CALIFORNIA DOCUMENTARY PROJECT
NextGen GRANTS FOR EMERGING MEDIAMAKERS
Frequently Asked Questions (FAQs)

MONDAY, MARCH 16, 2020, 5 PM

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

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Overview

1. **What types of projects are eligible for a California Documentary Project (CDP) NextGen grant?**
   California Humanities seeks projects from California-based nonprofit organizations and public agencies with established track records in youth media programming to provide training and support to emerging mediamakers in the creation of **short, insightful nonfiction films and/or podcasts that tell original stories about life in California today**. We seek compelling and accessible projects that reflect a broad cross-section of young Californians' stories; bring new and previously unheard perspectives to light; and help reveal the breadth and range of California's cultures, peoples and histories.

Projects supported by the CDP NextGen grant program may focus on many different subjects, though all should address issues relevant to the lives and experiences of young people in California and should emerge from the interests, cares, concerns and inquiries of the participating youth mediamakers. Productions may also take many forms and stylistic approaches, though they should all be short nonfiction video or audio documentaries.

California Humanities is particularly interested in projects that, in addition to providing technical training in media production, actively support young Californians in thinking critically about media messages. Competitive proposals will also encourage reflection and deepened understanding of subjects and issues relevant to participants' lives and communities.

The Humanities

2. 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.

3. What is meant by "Projects must approach the subject matter from a humanities perspective"?

The humanities should be used 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.

4. Am I required to involve a humanities advisor in my project?

Yes. For CDP NexGen grants California Humanities requires the involvement of at least one humanities advisor (academic scholar, humanities professional, or culture bearer) serving as an integral member of the project team. We encourage applicants to involve additional advisors as appropriate to project goals and objectives.

5. 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)

The knowledge base and expertise of your advisor should be relevant to the proposed project. Keep in mind that your project may benefit from multiple perspectives or types of expertise.

6. **How can I locate a humanities advisor?**
   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.

Applicant Organization Eligibility & Responsibilities

7. **Does California Humanities fund individuals?**
   No. Individuals seeking funds for through the CDP NextGen grant program must be sponsored by a tax-exempt organization or municipal/state agency based in California.

8. **Who is eligible to apply for a CDP NextGen grant?**
   California-based nonprofit organizations and state and municipal agencies, including libraries, museums, and schools, are eligible to apply.

9. **Does the non-profit applicant organization/fiscal sponsor need federal 501(c)(3) status?**
   No, but the applicant organization must be a viable non-profit with tax-exempt status.

10. **What are the responsibilities of the applicant organization/fiscal sponsor?**
    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.

11. **Can an organization apply for more than one grant at a time?**
    An organization cannot submit more than one application or have more than one application under review (for any program) unless it is a California Humanities-approved multi-application fiscal sponsor, a college, university, or multi-branch library system. If you have any questions about an organization's status or eligibility as an approved multi-application sponsor, please contact Debra White, Grants Manager, at dwhite@calhum.org.

12. **How can an organization be approved as a multi-application fiscal sponsor?**
An organization must apply for certification, meet the following criteria, and provide the necessary documentation:
    - Have an existing fiscal sponsorship program in place
    - Have personnel to manage fiscal sponsorship duties
    - Have solid finances
    - Have tax-exempt status
    - Have successfully closed all prior grants with California Humanities

    Documents required for review:
    - Description of the organization (mission, history, leadership, board)
    - Description of fiscal sponsorship program
    - Sponsor/Sponsored MOU template
    - IRS tax-exempt letter of determination
    - Audited financial statements (if cannot provide this, then provide current board approved financials and most recent 990)
    - Two letters of support from at least two sponsored parties

    For more information contact Grants Manager Debra White dwhite@calhum.org

13. **Can an organization apply for a new grant if it has previously received a California Humanities award?**
An organization that has received a grant from California Humanities can apply for a new project once the previous grant has been satisfactorily closed (that is, all project activities have been completed and a final report submitted and approved by California Humanities). Organizations that are California Humanities-approved multi-application fiscal sponsors are exempt from this rule. For more information, please contact Grants Manager Debra White dwhite@calhum.org

14. **What are the responsibilities of the applicant organization (including organizations serving as fiscal sponsors)?**
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 applicant organization will receive the award packet and must sign the grant agreement and other required award documents before any funds can be disbursed. The applicant organization is the entity with overall and final accountability to California Humanities for the project. If individuals or an organization without non-profit status is working with a fiscal sponsor to obtain funding, the fiscal sponsor has ultimate fiscal and compliance responsibilities for the project and should have a clear agreement with those carrying out the project to ensure accountability.

