2024 Capacity Building Grant

Humanities DC

Review Process

HumanitiesDC engages external grant reviewers to decide how our funding is allocated. 100% of HumanitiesDC's grant reviewers are community-based humanities experts who apply to join our process each year. Reviewers thoroughly evaluate up to 15 proposals over 2-3 weeks and participate in approximately 5 hours of meetings. Reviewers receive a $250 honorarium for each cycle they complete. (You can learn more about our review process here.)

Review criteria and weighting information is included above each relevant section of the application below.

Applicant Information

Applicant Location*

Please indicate the Washington, DC Ward in which you are based. Eligibility is restricted to applicants with a Washington, DC address.

Choices

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

How did you learn about this grant opportunity?*

Choices

Email
Friends/colleagues
HumanitiesDC newsletter
HumanitiesDC social media
HumanitiesDC website
Other

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

Character Limit: 100

Organization Profile

Organization Profile (50% of total score)

- *The applicant organization has an explicit mission and track record in the humanities in DC.*
- *The applicant clearly defines and demonstrates an understanding of their core audience.*
- *The applicant's programming is responsive to the needs and desires of its core audience.*
- *They describe how they define and measure success and demonstrate that their programming has been successful.*
- *The Project Director has the experience and expertise necessary to bring the project to completion.*
- *Other team members and collaborators are clearly identified and explained as necessary.*

Humanities Discipline*

Which of the following humanities disciplines does your organization primarily employ to further its mission? You will have an opportunity to explain secondary disciplines below.

Choices

Anthropology
Archaeology
Art History/Criticism
Comparative Religion
Ethics
History
Jurisprudence
Language
Linguistics
Literature
Philosophy
Preservation

Mission and Programming*

Describe the following, ensuring that you respond to each element of the review criteria:

- Your mission and core audience.
- Your current and planned programs, projects, or initiatives.
- How you define success, and how you determine whether you are successful
- How you make decisions about new programming, and whether to continue or retire existing programming.

You may attach samples of your work and other relevant supporting material.
Character Limit: 3000 | File Size Limit: 25 MB

Annual Budget*

Please enter your organization's budget for the previous fiscal year. *(Note that organizations with budgets of more than $2 Million are not eligible for funding.)*

Character Limit: 20

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.

Character Limit: 5

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.

Character Limit: 15

Target Audience Demographic Information
Your responses to the following demographic questions will help HumanitiesDC understand who we are reaching through our grantmaking.

Ward(s) Served*

Please indicate which Washington, DC Wards that <u>primarily</u> benefit from the organization's work. You can select more than one Ward.

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

Age*

What is the age range of your organization's target audience? (Select all that apply)

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

65+

Race and Ethnicity of Organization's Target Audience*

Please select all that apply.

Choices

General Population
American Indian, Alaska Native, or Indigenous
Asian or Asian American
Black, African, or African American
Hispanic, Latino/a/x, or Latin American
Middle Eastern or North African
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 above, please specify here.

Character Limit: 100

Project Director Name*

Character Limit: 250

Will this person be the primary contact for the grant?

Choices

Yes
No

Project Director Address*

Character Limit: 250

Project Director City*

Character Limit: 250

Project Director State*

Character Limit: 250

Project Director Postal Code*

Character Limit: 250

Project Director Email*

Character Limit: 254

Project Director Phone Number*
Character Limit: 250

Project Director Resume*
File Size Limit: 2 MB

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 (up to 5 MB).
Character Limit: 1000 | File Size Limit: 5 MB

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.
Character Limit: 2000

Community Outreach, Access, and Inclusion

Community Outreach, Access, and Inclusion (20% of total score)
- *The applicant clearly defines and demonstrates an understanding of the community they serve.*
- *The applicant has programming and services that are inclusive and accessible. This includes, but isn't limited to, financial, geographic, demographic, cultural, and physical inclusion and accessibility.*
- *The applicant has leadership and staff that represent its core audience and the community it serves, or the applicant describes a reasonable plan for doing so.*
- *The applicant describes effective methods to reach and engage its target community.*

Community Outreach, Access, and Inclusion*
Describe the following, ensuring that you respond to each element of the review criteria:
- The community that you serve
- How your programming is inclusive of and accessible to the community you serve
- Your leadership and staff
- How you reach and engage your target community

Character Limit: 3000

Project Narrative

Project depiction, feasibility, timeline, and goals (20% 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.*

- *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 how the project will contribute to the organization's capacity to achieve their mission.*

Project Name*

Name of Project

Character Limit: 100

Amount Requested*

Amount Requested (Up to $25,000)

Character Limit: 20

Project Type*

Your project is a (select all that apply):

Choices

Capacity Building Project

Description of Activities*

Provide a detailed description of the proposed capacity building project that would be funded by this grant, as well as those activities not directly funded by but still made possible because of this grant.

Character Limit: 3000

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 prescribed timeframe.

Character Limit: 2000

You may upload a visual representation of your timeline.

File Size Limit: 2 MB

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? Specifically, how will you know whether this funding expanded your organization's capacity to achieve its mission? Identify any data

collection and feedback methods you will use, such as surveys, focus groups, tracking attendance, web traffic, etc.

Character Limit: 2000

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 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." Any expenditures listed as "Other" in the Budget Table **must** be specified in the Budget Narrative.

CATEGORY	HumanitiesDC Grant Funds	Cost Share (you may list other sources of funding here, not required)
Honoraria		
Salary/wages		
Travel		

Supplies		
Publicity, promotion, printing		
Facilities rental		
Evaluation		
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.

Character Limit: 3000

Financial Statement*

Please provide the organization's most recent audited financial statement. If the organization does not conduct an annual audit, please provide the organization's most recent annual financial statement.

File Size Limit: 25 MB

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
- letters of commitment from proposed collaborators
- resumes of project team members

- site agreements or contracts with vendors
- other planning documents

Character Limit: 4000 | File Size Limit: 25 MB

Appendix 2
You may upload additional supporting documents here.

File Size Limit: 3 MB

Appendix 3
You may upload additional supporting documents here.

File Size Limit: 3 MB

Appendix 4
You may upload additional supporting documents here.

File Size Limit: 3 MB

Appendix 5
You may upload additional supporting documents here.

File Size Limit: 3 MB

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 or the District of Columbia government represent that this link leads to the latest version of the subject law.

Also note that your responses will be used 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.
Character Limit: 3000

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/program modification that ensures access in a barrier-free environment, when needed.

Character Limit: 3000

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.

Character Limit: 3000

Legal Compliance, Certification, and Signature

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).

The entered name also certifies the sponsoring organization or individual applicant is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal

assistance programs in violation of the regulations implementing Executive Order 12549 "Debarment and Suspension."

Please Note: By entering data into the next three (3) fields calling for insertion of your Name, Title, and Date, you are:

1. representing that you are an officer or other agent for the applicant Grantee duly authorized to enter into legally binding agreements on behalf of the Grantee
2. agreeing to submit this grant application in an electronic form on behalf of the Grantee which shall be bound by its contents as an electronic transaction
3. agreeing that your insertion of data into these following fields constitutes an electronic signature.

Authorized Signature*
Character Limit: 100

Title*
Character Limit: 100

Date*
Character Limit: 100