CALIFORNIA HUMANITIES
A STATE OF OPEN MIND

HUMANITIES FOR ALL PROJECT GRANT

PROGRAM GUIDELINES

DEADLINE: February 1, 2021

Grant Period: June 1, 2021 – May 31, 2023

OVERVIEW

TIME PERIOD	ACTIVITY
December 4, 2020	**Application Opens**
December 11, 2020	**Informational Application Webinar**
February 1, 2021	**Applications due by 5:00 PM**
February – May 2021	**Review Period**
May 2021	**Grant Decisions emailed to all applicants**
June 2021	**Grant Agreements emailed to Grantees**
June 1, 2021 – May 31, 2023	**Public Programming events occur**
May 31, 2022	**Interim Report due**
August 31, 2023	**Final Report due**

Program Purpose

Humanities for All Project Grants support the development and delivery of humanities-based learning experiences for the people of California that encourage thoughtful reflection, analysis, and consideration of important topics, in keeping with our mission *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.*

This program aims to increase public participation in and access to the humanities by providing relevant, engaging, and meaningful humanities-based programming. We are particularly interested in supporting programs that will reach new and historically-underserved communities in addition to already established audiences. Programming that fosters connections between different communities or demographic groups, promotes networking between institutions and organizations, and links humanities-associated organizations with other community partners and sectors is also desired.

Project Grants are intended to support time-bounded *projects*, not open-ended activities. Projects should result in some tangible public humanities programming activity within the two-year grant period; however, projects that show potential for extension or amplification beyond the grant period are welcomed.

What Types of Programming Do Project Grants Support?

Project Grants support many kinds of **real-time humanities learning experiences that encourage community engagement in and with the humanities.** The choice of programming modes will depend on the subject matter, the programmer's goals and intent, as

well as the characteristics, interests, and needs of the intended audience(s). California Humanities encourages innovation and experimentation with new approaches as well as use of time-tested formats such as:

- Community conversations, forums, and dialogues that center humanities topics and approaches to understanding the subject matter;
- Interpretive exhibits (permanent or traveling, physical or digital) with significant humanities content *and* accompanying public programming
- Lectures, presentations, demonstrations and performances (with related discursive and/or participatory activities);
- Community-wide reads, or reading- or film-and-discussion programs;
- Book, film, and cultural festivals incorporating humanities activities;
- Oral history projects, story-collection and -sharing programs, non-fiction writing or media-making workshops, and other activities that produce and share knowledge products
- Interpretive tours or other types of site- or place-based humanities programming
- Any combination of the above

Projects may be implemented using digital and virtual platforms as well as more traditional face-to-face methods.

For more detailed examples, see the FAQs or visit the descriptions of previously-funded Project Grants on our website.

Projects should be **grounded in the humanities** and emphasize the use of humanistic approaches to understanding the world; projects that promote the exchange and discussion of ideas and different points of view, encourage critical thinking and analysis, promote deeper understanding of culture, history, and contemporary issues, and preserve and share knowledge are particularly encouraged. Projects may overlap with other fields -- the creative arts, social services, public affairs, or natural sciences -- but should be focused on providing humanities learning opportunities.

Project Grants *require* that a "Humanities Advisor" (academic scholar, humanities practitioner, or culture bearer) assist the Project Director by actively participating in planning and implementing the project. For more information about how California Humanities interprets "humanities expertise," please see the FAQs.

A SPECIAL AREA OF FOCUS

YOUTH VOICES: California Humanities has a strong interest in humanities programming that will reach and engage the next generation. Projects that will involve teens as **primary** program participants or audiences, and address topics or subjects of interest to them, may apply for special consideration under this designation.

If your project fits this focus area, be sure to check the appropriate box on the application form and provide the requested information. Projects must meet all other requirements as outlined in the guidelines.

Project Grant proposals should demonstrate how programming will be **accessible** and engaging to new and historically underserved audiences in addition to general and/or already established audiences. Thoughtful attention to reducing any potential obstacles to participation, including cost, scheduling, language, or cultural barriers will demonstrate commitment to increasing accessibility, as will demonstration of community interest, support, and involvement in the proposed project.

Projects that invite public participation in the production of humanistic knowledge and/or make active use of humanities methods of discussion, dialogue or facilitated conversation are especially welcomed.

Please note that although both tracks of Humanities for All support public humanities programs, as Project Grants provide a substantially higher level of funding than Quick Grants, applications should demonstrate that the proposed project shows potential for some if not all of the following: a substantial number of activities or events; a longer duration than one year; potential to reach a sizable audience beyond the immediate group of core participants or result in significant outputs or visibility. For more information about what distinguishes the two grant programs, see the FAQs or consult a program officer.

