2026 Beyond the Archives - DCOHC Grant

Humanities DC

Review Process and Criteria

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 4 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 have access to contact information or proof of age/residency for individual grantees or sponsored entities, or the fiscal sponsor letter of confirmation (if applicable). Reviewers also do not see responses to the *ADA Compliance* section.

Note: This grant is to produce public humanities projects from existing oral history collections, not for collecting new oral history interviews.
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
HumanitiesDC newsletter/email
Friends/colleagues or word of mouth
HumanitiesDC social media
HumanitiesDC website
Other organization's newsletter/email
Eventbrite
Other (please specify below)

If you selected "Other," specify here:
Character Limit: 100

Previous HumanitiesDC Grant Experience
If this organization has 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: 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: 10000

"Foreign" Entity Registration (if applicable)
If your organization is considered a "foreign" entity - incorporated in another state outside of DC - please upload proof of DC registration here. If your organization was incorporated in DC, you may disregard.

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. 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

Sponsored Entity Information

Sponsored Organization/Individual Name*

The sponsored entity must meet all eligibility requirements noted in the 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*

Enter the address of the sponsored organization/individual. A DC address is required.

Character Limit: 50

Sponsored Organization/Individual Ward*

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

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.

Individual Statement of Interest*

Describe what motivated you to get involved in this topic/project and to apply for this grant.

Character Limit: 3600

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

Project Description, Feasibility, and Timeline

Project Description, Feasibility, and Timeline (25% of total score)
Reviewers will consider the following when reviewing this section of the application:

- *The applicant has provided a clear and detailed description of the proposed project and its activities, including how oral history interviews will be incorporated.*

- *Narrators and archive(s) are identified, and the applicant demonstrates how narrators' voices will be represented in the project.*

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

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

Project Name*

Name of Project

Character Limit: 100

Amount Requested*

Amount Requested (Up to $12,000)

Character Limit: 20

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

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

Describe the oral history interviews on which the project will be based.*

Provide background information on the oral histories your project will investigate and illuminate. In your response, address the following questions: What is the central theme or focus of the interviews? When were they collected? In what archive(s) can they be found, and how will you access them?

Character Limit: 10000

Number of oral history narrators whose stories will be featured.*

Approximate the number of narrators whose stories you intend to incorporate into the project.

Character Limit: 5

Narrator Inclusion*

How will narrators' original voices and narratives be presented in the final project? Additionally, how will you ensure that you have the subjects' permission and support through completion of the project?

Character Limit: 10000

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. How specifically will the oral history recordings be incorporated into the project?

Character Limit: 10000

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 (July 1, 2026 to April 30, 2027). Be as detailed as possible.

Character Limit: 10000

You may upload a visual representation of your timeline. (optional)

File Size Limit: 2 MB

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: 10000

Connection to DC

Connection to DC (25% of the total score)
Reviewers will consider the following when reviewing this section of the application:

- *The applicant demonstrates the project's significance to the DC community.*
- *There is a strong thematic connection to Washington, DC broadly, or to specific communities, neighborhoods, or stories.*

Connection to DC*

Describe how and why this project has significance to the DC community. Consider whether your project uncovers an untold story, takes a unique or innovative approach, engages an underserved or unrepresented community, or other aspects of your project that are important to showcase. You may connect your project to the city broadly, or to specific communities, neighborhoods, or stories.

Character Limit: 10000

Public Engagement

Public Engagement (25% of total score)
Reviewers will consider the following when scoring this section of the application:

- *There is a clear and effective plan for the project to reach and engage the project's target 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

Outreach Strategy*
Describe your plan for reaching and engaging the project's target audience. How will you ensure that the public is aware of your project? How will you encourage participation? Examples include collaborations with community partners, requests for community input, or

marketing and communication strategies. If you plan partner with others to support your outreach, describe them here and the nature of your proposed collaboration.

Character Limit: 10000

Inclusion and Accessibility*

Describe how your project will be inclusive, diverse, equitable, and accessible to the public. Examples may include free or discounted entry to events, use of locations accessible by public transportation, or employment of special accommodations for guests and participants. Successful applications will consider a broad definition of "accessibility", such as financial, geographic, demographic, cultural, and/or developmental access.

Projects may be intended for a particular demographic rather than the general public. If this is the case, the reasoning is clearly explained.

Character Limit: 10000

Capacity and Personnel

Capacity and Personnel (15% of total score)
Reviewers will consider the following when reviewing this section of the application:

- *The Project Director is capable of managing the project to completion, as demonstrated by their experience and how their role is defined in the application.*
- *The Humanities Scholar has relevant qualifications for the proposed project, and their role is clearly defined and lends legitimacy or intellectual authority to the project.*
- *If other team members are identified, the reasoning for their involvement 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 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 a resume or work example to demonstrate past work experience - but this is optional.
Character Limit: 10000 | File Size Limit: 5 MB

Team and Collaborators
If applicable, describe the project team and collaborators who 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
The 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*
Character Limit: 100

Humanities Scholar/Community Expert Preferred Pronouns (optional)
Character Limit: 20

Humanities Scholar/Community Expert Professional Affiliation (if applicable)

Character Limit: 100

Humanities Scholar Email*

Character Limit: 100

Humanities Scholar Resume (optional)

You may also upload a biography or work example to demonstrate the individual's connection to the project.

File Size Limit: 2 MB

Humanities Scholar*

Describe your humanities scholar/expert's qualifications. Discuss how your humanities scholar/expert will shape and lend intellectual authority to the project at different stages of the project.

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 to your reel.

Character Limit: 2000

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.

- There **must** be a dollar amount in every cell of the "HumanitiesDC Grant Funds" column. If you do not want to budget funds in a certain budget category/categories, write 0 (zero).

- 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.

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 each category and amount listed in the Budget Table above. Include detailed breakdowns of amount in each category. Ensure that all expenses are directly tied to the proposed project activities, and that all expenses are allowable.

Character Limit: 10000

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 be reviewed or scored by the review panel.

Accessibility Plans*
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

Physical Accessibility*
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

Presentation Accessibility*

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

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 archive representatives or narrators where possible
- resumes of project team members
- site agreements or 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 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