2019 Washington Stories Fund: *Grant Guidelines*

Contents

2019 Timeline

- Letter of intent due: June 10
- Full applications due: July 22
- Grant applicants notified of funding decisions: Mid-September
- Funded grant activity can begin starting: October 1

Fund Goals

- Elevate the stories of people or groups who fall outside of the mainstream because of their culture, gender, immigration status, country of origin, age, or other unique characteristics.
- Enhance the public's awareness of new and unique perspectives and cultures.
- Cast constructive new light on current issues, nurture compassion, and prompt action.

Humanities Washington will work with existing cultural organizations to source and share these stories by providing matching grant funds to qualified projects.

The Spark for the Washington Stories Fund: Lenore Hale

After a career in family counseling, Lenore Hale and her husband, Charles, moved to Seattle in 2004, making a new life together at Horizon House retirement community until Charles's death in 2008. Shortly afterward, Hale enrolled in a writing class. Her assignments for the class gradually evolved into a two-year project: a book of sketches of her life and family titled Tell All the Truth but Tell It Slant. Her experience writing the memoir inspired her to provide the initial seed money for the Washington Stories Fund.

Hale was generous of spirit and incisive of mind, with an outgoing yet self-effacing manner that led her to connect readily with others. She had an uncommon wisdom that she shared with all who knew her well. On October 5, 2013, she passed away peacefully at her home in Seattle.

Who is Eligible for Funding?

Any nonprofit organization or public agency is eligible to apply for a Washington Stories Fund 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

Washington Stories Fund grants are awarded through a competitive grant process. Award amounts range up to $5,000. 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 matching funds requirements.

How to Apply for a Washington Stories Fund Grant

Apply for the Washington Stories Fund grant [through our online system here](#). For any questions not answered by the information provided by the document, feel free to contact us at grants@humanities.org.

Step 1: Letter of interest
All applicants are required to submit a Letter of Interest (LOI) by June10, 2019. The Letter of Interest should provide the following information:
- Project Title
- Project Contact
- Project Abstract (1,500 character maximum)
- Project Format
- Project Dates
- Amount Requested
- Estimated Total Project Costs
- Partner Organization(s)
- Key Participants
- Intended Audience
- Plan for Dissemination

Humanities Washington Staff will review the proposed project for eligibility under out Washington Stories Fund guidelines and contact you to discuss the project. If your project fits within the guidelines and staff feels your project would be competitive, you will be invited to submit a full application. Please note that even if you are given the opportunity to submit a full application there is no guarantee of funding.

[Click here to begin your Letter of interest](#)

Step 2: Submit a full application
First read through our Application Tips below before starting your application. When working on your application, keep in mind that applying for a Humanities Washington grant is a competitive process and 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 3: Application review process
Complete applications received on or before the grant deadline are evaluated by the Program Committee comprised of Humanities Washington board members and community representatives from a range of backgrounds. The committee uses the following criteria to evaluate each request:
- *Content and project relevance*: Does this project highlight a unique or little known story? Does the applicant explore important questions, issues, or ideas with their project?
- *Key participants and partnerships*: Has the applicant identified key participants and involved them in the project? Have key participants been given a role that will add to the depth of the content? Has the applicant defined the organizations involved in the project and clarified the roles of the various partners?

- *Outreach and evaluation*: Has the applicant defined a core audience and/or prospective audience for the project? Does the applicant have a plan for sharing this story with other communities across the state?
- *Budget*: Was the budget logical and complete? Did the applicant clearly indicate how Humanities Washington funds would be used?

Step 4: 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 packet.
- Organizations that do not receive funding are contacted by email. If your project does not receive funding, you may contact Humanities Washington for feedback.

Step 5: Evaluation
Humanities Washington will contact funded organizations to arrange a time for a Humanities Washington staff or board representative to attend their project. Applicants will also be required to complete the Washington Stories Fund Evaluation Form and a Washington Stories Fund Final Budget Report.

