

# LET'S TALK ABOUT IT APPLICATION INSTRUCTIONS



## HOW TO APPLY

**Choose your program.** Select a Let's Talk About It series, dates and times. Call The Humanities Council<sup>SC</sup> (THC<sup>SC</sup>) at 803-771-2477 to be sure the series is available for that period. THC<sup>SC</sup> may also be able to recommend scholars in your area who are willing to lead discussion groups. You will need a different discussion leader for each book in the series. If you have any questions, contact THC<sup>SC</sup>.

**Make arrangements with scholars to be discussion leaders.** When you contact scholars, be prepared to agree upon specifics: date, time, venue, book to be discussed, and—when appropriate—meals, travel, and lodging. LTAI grants consist of \$100 for each session of the series, and that money is specifically allocated to pay each discussion leader (most series are made up of five sessions, making the average grant \$500). The sponsoring organization is responsible for any other cash expenses, such as travel compensation.

**Complete and submit the Let's Talk About It Application Form.** The application must be received by THC<sup>SC</sup> no later than four weeks prior to the date of the program. If you have any questions about the form or about estimating cost share, please feel free to contact THC<sup>SC</sup>.

## APPLICATION REVIEW

**Expect a response in approximately two weeks.** Awards are based on availability of funds, potential audience, and evaluations of previous programs. Also, sponsoring organizations are eligible for two LTAI series per THC<sup>SC</sup> fiscal year (November 1 – October 31).

**Approved applications will receive an award packet and the books for the series.** Your award packet will contain an award letter, final reporting forms, evaluation forms, and publicity materials. Books are sent from South Carolina State Library and will arrive separately.

## BEFORE THE PROGRAM

**Organize well and make all arrangements.** Be sure to contact the scholars to confirm dates and times, make room reservations, coordinate volunteer or staff help for the event, and distribute books and materials to patrons before the sessions begin.

**Publicize your event.** To attract the biggest audience possible, start by utilizing traditional methods such as brightly colored flyers distributed throughout your community, press releases for local media outlets and organizational/community newsletters, and word-of-mouth advertising through staff and colleagues. You should also investigate localized Internet promotions, such as community-based Web sites, events calendars posted by local media, and public library sites. Also, call your local cable company and ask about submitting an event announcement for their public access channel.

**Acknowledge THC<sup>SC</sup>.** Remember to acknowledge the support of THC<sup>SC</sup> in all publicity and promotional materials. Digital files are available on THC<sup>SC</sup> website and logo slicks will be provided upon request.

## DURING & AFTER THE PROGRAM

**Remember to give proper credit.** Please be sure to acknowledge THC<sup>SC</sup> support when the discussion leader is introduced.

**Provide evaluation forms.** Be sure to have more than enough copies of audience evaluation forms on hand at each session, and ask audience members to complete them before leaving. These forms are very important in determining the impact of the scholar's discussion, your program, and the Let's Talk About It series in general.

Please complete and return all project forms by the date specified in your award letter and return the books from the series to the SC State Library. If you have any questions about the forms or returning the books, feel free to contact THC<sup>SC</sup>.

# LET'S TALK ABOUT IT APPLICATION

PLEASE COMPLETE THE FOLLOWING FORM. PHOTOCOPY/PRINT MORE AS NEEDED. RETURN COMPLETED FORM TO THE HUMANITIES COUNCIL<sup>SC</sup>

## SERIES TITLE

SESSION 1  
BOOK

SCHOLAR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

SESSION 2  
BOOK

SCHOLAR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

SESSION 3  
BOOK

SCHOLAR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

SESSION 4  
BOOK

SCHOLAR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

SESSION 5  
BOOK

SCHOLAR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

### Project Director/Sponsoring Organization

### Co-Sponsoring Organization (IF ANY)

**PLEASE NOTE:** SPONSORING ORGANIZATION MUST BE PUBLIC AND NON-PROFIT

NAME \_\_\_\_\_ NAME \_\_\_\_\_

TITLE \_\_\_\_\_ ADDRESS \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

COUNTY \_\_\_\_\_ FAX \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

FEDERAL TAX ID \_\_\_\_\_

DUNS # \_\_\_\_\_

SC LEGISLATIVE DISTRICT(S) \_\_\_\_\_

US CONGRESSIONAL DISTRICT \_\_\_\_\_

### Responsible Officer/Director, County Library

### Fiscal Agent IF DIFFERENT FROM OFFICER

NAME \_\_\_\_\_ NAME \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_

### FUNDS REQUESTED

### REQUESTED GRANT PERIOD

GRANT FUNDS REQUESTED \$ \_\_\_\_\_ (MAX. \$500) \_\_\_\_\_ FROM \_\_\_\_\_ (M/Y) \_\_\_\_\_

COST-SHARE \$ \_\_\_\_\_ TO \_\_\_\_\_ (M/Y) \_\_\_\_\_

TOTAL PROJECT COSTS \$ \_\_\_\_\_

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## PLANNING & PROMOTION

Please describe the intended audience for the series, including groups who might be interested in attending. Also, please describe your plans for promoting and publicizing the programs, and indicate how you will attract participants who have not been involved in previous series:

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How do you plan to evaluate the series?

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## BUDGET OUTLINE

Please fill in your cost-share for this series. Cost-share must equal or exceed grant award.

Personnel (Value of services donated by volunteers serving as discussion leaders and by staff )

VOLUNTEERS \$ \_\_\_\_\_

STAFF \$ \_\_\_\_\_

Transportation

MILEAGE \$ \_\_\_\_\_

MEALS \$ \_\_\_\_\_

Overhead (Postage, telephone calls, photocopies, and printing of promotional materials; brochures and posters for Let's Talk About It ordered from ALA; meeting space at \$50 per room x 5 programs).

POSTAGE \$ \_\_\_\_\_

TELEPHONE \$ \_\_\_\_\_

COPIES/PRINTING \$ \_\_\_\_\_

ALA MATERIALS \$ \_\_\_\_\_

MEETING SPACE \$ \_\_\_\_\_

Total Cost-Share \$ \_\_\_\_\_

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## SIGNATURES

RESPONSIBLE OFFICER/DIRECTOR, COUNTY LIBRARY SYSTEM

DATE

FISCAL AGENT

DATE

PROJECT DIRECTOR

DATE

RETURN COMPLETED FORM TO  
THC<sup>SC</sup>  
PO BOX 5287  
COLUMBIA SC 29250

OR FAX TO  
803-771-2487

QUESTIONS?  
Tel: 803-771-2477  
Fax: 803-771-2487  
info@schumanities.org