**Fast Track Literary Grant Application**

**Guidelines**

1. SC Humanities’ Fast Track Literary Grants are intended to support new or existing public literary programs such as (but not limited to) writers series, festivals, conferences, workshops, or writers’ residencies at schools. They DO NOT support expenses associated with researching, writing, or publishing a book.
2. Nonprofit organizations or public institutions are eligible to apply for a Fast Track Literary Grant. Applicants must have an EIN and a DUNS number and must be registered with the System for Awards Management (SAM.gov). Bookstores may apply for a Fast Track Literary Grant in partnership with a nonprofit organization.
3. The maximum amount that can be requested for a Fast Track Literary Grant for FY2020 (November 1, 2019 – October 31, 2020) is $3,000.
4. SC Humanities grants require a 1:1 cost-share. Cost-share can be both cash and in-kind.
5. Applications are accepted four times a year on the following deadlines: Tuesday, December 1, 2020; Monday, March 1, 2021; Tuesday, June 1, 2021; Wednesday, September 1, 2021. Submissions are accepted by email until 5:00 p.m. on the deadline. Email tjwallace@schumanities.org and info@schumanities.org.
6. The program for which funds are requested must take place at least 45 days after the application deadline.
7. This is a competitive application process. Submission of an application does not guarantee receipt of funding. Notification of your application’s status will be made approximately 5 weeks after the submission date.
8. Please describe your project as thoroughly as possible. You can use more space for each question than is allotted, but please keep your total application to 5 pages in length.

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Sponsoring Organization**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

US Congressional District\_\_\_\_\_ State Senatorial District\_\_\_\_\_ State Representative District\_\_\_\_\_\_

(***You may obtain district information from your county election board or at*** [***www.scstatehouse.gov***](http://www.scstatehouse.gov))
Does your organization receive $300,000 or more in US federal dollars a year? □ Yes □ No

Does your organization undergo an annual audit by an independent auditing agency? □ Yes □ No
Have any of your organization’s audits produced findings from federal agencies? □ Yes □ No

Federal Tax ID Number (REQUIRED)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUNS Number (REQUIRED)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Director**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fiscal Agent**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Fiscal Agent Project Director**

**1) What** (***Please give a concise overview of your proposed literary project. Indicate whether this is a new or continuing program.***)

**2) Who** (***List the main project personnel, including authors or writing instructors who will be participating.)***

**3) Why** (***Outline why you believe your project is important.***)

**4) Where** (***Where will your project take place and what audience(s) will it serve?***)

**5) When** (***List your anticipated timeline, including program date(s).)***

**6) What community organizations will partner with you on the project?**

**7) How will you promote the project?**

**8) How will you evaluate and/or document the project?**

**8) Budget**

Please provide a detailed budget.

The total cost-share (in-kind, cash, or a combination) must at least equal the amount of the outright request. Costs of designing the project, preparing the application, or other activity prior to the grant approval cannot be included in the project budget

| **Expenditures** | **SC Humanities Grant Funds** | **In-Kind****Cost Share** | **Cash****Cost-Share** | **Total** |
| --- | --- | --- | --- | --- |
| HONORARIA |  |  |  |  |
| TRAVEL/PER DIEM |  |  |  |  |
| SUPPLIES & MATERIALS |  |  |  |  |
| SPACE OR EQUIPMENT RENTAL |  |  |  |  |
| PROMOTION |  |  |  |  |
| **OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |
| **OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |
| **OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |
| **TOTALS** |  |  |  |  |

**9) Budget Breakdown** (***Briefly describe how you arrived at the figures in the budget grid above.)***

1. **SC Humanities Risk Assessment Form**

Please answer the following questions to the best of your ability. Board Members will review this form. Not all questions may pertain to your organization. Your application will not be disqualified if you cannot completely fill out this form. If you have questions, please contact SC Humanities staff at 803-771-2477.

1. Please list all SC Humanities grants received within the past two years.
2. Personnel:
	1. Staff size: \_\_\_\_\_ (# FTE’s)
	2. How many staff members left the organization during the prior calendar/fiscal year? \_\_\_\_\_
	3. For the following key project personnel, please indicate how long the staff member has been with the organization:
		1. Executive Director \_\_\_\_\_ < 1 year \_\_\_\_\_ > 1 year
		2. Project Director \_\_\_\_\_ < 1 year \_\_\_\_\_ > 1 year
		3. Finance Director \_\_\_\_\_ < 1 year \_\_\_\_\_ > 1 year
3. Board of Trustees/Directors:
	1. Number of voting members: \_\_\_\_\_
	2. Of those voting members, how many are independent? \_\_\_\_\_
	3. Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Does someone other than the person responsible for reconciling back accounts:
	1. Make deposits? \_\_\_\_\_ Yes \_\_\_\_\_ No
	2. Make withdrawals? \_\_\_\_\_ Yes \_\_\_\_\_ No
	3. Sign checks? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Does the organization engage an independent accounting firm to perform an annual financial statement audit? \_\_\_\_\_ Yes \_\_\_\_\_ No
	1. If yes, have you changed auditors in the last twelve months? \_\_\_\_\_ Yes \_\_\_\_\_ No
	2. If yes, has any auditor issued a “going concern” opinion for your financial statements during the past twelve months? \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Please indicate if the organization has the following written policies in place:
	1. Code of Ethics Policy \_\_\_\_\_ Yes \_\_\_\_\_ No
	2. Conflict of Interest Policy \_\_\_\_\_ Yes \_\_\_\_\_ No
		1. If yes, are officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? \_\_\_\_\_ Yes \_\_\_\_\_ No
	3. Whistleblower Policy \_\_\_\_\_ Yes \_\_\_\_\_ No
	4. Document Retention and Destruction Policy \_\_\_\_\_ Yes \_\_\_\_\_ No
	5. Executive Compensation Policy \_\_\_\_\_ Yes \_\_\_\_\_ No
	6. Accounting Policies and Procedures Manual \_\_\_\_\_ Yes \_\_\_\_\_ No
	7. Written Internal Controls \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Federal funding:
	1. Does your organization receive federal funding? \_\_\_\_\_ Yes \_\_\_\_\_ No
		1. If yes, do you generally receive more than $750,000 in federal funding? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If yes:*

* + - 1. Type of auditors report issued: \_\_\_\_\_ Unmodified \_\_\_\_\_ Modified
			2. Did you qualify as a low-risk auditee? \_\_\_\_\_ Yes \_\_\_\_\_ No
			3. Were any material weaknesses or significant deficiencies in internal control over financial reporting and/or federal awards identified? \_\_\_\_\_ Yes \_\_\_\_\_ No
			4. Were there any financial statement findings? \_\_\_\_\_ Yes \_\_\_\_\_ No
			5. Were there any findings and questioned costs arising from your Major Federal Awards Program Audit? \_\_\_\_\_ Yes \_\_\_\_\_ No