



2023 Individual Practitioner Fellowship Request for Proposals (RFP)

Amount: Up to \$10,000
RFP Issued: March 30, 2023
Application Deadline: April 27, 2023, at 6:00 PM

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About HumanitiesDC:

Founded in 1980, HumanitiesDC is one of 56 state councils supported by the National Endowment for the Humanities to ensure the humanities are available to all. We believe the humanities are a powerful tool 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. By increasing understanding and appreciation, we help build more equitable, thriving, and rich communities in Washington DC. Every year, HumanitiesDC does this work by using community-informed grantmaking to invest in local scholars, experts, and organizations, as well as engaging all residents through partnership-based public programming.

By supporting public humanities practitioners, HumanitiesDC aims to help strengthen Washington DC's humanities community; contribute to DC being inviting and supportive of its humanities practitioners; and provide resources to individuals who otherwise might not engage in the humanities as a career or passion.

Overview:

HumanitiesDC is pleased to announce the inaugural year of the Individual Humanities Practitioner Fellowship. This fellowship will provide awards to DC-based public humanities practitioners whose voices and perspectives strengthen the humanities landscape in Washington, DC. We are particularly interested in supporting practitioners in project ideation and research. Once selected, Fellows will form a cohort with opportunities to gather virtually or in person and provide peer support. Additionally, Fellows will have the opportunity to propose HumanitiesDC programming based on their work.

This Fellowship is part of HumanitiesDC's Public Programming supported by funding from The National Endowment for the Humanities.

Access Assistance:

HumanitiesDC endeavors to make its applications as open and accessible as possible. If you are unable to access any materials on our site, please send an email to programs@humanitiesdc.org for support. When contacting us, please include the following:

- Nature of the accessibility issue.
- The web address of the content you are attempting to access.
- Your preferred format for the content.
- Your contact information.

Eligibility Requirements:

At the time of submissions, applicants must meet all the following eligibility requirements:

- Be a District of Columbia resident with a permanent District of Columbia address, as listed on government issued identification or tax returns. Post office boxes and UPS addressed may not be used as a permanent address.
- Be a public humanities practitioner, defined as someone engaged in bringing the ideas of the humanities to life for general audiences.
- Aged 18 or older.
- Be able to obtain a Certificate of Clean Hands (CCH) from the District of Columbia Office of Tax and Revenue. Information on CCH can be found [here](#).
- 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.
- Not have received Federal funds for the same or overlapping project period and purpose as this request.

Additionally, Fellows are expected to maintain District of Columbia residency for the entire Fellowship period.

Fellowship recipients may be asked at any time during the grant period to provide proof of eligibility. Any awardees found ineligible after the award date must return all grant funds to HumanitiesDC.

Additionally, before approving a prospective Fellow for funding:

- HumanitiesDC will conduct an Exclusion Check at sam.gov, and
- The applicant must submit a Certificate of Clean Hands (dated no more than 30 days prior to the application deadline)

Supported Disciplines:

This funding supports all humanities disciplines. This 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 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.'" ([National Endowment for the Humanities \(NEH\)](#))

Application Requirements

In this inaugural year of the Fellowship, applications are being accepted via Google Forms. Applicants will be asked to:

- Respond to the following prompts:
 - Describe your interest and experience in the humanities. Explain what you are doing currently and why you have chosen to pursue this work. Describe your goals for the next 2-3 years. (2,500 characters max)
 - Describe how you will use the funds during the Fellowship to support or further your work in the humanities. Consider including a timeline if that would help to illustrate your plans. Include a description of how you would share your work with the DC community. (2,500 characters max)

- Explain what you hope to accomplish or achieve as a result of this Fellowship. (2,500 characters max)
- Specify how much you are requesting and briefly explain each budget line item.
- Submit a simple budget, using the provided template.
- Submit a resume and supporting documentation such as letters of support and work samples.

Allowable Costs:

These funds are intended to support the practitioner during the Fellowship, so salary for the practitioner is expected to be the primary or sole expense. However, applicants can include other expenses such as supplies, equipment, travel, and facilities rental that would support their stated Fellowship goals.

Fellows will be required to explain expenses paid with HumanitiesDC funds in their final reports. Requirements will be detailed in the grant agreement.

Funding Restrictions

Awards may not be used for the following purposes:

- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

Applicant Support:

Support during the application period includes a Zoom information session. Applicants may also request 30-minute one-on-one “office hour” sessions. Details can be found on the fellowship page on our website.

Application Review Process:

- After the deadline, applications are reviewed for eligibility by staff. Ineligible applicants are notified immediately.
- Eligible applications are reviewed by a panel of HumanitiesDC staff and board members.
- Everyone involved in the review process is expected to remain impartial and will recuse themselves from review of any application that presents a personal or professional conflict of interest.

Notification and Payment of Awards:

HumanitiesDC will notify applicants of their status no more than five weeks after the application deadline. Awards are disbursed via direct deposit, and recipients are required to submit a W-9 form prior to disbursement. 75% of the grant will be awarded at the beginning of the project period; and the remaining 25% will be awarded upon the successful submission of an interim report.

Grant Award Terms:

1. Recipients agree to document all grant expenditures.
2. Any changes to the scope or budget (greater than 25% in any one budget category) must be requested in writing in advance.

3. Awardees are required to submit an interim report as described below. Failure to complete this report on time may result in intervention on the part of HumanitiesDC up to and including a request to return disbursed funds.
4. Awardees are required to submit a final report as described below. Failure to do so satisfactorily might affect eligibility for future funding.
5. To receive the grant award, approved applicants must sign and submit a Fellowship Agreement that constitutes a legally binding contract between HumanitiesDC and the Fellow. The signatory will be legally obligated to complete the project under the terms of the Fellowship Agreement.

Reporting and Closeout:

Reporting will be completed through HumanitiesDC's grant portal. The interim report will be due in August 2023 and the final report will be due 30 days after the end of the Fellowship. Exact dates will be included in the Fellowship Agreement. The interim report will request a summary of progress towards goals. The final report will request a description of Fellowship activities, the outcomes that were achieved, and an explanation of how the funds were used.