

## **Humanities for All Quick Grants**

### **FREQUENTLY ASKED QUESTIONS (FAQs)**

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**1. What types of projects can be considered for a Quick Grant?**

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. Projects aimed primarily at the creation of work products by experts or professionals are not appropriate for this grant program; however, projects that engage the public in knowledge-production of texts, short videos, audio recordings, and other formats as part of a larger “humanities learning experience” will be considered.

**2. Does California Humanities require a focus around a particular theme or topic?**

No. Although from time to time we issue calls for projects related to a special theme or topic area, for this round we welcome proposals for public humanities programs on any subject that meet published criteria and demonstrate responsiveness to community interests and concerns.

**3. What is the difference between the Quick Grant and Project Grant programs?**

Quick Grants are designed to support short-term public humanities projects (1 year grant period) of a smaller scale and scope than Project Grants. The maximum award for Quick Grants is \$5,000; for Project Grants, between \$10,000 and \$20,000. Project Grants also require matching contributions over the life of the program, involvement of a Humanities Advisor, and have more involved reporting requirements. The same eligibility requirements apply to both grant programs.

**4. What are the humanities?**

The humanities enable us to explore the essential question of what it means to be human. They 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 interpretive social sciences, although they can be applied to any field (e.g. history of medicine, philosophy of science, business ethics, cultural implications of technology, etc.).

**5. What is a public humanities program?**

Public humanities programs provide opportunities for people to experience, engage with, and participate in the humanities outside formal academic settings. 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. See guidelines for a few examples and many other types of projects and activities are appropriate, too. Check with Program Staff if you have any questions.

Through the Humanities for All Quick grants, we hope to increase accessibility to high quality humanities program that are available to the general public. We require that applications identify their target population as well as address any barriers to access.

**6. Is the public humanities programming required to be free to participants/audience?**

Public humanities programming should be accessible to the general public. We understand that offering programming free of charge is not always feasible. If there are audience or participation fees associated with your project, these must be identified in the narrative and provide any additional information on efforts made to mitigate costs and other barriers to the general public.

**7. Am I required to involve a humanities expert in my project?**

No. However, note that California Humanities encourages collaboration between academic institutions and community groups where appropriate, as well as the participation of both academic scholars and other humanities experts in projects.

California Humanities defines humanities experts as:

- Academic scholars (individuals with an advanced degree in a humanities discipline or individuals teaching or researching in a scholarly institution, e.g., professors, some curators and librarians)
- Independent advisors/public intellectuals (individuals who have researched, written, and/or spoken about a humanities topic and are considered experts in their field, e.g., journalist, artist, curator, non-professional historian)
- Community advisors/culture bearers (individuals who by virtue of their life experience, training, and/or standing in a community carry the knowledge, wisdom, and collective historical records of the group, e.g., tribal or neighborhood elders, or practitioners of traditional cultural forms)

The content knowledge base and technical expertise of your advisor should be relevant to the project that is being proposed.

Humanities content and expertise are required components of funded projects. Applications should highlight the expert sources used for the humanities-based (interpretive) learning that is an integral part of the project.

**8. If desired, how can I locate an academic humanities expert?**

Check with local California higher education institutions (colleges or universities), do a web search on your topic, or contact Felicia Kelley, Project and Evaluation Director at [fkelly@calhum.org](mailto:fkelly@calhum.org).

**9. What is the project director's role?**

The project director is the person responsible for seeing the project through completion. If an application is funded, the individual listed as project director will also serve as the primary contact throughout the grant period.

**10. Does the project director need to be an employee of the applicant organization?**

Although the project director is not required to be an employee of the applicant organization, lines of programmatic and administrative authority and accountability should be clearly outlined and understood by all parties.

**11. Can an individual serve as project director on more than one California Humanities grant at a time?**

An individual can only serve as project director on one California Humanities-funded project at any given time. If an individual is already serving as a project director on a current California Humanities-funded project, he/she must complete the project and have obtained approval of a final report before applying for another grant. Please note that final reports generally require two weeks for approval and should be submitted well in advance of the submission of a new application.

