HISTORY
LITERATURE
LANGUAGES
ETHICS
PHILOSOPHY
ARTS APPRECIATION

HumanitiesDC

Continuing Oral History Projects – DCOHC Workshop: March 2025

Outline

- HumanitiesDC and room introductions
- DC Oral History Collaborative (DCOHC) refresher
- *Continuing Oral History Projects* grant overview and past examples
- Grant specifics
- Application questions
- Review process

- Q&As throughout!

Who We Are

Hillary Steen
Community Grants Manager

- Oversees HumanitiesDC's grants portfolios
- Main point of contact for COHP grant-related questions

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- Oversees HumanitiesDC's Community Grants and Public Programs

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Who You Are

- Name
- Organization Affiliation (if any)
- Tell us a little about the project you're considering
  - Why do you want to continue?

What We Do

At HumanitiesDC, we connect curious people with bold questions to the powerful stories of our vibrant city. We help build a community where all can engage in intellectual exchange, reflect on our connected stories and celebrate our various cultures.

- Public Programs – Community Journalism, Culture Series, DC Oral History Collaborative (DCOHC), Fellowships

- Community Grants - $1M to 60+ grantees across 8 wards

Applications are due May 1, 2025 at 5:59 pm!

Continuing Oral History Interviews Grant $8k - 13k

General Operating Support Grant $25k

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

They help us understand...
- ❖ Our past, through history, anthropology, & archaeology
- ❖ Our story's public expressions, through literature, language, and art history/theory/criticism
- ❖ Our story's meaning, through ethics, philosophy, comparative religion, and the law

Link to the National Endowment for the Humanities Definition

DC Oral History Collaborative Grants

The DC Oral History Collaborative (DCOHC) is a partnership between HumanitiesDC and the DC Public Library (DCPL). It was created in 2017 as a city-wide initiative aimed at documenting and preserving the history of Washington's residents and communities through oral history via grantmaking, training, and public projects. HumanitiesDC DCOHC grantees are considered members of the Collaborative!

3 DCOHC grant opportunities:
- Oral History Interviewing (Cycle I)
- Beyond the Archives (Cycle I)
- Continuing Oral History Projects (Cycle II)

Continuing Oral History Projects – DCOHC

- Previously called *DC Oral History Collaborative Extension Grant*

- Eligibility: DC-based individuals, community groups, nonprofit organizations that *completed an already-funded oral history project* with HumanitiesDC between 2017-2024

- Maximum Award: $8,000 (plus an additional $5,000 may be requested for translation of transcripts)

- Project Period: July 1, 2025 – March 31, 2026

- Projects that explore DC life, history, and culture through interviews with the people who have lived it

- Grantees will work with staff and consultants throughout the course of their projects

- Final deliverables required: media files, transcripts, indexes, release forms, and metadata for each interview. These are ultimately housed in the People's Archive at the DC Public Library.

- Applications are due May 1, 2025, RFP

Continuing Oral History Projects
Project Example

Creating Space and Opportunities: DC Black Owned/Managed Art Galleries and Spaces is a project with Claude L. Elliott, building on oral history interviews that he first collected in 2021, focusing on the challenges faced by Black artists forging careers between the 1970s and 1990s and the vitality of Black art spaces as an important sector of DC's cultural and entrepreneurial landscape.

Grant Requirements

- Interview at least 5 new people over the project period

- Interim report: due November 15, 2025, includes explanation of funds spent and brief overview of progress to date.

  o Before this report deadline, all grantees will have one-on-one meetings with the Community Grants Manager and DCOHC Senior Manager to discuss projects. Additional check-in meetings may be scheduled for later in the project period.

Grant Requirements, Con't

- Deliverables: due April 30, 2026, which is 30 days after the end of the grant period. Prepared in TheirStory, housed in the People's Archive at DCPL.

    - Media files

    - Transcripts - word-by-word text of interview

    - Indexes - time-coded summary of different segments

    - Metadata - information such as date, place, names, length, etc.

    - Release forms – assigns copyright to DCPL (narrator keeps non-exclusive right to copy, use, and publish interview) and allows interviews to be publicly available

- Final report: also due April 30, 2026. Report includes explanation of funds spent, documentation of all expenditures, and project evaluation.

Fiscal Sponsorship

- Individuals or community groups without 501(c)3 non-profit status <u>may</u> apply through a 501(c)3 non-profit organization that serves as a fiscal sponsor

- Fiscal sponsors assume all financial and legal obligations:
  - Application submission
  - Funding acceptance
  - Interim and final report submissions

- No more than 10% of the grant award may be used to pay a fiscal sponsor

- Applicants applying through fiscal sponsors must use the fiscal sponsor's organization account within our grants portal

- Eligibility requirements noted in RFP still apply to the fiscal sponsors

Allowable/Unallowable Costs

The grant program CAN fund:

- Recording equipment

- Transcription

- Translation (extra funds available)

- Virtual recording platforms

- Space rental

- Honoraria/Stipends

- Salaries/Wages

- Project transportation

- Project publicity and promotion

The grant program CANNOT fund:

- Any non-program-related costs

- General office supplies

- Rent, overhead/indirect, utilities, restoration

- Food and beverages/entertainment/social activities/fundraisers

- Tuition and scholarships

- Debt reduction

- Re-granting

- Funding to government agencies

- Interpretive works like films, books, exhibits etc. Grantees interested in these types of projects should apply for a *Beyond the Archives* in the future.

