



## 2023 DC ORAL HISTORY COLLABORATIVE: Application Questions

All HumanitiesDC grant applications are completed and submitted via our online grant portal, which can be accessed at <http://grantapplication.wdchumanities.org>. For your reference, the application questions are provided below.

### How did you learn about this grant opportunity?

- HumanitiesDC website
- HumanitiesDC newsletter
- HumanitiesDC social media
- Friends/colleagues
- Email listserv
- Other

If you selected "Email listserv" or "Other", please specify here:

### Name of Project:

Amount Requested: \$

Applicant Type Individual or Organization

### Demographic Information

Your responses to the following demographic questions will help HumanitiesDC understand who we are reaching through our grantmaking.

#### Age

What is the age range of your target audience? (select all that apply)

- 0-17
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

#### Race and Ethnicity of Target Audience

Please select all that apply.

- American Indian, Alaska Native, or Indigenous Asian or Asian American
- Black, African, or African American Hispanic, Latino/a/x, or Latin American Middle Eastern or North African Multiracial or Multi-ethnic
- Native Hawaiian or Pacific Islander
- White or European descent
- Prefer not to answer
- Race or ethnicity not included above

If you selected "Race or ethnicity not included above", please specify here:

**Applicant Location**

Please indicate the Washington, DC Ward in which you are based. Eligibility is restricted to applicants with a Washington, DC address.

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8

**Ward(s) Served**

Please indicate which Washington, DC Wards will primarily benefit from the project. You can select more than one ward, if applicable.

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8

**Which humanities discipline will your project explore?** You may list secondary disciplines in the narrative of the application.

- Anthropology
- Archaeology
- Art History/Criticism/Appreciation
- Comparative Religion
- Ethics
- History
- Jurisprudence
- Language
- Linguistics
- Literature
- Philosophy
- Preservation

**APPLICANT INFORMATION**

Please note that the information entered in this section should describe the applicant associated with the grants portal account you are using to complete and submit the application.

**Organization Profile** (For Organizations)

Please describe the history of the applicant organization (including the year founded and by whom), and how this project will support its overall mission and goals. [Character Limit: 2000]

**Individual Statement of Interest** (For Individuals)

Please describe what motivated you to get involved in this topic/project and to apply for this grant. If applicable, describe your background and experience in the humanities and on projects similar to the focus of this proposal. [Character Limit: 2000]

**Annual Budget (For Organizations)**

Please enter your budget for the previous fiscal year:

**Number of Full-time Employees (For Organizations)**

Please enter the number of Full-time employees who work for your organization at least 20 weeks out of the year. Applicant organizations with 15 or more employees or proposing a public event must comply with specific guidelines set forth by the Americans with Disabilities Act (ADA). Relevant questions will appear below, if applicable.

**Unique Entity Identifier (UEI) (For Organizations)**

Please enter your UEI for reporting purposes.

**Fiscal Sponsorship**

Is the applicant organization serving as a fiscal sponsor? (For Organizations)

Individuals and community organizations without 501c3 non-profit status may apply through a nonprofit serving as a fiscal sponsor, provided that the fiscal sponsor meets the eligibility requirements of this RFP. A fiscal sponsor is a nonprofit organization that takes on all financial and legal obligations of the grant award. Fiscal sponsors may support no more than three grants 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 fiscal 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.

- Yes
- No

**Sponsored Organization/Individual Name:**

If you are serving as a fiscal sponsor, please state the name of the organization or individual you are sponsoring (also known in this application as the "sponsored organization/individual"). You are hereby confirming that you have formally agreed with the sponsored organization/individual to serve as their sponsor. Please note that, aside from the 501(c)3 requirement, the sponsored organization/individual must meet all requirements in the grant program RFP.

**Sponsored Organization/Individual Address**

Please enter the address of the sponsored organization/individual. Please note that a DC address is required.

**Sponsored Organization/Individual Ward**

Please select the Ward in which the sponsored organization/individual is based.

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8

## **Project Director**

**Project Director Name:**

**Will this person be the primary contact for the grant?**

- Yes
- No

**Project Director Address**

**Project Director Email**

**Project Director Phone Number**

**Project Director Resume**

File Size Limit: 2 MB

## **Prior Work**

Please describe prior work experience that is relevant to your current proposal. You are also able to attach specific examples of your work experience. Please note that prior oral history experience is not necessary to qualify for this award.

Character Limit: 1000 | File Size Limit: 5 MB

## **PROJECT NARRATIVE**

The totality of your responses to the questions in this section should provide a full picture of how your project will be successfully developed and implemented.

### **Area of Interest or Research Topic**

Please describe the area of interest or research topic you hope to explore through your oral history project. Be sure to explain why oral history is the ideal tool for this inquiry. [Character Limit: 2000]

### **Total Estimated Interviews**

All projects must interview at least five (5) people. Please approximate the number of interviews you intend to conduct. Keep in mind that each interview must be transcribed and indexed.

### **Contribution to Washington, DC History**

Please describe your project's value to the city of Washington, DC and its residents. How do you envision the public using the interviews you collect? Character Limit: 2000

### **Program Collaboration and Community Involvement**

Please describe your project team and the roles each person will play. Identify any partner organizations and how they will contribute to the project.

How will your narrators (interviewees) and their communities be active participants in the development of the project as a whole, beyond providing their stories? [Character Limit: 2000]

### **Timeline**

Provide a timeline for your proposed project, including relevant dates and milestones, that illustrates how you will successfully carry out the project during the prescribed timeframe. [Character Limit: 2000]

You may upload a visual representation of your timeline. [File Size Limit: 2 MB]

Please note: This grant is for the collection of oral history interviews, not for humanities projects that make use of oral history interviews such as documentary films, publications, exhibits, or similar projects.

