

2025 Oral History Interviewing - DCOHC 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.

Note: This grant is for the collection and archiving of oral history interviews, not for projects that make use of oral history interviews such as documentary films, publications, exhibits, or similar projects. To apply for funding for public humanities projects that use existing oral history collections, use the "Beyond the Archives" application available through the grants portal dashboard. If you have any questions about this, contact Leah Gage at lgage@humanitiesdc.org.

Applicant Information

Applicant Type*

If you are an individual applying via a fiscal sponsor, select "Organization."

Choices

Individual

Organization

Applicant Location*

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

DCOHC Workshop
Email
Friends/colleagues
HumanitiesDC newsletter
HumanitiesDC social media
HumanitiesDC website
Through Kristy Li Puma
Other

If you selected "Email" or "Other," specify here:

Character Limit: 100

Previous HumanitiesDC Grant Experience

If you have previously received funding from HumanitiesDC, share information about your past funded project(s) and how you utilized HumanitiesDC grant funds.

Character Limit: 10000

Organization Applicant Information

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.

Organization Profile*

In this section, 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

Character Limit: 2000

Annual Budget*

Enter your organization's budget for the previous fiscal year.

Character Limit: 20

Number of Full-time Employees*

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

Is this organization serving as the fiscal sponsor for an organization/individual?*

Individuals and community 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 of this 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 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.

Choices

Yes

No

Individual Applicant Information

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.

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, submit two other proofs of age and residency.

File Size Limit: 5 MB

Fiscal Sponsorship Information

Sponsored Organization/Individual Name

If you are serving as a fiscal sponsor, state the name of the organization or individual you are sponsoring (also known in this application as the "sponsored organization/individual").

You are hereby confirming that you have formally agreed with the sponsored organization/individual to serve as their sponsor.

Character Limit: 50

Sponsored Organization/Individual Address

If you are serving as a fiscal sponsor, enter the address of the sponsored organization/individual. Note that a DC address is required.

Character Limit: 50

Sponsored Organization/Individual Ward

If you are serving as a fiscal sponsor, select the Ward in which the sponsored organization/individual is based.

Choices

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, provide current proof of age and residency. If DC driver's license or DC residency ID is not available, submit an alternative document for proof of age (i.e., passport) and an alternative proof of residency (i.e. utility bill or bank statement). Combine these documents into one file to upload.

File Size Limit: 5 MB

Fiscal Sponsor Letter of Confirmation*

Include a letter or signed statement from 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 available here: [Fiscal Sponsor Letter Template](#)

File Size Limit: 5 MB

Capacity and Key Personnel

Capacity and Personnel (10% of total score)

Reviewers will consider the following when reviewing this sections of the application:

- *The Project Director has a demonstrated passion to bring the project to completion.*
- *Other team members and collaborators are clearly identified, and the reasoning for their involvement is explained.*

Project Director Name*

Character Limit: 250

Project Director Preferred Pronouns

Character Limit: 20

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 Statement of Interest*

Describe what motivated you to get involved in this topic/project and to apply for this grant. Feel free to mention prior work that is relevant to this project, as well as connections to the topic area.

Character Limit: 3600

Team and Collaborators

If applicable, identify and describe the project team - including other interviewers or partner organizations - who will ensure the success of the project along with the Project Director. The reasoning for their involvement is explained.

Character Limit: 5400

Familiarity with Oral History Interviewing*

All OHI grantees will be **required** to attend a series of oral history training workshops, scheduled for **May 6, 8, and 12, 2025**.

Describe your current familiarity with oral history techniques and best practices. If you have conducted oral history interviews before, describe that project and if you received funds to do it. No previous oral history expertise is required to apply for this grant. The purpose of this question is to provide information to our training facilitators; it is not evaluated by the reviewers.

