Library Innovation Lab 2021

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General Questions About the LIL Program

1. What types of projects are appropriate for LIL support?

The Library Innovation Lab program supports the research and development of public humanities programs that provide high quality humanities learning experiences for the public. Programs should draw upon the methods and insights of the humanities, engage immigrants as a primary target audience and foster greater understanding of the immigrant experience 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 for LIL programs 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; cultural festivals; oral history projects and other forms of story-collection and -sharing projects that produce public programming outputs,; 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 accompanied by public programming are.

For descriptions of projects conducted by past LIL program participants, click here.

Projects should be designed and implemented during the grant period; on-going or open-ended programs already offered by the library are not appropriate, unless specific activities can be designated as a discrete project to be accomplished within the grant period.

2. 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.).

3. Must programming be free to participants/audience?

Making sure the programming we support is accessible to the target audience (including members of the general public) is important to us. We understand that offering programming free of charge is not always feasible nor, in some cases, desirable. However, if

there any fees associated with your project activities; we encourage you to make efforts to mitigate costs for those to whom these might pose a barrier.

4. Can programming be offered in languages other than English?

Absolutely. If your primary target audience (an immigrant community) primarily speaks another language (or languages), you are encouraged to meet their needs by providing translation services or conducting your programming in their languages. Over the course of your entire project, you may do some programming in English and some in other languages. This is open to you to determine in alignment with your objectives and desired outcomes as part of researching and planning your project.

5. Is there a time limit for project completion?

Yes. Grant-supported activities must be completed by the end of the grant period stated on the guidelines. Extensions should be requested only under exceptional circumstances.

Humanities Expert

6. Am I required to involve a humanities expert in my project?

No, but you are welcome to involve humanities experts or advisors if they will contribute to your success, as have many past projects (see descriptions here).

7. 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, some curators and librarians)
- Independent scholars and researchers/ humanities topic and are considered experts in their field, e.g., journalist, archivist, , curator, non-professional historian, 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 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.

8. 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

9. What is the project director's role?

The project director is the library staff member responsible for taking the lead role in planning and implementing the project and participating as an active member of the learning cohort by attending mandatory program meetings and participating in other program-wide activities. The project director will serve as the primary contact person with California Humanities throughout the grant period.

10. Does the project director need to be an employee of the applicant organization?

No. However, lines of programmatic and administrative authority and accountability should be clearly outlined and understood by all parties before the project gets underway. If the award is made to a library support organization, not a library, it may be helpful to have a MOU or other document outlining the arrangement for administering the grant in place.

11. Can an individual serve as project director on more than one California Humanities grant at a time?

No. 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 obtain approval of the final report before applying for another grant. (Please note that the final report approval process may take up to one month).

12. Does California Humanities fund individuals?

Not directly, although many projects funded are initiated 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

13. Who is eligible to apply for a Library Innovation Lab Grant?

This opportunity is limited to California-based public libraries or affiliated non-profit organizations with active tax-exempt status such as library Friends groups.

14. Do you accept applications for fiscally-sponsored projects?

No. The applicant organization must assume responsibility to manage the grant for this grant program.

15. Can an organization submit more than one application?

Yes. We will accept multiple applications from multi-branch library systems. However, given

the limited number of participants the program can support through the cohort structure, it is unlikely that more than one library per system will receive an award.

16. Can an organization apply for a LIL grant if it has previously received a California Humanities award?

Yes. 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 completed and a final report submitted and approved by California Humanities). Multi-branch library systems may submit applications from different branches.

17. What are the responsibilities of the applicant organization?

The applicant organization must approve the submission of the application, be willing and able to administer grant funds in conformity with the terms of the grant agreement and the intent of the LIL program, and must accept full responsibility for undertaking and supporting the project to be developed. 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. Ownership of the grant resides with the organization awarded funding, not the Project Director.

Budget/Use of Grant Funds

18. What can we use our grant funds for?

The LIL grant award provides up to $5,000 to each library to be used to support program-related activities related to project planning, implementation, evaluation, and dissemination of any products produced during the grant period (April 1 – December 31)

Specific items might include:

- 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.
- Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web design, videography, translation, screening expenses)
- Travel, lodging, and per-diem expenses (in accordance with current federal guidelines) – note that all travel related to mandatory program meetings will be reimbursed apart from your grant funds
- Supplies and materials for 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 of events)
- Food costs directly tied to project activities e.g. program refreshments or meals for planning purposes.
- Indirect administrative fees (cannot exceed more than 10% of grant funds)

Alcoholic beverage costs are not eligible for support, neither are cash prizes.

19. How do we request funds?

If selected, you will be required to submit a budget showing how you will use the funds requested (up to $5,000) as part of interim reporting process. A budget template will be provided for your use.

