



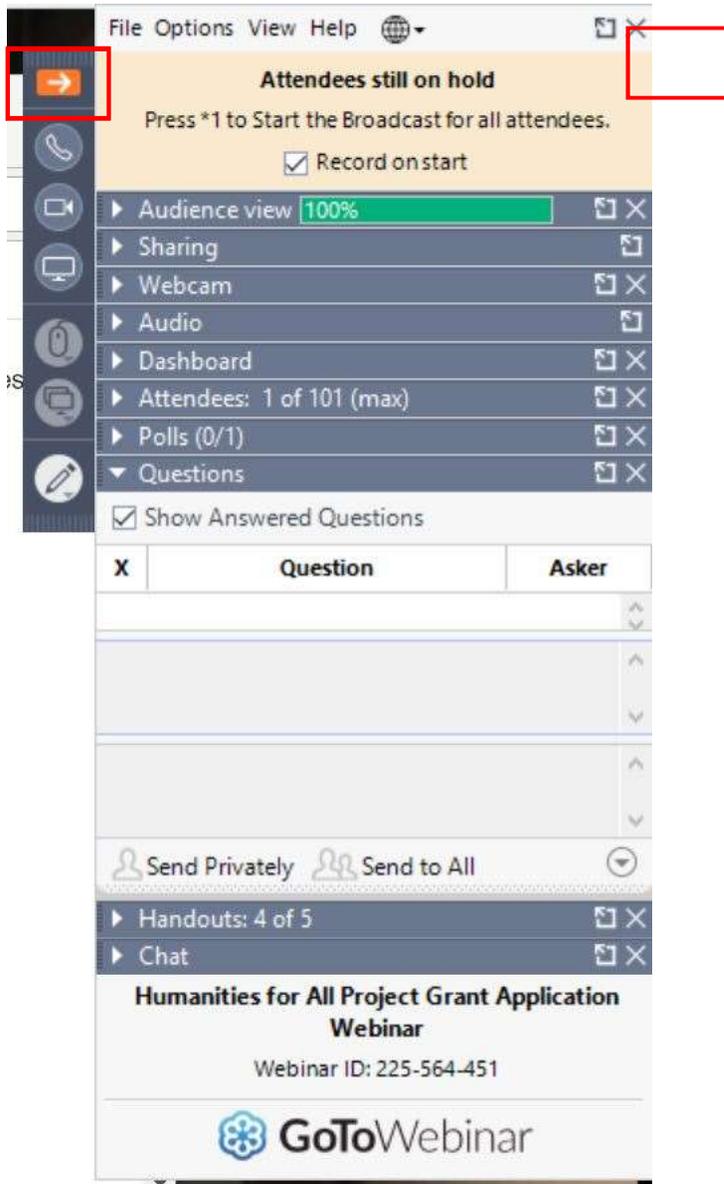
HUMANITIES FOR ALL QUICK GRANT Application Webinar

Thursday, May 23, 2019
11:00 am – 12:30 pm

Colleagues having technical difficulties?
Contact Renée Perry, Operations Coordinator
415.391.1474 ext. 312 / rperry@calhum.org



How to Participate Today



- Open and close your panel with orange arrow
- Phone call is recommended for best hearing quality
- Submit questions by typing them in
- **Q&A addressed at the various points in today's session**
- All those who registered will receive a link to a recorded version of today's session

How to Participate Today



The screenshot shows the GoToWebinar interface. At the top, a yellow banner reads "Attendees still on hold" and "Press *1 to Start the Broadcast for all attendees." Below this is a menu with options: Audience view (100%), Sharing, Webcam, Audio, Dashboard, Attendees: 1 of 101 (max), Polls (0/1), and Questions. The "Questions" section is highlighted with a red box and contains a checkbox for "Show Answered Questions" and a table with columns for "X", "Question", and "Asker". Below the table are "Send Privately" and "Send to All" options, followed by "Handouts: 4 of 5" and "Chat". The webinar title is "Humanities for All Project Grant Application Webinar" with ID "225-564-451". The GoToWebinar logo is at the bottom.

