



## Opportunity Grants: *Guidelines*

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## Overview

### *Timeline*

- Applications are accepted throughout the year on a rolling basis, and must be received no fewer than eight weeks prior to the proposed presentation/event date.
- Applicants will be notified of their application status no more than two weeks after application.
- Funded activity may begin any time after award notification and occur within the following 12 months.
- Program evaluations must be received online within one month of project completion.
- Grant funds are paid after the event has taken place and Humanities Washington has received the final evaluation for the presentation or event.

### *Opportunity Grant Goals*

Opportunity Grants support small and rural organizations carrying out public humanities presentations and events.

The humanities are the ideas, questions, and disciplines that help us document and interpret the world around us—and the “public humanities” bring these to the general public through wide-ranging programs and activities. Eligible programs help our communities understand complex social issues through disciplines such as history, literature, and philosophy. They provide a framework for examining how we think, what we value, and what it means to be human. By participating in these programs, we hone skills of inquiry, analysis, reflection, evaluation, and conversation, enriching both our private lives and our communities. Examples might be a community forum on a timely topic, or a panel discussion with the general public about some aspect of a community’s heritage.

### *Who is Eligible for Funding?*

Any nonprofit organization or public agency is eligible to apply for an Opportunity Grant. While applicants do not need to be incorporated or have tax-exempt status, they must be organized for nonprofit purposes and funded activities must clearly serve a Washington State audience. In addition, organizations that have previously received Humanities Washington funding must submit a final report before applying again with a new project.

Note: Individuals are not eligible to receive Humanities Washington grants.

### *Award Amounts*

Awards range up to \$1,000, and no matching funds are required. Please note that Humanities Washington has limited grant funds to award, and not all eligible applicants may receive funding. Please review the list of permitted project costs and requirements.

## *How to Apply for an Opportunity Grant*

Organizations are welcome to apply for an opportunity grant for eligible projects [using our online system](#). Please feel free to contact Kristin Sullivan, program director, by [email](#), or call (206) 682-1770 ext. 107 with any questions.

### Step 1: Submit a full application

Read through our Application Tips below before starting your application.

When working on your application, keep in mind that not all applicants may receive funding. The application is your opportunity to explain why your project is distinct, what benefit it will provide to your community, and why it deserves Humanities Washington funding. Be sure to include project specifics in your narrative when possible.

### Step 2: Notification of awards

Once Humanities Washington has approved grants for funding, Humanities Washington staff contact grant applicants to communicate grant decisions:

- Those organizations that have been awarded funding are contacted by phone or e-mail and then mailed an award letter.
- Organizations that do not receive funding are contacted by e-mail. If your project does not receive funding, you may contact Humanities Washington for feedback.

### Step 3: Evaluation

Applicants are required to complete an online evaluation of their funded project. A link to the evaluation will be provided to organizations in their award e-mail and letter. The evaluation must be received by Humanities Washington before payment will be remitted.

## *Application Tips*

The following information will be required when completing the online application:

### 1. Organization and Legislative Information

- U.S. Congressional District Number and County Name
- Whether your organization receives federal funding, and if so, whether that amount is greater than \$500,000 annually
- EIN/TIN (tax ID) and [DUNS numbers](#)

### 2. Project Information

- *Project contact.* Person responsible for the overall management of the project, and who will also serve as liaison with Humanities Washington staff and prepare the final evaluation report.
- *Project start and end dates.* The grant period should reflect the day of the funded event, or time period encompassing events. Humanities Washington funds can only be used for expenses incurred after the grant is awarded.
- *Project title.* Describe the project or event in one sentence (100 character limit)
- *Project abstract.* Provide a brief description of the project or presentation and its purpose. This information may be used to describe the funded event in publicity materials if funded. (500 character limit)

