



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.

FREQUENTLY ASKED QUESTIONS

What types of media projects are eligible for a California Documentary Project (CDP) grant?

California Humanities seeks original film, audio and digital media projects that document and interpret California subjects and issues that are relevant to both statewide and national audiences and that use the humanities to provide context, depth and perspective. There is no restriction on subject matter, and productions of any documentary style are eligible to apply; however, historical projects should make a clear case for their subjects' relevance to contemporary audiences.

Web-based and broadcast series, podcasts, interactive and multiplatform projects that incorporate a range of media formats, including still photography, are eligible to apply, though all should capitalize on the interactive potential of the Internet, mobile technology, or other digital media to reach, engage audiences and cultivate user participation. California Humanities is particularly interested in projects that encourage active and continued collaboration between mediamakers, humanities advisors and end users/audiences.

Since 2003, California Humanities has supported a broad range of CDP projects covering diverse subject matter in multiple formats and styles. Please see www.calhum.org for a list of previously supported CDP projects.

Is there a requirement that projects be a specific length?

No. Projects may be any length provided that it is appropriate to the subject matter, makes sense with your stated plans for reaching and engaging target audiences, and aligns with the purpose and parameters of proposed distribution outlets. Shorts, features, multi-part series, micro-podcasts—we like them all!

Who is eligible to apply to California Humanities?

Only non-profit organizations or individuals being fiscally sponsored by a tax-exempt organization or municipal/state agency can apply.

Does the non-profit applicant organization need federal 501(c)(3) status?

No, but the applicant organization must be a viable non-profit with tax-exempt status.

Does California Humanities fund individuals?

No. Individuals seeking funds for a project must be sponsored by a tax-exempt organization or municipal/state agency, preferably one based in California. **California residency is not a requirement for eligibility.**

Does fiscal sponsorship with an eligible nonprofit organization or public agency need to be confirmed by the application deadline?

Applicants will be asked to note whether the fiscal sponsor is confirmed on pending as part of the online submission process. 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.

What are the responsibilities of the applicant organization?

The applicant organization must approve the submission of the proposal, be willing and able to administer grant funds in conformity with the terms of the grant agreement, and must accept full responsibility for undertaking and supporting the project as outlined in the proposal. If a grant is awarded, the authorizing official of the organization will receive the award packet, and the grant agreement must be signed and returned to California Humanities along with other required award documents before funds can be disbursed. The applicant organization is the entity with overall fiscal and compliance responsibilities to California Humanities for the duration of the project. Project Directors and fiscal sponsor organizations should have a clear agreement in writing to ensure accountability.

Can an organization apply for more than one grant at a time?

An organization can only apply for one grant per deadline unless it is a California Humanities-approved multi-application fiscal sponsor. If you have questions about an organization's status or eligibility, please contact Grants Manager Debra White at dwhite@calhum.org.

Who should be the Project Director and what is that person's role?

In most cases the project's director, producer, or executive producer should serve as the grant application's designated Project Director. If, for any reason, the individual listed as Project Director is not the director, producer, or executive producer, please provide an explanation. In this case, the proposal should also clearly specify who the primary creative force behind the project will be and submit media samples that reflect this

individual's work. Please note that if funded, the individual listed as Project Director will be California Humanities' official administrative primary contact throughout the grant award period.

Can an individual serve as Project Director on more than one California Humanities grant at a time?

No. An individual can only submit ONE application per California Documentary Project funding cycle and can serve as Project Director on ONE active California Humanities grant at any given time. If an individual is already serving as a Project Director on a California Humanities-funded project, that person must complete the project and submit a final report before applying for another grant. Please note that final reports require approximately two weeks for approval and should be submitted well in advance of the next grant deadline.

What is the maximum amount an applicant can request for production?

Eligible applicants may apply for funding up to \$50,000, though CDP Production Grants may range between \$20,000 and \$50,000.

Are matching funds required?

