



## 2024 DC Oral History Collaborative Beyond the Archives 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.

### Applicant Information

#### Applicant Type \*

If you are an individual applying via a fiscal sponsor, please select "Organization."

- Individual
- Organization

#### 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

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

- Email
- Friends/colleagues
- HumanitiesDC newsletter
- HumanitiesDC social media
- HumanitiesDC website
- Other (specify below)

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

**Previous HumanitiesDC Grant Experience** If you have previously received funding from HumanitiesDC, please share information about your past funded project(s) and how you utilized HumanitiesDC grant funds.

# Organization 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. If you have any questions, please email [grants@humanitiesdc.org](mailto:grants@humanitiesdc.org).

## Organization Profile\*

In this section, please share the following:

- Organization's Mission Statement
- A brief history of the organization and its founding
- How this project will support the organization's mission and goals

## Annual Budget\*

Please enter your budget for the previous fiscal year.

## Number of Full-time Employees\*

Please enter the number of FTEs 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)

Enter the organization's UEI number for reporting purposes. 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. Click [here](#) for more information on UEI.

## Is the applicant organization serving as a fiscal sponsor? \*

Individuals and 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 outlined in the 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 HumanitiesDC 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.

- Yes
- No

## Fiscal Sponsor Information

### **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").

### **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

### **Sponsored individual - proof of age (at least 18) and DC residency**

If the sponsored entity is an individual, please provide current proof of age and residency. If DC driver's license or DC residency ID is not available, please submit an alternative document for proof of age (i.e., passport) and an alternative proof of residency (i.e. utility bill or bank statement). Please combine these documents into one file to upload.

### **Fiscal Sponsor Letter of Confirmation \***

Please include a letter or signed statement from the fiscal sponsor confirming the organization's role and commitment to assuming fiduciary responsibility as the grantee. The letter should include:

- The name of the fiscal sponsor
- The name of the applicant
- The fiscal sponsor's EIN (the Federal Tax Identification Number)
- Signature of the fiscal sponsor contact

A template is linked in the application form.

## Individual Applicant Information

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

### Individual Statement of Interest\*

Please describe what motivated you to get involved in this topic/project and to apply for this grant.

### Please upload proof of age (at least 18) and DC residency. \*

Must be current. If DC driver's license or DC residency ID is not available, please submit an alternative document for proof of age (i.e., passport) and an alternative proof of residency (i.e. utility bill or bank statement). Please combine these documents into one file to upload.

## Capacity and Key Personnel

## **Capacity and Key Personnel (30% of total score)**

Reviewers will consider the following when reviewing this section of the application:

- *The Project Director has the experience and expertise necessary to bring the project to completion*
- *The Humanities Scholar or Community Expert has relevant qualifications for the proposed project. Their role is clearly defined and lends legitimacy or intellectual authority to the project.*
- *Other team members and collaborators are clearly identified and explained as necessary.*

### **Project Director Name\***

Will this person be the primary contact for the grant?

### **Project Director Address\***

### **Project Director City\***

### **Project Director State\***

### **Project Director Postal Code\***

### **Project Director Email\***

### **Project Director Phone Number\***

### **Project Director Resume\***

### **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.

### **Team and Collaborators \***

Please describe the project team that will ensure the success of your project along with the Project Director. 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.

### **Humanities Scholar/Community Expert Salutation \***

### **Humanities Scholar/Community Expert Name \***

### **Humanities Scholar/Community Expert Professional Affiliation**

### **Humanities Scholar/Community Expert Mailing Address\***

### **Humanities Scholar/Community Expert Email\***

### **Humanities Scholar/Community Expert Phone\***

## Humanities Scholar/Community Expert Resume\*

### 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.

## Project Narrative

### **Project description, feasibility, timeline, and goals (40% of total score)**

*Reviewers will consider the following when scoring this section of the application:*

- *The applicant has provided a clear and detailed description of the proposed project and its activities.*
- *The audience's experience of and participation in the project is explained.*
- *The timeline is within the grant period and is feasible.*
- *Achievable goals or impacts are described, and the applicant has a clear plan for assessing the project's success*

### Project Name \*

**Amount Requested\*** (Up to \$12,000)

### Humanities Discipline\*

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, including short videos or podcasts
- Research/Publication
- Other - Please specify below

### **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.

### **Target Audience Demographic Information**

Your responses to the following questions about the demographics of your project's target audience 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)

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

#### **Race and Ethnicity of Target Audience \***

Please select all that apply.

