



**HumanitiesDC**

**HISTORY**  
**LITERATURE**  
**LANGUAGES**  
**ETHICS**  
**PHILOSOPHY**  
**ARTS APPRECIATION**

# Who We Are



**Hillary Steen**  
Community Grants Manager

- Oversees HumanitiesDC's grants portfolios
- Main point of contact for OHI admin-related questions, secondary PoC for programmatic questions

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**Jasper Collier**  
DC Oral History  
Collaborative Senior  
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- Oversees HumanitiesDC's oral history initiatives
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**Leah Gage**  
Community Grants  
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- Oversees HumanitiesDC's grants portfolios;
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**Lois Nembhard**  
Director of Grantmaking +  
Programs

- Oversees HumanitiesDC's Community Grants and Public Programs

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# DC Oral History Collaborative

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**CONGRATULATIONS** and welcome to the DC  
Oral History Collaborative!!

We received 54 OHI applications and  
reviewers chose your 14 projects to be  
funded

# Reminders

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**Grant Period:** May 1, 2026 - January 31, 2027. All funds must be spent during this time period! Any unspent funds must be returned.

## Reporting (in grants portal)

- Interim report due September 15, 2026: explanation of funds spent and a brief overview of progress to date
  - Meeting with Hillary and Jasper beforehand
- Final report due March 3, 2027: see later slides

**Final Deliverables (in TheirStory)** also due March 3, 2027: see later slide and coursepack

# Grant Administration Reminders

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**KEY DOCUMENTS:** Signed Grant Conditions, Award Acceptance Letter, Coursepack Supplement, RFP

## **REQUIRED PRE-APPROVAL:**

- Changes in the project budget that introduce or eliminate types or categories of expenditures
- Any planned budget variations greater than 25% in any one budget category.
  - Note: translation funds cannot be moved to a different budget category
- Changes of project scope (ex. number of narrators) or research question (ex. focus on one neighborhood instead of two)

# Grant Administration Reminders

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## **REQUIRED PRE-APPROVAL** (cont.)

- Changes in duration of the grant period.

## **REQUIRED NOTIFICATIONS – as soon as it happens**

- Changes in a nonprofit's status
- Any change in the project director or other key professional personnel identified in the approved application

# Allowable/Unallowable Costs

## The grant program CAN fund:

- Salaries/Wages
- Honoraria/Stipends
- Consulting Fees
- Recording equipment
- Virtual recording platforms\*
- Transcription\*
- Space rental
- Project transportation
- Project publicity and promotion
- Translation (extra funds available for transcripts)
- \*May use TheirStory instead

## The grant program CANNOT fund:

- Any non-program-related costs
- General operation expenses (rent, overhead/indirect, utilities)
- General office supplies
- Food and beverages
- 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* grant in the future!

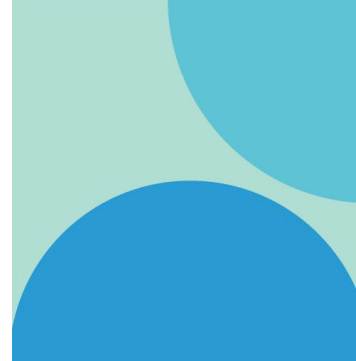
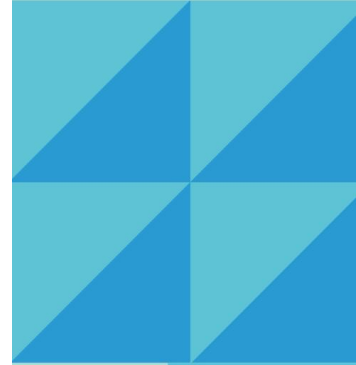
**Major budget changes due June 5!**

# Deliverables - See Coursepack

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Due March 3, 2027, 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



# After You Put Deliverables in TheirStory

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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!

# Time Commitment

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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

Sample Timeline:

- May - Complete required 3-session training
- July - Recruit narrators
- September - Start conducting interviews; complete interim report
- October - Start transcripts and indexes
- November - Start metadata *\*\*all interviews should be completed by mid-November to close out on time\*\**
- January - Submit final deliverables
- March - Complete final report

**Major timeline changes due June 5, email Hillary with updates**

# Final Report Overview

## Financial Reporting

### Honoraria

Honoraria Budgeted (copy from application)	Honoraria Spent (amount should match receipts uploaded)
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### Honoraria - Documentation and Explanation

1. Upload all documentation for Honoraria expenditures (receipts, paid invoices, cancelled checks, credit card statements, bank statements, timesheets, paystubs, etc.) as a single PDF.
2. Explain each expenditure you've uploaded. You may use bullet points. If an expenditure was unplanned or if you had any cost savings, explain that as well.

