



2023 DC Oral History Collaborative (DCOHC) Extension Grant Request for Proposals (RFP)

RFP Issued: March 6, 2023

Application Deadline: May 2, 2023, at 5:59 PM

Project Period: July 3, 2023 – February 3, 2024. Funds must be spent during the project period (also known as the “grant period”).

Grant Type: Program

Applicant Eligibility:

DC-based individuals, community groups, nonprofit organizations. Community groups will need to designate an individual to be the primary point of contact for the grant application and grant agreement.

Applicants may apply for and receive only one program grant per year but could also receive one non-program grant (i.e., either a capacity building or a general operating support grant).

Summary:

This grant opportunity funds community organizations and individuals (“partners”) to *continue* work on an oral history project for which they previously received a DCOHC grant. Funds awarded under this program may only be applied to the costs associated with collecting additional oral history interviews, producing the required documentation, and hosting a small event to play the collected oral histories with the community by the end of the project period. This application is only open to organizations or individuals who have previously received, and successfully closed out a DCOHC grant.

What is Oral History:

“[Oral history is] distinguished from other forms of interviews by its content and extent. Oral history interviews seek an in-depth account of personal experience and reflections, with sufficient time allowed for the narrators to give their story the fullness they desire. The content of oral history interviews is grounded in reflections on the past as opposed to commentary on purely contemporary events.” - [From the Oral History Association.](#)

About the DC Oral History Collaborative:

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.

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 contact the staff member listed below for support. When contacting us, please include the following in your query:

- 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.

Award Amount: The maximum award amount for the DCOHC Extension grant is \$7,000. Applicants may request an additional \$5,000 to translate their oral history transcripts into a second language. For more information, see the section below on “Translation Enhancements.”

Staff Contact: Eli Yussuf, Grants Manager, at eyussuf@humanitiesdc.org

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 (history, literature, language arts, ethics, philosophy, and arts appreciation) 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.

Funding Scope:

This grant opportunity, *which is only open to previous DCOHC grantees*, funds individuals, community groups, and nonprofits which describe in detail how an existing project will be extended and how the project's continuation will contribute to the originally posed research question or theme. Applicants will be asked to identify at least (5) five new narrators they will interview during the grant period. The final product for each project will be a set of well documented recordings accompanied by: interview descriptions, narrator biographical statements, transcripts, legal release forms, time-stamped indexes, metadata forms, and narrator photographs necessary for inclusion in the DC Public Library's Special Collections. The legal release form signed by each interviewee will assign copyright to the DC Public Library, however the interviewee will retain non-exclusive rights to copy, use, and publish their oral history in part or in full during their lifetime.

Translation Enhancements – As part of the effort to make the collected interviews as accessible as possible a limited pool of funds has been created to support translation of oral history transcripts. Grant applicants will be able to request up to an additional \$5,000 to translate the transcriptions of the oral histories they record as part of their grant project. Grant recipients may request these funds to either translate transcripts into English or to translate English transcripts into a language that will make the interviews more accessible to their narrators' communities. A request for a translation enhancement will neither negatively nor positively affect the competitiveness of an applicant's overall proposal. Acceptance of an applicant's proposal does not guarantee the acceptance of the applicant's request for a translation enhancement.

This grant funds proposals which:

- Propose the continuation of an existing project rather than a new project with a similar community or related themes;
- Clearly articulate why it is important to interview more narrators for the existing project;

- Demonstrate a deep understanding of the subject matter to be explored and a connectedness to relevant communities that will lend itself to the recruitment of narrators (interviewees);
- Do not propose collecting oral histories that have already been recorded and archived; and
- Show that the narrators to be interviewed and their communities will be substantively engaged in the project's development.

Cash Match Requirement:

There is no matching requirement for this grant program. However, if the proposed activities cost more than the amount requested, applicants are strongly encouraged to describe other secured/planned funding sources in the Budget Narrative.

How to Apply:

All HumanitiesDC grant applications are accepted via an online grant portal, which can be accessed at <http://grantapplication.wdchumanities.org>. Applications must be successfully submitted by 5:59 pm on the day of the deadline.

If you or your organization have applied for a HumanitiesDC grant before, please DO NOT create a new account. In this case, you are able to log in to Foundant - our grants management portal - via your existing account, with your email address serving as your username. Please reach out to the Grants Manager listed above if you need assistance accessing your account.

Applicants will receive a confirmation email when their proposals have been successfully submitted. Applicants should contact the applicable HumanitiesDC staff member immediately should they encounter any technical issues or if they do not receive a confirmation email. Incomplete or late applications or applications failing to meet the guidelines or eligibility requirements will not be assigned to the evaluator panels nor will they be considered for funding. HumanitiesDC does not accept mailed, emailed or hand-delivered applications or required attachments.

HumanitiesDC will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email, or hand delivery. To make a request for reasonable accommodation please contact the Grants Manager identified at the beginning of this document and allow 1-2 business days for a response.

