2026 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 $125 honorarium for each cycle they complete.(You can learn more about our review process here.)

Eligible applicants will be notified of funding decisions approximately 10 weeks after the application deadline.

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

Reviewers do not see the contact information of personnel, proof of age/residency for sponsored entities, or the fiscal sponsor letter of confirmation. They also do not see responses in the *ADA Compliance* section.

Note: **This grant is for collecting and archiving 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, consider the "Beyond the Archives" grant that will be available in Cycle II. 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
HumanitiesDC newsletter/email
Friends/colleagues or word of mouth
HumanitiesDC social media
HumanitiesDC website
Other organization's newsletter/email
Eventbrite
Other (please specify)

If you selected "Other" above, please specify
Character Limit: 100

Previous HumanitiesDC Grant Experience (optional)
If you have previously received funding from HumanitiesDC, share information about the previously funded project(s), including how HumanitiesDC grant funds were utilized. This information is not shared with reviewers and will have no impact on the application score.
Character Limit: 3000

Organizational 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: 3600

"Foreign" Entity Registration (if applicable)

If your organization is a "foreign" entity (incorporated in another state outside of DC), upload the DC registration here. If your organization is incorporated in DC, you do not have to upload anything here.

File Size Limit: 5 MB

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. Organizational applicants with 15 or more employees and/or are 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

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 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 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").

Please note that the sponsored organization/individual must meet all eligibility requirements noted in this RFP - except for the 501(c)(3) requirement. For example, sponsored entities must be located in DC and cannot owe taxes to the DC government.

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*

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: <u>Fiscal Sponsor Letter Template</u>

File Size Limit: 5 MB

Project Description

Project Description (35% of total score)
Reviewers will consider the following when reviewing this sections of the application:

- *The interest area is focused and specific about what the applicant hopes to learn from narrators' memories and reflections on the past.*

- *The applicant also demonstrates why oral history is the ideal tool for the exploration of this topic.*

Project Name*
Name of Project

Character Limit: 100

Amount Requested*
You may request up to $8,000 (plus an additional $5,000 may be requested to translate transcripts. See RFP for more information about the *Translation Enhancement*.)

Character Limit: 20

Interest Area*
Describe your focused and specific interest area about what you hope to learn from narrators' memories and reflections on the past. Be sure to demonstrate why oral history is the ideal tool for the exploration of this topic.

Character Limit: 2500

Humanities Discipline*
Which humanities discipline(s) will your project explore?

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

Preservation

Total Estimated Interviews*

All projects must include interviews with 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: 3

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, 2026 - January 31, 2027). Be as detailed as possible.

This question is not evaluated by reviewers and will not impact the application score. This information is reviewed by HumanitiesDC staff, and may be revised during the grant period.

Character Limit: 5400

Visual Timeline (optional)

You may upload a visual representation of your timeline.

File Size Limit: 2 MB

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 applicant demonstrates the importance of capturing these preserved stories for future researchers, residents, and the general public. The research topic might be hyperlocal or small in scope, but the interviews provide important human context to the history of DC and its residents.*

Contribution to Washington, DC History*

Describe the importance of preserving these stories for future researchers, residents, and the general public.

Character Limit: 5400

Capacity and Personnel

Capacity and Personnel (10% of total score)
Reviewers will consider the following when reviewing this sections of the application:

- *The Project Director demonstrates their motivation to carry the project to completion. This may be displayed through past experiences, connection to the community of inquiry, any research already completed, or other demonstrated passion for the topic area.*

- *If other team members and collaborators are identified, their involvement is clearly explained.*

- *An individual's role in different aspects of the project's planning, development, and/or implementation is explained.*

Project Director Name*
Character Limit: 250

Project Director Preferred Pronouns (optional)
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 (optional)
File Size Limit: 2 MB

Project Director Motivation and Description*

Describe what motivated the project director to carry the project to completion. Feel free to mention past experiences, connection to the community of inquiry, any research already completed, or other demonstrated passion for the topic area.

