



California Documentary Project
Production Grants for Film, Audio and Digital Media
Revised 9.25.19

Friday, November 1, 2019, 5 pm

Deadline for submission of online application with attached proposal narrative and budget. Late or incomplete applications will not be accepted.

To start a new application, use the following link: <https://ch-grants.smaply.io>

TABLE OF CONTENTS

PROGRAM OVERVIEW & REQUIREMENTS	1
HOW TO APPLY	5
APPLICATION GUIDELINES	6
APPLICATION HELP	9

PROGRAM OVERVIEW

California? It's complicated—almost 40 million people and 40 million stories. California Humanities seeks proposals for documentary film, audio and digital media projects that explore California in all its complexity and tell stories from every corner of the state. Eligible formats include, but are not limited to, shorts, features, podcasts, web series, broadcast series, etc.

The **California Documentary Project (CDP)** is a competitive grant program that supports the research and development and production stages of humanities-based documentary media projects that explore, reveal and illuminate California subjects and issues. We seek compelling projects of any length that bring new and previously unheard perspectives to light and help reveal the breadth and range of California's cultures, peoples and histories. Projects should use the humanities to provide context, depth, and perspective and be suitable for California and national audiences through public and educational screenings and presentations, broadcast, distribution, and/or online.

Since 2003, California Humanities has awarded over \$5.5 million through the CDP grant program to nonfiction film, audio and interactive media projects that document California in all its complexity. Each CDP project that uncovers, interprets and shares the experiences and stories of California and Californians adds a new layer to a

complex and growing portrait of this state, and together, help us better understand who we are and where we live. Recently supported projects include the podcasts and radio series [The Stoop](#) and [California Foodways](#); interactive and transmedia documentaries such as [K-TOWN '92](#) and [The Mojave Project](#); and documentary films such as [United Skates](#), [Worlds of Ursula K. Le Guin](#), [The Pushouts](#), [Adios Amor – The Search for Maria Moreno](#), [Forever, Chinatown](#), [The Last Day of Freedom](#), [Romeo is Bleeding](#), [REAL BOY](#), [Ovarian Psycos](#), [The Return](#), [Tribal Justice](#), and many more.

CDP Production Grants

CDP Production grants are designed to strengthen the humanities content and approach of documentary media productions and help propel projects toward completion. Projects must be in the production stage, have a work-in-progress to submit, and actively involve at least two Humanities Advisors to help frame and contextualize subject matter throughout the production process. Eligible applicants may apply for funding up to \$50,000; if you wish to apply for Research & Development support, please see the CDP R&D Grant Guidelines.

THE ROLE OF HUMANITIES

CDP supports film, audio, and digital documentary projects that use the humanities to provide context, depth, and perspective. The humanities grow out of an interest in the language, literature, thought, and history of humankind. They emphasize analysis, interpretation, and exchange of ideas. Humanities disciplines include, but are not limited to, history, philosophy, literature, folklore, ethnic studies, religious studies, ethics, jurisprudence, and qualitative approaches in the social sciences. These fields are differentiated from—though not exclusive of—the creative expression of the arts or the quantitative explanation of the sciences or social sciences. California Humanities encourages applicants to make use of relevant humanities expertise in the planning and implementation of projects and to approach subject matter from a perspective informed by the humanities—e.g., make use of existing or new scholarship and research to ask informed, critical questions; consult with humanities scholars and culture bearers; and seek to foster insight, reflection and thoughtful analysis on the part of the audience.

ELIGIBILITY

Eligible applicants must be nonprofit organizations or municipal/public agencies (including libraries, museums and schools). California Humanities does not make grants directly to individuals; however, individuals may apply through a tax-exempt fiscal sponsor (see FAQ for details). Eligible applicant organizations and project directors must:

- Be in good standing with California Humanities (e.g., without unfulfilled reporting requirements), if a previous grant recipient
- Not have an open grant or application under consideration with California Humanities or submit more than one application per California Humanities deadline, unless acting as a California Humanities pre-approved, multi-application fiscal sponsor (see FAQ for more information)

FUNDING LEVEL

Eligible film, audio, and digital applicants may apply for funding up to \$50,000, though CDP Production Grants may range between \$20,000 and \$50,000. The grant request must be matched during the grant period by at least a 1:1 amount of cash or in-kind contributions from non-federal sources.