Project Grants Do Not Support:

- Organizational development or general operations (GOS)
- Research and planning without related public programming within the grant period
- Open-ended programs, even if humanities-focused
- Programming focused primarily on out-of-state audiences
- Capital improvements
- Creative or scholarly work by individuals including research, travel, or residencies
- Film, video, radio, and new media (podcasts, websites) products (please see the California Documentary Project for funding information)
- Regranting, sub-awards, scholarships, prizes, or gifts
- Publication of books
- Activities and projects primarily intended to advance a specific policy goal or political agenda or to influence legislation (advocacy)
- In-class instruction, curriculum development, or other school-focused activities without significant public programming components
- Professional development programs, training, conferences or activities geared for membership organizations, associations or institutions
- Activities aimed primarily at fundraising, marketing, or institutional advancement

Funding Level, Grant Period, and Eligible Expenses

Applicants may request between $10,000 and $20,000. California Humanities funds may be used to support eligible project-related activities and expenses, including honoraria for speakers or presenters, staffing costs, programming expenses including travel, equipment, publicity, promotion, venue rental, refreshments and hospitality, etc. **within the two-year grant period** (for this round, June 1, 2021 to May 31, 2023). Some restrictions apply, including a 10% cap on indirect costs, organizational overhead, and fiscal sponsorship fees.

Over the life of the project, *grantees are required to match the total amount of funds awarded at a minimum 1:1 ratio with non-federal funds or in-kind contributions; funds do not have to be secured at the time of application.*

For full details and guidelines regarding eligible expenses, consult the FAQs.

APPLICANT ELIGIBILITY

Applications will be accepted from California-based public agencies (including libraries, museums, schools, universities and colleges, and tribal governments) and California-based nonprofit organizations with tax-exempt status. Individuals, or organizations that do not have federal tax-exempt status, must apply under the auspices of an eligible fiscal sponsor (see FAQs for details).

Eligible applicant organizations (including fiscal sponsors) and project directors must:

1. Be in good standing with California Humanities, (e.g., if a prior grantee, have submitted a final report and closed the previous grant), and

2. Not have an active California Humanities grant or an application pending review in another California Humanities grant program; however, California Humanities will accept multiple applications by universities/colleges, public library systems, and art councils. Also organizations that operate an established fiscal sponsorship programs that have been pre-approved California Humanities multi-application fiscal sponsors (see FAQs for details) may submit multiple applications. recipients of CA CARES: Humanities Relief and Recovery grants may apply for a Humanities for All Project Grant.

Organizations (and Project Directors) that have previously been awarded a Humanities for All Project Grant are required to wait one year following the submission of their final report before reapplying.

HOW TO APPLY

Application for **Humanities for All Project Grants** is through an online process. No hand-delivered, faxed, or emailed applications will be accepted. Applications must be submitted by the deadline, **5 pm on Monday, February 1, 2021.**

You may initiate an application anytime between **December 4, 2020 and February 1, 2021.**

To start a new application, use the following link (also accessible on the Humanities for All webpage): **https://ch-grants.smapply.io** Applicants are asked 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, and supply other pertinent information including physical address, legislative district information, demographics of the service area, and federal tax ID (EIN) and D-U-N-S (DUNS) number, available through Dun & Bradstreet and registered with the Federal System for Award Management (SAM.gov). Be sure to allow sufficient time (2-4 weeks) to obtain the DUNS number and complete the registration process – see FAQs for more information. For help with SAM.gov registration, please use the chat feature on SAM.gov.

If you are applying for consideration for the **Youth Voices** track, be sure to check the appropriate box on the online application form and provide the short explanation requested.

The following items should be attached to your online application:

A. Proposal Narrative (required, 8 pages maximum)

Address each of the following topics in this order using the numbered headings at the start of each section. (To save space, *do not* repeat the prompting questions.) Your document should be submitted in Word or PDF document format with one-inch margins, single spaced, and in 11 pt. font. Label your pages or create a header or footer with the project title and name of the applicant organization. *Please be concise and do not exceed 8 pages in total*.

1. Project Overview and Rationale

Provide a short description of the proposed project. Why is it important to do this project? How does the project relate to the purpose and intent of the Humanities for All grant program? What topics of interest to your participants and audience members will your project address? What humanities-based learning experiences will it provide to participants/audiences? How will the project make use of humanities knowledge, insights, or approaches and how will your Humanities Advisor and any additional humanities experts contribute to the project?