Project Director

15. Who should be the Project Director and what is their role?

In most cases the Project Director should be the individual with the overall administrative responsibility for oversite and completion of the proposed project. The Project Director may or may not serve as the lead media instructor, however if they do not, then the qualifications of the person in that role must be provided. Please note that if funded, the individual listed as Project Director will be our official primary administrative contact throughout the grant award period.

16. 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, he/she 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.

Requested Funds

17. What is the maximum amount an applicant can request for a CDP NextGen grant?

Eligible applicants may apply for funding up to $15,000.

18. 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. All matching funds and in-kind contributions must be spent on project-related activities that will take place during the grant period, i.e., between May 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 May 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.

19. 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.

20. 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.

21. Is there a project budget limit for this grant?

No.

22. How are funds disbursed?

50% of awarded funds will be disbursed upon return of a signed grant agreement; 40% upon submission of an interim report; and the remaining 10% will be disbursed upon approval of the final report.

23. What costs are eligible for support?

Grant funds may be used to support eligible project-related activities and expenses during the grant period, including but not limited to: stipends for youth participants, production and post-production costs; honoraria for humanities advisors; salaries and fees for staff and other personnel directly involved in the project; supplies and materials, public presentation, publicity and promotion; etc. Some restrictions apply, including a 10% cap on indirect costs, organizational overhead and fiscal sponsorship fees.

Review of Applications

24. When will awards be announced?

Notification of grant decisions will be sent by email to both the authorizing official at the applicant organization and Project Director in May 2020.

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

Yes, subject to other conditions and eligibility requirements.

26. 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 as a downloadable file. 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.

27. How should we acknowledge California Humanities if funded?
Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must acknowledge California Humanities' support. If selected for funding, specific credit language and logo requirements will be detailed in the grant agreement.

Submitting an Application / Applicant Support

28. Does California Humanities conduct informational grant webinars?
Yes. California Humanities offers informational workshops and/or webinars prior to grant deadlines. Please check our website for upcoming workshop and webinar information.

29. Must I submit an electronic application?
Yes. Applicants must submit an online grant application form and attach the required documents.

30. Why do you require a DUNS number and Federal System for Award Management (sam.gov) registration?
This is required of all entities receiving federal funds, the primary source of the grant funds awarded. A DUNS is an identification number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities. It is a 9-digit number, which may have one or more leading zeros. If you are unsure if your organization has a DUNS, try searching here. DUNS assignments are FREE and may be obtained free from Dun & Bradstreet).

Recipients of federal grants and subgrants must also have an active SAM registration. SAM registrations expire one year from the date of issue and can be renewed. SAM registrations are free and handled through the federal government. If you are unsure if your organization has an active SAM registration, try searching here. This is also where you will find instructions and assistance in completing the process. You might find this tip sheet helpful, paying close attention to step 5. California Humanities cannot assist in this process.

IMPORTANT NOTE: California Humanities will accept applications from organizations that have not yet obtained a Data Universal Numbering System (DUNS) or registered with the System for Award Management (SAM) at the time of application by leaving this field on the online application form empty. However, California Humanities can only disburse funds to an organization with a valid DUNS and an active System for Award Management (SAM) registration. We encourage you to start this process now as it may take several weeks to complete.

31. **Is there a time limit for project completion?**
    Yes. The maximum term for this grant award is one year. The grant award period begins May 2020 and ends April 30, 2021.

32. **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.

33. **Can I use my own budget form?**
    No. Please use and submit the CDP NextGen 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.

34. **What is the deadline for this grant?**
    Applications must be submitted electronically via the California Humanities' website by 5 pm on Monday, March 16, 2020.

35. **When will the online application be available and how do I apply?**
    The application form will be available on the California Humanities website in December 2020. Read these guidelines thoroughly before starting your application. Applicants have one month to complete and submit an application and all electronic supplemental materials. 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/.

36. **How will I know that my application was received?**
    Applicants will be notified of receipt of their proposals by e-mail.

Follow Up Questions

37. **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

38. **Whom should I contact if I have questions about the online application process and reporting?**
    Contact Grants Manger Debra White at dwhite@calhum.org.