



## Application FAQs & Tips

### **What if my organization is not a 501(c)3, can I still apply?**

For many of our grant opportunities, community groups without 501(c)3 non-profit status may 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.

### **What qualifies someone to be an “expert” on a project?**

An expert is an individual who is knowledgeable about the relevant field or subject matter and dedicated to helping guide the project to completion. That expertise could be based on academic study, lived experience, or a combination of the two.

### **Can I use grant funds to compensate individuals that share their stories, expertise or time?**

Yes, we encourage grantees to follow best practices of offering an honorarium to compensate those involved with their projects. Currently, HumanitiesDC offers \$150 honorarium, we strongly suggest this as a minimum amount of compensation for those offering their stories, expertise, or time.

### **Can individuals apply for HumanitiesDC grant opportunities?**

Individuals are eligible to apply for the following grant opportunities: Community Culture & Heritage, DC Oral History Collaborative, DC Oral History Collaborative Beyond the Archives. Please read the RFPs for the full eligibility requirements. Individuals may also choose to apply through a fiscal sponsor that is a registered 501(c)3 non-profit organization. Individual applicants are encouraged to seek advice regarding the tax implications of receiving a grant award directly.

### **What is the DC Oral History Collaborative (DCOHC)?**

The DC Oral History Collaborative (DCOHC) documents, preserves, and celebrates the lived experiences of all Washington, DC residents and communities through oral history. The Collaborative accomplishes this by providing training, mentorship, resources, programs, and funding to current and aspiring oral historians.

### **Are there requirements I need to be aware of before applying for a DC Oral History Collaborative grant?**

Yes. Please review the RFP carefully to understand all the requirements. For instance, there are a minimum number of interviews that need to be recorded, and there is a required, in-depth three-session workshop.

### **Do DC Oral History Collaborative grantees need to have prior experience?**

No. DC Oral History Collaborative grant recipients do not need prior experience collecting or working with oral history interviews. Directors of each awarded project are required to attend an in-depth three-session workshop introducing participants to the field and practice of oral history at the start of their grant period. There is usually room for project teams to send additional members to the training, especially if they will be conducting interviews.

Upon receiving the grant and completing the training, project teams become members of the Collaborative, qualifying them for ongoing advice, mentorship, and access to training and tools. Furthermore, they gain access to a growing support network of fellow community oral historians in DC.

### **Do DC Oral History Collaborative grantees need to complete a certain number of interviews?**

Yes, DC Oral History Collaborative grantees must record interviews with a minimum of five interviewees. These interviews will be made available to the DC Public Library for inclusion in the [DC Oral History](#)

[Collaborative collection within the library's People's Archive](#). A major goal of the DC Oral History Collaborative is to create a rich, diverse and accessible resource for students, researchers, and anyone wishing to learn more about life in Washington, DC.

At the end of their grant period, DC Oral History Collaborative members submit their interviews with full transcripts, indexes, release forms, and metadata so they can be added to the collection in the People's Archive. Project Directors and interviewees retain the right to use the stories they collect even after they are submitted to the DC Public Library.

## [Past Grants](#)

### **APPLICATION TIPS**

1. If you or another person at your organization has applied for HumanitiesDC funding in the past, DO NOT create a new registration in the grants portal. Contact HumanitiesDC at [grants@humanitiesdc.org](mailto:grants@humanitiesdc.org) and we will happily connect you to the existing organization profile.
2. If you are considering applying through a fiscal sponsor, you must contact HumanitiesDC at [grants@humanitiesdc.org](mailto:grants@humanitiesdc.org) to discuss eligibility and to ensure that your application is properly submitted.
3. Read the full Request for Proposals for the program you are interested in before beginning your application. This will help ensure that your request properly reflects the scope and requirements of the grant.
4. If you are applying for a project grant (as opposed to a capacity building or general operating grant) aim to articulate a single cohesive and definitive project.
5. Be sure your application suggests a deep understanding of the subject matter to be explored and the expected participants and partners for the project.
6. Assume no prior knowledge of your topic on the part of the review panel. Ask someone unconnected to your project to read and provide feedback on your proposal. If there is something that is unclear to them, it will likely be unclear to the review panel.
7. Download the proposal narrative questions and draft responses in a separate word processing document. Then, copy them into the grant application once they are complete and edited.
8. Double check all your application attachments and uploads. It is easy to accidentally upload a blank budget form.
9. Double check that you have responded in full to every question on the application. In most cases, even a single character will validate a required field. This means that just because the system says you've filled out all the questions, some could still be blank.