PROJECT REQUIREMENTS

All CDP Production Grant projects must meet the following criteria:

- Be currently in the production stage and have a work-in-progress sample available for submission; if you wish to apply for R&D support, please see the CDP R&D Grant
- Document California subjects and issues of relevance to both statewide and national audiences
- Approach the subject matter from a perspective informed by the humanities
- Actively involve at least **two Humanities Advisors** (e.g., scholars, journalists, curators, culture bearers) in significant phases of the project
- Be conducted by medi makers with a previously completed work sample to submit
- Seek to reach and engage a broad range of audiences, both statewide and nationally, through public and educational screenings and presentations, broadcast, distribution, and/or online

ELIGIBLE COSTS

Grant funds may be used to support eligible project-related activities and expenses during the grant period, including but not limited to:

- Salaries and professional fees for production staff and technical consultants
- Honoraria and stipends for Humanities Advisors
- Production and post-production expenses, including travel, equipment (rental, unless purchase cost is less), supplies, and administrative expenses directly related to the project (up to 25% of the total CDP grant request)
- Public program expenses and publicity
- Fiscal sponsor or indirect administrative fees (up to 10% of the total CDP grant request)

GRANT REQUIREMENTS

If funded, California Humanities requires grantees to:

- Submit a grant agreement signed by the authorizing official of the applicant organization/fiscal sponsor and the project director
- Provide the expiration date of an active registration with the federal System of Award Management ([SAM.gov](https://www.sam.gov)) for the applicant organization/fiscal sponsor in order to receive grant funds
- Participate in California Humanities' grant reporting and evaluations processes and provide five copies of final productions once completed
- Collaborate with California Humanities on exhibition, distribution and promotional opportunities as available

CDP GRANTS DO NOT SUPPORT

- Institutional histories produced and/or partially funded by the institution itself
- Advocacy—projects aimed to advance a specific policy or partisan agenda
- Projects that are primarily promotional in nature
- Projects at the research and development stage; if you wish to apply for R&D support, please see the CDP R&D Grant
- Projects already entirely in post-production

REVIEW PROCESS AND CRITERIA

Applications will be evaluated by peer reviewers and California Humanities staff and board members for eligibility, completeness, and competitiveness according to the following criteria:

Review Criteria

Quality

- Clarity and strength of concept, style, and approach
- Access and relationship of project team to subject/s
- Californian and national relevance
- Depth of humanities content and approach
- Experience of project staff and advisors
- Strength and potential of work-in-progress
- Significance of project goals and impact

Capacity

- Feasibility of budget, timeline, fundraising strategy, outreach, and evaluation
- Potential to reach and engage broad audiences

TIMELINE

August 2019	Guidelines posted at www.calhum.org
September/October 2019	Informational grant workshops and webinars
October 1, 2019	Online application available at www.calhum.org
November 1, 2019 5 pm	Deadline for submission of online application, proposal narrative, budget, and links to media work samples
March 2020	Grant awards announced, grant award period begins, funds disbursed
March 31, 2023	Latest end date for projects

GRANT WORKSHOPS AND WEBINARS

Informational workshops and webinars for the CDP grant will be held in August and September 2019. Please check www.calhum.org for more information or sign up for the California Humanities' eNews on our website to find out about important grant deadlines, upcoming workshops, local events, and more.

HOW TO APPLY

Applications for **CDP Production Grants** are submitted through an online process. No hand-delivered, faxed, or emailed applications will be accepted. Applications must be submitted by the deadline, **5 pm on November 1, 2019**:

You may initiate an application anytime between Tuesday, October 1, 2019 and Friday, November 1, 2019.

To submit electronically by 5 pm on FRIDAY, NOVEMBER 1, 2019, please include:

- Online application with URLs to media work sample
- Proposal narrative (Word or PDF attachment)
- Budget (Excel template attachment)

To start a new application, use the following link:

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

Applicants will need to complete an online form, provide a brief project summary (100 words), provide contact information for the Project Director and Authorizing Official of the applicant organization as well as other pertinent information including location address, legislative district information, demographics of the service area, and federal tax ID (EIN), expiration date of an active registration with the federal System for Award Management (SAM.gov) and DUNS number, available through Dun & Bradstreet. Be sure to allow sufficient time (2-4 weeks) to obtain the DUNS number and complete the registration process. (See FAQ for more information.)