X	Question	Asker

- Submit questions by typing them in the question box



-Presenters-

Kirsten Vega, Program Assistant (Oakland)

kvega@calhum.org

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Felicia Kelley, Project and Evaluation Director (LA)

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AGENDA

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

The webinar should take about 60 minutes. 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.

Welcome!



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 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.

Humanities for All



Humanities for All *Quick Grants*

Shorter term (1 year)

Small-scale projects

\$1K - \$5K, no match
required

3 rounds/year: Feb 15th,
June 14th, Oct 15th

**Next Deadline: June 14,
2019**

Grant Period:

Sept 1, 2019 – Aug 31, 2020

Humanities for All *Project Grants*

Longer term (2 year)

Larger scale public humanities
projects

Require involvement of a
humanities expert as advisor

\$10K - \$20K, cash/in-kind match
required

2 rounds/year: Feb 1, Aug 1

Next Deadline: Aug 1, 2019

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 promoting understanding
- Everyday humanities includes **reading, conversation, storytelling, reflection, and analysis**



Rolling Counterpoint (2017)

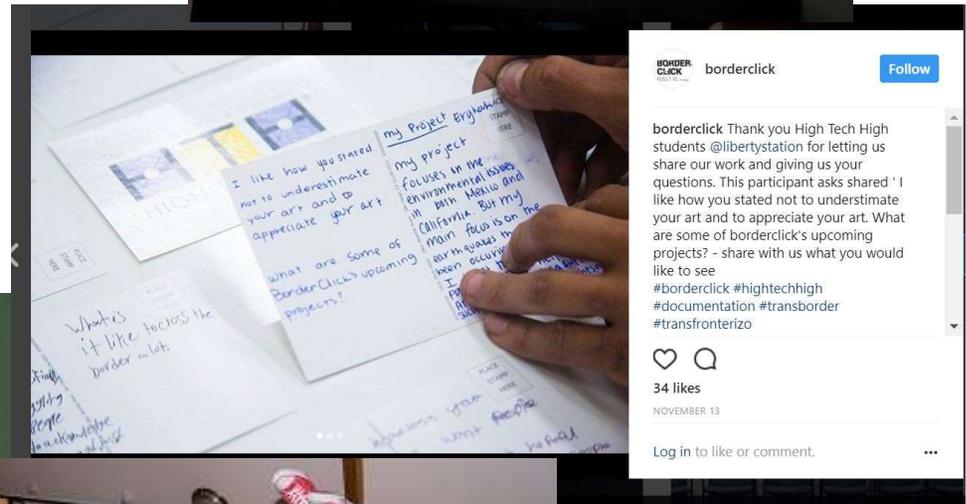
What are the humanities?

Formal study of the humanities includes **subject areas** (disciplines) like literature, history, philosophy, cultural studies, law, ethics, religious studies as well as “humanistic” social sciences -- but humanities approaches can be applied to any subject or field

Humanities practitioners or “**experts**”– scholars, journalists, curators, writers, archivists, culture bearers, etc. – possess special skills or knowledges

What are the *public* humanities?

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



Straight Outta Fresno (2017)



BorderClick (2017)





Specific Examples:

- Forums or community dialogues
- Film and discussion series
- Oral history or story-based projects that produce public-facing events
- Community-wide reads with interactive programming
- Neighborhood history projects
- Cultural festivals
- Interpretive exhibits
- Hybrid arts-with-humanities projects
- Multifaceted projects that combine the above....and much, much more!

Check out the list of funded projects last rounds posted on website.

Check out the List of Funded Humanities for All Quick Grant Projects



 LIST OF FUNDED QUICK GRANTS

LIST OF HUMANITIES FOR ALL QUICK GRANTS

HUMANITIES FOR ALL QUICK GRANTS

To see this list in PDF format, click [here](#).

