



# **Humanities For All: Quick Grants**

## **Grant Applicant Webinar**

Thursday, September 7, 2017  
1:00 – 2:00 pm

### ***Technical difficulties?***

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

or

Lucy Asako Boltz, Program Assistant  
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## **-Presenters-**

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[akaur@calhum.org](mailto:akaur@calhum.org)

**Erin Menne, Associate Program Officer(LA)**

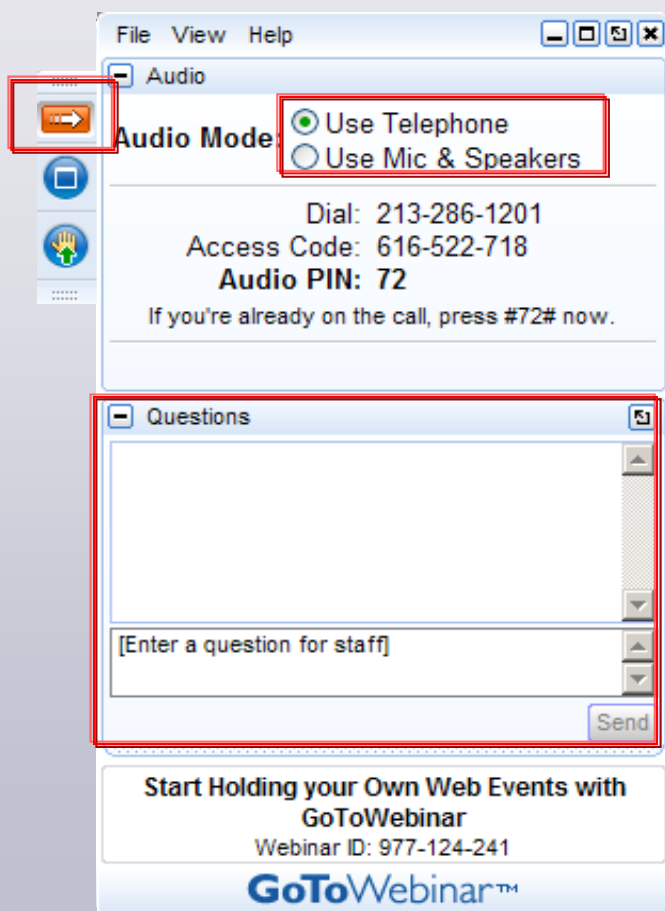
[emenne@calhum.org](mailto:emenne@calhum.org)

**Felicia Kelley, Project and Evaluation Director (LA)**

[fkelly@calhum.org](mailto:fkelly@calhum.org)



## How To Participate Today



- Open and close your Panel
- View, Select, and Test your audio
- Submit text questions
- Q&A addressed at the end of today's session
- You will receive a link to a recorded version of today's session

## Agenda

- Humanities for All Quick Grants Program Overview
- Application Process
- Review, Notification, & Award Process
- Conclusion

*The webinar should take no longer than 1 hour. A recording will be made available on our website to anyone who has to leave early, as well as with others who were unable to attend today.*



"Humanities...is about building bridges and creating light ... it's about walking with each other through darkness."  
- Janice Mirikitani

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## IN THE SPOTLIGHT

Next California Documentary Project Deadline, November 1st!

# GREEN BOOK

🕒 January 26, 2016

Project Director Candacy Taylor Discusses the Negro Motorist Green Book

🕒 August 25, 2015

"Patient No More" Project Director Interview



🕒 July 29, 2015

ENTER

🕒 April 17, 2014

🕒 April 8, 2014

Veterans Stories Highlighted in

## 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.

## Goals for 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

## Two “Mechanisms”

### ✓ Quick Grants

- Shorter term (1 year)
- Smaller-scale projects
- \$1K - \$5K, no match required
- 3 rounds/year

### • Project Grants

- Longer term (2 year)
- Require humanities expert involvement
- \$10K - \$20K, cash/in-kind match required
- 2 rounds/year
- Next round: due February 1, 2018

## 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.

## What are the Public Humanities?



*Humanities-centered learning experiences that take place outside of formal educational environments (at any level)*