Yes, each grant request must be matched by at least a 1:1 amount of cash or in-kind contributions from non-federal sources. These funds and in-kind contributions do not need to be in place at time of application, but if a grant is awarded, must be spent on project-related activities that occur during the grant period, i.e., between March 2020 and the project end date. Cash on hand for use during the award period, and/or secured commitments to provide funds, labor, equipment, services, or other material support to the project during the award period are all eligible sources of matching contributions. Cash or the value of goods, services, and labor spent on the project prior to March 2020, however, **cannot** be counted towards the required match, although your full project budget should reflect these income sources. Applicants should include all non-California Humanities donors in their proposal budget when tallying cash or in-kind contributions, even after the one-to-one match requirement is met.

What does in-kind mean?

In-kind refers to any contribution of labor, materials, goods, or services donated to the project. It can include the contribution of staff salaried time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated for publicity, promotion, or evaluation; public program items, including refreshments; and travel, lodging, and meals for project staff or participants. Please note: Applicants are expected to determine the fair-market value of these contributions.

Can federal funds be used towards the match?

No. Funds from NEH, NEA, state humanities councils, or other federally-assisted programs may not be used for the match.

Is there a project budget limit for this grant?

No.

How are funds disbursed?

For Production grants, 50% of awarded funds are disbursed upon approval of signed award documents; 40% are disbursed upon approval of an interim report; and the final 10% of funds are disbursed upon project completion and approval of a final report.

What costs are eligible for support?

Eligible costs include but are 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)

Is there a time limit for project completion?

Yes. The maximum term for this grant award is three years. The grant award period begins March 2020 and ends March 31, 2023.

What are the humanities?

California Humanities views the humanities as a set of practices springing from a fundamental interest in understanding the ideas and values that inform our lives; the need to reflect on the past and the present to make critical choices; and the desire to understand others' lives and experiences as well as our own. They emphasize reflection, analysis, contextualization, interpretation, and the exchange of ideas. Humanities disciplines include, but are not limited to: history, philosophy, literature, folklore, American studies, women's studies, ethnic studies, foreign languages (both classical and modern), linguistics, religious studies, ethics, cultural anthropology, ethnomusicology, jurisprudence, art history, literary criticism, and philosophical approaches to the social sciences. These fields are differentiated from—though not exclusive of—the creative expression of the arts or the quantitative analysis of the sciences or social sciences.

What is meant by “Projects must approach the subject matter from a humanities perspective”?

Projects should use the humanities to provide critical and analytical context. A humanities-based approach makes use of existing scholarship and research on the topic, incorporates a variety of perspectives, and seeks to foster critical reflection and thoughtful analysis on the part of the audience. Your proposal should describe the central questions you are asking and explain how you will use the humanities to inform the process of producing your project.

Who qualifies as a Humanities Advisor?

- Academic scholars (individuals with an advanced degree in a humanities discipline or individuals teaching or researching in a scholarly institution, e.g., professors, some curators, and librarians)

- Independent advisors (individuals who have researched, written and/or spoken about a humanities topic and are considered experts in their field, e.g., journalists, artists, curators, non-professional historians)
- Community advisors/culture bearers (individuals who by virtue of their life experience, training, and/or standing in a community carry the knowledge, wisdom, and collective historical records of the group, e.g., tribal or neighborhood elders, or practitioners of traditional cultural forms)

Can a current California Humanities board member serve as a Humanities Advisor on a project?

Yes, as long as they avoid any action that could be interpreted as a use of California Humanities board membership to further their own interests or those of an affiliate institution. California Humanities board members who are named in a proposal or significantly involved with the creation of a proposal may not vote on or participate in discussion of that proposal. In addition, they may not receive honoraria, salary, or other payment for consultation in a California Humanities-sponsored or -funded program.

How can I locate a humanities expert?

Check with a local higher education institution (college or university), do a web search on your topic, or contact the California Documentary Project Senior Program Officer John Lightfoot at jlightfoot@calhum.org.

What does “relevant technical or substantive expertise” mean?

California Humanities requires the involvement of personnel who are knowledgeable about the medium/media your project will employ, e.g., filmmakers, radio producers, web designers, content developers, etc. Your proposal should demonstrate that project personnel have prior experience in the proposed project medium/media.

