2024 DC Oral History Collaborative & Extensions
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.

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 form 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 Personnel (20% of total score)
Reviewers will consider the following when reviewing this sections of the application:

- *The Project Director has demonstrated the capability to bring the project to completion.*
- *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 who will ensure the success of your project along with the Project Director. Identify any interviewers or partner organizations and how they will contribute to the project.

Project Narrative

Project description, feasibility, timeline, and goals (45% of total score)
Reviewers will consider the following when scoring the following 2 sections 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*

Are you applying to conduct a new oral history project, or to extend an existing DCOHC project? *

- New Oral History Project
- Extend an existing DCOHC project (must be a previous HumenitiesDC grantee in the DCOHC program)

Project Name *

Amount Requested* You may request up to $8,000 **unless** you intend to translate your oral histories into another language. Requests that include translation expenses may request up to $13,000 (up to $5,000 for translation)

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

Do you plan to translate your oral histories into another language? *

If your oral histories will be conducted in a language other than English, the transcripts must be translated before they can be submitted to the archives. Additional funding is available to support this work. Applicants may also request these funds to translate English interview transcripts into a language that will make them more accessible to the communities they represent.

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 <u>primarily</u> 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

Area of Interest or Research Topic *

Please describe the area of interest or research topic you hope to explore through your oral history project. Be sure to explain why oral history is the ideal tool for this inquiry.

Total Estimated Interviews *

All projects must interview at least five (5) people. Please approximate the number of interviews you intend to conduct. Keep in mind that each interview must be transcribed and indexed.

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. Please be as detailed as possible. Note the grant period is May 1 to December 31, 2024.

You may upload a visual representation of your timeline.

DCOHC New Project Questions

Grantee Cohort Participation *

DCOHC grantees will join a cohort that will receive training and networking opportunities throughout the grant period. Part of the goal is to create a community of public humanities practitioners in Washington, DC. Please describe:

- The knowledge, skills, expertise, or opportunities you would bring to the cohort experience.
- What you would expect to get out of the cohort experience.

Familiarity with Oral History Best Practices *

All selected grantee partners will be **required** to attend a series of oral history training workshops, scheduled for **April 17, April 19, and April 23, 2024**. Please describe your current familiarity with oral history techniques and best practices. Note that no previous oral history expertise is required. The purpose of this question is to provide information to our training facilitators.

DCOHC Extension Questions

Reason for Continuation *

Please explain or describe the reasons you ask to continue work on this project. This may include any topics or themes left uncovered during the initial grant period, any priority interviews you were unable to complete due to lack of funding, or how the collection of additional interviews may aid in the development of public humanities projects.

If you plan to request up to $8,000 for expenses related to an extension project, remember to explain your reasoning in the Budget Narrative section below. Reviewers may assume that extension applicants have already purchased the necessary supplies and equipment to complete the oral histories and may not need the full amount to complete your extended project.

Translation Enhancement Questions

Please list the languages that you will translate your oral histories to. *

Translation Request Description *

If you are requesting additional funds for translation, please describe how translating your interview transcripts will make the stories you collect more accessible to the communities you work with to carry out the project.

Community Collaboration

Community Collaboration (25% of total score)
Reviewers will consider the following when scoring this section of the application:

- *The applicant demonstrated how the project would be strengthened through collaboration and community involvement.*
- *The applicant has clearly described prospective narrators' and their communities' involvement in different aspects of the project's planning, development, and implementation.*

Program Collaboration and Community Involvement *

How will your narrators (interviewees) and their communities be active participants in the development of the project as a whole, beyond providing their stories?

Community Share Back Session

DCOHC projects may include a small event to share back the collected oral histories with the narrators and their community at the end of the project period. If you wish to do so, please describe your ideas for the event in the field below. It is not required to have a share back session.

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)
Honoraria		
Salary/wages		
Travel		
Supplies		
Facilities rental		
Evaluation		
Translation (up to $5,000)		
Other (specify in budget narrative)		
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 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).