Character Limit: 3600

Contribution to DC History

Contribution to DC History (25% of total score)

Reviewers will consider the following when reviewing this sections of the application:

- *The preserved stories would be interesting to future researchers, residents and the general public in learning about Washington, DC and its residents. The research topic might be hyperlocal of small in scope, but the interviews tell stories about life in our city.*

Contribution to Washington, DC History*

Describe how your project will contribute to current and future insights about DC's history.

Character Limit: 10000

Project Description

Project Description (35% of total score)

Reviewers will consider the following when reviewing this sections of the application:

- *The scope of the area of interest/research topic is both clear and focused on a particular area*
- *It is clear why oral history is the ideal tool for the exploration of this inquiry*

Project Name*

Name of Project

Character Limit: 100

Project Type*

This project is a (select all that apply):

Choices

Oral History Project

Amount Requested*

You may request up to \$8,000 (plus an additional \$5,000 may be requested for translation of transcripts)

Character Limit: 20

Area of Interest or Research Topic*

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.

Character Limit: 3600

Humanities Discipline*

Which discipline will your project explore? You may list secondary disciplines elsewhere in the application.

Choices

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

Total Estimated Interviews*

All projects must interview at least five (5) people. Approximate the number of interviews you intend to conduct. Keep in mind that each interview must be transcribed and indexed. HumanitiesDC will provide training on how to transcribe and index interviews.

Character Limit: 5

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. Be as detailed as possible. This question is not evaluated by reviewers, just reviewed by HumanitiesDC staff.

Note the grant period is May 1, 2025 – January 31, 2026

Character Limit: 5400

Visual Timeline

You may upload a visual representation of your timeline.

File Size Limit: 2 MB

Do you plan to translate your oral history interview transcripts into another language?*

If your oral history interviews 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 transcripts into a language that will make them more accessible to the communities they represent.

Choices

Yes

No

Translation Enhancement Questions

List the language(s) that you will translate your oral histories to.*

Character Limit: 250

Translation Request Description*

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

Character Limit: 3600

Community Collaboration

Community Collaboration (30% of total score)

Reviewers will consider the following when reviewing this sections of the application:

- The applicant demonstrates how the project would be strengthened through collaboration and community involvement*
- A recruitment plan for finding narrators is explained, and prospective narrators are identified*
- The applicant notes their own connection to the community, or they describe how they will forge these connections and why they chose this particular community*

Community Connection*

What is your own connection to the community you hope to involve? If you're not in the community yourself, how will you forge connections within it?

Character Limit: 3600

Program Collaboration and Community Involvement*

How will you recruit narrators to be interviewed for your project? Also, how will narrators and their communities be active participants in the development of the project as a whole, beyond providing their stories?

Character Limit: 3600

Community Share Back Session

OHI projects may include a small, semi-private 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, describe your ideas for the event. It is not required to have a share back session. This question is not evaluated by reviewers, just reviewed by HumanitiesDC staff.

Character Limit: 1800

Target Audience Demographic Information

Your responses to the following demographic questions 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)

Choices

General Population

0-17

18-24

25-34

35-44

45-54

55-64

65+

Race and Ethnicity of Target Audience*

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

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," specify here.

Character Limit: 100

Ward(s) Served*

Indicate which Washington, DC Wards will primarily benefit from the project. You can select more than one Ward.

Choices

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

Budget

Budget Table*

- The Budget Table must be filled out and submitted as part of the application. 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. Matching funds are not required for this grant.
- Notes or supporting information about the budget is 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 (paid to narrators or community participants)		
Salary/wages (paid to project team members)		

Travel		
Supplies		
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 above 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. This question is not evaluated by reviewers, just reviewed by HumanitiesDC staff.

Character Limit: 3600

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

Character Limit: 10000 | 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.

Your responses below will be used to ensure compliance and will not reviewed or scored by the review panel.

Accessibility Plans*

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.

Character Limit: 3600

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: 3600

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: 3600

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 Proposal 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."

For projects that utilize a fiscal sponsor, ensure that a representative of the fiscal sponsor organization signs below.

By entering data into the next three 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