To apply for funding for public humanities projects that use existing oral history collections, please use the

"DCOHC Beyond the Archives" application available through the grants portal dashboard. If you have any questions, please contact Jasper Collier at [jcollier@humanitiesdc.org](mailto:jcollier@humanitiesdc.org)."

### **Grantee Cohort Participation**

Awarded applicants from each grant cycle are organized into a cohort which will receive training and networking opportunities throughout the grant period. Part of the goal is to create a community of public humanities practitioners in Washington, DC. Please describe:

- The knowledge, skills, expertise, or opportunities your organization would bring to the cohort experience.
- What you would expect your organization to get out of the cohort experience.

[Character Limit: 2000]

### **Familiarity with Oral History Best Practices**

All selected grantee partners will be required to attend a series of oral history training workshops. Please describe your current familiarity with oral history techniques and best practices. (Note that applicants are not expected to be experts. The purpose of this question is to provide information to our training facilitators.) [Character Limit: 2000]

### **Translation Request Information**

If your oral histories will be conducted in a language other than English, the transcripts must be translated before they can be submitted to the archives. Additional funding is available to support this work.

Applicants may also request these funds to translate English interview transcripts into a language that will make them more accessible to the communities they represent.

Do you expect to translate your oral history transcripts into:

- English
- A language other than English
- A combination of the two
- None of the above

If you selected "A language other than English" or "A combination of the two," please specify which language(s):

### **Translation Request Amount**

Do you wish to request up to \$5,000 in additional funds for translation? If yes, these expenses must be incorporated into the budget sheet and budget narrative.

- Yes
- No

If you answered "yes" to requesting up to \$5,000 in additional funds for translation, please indicate how much you are requesting for translation expenses: \$

### **Translation Request Description**

If you are requesting additional funds for translation, please describe how transcribing your interview transcripts will make the stories you collect more accessible to the communities you will work with to carry out the project. [Character Limit: 2000]

## **BUDGET**

### **Budget Form**

The Budget Table must be filled out and submitted as part of the application. Please enter in your estimates for each budget category, accounting for funds from HumanitiesDC and – if applicable – external sources (cost share – cash and in-kind). Don't forget to save your work. Matching funds are not

required for this grant. Notes or supporting information about the budget may be added in the next section – “Budget Narrative.”

### **Budget Narrative**

Provide a narrative description of how the funds listed in each category of the Project Budget Sheet will be directed. The narrative should be a detailed breakdown of the funds expended in each budget category outlined in the Budget Table. [Character Limit: 1500]

### **APPENDIX**

If you have additional documents which can support your proposal – such as program participant resumes, participant letters of commitment, brochures, photos, site/venue agreements – please upload those here. Any uploaded documents should be referenced in the relevant section of the proposal narrative.

You may type this information in, cut and paste it from another document or upload a document file into the space below using your browser. If you have more than 5 files to upload (i.e. several resumes), please combine several documents into one file and upload that file as one document. [Character Limit: 4000 | File Size Limit: 3 MB per file]

### **ACCESSIBILITY**

(For applicant organizations with 15 or more employees and organizations proposing a public event)  
Your responses will be used to ensure compliance and will not be scored by the evaluation panel.

For more information, applicants may access the complete text of the ADA here:

<https://www.law.cornell.edu/uscode/text/42/12101>. Note that neither HumanitiesDC or the District of Columbia government represent that this link leads to the latest version of the subject law.

**Accessibility Plan** Please describe your organization's process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability rights training, budgeting for reasonable accommodation requests, etc.). In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C § § 12101 et seq.), each applicant must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities.

Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, demographic, cultural and developmental access. For more information, applicants may access the complete text of the ADA here: <https://www.law.cornell.edu/uscode/text/42/12101>. Note that neither HumanitiesDC nor the District of Columbia government represent that this link leads to the latest version of the subject law. [Character Limit: 3000]

**Current Accessibility Status** Describe the current process/status of an organization’s physical accessibility. If the location is not barrier-free, include a plan for project modification that ensures access in a barrier-free environment, when needed. [Character Limit: 3000]

**Accessibility for presentations** Describe the organization's current progress/status of accessibility in presenting activities – communications access (e.g. TDD, large print, or brail materials; audio description or assistive listening devices, ASL interpreted programs, etc.) and marketing/advertising. [Character Limit: 3000]

### **LEGAL COMPLIANCE, CERTIFICATION, AND SIGNATURE**

Entering your information below indicates that the statements contained in this application are true and correct to the best of your knowledge and belief. Your entered name also certifies that the Sponsoring

Organization is in compliance with:

- Eligibility requirements outlined in the applicable Request for Proposals for this grant program
- Title VI of the Civil Rights Act of 1964;
- Title VII of the Civil Rights Act of 1964;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- the Americans with Disabilities Act;
- the Age Discrimination Act of 1973;
- the Labor Standards under Sections 5(i) and 7(g) of the National Foundation of the Arts and Humanities Act of 1965;
- and the regulations issued pursuant thereto by the National Endowment for the Humanities (Code of Federal Regulations, Title 45, Chapter XI).

Please Note: By entering data into the next three (3) fields calling for insertion of your Name, Title, and Date, you are:

1. representing that you are an officer or other agent for the applicant Grantee duly authorized to enter into legally binding agreements on behalf of the Grantee
2. agreeing to submit this grant application in an electronic form on behalf of the Grantee which shall be bound by its contents as an electronic transaction
3. agreeing that your insertion of data into these following fields constitutes an electronic signature.

The entered name also certifies the sponsoring organization or individual applicant is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs in violation of the regulations implementing Executive Order 12549 "Debarment and Suspension."

Authorized Signature

Title

Date