Grants Awarded in Spring 2019

*Note: In addition to continuing consideration of all eligible project applications on any topic, using any mode or format and reaching any public audience, California Humanities designated two specific funding focus areas, Arts & Humanities (denoted by "+") and Youth Voices (denoted by "**").*

The Legacy Project: Voices Reflecting on the Fires

The Sitting Room, Sonoma, CA

Project Director: Maya Khosla

The Legacy Project: Voices Reflecting on the Fires will present a series of public poetry readings and storytelling events that will reflect on the 2017 Sonoma County fires, to encourage lively discussions centered on the post-fire recovery processes. Contributors to *The Legacy Project* will include contributors ranging from established and emerging writers, students, first responders, and other community members. Programming will run from May 2019 through April 2020, and will be presented at locations across Sonoma County, including the Fairfield Osborn Preserve, Sonoma State University, Glen Oaks Ranch, Sonoma Land Trust, Santa Rosa Junior College, Sebastopol Center for the Arts, Cloverdale Public Library, The Sitting Room Community Library, Santa Rosa Public Library, and La Luz Center. All program events will be recorded and made available to the public. \$5,000

Centering the Masses+

Visual Communications, Los Angeles, CA

Project Director: Francis Cullado

Centering the Masses will explore the histories and relationships that have strengthened some of Southern California's ethnic enclaves, such as Little Tokyo, Boyle Heights, Crenshaw, and Long Beach—all of which are experiencing community redevelopment and displacement. *Centering the Masses* will comprise of an exhibition of photographs from the Visual Communications archives featuring historic photographs of Asian Pacific American communities from 1970 to 1990. The exhibition will also be accompanied by a series of book talks highlighting multiethnic stories that reinforce themes of community, film screenings, and live podcasts. These events will invite critical conversations to celebrate and interrogate the power of place and the possibilities that can occur when experiences and perspectives collide. Programming is scheduled for May 2019. \$5,000





Special Funding Focus Areas

*This is an option – **not a requirement!** Please note, only one special area of focus can be selected per project.*

YOUTH VOICES

- If your project will involve **teens** as **primary** program participants or audiences, and address topics or subjects of interest to them, you may apply for special consideration under the YOUTH VOICES designation.

ARTS + HUMANITIES

- If your projects will use humanities learning experiences or research methods to provide opportunities for the **interpretation, analysis,** or provide a greater **contextual understanding** of the visual and performing arts may apply for consideration under the ARTS + HUMANITIES designation.

What is **NOT** Eligible for Humanities for All Grant Funding?

- Funding for individual artists, scholars, or researchers creating works **not** included in public programming outputs
- Research, study, creative work, or travel for non-public programming events
- General operating support
- Capital improvements
- Regranting, scholarships, prizes, internships, artist in residency programs or gifts
- Publications not connected to public programming

What is NOT Eligible for Humanities for All Grant Funding? (continued)



- Activities and projects intended to advance a specific policy or political agenda or to influence legislation (advocacy)
- Academic or school-based projects without significant public programming components or outputs
- Activities and projects designed for the purposes of fundraising, marketing, and institutional or organizational promotion and advancement
- Stand alone media project without public programming components

Who Can Apply



Application eligibility is limited to nonprofit organizations **and/or** local or state government entities (e.g., public universities, colleges, K-12 schools, libraries, museums, city agencies) that meet the following criteria:

- Be based in California
- Organization must be federally tax-exempt
- No more than one application per deadline
- 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
- Be in good standing, if a previous grantee

Who Can Apply



- Returning Quick Grant recipients (organizations and project directors) are required to **wait one year** following the submission of their final report before reapplying.

Exceptions for colleges and universities and CH-approved organizations acting as multi-project fiscal sponsors

- Projects may be **fiscally sponsored** by eligible organizations
- Obtain Data Universal Numbering System (DUNS) number at <http://fedgov.dnb.com/webform>
- Register DUNS number with SAM.gov, see FAQ for more details

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-related expenses incurred **during the grant period**
- **Activities/ public programs must take place during the grant period: Sept 1, 2019 – Aug 31, 2020**

Applying For a Humanities for All Quick Grant





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

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.*

The next Humanities for All Quick Grant deadline is June 14, 2019. Applications for projects taking place between September 1, 2019 and August 30, 2020 (also known as the grant period) will be accepted from May 14 to June 14, at 5 pm. Please see guidelines available for download below (on May 14) and sign up for an informational webinar, taking place on Thursday, May 23 from 11 am to 12:30 pm PST.

The following Humanities for All Quick Grant deadline will be October 15, 2019 for projects with activities taking place between January 1, 2020 and December 31, 2020. Guidelines for that round will be released approximately one month before the deadline.

