2022 Capacity Building Grant for Humanities Organizations FAQ Sheet

Key dates for the Capacity Building Grant:
Application deadline: June 3, 2022 at 6pm
Grant Period: August 1, 2022 through January 31, 2023
Final report due: March 2, 2023
Award Amount: Up to $25,000.00
No matching requirement.

This document will be updated with question submitted to eyussuf@wdchumanities.org by May 13, 2022. Updated document will be available after May 16, 2022.

Who are we?
HumanitiesDC (also known as the Humanities Council of Washington, DC) is a private, nonprofit organization that is an affiliate of the National Endowment of the Humanities. HumanitiesDC is one of 56 affiliates found in every state and territory in the United States.

Our Mission
Enrich the quality of life, foster intellectual stimulation, and promote cross-cultural understanding and appreciation of local history in all neighborhoods of the District through humanities programs and grants.

What are humanities?
The humanities are defined by the amended National Foundation on the Arts and Humanities Act of 1965:

> *"The term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."*

Defining the Humanities
The humanities tell us what it means to be human.

The Humanities comprise a set of disciplines that seek to understand human expression. By exploring the ways humans have expressed their relationships to one another and the world around them, academic and public humanists can: establish a sense of community and

collective responsibility, encourage critical thinking and life-long learning, and create new opportunities for conversation and dialogue.

They help us understand…
<u>Our story's past</u>: history, anthropology, archaeology;
<u>Our story's expressions</u>: literature, linguistics, languages, arts history, theory and criticism;
<u>Our story's values</u>: ethics, philosophy, comparative religion, law.

What is the Capacity Building Grant?
This grant opportunity will provide general operating support to nonprofit humanities organizations operating in Washington, D.C. HumanitiesDC believes the financial health and stability of humanities organizations is an important aspect of supporting humanities organizations. With this support, organizations will be better positioned to continue humanities work for the benefit of Washington D.C. and its residents. General operating funds will be used for the purposes of supporting capacity building endeavors that help strengthen the organization.

Who can apply for this grant?

- Organizations that are 501(c)3 non-profits
- Humanities organizations whose mission explicitly connected to the humanities along with a track record of specifically working in the humanities, as opposed to a group that occasionally tackles or delves into humanities-based themes or activities. Please see RFP for guidelines on what qualifies as a humanities organization.
- Anyone who has successfully closed all past grants with HumanitiesDC. Organizations that were deemed not in good standing or have an open grant with HumanitiesDC cannot apply for this funding opportunity.

What are the eligibility requirements?

- Must be a federally incorporated 501c3 non-profit organization.
- Must be registered with, and authorized to do business in, the District as either a "Domestic" entity (that is, an entity that was incorporated in the District) or a "Foreign" entity (that is, an entity that was incorporated in another state).
- Must register and comply with the regulatory requirements of the following agencies:
    - *District of Columbia Department of Consumer and Regulatory Affairs (DCRA) – Corporations Division (indicating an "active" business license status at the time of application and agreeing to maintain such status throughout the grant period).*

- District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR).
- District of Columbia Department of Employment Services (DOES).
- United States Internal Revenue Service (IRS)

- Must be able to obtain a certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue.
- Must be an organization for which Washington, DC residents comprise the majority of its constituents.
- Must have a principal business office address that is in the District of Columbia and is accessible to onsite review. Post office boxes will not be accepted.
- Must be in good standing with HumanitiesDC. Applicants with outstanding or delinquent reports or final products from previous HumanitiesDC grants must submit them completed and without deficiencies at least 30 days before the deadline for which they wish to apply.
- Prohibited applicants include: private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act; for-profit (commercial) entities; political organizations; organizations whose primary focus is in the performing or visual arts (see the DC Commission on the Arts and Humanities for applicable funding opportunities); organizations with no paid staff; foreign governments; federal government entities; organizations receiving significant federal funding; and District of Columbia government agencies.
- Must have a valid DUNS number (https://www.dnb.com/duns-number.html). Organizations do not need to have a DUNS number to submit an application but will not be able to receive funding until one is obtained.

Successful applications will have the following components:
- Description of the organization's mission, and central activities, with emphasis on its typical humanities programming.
- Description of how the funds would be used to build organizational capacity if the funds were to be awarded.
- Identification of the organization's target demographic, primary humanities discipline, and Washington, DC Ward(s) served.
- Listing of key personnel whose positions would be impacted by the grant award and their roles in the organization.
- A timeline for expenditure of the funds.
- A budget (in a provided template), and a budget narrative.

- A detailed plan for complying with relevant provisions of the Americans with Disabilities Act.

A completed **Budget Sheet.** If the project costs are more than the amount being awarded in this grant applicants are **strongly encouraged** to share other secured and planned funding sources in the Budget Sheet and Budget Narrative.

Budget Narrative: provides detail about each area of spending on the budget sheet. This helps reviewers better understand your budget and creates a clearer picture of why you are requesting funding.

This grant is intended to support capacity building efforts. Expenses related to these efforts may include salary, consulting fees, rent, utilities, information technology, or administrative fees. Prohibited expenses include food and beverages, tuition and scholarships, debt reduction, re-granting, and funding to foreign or domestic government agencies.

Applicants may contact Eli Yussuf, Grants Manager at eyussuf@wdchumanities.org with questions regarding allowable costs. Grantees will be required to detail all expenses in the final report.

To Apply:
Visit the grants portal: http://grantapplication.wdchumanities.org

Please do not create a new account if you already have an account. If you or your organization have applied for a HumanitiesDC grant before, please DO NOT create a new account. If you are having trouble accessing your existing account, please email Eli Yussuf, Grants Manager – eyussuf@wdchumanities.org.

Frequently Asked Questions:

Can I use these funds to compensate individuals that share their stories, expertise or time?
Yes, we encourage grantees to follow the best practice of offering an honorarium to compensate those involved with your project. Currently, HumanitiesDC offers $150 honorarium, we strongly suggest this as a minimum amount of compensation for those offering their stories, expertise, or time.

How will funds be disbursed?

Humanities DC will disburse grant awards in one-time, lump sum payments.

Can we apply for more than one grant per cycle?

Yes, you can submit multiple applications. Grantees can only have one open grant with HumanitiesDC. (This excludes special emergency funding such as the SHARP Grant).

Can individuals apply for this grant opportunity?

No, individuals are ineligible for this funding as it is intended to support nonprofit humanities organizations with a Washington, DC address.

Can we apply with a fiscal sponsor?

No, this grant opportunity is to build capacity within the applying humanities organization.

Is there a cash match requirement?

There is no match requirement for this grant opportunity. However, if the project costs are more than the amount being awarded in this grant applicants are strongly encouraged to share other secured and planned funding sources in the Budget and Budget Narrative.

Does the organization have to be in Washington, D.C.?

Yes, the organization must have an address in Washington, DC. PO Boxes will not be accepted.

What are considered allowable costs?

This grant is intended to support capacity building efforts. Expenses related to these efforts may include salary, consulting fees, rent, utilities, information technology, or administrative fees. Prohibited expenses include food and beverages, tuition and scholarships, debt reduction, re-granting, and funding to foreign or domestic government agencies.

Will grantees, their employees, contractors, and interns be required to provide COVID-19 Vaccination Certification?

Due to the changing nature of DC Government requirements, please see the Mayor's Order here for the latest requirements

https://www.dcregs.dc.gov/Common/NoticeDetail.aspx?NoticeId=N112383