



Guidelines for LVEHC Mellon Grant Awardees

We are excited to follow the progress of your project and look forward to working with you as you develop your marketing and documentation materials. Please be mindful of the following **requirements** as you draft publicity for your project.

- Grantees are **required** to include the following verbatim line in all publicity to credit the Mellon Foundation: "**Sponsored in part by the Lehigh Valley Engaged Humanities Consortium, with generous support provided by a grant to Lafayette College from the Andrew W. Mellon Foundation.**"
- Please use the [LVEHC logo](#) in publicity. (Please *do not* use the Andrew W. Mellon Foundation's logo.)
- Please share all publicity and marketing materials with Kate Pitts prior to their public release. This includes:
 - Flyers and posters (digital or print)
 - Calendar listings
 - Social Media posts
 - Course descriptions listed in a university's catalogue or website
- In all publicity, please make explicit the connections to one or more of the following themes through the lens of "transformations in the Lehigh Valley over the past half-century." Provide detailed connections to specific regional social, ethnic, economic, and/or environmental contexts. The grant themes are:
 - The diversity of communities in the Lehigh Valley in the past 50 years.
 - The changing nature of work in the Lehigh Valley in the past 50 years.
 - The evolving landscape, environment, and sense of place in the Lehigh Valley in the past 50 years.

Underpinning all of these main themes is the value and process of story-making. In your publicity, please highlight how community narratives and individual people's stories, from the celebratory to the critical, play a role in your project.

As a reminder, the following funding guidelines are applicable across all grants:

In addition to overhead, indirect costs, and capital costs (construction, renovation, equipment), the LVEHC Mellon Grant cannot fund food and catering expenses, venue rentals, projects in social sciences or STEM fields, endowment management fees, one-off conferences, and undergraduate travel, tuition, or financial aid.

If you have any questions about the viability of a specific budget item, please contact the LVEHC Co-Directors or Coordinator Kate Pitts (pittsk@lafayette.edu) for clarification. The LVEHC encourages applicants and awardees to seek co-sponsorship to cover budget items prohibited under the LVEHC Mellon Grant guidelines. We recommend that prospective applicants contact Kate Pitts to learn more specifics about LVEHC budget parameters.

Please note that receipt of the first disbursement of your award is contingent upon agreeing to the above terms, and the receipt of the second disbursement of your award is contingent upon adhering to these terms and the criteria outlined in your project proposal. LVEHC administrators may be in touch at any point of the process to provide guidance or ask for an update on the progress of your project.