For Quick Grant Applicants

 [QUICK GRANT MAY 2019 GUIDELINES](#)

[REGISTER FOR THE MAY 23 QUICK GRANT APPLICATION WEBINAR](#)

 [LIST OF FUNDED QUICK GRANTS](#)

 [EXAMPLES OF FUNDED QUICK GRANT PROPOSALS](#)

[START YOUR APPLICATION](#)

Manage your Humanities for All Quick Grant

 [QUICK GRANT TOOLKIT](#)

[GRANT PORTAL](#)

STEP 1



For Quick Grant Applicants



QUICK GRANT GUIDELINES

You can download these materials as a zip file with Guidelines, FAQ and Budget Template

Note: To begin the application, it is required to indicate that you have read the Guidelines and FAQ before proceeding



Humanities for All Quick Grant Guidelines

June 14, 2019 Deadline

Grant Period: September 1, 2019 – August 31, 2020

OVERVIEW

Program Purpose

Humanities for All Quick Grants support impactful public humanities learning experiences that offer participants opportunities to 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.

The duration of the Quick Grant award period is twelve months, all programming supported by this grant must be completed between **September 1, 2019** through **August 31, 2020**.

What Are Public Humanities Programs?

Public humanities programs can take many forms depending on the subject matter at hand, in addition to 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 formats, illustrated by the following examples:

- a dialogue facilitated by a humanities practitioner, such as a scholar, journalist, researcher, curator, or culture bearer, that draws out a diversity of views about a topic of common interest or community concern
- a facilitated discussion accompanying a film screening, art exhibit, or performance that explores the historical, cultural, and/or sociological context of the work
- 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 and 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 individuals with experience as a humanities practitioner in the planning and implementation of their activities. Descriptions of [previously funded proposals](#) are available on our website, and may offer examples of diverse approaches to crafting a competitive proposal. 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 Humanities for All funding. Similarly, applicants seeking support for more comprehensive multi-year programming that exceeds the twelve month grant period, should refer to Humanities for All Project Grant guidelines for further information.



Guidelines (6 pages)



Humanities for All Quick Grants

June 14, 2019 Deadline

FREQUENTLY ASKED QUESTIONS (FAQs)

Contact: Associate Program Officer Lucena Lau Valle at lvalle@calhum.org

Designing your project

1. What types of projects are appropriate for a Quick Grant?
2. Does California Humanities require a focus around a particular theme or topic?
3. What is the difference between the Quick Grant and Project Grant programs?
4. What are the humanities?
5. What is a public humanities program?
6. Must programming be provided free?
7. Is there a time limit for project completion?

Humanities Practitioner or Expert

8. Am I required to involve a humanities practitioner or expert in my project?
9. Who qualifies to serve as a humanities practitioner or expert?
10. If desired, how can I locate an academic humanities practitioner or expert?

Project Director

11. What is the project director's role?
12. Does the project director need to be an employee of the applicant organization?
13. Can an individual serve as project director on more than one California Humanities grant at a time?
14. Does California Humanities fund individuals?

Applicant Organization Eligibility/ Fiscal Sponsor

15. Who is eligible to apply for a Humanities for All Quick Grant?
16. Do you accept applications for fiscally-sponsored projects?
17. Can an organization submit applications for multiple California Humanities grant lines, and projects at one time?
18. Does California Humanities fund academic or scholarly research activities or school-based projects?
19. Can an organization apply for a new grant if it has previously received a California Humanities award?
20. What are the responsibilities of the applicant organization (including organizations serving as fiscal sponsors)?
21. What is the requirement for registering a DUNS number with the Federal System for Award Management (sam.gov)?

FAQ (12 pages)



**HUMANITIES FOR ALL QUICK GRANT JUNE 2019
BUDGET FORM**



Project Title:

Applicant Organization:

Project Director:

Total Project Budget (same as column L):

\$ -

	(if applicable) AMOUNT SPENT PRIOR TO GRANT PERIOD	+	CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED (up to \$5K)	+	(if applicable) MATCH cash	+	(if applicable) MATCH in-kind services/materials	+	(if applicable) ADDITIONAL FUNDS	=	PROJECT TOTAL
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)											\$ -
Organizational overhead or fiscal sponsor fee											\$ -
Other (please specify)											\$ -
											\$ -
TOTAL EXPENSES	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -

BUDGET NARRATIVE (required):

*Please provide a budget narrative in the space below. 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.