# What Types of Projects are Suitable for Quick Grant funding?

- Community conversations and dialogues
- Lectures, panels, or forums (with interpretive elements)
- Story-collection and -sharing projects including exhibits
- Dialogue or hands-on workshop facilitated by a humanities expert that draws out a diversity of views about a topic of common interest or community concern
- Discussion accompanying a music or dance performance, film screening, or art exhibit that explores the historical, cultural, and/or sociological context of the work
- ....and much more! See list of funded Quick Grant projects at <http://calhum.org/funding-opportunities/humanities-for-all/list-of-humanities-for-all-grants/>

## What isn't Eligible for Quick Grant Funding?

- General operating expenses
- Production of scholarly or creative works by professionals or experts
- Regranting programs
- Advocacy – projects aimed to advance a specific policy, legislative, or partisan agenda
- School-based projects lacking significant public programming components or public-facing activities
- Projects aimed principally at fundraising, marketing, or institutional advancement (promotional or celebratory projects)
- Projects that “overlap” California Documentary Project

## Who Can Apply?

Application eligibility limited to nonprofit organizations and local or state government entities (e.g., public universities, libraries, museums).

Applicants should:

- Be based in California
- Have tax-exempt organizational status
- Not have an active grant or pending application (for any grant program) unless an approved fiscal sponsor (colleges and universities are considered such)
- Not submit more than one application per deadline
- Be in good standing, if a previous grantee
- Have DUNS # activated and publicly accessible on SAM.gov

Projects *can* be fiscally sponsored by eligible organizations



## **Funding Guidelines for Humanities for All Quick Grants**

- Applicants may request between \$1,000 and \$5,000.
- Matching funds (cash or in-kind contributions from non-federal sources) are not required, but are not discouraged
- Grant funds should only be used for eligible project expenses incurred during the grant period.

# Questions?



# **Applying For a Humanities for All Quick Grant**

## Overview of the Application

The entire Quick Grant application process is **online**.

A complete application consists of:

- Online application form (all fields complete)
- Proposal narrative (required; follow instructions in zipfile)
- Budget form & narrative (required; use Excel template from zipfile)
- MOU (only required for projects that are fiscally sponsored)



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*Humanities for All* is a new grant program that supports locally-initiated public humanities projects. This program responds to the needs and interests of Californians, encourages 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.

# Humanities For All Quick Grant Application Information

calhum.org/funding-opportunities/humanities-for-all/



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## Quick Grants

DONATE NOW

**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.*



DOWNLOAD GUIDELINES



START NEW APPLICATION



RETURN TO SAVED APPLICATION



LIST OF QUICK GRANTS

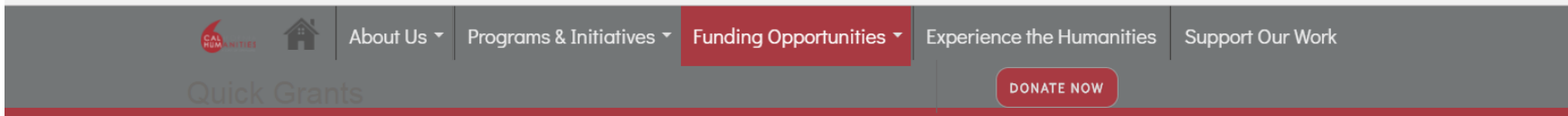


REGISTER FOR INFORMATION WEBINAR

The next Quick Grant deadline will be October 16.

# Initiate an Application

calhum.org/funding-opportunities/humanities-for-all/



**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.*



- To start a new application, click here:

[https://www.grantrequest.com/SID\\_348/?SA=SNA&FID=35061](https://www.grantrequest.com/SID_348/?SA=SNA&FID=35061)

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

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

# Applicant Online Portal Log-in

← → ↻ [https://www.grantrequest.com/SID\\_348/?SA=SNA&FID=35052](https://www.grantrequest.com/SID_348/?SA=SNA&FID=35052) ☆ ☰



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## Please Sign In

Welcome to California Humanities' user account home page. With this account, applicants can view, edit, and submit their applications. In addition, grantees can obtain their specific online reporting forms and submit them here.


Please sign in below to access your information. If you do not already have a user account, click on "create new account" below to set one up. An automated e-mail containing your login information will be sent to you after your account is created.

For returning applicants, be sure that the APPLICATIONS tab is highlighted in red indicating that you're on the applications page when searching for current or previously submitted applications. For grantees, be sure that the REQUIREMENTS tab is highlighted in red indicating that you're on the requirements page when searching for your reporting forms.

