HUMANITIES FOR ALL: PROJECT GRANTS
Grant Applicant Webinar

Thursday, June 15, 2017
2:00 – 3:00 pm

Technical difficulties?
Please contact GoToWebinar
(800) 263-6317 / (805) 617-7000

or

Renee Perry, Operations Coordinator
415.391.1474 ext. 312 / rperry@calhum.org
-Presenters-

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Anoop Kaur, Grants Manager
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How to Participate Today

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Questions

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AGENDA

• Humanities for All Program Overview
• Application Process
• Review, Notification, & Award Process
• Conclusion

*The webinar should take no longer than 1 hour. The meeting will be recorded and made available to anyone who has to leave early, as well as with other registrants who were unable to attend today. A recording will also be archived on our website.*
California Humanities (formerly Cal Humanities) seeks 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.

California Humanities is an independent nonprofit partner of the National Endowment for the Humanities.
HUMANITIES FOR ALL

Humanities for All is a new grant program that supports locally-initiated public humanities projects that respond to the needs and interests of Californians, encourage greater public participation in humanities programming, particularly by new and/or underserved audiences, and promotes understanding and empathy among all our state's peoples in order to cultivate a thriving democracy.

http://www.calhum.org/grants/humanities-for-all

CALIFORNIA HUMANITIES CONGRATULATES THE AwarDEEs FOR OUR HUMANITIES FOR ALL PROJECT & QUICK GRANTS!

May 24, 2017 by California Humanities

Congrats to Our New Humanities for All Awardees!

The inaugural round of our HFA Project Grant program drew 80 applications from across the state. Twelve awards, totaling $174,000 were awarded to museums, libraries, cultural organizations and institutions of higher learning through a highly competitive process. From an oral history project that will record, present, and disseminate first-person accounts of Punjabi immigrant women in the Central Valley, to an exhibit and series of public programs that explore the connection between the development of the science fiction genre within the context of scientific, technological, and cultural shifts in mid-century California, to a community-university partnership that will engage people living near the US-Mexican border in humanities and arts-making programs culminating in a museum exhibit, the projects manifest the rich cultural diversity of our state and the California experience.

To read the full descriptions of all recently awarded Humanities for All Project Grants, click here.

The second round of our Quick Grant program again attracted a substantial number of applicants from across the state. Awards totaling $75K were made to 15 outstanding projects that will take place over the course of the next year, including a series of community-based scholar-facilitated conversations about the Middle East in Humboldt County, an exhibit documenting a vanishing outsider art community in the East Bay, and a community history and place-making multimedia project in the Mojave Desert.
GOALS OF HUMANITIES FOR ALL

• Support public humanities programs that respond to the needs, interests and circumstances of all Californians

• Engage new and/or underserved constituencies through relevant and appropriate types of humanities programs

• Encourage connections and promote shared understanding between and among individuals and social groups

• Foster a more democratic and inclusive society and polity
The California Documentary Project (CDP) is a competitive grants program of California Humanities that supports documentary film, radio and new media productions that enhance our understanding of California and its cultures, peoples, and histories. Projects must use the humanities to provide context, depth, and perspective and be suitable for California and national audiences through broadcast and/or distribution.

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- Research & Development:
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- Production:
  - Up to $50,000, but CDP Production grants may range between $20,000 to $50,000.

**DEADLINE:**

5:00 pm on October 1, 2013

TWO “MECHANISMS”

- **Quick Grants**
  - Shorter term (1 year)
  - Small-scale projects
  - $1K - $5K, no match required
  - 3 rounds/year – next deadlines are June 28 and October 15 2017

- **Project Grants**
  - Longer term (2 year)
  - Larger scale public humanities projects
  - Require involvement of a humanities advisor
  - $10K - $20K, cash/in-kind match required
  - 2 rounds/year
  - **Upcoming deadline – August 16, 2017**
WHAT ARE THE HUMANITIES?