2. Participants and Audiences

Who will your project engage? What are the demographic and/or other relevant characteristics of your audience(s) and/or participants? How many people will the project reach (distinguish by project phases if wished)? What new and/or underserved audiences or constituencies do you plan to reach in addition to those you are already serving? Can you envision any potential barriers your intended audience(s) might face, including any constraints imposed by cost, language, location or scheduling? If so, how will you mitigate these? *Applicants for the **YOUTH VOICES** designation (see page 2) should describe how teens will be involved as primary program participants and/or audiences.*

3. Outreach and Publicity

How will you communicate with the people you want to engage in project activities (your desired participants and audiences)? Describe general and routine methods as well as any special outreach and marketing strategies, including those that will be undertaken in collaboration with other organizations or aimed at particular constituencies you want to reach. Again, distinguish these activities by project phase if desired (e.g. recruiting oral history interviewees, outreach to potential audiences for an exhibit or public programs).

4. Activities

How will you plan and implement the proposed project? Provide a *functional outline* of each phase or stage of your project (e.g. research, program development, active programming), including all activities that will take place during the grant period, as well as any related activities before or after the grant period. (Note: A detailed *chronological* timeline should be provided separately – see C below.)

5. Project Purpose and Assessment

What are the goals, objectives, and desired outcomes for this project? What methods will you use to assess the impact of your project on participants, audience members, project personnel, the sponsoring organization, or others associated with or affected by the project?

6. Project Personnel

Who are the key people who will make up the project team (project director, humanities advisor, presenters, additional humanities and technical experts, administrative staff, etc.) responsible for executing the project? Briefly describe the roles and responsibilities of each and provide the names and brief biographical information about the individuals who will fill these positions (or selection criteria if the position is not yet filled) that illustrate their qualifications. Even if a position is not key, if California Humanities funds will be used to support personnel expenses, be sure to include information about these people or the criteria that will be used to select them if positions are not yet filled. (Longer resumes or additional information or evidence of interest and commitment to the project may be included in the Supplemental Materials attachment to save space – see E. below – this is particularly encouraged if a key team member(s) is not an employee for the Sponsoring Organization).

7. Sponsoring Organization and Partners

Briefly describe the role the Sponsoring Organization (in most cases the Applicant) will play in the project. Describe any previous experience it has had with public humanities programming and explain why it is a good anchor for this project. If your project will involve collaborations or partnerships with other organizations, describe the mission of each, along with a short overview of the anticipated contributions it will make to the proposed project. If the project/organization is being fiscally sponsored by another organization, explain why it is an appropriate sponsor. *Note that in this case, a Memorandum of Understanding (MOU) is required (see D below).* Use the Support Materials option (see E below) to provide additional pertinent information or demonstrate organizational or partner commitment to the project; this is particularly important if partners will make substantial contributions to the accomplishment of the project.

B. Proposal Budget (required)

Applicants should provide a summary project budget showing ALL anticipated project expenses and income streams for the entire project, not just those activities for which California Humanities funding is supported.

Use the **Humanities for All Project Grants Budget Form** available in the application materials folder on our website to prepare your budget. Enter the project title, applicant organization name, and project director name at the top of the Project Budget Form, then complete the form by adding information about project expense categories (personnel, program expenses, administrative costs, etc.) and how you plan to fund them either through the California Humanities grant or other sources (cash on hand, in-kind contributions of goods or services, additional funds raised, etc.). Use the **budget narrative section** to provide explanatory detail, e.g. source of income or cost-basis for estimating expenses, including salaries or vendor contracts.

California Humanities funds awarded must be matched at a minimum 1:1 ratio over the life of the grant period with cash or in-kind contributions from non-federal sources; expenses incurred prior to the grant period (June 1, 2021 to May 31, 2023) are not eligible for reimbursement nor can unspent funds be banked for future activities, even if related to the project.

Please be aware that budgets are weighed as part of the review process and awards may be made for reduced amounts (if so, we will request a revised budget). Be realistic and judicious about your request and be sure to provide an explanation of costs in the budget narrative section of the form.

We strongly encourage you to review the detailed list of eligible and ineligible expense categories along with more information about restrictions on use of award funds in the FAQs as part of building your budget. A sample completed Project Budget form is available in the application materials folder on our website as well.

C. Timeline (required)

To prepare your timeline, please use the **Humanities for All Project Grants Timeline Form** available in the application materials folder on our website. Enter the project title, applicant organization name, and the project director's name at the top of the form, then list the major activities you will undertake in chronological order, quarter by quarter, and who will be responsible for carrying them out. Be sure to distinguish activities occurring *before* and/or *after* the grant period from those that will take place *during* it.

