Humanities for All Project Grant

FREQUENTLY ASKED QUESTIONS (FAQs)

June 1, 2021 – May 31, 2023

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Designing your project

1. **What types of projects are appropriate for a Project Grant?**
Humanities for All Project 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: 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. Appropriate formats include but are not limited to community conversations and dialogues; interpretive exhibits; lectures, forums, and performances (with discursive and/or interpretive elements); reading-and-discussion series; community-wide reads; film festivals; oral history and other forms of story-collection and -sharing projects; hands-on workshops led by humanities experts; and other types of participatory and interactive humanities experiences. Projects aimed primarily at creative or scholarly research and/or production of books, films, or other media by experts or professionals are not appropriate for this grant program; however, projects that engage the public in knowledge-production of texts, short videos, audio recordings, and other formats as part of a larger "humanities learning experience" will be considered. Only time-bounded projects of no more than two years immediate duration are eligible; on-going or open-ended programs are not eligible, unless specific activities can be designated as a project to be accomplished within the grant period.

2. **Is my project required to conduct in-person programming or is virtual programming allowed?** Public programming may be conducted virtually (online or via other platforms, including radio) or in-person – or using a combination (e.g. live presentation that is also livestreamed or broadcast; online exhibit with interactive tour or panel discussion. Projects should demonstrate they will provide robust public engagement opportunities with minimal barriers to access, whether online or in person. When designing in-person programming, applicants are advised to abide by the most current regulations regarding group gatherings in their region.

3. **Does California Humanities require a focus around a particular theme or topic?**
No. We welcome proposals for public humanities projects on any subject that meet published criteria and demonstrate responsiveness to community interests and concerns. However, projects that wish to be considered for the **Youth Voices** special focus area designation outlined in the current guidelines should indicate their interest on the application form and include relevant information in the proposal narrative.

4. **What is the difference between the Quick Grant and Project Grant programs?**
Quick Grants are designed to support short-term public humanities projects (1-year grant period) of a smaller scale and scope than Project Grants. The maximum award for Quick Grants is $5,000; for Project Grants, between $10,000 and $20,000. Project Grants also require matching contributions over the life of the program, involvement of a Humanities Advisor, and have more extensive reporting requirements. The same eligibility requirements apply to both programs. Although there is no hard and fast rule, generally speaking Project Grants are distinguished from Quick Grant activities by one or more of

the following: a substantial number of activities or events, a longer duration than one year, demonstration of potential to reach a sizable audience beyond the immediate group of core participants, engagement of external partners, and/or potential to produce significant outputs or visibility.

5. **What are the humanities?**
The humanities invite us to examine the essential question of what it means to be human. They encompass a wide range of activities that enable us to understand, explore, and communicate about the human experience, including such common or "everyday" activities as reading, conversation, and reflection, as well as the "expert" practices of scholars, culture bearers, and humanities professionals (curators, researchers, writers, journalists, etc.). In academic settings, the humanities most frequently find application in the disciplines of history, literature, linguistics, art history and criticism, philosophy, folklore, cultural studies, religious studies, ethics, jurisprudence, and the interpretive social sciences, although they can be applied to any field (e.g. history of medicine, philosophy of science, business ethics, cultural implications of technology, etc.).

6. **What is a public humanities project?**
Public humanities *programs* provide opportunities for people to experience, engage with, and participate in the humanities outside formal academic settings; public humanities *projects* are time-bounded and focused on specific outcomes. Related activities can take many forms depending on the subject matter at hand, 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 time-tested formats, such as illustrated by the following examples:
    - A series of forums or dialogues about a topic or topics of interest to the community facilitated by or that involve a humanities expert such as a scholar, journalist, researcher, curator, culture bearer) or another expert
    - A film festival or series of film screenings accompanied by facilitated discussions about related humanities themes or exploring the historical, cultural, and/or sociological context of the works
    - A community-based oral history project that produces an exhibit, publication, or website and includes a public conversation that contextualizes the stories and experiences of individuals and offers a thematic framework for interpretation
    - A community-wide reading initiative that brings people of different ages, experiences, and cultural backgrounds together through reading and discussion, lectures and presentations, and hands-on activities to explore themes and topics related to a work or works of literature
    - A neighborhood history project that engages residents of all ages in researching and documenting their community through production of a mural, a guided walk, a digital story map and related app, and offers related experiences.

    Many other types of activities are appropriate, too. Check with Felicia Kelley, Project and Evaluation Director at fkelley@calhum.org. if you have any questions.

