



## Humanities for All Quick Grants

February 15, 2021 Deadline

### FREQUENTLY ASKED QUESTIONS (FAQs)

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## Designing Your Project

### 1. What types of projects are appropriate for a Quick Grant?

Humanities for All Quick Grants support:

- Impactful humanities learning experiences that draw upon the methods and insights of the humanities
- Open to members of the general public
- Fosters greater understanding among people, and invites thoughtful reflection
- Consideration of topics important to Californians
- Aligns 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
- Lectures, panels, or forums (with interpretive elements)
- Story-collection and story-sharing projects including exhibits
- Dialogue or hands-on workshop facilitated by a humanities expert such as a scholar, journalist, researcher, curator, culture bearer that draws out a diversity of views about a topic of common interest or community concern
- Discussion accompanying a film screening, art exhibit, or performance that explores the historical, cultural, and/or sociological context of the work
- Memoir writing workshop for clients of a homeless shelter led by an author or journalist culminating with a public reading and discussion
- Intergenerational reading-and-discussion group bringing teens and seniors together to explore a theme or experience through literature
- Walking tour and itinerary developed by residents and a local historian that will record local knowledge inspire newcomers to learn more about the history of their neighborhood
- Other types of participatory and interactive humanities learning experiences

Projects aimed primarily at the creation of work products by experts or exclusively for professional networks are not appropriate for this grant program; however, projects that engage the public in knowledge-production via texts, short videos, audio recordings, and other formats as part of a larger public facing “humanities learning experience” that include public programming will be considered.

**2. Does California Humanities require a focus around a particular theme or topic?**

No. We welcome proposals for public humanities programs on any subject that meet published criteria and demonstrate responsiveness to community interests and topics important to Californians. However, applications that fit the ARTS+HUMANITIES or YOUTH VOICES descriptions as outlined in the GUIDELINES are encouraged to apply for special focus areas. Please note, only one special funding track can be selected for each project.

**3. 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 involved reporting requirements. The same eligibility requirements apply to both tracks. Although there is no hard and fast rule, generally 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, and/or produce significant outputs or visibility.

**4. 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.).

**5. What is a public humanities program?**

Public humanities programs provide opportunities for people to experience, engage with, and participate in the humanities outside formal academic settings. Public humanities 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 other 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 public forum 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, and a digital story map and related app.

Many other types of projects and activities are appropriate, too. Check with staff if you have any questions.

**6. Must programming be free to participants/audience?**

Public humanities programming should be accessible to the general public. We understand that offering programming free of charge is not always feasible. If there are audience or participation fees associated with your project, we encourage you to make efforts to mitigate costs.

**7. Is there a time limit for project completion?**

Yes. The maximum term for this grant is 12 months. Extensions should be requested only under exceptional circumstances.

**8. Is my project required to have in-person programming?**

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.

## **Humanities Practitioner or Expert**

**9. Am I required to involve an academic humanities practitioner or expert in my project?**

No. Quick Grants do not require an academic humanities practitioner or expert to contribute to the project. However, if the project director is primarily responsible for the

administration of the project, then the project team should involve a humanities practitioner or expert. California Humanities encourages collaboration between academic institutions and community groups where appropriate, as well as the participation of both academic scholars and other humanities practitioners in projects.

**10. Who qualifies to serve as a humanities practitioner or expert?**

California Humanities defines humanities practitioner or 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 advisors/public intellectuals (individuals who have researched, written, and/or spoken publicly about a humanities topic and are considered experts in their field, e.g., journalist, artist, curator, non-professional historian)
- 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 content knowledge base and technical expertise of your humanities practitioner or expert should be relevant to the project that is being proposed. Humanities content and expertise are required components of funded projects. Applications should highlight the expert sources used for the humanities-based (interpretive) learning that is an integral part of the project.

**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 Program Officer, Lucena Lau Valle at [lvalle@calhum.org](mailto:lvalle@calhum.org) or Felicia Kelley, Project and Evaluation Director at [fkelly@calhum.org](mailto:fkelly@calhum.org).

## **Project Director**

**12. What is the project director's role?**

The project director is the person responsible for implementing the project from start to finish. If an application is funded, the individual listed as project director will also serve as the main contact throughout the grant period. If a project has co-directors, one person should be designated at the point of contact for grant administrative purposes.

**13. Does the project director need to be an employee of the applicant organization/fiscal sponsor?**

Although the project director is not required to be an employee of the applicant organization/fiscal sponsor, lines of programmatic and administrative authority and

accountability should be clearly outlined and understood by all parties before the project gets underway.

**14. 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 on a current California Humanities-funded project, s/he must have completed the project and submitted a final report.

If the project director received a Humanities for All Quick Grant in the past, we ask that returning grantees wait a period of 12 months following the submission of their final report before applying for another Quick Grant.

**15. Does California Humanities fund individuals?**

No. However, 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.

## **Applicant Organization/ Fiscal Sponsor**

**16. Who is eligible to apply for a Humanities for All Quick Grant?**

Only California-based non-profit organizations with federal 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 may apply using a fiscal sponsor.

