



# Grant Requirements and Procedures

Mississippi Humanities Council  
3825 Ridgewood Road, Room 317  
Jackson, MS 39211-6497  
(601) 432-6752  
[www.mshumanities.org](http://www.mshumanities.org)

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## 1. APPLICABILITY

These grant provisions apply to all grants made by the Mississippi Humanities Council (MHC). In accepting the grant award, the Grant Recipient assumes the legal responsibility for administering the award in accordance with these grant requirements and procedures and of fully complying with any conditions and restrictions specified in the Grant Agreement. If you have any questions about the grant requirements, please contact the MHC staff.

## 2. PROGRAM CHANGES

All changes in the scope of a project, the Project Director, or Fiscal Agent must be approved in writing by the MHC. This includes changes in speakers and scholars involved in the project. Requests for changes must be submitted in writing by the Project Director within 30 days of the changes. Grant funds may be expended only for project purposes as set forth in the budget originally approved by the MHC. Grantees may transfer funds among approved direct cost categories provided the scope or objective of the project are not changed. Changes in the project budget which introduce or eliminate categories of expenditures must be approved in writing by MHC.

## 3. GRANT AGREEMENT

Both the Project Director and the Authorizing Official (someone within the organization who has the legal authority to enter into this binding contract) must sign the last page of two copies of the Grant Agreement. Return one signed copy to the MHC within ten days. The grant is not considered in effect and no funds will be released until a signed copy of the agreement is received by the MHC.

## 4. GRANT PAYMENTS

Grant recipients may receive their grant award on an advance or reimbursement basis. The Payment Request Form (included in the award packet) must be filled out and submitted to the MHC to receive grant funds. For minigrants (up to \$2000), grantees may request up to 90% of funds in advance. For major grants (over \$2000), grantees may request 50% of funds in advance at the beginning of the grant period. Another 40% may be requested during the grant period upon submission of a satisfactory interim report (see Section 10). The final 10% of all grants will be paid upon receipt of the Final Expenditure Report, the Project Director's Final Report, and other required materials. All requests for grant funds, except the final 10%, should be submitted via the Grant Payment Request Form.

All activities that are paid or reimbursed from an MHC grant must have occurred during the official grant period. Checks for honoraria must be made to individuals, not to organizations.

If at the end of the grant period surplus or unobligated MHC funds remain, a check for the exact amount should be made payable to the Mississippi Humanities Council and sent with the Final Expenditure Report.

## 5. INTEREST EARNED ON ADVANCES

Grantees are not required to maintain advances of federal funds in interest-bearing accounts. If a grantee chooses to deposit these funds in an interest-bearing account, it may retain the first \$250 in interest earned each fiscal year. Interest earned in excess of this amount on funds advanced should be forwarded to MHC.

## 6. PROJECT INCOME

Programs must be open to the public without charge. Revenue resulting from meals, materials, or sources other than the MHC must be applied to the cost of the project and should be reported as "cost-sharing." Any net income earned through project-related activities during the grant period may be used to cover additional project costs. Income earned from license fees and copyrights after the grant period may be disposed of by the grantee in any way it chooses.

## 7. PUBLICITY REQUIREMENTS

The Project Director must provide MHC with specific dates, times, and places for all public events held in connection with the project funded by this grant at least 30 days in advance of the event. This advance notification will enable MHC to help publicize your event through our website, e-newsletter, and social media. This information may be sent via email to [grants@mhc.state.ms.us](mailto:grants@mhc.state.ms.us). **All programs sponsored by the MHC must be free and open to the public.**

The Project Director must send a press release publicizing the project and any public events to local newspapers and other media outlets. Please send copies of the press release and any resulting articles to the MHC. For tips on how to write a press release and other publicity suggestions, consult the grants section of the MHC website.

## 8. ACKNOWLEDGEMENT OF MHC

MHC requires that all publicity acknowledge MHC funding. MHC sponsorship should be in the first paragraph of all press releases. The MHC logo must be included on all brochures, fliers, posters, and websites associated with the project. The logo may be downloaded from the grant section of the MHC website: <http://www.mshumanities.org/index.php/grants>.

All publicity, brochures, flyers, reports, press releases, or other printed material must include the following credit line:

“This project was made possible by a grant from the Mississippi Humanities Council, through support from the National Endowment for the Humanities. Any views, findings, conclusions, or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of the National Endowment for the Humanities or the Mississippi Humanities Council.”

MHC sponsorship should be announced at the beginning of all programs. Please send copies of press releases, photos, and news clippings to the MHC office. When possible, a link to the MHC website ([www.mshumanities.org](http://www.mshumanities.org)) should be added to grantee websites.

**Failure to properly credit MHC’s support is a violation of the terms of this agreement and could be grounds for termination of the grant.**

## 9. EVALUATIONS

Grant recipients must distribute and collect the MHC audience evaluation form (included in your award packet) at all public programs associated with the grant. This demographic information helps the MHC prepare its annual reports to the NEH. Please summarize the audience evaluations in your final report and return all completed evaluation forms to the MHC with your final report. Also, self-evaluation of the project should be a central part of the Project Director’s Final Report. If the MHC decides to use an outside evaluator on your project, an anonymous copy of their report will be sent to you. **The MHC will arrange and pay for the outside evaluator.**

## 10. REPORTING REQUIREMENTS

Interim reports are not required for minigrant recipients. For major grants, grantees may submit an interim report to receive an additional 40% of funds before the end of the grant period. This interim report must include a brief narrative of progress made on the grant and Form MHC-2, detailing the grant funds spent so far. Grantees who do not submit an interim report will receive the remaining 50% of grant funds upon receipt of a satisfactory final report.