7. **Must programming be free to participants/audience?** Ensuring that the programming we support is accessible to the general public is important to us. We understand that offering programming free of charge is not always feasible. However, if there any fees associated with your project, we encourage you to make efforts to mitigate costs for those to whom these might pose a barrier and to describe those efforts in your

proposal.

8. Is there a time limit for project completion?
Yes. The maximum term for this grant is 24 months (June 1, 2021 through May 31, 2023). Extensions should be requested only under exceptional circumstances.

Humanities Expert

9. Am I required to involve a humanities expert in my project?
Yes. For Project Grants, California Humanities requires the involvement of at least one humanities expert (academic scholar, humanities practitioner, or culture bearer) serving in an advisory capacity as an integral member of the project team (humanities advisor). We encourage applicants to involve additional experts as appropriate to project goals and objectives. If the Project Director is a humanities expert, we ask that you bring on another person to supplement their expertise to serve as the humanities advisor.

10. Who is qualified to serve as a humanities advisor?
California Humanities defines humanities experts as:

- Academic scholars (individuals with an advanced degree in a humanities discipline or individuals teaching or researching in a scholarly institution, e.g., professors)
- Independent scholars, researchers, practitoners and public intellectuals (individuals who have researched, written, and/or spoken about a humanities topic and are considered experts in their field, e.g., journalist, archivist, curator, non-academic historian, documentarian, other practitioners)
- 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, members of the clergy, or practitioners of traditional cultural forms)

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

11. If desired, how can I locate an academic humanities expert?
Check with local California higher education institutions (colleges or universities), do a web search on your topic, or contact Felicia Kelley, Project and Evaluation Director at fkelley@calhum.org.

Project Director

12. What is the project director's role?
The project director is the person responsible for seeing the project through completion. If an application is funded, the individual listed as project director will also serve as the primary contact throughout the grant period.

13. Who is eligible to serve as a project director? The project director should be someone who has the knowledge, skills, and authority to make day-to-day managerial decisions about programming matters related to the proposed project. Prior experience organizing and managing similar types of programming to the one(s) being proposed for funding is a plus.

Please note that current members of California Humanities' board of directors may NOT serve as project directors, even if otherwise qualified.

14. Does the project director need to be an employee of the applicant organization?
No. However, although the project director is not required to be an employee of the applicant organization, lines of programmatic and administrative authority and accountability should be clearly outlined and understood by all parties before the project gets underway. We strongly encourage documenting these in a memorandum of understanding (MOU) or similar agreement and including a letter of commitment in the proposal package.

15. Can an individual serve as project director on more than one California Humanities grant at a time?
An individual can only serve as project director on one California Humanities-funded project at any given time. If an individual is already serving as a project director with a current California Humanities-funded project, he/she must complete the project and have obtained approval of the final report before applying for another grant. (Please note that final reports generally require several weeks for approval and should be submitted well in advance of the submission of a new application.)

16. Does California Humanities fund individuals?
Not directly, although many projects are initiated or led by individuals working in collaboration with eligible nonprofit organizations or public agencies. Grant funds may be used to compensate project directors and other project personnel for their work on the project at hand through stipends, honoraria, or underwriting a portion of hourly or salaried time.

Applicant Organization/ Fiscal Sponsor

17. Who is eligible to apply for a Humanities for All Project Grant?
Only California-based non-profit organizations with tax-exempt status or state/municipal public agencies such as arts councils, schools, universities, or libraries may apply. Individuals and for-profit entities may not apply directly for funding but can apply under the auspices of a fiscal sponsor.

18. Do you accept applications for fiscally-sponsored projects?
Yes, but the fiscal sponsor must meet all eligibility criteria described above and the application package must include a document such as a letter or memorandum of understanding (MOU) detailing the relationship and procedures that will guarantee the administration of the award.

19. Can an organization submit multiple applications?
An organization cannot submit more than one application or have more than one application pending review with California Humanities (for any California Humanities grant program other than the CA CARES Humanities Relief and Recovery Grants) unless it is a California Humanities-approved , multi-application fiscal sponsor or a university, college, public library system, or art council that has been pre-authorized to submit multiple applications. 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.

