



## **Humanities for All Quick Grant Guidelines**

**June 28, 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 performance-related discussions; reading- or film-and-discussion programs; story-collection and -sharing projects including exhibits; 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, 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, 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 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 encourage activities essential to active citizenship, including expression and exploration of a variety of opinions and ideas through public dialogue and reasoned argument.

## **What Are Public Humanities Programs?**

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 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 public reading and discussion
- an intergenerational reading-and-discussion group bringing teens and seniors together to explore a theme or experience through literature
- a walking tour and itinerary developed by residents and a local historian that will record local knowledge inspire newcomers to learn more about the history of their neighborhood

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

Applicants seeking support for documentary media productions (film, audio or new media projects) should refer to the California Documentary Project guidelines or consult with a program officer to determine whether the project is appropriate for HFA funding.

## **Funding Level and Eligible Expenses**

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

Quick Grant applicants and awardees are not required to provide matching funds, but are welcome to secure additional support if this is needed to implement the proposed program.

## **We Do Not Fund:**

Grant funds may not be used for:

- General operating support
- Capital improvements
- Research, study, creative work, 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

California Humanities-supported programs should be accessible to and by the general public. If access will not be free of charge, applicants should address 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., if a prior grantee, have submitted a final report and closed the previous grant)
- 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, June 28, 2017**.

You may initiate an application anytime between May 31 and June 28, 2017.

To start a new application, click here:

[https://www.grantrequest.com/SID\\_348/?SA=SNA&FID=35056](https://www.grantrequest.com/SID_348/?SA=SNA&FID=35056)

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

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

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 and D-U-N-S (DUNS) number, available through [Dun & Bradstreet](#) and activated through the Federal System for Award Management ([SAM.gov](#)). Be sure to allow sufficient time 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. Narrative statement** (2 pages maximum) – We recommend use of 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
- Provide as much detail as possible about when and where your activities will take place (dates, times, location, venues, etc.)

2. Outreach and Engagement. *Tell us:*

- Who will participate in the project
  - Describe your target audiences and participants, including new/underserved as well as existing
  - Estimate the size of audience or number of participants
- How you plan to inform and engage them in your project (marketing and publicity)
- How you will reduce any barriers to entry and participation by the public, (might include fees, language, scheduling considerations)

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, outcomes, and benefits your project activities will produce
- How you will assess the outcome(s) of your activities (evaluation methods)

4. Capacity. *Tell us:*

- Who are the Project Director and other key people who will plan and implement the proposed activities (be sure to include anyone who will receive grant funds). Outline their experience and qualifications for the roles they will play.
- What resources (financial, material, prior experience, community connections) will the sponsoring organization and any other partner contribute to the project to ensure its successful implementation?

**B. Summary Budget**

Complete and upload the budget template form (Excel document) provided to show us how you plan to allocate California Humanities funds and any additional resources (cash or in-kind) needed to implement your project.

Your budget should be *complete*; although matching contributions are NOT required for this grant, if your project requires resources in addition to the California Humanities grant, be sure to show how they will be used (assign to relevant budget lines). Use the budget narrative section

to provide explanatory detail, e.g. source of income or cost-basis for expenses, including salaries or vendor contracts.

Be realistic *and* judicious about your overall budget and any items for which California Humanities support is requested.

### **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 access to the humanities for new and/or underserved public audiences
- 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 extent of humanities expertise
- Evidence of awareness of 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 carry out the project proposed
- Feasibility and soundness of project schedule, budget, outreach, and evaluation plans.
- Support from the applicant organization and any partners (as shown by prior experience, contribution of resources, other commitments)

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

Award decisions will be announced in August for a grant period of September 1, 2017 to August 31, 2018. Decisions are final and may not be appealed. If not successful, applicants may wish to revise and apply for a future round. Review 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.