



Humanities for All Quick Grant Guidelines

October 25, 2016 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.

*Note: for this round, California Humanities issues a special invitation for projects that will incorporate community dialogues and discussions focused on the legacy of racial and ethnic relations in California, including the relationship between communities and law enforcement authorities. Applications for the special **Exploring the Legacy of Race and Ethnicity in California** programming track should involve at least one academic humanities advisor in addition to meeting other Quick Grant criteria. Additional funding to support these projects has been provided by the National Endowment for the 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 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

Generally speaking, California Humanities prefers that programming be free. If not, 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. Individuals or organizations lacking tax-exempt status must apply through a California Humanities-approved fiscal sponsor (see FAQ for details)

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 and other organizations that are approved fiscal sponsors (see FAQ for details)

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 Tuesday, October 25, 2016.**

You may initiate an application anytime between September 25, 2016 and October 25, 2016.

To start a new application, click here:

https://www.grantrequest.com/SID_348?SA=SNA&FID=35052

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

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

Applicants will need to provide pertinent information about the applicant organization, including federal ID and DUNS #, location address, legislative district information, demographics of the service area, and an organizational contact (in addition to the project director).

In addition to a brief project summary (100 words), applicants will need to submit the following items:

A. Narrative statement (2 pages maximum)

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
- Who will participate in the project (as participants and/or audience members)
- How you plan to inform and engage them
- When and where your activities will take place (dates, times, location, venues, etc.)

2. 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 and how you will assess the outcome(s) of your activities

3. Capacity. *Tell us:*

- Who are the people who will plan and implement the activities you are proposing. Be sure to include your humanities expert(s) as well as others who will play key roles in addition to the Project Director
- What is the mission and history of the organization is applying for the grant? Are other organizations partnering? Does the applicant or partner have any prior relevant programming experience?
- What resources will be needed to implement the project?

B. Summary Budget

Use the 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) and describe your plan to obtain them in the budget narrative section.

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 early in December 2016. Decisions are final and may not be appealed but 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 publically acknowledge the support of California Humanities and 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.