When will awards be announced?

Notification of grant decisions will be sent by email to both the applicant organization and Project Director in March 2020. The grant period officially begins March 2020.

If my application is unsuccessful, can I apply again with the same project?

Yes, subject to other conditions and eligibility requirements.

Can I apply for this grant if my project is already in post-production?

No. The project must still be in the production stage in order to be eligible.

Can grant funds be used for post-production expenses?

Yes, but not solely for post-production. The California Documentary Production grant is designed to propel projects towards completion while involving humanities advisors at the earliest date possible. California Humanities expects grant recipients to utilize funds primarily, but not exclusively, for production expenses.

If funded, what are California Humanities’ grant requirements?

Along with notification of award, successful applicants will receive detailed grant management and reporting instructions. Awardees are expected to familiarize themselves with all requirements as outlined in the grant agreement and supplemental grant administration materials. California Humanities requires grant recipients to submit: 1) a signed grant agreement by the authorizing official of the applicant organization; 2) an interim report submitted once the first payment has been spent down, including a narrative of project activities conducted to date and an interim expenditures report showing outright fund amounts and local/in-kind matching amounts; and 3) within 90 days after the end of the grant period, a final report consisting of an evaluation report, a final expenditures report summarizing all expenditures of California Humanities grant funds and local matching amounts (whether cash or in-kind), a public programming log; and 4) five copies of the completed production on CD, DVD or drive. California Humanities also encourages grantees to provide advance notice of upcoming screenings, broadcasts, and other project-related events during and after the grant period.

Grantees will also be expected to acknowledge the support of California Humanities and the National Endowment for the Humanities (NEH) in program and publicity materials; cooperate with California Humanities publicity and evaluation protocols; 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.

How should we acknowledge California Humanities if funded?

Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit California Humanities. If funded, specific credit language and logo requirements will be detailed in the grant agreement.

Does California Humanities conduct informational grants workshops and webinars?

Yes. California Humanities will offer informational workshops and webinars in August and September 2019. Check our website for upcoming workshop and webinar information.

Must I submit an electronic application?

Yes. An applicant must submit an online grant application form and attach the required documents.

Can I use my own budget form?

No. Please use and submit the California Documentary Production Grant Excel budget template provided in the grant guidelines folder. Not all fields may apply to your project and you may leave line items blank. If you have questions, please contact the California Documentary Project Senior Program Officer John Lightfoot at jlightfoot@calhum.org.

What is the deadline for this grant?

Applications must be submitted electronically via the California Humanities' website by 5 pm on November 1, 2019.

When will the online application be available?

The application form will be available on the California Humanities website on October 1, 2019. Read these guidelines thoroughly before starting your application. Applicants have one month, from October 1 until 5 pm on November 1 to complete and submit an application and all electronic supplemental materials (narrative and budget). The online application form will be deactivated after 5 pm on November 1.

How much time should I allow to complete my online application?

Allow adequate time to complete the online application form. The proposal narrative and budget should be prepared in advance and be ready to upload with the online application. Please note that prior to submitting the online application you will also need to collect information on the applicant organization's legislative districts. Information about legislative districts can be obtained here at <http://www.house.gov/representatives/find/>.

The application also asks for the applicant organization's federal System for Award Management (SAM) registration expiration date and **Data Universal Numbering System (DUNS)** number (if the organization does not already have one, it may be obtained free through Dun & Bradstreet). The DUNS number must be registered with SAM. This can be done through SAM.gov. Please begin the DUNS number and SAM registration process before you apply.

How will I know that my application was received?

Applicants will be notified of receipt of their proposals by e-mail.

Where can I learn more about California Humanities?

More information about California Humanities is located on our website: www.calhum.org.

Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the CDP grant program in general?

Contact Senior Program Officer John Lightfoot at jlightfoot@calhum.org

Whom should I contact if I have questions about the online application process and reporting?

Contact Grants Manager Debra White at dwhite@calhum.org.