• The humanities enable us to understand, explore, and communicate about the human experience

• Humanities “ways of knowing” focus on exploring meaning and values and developing shared understandings among people

• Everyday humanities includes reading, conversation, storytelling, reflection, and analysis

• Formal study of the humanities includes subject areas (disciplines) like literature, history, philosophy, cultural studies, law, ethics, religious studies and the social sciences but humanities approaches can be applied to any subject or field

• Humanities “experts” develop special skills or knowledge areas – scholars, journalists, curators, writers, archivists, etc.
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WHAT ARE THE PUBLIC HUMANITIES?

Humanities-centered learning experiences that take place outside of formal educational environments (at any level)
MORE SPECIFIC EXAMPLES:

• A series of forums or dialogues about a topic or topics of interest to the community facilitated by or that involve a humanities expert or experts (scholar, journalist, researcher, curator, culture bearer)

• A film festival or series of film screenings accompanied by facilitated discussions about related humanities themes or that explore 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 provides 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, 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, or a digital story map and related app.

.....and much, much more! See list of funded projects for more ideas
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**WHAT ISN’T ELIGIBLE FOR HFA PROJECT GRANT FUNDING?**

- General operating support or capital improvements
- Production of scholarly or creative works by professionals or experts
- Regranting programs or sub-awards
- Advocacy – projects aimed to advance a specific policy, legislative, or partisan agenda
- School-based projects lacking significant public programming components
- Projects aimed principally at fundraising, marketing, or institutional advancement (promotional or celebratory projects)
- Projects that “overlap” Ca. Doc. Project
WHO CAN APPLY?

Application eligibility is limited to nonprofit organizations and local or state government entities (e.g., public universities, libraries, museums) that meet the following criteria:

• Be based in California

• Organization must be federally tax-exempt

• Not have an active grant or pending application (for any grant program) – exceptions for colleges and universities and CH-approved organizations acting as multi-project fiscal sponsors

• No more than one application per deadline

• Be in good standing, if a previous grantee

Projects can be fiscally sponsored by eligible organizations
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FUNDING GUIDELINES FOR HFA PROJECT GRANTS

• Applicants may request between $10,000 and $20,000.
• Matching funds (cash or in-kind contributions from non-federal sources) are required over the life of the project, but do not need to be in place/on hand at time of application.
• Grant funds should only be used for eligible project-related expenses incurred during the grant period.
QUESTIONS?
Applying For a
Humanities for All Project Grant
Humanities for All is a new grant program that supports locally-initiated public humanities projects that respond to the needs and interests of Californians, encourage greater public participation in humanities programming, particularly by new and/or underserved audiences, and promotes understanding and empathy among all our state’s peoples in order to cultivate a thriving democracy.

Quick Grants: Quick Grants (between $1,000 and $5,000) will be awarded three times a year for small-scale public humanities activities and projects that will take place within a one-year period from the award date. Projects should be grounded in the humanities, show potential to provide high-quality humanities learning experiences for participants and audiences, and demonstrate capacity for successful implementation. Appropriate formats include but are not limited to community dialogues, reading- or film-and-discussion groups, oral history or nonfiction writing or story-sharing workshops, and other types of activities. Any California-based nonprofit organization or non-federal public agency is eligible to apply. Note: A cash or in-kind match of the award is NOT required.
**Project Grants**  Project Grants ($10,000 to $20,000) will be awarded twice a year for larger public humanities projects of up to two-years duration. Appropriate programming formats include but are not limited to interpretive exhibits, community dialogue and discussion series, workshops and participatory activities, presentations and lectures, conversations and forums, and interactive and experiential activities. Eligibility is limited to California-based nonprofit organizations and non-federal public agencies. Note: Awards must be matched with an equivalent amount of cash or in-kind resources over the life of the project.

Our first Project Grant deadline will be February 1, 2017.

- [ ] Download Guidelines, Timeline, Budget Form, and FAQs
- [ ] Register for December 16 Informational Webinar

The online application system will open December 15, 2016

For more information, contact Project & Evaluation Director, Felicia Kelley.

