

2024 FREQUENTLY ASKED QUESTIONS (FAQ) & APPLICATION TIPS (Revised 12/18/2023)

Jump To:

[Eligibility & Application Submission Questions](#)

[Financial Questions](#)

[General Questions](#)

[Application Tips](#)

ELIGIBILITY & APPLICATION SUBMISSION

My organization is not a 501(c)(3); can we apply for funding?

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 is the definition of a community group?

A community group is an organization that does not have 501(c)(3) non-profit status.

Can individuals apply for HumanitiesDC grant opportunities?

Individuals are eligible to apply for the following grant opportunities: Community Culture & Heritage, DC Oral History Collaborative, and 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. HumanitiesDC does not provide tax advice.

Can applicants apply for more than one grant?

Applicants may apply for and receive only one program grant and one non-program grant each calendar year - a maximum of two applications.

What is the difference between a program grant and a non-program grant?

Our grant opportunities can be divided into two categories: program and non-program. Our program grants fund a specific program, and they are all in Cycle I. Most of our grant opportunities fall in this category. Our two non-program grant opportunities - Youth in the Humanities and Capacity Building - focus on the organization rather than on a program. The Youth in the Humanities grant is for general operating support, and the Capacity Building grant funds projects that enhance the capacity of the organization. The two non-program grants are in Cycle II.

If I have previously received funding as an individual, can my 501(c)(3) apply for funding too?

Yes. If you have previously received funding, and your prior grants are successfully closed, then your organization is eligible to apply for funding.

My organization does not have a fixed address. Is a street address necessary?

Yes, each applicant organization must include a DC address. P.O. Boxes and UPS addresses are not permissible. If the organization is DC-based, but does not have a fixed address, it could choose to use the address of someone in the leadership of the organization, such as the board chair or executive director.

My organization has a DUNS number, but is there another identifier I need instead?

The federal government has transitioned from DUNS to UEI (Unique Entity ID). To apply for funding from HumanitiesDC, your organization must have a UEI.

How do I apply for a UEI (Unique Entity ID)?

See <https://sam.gov/content/duns-uei> for more information. Click on the green *Get Started* box for instructions, checklists, and other relevant information. UEI registration is free. There is more than one kind of registration, so review the information to determine what is best for your organization beforehand. It takes up to 10 business days for the new UEI to become active, so make sure to apply for this several days before the deadline for HumanitiesDC funding. Individuals do not need to register for a UEI.

I am a current grantee and would like to apply for additional funding. Is this allowed?

Any current grantees who wish to apply for new funding must complete their project before receiving any new funds. This means that project activities are concluded and all or most of the funding is completely spent before applying for new funding. You may submit your final report for your current project early, but that is not necessary. Current grantees must contact the staff contact listed in the RFP before submitting a new application.

I am part of a large organization, and my colleague already has a grant from HumanitiesDC. Am I allowed to also receive a grant, either as an individual or as an organization?

This is likely permissible, but please discuss your specific situation with our staff during office hours.

Can my organization receive funding to expand or continue an existing project, even if the original project was not funded by HumanitiesDC?

Yes, that is allowable.

If I already received funding from the DC Commission on the Arts and Humanities (CAH), can I receive funding from HumanitiesDC?

Yes, with one exception. If you received a General Operating Support from CAH for this year, fiscal year 2024, you may not also receive a Youth in the Humanities grant this year.

My program requires a fiscal sponsor. Do they have to be based in DC?

Yes, fiscal sponsors must be DC-based nonprofit organizations and meet the eligibility requirements of the grant program.

My project is focused on Washington, DC, as well as other communities. Can I still apply for funding?

Humanities DC-funded projects must demonstrate a strong connection to Washington, D.C. to be eligible for funding. If you have questions about your specific project and its eligibility, schedule a meeting with us during office hours.

My organization is interested in applying for the Youth in the Humanities grant that specifies youth aged 11 to 19; are we eligible if we also serve younger children?

To be eligible, most of the youth served by your organization must be between the ages of 11 and 19. As you describe your organization in your application, you will want to make this clear to the reviewers.

If approved for funding, can a grant be paid to an entity other than the grant applicant?

No, grant funds will only be awarded to the grant applicant.

Does HumanitiesDC fund musical performances, theater performances or live readings?

We fund the humanities, which include the study and interpretation of the performing arts. While a theater performance might not fit that definition, live readings based on a play might. We recommend scheduling a meeting during office hours to discuss your situation further.

FINANCIAL

Can I use grant funds to compensate individuals who 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 a minimum \$200 honorarium, but we strongly suggest this as a minimum amount of compensation for those offering their stories, expertise, or time.

Is equipment considered an allowable cost for program grants?

Yes, if the equipment is used for the specific program in question. Equipment should be noted under "Supplies" in the budget form.

Do organizations need to be audited to receive funding?

Organizations are not required to be audited to receive funding.

Are funds for individuals considered taxable income?

Yes, grant funding to individuals is considered taxable income.

Do any grants require matching or cost-sharing?

No, there is no match requirement for any of our grants. We do encourage you, however, to show in your budget the other sources of funding for your project.

GENERAL

What is the difference between the Community Culture and Heritage and the DC Oral History Collaborative (DCOHC) grants?

The Community Culture and Heritage grant provides grantees flexibility in how they capture narratives; it does not necessarily have to be in a formal oral history format. The DCOHC grant is solely for oral history projects and requires grantees to attend training on oral history methods and best practices. Finished projects are archived in the DC Public Library's People's Archive for public access.

Can we create a non-visual deliverable as part of the Community Culture and Heritage grant?

Yes, but please note that you will present your project as part of a showcase near the end of the grant period.

What existing archives can be used for DC Oral History Collaborative Beyond the Archives projects? And do applicants have to choose these archives on their own?

Any existing archives may be used. These archives do not necessarily have to be found in formal, public institutions, but it is the applicant's responsibility to find and ensure that they have the proper permissions to access and use the archives themselves. Oral histories recorded under HumanitiesDC grants can be found in the [People's Archives](#) at the DC Public Library.

Do I retain the right to use any products created as part of my HumanitiesDC grant?

Yes, you retain the right to use, as you see fit, products created as part of your grant.

What are the meeting requirements for grantees?

Depending on the grant program, grantees might meet as a cohort at the beginning of the project period. For the Community Culture and Heritage grant, there will likely be meetings to plan the showcase that takes place at the end of the project period.

What qualifies someone to be a "humanities scholar" or "community expert" for my project?

A scholar or 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 the grant lead be the required "expert" for the grant program?

Yes, if they meet the definition of expert as described in the RFP and application.

Does the expert need to live in Washington, DC?

No, the expert does not need to live in Washington, DC.

What is a common mistake for first-time applicants?

A common mistake is to not have your proposal reviewed - prior to submission - by someone who is unfamiliar with your project. They can identify for you what is not clear and when you don't provide the requested information.

Does HumanitiesDC provide technical assistance, application feedback, and/or suggestions for which grant to apply to?

Yes! Schedule a meeting with us during office hours.

Can HumanitiesDC staff review my draft application before the deadline?

Yes, staff can review draft applications that are submitted at least one week before the application deadline. Please note that while staff can point out areas of deficiency in relation to application requirements, they can't tell you whether your application will be funded.

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, and we will connect you to the existing organization profile.
2. If you are considering applying through a fiscal sponsor, you can contact HumanitiesDC at 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 demonstrates 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.
10. If you didn't participate in any of the workshops, watch the recordings.