**12. Does California Humanities fund individuals?**

Not directly. Individually-led projects can apply via a fiscal sponsorship with a 501(c)3 organization.

**13. Does California Humanities fund Academic or scholarly research activities or school-based projects?**

No direct funding for research-only projects. Any school-based project must have a significant public facing component that includes outreach to the general public and engagement in humanities-based learning.

**14. Who is eligible to apply for a HFA Quick Grant?**

Only California-based non-profit organizations with tax-exempt status or state/municipal public agencies such as arts councils, schools, universities, or libraries may apply. Individuals and for-profit entities may not.

**15. Do you accept applications for fiscally-sponsored projects?**

Yes, but the fiscal sponsor must meet all eligibility criteria and the application package must include a document such as a letter or memorandum of understanding detailing the relationship and procedures that will guarantee the administration of the award. 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.

**16. Can an organization submit more than one application?**

An organization cannot submit more than one application or have more than one application pending review (for any program) unless it is a California Humanities-approved, multi-application fiscal sponsor (e.g., BAVC, IDA, SFFS, Community Partners, etc.). If you have any questions about your organization's status or eligibility as an approved multi-application sponsor, please contact Erin Menne, Associate Program Officer, at [emenne@calhum.org](mailto:emenne@calhum.org).

**17. Can an organization apply for a new grant if it has previously received a California Humanities award?**

An organization that has received a grant from California Humanities can apply for a new project once the previous grant has been satisfactorily closed (that is, with all project activities completed and a final report submitted and approved by California Humanities). However, organizations that are California Humanities-approved multi-application fiscal sponsors are exempt from this rule. For more information, please contact Erin Menne at [emenne@calhum.org](mailto:emenne@calhum.org).

**18. What are the responsibilities of the applicant organization (including organizations serving as fiscal sponsors)?**

Applicant organizations must have non-profit, tax-exempt status in the state of California or be a public agency and may apply on their own behalf to carry out the proposed project or as a fiscal sponsor on behalf of individuals or an organization that will carry out the project. In either case, the applicant organization must approve the submission of the proposal, be willing and able to administer grant funds in conformity with the terms of the grant agreement, and must accept full responsibility for undertaking and supporting the project as outlined in the proposal. If a grant is awarded, the authorizing official of the applicant organization will receive the award packet and must sign the grant agreement and other required award documents before any funds can be disbursed.

The applicant organization is the entity with overall and final accountability to California Humanities for the project. If individuals or an organization without non-profit status is working with a fiscal sponsor to obtain funding, the fiscal sponsor has ultimate fiscal and compliance responsibilities for the project and should have a clear agreement with those carrying out the project to ensure accountability.

**19. What is the maximum grant amount an applicant can request?**

An applicant may request between \$1,000 and \$5,000.

**20. Is there a project budget limit for this grant?**

No.

**21. Are matching contributions required?**

Not for this grant program. However, they are not prohibited if you need additional resources to implement your project.

**22. What does “in-kind” mean?**

An in-kind match refers to the fair market monetary value of any allocation by your organization or contribution by outside organizations or individuals of labor, materials, goods, or services to the project. It can include salaried staff time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated (e.g., for publicity, promotion, or evaluation); public program supplies, including refreshments; and travel, lodging, and meals for project staff or participants. Applicants are expected to determine the fair-market value of these contributions.

**23. How are Quick Grants awards disbursed?**

All of the funds are disbursed upon approval of signed award documents.