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**HUMANITIES FOR ALL QUICK GRANT**  
(NEXT DEADLINE: MARCH 2017)

Updated materials for the March 2017 deadline will be available on this page in January 2017

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**HUMANITIES FOR ALL PROJECT GRANT**  
(NEXT DEADLINE: FEBRUARY 2017)

- [ ] Download Guidelines
- [ ] Start New Application
- [ ] Return to Saved Application
OVERVIEW OF APPLICATION

The entire Grant application process is online.

A complete application consists of:

• Online application form (all fields complete)
• Attachments (required and optional)
  - Proposal Narrative (required)
  - Project Budget (required)
  - Project Timeline (required)
  - MOU (required only for fiscally sponsored projects)
  - Support Materials (optional)
ONLINE APPLICATION FORM

• Begin the process by initiating an application through this link: https://www.grantrequest.com/SID_348/?SA=SNA&FID=35057

• Provide all requested information about proposed project, applicant organization, authorizing official, project director, and humanities advisor

• Federal tax ID and DUNS number for the applicant organization are required to process your application
  • Please ensure your DUNS number has been activated through SAM.gov

• A 200 word project summary statement

• You can save your work and return to an in-progress application here: https://www.GrantRequest.com/SID_348?SA=AM
A. PROPOSAL NARRATIVE

• Prepare your narrative following the instructions in the guidelines.

• Organize your narrative using the 7 topic headings in the order specified (to save space, don’t repeat the prompting questions).

• Use 1 inch margins and 11 pt. type face.

• Do not exceed 8 pages in length.
PROPOSAL NARRATIVE

1. Project Overview and Rationale
   • Why is this project important?
   • How does it relate to the goals of Humanities for ALL?
   • What kinds of humanities-based learning experiences and activities will the project make available to project participants/audiences?
   • How will the project make use of humanities knowledge, insights, or methods in both planning and implementation phases?
   • How will your Humanities Advisor and any additional humanities experts contribute to the project?
PROPOSAL NARRATIVE (cont’d)

2. Participants and Audiences

• Who do you hope to engage through your project?

• Will you reach already-established as well as new constituencies?

• What are the demographic and/or other relevant characteristics of your audience and participants?

• How many people will you reach in and through the project (distinguish by project phases if wished) as participants and/or audience members?

• 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 plan to reduce them?
PROPOSAL NARRATIVE (cont’d)

3. Outreach and Publicity

• How will you reach and engage participants and audiences?

• Describe general and routine as well as any specific outreach strategies and methods you will employ for publicity and marketing purposes, including those that will be undertaken in collaboration with other organizations.
PROPOSAL NARRATIVE (cont’d)

4. Activities

• How will you go about planning and implementing the project?

• Provide an overview of your plans, including work already accomplished, all planning and implementation activities that will take place during the grant period, and any related activities you envision that will occur after the end of the grant period.

• (A detailed quarterly timeline should be attached as element C of your application packet)
PROPOSAL NARRATIVE (cont’d)

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 on project participants, audience members, project personnel, the sponsoring organization, and any others associated with the project?

• If appropriate, discuss how you will gauge the longer term impact(s) of the project.
PROPOSAL NARRATIVE (cont’d)

6. Project Personnel

• What are the key positions associated with this project (Project Director, Humanities Advisor, presenters, humanities and technical experts, etc.)?

• What are the roles and responsibilities of each?

• Provide the names and brief bios of the individuals who will fill these positions. (Contact information for the Project Director and Humanities Advisor is required for the online application)

• Be sure to include personnel to be paid with California Humanities funds!
PROPOSAL NARRATIVE (cont’d)

7. Sponsoring Organization and Partners

• What role will the sponsor play in the project? Why is it a good choice to anchor the project?

• If the project/organization is being fiscally sponsored, explain why it was selected (note: the online application requires considerable information about the organization that will receive funds, whether the sponsoring organization or a fiscal sponsor).