**17. Can I apply for a Quick Grant if I am a recipient of a CA CARES grant?**

Yes. Recipients of CA CARES: Humanities Relief and Recovery grants may also apply for a Humanities for All Quick Grant.

**18. Do you accept applications for fiscally sponsored projects?**

Yes. The fiscal sponsor must meet all eligibility criteria and the application package must include a document such as a letter or memorandum of understanding detailing the relationship and procedures that will guarantee the administration of the award. Individuals or organizations lacking federal tax-exempt status must apply through a fiscal sponsor with non-profit status, and must submit a Fiscal Sponsorship Agreement or 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.

**19. Can an organization submit applications for multiple California Humanities grant lines at one time?**

An organization cannot submit more than one application or have more than one application pending review (for any California Humanities grant program) unless it has

been preapproved by California Humanities to do so. However, California Humanities will accept multiple applications by universities/colleges, libraries and art councils and other organizations that are **pre-approved multi-application fiscal sponsors**. If you have any questions about your organization's status or eligibility, please contact Debra White, Grants Manager, at [dwhite@calhum.org](mailto:dwhite@calhum.org).

Please note that some of the rounds for the Humanities for All Quick Grant and Project Grant overlap. For example, submitting an application for the June 15 deadline for the Quick Grant (award notifications are anticipated in early September) would preclude you from applying for the August 1 deadline for the Project Grant.

**20. Does California Humanities fund academic or scholarly research activities or school-based projects?**

No. Funding is not available for research-only projects; projects must have a public facing component with well-articulated public programming outputs that are accessible to members of the general public. Any school-based project must provide an opportunity to engage members of the general public outside of school-based communities.

**21. Can an organization apply for a new grant if it has previously received a California Humanities award?**

Yes. However, organizations and project directors that have previously been awarded Humanities for All Quick Grants are required to wait one year following the submission of their final report before reapplying for another Quick Grant.

An organization that has received a grant from California Humanities (excluding a Quick Grant) can apply for a new project once the previous grant has been closed (that is, with all project activities completed and a final report submitted). California Humanities will accept multiple applications by universities/colleges, libraries and art councils and other organizations that are **pre-approved multi-application fiscal sponsors**. For more information, please contact Debra White, Grants Manager, at [dwhite@calhum.org](mailto:dwhite@calhum.org).

**22. 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 compliance 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.



**23. Is registration with the federal System for Award Management (SAM) required?**

While California Humanities will accept applications from organizations that do not have an active federal System for Award Management (SAM) registration, we strongly encourage all applicant organizations to begin this process at the time of submission. If selected as an award recipient, California Humanities cannot disburse funds to an organization without confirming its active registration.

SAM registration is a two-step process. First, a Data Universal Numbering System (DUNS) number must be requested from DUN & Bradstreet. A DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities that receive federal government contracts. DUNS number assignments are absolutely FREE and may be obtained by calling (866) 705-5711 or at <http://fedgov.dnb.com/webform>. Second, register the DUNS number with SAM at <https://sam.gov/SAM/> to obtain the expiration date of the registration.

**24. Is there a fee to register my DUNS number with the federal System for Award Management (SAM)?**

No. Registration for DUNS and SAM are completely free. Beware of predatory websites that require a fee for DUNS and SAM registration.

## **Requested Funds**

**25. Is there a minimum/maximum amount an applicant can request?**

Yes. An applicant may request between \$1,000 and \$5,000.

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

No.

**27. Are matching contributions required?**

No.

**28. What does “in-kind” donation 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.

**29. How will a Quick Grant award be disbursed?**

The full amount of the grant award can be expected within 30 days upon receipt and approval of the signed grant agreement. However, we strive to make payments as soon as possible after receipt of the signed agreement.

**30. What costs are eligible for support?**

Eligible costs include, but are not limited to:

- Project-related programmatic and administrative staff salaries and fringe benefits
- 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 page design, videography, screening expenses)
- Travel, lodging, and per-diem expenses (adhere to the current allowable IRS reimbursement rate)
- Supplies and materials for program activities
- Project related equipment (rental, unless purchase cost is less)
- Project-related administrative expenses including phone, postage, photocopying, and printing
- Marketing expenses (e.g., printing and mailing of announcements or flyers, ad placement)
- Evaluation expenses
- Program documentation
- Food costs directly tied to project activities (alcoholic beverages are not eligible costs)
- Fiscal sponsor or indirect administrative fees (only up to 10% of your request)

## **Applicant Support**

**31. Does California Humanities conduct application information meetings or workshops?**

Yes. See Humanities for All Quick Grant guidelines for details.

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

Yes. See <http://calhum.org/funding-opportunities/humanities-for-all/> for examples of funded projects from previous rounds of Humanities For All Quick grants.