**24. What costs are eligible for support?**

Eligible costs include, but are not limited to:

- Project-related programmatic and administrative staff salaries and fringe benefits
- Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc.
- Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web page design, videography, screening expenses)
- Travel, lodging, and per-diem expenses (the maximum allowable reimbursement rate is 58.5 cents per mile for automobile mileage and \$61 per day for meals per person)
- Supplies and materials for program activities
- Equipment (rental, unless purchase cost is less)
- Project-related administrative expenses including phone, postage, photocopying, and printing
- Marketing expenses (e.g., printing and mailing of announcements or flyers, ad placement)
- Evaluation expenses
- Program documentation
- Food costs directly tied to project activities (alcoholic beverages are not eligible costs)
- Fiscal sponsor or indirect administrative fees (only up to 10% of your request)

**25. Is there a time limit for project completion?**

Yes. The maximum term for this grant is 12 months. The grant period begins May 1, 2017-April 30, 2018. Extensions should be requested only under exceptional circumstances.

**26. Does California Humanities conduct application information meetings or workshops?**

Yes. Register [HERE](#) for the informational webinar on January 31, 2017 at 1:30pm. Recorded webinars will be archived promptly on our website.

**27. Does California Humanities make samples of funded proposals available to applicants?**

See <http://www.calhum.org/grants/humanities-for-all> for a few examples of funded projects from the first round of HFA Quick grants.

**28. Must I submit an electronic application?**

Yes. An applicant must submit an online grant application form and attach the required documents as outlined in the guidelines and application instructions.

**29. Can I personally deliver an application to California Humanities?**

No. Applications must be submitted online.

**30. Can I use my own budget form?**

No. Applicants must use the HFA Quick Grant budget form provided in the application packet available for download. Not all fields may apply to your project and you may leave line items blank. Please note that project budgets are weighed heavily in the review and all expenses should be estimated as accurately as possible and align with information provided elsewhere in the application. Budgets submitted in a format other than in the template provided will not be reviewed.

**31. What is the deadline for this grant?**

Applications must be submitted electronically via the California Humanities website by **5 pm on Wednesday, March 1, 2017**.

**32. When can we apply?**

The online application form will be available at [https://www.grantrequest.com/SID\\_348/?SA=SNA&FID=35054](https://www.grantrequest.com/SID_348/?SA=SNA&FID=35054). The guidelines, including the proposal narrative requirements, are currently available for review on our website. Applicants have until 5 pm on **Wednesday, March 1, 2017** to complete and submit an application and all electronic supplemental materials (narrative, budget and MOU if applicable). The form will be deactivated after that time.

**33. How much time should I allow to prepare my application?**

The amount of time this will take varies from project to project and depends on many factors, but we recommend starting the process no later than three weeks in advance of the deadline. Be sure to factor in time that will be needed to secure any necessary approvals or endorsements, as well as to review and proofread your proposal narrative and budget before submitting it.

In addition to preparing these materials, you will need to complete an online application form. The form requires you to provide information about the project, the applicant organization, and project director. It will also ask for the applicant organization's Data Universal Numbering System (DUNS) number. If the



organization does not have one, it may obtain one free through [Dun & Bradstreet](#) and activate DUNS # with [SAM.gov](#). Please allow sufficient time for the DUNS # activation process. Information about legislative districts can be obtained here at <http://www.house.gov/representatives/find/>.

We estimate that once you have collected all the information needed to complete the form, it will take you at least two hours to complete the online application and upload your completed project narrative and budget documents.

**34. How will I know that my application was received?**

Applicants will be notified of receipt of their proposals by email.

**35. When will awards be announced?**

Notification of grant decisions will be sent to all applicants by email May 2017

**36. If my application is unsuccessful, may I reapply?**

Yes, subject to other conditions and eligibility requirements. However, it is advised that you contact California Humanities program staff by email to receive feedback on your application before reapplying.

**37. When is your next grant application deadline?**

California Humanities anticipates three (3) rounds of the HFA Quick Grants annually. Information about upcoming grant deadlines will be posted on our website, [www.calhum.org](http://www.calhum.org), and announced through other communication vehicles when available.