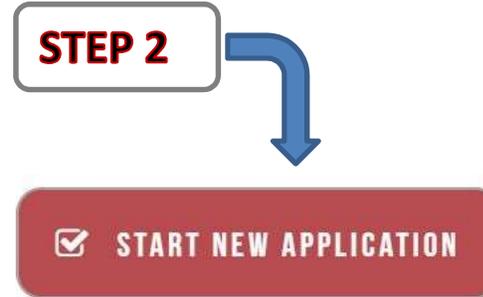
**Budget
Template**

Application Components

- Online application form (all fields complete, with 100 word summary of project)
- Proposal Narrative (up to 2 pages, word doc or PDF)
- Project Budget (Excel, including budget narrative)
- MOU (only for fiscally sponsored projects)

Must be submitted by **June 14, 2019 at 5pm PST**

Application Materials



<https://ch-grants.smapply.io/prog/HFAQ/>



Grant Portal

Humanities for All 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 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. The duration of the Quick Grant award period is eleven months, programming supported by this grant must be completed within this grant period.

Value

\$1000.00 to \$5000.00

APPLY

Open to

Individual applicants can apply.

Opens

May 14 2019 12:00 AM (PDT)

Deadline

Jun 14 2019 05:00 PM (PDT)

Note: You will have to register with California Humanities' portal even if you have used SurveyMonkey Apply for another organization/funder

The image shows a web application interface for a grant application. On the left is a sidebar with a list of tasks: 'Required Reading' (highlighted in green), 'Eligibility Quiz', 'Application Form', 'Upload Narrative Statement', 'Upload Budget', and 'Certification Form'. Below the list is a progress indicator showing '0 of 6 tasks complete' and a 'REVIEW & SUBMIT' button. The main content area is titled 'Required Reading' and contains instructions to read documents and complete a form. It includes a 'Task instructions Hide' link, a 'Read Me:' section with links to 'guidelines' and 'FAQs', and a 'Done!' checkbox. At the bottom of the main area are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'.

Humanities for All Quick Grant
AQ-0000000645
ID: AQ-0000000645

Required Reading

Eligibility Quiz
Cannot be modified

Application Form
Cannot be modified

Upload Narrative Statement
Cannot be modified

Upload Budget
Cannot be modified

Certification Form
Cannot be modified

0 of 6 tasks complete

Last edited: May 21 2019 02:25 PM (PDT)

REVIEW & SUBMIT

Required Reading

Task instructions [Hide](#)

Read these documents and complete the simple form.

We want to ensure that you fully understand what you are applying for, and that you are indeed eligible for this program.

Humanities for All Quick Grant Required Reading

Read Me:

In an effort to ensure applicants are eligible for this grant program, we ask that you please read the grant [guidelines](#) and [FAQs](#) before beginning your application.

These documents provide detailed information regarding grant eligibility as well as provide the proposal narrative prompts.

After reading these materials, please click Done to move forward.

Done!

SAVE & CONTINUE EDITING MARK AS COMPLETE

Required Reading--Click DONE and Mark as Complete after reviewing these materials.

The screenshot shows a web application interface for the 'Humanities for All Quick Grant Eligibility Quiz'. On the left is a sidebar with a 'Back to application' link at the top. Below it, the grant title 'Humanities for All Quick Grant' and ID 'AQ-0000000645' are displayed. A progress list includes: 'Required Reading' (checked), 'Eligibility Quiz' (active, highlighted with a green bar and a right-pointing arrow), 'Application Form' (disabled, 'Cannot be modified'), 'Upload Narrative Statement' (disabled, 'Cannot be modified'), 'Upload Budget' (disabled, 'Cannot be modified'), and 'Certification Form' (disabled, 'Cannot be modified'). A progress bar shows '1 of 6 tasks complete' and a 'Last edited: May 21 2019 02:29 PM (PDT)' timestamp. A 'REVIEW & SUBMIT' button is at the bottom of the sidebar. The main content area is titled 'Eligibility Quiz' and contains the question: 'Does your proposal include programming that is available and accessible to the general public?'. Two radio button options are provided: 'Yes' and 'No'. At the bottom of the main area are two buttons: 'SAVE & CONTINUE EDITING' (grey) and 'MARK AS COMPLETE' (green).