• If your project will involve collaborations or partnerships with other organizations, describe the role and contributions each will make.
QUESTIONS?
B. PROJECT BUDGET

Overview

• Project Grant applicants can request between $10,000 and $20,000

• Awards must be matched at a minimum 1:1 basis over the life of the project with cash or in-kind contributions from non-federal sources. These funds do not have to be in place at the time you apply.

• California Humanities grant funds and matching contributions must be spent during the grant period (December 1, 2017 – December 31, 2019)
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PROJECT BUDGET (cont’d)

Eligible Expenses

• Programmatic and administrative salaries and benefits
• Professional fees including honoraria & stipends
• Programming and product dissemination costs
• Project-related travel, lodging, and per-diem requests
• Supplies and materials
• Equipment (rental, unless purchase is less expensive)
• Office expenses
PROJECT BUDGET (cont’d)

Eligible Expenses (cont’d)

• Marketing and outreach expenses
• Program documentation
• Evaluation expenses
• Food and refreshments for program activities (excluding alcoholic beverages)
• Fiscal sponsor fee, indirect costs, or overhead (up to 10% of award)
• Consult FAQ for more information
### BUDGET NARRATIVE (required):

*Please provide a budget narrative in the space below (to add a carriage return, press ALT+ENTER). Identify other project funders and sources of income, including status of funding (e.g., Applied for, Anticipated, Received). Include brief descriptions of any line items that require clarification, e.g., information about how salaries, professional fees, and/or travel expenses were calculated. Note: the maximum allowable reimbursement rate is 58.5 cents per mile for automobile mileage and $61 per day for meals.*

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### PROJECT BUDGET FORM -- August 2017 Application Deadline

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<td><strong>HUMANITIES FOR ALL PROJECT GRANTS</strong></td>
<td><strong>PROJECT BUDGET FORM -- August 2017 Application Deadline</strong></td>
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#### Project Title: 

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<th><strong>Applicant Organization:</strong></th>
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#### Project Director: 

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<th><strong>Total Project Budget (same as column L):</strong></th>
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<tr>
<th><strong>AMOUNT SPENT PRIOR TO DEC 2017</strong></th>
<th><strong>CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED ($10K-$20K)</strong></th>
<th><strong>MATCH cash</strong></th>
<th><strong>MATCH in-kind services/materials</strong></th>
<th><strong>ADDITIONAL FUNDS</strong></th>
<th><strong>PROJECT TOTAL</strong></th>
</tr>
</thead>
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#### I. PROJECT PERSONNEL

- **Salaries & Benefits (itemize)**
  - Project Director:
  - Other (please specify)

- **Professional fees (itemize)**
  - Other (please specify)

#### II. PROGRAM

- **Research**
- **Travel, lodging, and per diem**
- **Supplies and materials**
- **Equipment (rental unless purchase cost is less)**
- **Venue rental (for meetings, performances, etc.)**
- **Evaluation activities**
- **Program documentation**
- **Other (please specify)**

#### III. ADMINISTRATIVE (directly related to project)

- **Phone**
- **Postage**
- **Internet**
- **Printing**
- **Photocopying**
- **Other (please specify)**

#### IV. INDIRECT (up to 10% of requested grant funds)

- **Fiscal sponsor fee**
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PROJECT BUDGET (cont’d)

Instructions

• Use Project Budget form (Excel sheet) provided in Guidelines

• Be sure to allocate expenses across the rows and columns.

• Add more lines as needed to present information clearly and completely.

• Check your math!

• Follow budget narrative instructions (at the end of the budget form) to explain line items that require clarification, e.g., information about how salaries, professional fees, and/or travel expenses are calculated.
Budget Narrative

Include in Excel sheet (Format cell: wrap text)

Please explain expenses.