**38. If funded, what are your grant requirements?**

California Humanities requires grantees to submit:

- a signed grant agreement by the authorizing official of the grantee organization
- updated information on public programs and events as requested a final report consisting of project statistics, self-evaluation questions, final financial report, and copies of any final tangible product(s) resulting from the project

Failure to comply will result in disqualification of eligibility to apply for a future grant.

**39. How should we acknowledge California Humanities if funded?**

Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit California Humanities. If funded, specific credit language and logo requirements will be detailed in the grant agreement.

**40. Where can I learn more about California Humanities?**

More information about California Humanities is located on our website: [www.calhum.org](http://www.calhum.org).

**41. Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the Humanities for All grants program in general?**

Contact Felicia Kelley, Project and Evaluation Director, at [fkelly@calhum.org](mailto:fkelly@calhum.org).

**42. Whom should I contact if I have technical questions about the online application process and reporting requirements?**

If you need technical assistance with the online application form, please try the solutions to common questions provided below or contact Erin Menne at [emenne@calhum.org](mailto:emenne@calhum.org).

**43. I received an error message when I used the online system. Do you have any suggestions?**

Here are some suggested fixes to common technical problems:

**1. I did not receive confirmation of application submission.**

Issue: When an application is successfully submitted, a confirmation email is automatically sent to the email address associated with the user account. However, because of spam filters, some applicants may not receive this email.

Solution: Put all users of [@calhum.org](mailto:@calhum.org) on your email account's "safe list" before submitting your application, so that you receive California Humanities email communications in your inbox.

**2. I cannot access the grant application because "cookies are not supported."**

Issue: Some applicants who bookmark the grant application URL may get the following error message when they attempt to log in to the application using the bookmark:

***The following error has occurred: Your browser is not configured to support cookies. In order to access this online application, you must adjust your browser settings to allow cookies.***

This problem typically occurs because the grant application site tests for cookies by adding characters to the URL; if your browser does not properly save cookies, this error occurs.

Solution: To access the Humanities For All Quick Grant application, type the correct URL—exactly as it appears here—in your web browser's address bar:

To continue working on an existing, in-progress application:

[https://www.GrantRequest.com/SID\\_348?SA=AM](https://www.GrantRequest.com/SID_348?SA=AM)

To begin a new application:

[https://www.grantrequest.com/SID\\_348/?SA=SNA&FID=35054](https://www.grantrequest.com/SID_348/?SA=SNA&FID=35054)

**3. I am having issues logging into my account and cannot return to my in-progress application.**

Issue: Before you start an application submission, you will be required to create a user account. The user account allows you to return to edit partially completed applications and to review applications already submitted. When you create an account, you will receive an automated email message containing your login information and a link you can use to return to your application.

Solution: Click on the following URL to return to your account login page and manage your existing application: [https://www.GrantRequest.com/SID\\_348?SA=AM](https://www.GrantRequest.com/SID_348?SA=AM). Sign in using the email address you provided. If you applied for a California Humanities grant in the past but have forgotten which email address you used to login, please email Erin Menne at [emenne@calhum.org](mailto:emenne@calhum.org).

If you have forgotten your password, click on “forgot your password” on the login page to reset your password via email. Please note that passwords are case-sensitive.

#### **4. Issue: I cannot upload certain files to my online application.**

Issue: The upload process appears to proceed normally, but when you return to the “Attachments” page, no file has been uploaded. In some cases, you receive a message similar to one of these:

***Technical Support Info: [Attachment Upload] Error #300. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.***

***Technical Support Info: [Attachment Upload] Error #3005***

***Technical Support Info: [Attachment Upload] Error #3001. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.***

Solution: Ensure that the file-type is on the list of acceptable uploaded files. Upload the file again. If the error still occurs, edit the attachment so that its file size is reduced (the combined file size of all attached files is limited to 4MB) and try to upload it again. For Mac users with Safari or Firefox as your Internet browsers, please check to make sure you’re using the latest versions of Safari or Firefox to avoid problems when uploading files.