



## **Humanities for All Quick Grant Guidelines**

**Date Deadline: February 15, 2021**

**Grant Period: May 1, 2021 – April 30, 2022**

### **Overview**

<b>TIME PERIOD</b>	<b>ACTIVITY</b>
January 15, 2021	Application opens
February 15, 2021	Applications due by 5:00 PM PST
February - April 2021	Application review period
April 2021	Award decisions emailed to all applicants
May 2021	Grant agreements emailed to new grantees
May 2021	New grantee orientation webinar
May 1, 2021 – April 30, 2022	Public programming activities
July 31, 2022	Final report due

### **Program Purpose**

**Humanities for All Quick Grants** support impactful public humanities learning experiences that offer participants opportunities to 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 California Humanities' mission, Humanities for All Quick Grants seek 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 has a special focus on expanding public participation and increasing access to the humanities by reducing barriers to participation. We are particularly interested in projects that will reach new and historically underserved audiences (in addition to general audiences) through providing relevant, engaging, and meaningful programs and activities.

We are also interested in supporting programming that fosters connections between different communities or demographic groups, promotes collaboration between institutions and organizations, and links humanities-associated organizations with other community partners and sectors.

The duration of the Quick Grant award period is twelve months, all programming supported by this grant must be completed between: **May 1, 2021 – April 30, 2022.**

### **What Are Public Humanities Programs?**

Public humanities programs can take many forms depending on the subject matter at hand, in addition to 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 and formats, illustrated by the following examples:

- a community dialogue facilitated by a humanities practitioner, such as a scholar, journalist, researcher, curator, or culture bearer, that draws out a diversity of views about a topic of common interest or community concern
- a facilitated discussion accompanying a film screening, art exhibit, or performance that explores the historical, cultural, and/or sociological context of the work
- an intergenerational reading-and-discussion group bringing teens and seniors together to explore a theme or experience through literature
- a walking tour and itinerary developed by residents and a local historian that will record local knowledge and inspire newcomers to learn more about the history of their neighborhood

Whenever possible, California Humanities encourages applicants to seek out and make use of relevant humanities expertise by engaging individuals with experience as a humanities practitioner in the planning and implementation of their activities.

Descriptions of [previously funded proposals](#) are available on our website, and may offer examples of diverse approaches to crafting a competitive proposal. Applicants seeking support for documentary media productions (film, audio or new media projects) should refer to the [California Documentary Project](#) guidelines or consult with a program officer to determine whether the project is appropriate for Humanities for All funding.

Similarly, applicants seeking support for more comprehensive multi-year programming that exceeds the twelve-month grant period, should refer to [Humanities for All Project Grant](#) guidelines for further information.

### **Special Areas of Focus**

In addition to our continued consideration of all eligible Quick Grant project applications, we are designating two special focus areas. Please note, these are optional designations. **Only one special focus area can be selected for a proposed project.**

#### **ARTS + HUMANITIES**

California Humanities recognizes the strong interconnections between the arts and humanities. Projects that will use humanities learning experiences or research methods to provide opportunities for the interpretation, analysis, or provide a greater contextual understanding of the visual and performing arts may apply for consideration under the **ARTS + HUMANITIES** designation.

## **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, as well as address topics or subjects of interest to them, may apply for consideration under the **YOUTH VOICES** designation.

### **Funding Level, Grant Period, and Eligible Expenses**

Applicants may request between \$1,000 and \$5,000 for project-related activities (honoraria for speakers or presenters, staffing costs, programming expenses including travel, equipment, publicity, promotion, venue rental, refreshments, and hospitality, etc.).

Funds must be used for eligible programming expenses taking place between: **May 1, 2021 – April 30, 2022**. Please note program activities **cannot** begin before the grant period begins. Applications with programming outside of the designated grant period will be determined ineligible for full review.

A few restrictions apply, including a 10% cap on indirect costs, which may include administrative overhead, or fiscal sponsor fees. For full details, consult the FAQs--which includes a list of allowable expenses. Quick Grant applicants and awardees are not required to provide matching funds—but are encouraged to secure additional support if this is needed to implement the proposed program.

### **We Do Not Fund:**

Grant funds may not be used for:

- Funding for individual artists, scholars, or researchers who are creating works of art or research that will not be included in public programming outputs
- Organizational development or general operating support (GOS)
- Open ended or ongoing programs occurring before or after the grant period
- Capital improvements
- Planning (unless tied to specific programming outputs during the grant period)
- Research, study, creative work that is not connected to a public program
- Regranting, scholarships, prizes, internships, artist in residency programs or gifts
- Activities and projects primarily intended to advance a specific policy or political agenda or to influence legislation (advocacy)
- Academic or scholarly research activities or school-based projects without significant public programming components accessible to the general public
- Activities and projects primarily designed for the purposes of fundraising, marketing, including institutional or organizational promotion and advancement
- Professional development programs or other activities geared for specialized audiences

California Humanities-supported programs should be accessible to members of the general public. If access will not be free of charge, applicants should address how they will reduce barriers to entry and participation, particularly for low-income audiences.

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

## **APPLICANT ELIGIBILITY**

Applications will be accepted from California-based nonfederal public agencies and nonprofit organizations with federal tax-exempt status. Applicant organizations/fiscal sponsors must be California-based.

Please note that CA CARES: Humanities Relief and Recovery grant recipients may also apply for a Humanities for All Quick Grant.

Eligible applicant organizations (and project directors) must:

- Be in good standing with California Humanities, (e.g., if a prior grantee, have submitted a final report and closed the previous grant)
- Not have an active California Humanities grant or an application pending review (for any grant program); 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**.

Please Note:

- 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, 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. Please note, fiscal sponsors must be based in California.
- Before reapplying, organizations and project directors that have previously been awarded a Humanities for All Quick Grant are required to wait one year following the submission of their final report.