- General Population
- American Indian, Alaska Native, or Indigenous
- Asian or Asian American
- Black or African American
- Hispanic, Latino/a/e/x, or Latin American
- 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" in the "Race and Ethnicity" question, please specify here.

**Ward(s) Served \***

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

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

**Describe the oral history interviews on which the project will be based. \***

Provide background information on the oral histories your project will investigate and illuminate. What is their central theme or focus? When were they collected? In what repository, if any, can they be found? And how will you access them? How will you ensure that you have the subjects' permission and support through completion of the project?

**Number of oral history narrators whose stories will be featured. \***

Please approximate the number of narrators whose stories you intend to incorporate into the project.

**Narrator Engagement \***

Will your project be able to engage the narrators of the oral histories it will use? If yes, please describe how. If no, please share a plan to ensure that the narrators' original voices and narratives are heard in your project.



### **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. How will users, audience members, or participants experience the project? How will the oral history recordings be incorporated into the project?

### **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 grant period (May 1, 2024 to April 30, 2025). Please be as detailed as possible.

You may upload a visual representation of your timeline.

### **Connection to the Humanities \***

Describe how your project will connect to and utilize the humanities discipline(s) you selected above. In your response, consider the following questions (you do not need to address all of them):

- How will you use the humanities to support DC residents' efforts to explore and navigate the history, culture, relationships and topics that shape our community?
- Why did you choose to explore these humanities disciplines?
- How do the humanities help you or your project ask or answer big questions that help us understand our world?
- How do the humanities enable your project to make connections or build empathy across communities?
- How will the humanities allow your project to challenge assumptions about DC or its residents?
- Additional connections or contributions to the discipline

### **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.

# Community Collaboration

## **Community Collaboration (20% of total score)**

Reviewers will consider the following when scoring this section of the application:

- *The proposal described an effective plan for reaching and engaging the project's target audience.*
- *The project will be inclusive, diverse, equitable, and accessible (defined broadly to include financial, geographic, demographic, cultural and developmental accessibility); explanations for exceptions to this expectation are provided.*

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

Explain how your project will be strengthened by collaboration with the community and other organizational partners. 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.

## **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 to the public, and include some portion of free or affordable programming. If you are proposing a festival/event/conference/meeting/gathering, please describe how you will ensure it is accessible to the public, including ticket pricing/discounts, location(s), and special accommodations.

# Budget

## **Budget - (10% of total score)**

Reviewers will consider the following when scoring this section:

- *The applicant clearly describes how funds will be used, and all expenses are directly tied to the proposed project activities.*
- *Budgeted expenses are allowable. (Unallowable expenses include food and beverages, tuition and scholarships, debt reduction, re-granting, and funding to foreign or domestic government agencies. If the applicant is using a fiscal sponsor, no more than 10% of the grant can go to the fiscal sponsor.)*

## Budget Table\*

- 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.
- In the Cost Share column, you may add additional amounts from other funding sources to cover expenses necessary to complete the project that are not fully covered by the grant amount. However, matching funds are not required for this grant.
- Notes or supporting information about the budget may be added in the next section - "Budget Narrative." Note: any expenditures you deem to be "Other" in the Budget Table must be specified in the Budget Narrative.

CATEGORY	HumanitiesDC Funds	Cost Share (you may list other sources of funding here, not required)
<b>Honoraria</b>		
<b>Salary/wages</b>		
<b>Travel</b>		
<b>Supplies</b>		
<b>Facilities rental</b>		
<b>Evaluation</b>		
<b>Other (specify in budget narrative)</b>		
TOTAL (automatic)		

## Budget Narrative\*

Provide a narrative description of how the funds listed in each category of the Budget Table will be directed. The narrative should be a detailed breakdown of the funds expended in each budget category outlined in the Budget Table.

# Appendix

## Supporting Documents

If you have additional information that will support your proposal, you may upload documents or describe them in the fields below. Examples of supporting information might include:

- video responses to questions or other media to support your application (upload or provide links below)
- letters of commitment from proposed collaborators, including archive representatives or narrators where possible

- resumes of project team members
- contracts with vendors
- other planning documents

## Accessibility

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.

Note that these questions are to ensure compliance and will not be scored by the evaluation panel.

### Accessibility Plans\*

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.

### 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.

### 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.

## Legal Compliance, Certification, and Signature (All grants)

- 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).