



2022 Humanities Festival & Gatherings Grant FAQ Sheet

Key dates for the Festivals & Gatherings Grant:

Application deadline: June 3, 2022

Grant Period: September 1, 2022 – February 28, 2023

Final report due: March 30, 2023

Award Amount: \$25,000

No matching requirement.

This document will be updated with questions submitted to tmullery@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...

Our story's past: history, anthropology, archaeology;

Our story's expressions: literature, linguistics, languages, arts history, theory and criticism;

Our story's values: ethics, philosophy, comparative religion, law.

What is the Festivals and Gatherings Grant?

HumanitiesDC offers a Festivals and Gatherings grant opportunity to support organizations interested in creating an event, festival, conference or other forms of gatherings that are informative, celebratory, participatory in nature and promote DC-focused humanities topics for the public. These gatherings create networking opportunities for humanities professionals, a platform for scholars and local experts, and/or a space for people wanting to explore a humanities-based topic or area of interest. This grant is designed to fund the planning and/or execution of an event that takes place on or before April 30, 2023.

The funding will support in person, virtual or hybrid projects (as long as they comply with local and Federal guidelines).

The festival or gathering must be **open to the public** and include some portion of free or discounted programming.

A successful application will identify opportunities to support programming for Washington, DC communities that will advance, celebrate, and encourage dialogue within the humanities disciplines.

Who can apply for this grant?

- Organizations that are 501(c)3 non-profits
- 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:

- Will clearly articulate a single cohesive and definitive event with a clear theme and purpose.
- Will demonstrate a deep understanding of the subject matter to be explored and the expected primary audience for the event or gathering.
- Will list as the Humanities scholar, advisor or expert an individual who demonstrates expertise in the project’s particular subject matter **as well as** knowledge of the broader humanities field to be explored.

An event, gathering, or festival with humanities topics or themes must result from this funding:

This grant is designed to fund the planning and/or execution of an event that takes place on or before **April 30, 2023**. All grant funding must be expended by February 28, 2023.



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.

Allowable Costs:

100% of awarded grant funds must be applied to direct program costs. This may include salary, consulting fees, and/or honoraria for individuals working on the project, but cannot include indirect costs, overhead, rent, utilities, or administrative fees. Other disallowed expenses include food and beverages, tuition and scholarships, debt reduction, re-granting, costs related to fundraisers and special events, expenses unrelated to the execution of the project, and funding to foreign or domestic government agencies.

Examples of Allowable Costs:

- Project supplies and equipment
- Venue rental fees
- Speaker or scholar honoraria
- Project transportation
- Equipment rental
- Marketing and promotion
- Exhibit design or construction
- Project consultant fees

Examples of Disallowed Costs:

- Office rent, overhead, and utilities
- General office supplies and equipment
- Food and beverages
- Costs associated with the production of visual or performing arts projects
- Projects designed to be attended or used by a limited audience such as an organization's membership

Applicants may contact HumanitiesDC's grants staff with questions regarding allowable costs. Grantees will be required to detail all expenses in quarterly and final reports.

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 Tracey Mullery, Grants Coordinator at tmullery@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?

Yes, individuals may also apply through a fiscal sponsor. Under this arrangement, the fiscal sponsor organization takes on all financial and legal obligations of the grant award. Fiscal sponsors may support no more than three grant programs at a time. Applicants applying through fiscal sponsors must use the fiscal sponsor's organization account within the HumanitiesDC grants portal to submit their application. If the fiscal sponsor does not have an account, an authorized official from the fiscal sponsor organization must create one.

Can we apply with a fiscal sponsor?

Yes, you can apply with a fiscal sponsor. Please note that the fiscal sponsor must meet the eligibility requirements for the respective grant. Organizations without 501c3 non-profit status may apply through an organization serving as a fiscal sponsor provided that the fiscal sponsor organization meets all eligibility requirements in this RFP. Individuals may also apply through a fiscal sponsor. Under this arrangement, the fiscal sponsor organization takes on all financial and legal obligations of the grant award. Fiscal sponsors may support no more than three grant programs at a time. Applicants applying through fiscal sponsors must use the fiscal sponsor's



organization account within the HumanitiesDC grants portal to submit their application. If the fiscal sponsor does not have an account, an authorized official from the fiscal sponsor organization must create one. HumanitiesDC will endeavor to work primarily with the team conducting the project, however, because fiscal sponsor organizations have fiduciary and financial responsibility for the grants, they support it will be necessary, at times, for representatives from the fiscal sponsor organization to review and sign off on financial documents or grant agreements.

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.

Where can the festival, gathering or event take place?

The Festival, gathering or event must take place in Washington, DC.

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?Noticeld=N112383>