### 3. Project narrative

- *Description.* Detailed description of the proposed project, highlighting the event or presentation for which funding is sought. If the funded presentation or event is part of a larger project or program, be clear about which portions are to be funded by Humanities Washington. (4,000 character limit)
- *Presenters or Scholars.* Presentations or events require the input or activity of at least one humanities scholar (someone with an advanced degree in a humanities field) or tradition bearer (someone recognized by their cultural community as appropriate to teach or interpret traditional cultural knowledge). You must provide their name(s), a brief description of their work, and how they are to be involved in the project or presentation. (4,000 character limit)
- *Project Goals.* What are the goals for this presentation or event, and how will you know when you have achieved them? (4,000 character limit)
- *Audience.* Number of individuals you estimate you will serve with this presentation or event. Who is the target audience? (4,000 character limit)
- *Publicity.* How the public will know about the presentation or event, and how Humanities Washington will be recognized? If awarded, Humanities Washington will provide a logo for use in publicity materials. (4,000 character limit)
- *Evaluation.* How will you evaluate the success of your project or presentation? (4,000 character limit)

### 4. Budget information

- *Amount requested.* You may request up to \$1,000.
- *Project budget.* List key expenses, and how Humanities Washington's funding will be used. See a list of allowable expenses below. Although a match is not required for this grant, please do include the total project budget amount. (250 character limit)

#### *Expenses*

The budget should include all key project expenses. Clearly identify which expenses will be paid for with Humanities Washington grant funds. Humanities Washington is primarily concerned that the budget adequately reflects the activities of the project and that the requested grant funds are allowable, reasonable, and justified.

#### Eligible expenses include:

- *Salaries and benefits.* Salaries and benefits should be appropriate to the project activities proposed and to the time spent (for example, a percentage of salary based on time spent on specific project). Humanities Washington may pay benefits if they are specifically indicated in the budget.
- *Fees and honoraria.* Consultant fees and honoraria paid to the project scholar, advisers, speakers, panelists, and other consultants should be appropriate to the project activities proposed and to the time spent.
- *Travel.* Humanities Washington grant funds may be used to pay domestic airfare, hotel, meals, mileage, and per diem at any standard rate as long as the rates do not exceed current federal rates for the local area. Humanities Washington may not pay for food except as a necessary expense for staff or project consultants on travel status, or international travel.
- *Venue and equipment rental.* Humanities Washington may pay for rental of equipment, but will not pay for its purchase. Costs of renting space for project activities are allowable.

- *Supplies.* Humanities Washington may pay for consumable supplies directly related to project activities.
- *Postage.* Mailing costs for brochures, invitations or other large items may be included. Applicants are encouraged to take advantage of bulk-mail postal rates whenever possible.
- *Publicity.* Costs of printing flyers, brochures, and other publicity materials specific to the project may be included.
- *Project overhead.* Up to 10% of the total requested funding may be applied to overhead program costs.

**Ineligible expenses include:**

- Research and development of humanities resource materials
- Print publications
- CDs, DVDs, podcasts, and other funds associated with the production of publications, documentary films, exhibits, and websites.
- Academic or professional conferences. Humanities Washington will consider grant requests for public programs associated with an academic or professional conference only if the majority of the audience for the public program will be comprised of the general public, not conference attendees
- Travel to professional meetings or conference registration fees
- Fellowships, scholarships or prizes
- Regular, tuition-based course offerings. Courses which offer academic credit or which provide professional development or skills-based training are not eligible for funding
- “How To” workshops and training programs
- Capital expenses including construction, preservation or renovation projects, and purchase of permanent equipment
- Purchase of equipment
- Management and cataloging of museum or archival holdings
- Museum, historical society, or library acquisitions
- Exhibit research and production
- Programs not open to the public, with the exception of school programs
- Lobbying and fundraising activities
- Expenses incurred before the grant was awarded
- Programs with significant, or potentially prohibitive ticket fees
- Food, beverages and entertainment for the audience
- Research and development of humanities resource materials not already associated with a public humanities program
- International travel

While Humanities Washington *does* fund projects that interpret humanities aspects of art, or use art or artistic performance to begin or enhance a conversation, we *do not fund* projects focused on the creative and/or performing arts, or for which the creation of art or a performance is the end goal.

### *Grant Writing Consultation*

Humanities Washington staff is available to consult with applicants on draft proposals. We strongly recommend that you review these guidelines before starting your application and/or contacting staff. Calls and emails are returned to applicants in the order they are received in our office. Contact: Kristin Sullivan, program director, (206) 682-1770 ext. 107, [kristin@humanities.org](mailto:kristin@humanities.org), [humanities.org](http://humanities.org).