(e.g., Project Director: 25% of salary = $12,500; Assistant: 20 hours @ $20/hr = $400; benefits: 20% of salary = $4,000).
QUESTIONS?
D. Project Timeline (required)

<table>
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<tr>
<th>TIME PERIOD</th>
<th>ACTIVITY</th>
<th>WHO IS RESPONSIBLE</th>
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| Jan - Mar 2018    | • Project team meeting with humanities advisor and technical consultants, Los Angeles  
                   • Continue archival research  
                   • Set up interviews with potential public program providers and outreach partners | • Project team, humanities advisor  
                                                                                   • Project director  
                                                                                   • Project director & staff |
| Apr - Jun 2018    | • Consult humanities advisor about exhibit content  
                   • Locate additional exhibit material  
                   • Transcribe and review interview material | • Project director  
                                                                                   • Project director & assistants  
                                                                                   • Project assistant |
| Jul - Sep 2018    | • Review draft text for exhibit with humanities advisor and community partners  
                   • Finalize outreach and publicity plans | • Project director & students  
                                                                                   • Project director, humanities advisor, partners |
| Sep – Dec 2018    | • Fabricate exhibit                                                      | • Exhibit designer                  |
| Through Nov 2019  | Etc.                                                                     |                                     |
E. MOU (required for Fiscally Sponsored Projects only)

• Is the funding application is being made by an organization serving as a fiscal sponsor for the project (on behalf of another organization or entity)?

• If so, 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.
F. Support Materials (optional – not to exceed 10 pages total)

If desired, you may include support materials as part of your application package. These might include:

• 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: print materials or urls linked to web addresses that house materials. (Keep in mind that readers will have limited time to review these materials.)

Please compile into one PDF file labeled “Support Materials. –[Title of Project]” Provide a list of all items you are submitting and a short description of each at the beginning of this document.
TIPS FOR PREPARING YOUR APPLICATION FOR SUBMISSION

• Get started as soon as possible – time needed for completion will vary

• Initiate the online application asap and begin gathering needed data
  • Verify the organization’s tax exempt status and number
  • Verify (or obtain) DUNS number for applicant organization. See FAQs for information about how to obtain one free of charge.

• Write your Project Summary statement (part of online application form) last!

• Review, edit, and proof your narrative and re-check your budget calculations

• Don’t forget to upload all documents before clicking “submit” – your application is not complete without required attachments!
QUESTIONS?
Review, Notification, and Award Process
Review Process for Project Grants

**Review**: due diligence, competitiveness vis a vis criteria, and consideration of special factors

Notification and awards in December 2017
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REVIEW CRITERIA

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 any barriers to access

• Level of community support and interest in the project
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REVIEW CRITERIA (cont’d)

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)
WHAT MAKES A PROPOSAL STAND OUT?

• Thoroughness and completeness – no missing information or elements

• Project is audience-centered – demonstrates relevance and responsiveness to target audience(s) including new/underserved

• Humanities are central, not tangential to project

• Project is ambitious but realistic

• Budget is reasonable – CH request is justified

• Project team has capacity; all personnel identified
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**AWARD PROCESS**

- Awards will be announced in December 2017 (all applicants will be emailed; successful applicants will receive award documents)
- Number of projects funded varies depending on funds available for each grant cycle
- Review comments are provided to all applicants upon request
- Revision (where feasible and desired) and application for a future round in encouraged if initial request is not funded
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PROJECT GRANT GRANTEE REQUIREMENTS

• Sign and return grant agreement (50% of award disbursed “up-front”)

• Review documents and orientation materials and request clarification where needed

• Manage your grant and requirement forms via online application portal.

• Comply with terms of grant agreement, including reporting and required budgetary match over grant period.
QUESTIONS?
CONCLUSION

• Don’t hesitate to contact us if you have questions after today’s presentation and reviewing the application materials.

• Please share information about California Humanities grants with others who may be interested.

• You will be sent a link to an online survey. Help us improve our efforts by providing feedback.

• Sign up for our monthly enewsletter and support the Humanities in California!
More questions?

• Questions about eligibility, grant guidelines and requirements, or the *Humanities for All* program in general?

  **Contact:** Felicia Kelley, Project and Evaluation Director  
  fkelley@calhum.org

• Technical questions about the online application process?

  **Contact:** Anoop Kaur, Grants Manager  
  akaur@calhum.org

*Thank you for your interest and attention and good luck!*