APPLICATION ASSISTANCE

California Humanities provides assistance to applicants through several means:

- Frequently Asked Questions or FAQs (including technical assistance/troubleshooting). Applicants are strongly encouraged to read and review the grant guidelines and FAQ thoroughly. We make every effort to anticipate questions and clarify areas of confusion in these documents, so please start there.
- **An informational application webinar and in-person workshops will be held in August and September 2019.** Dates and locations will be announced at <http://calhum.org/funding-opportunities/california-documentary-project/>, or join our mailing list at www.calhum.org to receive the most recent information about upcoming webinars and grant resources.
- Please contact Senior Program Officer John Lightfoot (jlightfoot@calhum.org) for questions about guidelines or grant requirements.
- Please contact Grants Manager Debra White (dwhite@calhum.org) for technical assistance with the online application submission process or obtaining a DUNS number or SAM registration



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APPLICATION GUIDELINES

Proposal Narrative

Please address each of the following sections in this order using the numbered headings at the start of each section. All responses should be single-spaced in 12 pt. font and in one single document (to be uploaded as an attachment to the online application).

1. Project Information

Please clearly indicate the following information at the top of the first page:

- Title
- Format
- Project Director
- Applicant Organization/Fiscal Sponsor

2. Project Description (suggested length: two pages)

- **Synopsis:** Provide a brief project synopsis that includes the project's anticipated running length, as applicable (100 words maximum).
- **Story, issues, and characters:** What is the specific story your project will tell and what are the associated issues it will explore? Why are these stories or issues important, timely or urgent? Who are the characters?
- **California:** What is this story's connection to California? How will it enhance our understanding of California and its cultures, peoples, and histories? How will it be relevant and of interest to both state and national audiences?
- **Status:** Describe the current stage of the project. Provide an estimated completion date.

3. Relationship to Subject (suggested length: one paragraph)

- Describe the production team's relationship to the project's subjects. If telling the story of another community, please explain your access to this community and how you will address their needs and interests. What role/s will the subjects or community play in the production and/or distribution stages?

4. Creative Approach (suggested length: half a page)

- How are you going to tell this story? Provide a brief treatment detailing the creative style, narrative structure, imagery or audio content, animation, and interactive elements, as applicable, of your project.

5. Humanities Content and Approach (suggested length: one page)

- Describe the humanities ideas, themes, and questions that the project will address.
- How will you use the humanities to inform your project? E.g., how will you use the humanities to develop the broader social, cultural, or historical context for your subject? What sources will you consult to provide insight and context?

6. Humanities Advisors

- Provide **one-paragraph** bios for the two (or more) Humanities Advisors, describing area of expertise, relevant scholarship, research, or writing; and position and institutional affiliation, if applicable; and explain the role each advisor will play in the design and implementation of the project (e.g., content advisor, research consultant, interview subject, rough cut reviewer, etc.). See FAQ for more information on Humanities Advisors' roles and other requirements.

7. Project Personnel

- Project Director: Provide a **one-paragraph** bio, an email address, and a list of production credits and/or major broadcast, screening, exhibition, and award information.
- Key Project Personnel: Provide **one-paragraph** bios detailing relevant technical and/or substantive expertise.

8. Goals and Impact (suggested length: two paragraphs)

- What specific goals do you have for this project? What impact do you hope this project will have when completed? What do you hope audiences will take away from your project? How will these be evaluated?

9. Audience and Public Engagement (suggested length: two paragraphs)

- Describe the intended audience(s), including any underserved audiences, and why you want to reach them.
- Describe the outreach strategy, including plans for theatrical, festival, educational and/or community presentation, broadcast and/or distribution, web distribution, and for cultivating and engaging online audiences, as applicable.
- Describe additional plans for audience engagement, including participatory activities, partnerships, educational materials, social media strategies, etc.

10. Fundraising Strategy (suggested length: one paragraph)

- Describe the strategy for raising additional funds necessary to complete the project. List all sources and amounts of project income received to date or currently under consideration.