Also, explain the project director's role, which may include involvement in the project's planning, development, and/or implementation.

Character Limit: 3600

Team Members and Collaborators

If applicable, describe the other team members who will ensure the success of the project along with the Project Director. Identify each team member by name and title and describe the role each person will play. The roles may include involvement in a project's planning, development, and/or implementation.

Also, if the project director will not serve as the primary contact for HumanitiesDC, specify who will serve in that role.

Character Limit: 5400

Familiarity with Oral History Interviewing*

All grantees will be **required** to attend a series of oral history training workshops, scheduled for **May 4, 11, and 18, 2026.**

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

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.*

- *If they are not already connected, the applicant describes why they chose to interview members of this particular community and how they will build these connections.*

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

Community Involvement and Recruitment*

Explain how your project will involve community collaboration and/or involvement. Ideally, potential narrators and their communities should actively participate in the project as a whole, beyond just providing their stories.

Also, explain your recruitment plan for finding narrators. You do not have to list individuals by name at this stage.

Character Limit: 3600

Community Connection*

Describe the project director and/or team members' connections to the involved community. If you're not currently connected to this community, explain why you chose to interview members of this community, and how you will build connections with them.

Character Limit: 3600

In what language(s) will interviews be conducted?*

Choices
English
A language other than English

Translation Enhancement Funds - Do you plan to translate your transcripts into another language?*

A limited pool of funds ($5,000) is available for translating oral history transcripts. The People's Archive ONLY accepts English language oral history transcripts, so interviews that need to be translated into English have priority for these funds. However, applicants may also request the enhancement to translate English transcripts into a language to make them more accessible to the narrators' communities.

Choices
Yes
No

Translation Enhancement Funds - Information

Since you hope to interview narrators in a language other than English, you are eligible to receive the $5,000 *Translation Enhancement* for your project. The People's Archive REQUIRES that transcripts are submitted in English for archival purposes, and the enhancement provides more funding specifically for this purpose.

If your project is chosen for funding, HumanitiesDC will be in touch about next steps related to the enhancement.

Translation Enhancement Funds - Questions

List the language(s) you plan to translate your interviews to.*
Character Limit: 250

Translation Enhancement Explanation*
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

Budget

All questions in this *Budget* section are not reviewed by the community grant reviewers. It is instead reviewed by HumanitiesDC staff, and grantees are allowed to update budgets during the project period if needed. All expenses must add up to the dollar amount noted in the "Amount Requested" question in the *Project Description* section.

Remember that this grant is not for hosting public events, creating podcasts/documentaries, or editing videos. For more information about allowable expenses, refer to the RFP.

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. You do not have to have a dollar amount in every category.

- 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.

- If you want to use HumanitiesDC funds for relevant travel expenses, include that in appropriate budget categories.

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)		
Supplies		
Translation Enhancement (up to $5,000)		
Other (specify in budget narrative)		
TOTAL (automatic)		

Budget Narrative*

Clearly describe how ALL funds that are listed in the Budget Table will be used. Please do not have contingency/unplanned/unexplained expenses in any budget category, including under "Other". Ensure that all expenses are directly tied to the proposed project activities, and that all expenses are allowable. Lump sums and/or calculations are allowed.

Be as specific as possible. Ex) $6,000 is for the Project Director, who will spend x hours on this project to do xyz.

Character Limit: 5400

Community Share Back Session

Grantees may budget a small portion of funds to host a small event to share the collected oral history interviews with narrators. If you wish to do so, describe your ideas for the event. It is not required to have a share back session.

Character Limit: 1800

ADA Compliance

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 of formulating accessibility plans (e.g., creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.)

Character Limit: 3600

Physical Accessibility*

Describe the current progress/status of your 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

Presentation Accessibility*

Describe your organization's current progress/status in presenting activities – communications access (e.g., TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Character Limit: 3600

Appendix (optional)

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

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 (if applicable)
Character Limit: 100

Date*
Character Limit: 100