D. MOU (required for Fiscally Sponsored Projects *only*)

If the funding application is being made by an organization serving as a *fiscal sponsor* for the project (acting on behalf of another organization or entity, 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.

E. Support Materials (optional -- not to exceed 10 pages)

You are strongly encouraged to include the following types of support materials as part of your application package.

- Letters (or other communications) of support and/or commitment from your humanities advisor(s), other personnel, project partners, and community supporters (individuals and organizations). This is especially important if an individual outside your organization or another organization will be making a substantial contribution to the project, e.g. contributing use of a venue, providing professional services, etc. Please make sure these materials are relevant to this project, not "generic" endorsements of your organization or of unrelated activities.
- Additional background material about project personnel (CV or resume) or the applicant organization (brochure) if relevant to the proposed project. Submission of illustrative material or documentation of previous public humanities programs or other relevant activities conducted by the sponsoring organization is always helpful. These may include printed materials or URLs linked to websites that house materials, e.g. video clips. (Keep in mind that reviewers will have limited time to view these materials.)

Please compile all materials into one PDF document file and label it "Support Materials – [Your Project Title]." Be sure to include a list of all items and a short description of each at the beginning of the document.

REVIEW AND AWARD

REVIEW CRITERIA

Be sure your application is complete (no missing elements) and that you respond to each of the topical areas outlined in the narrative. Failure to do so may result in disqualification for review. Applications are evaluated for eligibility, completeness, and competitiveness on the basis of the criteria listed below:

Quality

- Potential to fulfill the goals of the **Humanities for All Project Grant** program, including increasing the accessibility of humanities programming for underserved constituencies (in particular teens, if applying for the **Youth Voices** track) and clarity of project purpose, objectives and proposed outcomes
- Potential to provide rich, relevant, and meaningful humanities learning experiences and activities for the target audience(s), including depth of humanities content and anticipated contributions of the humanities advisor(s) or other experts
- Awareness of and responsiveness to the interests, needs, and characteristics of the target audience(s), including attention to mitigation of potential barriers to access, and evidence of efforts to be made to reach and engage new and underserved as well as already established audience(s)
- Evidence of community support and/or interest in the project

Capacity

- Demonstration that the project team has the necessary level of administrative, technical, and humanities knowledge and/or expertise to successfully implement the proposed project
- Feasibility and soundness of project timeline, budget, outreach, and evaluation plans
- Suitability of the sponsoring organization and partners or collaborators to implement the project (as shown by prior experience, anticipated contribution of resources, and/or level of interest expressed in the project, including demonstration of support)

Please note that additional factors related to accomplishing the mission of California Humanities will also be considered as part of decision making, including geographic and cultural diversity, as well as reaching communities that currently or historically have been underserved with humanities programming.

APPLICANT AND AWARD NOTIFICATION AND GRANTEE RESPONSIBILITIES

Award decisions will be announced **before the end of May 2021**. Decisions are final and may not be appealed but unsuccessful applicants may wish to revise their plans and apply again in the future. Reviewer feedback will be provided to all applicants on request.

Along with notification of award, successful applicants will receive detailed grant management and reporting instructions. Awardees are expected to familiarize themselves with all requirements as outlined in the grant agreement and supplemental grant administration materials, and to attend (or view a recording of) a virtual orientation session.

If partial funding is awarded, applicants will be asked to submit a revised budget.

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

Grantees are required 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; submit an interim report on activities and expenditures; and submit a final report documenting project activities, expenses, 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.

APPLICATION ASSISTANCE

California Humanities provides assistance to applicants through several means:

- Frequently Asked Questions or FAQs (substantive as well as technical assistance and troubleshooting advice)
- An **informational application webinar** will be held **Friday, December 11th** from 11 am to 12 pm. Register here. A recording of the webinar will be made available soon after on the Humanities For All grant program webpage
- Join our mailing list to receive the most recent information about upcoming webinars and grant resources.
- Please contact Project and Evaluation Director Felicia Kelley (fkelley@calhum.org) if you have questions about how to develop your proposal or how to interpret guidelines or requirements. *Please note that although we cannot review applications in entirety prior to submission, we can assist you by clarifying requirements and providing feedback on your draft content, time permitting.*
- Please contact Grants Manager Debra White (dwhite@calhum.org) for technical assistance with the online application submission process.
- To obtain a DUNS number, contact Dun & Bradstreet. For help with SAM.gov registration, please use the chat feature on SAM.gov.

Many thanks for your interest in our program, and good luck!