## **HOW TO APPLY**

Applications for **Humanities for All Quick Grants** are accepted through our online portal. No hand-delivered, faxed, or emailed applications will be accepted. Applications must be submitted by the deadline, **5 pm on Monday, February 15, 2021**. You may initiate an application anytime between **January 15, 2021 and February 15, 2021**.

To start a new application, click here: <https://ch-grants.smapply.io/>

The application form is completed online, and requires a brief project summary (100 words), contact information for the Project Director and Authorizing Official of the applicant organization as well as other pertinent information including address,

legislative district information, demographics of the service area, federal tax ID, and expiration date of your System for Award Management (SAM) registration.

While California Humanities will accept applications from organizations that do not have an active 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. Be sure to allow sufficient time to complete the registration process at SAM.gov. 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 who 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 at SAM.gov to obtain the expiration date of the registration.

If you are applying for consideration under the **ARTS+ HUMANITIES** or the **YOUTH VOICES** special focus areas, be sure to check the appropriate box on the online application form and provide the short explanation requested.

All applicants will need to attach the following documents in their online submission:

**A. Narrative statement** (2 pages maximum) – We recommend use of the headings below, but it is not necessary to repeat the prompts. 1-inch margins and 12-point typeface is recommended. Ensure that all questions are answered in the submitted narrative. Please note, proposal narratives that exceed the 2-page maximum will be ineligible for full review.

Description of proposed project or activities. *Tell us:*

- An overview of your program, and what kind(s) of impactful humanities learning experiences you will provide participants or audience members
- If your project relates to the **YOUTH VOICES** special focus areas
- Applicants for the **ARTS+HUMANITIES** designation should explain how this project will incorporate elements of humanities learning in the project outcomes
- Provide as much detail as possible about when and where your activities will take place (please include specific dates, times, location, venues, etc.)

1. Outreach and Engagement. *Tell us:*

- Who will participate in the project
  - Describe your target audiences and participants, including those that are new/underserved, as well as existing audiences
  - How many people will participate in your program--estimate the total number of anticipated participants and/or audience members (this number can be based on previous programming or outreach activities)
  - Applicants for the **YOUTH VOICES** designation should describe how teens will be involved as primary program participants and/or audiences

- How you plan to communicate with and engage audiences or participants in your project (marketing and publicity)
- How you will reduce any barriers to entry and participation by the public, (including fees, ticket prices, language, scheduling considerations, accessibility, in addition to other considerations such as transportation-if applicable)

2. Objectives and desired outcomes. *Tell us:*

- Why you think this project or activity is important and why you want to do it (need, rationale, or timeliness of proposed project)
- What are the anticipated impacts, outcomes, and benefits your project activities will produce
- How you will assess the outcome(s) of your activities (evaluation methods)

3. Capacity. *Tell us:*

- Who is the Project Director and other key people including speakers, presenters or facilitators who will **plan and implement** the proposed activities (be sure to include anyone who will receive grant funds)
- Explain how their experience or knowledge qualifies them for the role(s) they will play in the project.
- Describe any resources contributed to the project to ensure its successful implementation that will be utilized by the sponsoring and partner organizations. Resources may include financial, material, prior experience, and community connections.

## B. Summary Budget

Complete and upload the Quick Grant budget template form (Excel document) provided to show us how you plan to allocate California Humanities funds and any additional resources (cash or in-kind) needed to implement your project. Please note, budgets using formats other than the required Quick Grant template will be ineligible for full review.

Your budget should be *complete*; although matching contributions are NOT required for this grant, if your project requires resources in addition to the California Humanities grant, be sure to show how they will be used (assign to relevant budget lines). Use the **budget narrative section (required)** in the excel sheet (row 40) to provide explanatory detail, e.g. source of income or cost-basis for expenses, including salaries or vendor contracts.

Anticipated expenses should include detailed information concerning the expenses outlined in the proposal, including rates of pay for staff members or honoraria, specific supplies and materials needed for the implementation of the proposed program, or venue rental fees.

Please be aware that budget requests are weighed as part of the review process. Be realistic *and* judicious about your overall budget and any items for which California Humanities support is requested.

### **C. 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.

## **REVIEW AND AWARD**

### **REVIEW CRITERIA**

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 Quick Grant** program, including expanding access to the humanities for new and/or underserved public audiences
- 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 extent of humanities expertise
- Evidence of awareness of the interests, needs, and characteristics of the target audience(s), and demonstration of intent to reduce any barriers to access

#### **Capacity**

- Experience and ability of the project team to successfully carry out the project proposed
- Feasibility and soundness of project schedule, budget, outreach, and evaluation plans
- Support from the applicant organization and any partners (as shown by prior experience, contribution of resources, and other commitments)

## **APPLICANT AND AWARD NOTIFICATION AND GRANTEE RESPONSIBILITIES**

Applicants will be notified of award decisions **in late April 2021**, for a grant period of between: **May 1, 2021 – April 30, 2022**. Decisions are final and may not be appealed.

If not successful, applicants may wish to revise and apply for a future round. Review feedback will be provided to all applicants on request.

Along with notification of award, successful applicants will receive detailed grant management and reporting instructions. Our grant agreement states that the full amount of the 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.

Grantees will be expected to:

- Publicly acknowledge the support of California Humanities and the National Endowment for the Humanities (NEH) as well as other funders as outlined in the grant agreement.
- Provide timely information to California Humanities about project activities, including notification of and request for approval of any major changes to the project.
- Collaborate with California Humanities on evaluation activities, including distribution of audience surveys and submission of the required final reporting information, including a final summary budget, documentation of project activities and outcomes, and collateral material 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.