

THE KEYS TO THE KINGDOM: GRANTS AND GRANT WRITING*

Robert H. Claxton, Associate Professor of History and Sponsored Projects Coordinator at West Georgia College, outlined his experiences in setting up a grants office for proposals, and monitoring grant expenditures. Dr. Claxton distributed copies of bibliographies of works on these subjects. Additional copies may be obtained by writing him at West Georgia College, Carrollton, Georgia 30118 or calling (404) 325-1889.

Kathleen Capels, Assistant Director of the Georgia Endowment for the Humanities (GEH), discussed the important elements in a grant proposal, as well as what mistakes to avoid in grant requests. In a "good" proposal, humanities content and scholars must be central to the proposed program. The proposal should state how the target audience is to be identified and what publicity will be given to the program. Tentative commitment from speakers should be obtained prior to the grant request. Ms. Capels circulated to the audience an example of a well written budget proposal, which contained explanations of all items to be funded rather than a mere list of requested amounts. The GEH encourages proposals which involve novel program formats, creative program locales, and multi-group sponsorship. Projects should primarily involve adults in the community rather than students. Ms. Capels distributed grant application materials and brochures describing the types of GEH grants available. She emphasized GEH willingness to help prospective history applicants prepare better proposals. She may be contacted at 1589 Clifton Road, N.E., Atlanta, Georgia, 30322 or at (404) 329-7500.

In concluding the session, Charlee Lambert, Director of "Playmakers" and a reviewer of GEH proposals, illustrated ways to encourage greater audience participation. Playmakers dramatized various social issues to foster discussion. She can be contacted at 809 Castle Falls Drive, N.E., Atlanta, Georgia 30329 or at (404) 325-1889.

*Summary of session prepared by Robert H. Claxton and the editors.