



2024 Independent Practitioner Fellowship Request for Proposals (RFP)

RFP Issued:	February 6, 2024
Application Deadline:	March 5, 2024, at 5:59 PM
Fellowship Period:	April 15, 2024 - December 14, 2024
Award Amount:	\$10,000
Staff Contact:	Lois Nembhard, Director of Grantmaking + Programs programs@humanitiesdc.org

About HumanitiesDC:

Washington DC is a vibrant, historical city full of curious people who have big questions, bright ideas, and unique experiences to share. These human stories allow us to navigate the complexities of our past, present, and future. The humanities help us learn from history and literature, empathize through language and comparative religion, and challenge our assumptions with philosophy and ethics. They are a compass for interpreting what humans make and exploring what makes us human. 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. Our grantmaking and programs allow us to celebrate, elevate, and connect local voices that bring our city to life.

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.

Eligible Applicants:

DC-based individuals

Overview:

Building on a successful pilot year, the 2024 Independent Humanities Practitioner 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, and plan to select a Literature Fellow who will assist HumanitiesDC in developing its approach to supporting the literary community in DC. Once selected, Fellows will form a cohort and meet monthly to provide peer support and professional development opportunities. 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.

Application Accessibility:

We are committed to becoming a more inclusive and accessible organization where everyone can participate fully in our grantmaking process. If you are unable to access application materials on our website or Foundant, or need to make a reasonable accommodation request, please send an email to programs@humanitiesdc.org.

HumanitiesDC will consider reasonable accommodation requests from applicants with disabilities to assist them in submitting grant applications via mail, email, or hand delivery. This request must be made at least five business days before the application deadline.

Funding Scope:

This Fellowship supports independent humanities practitioners' ability to pursue their work in the public humanities. This might include, but is not limited to, ideation and research, the development or continuation of a specific body of work, or professional development related to their work. Funded activities must be directly related to stated goals.

This funding supports all humanities disciplines, as defined by the [National Endowment for the Humanities \(NEH\)](#). We also define the humanities as the human stories that allow us to navigate the complexities of our past, present, and future. The humanities help us learn from history and literature, empathize through language and comparative religion, and challenge our assumptions with philosophy and ethics. They are a compass for interpreting what humans make and exploring what makes us human.

Public humanists are individuals who create opportunities for the community to experience the humanities. They aim to increase public connection, knowledge, and access to information through various means such as conversations, exhibitions, podcasts, and documentary films, among others.

Eligibility Requirements:

At the time of submission, 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 addresses may not be used as permanent addresses.
- Be a public humanities practitioner, defined as someone engaged in bringing the ideas of the humanities to life for general audiences.
- Be at least 18 years old.
- 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 be an individual grantee of HumanitiesDC during the period of the Fellowship.
- Not have received Federal funds for the same or overlapping project period and purpose as this request.
- Not have an exclusion record on www.sam.gov (An exclusion record identifies parties excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits. Exclusions are also referred to as “suspensions” and “debarments.”)

Before being approved for funding:

- The applicant must submit a Certificate of Clean Hands (dated no more than 30 days prior to the application deadline)

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

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

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.

How to Apply:

Fellowship applications are accepted via Foundant, our online grants portal. Foundant 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 have applied for HumanitiesDC funding via Foundant before, please DO NOT create a new account. Instead, log into Foundant with your existing account, with your email address serving as your username. Please contact programs@humanitiesdc.org if you need help accessing your account.

Applicants will receive a confirmation email when their proposals are successfully submitted. Applicants should contact HumanitiesDC immediately if they encounter any technical issues or if they do not receive a confirmation email.

HumanitiesDC reserves the right to change or rescind grant opportunities if we do not receive sufficient funds and/or if other unexpected situations occur. HumanitiesDC may accept or deny all applications submitted for funding if that is determined to be in the best interest of the organization.

Application Review Process:

- HumanitiesDC staff review all submitted applications for eligibility. Ineligible applicants are notified immediately and are allowed to appeal our decision.
- Eligible applications are reviewed by a panel comprised of HumanitiesDC staff, board members, and at least one community member.
- 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 four weeks after the application deadline. Fellowship agreements are certified in Foundant, and awards are disbursed via direct deposit. Recipients are required to submit a W-9 form prior to disbursement. Disbursements are made monthly, in equal amounts, except for the final payment, which will be made upon successful closeout of the Fellowship.

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:

The required interim and final reports are submitted through Foundant.

- The interim report will be due in August 2024, and will include a summary of progress towards goals.
- The final report will be due 90 days after the end of the Fellowship. It includes a description of Fellowship activities, the outcomes that were achieved, and an explanation of how the funds were used.
- The Fellowship is successfully closed once staff approved the final report. The final payment will be disbursed after the Fellowship is closed out.