2025 Visions - Projects & Events 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 Type*

If you are an individual applying via a fiscal sponsor, select "Organization." Note this grant opportunity is only available to organizations.

Choices

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

Email
Friends/colleagues
HumanitiesDC newsletter
HumanitiesDC social media

HumanitiesDC website
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: 1800

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 official Mission Statement

- A brief history of the organization and its founding

- How this project will support the organization's mission and goals

Character Limit: 3600

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. If the fiscal sponsor does not have an account, an authorized official from the fiscal sponsor organization must create one.

Choices
Yes
No

Fiscal Sponsor 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").

Character Limit: 50

Sponsored Organization/Individual Address*

If you are serving as a fiscal sponsor, enter the address of the sponsored organization/individual. 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*

Upload 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 Personnel

Capacity and Personnel (30% of total score)
Reviewers will consider the following when reviewing this section of the application:

- *The Project Director is capable of directing the project, as demonstrated by experience and how their role is defined*

- *The Humanities Scholar or Community Expert has relevant qualifications for the proposed project, and their role is clearly defined and lends legitimacy or intellectual authority to the project.*

- *Other team members and collaborators are clearly identified and explained as necessary.*

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 Resume*
File Size Limit: 2 MB

Project Director Description*
Briefly explain why the proposed Project Director is well-equipped to manage this project. Feel free to mention prior work that is relevant to this current project, as well as connections to the topic area. You are also invited to attach examples to demonstrate past work experience.

Character Limit: 3600 | File Size Limit: 5 MB

Team and Collaborators*
If applicable, 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. If the project director will not serve as the primary contact, specify who will serve in that role.

Character Limit: 5400

Humanities Scholar/Community Expert
Your project must include a scholar or expert to contribute their expertise in humanities content and methods to the project design, implementation, and/or evaluation. Humanities scholars may have formal training and academic experience in the humanities, and/or lived experience through their personal or community heritage as a culture bearer, public practitioner, or community historian.

Humanities Scholar/Community Expert Name*
Character Limit: 100

Humanities Scholar Preferred Pronouns
Character Limit: 20

Humanities Scholar/Community Expert Professional Affiliation
Character Limit: 100

Humanities Scholar/Community Expert Mailing Address*
Character Limit: 1000

Humanities Scholar/Community Expert Email*

Character Limit: 100

Humanities Scholar/Community Expert Phone*

Character Limit: 100

Humanities Scholar/Community Expert Resume*

File Size Limit: 3 MB

Humanities Scholar/Community Expert*

Describe your humanities scholar/expert's qualifications. Discuss how your humanities scholar/expert will help shape and lend intellectual authority to the project every step of the way - from research to execution, making references to specific points on the project timeline when possible.

Character Limit: 3600

Project Description, Feasibility, and Timeline

Project Description, Feasibility, and Timeline (30% 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 and its activities.*

- *The timeline is within the grant period and is feasible.*

- *The project has a thematic connection to Washington, DC and is accessible to the public.*

- *There is a clear connection to the humanities.*

- *Achievable goals or impacts are described, and the applicant has a clear plan for assessing the project's success.*

Project Name*

Name of Project

Character Limit: 100

Amount Requested*

Amount Requested (Up to $25,000)

Character Limit: 20

Humanities Discipline*

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

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

Project Type*
This project is a (select all that apply):

Choices
Conference
Documentary Film
Event
Festival
Gathering
Meeting
Multimedia, including short videos or podcasts
Research/Publication
Other

If you selected "Other" above, briefly describe the type of project you are proposing.
Character Limit: 250

Project Summary*
Provide a brief summary of the project that answers the questions: who, what, where, when and how. This description might be used for external purposes. You will have the opportunity to describe your project in detail elsewhere in the application.

Character Limit: 750

Description of Activities*
Provide a detailed description of the proposed grant-funded activities, as well as those activities not directly funded by but still made possible because of this grant. If your project focuses on telling the story of an individual or community, how will you ensure that you have the subjects' permission and support through completion of the project?

Character Limit: 5400

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 (May 1, 2025 to April 30, 2026). Be as detailed as possible.

Character Limit: 5400

You may upload a visual representation of your timeline.

File Size Limit: 2 MB

Connection to the Humanities*

Describe how your project will connect to and utilize the humanities discipline(s) you selected above. In your response, consider the following questions (you do not need to address all of them):

- How will you use the humanities to support DC residents' efforts to explore and navigate the history, culture, relationships and topics that shape our community?

- Why did you choose to explore these humanities disciplines?

- How do the humanities help you or your project ask or answer big questions that help us understand our world?

- How do the humanities enable your project to make connections or build empathy across communities?

- How will the humanities allow your project to challenge assumptions about DC or its residents?

- Additional connections or contributions to the discipline

Character Limit: 5400

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? Identify any data collection and feedback methods you will use, such as: surveys, focus groups, tracking attendance, etc.

Character Limit: 3600

Documentaries

Documentary Film Project Description*

Provide a synopsis of the specific story your project will tell and why this story is important. Note how many minutes/hours long you expect your film to be.

Character Limit: 3600

Film Availability*

Describe how you will ensure that the completed film is available for non-commercial, educational use. Include any film screenings, focus groups, or other film-related programming, and how you will evaluate the public programming.

Character Limit: 3600

Film Reel

If you want to share a reel of any prior work that demonstrates your experience-level and expertise, you may provide a URL and/or uploaded reel.

Character Limit: 3600 | File Size Limit: 5 MB

Community Collaboration and Public Engagement

Community Collaboration & Public Engagement (30% of total score)
Reviewers will consider the following when scoring this section of the application:

- *The applicant demonstrates the project's significance to the DC community.*

- *The applicant has demonstrated how the project would be strengthened through collaboration and public engagement.*

- *There is a clear and effective plan for reaching and engaging the project's targeted audience.*

- *The project will be inclusive, diverse, equitable, and accessible (defined broadly to include financial, geographic, demographic, cultural and developmental accessibility); if a project is geared more for a particular demographic rather than the general public, this reasoning is clearly explained.*

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 or African American
Hispanic, Latino/a/e/x, or Latin American
Multiracial or Multiethnic
Native Hawaiian or Pacific Islander
White
Race or ethnicity not included above
Prefer not to answer

If you selected "Race or ethnicity not included above," specify here.
Character Limit: 100

Ward(s) Served*
Indicate which Washington, DC Wards will <u>primarily</u> 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

Significance to the DC Community*
Briefly describe the reasons this project is necessary to the public humanities landscape of DC. Consider whether your project uncovers an untold story, takes a unique or innovative approach, engages an underserved or unrepresented community, or other relevant aspects of your project that are important to showcase.

Character Limit: 3600

Program Collaboration and Community Involvement*
Explain how your project will be strengthened through collaboration and community involvement. Include a description of organizational partners and the role they will play in the promotion, development, funding, and other aspects of the project. Describe how the project will solicit community input during the planning and other stages.

Character Limit: 3600

Outreach Strategy and Community Engagement*

Describe the communities that are your target audience, how you will make them aware of your project, and how you will engage them. Projects funded by HumanitiesDC must be inclusive, diverse, equitable, and accessible to the public, and include some portion of free or affordable programming. If you are proposing a festival/event/conference/meeting/gathering, describe how you will ensure it is accessible to the public, including ticket pricing/discounts, location(s), and special accommodations.

Character Limit: 3600

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. 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 are 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: 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
- resumes of project team members
- site agreements or contracts with vendors
- other planning documents

Application   Humanities DC

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. 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: 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 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."

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 (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