

# Help Guide on Filling Out the Humanities Grant Form

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**Congratulations on taking the first step to save up to 40% off an assembly show from Scheer Genius Assembly Shows!**

This five-page document will help you get started. It also includes the phone number of the Michigan Humanities Council so you can call for direct answers to your questions and telephone support.

Without further ado, here's the step-by-step guide to what needs to be done.

1. Schedule a performance with Doug Scheer/Scheer Genius Assembly Shows. You can do this by visiting [www.assemblyshows.com](http://www.assemblyshows.com), calling Doug Scheer directly at 248 891-1900, or sending an email to [scheergenius@mac.com](mailto:scheergenius@mac.com).
2. Set up an account to fill out the grant form. You can do this at <http://egrant.michiganhumanities.org/MI/MHC/Public/EnSuite/Shared/Pages/Main/Login.aspx>
3. Refer to the cheat sheet on pages 2–5 of this document for the suggested answers to the questions on the form.
4. Submit the form along with the appropriate attachments.

Questions? You can always call the Michigan Humanities Council at 517-372-7770. They are there to help.

HERE YOU GO. On the following pages is your CHEAT SHEET that will assist you in filling out the online form. Provided are suggested answers to the questions. They are highlighted with underlines. My notes to you are in italics. You may always call the Humanities Council at 517-372-7770 for help if you get stuck. (They are expecting your call).

## Arts & Humanities Touring Grant

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**Non-Profit Applicant** (*full name of organization*) **YOUR ORGANIZATION NAME GOES HERE**

*Attach list of current board members for applicant organization and organization non-profit status documentation for the organization entered above.*

**Chief Executive** (for above organization)

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The individual authorized to commit the applicant organization to the responsibilities, terms and conditions contained in the application. Examples: Executive Director, Library Director, School Administrator, President, Chairperson, etc.

*Fill in all the boxes you see on the form with the correct info, name, address, etc.*

*Get the DUNS # and EIN # from the school's principal or secretary.*

Website URL:

DUNS#:

EIN#:

**Project/Program Manager**

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The individual responsible for the implementation of the project. This person will be the liaison between the applicant organization and the Michigan Humanities Council.

*Fill in all the boxes on the form with the correct info.*

**Fiscal Officer**

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The individual responsible for tracking the expenditures of the project, completing budget reports, and for managing all other fiscal accounting needs related to the project.

*Fill in all the boxes on the form with the correct info.*

## **Humanities Professionals/Scholars**

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Complete only if utilizing scholars for the program such as an artist in residence.

*This section does not apply for Scheer Genius Assembly Shows. You may skip this section.*

## **Program Details**

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Project/Program Title: **Scheer Genius Assembly Shows**

Brief Summary (who, what, when, and where):

**On (fill in the date from your contract) Doug Scheer will provide (group, School, organization) a 40-minute presentation of one of his assembly programs geared toward elementary students. The program is designed to enhance classroom activities and reinforce lessons. This is accomplished through theater arts, drama, storytelling and theatrical illusions.**

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Project/Program Start Date:

**Show date(s) go here**

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Project/Program End Date:

**Show date(s) go here**

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Target Audience

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Anticipated Number of Adults: (include teachers, invited parents, staff)

Anticipated Number of Children: # of children in your school

*Check the Elementary Box*

Description (underserved area, urban, rural, etc.):

Suburban area not served extensively by live theater.

Promotional Strategy: How do you plan to promote your program or project to reach the target audience?

We plan to use take-home flyers, emailed pdf forms, and website announcements to reach the parents of our students. In school, we will also promote this event with posters and in school announcements. Teachers will discuss the program in the classrooms before the event.

Evaluation: What methods will be used to measure changes in audience knowledge or attitudes or to determine the success of the program or project?

Scheer Genius Assembly Shows provides downloadable evaluation forms on their website that we will use. Many times the level of excitement and participation during the program is also a good indicator of the program and presenters success.

Project/Program Budget:

*All funding requests must complete the Budget Form.*

*Please enter the following three amounts from the Budget Form.*

Grant Request: fill out \$ amount

Applicant Cost-Share: fill out \$ amount

Total: total of both amounts

Please indicate any previous funding received from the following sources:

*Likely you won't have any of these. If that's the case, then just check the NO box at the end of this page.*

\_\_\_ Major Grants

\_\_\_ Quick/Planning Grants

\_\_\_ Arts & Humanities Touring Grants

\_\_\_ PRIME TIME

\_\_\_ Michigan Council on Arts and Cultural Affairs (MCACA)

Does the Applicant organization have any applications pending for the above programs? Yes/No

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## ARTS AND HUMANITIES TOURING GRANT APPLICATION

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Applications must be submitted at least 4 weeks before the program or planning date.

If multiple applications are being submitted (limit four per fiscal year), please rank in order of priority. This will determine the order in which the applications will be reviewed for funding.

Check the box if multiple applications are being submitted.

Our organization has contracted Scheer Genius Assembly Shows (touring attraction/program) to provide:

**(Please provide the specific date, time and location of EACH performance.)**

*Fill out the box with the show name/s, dates, etc from the contract I've sent you.*

Number of individuals in touring attraction/program:

**2**

## UNDERSERVED COMMUNITY OR AREA

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Please identify any underserved communities or areas served by this project.

Definition of Underserved Community/Area:

*Check the box if you are in one of these areas.*

**Performance:** Show title goes here

**Date:** See contract

**Time:** See contract

**Location:** Your gym or cafeteria

### **The Dreaded Budget Page**

This graph section is the most confusing part to fill out. I am currently working with a professional grant writer to get a sample copy of how this is to be filled out. In the meantime, simply call the Humanities Council for help in answering this section. They will kindly, gladly, and patiently walk you through all this. Here's their number: 517-372-7770.

There have been a few snags in this new system but all is close to being up and running at this time. If you run into trouble (the form isn't filling out or calculating properly, or you just need help understanding all the fields), just call the council at the given number.

ALMOST DONE.

**You need to attach a few items to the grant form before you submit it.  
Please check the final page for the list of items.**

That's it. I hope you found this cheat sheet helpful.

**Doug Scheer**  
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(248) 891-1900