



Humanities for All Quick Grant Guidelines

March 1, 2017 Deadline

OVERVIEW

Program Purpose

Humanities for All Quick 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. Appropriate formats include but are not limited to community conversations and dialogues; lectures, forums, and performances (with interpretive elements); reading- or film-and-discussion programs; story-collection and -sharing projects; hands-on workshops led by humanities experts; and other types of participatory and interactive humanities experiences. California-based nonprofit organizations or non-federal public agencies are eligible to apply. Awards ranging between \$1,000 and \$5,000 will be made three times a year through a competitive process. Grant-supported activities should conclude within one year of the award date.

What are the Public Humanities?

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

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. young adults, low-income people, communities of color, historically marginalized social groups, 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.

Like the humanities themselves, the public humanities can produce many types of benefits or results. Some public humanities programs engage people in the 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 encourage expression and exploration of a variety of opinions and ideas through dialogue and discussion.

What Are Public Humanities Programs?

Public humanities activities 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 experimentation and innovation with new approaches to public humanities programming along with time-tested formats, such as illustrated by the following examples:

- a dialogue facilitated by a humanities expert (scholar, journalist, researcher, curator, culture bearer) that draws out a diversity of views about a topic of common interest or community concern
- a discussion accompanying a music or dance performance, film screening, or art exhibit that explores the historical, cultural, and/or sociological context of the work
- a memoir writing workshop for clients of a homeless shelter led by an author or journalist culminating with a publication event
- an intergenerational reading-and-discussion group bringing together teens and seniors to explore a theme or experience through literature
- a walking tour itinerary developed by residents and a local historian that will provoke curiosity and inspire newcomers to learn more about the history of their neighborhood

Whenever possible, California Humanities encourages applicants to make use of relevant humanities expertise in planning and implementing their activities.

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.

Funding Level and Eligible Expenses

Applicants may request between \$1,000 and \$5,000. Any project-related activity or expense category (honoraria for speakers or presenters, staffing costs, programming expenses including travel, equipment, publicity, promotion, venue rental, refreshments and hospitality, etc.) is eligible for support. A few restrictions apply, including a 10% cap on indirect costs, administrative overhead, or fiscal sponsor fees. For full details, consult the FAQs.

Applicants and awardees are not required to provide matching funds for these grants.

We Do Not Fund:

Grant funds may not be used for:

- General operating support
- Capital improvements
- Individual research, study, or travel
- Regranting
- 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

Public humanities programming should be accessible to the general public. If not free of charge, applicants should show how they will reduce barriers to entry and participation, particularly for low-income audiences.

APPLICANT ELIGIBILITY

Applications will be accepted from California-based nonfederal public agency or nonprofit organization with tax-exempt status.

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 by universities/colleges, libraries and art councils and other organizations that are approved fiscal sponsors (see FAQ for details)
- Individuals or organizations lacking tax-exempt status must apply through a California Humanities-approved fiscal sponsor and must submit 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

HOW TO APPLY

Application for **Humanities for All Quick 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, March 1, 2017.**

You may initiate an application anytime between January 25, 2017 and March 1, 2017.

To start a new application, click here:

https://www.grantrequest.com/SID_348/?SA=SNA&FID=35054

To return to an existing, in-progress application, click here:

https://www.GrantRequest.com/SID_348?SA=AM

Applicants will need to provide a brief project summary (100 words) and pertinent information about the applicant organization, including federal ID and DUNS # (must register with [Dun & Bradstreet](#) and activate DUNS # with [SAM.gov](#). Please allow sufficient time for the DUNS # activation process), location address, legislative district information, demographics of the service area, and an organizational (and project director) contact.

In addition, applicants will need to attach the following items to the online submission:

A. Narrative statement (2 pages maximum) – We recommend that you used the headings below but it is not necessary to repeat the prompts. Ensure that all questions are answered in the submitted narrative.

1. Description of proposed project or activities. *Tell us:*

- What you intend to do and what kind(s) of high quality humanities learning experiences you will provide participants or audience members
- When and where your activities will take place (dates, times, location, venues, etc.)

2. *Outreach and Engagement*

- Who will participate in the project
 - Define target participants and/or audience members
 - Provide approximate numbers
- How you plan to inform and engage them
- How will you reduce barriers to entry and participation by general public, particularly for low-income audiences

3. Objectives and desired outcomes. *Tell us:*

- Why you think this project or activity is important and why you want to do it (need or rationale)
- What are the anticipated impacts and benefits your project activities will produce
- How you will assess the outcome(s) of your activities

4. Capacity. *Tell us:*

- Explain how the mission of the applicant organization or sponsoree aligns with the proposed project Does the applicant or partner organizations have any prior relevant programming experience?
- Brief description of Project Director, key staff and any humanities expert(s) who will plan and implement the proposed activities.
- What resources will be needed to implement the project?

B. Summary Budget

Complete and upload the budget template (Excel document) provided to show us how you plan to allocate California Humanities funds. Matching contributions are NOT required for this grant, but if you plan to use resources in addition to the California Humanities grant, show how they will be used (assign to relevant budget lines). Utilize the budget narrative section on the template to further detail use of requested and matching funds Budgets submitted that are not in this required format will not be accepted.

C. 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.

REVIEW AND AWARD

REVIEW CRITERIA

Applications are evaluated for eligibility, completeness, and competitiveness on the basis of the criteria listed below:

Quality

- Potential to fulfill the purpose of the **Humanities for All Quick Grant** program, including expanding public access to the humanities
- Significance of the objectives and proposed outcomes of project activities
- Potential to provide rich, relevant, and meaningful humanities learning experiences and activities for the target audience(s), including depth of humanities expertise involved
- Responsiveness to the interests, needs, and characteristics of the target audience(s), and demonstration of intent to reduce any barriers to access

Capacity

- Experience and ability of the project team to successfully implement the project proposed
- Feasibility and soundness of schedule, budget, outreach, and evaluation plans.
- Ability of the applicant organization and partners to implement the project (as shown by prior experience, contribution of resources, other commitments)

APPLICANT AND AWARD NOTIFICATION AND GRANTEE RESPONSIBILITIES

Award decisions will be announced by early May for a grant period of May 1, 2017 to April 30, 2018. Decisions are final and may not be appealed. If not successful, applicants may wish to revise and apply for a future round. 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. The full amount of the award will be disbursed on return of a signed grant agreement.

Grantees will be expected to be publically acknowledge the support of California Humanities and the National Endowment for the Humanities (NEH), 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.