20. What is the maximum amount this grant provides?

The maximum award is $5,000.

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

No. You may supplement the California Humanities award with any amount of other resources (cash or in-kind) .

22. 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 to the project 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 or in-kind resources on hand at the time of application; however, you should have confidence you will be able to meet this requirement by the end of the grant period.

23. What does "in-kind" mean?

An in-kind match refers to allocation by your organization or contribution by outside organizations or individuals to the *project* of labor, materials, goods, or services. 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.

24. How are LIL Grant awards disbursed?

$1,000 will be disbursed upon return of a signed grant agreement; the remainder (up to $5,000) will be disbursed upon approval of your project plan and budget (interim report). Funds may be used for planning as well as implementation.

Applicant Support

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

Yes. California Humanities will conduct a live webinar for this grantprogram annually in January A registration link and a recording will later be made available from the link on the LIL webpage.

26. 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.

27. 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.

28. Does California Humanities make samples of successful applications from previous rounds available to new applicants?

No, but if you have questions about how to complete any portion of the application, please contact Felicia Kelley for assistance.

Submitting an Application

29. How can I apply?

Applications for participation in LIL must be submitted through our online grant portal .

The application consists of an online form and two attachments – answers to several questions about the proposed Project Director's interest and experience, and a Project Director resume. Please see the guidelines for detailed instructions. The application must be signed by the at the applicant organization (library or Friends group) authorized to submit a request for funding (Authorizing Official).

30. Can I personally deliver or email an application to California Humanities?

No. Applications must be submitted through the online portal.

31. What is the deadline for this grant?

Applications are accepted annually in March and must be submitted electronically via the California Humanities grant portal by **5 pm on the** deadline date. See the LIL guidelines for the specific date this year.

32. When can we apply?

Applications are accepted from January through March annually through the grant portal. See the LIL guidelines for the specific deadline information.

32. How much time should I allow to prepare my application?

The amount of time needed to develop your application will vary, and we recommend starting the process as soon as possible to allow for the authorizing official to review and sign the application (required) Be sure to factor in time that will be needed to secure any necessary approvals or endorsements, as well as for the proposed Project Director to develop responses to the questions in the guidelines and a resume.

Please keep in mind you will need to complete an online application form. The form requires you to provide contact information for the library/Friends group, authorizing official, and project director, along with geographic and demographic data about the applicant organization. Information about legislative districts can be obtained here at http://www.house.gov/representatives/find.

Applicants that are not libraries will be asked to provide the expiration date of an active registration with the federal System for Award Management (SAM). SAM registration is a two-step process. First, a DUNS number must be requested from Dun & Bradstreet. Second, the DUNS number must be registered with SAM at sam.gov. Be sure to allow sufficient time (2-4 weeks) to obtain the DUNS number and complete the registration. For help with SAM registration, please use the chat feature on sam.gov. Note: an active SAM registration is required to receive federal funds.

33. How will I know that my application was received?

You will see "Submitted!" on the screen. Also, the person who clicks the submit button will receive an email notification that the proposal has been submitted.

34. 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.

35. 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.

36. 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

37. How are applications reviewed?

Applications are evaluated for eligibility, completeness, and competitiveness on the basis of responsiveness to the information requested. We seek participants who will represent the geographical and cultural diversity of the state, and are curious, open-minded, and eager to experiment with new approaches to public humanities programming. Applicants should demonstrate a strong desire to strengthen library-community connections, an interest in immigrant populations, openness to innovation and experimentation, and enthusiasm about being part of a group-learning professional development experience.

38. When will awards be announced?

Notification of decisions will be sent to all applicants by email in March.

39. How many awards will be made?

California Humanities plans to select ten (10) libraries to participate in this cohort.

40. 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. Currently, applications are due in March each year. Consult the LIL webpage and sign up for our electronic newsletter to receive regular updates.

41. If selected, what are the requirements for this program?

California Humanities requires grantees to submit:

- a signed copy of the grant agreement (signature of the authorizing official of the grantee organization and project director)
- attendance of and participation in program-wide meetings and activities by the Project Director
- timely submission of the interim report (program plan and budget) timely provision of information about public programming
- compliance with evaluation measures

timely submission of a final report summarizing information about public programs, responses to self-evaluation questions, 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. Significant changes to the approved program plan and budget should be approved by California Humanities before they are implemented. Failure to comply with grant requirements will result in disqualification of eligibility to apply for a future grant.

42. How should we acknowledge your support 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, as well as support from other key funders. Specific credit language and logo requirements will be detailed in the grant agreement and will be outlined in an updated edition of the grantee toolkit.

Follow Up Questions

44. Where can I learn more about California Humanities?

More information about California Humanities is located on our website: www.calhum.org. We encourage you to sign up for our monthly free electronic newsletter here.