Time Commitment

Past grantees have indicated an approximate range of **20-50 hours per oral history interview:**

- Attending trainings, conducting research and pre-interviews, scheduling and conducting interviews, editing transcripts, seeking narrator approval of transcripts, producing indexes, producing metadata, and administering the grant

We provide extensive assistance throughout the project!

After You Put Deliverables in TheirStory

1. HumanitiesDC sends deliverables to DCPL

2. DCPL performs quality control on required deliverables (spellcheck, formatting, etc.)

3. DCPL imports everything into the People's Archive Digital Repository (DigDC)

4. Everything is published, publicly available, and easy-to-find!

Q&A Break

Weighted Review Criteria

<u>Capacity and Personnel</u> - 10%

The Project Director has the necessary passion to bring the project to completion. If there are other team members and/or collaborators, they are clearly identified and their involvement is explained. If one person is involved in different aspects of the project such as planning, development, and/or implementation, then their role is explained.

<u>Contribution to DC History</u> - 15%

These preserved stories would be interesting to future researchers, residents, and the general public in learning about Washington, DC and its residents. The research topic can be hyperlocal and have a defined, narrow focus provided that the proposed interviews will tell stories about life in Washington, DC.

Weighted Review Criteria, Con't

<u>Project Description, Feasibility, and Timeline</u> - 40%
The scope of the area of interest/research topic is both clear and focused on a particular area. The applicant clearly describes why they want to conduct and archive additional interviews. The timeline is within the grant period and feasible.

<u>Community Collaboration</u> - 25%
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.

<u>Budget</u> - 10%
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.)

Key Application Questions

Grants portal instructions: do not create a new account

Applicant Information
- Fiscal sponsors submit application on behalf of sponsored entity (and sign submitted application)
  - If you'd like a fiscal sponsor for this grant but didn't in original application (or vice versa), talk with Hillary
- Organizational info or proof of DC residency

Capacity and Key Personnel
- Write about your passion as the project director! Why do you want to do this project? Project director is the driver of the project activities and usually the point of contact.
- Don't necessarily need team members, but most projects benefit from this (so project director doesn't do everything themselves, community buy-in, etc.)
- Don't have to work with same team members as before

Contribution to DC History
- What makes your project interesting?

Key Application Questions, Con't

Project Description, Feasibility, and Timeline

- Clear research topic/area of interest
- Why do you want to continue the original project?
- HumanitiesDC funds can ONLY be spent during project period: July 1, 2025 – March 31, 2026. Remember ~20-50 hours per interview.
- Translation funds available for transcriptions (why would this be helpful?)

Community Collaboration

- Thoughtful about narrator recruitment
- Community members ideally should be involved in project beyond just being interviewed (connect project director to other narrators, general outreach, location scouting, etc.)
- Shareback session is optional and should be small and semi-private

Key Application Questions, Con't

Budget
- Explain each budget category by line item, provide equations as needed for more complicated calculations (like salaries), think of how you want to record interviews and where they'd take place
- Budget is a plan! Can redirect funds as project progresses
- If you're requesting the maximum funding amount ($8,000, not including translation enhancement): HDC assumes that all Continuing applicants already have the necessary equipment, etc., that was purchased with the original grant funds, and so less funding would be needed now. Can still request the full $8,000, but explain why.

Accessibility Section
- Required if organization has 15+ staff members

Successful Applications

- Clear and detailed research question
- Compelling contribution to DC history
- Explanation as to why oral history is the best format for project
- Ideas/explanations about how to connect with community, including narrator recruitment
- Project director's passion shines through
- Personnel roles are defined
- Only request funding for collecting and archiving new oral history interviews. Can budget a small portion of funds to host a small event to share the collected oral history interviews with narrators, but this grant is not for hosting public events, creating podcasts, or editing videos.
- Applicant understands that reviewers likely won't know about original project
- DETAILED

Common Application Issues

- Project scope is too broad
- No explanation of importance to DC history or why oral history is the best format
- Unclear description of community involvement and/or narrator selection
- Looks like application was written in a rush
- Assumes reviewers understand the project well
- NOT DETAILED

Q&A Break

Application Review Process

- All submitted applications reviewed by HumanitiesDC staff for eligibility

- Eligible applications reviewed by reviewers - community members with strong ties to humanities in DC

  - Reviewers score applications based on review criteria (available in RFP and application)

- Staff review of highly-scored applicants (i.e. likely grantees)

- HumanitiesDC's Board affirms review process was followed

- All eligible applicants receive funding decisions approximately eight weeks after application deadline

- Grantees receive funds approximately two weeks after notification

- Interested in reviewing applications? Check out our website! You may be both an applicant and a grant reviewer, but you would not review applications for the same grant program you apply to.

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