11. Applicant Organization/Fiscal Sponsor (suggested length: one paragraph)

- Provide a brief description of the applicant organization and explain the organization's role in the project. Please note whether the fiscal sponsor is confirmed or pending. If fiscal sponsorship is not yet confirmed with an eligible nonprofit organization or public agency by the application deadline, you must submit this information within 30 days after the application due date. If we do not receive confirmation by this date, your application is incomplete and will not be considered. Upon submitting your application, you will receive further instruction via email.

12. Timeline (suggested length: one page)

- Provide a timeline detailing **major** project activities and stages from the beginning of the grant period, March 2020, until completion. Please note that project activities for which you seek California Humanities funding cannot occur prior to funding notification and that the maximum term of this grant is three years (funded project activities must conclude by March 31, 2023).

Please provide the timeline in this format:

TIME PERIOD	ACTIVITY
March–May 2020	<ul style="list-style-type: none">• Pre-production (continued): consult with Humanities Advisors, archival research, pre-interviews, etc.
May–August 2020	<ul style="list-style-type: none">• Production: remote shoots (LA, SF and Sacramento), shoot second round interviews, hire animator, etc.
September–December 2020	<ul style="list-style-type: none">• Begin post-production, hire composer, etc.
January 2021	<ul style="list-style-type: none">• Complete fine cut, hold preview screenings with advisors, etc.
March 1, 2021	<ul style="list-style-type: none">• Premiere screening, etc.

12. Required Sample Work and Explanation of Selection (suggested length: half a page)

Explain the selection of prior work and briefly outline what role(s) the Project Director played in its creation. Provide any necessary background information or context for the work-in-progress.

Required sample materials to submit online:

- Internet link and password, if applicable, to a prior work sample in its entirety
- Internet link and password, if applicable, to the work-in-progress sample for which you seek funding. (Suggested work-in-progress length: 10 minutes.)

Note that all online work samples should remain accessible through March 2020.

13. Full Project Budget (Excel template to be attached and uploaded with the online application)

Please use the CDP PRODUCTION GRANT BUDGET template included in the .zip file. Note that you may modify the form by adding, deleting or renaming lines as appropriate for your project and format.

- Income. List the amount and source of all cash or in-kind contributions, whether they are in place at the time of application or anticipated. Include names of funders and other sources.
- Expenses: Subtotals by Category. Provide subtotals of all project expenses by category, including allocations of previously spent funds, California Humanities grant funds, matching funds, and funds yet to be secured.
- Matching Funds. The total CDP grant request amount must be matched by at least a 1:1 total amount of cash or in-kind contributions from non-federal sources. Note that these funds do not need to be in place in order to be eligible to apply but must be expended during the CDP grant period to qualify as matching funds.
- Other Funds (Federal). Funds from the NEH, NEA, state humanities councils, or other federally-assisted programs may not be used as matching funds.
- California Humanities Grant Funds. Itemize all expenses allocated to the California Documentary Project grant request.

Further instructions for completing the budget are included in the Excel template (see tab on lower left of budget template).

14. Budget Narrative (as necessary)

- Clarify any budget allocations that need a narrative explanation.

TIPS FOR PREPARING YOUR APPLICATION

- Download and thoroughly review the CDP Guidelines, FAQ, and budget form.
- Attend an informational workshop or webinar, if desired. Check www.calhum.org for upcoming workshop and webinar information
- Prepare your proposal narrative and budget form before starting the online application.
- Legislative district numbers for the applicant organization must be provided. This information can be obtained ahead of time at <http://www.house.gov/representatives/find/> by using the organization's zip+4 postal code.
- While California Humanities will accept applications from organizations that do not have an active federal System for Award Management (SAM) registration, we strongly encourage all applicant organizations to begin this process at the time of submission. If selected as an award recipient, California Humanities cannot disburse funds to an organization without confirming its active registration.

SAM registration is a two-step process. First, a Data Universal Numbering System (DUNS) number must be requested from DUN & Bradstreet. A DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities who receive federal

government contracts. DUNS number assignments are absolutely FREE and may be obtained by calling (866) 705-5711 or at <http://fedgov.dnb.com/webform>.

Second, register the DUNS number at SAM.gov to obtain the expiration date of the registration.

- Allow AT LEAST two hours to complete the electronic submission of the online application once all other materials and components have been assembled.
- We strongly encourage you to start the online form as soon as possible to apply in case you experience serious technical difficulties that might affect your ability to complete the application process by the deadline.

Thank for your interest in our program and good luck!