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[Upload a file](#) [8 MiB allowed]

- Budgeted vs. spent (importance of submitted budget); explanation; documentation of **ALL** expenditures
  - Typical documentation methods include: receipts, paid invoices, cancelled checks, credit card statements, or bank statements

# Final Report Overview, Con't

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## Tracking Hours (if funds are going towards salary)

- Organizational grantees: pay stubs, accounting software or salary tracker (Quickbooks, etc.), etc.
- Individual grantees: [timesheet](#) found in report template since you often don't have a way to document payments to yourself
  - Organizational grantees are welcome to use the timesheet template if helpful, but more important for us to see proof of payment

## Translation Enhancement

- Some grantees have funding specifically for translating interview transcripts into second languages and are ONLY for these kinds of expenses. Funds cannot be redirected into/out of *Translation Enhancement* budget category.

# Final Report Overview, Con't

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## Project Evaluation

- Successes, challenges, impacts, etc.
- Wards/neighborhoods where project activities took place
- How many individuals from DC benefited from/participated in project
- How many DC artists benefited from/participated in project
- How many youth from DC benefited from/participated in project
- Which schools benefited from/participated in project
- How many humanities-based scholars/experts project engaged

Photos of interviews!

# Acknowledgment & Promotion

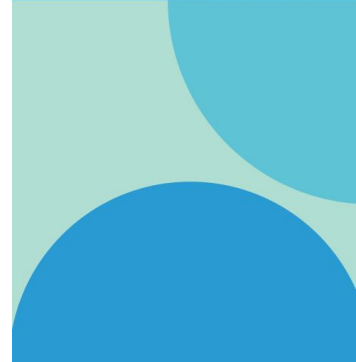
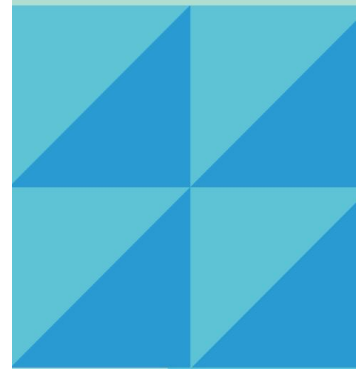
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- "This project was supported by a grant from HumanitiesDC as part of an initiative funded by the DC Commission on the Arts and Humanities, and is also part of the DC Oral History Collaborative, a partnership between HumanitiesDC and the DC Public Library."
- Follow us and tag us on Facebook, IG, Twitter: @HumanitiesDC
- [Share](#) your events on our [calendar](#)
- Be part of our *Humanist Highlights* series
- More communications information is found in the Communications Guidelines on your acceptance letter (logos, events, social media, etc.) and the "[For Grantees](#)" webpage on website
- Ask Hillary any communications questions

# Connections with Other Grantees

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- HumanitiesDC will have 50-60 total grantees in 2026
- Opportunities to network, collaborate, learn from others within DCOHC and beyond!
- Information sent out to other grantees:
  - Grantee/applicant, project name, name of project director/best point of contact, PD email address and phone number, project summary
- Tell Hillary by **May 29** if you do not want to be included in this list
- Summer Grants Celebration at Salazar (14th Street), July 16



# For Grantees Page

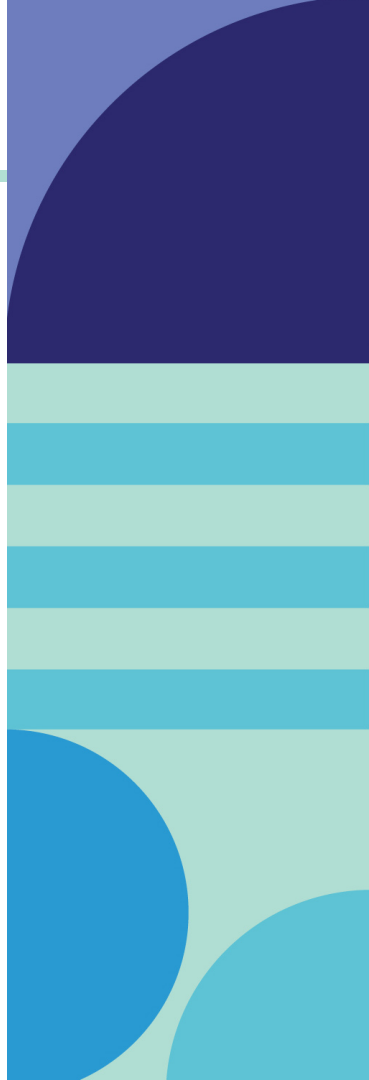
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<https://humanitiesdc.org/for-grantees/>

# Questions?

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**HumanitiesDC**

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