



## 2023 VISIONS - PROJECTS + EVENTS: 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.

### **BASIC INFORMATION**

#### **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:**

#### **Applicant Type:**

- Individual
- Organization

#### **Amount Requested: \$**

#### **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

### **Project Type**

- Conference
- Documentary Film
- Event
- Festival
- Gathering
- Meeting
- Multimedia
- Research/Publication
- Other – Please Specify Below

If you selected “Other”, please briefly describe the type of project you are proposing:  
Character Limit: 250

### **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.

#### **Is this organization serving solely as the fiscal sponsor?** (For Organizations)

Individuals must apply through a 501(c)3 non-profit organization serving as a fiscal sponsor, provided that the fiscal sponsor organization meets all eligibility requirements in 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.

Please note that, aside from the 501(c)3 requirement, all other requirements in the grant program RFP must apply to the sponsored organization/individual.

- Yes
- No

#### **Sponsored Organization/Individual Name** (For Organizations)

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. [Character Limit: 50]

**Sponsored Organization/Individual Address** (For Organizations)

If you are serving as a fiscal sponsor, please enter the address of the sponsored organization/individual. Please note that a DC address is required. [Character Limit: 50]

**Sponsored Organization/Individual Ward** (For Organizations)

If you are serving as a fiscal sponsor, 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. [Character Limit: 1000 | File Size Limit: 5 MB]

**PROJECT SUMMARY AND ROLES**

**Project Summary**

Please provide a brief summary of the project that answers the questions: who, what, where, when and how. This description might be used for external purposes. You will have the opportunity to describe your project in detail elsewhere in the application. [Character Limit: 750]

**Humanities Scholar/Expert**

**Salutation**

- Mr.
- Ms.
- Mrs.
- Miss
- Dr.

**Humanities Scholar/ExpertName**

**Professional Affiliation**

**Mailing Address**

**Email**

**Phone**

**Resume**

File Size Limit: 2 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.

#### **Connection to HumanitiesDC's mission**

Describe how the project will help meet HumanitiesDC's mission "to help all Washingtonians, and others connected to the District of Columbia, deepen their relationships with the city and each other through the sharing of unique and universal stories, the fostering of intellectual stimulation, and the promotion of cross-cultural understanding." [Character Limit: 1500]

#### **Description of Activities**

Provide a detailed description of the proposed grant-funded activities, as well as those activities not directly funded by but still made possible because of this grant. Include a discussion of the originality of your topic or how your project will interpret a familiar topic in a uniquely innovative way. [Character Limit: 3000]

#### **Humanities Scholar/Expert**

Describe your humanities scholar/expert's qualifications. Discuss how your humanities scholar/expert will help shape and lend intellectual authority to the project every step of the way - from research to execution, making references to specific points on the project timeline when possible. [Character Limit: 1500]

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

Explain how your project will be strengthened through collaboration and community involvement. Include a description of organizational partners and the role they will play in the promotion, development, funding, and other aspects of the project. Describe how the project will solicit community and/or public scholar/expert input during the planning and other stages. [Character Limit: 2000]

#### **Key Personnel**

Please describe the project team that will ensure the success of your project. Identify each team member by name and title and describe the role each person will play. Specify the primary contact for the grant, if the project director does not serve that role. [Character Limit: 1500]

#### **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]

#### **Outreach Strategy & Community Engagement**

Describe the communities that are your target audience, how you will make them aware of your project, and how you will engage them. Projects funded by HumanitiesDC must be inclusive, diverse, equitable and accessible (defined broadly to include financial, geographic, demographic, cultural and developmental accessibility). How does your project meet this expectation? If you don't feel this applies to your project, please explain.

If you are proposing a festival, conference, event or other type of gathering, please describe how you will ensure it is accessible to the public, including ticket pricing/discounts, location(s), and special accommodations. [Character Limit: 2000]

### **Measuring Success**

Describe your desired goals or impact for this project. How will you assess whether you have met the desired goals or achieved the desired impact? Identify any data collection and feedback methods you will use, such as: surveys, focus groups, tracking attendance, etc. [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