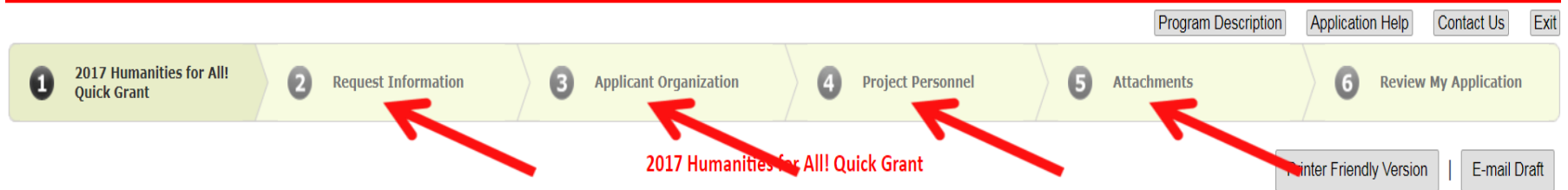
If you need technical assistance, please contact California Humanities at 415.391.1474.

E-mail	Password
<input type="text"/>	<input type="password"/>
<a href="#">Create new account?</a>	<a href="#">Forgot Password?</a>
<input type="button" value="Login"/>	

E-mail	Password
<input type="text"/>	<input type="password"/>
<a href="#">Create new account?</a>	
<input type="button" value="Login"/>	



## Online Application Form



\* Required before final submission

Receipt Deadline: 5 pm on Monday, October 16, 2017

- Project information including a 100 word project summary statement
- Provide all requested information about applicant organization
  - You will need to supply a valid Federal tax ID and DUNS number for the applicant organization (be sure the DUNS number has been activated through SAM.gov)
- Provide all requested information about authorizing official and project director
- Attach Narrative document, Budget template & MOU, if necessary

# Questions?

## Submitting Your Application

Remember, a complete Quick Grant application consists of:

- Online application form (complete all fields)
- Proposal narrative (upload Word or PDF doc)
- Project budget form & narrative (upload Excel or PDF doc)
- MOU (only for fiscally sponsored projects)

All elements must be submitted through our online system by **5 pm on Monday, October 16, 2017**

## Proposal Narrative

- Prepare your narrative following the instructions in the guidelines.
- Respond to the “prompts” in the order specified & include topic headings.
- Use 1 inch margins and 11 pt. type face.
- Do not exceed **2 pages** in length.

## Proposal Narrative

### **Prompt 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.)

## Proposal Narrative

### **Prompt 2. Objectives and Desired Outcomes . *Tell us:***

- Why is this project important? Why do you want to do it?
- What are the anticipated impacts and benefits of the project?
- How will you assess the outcome(s) of your activities (evaluation plan)

## Proposal Narrative

### Prompt 3. 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)

## Proposal Narrative

### **Prompt 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?

## Project Budget

### Overview

- Quick Grant applicants can request between \$1K and \$5K from California Humanities
- Matching funds are NOT required, but are welcomed if you need more resources to implement your project than we can provide
- California Humanities grant funds and any matching contributions must be spent/encumbered during the grant period (January 1, 2018 – December 31, 2018)

## **Project Budget**

### **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**

### **Eligible Expenses (cont'd)**

- Marketing and outreach expenses
- Program documentation
- Evaluation expenses
- Food and refreshments for program activities (excluding alcoholic beverages)
- Fiscal agent or indirect administrative fees (up to 10% of award)
- Consult FAQ for more information

## Project Budget

### Instructions

- Use budget form (Excel sheet) provided in Guidelines.zip.
- Be sure to allocate expenses across the rows and columns.
- Add more row lines if needed.
- Make sure your budget is complete  
(full project budget, not just California Humanities request amount)
- 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 or matching funds (if any) secured.



38							\$ -
39	<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

40 **BUDGET NARRATIVE (required):**  
 \*Please provide a budget narrative in the space below (to add a carriage return, press ALT+ENTER). IF RELEVANT TO YOUR PROPOSAL, identify any additional project funders and sources of income you anticipate receiving for this project. Explain how line item costs were determined, e.g., provide information about how salaries, professional fees, program supplies, and/or travel expenses were calculated. Note: for budgeting purposes, adhere to the current allowable IRS reimbursement rate for automobile mileage and per diem.

