



## **Humanities for All Project Grant Guidelines**

**Wednesday, August 16, 2017 Deadline**

### **OVERVIEW**

#### **Program Purpose**

**Humanities for All Project Grants** support high quality humanities learning experiences for the public that draw upon the methods and insights of the humanities, foster greater understanding among people, and invite thoughtful reflection and consideration of topics important to Californians, in keeping with the California Humanities' mission: *to connect Californians to ideas and one another in order to understand our shared heritage and diverse cultures, inspire civic participation, and shape our future*. Appropriate formats include but are not limited to community conversations and dialogues; interpretive exhibits; lectures, forums, and performances (with discursive and/or interpretive elements); reading-and-discussion series; community-wide reads; film festivals; oral history and other forms of story-collection and -sharing projects; hands-on workshops led by humanities experts; and other types of participatory and interactive humanities experiences.

#### **What are the Public Humanities?**

Public humanities programs provide opportunities for people to experience, engage with, and participate in the humanities outside formal educational environments. The humanities encompass a wide range of activities that enable us to understand, explore, and communicate about the human experience, including such “everyday” activities as reading, conversation, and reflection, as well as the “expert” practices of scholars, culture bearers, and humanities professionals (curators, researchers, writers, and journalists). In academic settings, the humanities most frequently find application in the disciplines of history, literature, linguistics, art history and criticism, philosophy, folklore, cultural studies, media studies, religious studies, ethics, and jurisprudence, although humanistic approaches to knowledge can be applied in any field.

California Humanities has a special interest in expanding public participation and access to the humanities. Accordingly, we encourage efforts to reach and engage new and historically underserved audiences for humanities programs (e.g. teens and young adults, low-income people, communities of color, marginalized social groups, and rural communities). We are also interested in supporting activities that will bring together people of different backgrounds, life circumstances, and perspectives to explore commonalities as well as differences of experience in order to foster greater understanding, empathy, and respect.

Like the humanities themselves, the public humanities can produce many types of benefits or results. Some public humanities programs promote learning through analysis, discussion, and interpretation of the arts, literature, historical events, or culture. Some enable participants to share stories and experiences or to create knowledge products. Others cultivate skills essential to active citizenship, including critical thinking as well as expression and exploration of a variety of opinions and ideas through dialogue and reasoned argument.

## What Kinds of Public Humanities Programs do Humanities for All Project Grants Support?

Public humanities programs can take many forms depending on the subject matter at hand, the programmer's goals and intent, as well as the characteristics, interests, and needs of the intended audience. California Humanities encourages innovation and experimentation with new approaches to public humanities programming as well as use of time-tested formats, such as those illustrated by the following examples:

- A series of forums or dialogues about topics of interest to the community that are facilitated by or involve a humanities expert (scholar, journalist, researcher, curator, culture bearer) or experts
- A film festival or series of film screenings accompanied by facilitated discussions about related humanities themes or exploring the historical, cultural, and/or sociological context of the works
- A community-based oral history project that produces an exhibit, publication, or website and community forum that contextualizes the stories and experiences of individuals and offers a thematic framework for interpretation
- A community-wide reading initiative that brings people of different ages, experiences, and cultural backgrounds together through reading and discussion, lectures and presentations, and hands-on activities to explore themes and topics related to literature
- A neighborhood history project that engages residents of all ages in researching and documenting their community through production of a mural, a guided walk, and a digital story map and related app.

Applicants for documentary media productions (film, audio or new media projects) should refer to the [California Documentary Project](#) guidelines or consult with a program officer for eligibility.

To ensure strong humanities content of the programs it supports, California Humanities encourages applicants to make use of relevant humanities expertise in planning and implementing projects. Project Grants **require** that a humanities expert (academic scholar, humanities professional, or culture bearer) serve in an advisory capacity as an integral member of the project team. For more information about how California Humanities interprets “humanities expertise”, please see the FAQs.

California Humanities-supported programs should be accessible to and by the general public. If access will not be free of charge, applicants should show how they will reduce barriers to entry and participation, particularly for low-income audiences.

## Funding Level and Eligible Expenses

Applicants may request between \$10,000 and \$20,000. California Humanities funds may be used to support any eligible project-related activities and expenses, including honoraria for speakers or presenters, staffing costs, programming expenses including travel, equipment, publicity, promotion, venue rental, refreshments and hospitality, etc. Some restrictions apply, including a 10% cap on indirect costs, organizational overhead, and fiscal sponsorship fees.

*Awardees are required to match award funds at a minimum 1:1 ratio over the life of the project with non-federal funds or in-kind contributions.*

For full details, consult the FAQs.

## **We Do Not Fund:**

Grant funds may not be used for:

- General operating support
- Capital improvements
- Individual research, study, or travel
- Regranting or sub-awards
- Activities and projects primarily intended to advance a specific policy or political agenda or to influence legislation (advocacy)
- Academic or scholarly research activities or school-based projects without significant public programming components
- Activities and projects primarily designed for the purposes of fundraising, marketing, or institutional advancement

## **APPLICANT ELIGIBILITY**

Applications will be accepted from California-based public agencies (including libraries, museums, schools, and colleges) or California-based nonprofit organizations with tax-exempt status. Individuals or organizations lacking tax-exempt status must apply under the auspices of a fiscal sponsor (see FAQ for details).