20. How can an organization be certified 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 needed 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

21. 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). In addition, current holders of CA CARES Humanities Relief and Recovery Grants are also eligible to apply for a Project Grant. Organizations that are California Humanities-approved multi-application fiscal sponsors are also eligible to submit new applications even if they currently hold an open grant. For more information, please contact Grants Manager Debra White dwhite@calhum.org

22. 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. *Ownership of the grant resides with the organization awarded funding; not the project director or any sub-awardees.*

23. 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. Our online application form requests that you provide a Data Universal Numbering System (DUNS) number. If the applicant organization does not already have one, it may be obtained free from Dun & Bradstreet).The DUNS number must be registered with the federal System for Award Managements (SAM). This can be done through SAM.gov. We encourage you to complete this process before you apply.

Requested Funds

24. Is there a minimum/maximum amount an applicant can request?
An applicant may request between $10,000 and $20,000.

25. Is there a total project budget limit for this grant?
No.

26. Are matching contributions required?
Yes. 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 or after the grant period are not eligible for reimbursement nor can unspent funds be banked for future activities. Applicants are not required to have cash on hand at the time of application. However, if the likelihood of the project's success depends on raising additional funds, that will be considered as part of assessing capacity during the review.

27. What does "in-kind" mean?
An in-kind match refers to allocation by your organization or contribution by outside organizations or individuals of labor, materials, goods, or services to the project. It can include salaried staff time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated (e.g., for publicity, promotion, or evaluation); public program supplies, including refreshments; and travel, lodging, and meals for project staff or participants. Applicants are expected to determine the fair-market value of these contributions (for assistance, you can seek out online resources provided by various nonprofit organizations).

28. How are Project Grant awards disbursed?
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% will be disbursed upon approval of the final report. Again, you must maintain your SAM registration current in order for us to disburse grants funds.

29. What costs are eligible for support?
Eligible expense items include, but are not limited to any of the following project-related costs:

- Staff salaries and fringe benefits for programmatic and/or project administrative personnel
- Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc. Please note that although current California Humanities board members may serve as advisors or consultants to

projects, they may **not** be compensated from California Humanities grant funds for any goods or services they provide.

- Programming-related costs including publication of programmatic materials (not books), exhibit fabrication and installation, venue rental, web-hosting for virtual programs, , screening expenses)
- Travel, lodging, and per-diem expenses (the maximum allowable reimbursement rate is 54.5 cents per mile for automobile mileage and $61 per day for meals per person)
- Supplies and materials for use in program activities
- Equipment (rental, unless purchase cost is less)
- Project-related administrative expenses including phone, postage, photocopying, and printing
- Marketing expenses (e.g., design, printing, distribution of announcements or flyers, ad placement)
- Evaluation expenses
- Program documentation expenses (e.g. videography or recording of events)
- Food costs directly tied to project activities
- Fiscal sponsor or indirect administrative fees (only up to 10% of your request)

Alcoholic beverage costs are not eligible for support.

Applicant Support

30. Does California Humanities conduct application information meetings or workshops?

Yes. California Humanities holds in-person as well as virtual meetings. A live webinar for this grant round will be conducted **Friday, December 11, 2020 from 11am to 12 pm**. **Register at the link on the Humanities for All webpage.** A recording of the webinar will be made available shortly after on the webpage.

31. Does California Humanities make samples of funded proposals available to applicants?

Yes. Copies of several funded proposals are available for download here. Keep in mind that guidelines and requirements change over time, so the format of previously funded proposals may differ from what is currently requested. Always follow the instructions in the *current* guidelines.

Submitting an Application

32. Must I submit an electronic application?

Yes. An applicant must submit an online grant application form and attach the required documents as outlined in the guidelines and application instructions.

33. Can I use my own budget form?

No. Applicants must use the current Humanities for All Project Grant budget form provided in the application packet available for download. Not all fields may apply to your project and you may leave any irrelevant line items blank. Please note that project budgets are weighed heavily in the review and all expenses should be estimated as accurately as possible. Information communicated in the budget sheet should align with and correlate information provided elsewhere in the application.

34. Can I personally deliver an application to California Humanities?
No. Applications must be submitted online.

35. What is the deadline for this grant?
Applications must be submitted electronically via the California Humanities website by **5 pm on Monday, February 1, , 2021**.

36. When can we apply?
You may initiate your online application through the portal beginning **June 1, 2020** through the link on the Humanities for All Grants webpage. The guidelines, including the proposal narrative requirements, are currently available for review on our website. Applicants have until **5 pm on Monday, February 1, 2021** to complete and submit an online application form and all required proposal elements (narrative, budget, timeline, and MOU and supplemental materials, if desired). The application form will be deactivated after that time.