41

42

43 **TIPS ON HOW TO COMPLETE YOUR PROJECT BUDGET FORM:**  
 The form contains rows for various types of expenses—project personnel, program, administrative (project related only)—and subcategories of each. Please explain expense detail, as relevant (e.g., Project Director: 25% of salary = \$12,500; Assistant: 20 hours @ \$20/hr = \$400; benefits: 20% of salary = \$4,000). If you need more rows to accurately reflect your budget, please insert extra lines to accommodate additional expense categories.

44 You will also need to allocate expenses on each line to the appropriate column, depending on the funding source and timing of the expenditures.

45 1. AMOUNT SPENT PRIOR TO GRANT 12-MONTH PERIOD: All cash, in-kind resources, or federal funds expended on the project before the beginning of the award period should be included in this column.

2. CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED (up to \$5,000): (Required) This column should only include expenses that are eligible for California Humanities. Eligible costs include, but are not limited to:

- Project-related programmatic and administrative 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, broadcast or screening expenses)
- Travel, lodging, and per-diem expenses
- Supplies and materials for program activities
- Equipment (rental, unless purchase cost is less)
- Project-related administrative expenses including phone, postage, photocopying, and printing

## **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.

## Tips for Preparing Your Application for Submission

- Get started as soon as possible on your narrative and budget – time needed for completion will vary
- Initiate the online application asap and begin gathering data
  - Verify the organization's tax exempt status and number
  - Verify (or obtain) DUNS number for applicant organization well in advance of the deadline & activate with SAM.gov
- Write your 100 word Project Summary statement (part of online application form) last!
- Review, edit, and proof your narrative and re-check your budget calculations

# Questions?



## **Review, Notification, and Award Process**



## **Review Process for October 16<sup>th</sup> Deadline**

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



**Notification and  
awards in December**

## Review Criteria

### Quality

- Potential to fulfill the HFA program purpose and goals, including expanding access to the humanities for new and/or underserved public audiences
- Significance of objectives and anticipated outcomes
- Potential to provide rich, relevant, and meaningful humanities learning experiences (including depth of humanities content)
- Evidence of responsiveness to audience interests, needs, and circumstances), and demonstration of intent to reduce any barriers to access

## Review Criteria (cont'd)

### Capacity

- Experience and ability of the project team to successfully carry out the proposed project
- Feasibility and soundness of schedule, budget, outreach, and evaluation plans
- Support from the applicant organization (and partners) to implement the project (experience, resources, other commitments)

## What makes a proposal stand out?

- Thoroughness and completeness – no missing information
- 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 – California Humanities request is justified
- Project team has capacity; all personnel identified

## Award Process Basics

- 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 is encouraged if initial request is not funded

## Grantee Requirements

- Sign and return grant agreement (100% of award disbursed)
- Review documents and orientation materials and seek clarification where needed
- If you need to make any major changes to your project, request approval in advance
- Make sure California Humanities and the National Endowment for the Humanities (NEH) are properly acknowledged in public programming and publicity, media outreach (including press releases), and on any resulting work products

## Grantee Requirements (cont'd)

- Provide timely information about project activities and events as requested in the grant agreement and orientation
- Evaluate your project objectives and outcomes as outlined in your proposal
- At the conclusion of the project, submit a final report along with project documentation (photos, video clips, promotional materials, etc.) Failure to do so will result in ineligibility to apply for future funding.

# Questions?

## For More Information

### Humanities for All Grant Program Webpage:

<http://calhum.org/funding-opportunities/humanities-for-all/>

- Program overview
- Downloadable zipfile with Guidelines, Budget form, FAQs, & sample funded applications
- Link to online application system
- List of funded projects
- Link to upcoming and archived webinars
- Grant management toolkit (coming soon)



## 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 e-newsletter and become a supporter of the Humanities in California!



## **More questions?**

- *Questions about eligibility, grant guidelines and requirements?*

**Erin Menne, Associate Program Officer**

[emenne@calhum.org](mailto:emenne@calhum.org)

**Felicia Kelley, Project and Evaluation Director**

[fkelly@calhum.org](mailto:fkelly@calhum.org)

- *Technical questions about the online application process?*

**Anoop Kaur, Grants Manager**

[akaur@calhum.org](mailto:akaur@calhum.org)

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