Eligibility Quiz-This quiz will help determine if your project meets the criteria for this round of Quick Grants.



Required Reading



Eligibility Quiz



Application Form



Upload Narrative Statement

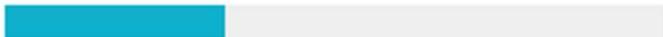


Upload Budget



Certification Form
Cannot be modified

2 of 6 tasks complete



Last edited: May 21 2019 02:32 PM (PDT)

REVIEW & SUBMIT

Deadline: Jun 14 2019 05:00 PM (PDT)

Online Application Form



- Provide all requested information about proposed project, applicant organization, authorizing official, project director, and other key personnel
- A 100 word project summary statement
- You can **save your work** and return to an in-progress application
- Federal tax ID and DUNS number for the applicant organization are required to process your application
 - Please ensure your DUNS number has been registered through SAM.gov

To preview your application look for the eye icon to the right of the screen



The screenshot shows a web application interface for a grant application. On the left is a sidebar with a list of tasks. The 'Application Form' task is highlighted with a green bar and a right-pointing arrow. Below the tasks is a progress bar showing '2 of 6 tasks complete' and a 'Last edited' timestamp. At the bottom of the sidebar is a 'REVIEW & SUBMIT' button and a 'Deadline'.

The main content area is titled 'Application Form' and contains a 'Task instructions' link. Below this is a text box with the instruction: 'You can save & exit this application form at any time and return to it when finished.' A progress bar for the 'Application Form' task shows '0%' completion. Below the progress bar is a section titled 'Request Information' with a 'Project Title' label and an empty text input field. Further down is a section titled 'Project Type - Primary:' with the instruction 'Select the format that best fits your project.' Below this are two columns of checkboxes for different project types: 'Conference/Symposium/Lecture', 'Discussion Program: Book', 'Discussion Program: Community forum', 'Discussion Program: Exhibit', 'Discussion Program: Film', 'Performance: Drama', 'Performance: Music', 'Performance: Poetry', 'Performance: Spoken word', and 'Performance: Storytelling'.

Orange circles highlight the following elements:

- The '< Back to application' link in the sidebar.
- The 'Preview' button with an eye icon in the top right of the main content area.
- The 'Certification Form' task in the sidebar, which is marked as 'Cannot be modified'.

Inviting additional people to work on one application



2 of 6 tasks complete

Last edited: May 21 2019 03:43 PM (PDT)

REVIEW & SUBMIT

Deadline: Jun 14 2019 05:00 PM (PDT)

Humanities for All Quick Grant [🔗](#) Preview ⋮

AQ-0000000645

Status: Application in progress, not yet submitted.

APPLICATION ACTIVITY

Your tasks Instructions

- ✓ Required Reading Completed on: May 21 2019 02:29 PM (PDT) >
- ✓ Eligibility Quiz Completed on: May 21 2019 02:32 PM (PDT) >
- Application Form >
- Upload Narrative Statement >
- Upload Budget >
- Certification Form Cannot be started at this time >

LV Lucena Valle (Owner)
lvalle@calhum.org

Add collaborator

Add a collaborator

Uploading the Proposal Narrative as a file



[← Back to application](#)

Humanities for All Quick Grant
AQ-0000000645
ID: AQ-0000000645 | **Status:** Application in progress, not yet submitted.

- ✓ Required Reading
- ✓ Eligibility Quiz
- Application Form
- Upload Narrative Statement** >
- Upload Budget
- Certification Form
Cannot be modified

2 of 6 tasks complete

Last edited: May 21 2019 03:43 PM (PDT)

REVIEW & SUBMIT

Deadline: Jun 14 2019 05:00 PM (PDT)

Upload Narrative Statement

i Task instructions [Hide](#)

This document should be two pages max, and include your responses to the questions described in the guidelines.



ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Proposal Narrative Format

- Prepare your narrative following the instructions in the guidelines.
- Organize your narrative using the prompts 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 **2 pages** in length.