Eligibility Requirements:

Organizations applying for this grant:

- Must be a DC-based 501(c)3 non-profit organization for which Washington, DC residents comprise most of its constituents.
- 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 have a valid Unique Entity Identifier (UEI). UEI is a number issued by the System for Award Management (SAM) to identify businesses and other entities that do business with the federal government. The UEI has replaced the DUNS number as the authorized identifier for the federal government. Organizations do not need to have a UEI number to apply but will not be able to receive funding until one is obtained. [Click here for more information on UEI.](#)
- By signing the conditions document and accepting the funds will be certifying that they comply with: (a) Title VI of the Civil Rights Act of 1964; (b) Title VII of the Civil Rights Act of 1964; (c) Title IX of the Education Amendments of 1972; (d) Section 504 of the Rehabilitation Act of 1973; (e) the Americans with Disabilities Act; (f) the Age Discrimination Act of 1973; (g) the Labor Standards under Sections 5i and 7g of the National Foundation of the Arts and Humanities Act of 1965; and (h) the regulations issued pursuant thereto by the National Endowment for the Humanities (Code of Federal Regulations, Title 45, Chapter XI).”

All individual applicants:

- Must be at least 18 years old.
- Must be a full-time resident of Washington, DC.

All applicants (organizations and individuals):

- Must be able to obtain a certification of “Citywide Clean Hands” (CCH) from the District of Columbia Office of Tax and Revenue.
- 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.
- 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 HDC.

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; foreign governments; federal government entities; and District of Columbia government agencies.

Fiscal Sponsorship:

Individuals requesting \$12,000 or less in grants funds don’t have to apply through a fiscal sponsor but are encouraged to seek advice regarding the tax implications of receiving a grant award directly.

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.

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.

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.

Grantees will be required to document all expenses paid with HumanitiesDC funds in their final reports.

Accessibility and ADA Compliance:

All organizational applicants must comply with the Americans with Disabilities Act of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation, and telecommunication services. Organizations funded by HumanitiesDC must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access as defined by federal law.

Applicant organizations with 15 or more full time employees and/or applying for funding for events must include, in their grant applications, a response to the “Accessibility” section of its grant application that includes the following information:

1. The process for formulating accessibility plans (e.g., creating an accessibility advisory committee, board and staff disability rights training, budgeting for reasonable accommodation requests, etc.).
2. The current process/status of an organization’s physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization’s accessibility in presenting activities – communications access (e.g., TDD, large print, or braille materials; audio description or assistive listening devices, ASL interpreted programs, etc.) and marketing/advertising.

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.

Technical Assistance:

Applicant support including grant workshops, Frequently Asked Questions, and office hours with HumanitiesDC staff are available. Details can be found on each grant page of our website, in [the Community Grants section](#).

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 Washington, DC residents with interest and/or experience in humanities programming or scholarship. Panelists receive training, scoring guides and tools to individually score the applications assigned to them. They then convene to discuss the applications, after which they finalize their scores, rankings and comments.
- The applications are organized by rank and a slate of the highest-ranked applications are provided to the HumanitiesDC board. The board affirms that the review process was followed and approves the slate for funding.
- Everyone involved in the review process is expected to remain impartial. HumanitiesDC requires that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest, and panelists must sign a statement acknowledging that they will adhere to this policy.

If you, or someone you know, are interested in participating in a review process, please complete the application form on our website at www.humanitiesdc.org.

Notification and Payment of Awards:

HumanitiesDC will notify applicants of their status (approved or denied) no more than eight weeks after the application deadline. Approved applicants will receive a grant award letter through Foundant, our online grant management portal, which will include a link to submit their Grant Acceptance Form. Awards are disbursed via direct deposit, and recipients are required to submit a W-9 form (available via the Grant Acceptance Form) prior to disbursement. Denied applicants may request a summary of panelist comments.

Grant Award Terms:

1. The full grant is awarded at the beginning of the grant period, as soon as funds are made available to HumanitiesDC for distribution.
2. Recipients agree to document all grant expenditures.
3. Any changes to the scope or budget (greater than 25% in any one budget category) must be requested in writing. Such changes are approved unless they either significantly alter or are unrelated to the original purpose of the grant proposal.
4. 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.
5. Awardees are required to submit a final report as described below. Failure to do so satisfactorily might affect eligibility for future grants.
6. To receive the grant award, approved applicants must sign and submit a Grant Agreement Form that constitutes a legally binding contract between HumanitiesDC and the applicant's organization or fiscal sponsor. The signatory will be legally obligated to complete the project under the terms of the Grant Agreement Form.

7. Grantees (including anyone directly administering the project or program being funded) shall be responsible for ensuring compliance with District of Columbia Covid-19 requirements by either being: (a) fully vaccinated against COVID-19 as defined by the District of Columbia; or (b) qualifying for a vaccination exemption (as defined by the District of Columbia). 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>

Reporting:

Reporting will be completed through the grant portal. The interim report will be due **October 31, 2023**, and the final report will be due **March 4, 2024**. Grants managers will review reports and provide feedback within 30 days.

Close Out:

Grantees will be required to close out their grants by submitting their final report no later than 30 days after the end of the grant period, or **March 4, 2024**. Grantees risk losing eligibility for future grants if they fail to submit their reports and achieve a successful grant closeout.

The required final report will consist of a narrative, evaluation sheet and financial form requesting a comparison between the original budget to actual expenditures. Also required: an itemized list of all expenditures against the grant, backup for all expenses (receipts, payroll, paid invoices, cancelled checks, etc.).