criteria.

- The proposed program is relevant to AH's mission by providing public programming with opportunities to explore shared human experiences through discussion, learning, and reflection.
- The proposed program is non-partisan and impartial in regards to political, religious or ideological viewpoints.
- The proposal establishes a community need and a humanities based public program(s) that will meet the identified need.
- The budget is detailed and realistic with AH funds focused on the humanities community goal.
- The application demonstrates that the organization has the capacity to carry out the proposed program. The personnel, organizational readiness and marketing sections of the application will be used to establish an organization's capacity.
- The identified facilitators(s) are appropriately qualified to meet the purpose of the Open Minds program.



SAM Unique Entity Identifier

The National Endowment for the Humanities (NEH) has adopted the use of System for Award Management (SAM) Unique Entity Identifier (UEI) and SAM Commercial and Government Entity Code (Cage Code) as a way to keep track of how federal grant money is dispersed. All applicants will be required to have a SAM UEI. **All library branches already have a UEI.**

What is the Unique Entity Identifier (UEI)

- The UEI is a 12-character alphanumeric value.
- Managed, granted, and owned by the government.
- Will serve as the authoritative unique entity identifier used by the federal government.

Open Minds Personnel

Project Director Definition and Responsibilities:

The Project Director is responsible for the implementation of the project, the primary contact with Arizona Humanities in all aspects regarding the grant, and responsible for submitting final reports.

Authorizing Official Definition and Responsibilities

The Authorizing Official is the person with the responsibility to sign legal contracts on behalf of the applicant organization. Their primary obligations include: record-keeping and accounting for the grant funds, matching contributions, and services received. The Authorizing Official may be the Executive Director, Chair of the Board, President, etc.



Facilitator Definition and Responsibilities

A facilitator can be a local expert on the topic at hand, an outside scholar, or library staff. Facilitators provide information or resources to ground the discussion and fact-check as needed. Facilitators are not expected to have the answers to all questions but rather ask questions to spark discussion. Facilitators should encourage participants to listen to different perspectives and learn from each other.

A facilitator meets one or more of the following qualifications:

- Holds an advanced degree (M.A. or higher) in the humanities discipline (or discipline related to discussion topic);
- A recognized expert with a verifiable record of working, teaching, and publishing in the humanities discipline and/or is acknowledged as such by other scholars in the field;
- An individual who has worked on public humanities projects for a museum, library or cultural institution;
- A person with special insight and expertise from their lived experience;
- Or, a community or tribal elder: someone recognized by their community as a keeper of cultural knowledge, historical or place-based knowledge or practices

* If you need help finding a facilitator, please indicate so on your application in the Personnel- Key Project Staff question.



Budget

Budget Guidelines

Applicants may request up to \$2,000 for the Open Minds Programs. This can include funding for travel for mandatory training of facilitator(s) and up to two library staff, honoraria for facilitators, marketing, program supplies, etc.

Travel Expenses for Facilitator Training

Please refer to your library's travel reimbursement rates to calculate projected costs, including mileage, lodging, and meals. You may refer to the [State Accounting travel manual](#) for suggested reimbursement rates.

Arizona Humanities considers the whole project budget when reviewing grant proposals. Any funding received from Arizona Humanities must be matched at least 1:1 by in-kind

contributions. If you request \$2,000 from AH, you must have at least \$2,000 of in-kind contributions with a total project budget of at least \$4,000.

In-Kind Match Guidelines

In-kind contributions include:

- Contributions from the applicant organization and program collaborators, including in-kind goods or services. Examples: admin expenses (such as payroll expenses), volunteer hours, facility use and funds contributed to the program from the organization's general budget.
- Non-cash donations to the organization from other entities.
- Cash donations made to an organization's general funds (not donated specifically to the project).



Line Items We DO NOT Fund

- Academic fees or other degree-related expenses, including academic research and courses
- Archival acquisitions
- Creation of art or performances in the arts
- Direct social action or political action, e.g., counseling, legal or medical services, economic development activities, lobbying
- Equipment purchases (exceptions may apply where rental costs exceed purchase value)
- Fellowships or scholarships
- Foreign, non-economy, or extensive domestic travel
- Fundraising or for-profit activities
- Restoration work and construction work
- Fiscal Agent Administration Fees
- Direct salary replacement for permanent staff outside of indirect cost rates. Part-time staff may be offered honoraria if funds will be used for hours above what the applicant organization currently offers them.
- Food and beverage costs associated with receptions, social gatherings and events, lobbying, entertainment, and networking. NOTE: Allowable food costs must be fundamental to the project and indispensable for carrying out the scope of the project. Food costs must be reasonable and necessary to carry out the programmatic purposes of the award.



Where to Apply

Apply or manage your grant using the Arizona Humanities Grants and Programs Dashboard at: <https://www.grantinterface.com/Home/Logon?urlkey=azhumanities> . You can check the status of your application at any time by logging into the dashboard. All notifications about your grant will be sent via email from the dashboard. Add administrator@grantinterface.com to your safe sender list to ensure timely receipt of important notifications.

Questions?

Find information and resources about this grant opportunity on the Opens Minds webpage:

<https://azhumanities.org/programs/open-minds/>

Contact Amber McCrary at amccrary@azhumanities.org or 602-257-0335.