Proposal Narrative (2 pages maximum)

Section 1: Description of proposed project or activities

Describe what kind(s) of impactful 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.)

Note: Activities must take place within the grant period:

Sept 1, 2019 – Aug 31, 2020

Proposal Narrative (2 page maximum)

Section 2: Objectives and Desired Outcomes

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 (2 page maximum)



Section 3: Outreach and Engagement

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? (May include fees, language, scheduling considerations)



Proposal Narrative (2 page maximum)

Section 4: Capacity

Who are the Project Director and other key people who will plan and implement the proposed activities

What resources will the sponsoring organization and any other partner contribute to the project to ensure its successful implementation?

QUESTIONS?

Uploading the Budget Template



[← Back to application](#)

Humanities for All Quick Search
AQ-0000000643
ID: AQ-0000000643 | Status: Application in progress, not yet submitted.

- Required Reading
- Eligibility Quiz
- Application Form
- Upload Narrative Statement [→](#)
- Upload Budget
- Certification Form
Cannot be modified

2 of 6 tasks complete

Last edited: May 27 2019 05:43 PM (PDT)

[Review & Submit](#)

Deadline: Jun 14 2019 05:00 PM (PDT)

Upload Narrative Statement

Task Instructions Hide

This document should be two pages max, and include your responses to the questions described in the guidelines.



[ATTACH FILE](#)

[Show accepted formats](#)

[MARK AS COMPLETE](#)

HUMANITIES FOR ALL QUICK GRANT JUNE 2019

BUDGET FORM

Project Title:											
Applicant Organization:											
Project Director:											
Total Project Budget (same as column L): \$ -											
	(if applicable) AMOUNT SPENT PRIOR TO GRANT PERIOD	+	CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED (up to \$5K)	+	(if applicable) MATCH cash	+	(if applicable) MATCH in-kind services/materials	+	(if applicable) ADDITIONAL FUNDS	=	PROJECT TOTAL
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)											\$ -
Organizational overhead or fiscal sponsor fee											\$ -
Other (please specify)											\$ -
											\$ -
TOTAL EXPENSES	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -

BUDGET NARRATIVE (required):

*Please provide a budget narrative in the space below. 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.

Budget Template Columns

(if applicable) AMOUNT SPENT PRIOR TO GRANT PERIOD	+	CALIFORNIA HUMANITIES GRANT FUNDS REQUESTED (up to \$5K)	+	(if applicable) MATCH cash	+	(if applicable) MATCH in-kind services/materials	+	(if applicable) ADDITIONAL FUNDS	=	PROJECT TOTAL
---	---	--	---	----------------------------------	---	---	---	--	---	---------------

Distribute the amounts for each line item into the appropriate column.

Match is NOT required.

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)

Budget Template Line Items

You can add in and edit the line items to be specific to your project



37	Other (please specify)								\$ -
38									\$ -
39	TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

BUDGET NARRATIVE (required):
 *Please provide a budget narrative in the space below. 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 current maximum allowable reimbursement rate is 56.5 cents per mile for automobile mileage and \$61 per day for meals.

BUDGET NARRATIVE (Required)

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.

Be sure to identify persons receiving California Humanities funds (should match proposal narrative)

PROJECT BUDGET

Overview

- Quick Grant applicants can request between \$1,000 and \$5,000
- California Humanities grant funds and any matching contributions must be spent/encumbered **during the grant period (Sept 1, 2019 – Aug 31, 2020)**

PROJECT BUDGET Eligible Expenses

- Programmatic and administrative salaries and benefits
- Professional fees including honoraria & stipends
- Program-related supplies and materials
- 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

MOU (required for Fiscally Sponsored Projects only)

- A MOU is needed if the application is being made by an organization who will serve as a fiscal sponsor for the project on the behalf of another organization or individual
- 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.

Upload Memorandum of Understanding



Grant Portal Programs My Applications Debra White

Application Form Completed May 21 2019 04:45 PM (PDT)

Humanities for All Quick Grant
AQ-0000000638
ID: AQ-0000000638 | Status: Application in progress, not yet submitted.