The Project Director must submit a final report within 90 days from the end of the grant period. This should include the Final Expenditure Report (Form MHC-1), the Voucher Register (Form MHC-2), the Project Director’s Report, copies of publicity, newspaper articles, photographs, letters or emails to members of Congress, and other relevant material. These items are required to close your grant. The MHC will withhold 10% of the awarded grant funds until these reports have been submitted.

Failure to file the Final Reports could result in having to return your grant funds to the MHC and render your organization ineligible for future MHC grants.

## 11. GRANT EXTENSIONS

Under special circumstances, MHC may approve a one-time extension of the grant period of up to six months beyond the original project end-date to allow for completion of a funded activity and/or the Final Report. These extensions must be requested with an explanation in writing at least two weeks prior to the scheduled project end-date. Extension requests submitted with less than two weeks' notice may be denied.

## 12. CONTACTING COUNCIL MEMBERS & CONGRESSIONAL DELEGATION

We strongly encourage you to invite board members of the MHC to any public event held in association with your program in which printed invitations or postcards are mailed. A list of MHC board members and their addresses are included with your award packet. An Excel spreadsheet of these addresses will be sent to you upon request.

Since the MHC grant program relies heavily on funding from the NEH, we require that all grantees contact their congressional representatives informing them of the grant and thanking them for making these funds available. This communication may be sent via email or through members' congressional websites. Please include copies of these communications with your final grant report. A sample letter may be found in the grants section of the MHC website.

## 13. RECORDKEEPING & DESK AUDIT

The grant recipient agrees to maintain records and accounts consistent with generally accepted accounting principles and to provide the necessary fiscal control to ensure the proper disbursement and accounting of grant funds. The grant recipient certifies that supporting documentation (invoices and receipts) relating to project expenditures will be adequate to permit an accurate audit and will be maintained for three years after the end of the grant period. All grant recipients may be subject to a MHC desk audit in which you will be required to submit copies of this documentation to the MHC or its designated representative.

## 14. IN-KIND & MATCHING FUNDS

All MHC grants must be matched by cash and/or in-kind contributions. The combined total of cash and in-kind contributions must at least equal the amount of the grant. Major grants (over \$2000) must be matched in part by cash – MHC requires a 10% cash match from either the grantee or a third-party. The grant recipient also agrees to maintain records to document all in-kind and third party matching funds related to the project. The MHC is required to match all of the funds it receives from the NEH, so grantees are strongly encouraged to be as thorough and complete in documenting their in-kind contributions related to the grant-supported project even if the in-kind contributions are higher than the amount of the grant. All records pertaining to in-kind contributions should indicate the basis for determining the value of the contributions.

## 15. TRAVEL COSTS AND PER DIEM

If your grant project uses awarded funds for necessary travel reimbursement, the amount covered by MHC should not exceed 35 cents per mile for automobiles and economy fare for continental U.S. air travel directly related to the project. The reasonable costs of meals and lodging shall be paid if receipts are submitted. Alcoholic beverage costs are not reimbursable.

## 16. IRS REPORTING

The Internal Revenue Service requires the filing of Form 1099 for each person who is paid \$600 or more from grant funds in any year. If this affects your grant, you should visit [irs.gov](http://irs.gov) for Form 1099 and instructions.

## 17. SUSPENSION AND TERMINATION

A grantee may terminate its award in whole or in part by notifying the MHC in writing of the reasons for such termination, the effective date, and in the case of partial termination, the portion of grant activities to be terminated. If, in the case of partial termination, the MHC determines that the remaining portion of the award will not accomplish the purposes for which the award was made, it may terminate the award in its entirety.

If the MHC determines that the grantee has failed to comply with the terms and conditions of a grant agreement and/or reporting requirements, the MHC may issue a notice of suspension or termination for cause. No costs that are incurred during the suspension period or after the effective date of termination will be allowable except those that are specifically authorized by the suspension or termination notice or those that, in the opinion of the MHC, would not have been reasonably avoided.

Within thirty days of the termination date, the grantee shall furnish to the MHC a final report summarizing the progress achieved under the grant, the final fiscal report form itemizing expenditures and cost share prior to the effective date of the suspension or termination, and a separate accounting and justification for any costs that may have been incurred after this date.

The grantee may request, in writing, the MHC Executive Committee review of the termination action. The request must be postmarked no later than thirty days after the date of the termination notice and should be addressed to the MHC Executive Director. This request must contain a full statement of the grantee's position and the pertinent facts and reasons that support such a position. Pending the resolution of the review request, the notice of termination will remain in effect. All review activities will be fully documented by the Executive Committee. The Executive Director will, in writing, advise the grantee of the Executive Committee's final decision.