## Submitting an Application

### **33. 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.

Submit your application: <https://ch-grants.smaply.io/prog/HFAQ>

### **34. Can I use my own budget form?**

No. Applicants must use the Humanities For All Quick Grant budget form provided in the application packet available for download. Not all fields may apply to your project and you may leave line items blank. Please note that project budgets are weighed heavily in the review and all expenses should be estimated as accurately as possible and align with information provided elsewhere in the application. Budgets submitted in a format other than in the template provided will not be reviewed.

### **35. Can I submit a narrative that exceeds the required 2-page maximum?**

No. Project proposal narratives cannot exceed the two-page limit. 1-inch margins and 12-point type face is recommended. We recommend that applicants refrain from restating the proposal prompts, as well as refrain from including extraneous information that is outside of the parameters of the narrative prompt questions. Supporting documents such as extensive organizational histories, letters of support, images, or staff biographies are not required. Proposal narratives that exceed the 2-page maximum will not be reviewed.

### **36. Can I personally deliver an application to California Humanities?**

No. Applications must be submitted online.

### **37. When can we apply?**

The online application form will be available one month before the stated deadline, see Humanities for All Quick Grant guidelines for details.

### **38. Must I finish my application in one sitting?**

No. The online grant portal allows you to save and continue working on your application throughout the application period. The amount of time needed to develop your proposal narrative and budget will vary from project to project. Be sure to factor in time to obtain any necessary approvals, as well as to craft your proposal narrative and budget. 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.

The application also requests the applicant organization/fiscal sponsor's Data Universal Numbering System (DUNS) number and SAM registration.

Information about legislative districts can be obtained here at [house.gov/representatives/find](https://house.gov/representatives/find)

**39. How will I know that my application was received?**

Successfully completed applications will show “Submitted!” onscreen. If you do not see “Submitted!” onscreen, your application was not officially submitted. Applicants will also be notified of receipt of their proposals by email.

**40. 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 do 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](mailto:noreply@smapply.io).

**41. What if I have reset my password but continue to receive an error?**

Note, your account may not have been activated on the California Humanities grant portal. Because SurveyMonkeyApply allows you to use one email address on multiple grant portals, your account may not be active with California Humanities. Please follow the prompts included in the email sent from the portal with the email address [noreply@smapply.io](mailto:noreply@smapply.io). If you have any issues resetting your password, after following these steps, please contact Debra White, Grants Manager [dwhite@calhum.org](mailto:dwhite@calhum.org).

**42. What if I cannot sign the application?**

We have noticed that there are some web browsers that work better for SurveyMonkeyApply. Unfortunately, Internet Explorer is not supported by this software. For best results, we recommend using Google Chrome.

## **Review of Applications**

**43. 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 expanding public access to the humanities for underserved constituencies
- Clear articulation explaining how the proposed project relates to the histories, experiences and/or contemporary issues of concern to the people of California
- Significance of the objectives and proposed outcomes of project activities for audiences and participants
- 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 and Humanities Practitioner or Experts

- Degree of Awareness of and responsiveness to the interests, needs, and characteristics of the target audience(s), including mitigation of potential barriers to access
- Level of community support and/or interest expressed in the project

#### *Capacity*

- Evidence that the project team has the necessary level of experience and skill 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 shown in the project)

Other factors related to the accomplishing the mission of California Humanities will also be considered as part of decision making.

#### **44. When will awards be announced?**

Notification of award decisions will be sent to all applicants by email approximately two months after the grant deadline. See Humanities for All Quick Grant Guidelines for details.

#### **45. How many applications are funded each round?**

California Humanities awards vary depending on the number of applications received, funds requested, and funds available.

#### **46. 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 by email to receive feedback on your previous application before reapplying.

#### **47. Are returning applicants guaranteed a grant award?**

No. Even if your proposal has incorporated recommendations from a previous round of Quick Grants, a grant award is not guaranteed. Each grant cycle presents a new slate of competitive projects that will be evaluated on their merits and programmatic alignment. We encourage applicants to review the grant guidelines to ensure all aspects of their projects fit within the parameters of this grant program.

#### **48. When is your next Quick Grant application deadline?**

California Humanities anticipates three rounds of the Humanities for All Quick Grants annually. Information about upcoming grant deadlines will be posted on our website, [calhum.org](http://calhum.org), and announced through other communication vehicles when available. Please join our [Mailing List](#) and follow us on [Facebook](#) and [Twitter](#) for California Humanities news and announcements.

**49. 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 as requested
- a final report consisting of responses to self-evaluation questions, a final summary budget, information about public programming, copies of any final tangible product(s) resulting from the project, completed audience surveys, and collateral materials.

Failure to comply will result in disqualification of eligibility to apply for a future grant.

**50. How should we acknowledge California Humanities if funded?**

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

## **Follow Up Questions**

**51. Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the Humanities for All Quick Grants program in general?**

Contact Lucena Lau Valle, Program Officer at [lvalle@calhum.org](mailto:lvalle@calhum.org)

**52. 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](mailto:dwhite@calhum.org).

**53. Where can I learn more about California Humanities?**

More information about California Humanities is located on our website: [calhum.org](http://calhum.org).