



# Application Instructions



---

OKLAHOMA READS OKLAHOMA is an exciting statewide activity that invites Oklahomans to examine our state's unique history, experience its diverse heritage, and explore its promising future by reading and discussing notable and important works about the Sooner State. In order to assist communities with this program, the Oklahoma Humanities Council (OHC) offers funding to any non-profit organization to bring a humanities scholar to their community to facilitate a discussion program on the selected book. These funds will cover the speaker's honorarium and travel to your community. OHC will pay the scholar directly for these expenses. The local sponsoring organization must provide cost-share that equals or exceeds the amount of grant funds requested. These cost-share funds may include both dollar expenditures and the value of other contributions to the project including personnel, facilities, and publicity.

This program will follow the format of LET'S TALK ABOUT IT, OKLAHOMA. A humanities scholar will present views on a variety of topics - the author's life, the historical significance or content of a book, its literary aspects, and its relation to the theme under discussion - and answers participants' questions about the book. Each program also includes small group discussions to provide participants with an opportunity to share ideas and opinions with each other.

The following instructions will assist you with the application process.

**APPLICATION DEADLINE:** The OKLAHOMA READS OKLAHOMA application must be received at least (but no later than) **60 days before the planned discussion program**. This is to allow ample time for publicity, which includes credit to OHC for providing grant funds for the project.

*Please note: OHC has limited funding for this project. Applications will be funded on a first-come basis.*

- #1. The sponsor must be a non-profit organization.
- #2. The project director, an individual chosen by the sponsor, is responsible for overall management of the project and also acts as liaison with OHC.
- #3. Co-sponsorship is encouraged. Co-sponsoring organizations can provide assistance and help attract audiences.
- #4. List the title of your program.
- #5. List the date of your program. **Remember that your application is due no later than 60 days before this date.**
- #6. Note where and when the program will be held (for example, Carnegie Public Library in Carnegie, OK @ 7pm).

- #7. Contact Jennifer Kidney, Director of LET'S TALK ABOUT IT, OKLAHOMA, at (405) 329-3395 or e-mail: jenlkidney@hotmail.com, for a list of available scholars
- #8. Publicity is important! Use newspaper stories, radio PSAs, cable TV community calendars, library displays, service club presentations, newsletters... plan to attract at least 20 folks to your programs.
- #9. Cost-share contributions, or cost-sharing, is mostly (and often entirely) the value of donated services, facilities, etc. While some of these costs may involve actual cash expenses, this is not a requirement of the grant. The cost-share match must total at least the amount requested from OHC. Here is an example of how a cost-share budget *might* look:

<b>MATCHING FUNDS</b>	<b>BUDGETED</b>
<u>Personnel</u>	
Project Director: 20 hrs x \$10	\$ 200.00
Publicity Chair: 10 hrs x \$10	<u>\$ 100.00</u>
Total Personnel	\$ 300.00
 <u>Space Rental</u>	
Meeting Space	<u>\$ 50.00</u>
Total Space Rental	\$ 50.00
 <u>Supplies/Postage</u>	
Xerox flyers: 500 x .15	\$ 75.00
Postage: 200 x .33	\$ 66.00
Telephone: Long Distance	<u>\$ 35.00</u>
Total Supplies/Postage	\$ 176.00
 <u>Publicity</u>	
Radio PSAs: 5 x \$25	\$ 125.00
Travel: 29 mi x .31	<u>\$ 8.99</u>
Total Publicity	\$ 133.99
 <b>TOTAL Cost-share MATCH</b>	 <b>\$659.99</b>

- #11. The Authorizing Official is the individual empowered to enter into a contractual agreement between the sponsor and OHC.

*Send the completed application with signed scholar Letter of Understanding to:*

Dr. Jennifer Kidney, Director  
Let's Talk About It, Oklahoma  
225 N. Webster  
Norman, OK 73069