Eligible applicant organizations (and project directors) must:

- Be in good standing with California Humanities, (e.g., without overdue reports), if a previous grantee
- Not have an active California Humanities grant or application pending review (for any grant program); however, California Humanities will accept multiple applications from universities and other qualifying organizations serving as fiscal sponsors (see FAQ for details)

## **HOW TO APPLY**

Application for **Humanities for All Project Grants** is through an online process. No hand-delivered, faxed, or emailed applications will be accepted. Applications must be submitted by the deadline, **5 pm on Wednesday, August 16, 2017.**

You may initiate an application anytime between June 16 and August 16, 2017.

**To start a new application, click here:**

[https://www.GrantRequest.com/SID\\_348?SA=SNA&FID=35057](https://www.GrantRequest.com/SID_348?SA=SNA&FID=35057)

**To return to an existing application, click here:**

[https://www.GrantRequest.com/SID\\_348](https://www.GrantRequest.com/SID_348)

Applicants will need to complete an online form, provide a brief project summary (100 words), provide contact information for the Project Director and Authorizing Official of the applicant organization as well as other pertinent information including location address, legislative district information, demographics of the service area, and federal tax ID (EIN) and D-U-N-S (DUNS) number, available through [Dun & Bradstreet](#) and activated through the Federal System

for Award Management ([SAM.gov](https://www.sam.gov)). Be sure to allow sufficient time (2-4 weeks) to obtain the DUNS number and complete the activation process – see FAQs for more information.)

In addition, applicants will need to submit (attach) the following items:

#### **A. Proposal Narrative (required)**

Address each of the following topics in this order using the numbered headings at the start of each section. (To save space, please use headings only and *do not* repeat the prompting questions in your narrative.) Your document should be submitted in Please use Word or PDF document format with one-inch margins, single spaced, and in 11 pt. font. *Please be concise and do not exceed 8 pages in total.*

##### **1. Project Overview and Rationale**

Provide a short description of the proposed project. Why is it important to do this project? How does the project relate to the purpose and intent of the Humanities for All grant program? What humanities-based learning experiences will it make available to participants/audiences? How will the project make use of humanities knowledge, insights, or approaches and how will your Humanities Advisor and any additional humanities experts contribute to the project?

##### **2. Participants and Audiences**

Who do you hope to engage through your project? Will you reach already-established as well as new constituencies, including any audiences identified as underserved by California Humanities? What are the demographic and/or other relevant characteristics of your audience and participants? How many people will you reach (distinguish by project phases if wished)? Can you envision any potential barriers to access on the part of your intended audience(s), including any constraints imposed by cost, language barriers, location or scheduling? If so, how will you mitigate these?

##### **3. Outreach and Publicity**

How will you reach and engage your desired participants and audiences? Describe general and routine as well as any special outreach strategies you will employ for publicity and marketing purposes, including those that will be undertaken in collaboration with other organizations or aimed at particular constituencies.

##### **4. Activities**

How will you go about planning and implementing the proposed project? Provide a general overview including work already accomplished, all planning and implementation activities that will take place during the grant period, and any related activities that will occur after the end of the grant period. (*Note: A detailed quarterly timeline should be provided as well – see C below.*)

##### **5. Project Purpose and Assessment**

What are your goals, objectives, and desired outcomes for this project? How will you assess your progress towards meeting them? How will you assess the impact of your project on

participants, audience members, project personnel, the sponsoring organization, or others associated with or affected by the project? If appropriate, discuss how you will gauge the longer term results of the project.

## 6. Project Personnel

What are the key positions associated with this project (Project Director, Humanities Advisor, Presenters, humanities and technical experts, etc.)? Outline the roles and responsibilities of each and provide the names and brief biographical information about the individuals who will fill these positions (or selection criteria) that demonstrates their qualifications. If California Humanities funds will be used to support additional personnel, even if not in “key” positions, be sure to include information about these people as well.

## 7. Sponsoring Organization and Partners

Briefly describe the role the sponsoring organization will play in the project. Describe any previous experience(s) with public humanities programming and explain why it is a good anchor for this project. If your project will involve collaborations or partnerships with other organizations, describe the mission of each, along with a short overview of the anticipated contributions it will make to the proposed project. If the project/organization is being fiscally sponsored by another organization, explain why it was selected. *Note that in this case, a Memorandum of Understanding (MOU) is required (see D below)*

## B. Proposal Budget (required)

Applicants should provide a summary project budget showing ALL anticipated project expenses and income streams for the entire project, not just the portion for which California Humanities funding is supported.