37. How much time should I allow to prepare my application?
The amount of time needed to develop your proposal narrative and budget will vary from project to project and depends on many factors, but we recommend starting the process no later than three weeks in advance of the deadline. Be sure to factor in time that will be needed to secure any necessary administrative approvals or endorsements (e.g. support letters), as well as to review and proofread your proposal narrative and other documents before submitting.

In addition to preparing these materials, you will need to complete an online application form. The form requires you to provide information about the project, the applicant organization, and the project director.

It will also request the applicant organization's 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 activated through the Federal System for Award Management in order for the application to be reviewed. This can be done through SAM.gov. Be sure to allow sufficient time (2-4 weeks) to obtain the DUNS number and complete the activation process – see FAQs for more information. For help with SAM.gov registration, please use the chat feature on SAM.gov.

Information about legislative districts can be obtained here at http://www.house.gov/representatives/find/.

We estimate that once you have collected all the information needed to complete the form, it will take at least two hours to complete the online application and upload your completed project narrative, budget, and other documents.

38. How will I know that my application was received?
Applicants will be notified of receipt of their proposals by email.

39. How do I enter the grant portal? What if I cannot log into the Grant Portal?
If you have not accessed the California Humanities Grant Portal since May 1, 2018, you may not have an active account on the portal. Use the green Register button to create an account. Be sure to use the links provided in the emails sent from the portal with the email

address noreply@smapply.io.

40. What if I have reset my password but continue to receive an error?
Be sure you are using the link provided in the email sent from the portal with the email address noreply@smapply.io when changing your password and attempting to login after resetting your password. SurveyMonkey Apply allows you to use one account on multiple portals but you must activate your account on each individual portal.

41. What if I cannot sign the application?
We have noticed that there are some web browsers that work better for SurveyMonkey Apply. Unfortunately, Internet Explorer is not supported by this software. For best results, we recommend using Google Chrome.

Review of Applications

42. How are applications reviewed?
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.

Please note that California Humanities observes strict guidelines to prevent actual, potential, or even the appearance of conflict(s) of interest during the review process. All reviewers and panelists, including board members, are required to disclose any actual or potential conflict(s) of interest either on their part or in relation to any organizations or institutions with which they are affiliated, and to recuse themselves from the decision-making process in those cases.

43. When will awards be announced?
Notification of grant decisions will be sent to all applicants by email before the end of May 2021.

44. How many applications are funded each round?
California Humanities awards vary depending on the number of applications received, funds requested, and funds available. Recently, it has averaged 12 per round.

45. If my application is unsuccessful, may I reapply?
Yes, subject to other conditions and eligibility requirements. However, it is advised that you contact California Humanities program staff to receive feedback on your previous application before reapplying. Although many returning applicants are funded on revision and resubmission of their proposals, we cannot guarantee your project will be funded, given the competitive nature of the process and the changing composition of the applicant pool each round.

46. When is your next grant application deadline?
Information about upcoming grant deadlines will be posted on our website, www.calhum.org, and announced through other communication vehicles when available. At present, we anticipate the next Project Grant deadline will be in August 2021.

47. If funded, what are your grant requirements?
California Humanities requires grantees to submit:

- a signed grant agreement by the authorizing official of the grantee organization
- updated information on public programs and events throughout the grant period
- an interim narrative and budget report
- a final report package summarizing information about public programs, responses by the Project Director (self-evaluation questionnaire), a short narrative detailing project results, a final summary budget report, and copies of any final tangible product(s) resulting from the project along with copies of publicity and programming collateral.

California Humanities expects grantees to collaborate on publicity and evaluation activities.

Remember that grant funds cannot be disbursed without an active SAM registration, so you will need to maintain this for the duration of the grant period).

Any significant changes to the approved proposal should be submitted for prior approval by California Humanities. Extensions of time may be granted but are not encouraged.

Failure to comply with grantee requirements will result in disqualification of eligibility to apply for a future grant. All requirements and reporting procedures are outlined in the Grantee Toolkit.

48. How should we acknowledge California Humanities if funded?
All project-related publicity and programming materials, as well as any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit California Humanities support. Specific credit language and logo requirements will be detailed in the grant agreement and are outlined in the Grantee Toolkit.

Follow Up Questions

49. Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the Humanities for All grants program in general?
Contact Felicia Kelley, Project and Evaluation Director, at fkelley@calhum.org.

50. Whom should I contact if I have technical questions about the online application process and reporting requirements?
If you need technical assistance with the online application form, please contact Debra White, Grants Manager, at dwhite@calhum.org.

51. Where can I learn more about California Humanities?
More information about California Humanities is located on our website: www.calhum.org.