HumanitiesDC

HISTORY
LITERATURE
LANGUAGES
ETHICS
PHILOSOPHY
ARTS APPRECIATION

CAPACITY BUILDING GRANT WORKSHOP – MARCH 2024

Outline

- Intro to HumanitiesDC
- Capacity Building Grant Program:
  - → Purpose
  - → Details and requirements
- Brief introductions to you and your projects
- Components of a successful application & common issues
- Reviewing the application
- Q&A

Who We Are

Leah Gage
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- Oversees HumanitiesDC's grants portfolios;
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- Oversees HumanitiesDC's Community Grants and Public Programs

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HumanitiesDC
What we do

We are the nation's capital. We are also a vibrant city full of curious people with big questions, bright ideas, and unique experiences to share. HumanitiesDC creates spaces for the DC public to explore DC's deep and evolving history, to navigate DC's complexities, and preserve its authenticity. We do this through:

Public programs partner w/ storytellers and experts →

Community grants to support local experts, community members, educators and fund their work in DC. $1M in 2024 across 6 grant programs, 62 grants

Fellowships

DC Oral History Collaborative

Culture Series

Porchtales Podcast

Community Journalism

CAPACITY BUILDING

COMMUNITY CULTURE & HERITAGE PROJECTS

DC ORAL HISTORY COLLABORATIVE

DC ORAL HISTORY BEYOND THE ARCHIVE

VISIONS – PROJECTS + EVENTS

YOUTH IN THE HUMANITIES

What are the Humanities?

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.

The humanities are a compass for interpreting what humans make and exploring what makes us human.

Humanities disciplines provide a framework for navigating complex questions and preserving authenticity and culture.

NEH Definition: *"the term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."*

Capacity Building
Grant Program

- Provides funds to strengthen the capacity and sustainability of humanities-focused nonprofits to advance their mission and serve communities across DC

- Supports organizations to be better positioned to produce high-quality humanities work in the District

- Applicant organizations must identify a specific capacity building projects

Examples include: updating technology, website redesign, communications and branding work, or developing a volunteer plan

Grant Details & Eligibility

- Up to $25,000

- Grant period: July 1, 2024 to April 30, 2025

- Applications due May 1, 2024 at 5:59 pm

- Open to DC-based non-profit organizations with a proven track record of working in the humanities

- Budget of $2M or less

- Not open to individuals or fiscal sponsors

- Approximately 6 awards available in 2024. In 2023, 15% of eligible applications received funding.

Are we a humanities organization?

- How does the organization use the humanities to help your target audience explore and navigate their place in the community?

- How do your organization's primary activities help to build connections, answer questions, and tell stories about Washington, DC and its residents?

- Does the work you do help to ask or answer big questions that help DC residents understand their world and expand critical thinking skills?

- Does the work you do make connections or build empathy across communities?

- Does the work you do help to document contributions to a humanities discipline?

Applicant Requirements

- Proof of non-profit status and valid EIN
- Registered in Washington, DC with a physical DC address
- UEI number registered with SAM.gov
- Must be in good standing with HumanitiesDC
- May only apply to one opportunity this cycle (applicants may receive Cycle I funding)
- Budget of $2 million or less

Grantee Requirements

- Grantees submit 2 reports:
  Interim report due November 15, 2024
  Final report due May 30, 2025

- Final report includes documentation of all grant expenditures and project evaluation

Allowable/Unallowable Expenses

The grant can fund…

- Salaries
- Consulting fees
- Rent
- Utilities
- Information technology
- Administrative fees

The grant cannot fund…

- Food, refreshments, hospitality or parties
- Tuition and scholarships
- Debt reduction
- Re-granting
- Funding to foreign or domestic government agencies

2023 Capacity Building Grantees

Corazón Folklórico received funds to help upgrade the organization's information technology, including implementing Slack, Jotform, and other software.

DC Arts and Humanities Education Collaborative received funds to upgrade their website and customer relationship management system

ARTS & HUMANITIES EDUCATION COLLABORATIVE

Opportunity for intros and Q & A

Weighted Review Criteria

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.

Weighted Review Criteria (cont'd)

Community Outreach, Access, and Inclusion (20%)

- 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's 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.

Weighted Review Criteria (cont'd)

Project depiction, feasibility, timeline, & goals (20% of score)
- The applicant has provided a clear and detailed description of the proposed project. It is clear how this project will advance the organization's capacity to achieve its mission.
- 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.

Budget (10% of total score)
- 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.)

Application questions to review

[Link to Foundant Instructions for creating an account](#)

- Humanities discipline

- **Mission and Programming:** a detailed response that includes:
  o organization's mission
  o core audience
  o current and planned programs and initiatives
  o how the organization makes decisions about programming
  o how the organization defines and measures success

- Project Director

- Team and collaborators

- **Community Outreach, Access, and Inclusion:** a detailed response that covers:
  o the community you serve and how you ensure that you are reaching them
  o how your org is inclusive of and accessible to the community you serve
  o how your leadership and staff reflect this community

Application questions to review

- **Description of Activities**: detailed description of the proposed capacity building project

- **Timeline**: relevant dates and milestones demonstrating that your project will be completed within the grant period

- **Measuring success:** how will you know your project has enhanced your organization's capacity, and how will you measure that achievement?

- **Budget Narrative**: a description of how the funds will support your organization, though projects need not be identified

Components of Successful Applications

- Humanities focus is clear and well-explained; organization identifies a humanities discipline that is central to the mission; the organization has a proven track-record of work in the humanities in DC
- Detailed and clear responses that address each aspect of the question
- Capacity building project is well-defined; it is apparent how this project will build the organization's capacity to carry out it's mission
- Timeline is feasible and within the prescribed grant period
- Thoughtful response to how you will measure success
- Budget clearly corresponds to the defined project, expenses are explained in the budget narrative

Common Application Issues

- Applicant does not provide sufficient detail in written responses
- Applicant does not read the RFP or application questions ahead of time
- Applicant waits until last minute to submit in Foundant

Opportunity for Q & A

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