Use the **Humanities for All Project Grants Budget Form** available on our website to prepare your budget. Enter the project title, applicant organization name, and project director name at the top of the Project Budget Form, then complete the form by adding information about project expense categories (personnel, program expenses, administrative costs, etc.) and how you plan to fund them either through the California Humanities grant or other sources (cash on hand, in-kind contributions of goods or services, additional funds raised, etc.). Use the budget narrative section to provide explanatory detail, e.g. source of income or cost-basis for expenses, including salaries or vendor contracts.

California Humanities funds awarded must be matched at a minimum 1:1 ratio over the life of the grant period with cash or in-kind contributions from non-federal sources; expenses incurred prior to the grant period are not eligible for reimbursement nor can unspent funds be banked for future activities, even if related to the project.

For more information, please consult the FAQs.

## C. Timeline (required)

To prepare your timeline, please use the **Humanities for All Project Grants Timeline Form** available on our website. Enter the project title, applicant organization name, and the project director’s name at the top of the form, then list the major activities you will undertake in

chronological order, quarter by quarter, and who will be responsible for carrying them out. Be sure to distinguish activities occurring *before* and/or *after* the grant period from those that will take place *during* it.

#### **D. MOU (required for Fiscally Sponsored Projects *only*)**

If the funding application is being made by an organization serving as a *fiscal sponsor* for the project (acting on behalf of another organization or entity), please attach a Fiscal Sponsorship Agreement, Memorandum of Understanding (MOU), or other document that outlines the arrangements between the two parties that will ensure the smooth administration of the project and management of the California Humanities award. See the FAQs for more details.

#### **E. Support Materials (optional -- not to exceed 10 pages)**

If desired, you may include the following types of support materials as part of your application package. **Please compile all materials into one PDF document file and label it “Support Materials – [Your Project Title].”** Provide a list of all items you are submitting and a short description of each at the beginning of the document.

- Letters of support and/or commitment from your Humanities Advisor(s), other personnel, project partners, and supporters (individuals and organizations). Please submit only letters relevant to this project, not “generic” endorsements of your organization or unrelated activities.
- Illustrative material or documentation of previous public humanities programs or other relevant activities conducted by the sponsoring organization. These may include print materials or URLs linked to web addresses that house materials. (Keep in mind that readers will have limited time to review these materials.)

## **REVIEW AND AWARD**

### **REVIEW CRITERIA**

Be sure your application is complete (no missing elements) and that you respond to each of the topical areas outlined in the narrative. Applications are evaluated for eligibility, completeness, and competitiveness on the basis of the criteria listed below:

#### **Quality**

- Potential to fulfill the goals of the **Humanities for All Project Grant** program, including expanding public access to the humanities for underserved constituencies
- Clarity of project purpose, objectives and proposed outcomes
- Potential to provide rich, relevant, and meaningful humanities learning experiences and activities for the target audience(s), including depth of humanities content and anticipated contributions of the Humanities Advisor
- Awareness of and responsiveness to the interests, needs, and characteristics of the target audience(s), including attention to potential barriers to access
- Level of community support and/or interest expressed in the project

## **Capacity**

- Evidence that the project team has the necessary level of experience and skill to successfully implement the proposed project
- Feasibility and soundness of project timeline, budget, outreach, and evaluation plans
- Suitability of the sponsoring organization and partners or collaborators to implement the project (as shown by prior experience, contribution of resources, and/or level of interest shown in the project)

## **APPLICANT AND AWARD NOTIFICATION AND GRANTEE RESPONSIBILITIES**

Award decisions will be announced before the end of **December 2017**. Decisions are final and may not be appealed but unsuccessful applicants may wish to revise their plans and apply again in the future. Reviewer feedback will be provided to all applicants on request.

Along with notification of award, successful applicants will receive detailed grant management and reporting instructions. Awardees are expected to familiarize themselves with all requirements as outlined in the grant agreement and supplemental grant administration materials.

50% of award funds will be disbursed upon return of a signed grant agreement; 40% upon submission of an interim report; and the remaining 10% upon approval of the final report.

Grantees will be expected to acknowledge the support of California Humanities and NEH in program and publicity materials; cooperate with California Humanities publicity and evaluation protocols; provide timely information to California Humanities about project activities, including notification of and request for approval of any major changes to the project; and submit a final summary budget and narrative report, documenting project activities and outcomes, at the conclusion of the project. Failure to submit the final report will preclude awardees (organizations and project directors) from eligibility to apply for future grants.

## **APPLICATION ASSISTANCE**

California Humanities provides assistance to applicants through several means:

- Frequently Asked Questions or FAQs (including technical assistance/troubleshooting)
- An informational webinar will be held on June 15, 2017. Please visit <https://register.gotowebinar.com/register/7511721986676799490> to register. A recording of the webinar will be made available soon after at <http://www.calhum.org/grants/humanities-for-all>. (Join our mailing list to receive the most recent information about upcoming webinars and grant resources.)
- Please contact Project and Evaluation Director Felicia Kelley ([fkelly@calhum.org](mailto:fkelly@calhum.org)) if you have questions. Please note we cannot review draft applications in entirety prior to submission but will assist you by clarifying requirements and providing limited feedback.

Many thanks for your interest in our program, and good luck!