- Required Reading
- Eligibility Quiz
- Application Form
- Upload Narrative Statement
- Upload Budget
- Memorandum of Understanding (MOU)**

3 of 7 tasks complete

Last edited: May 21 2019 04:45 PM (PDT)

Task instructions [Hide](#)

You can save & exit this application form at any time and return to it later. Hit Complete when finished.

Application Form: Humanities for All Quick Grant
[Request Information](#)

Project Title:
title

Project Type - Primary:
Select the format that best fits your project.
Responses Selected:
Conference/Symposium/Lecture

Project Type - Secondary:
Select the format(s) that best fit your project, other than the one selected above. Select none, 1, or 2 choices.
No Responses Selected

Requested Grant Amount:

Review and Submit button becomes green when you complete all the required tasks



Grant Portal Programs My Applications

[Return to admin](#) You are currently logged in

3 of 3 required tasks complete

Last edited: May 14 2018 10:46 AM (CDT)

REVIEW & SUBMIT

Deadline: Jun 16 2018 01:59 AM (CDT)

BC Brett Connor Test (Owner)
tenor7@hotmail.com

Collaborators Add

BC Brett Connor
bconnor@calhum.org ...
[View & edit](#)

LV Lucena Valle
lucenavalle@gmail.com ...
[View & edit](#)

Humanities for All: Quick Grant [↗](#) [Preview](#) ...

AQ-0000000002

APPLICATION ACTIVITY

Your tasks [Instructions](#)

✓

↑

HFAQ Application Form

Completed on: May 11 2018 02:25 PM (CDT) | Lucena Valle

[>](#)

✓

↑

Upload Narrative Statement

Completed on: May 11 2018 02:27 PM (CDT) | Lucena Valle

[>](#)

✓

↑

Upload Budget Summary

Completed on: May 11 2018 02:29 PM (CDT) | Lucena Valle

[>](#)

⬇

↑

Memorandum of Understanding (MOU)(optional)

[>](#)



QUESTIONS?

Tips for Preparing your Application

- Get started as soon as possible
 - Begin gathering needed data (for example: DUNS, Tax ID/EIN, and congressional district of project)
- **Review, edit, and proof your narrative** and re-check your budget calculations
 - Utilize the **FAQ**
 - Allow at least **two hours** to complete the online application form and to upload your documents
 - Write your **Project Summary statement** (part of online application form) last!

Review, Notification, and Award Process



Review Process for Quick Grants

Review : due diligence, competitiveness vis a vis criteria, and consideration of special factors (2.5 months)



Notification and awards in early September 2019

REVIEW CRITERIA: Quality



- **Clarity** of project purpose, objectives and proposed outcomes
- Awareness of and **responsiveness to the interests, needs, and characteristics of the target audience(s)**, including any potential barriers to access
- Level of community support and interest in the project
 - **If** applying for YOUTH VOICES track funds, potential to fulfill the goals of the Humanities for All Quick Grant program, including expanding public access to the humanities for underserved constituencies (**teens in particular**)
 - **If** applying for ARTS+HUMANITIES track funds, potential to provide rich, relevant, and meaningful humanities learning experiences and activities for the target audience(s), including depth of humanities content (or arts-humanities content)

REVIEW CRITERIA: 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 activities, 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 – all information is consistent
- Project is **audience-centered** – demonstrates awareness of and effort to respond to target audience(s) especially those that are new/underserved
- **Humanities are central**, not tangential to project
- Project is ambitious **but realistic**
- Budget is reasonable – request from California Humanities is justified.
- Project team has needed capacity; **all personnel receiving California Humanities funds identified**

Award Process

- Awards will be announced in early **September 2019** (all applicants will be emailed)
- Number of projects funded varies depending on funds available for each grant cycle
- **Reviewer 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

Post-Award Quick Grant Activities

- Grantee Toolkit
- Sign and return grant agreement (100% of award disbursed)
- Review documents and orientation materials and request clarification where needed
- Comply with all terms of grant agreement, including publicity, acknowledgment of support, evaluation, and reporting (final report and change requests).

QUESTIONS?



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

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

Lucena Lau Valle, Associate Program Officer

lvalle@calhum.org

Questions about the online application process and compliance?

Debra White, Grants Manager

dwhite@calhum.org

Thank you for your interest and attention and good luck!