For more information about our grants program, please contact our team at grants@humanities.org.

Application Tips
When filling out the online application, the following information will be required:

1. Legislative Information
- U.S Congressional District Number and County Name.

2. Project Information
- *Project contact*. Person responsible for the overall management of the project for serving as liaison with Humanities Washington staff and for preparing the final report.
- *Project start and end dates*. The grant period should encompass project planning, implementation and evaluation. Humanities Washington funds can only pay for expenses incurred after the grant is awarded. For example,
    o The earliest date that grant funded activity can begin for the 2019 cycle is October 1, 2019.
- *Project format*. Describe the format/medium you will use to tell your story/stories.
- *Project abstract*. Provide a brief description of the project and its purpose. This information may be used to describe your project in publicity materials if funded. (1,500 character maximum)

3. Project narrative
- *Content*. What story, group, or individual is at the core of this project? What are the questions, issues, or ideas this project addresses?
- *Project relevance*. What is this story unique? Has it been told before? How have the appropriate community members been involved in project planning?
- *Key participants*. Who are the key participants that you're working with? They may be scholars, community members or individuals/groups that will add depth to the humanities

content of your project. How are they involved and/or what is their role? Is their participation confirmed?
- *Partnership(s)*. What other organizations are involved in this project and what are their roles? What are the strengths that each organization brings to the project?
- *Intended audience*. Who are the prospective audiences for this project? What are the prospective locations you would like to take your story/stories?
- *Plan for dissemination*. Describe how you plan to share your story/stories with other communities across the state.
- *Project goals and evaluation*. What are the project goals and when, where, and how do you plan to accomplish them? How did you arrive at these goals and are they realistic and achievable? What indicators are you using to evaluate your project?

4. Budget information
- *Amount requested*. You may request up to $5,000.
- *Project budget*. Please download, complete, and attached the Budget Form (see application). Be sure to identify which expenses will be paid for with Humanities Washington grant funds.
- *Federal funding*. Does your organization receive federal funding? If so, do you receive more than $500,000 annually?

5. Support materials
Any letters of support or commitment must be attached to the online application. Letters sent directly to the Humanities Washington office will not be included in application packets. Letters may be submitted in Word or PDF format.
- *501(c)(3) letter*. A copy of the applicant organization's 501(c)(3) letter or a Washington Secretary of State nonprofit certificate if applicable. (Required if your organization is a 501(c)(3).)
- *Letter(s) of commitment*. Letter(s) of commitment from partner organization(s). May be either a letter or e-mail attachment. (One required)
- *Letter(s) of support*. Letter(s) of support from groups or individuals affected by the project, potential audience members, and/or program participants. (Optional)
- *EIN number*. Please provide your Employer Identification Number (EIN), also known as a Federal Tax Identification Number. (Required)
- *DUNS number*. Please include your DUNS (Data Universal Numbering System) number. If you do not have a DUNS number, review instructions on how to acquire a DUNS number online. (Required)
- *Signatures*. The authorizing official or project director must sign applications electronically by typing his or her name. If funded, the award packet includes a Grant Agreement Form that must be signed by the authorizing official, project director and the organization's fiscal officer (see "project signatory" under the Glossary below). The fiscal officer and project director cannot be the same person. Humanities Washington will not make payments on grants that are missing this signed agreement form.

Glossary

Collaboration: A collaboration will be defined as two or more organizations working together on a program. They may share information and/or resources on the development of program content and/or the logistics and presentation of the program. Organizations may also work together on audience development, outreach and/or marketing.

Humanities: The humanities are the ideas, questions and disciplines that help us document and interpret the world around us. According to the National Foundation on the Arts and Humanities Act (1965), "The term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

Project Scholar: Those seeking funds must involve a project scholar in their work. Project scholars strengthen a project by providing a broad perspective as well as in-depth knowledge in a particular field of study. They may be an academic such as a college or university professor, researcher, or graduate student with advanced degrees in one or more of the humanities disciplines. They could also be a person not affiliated with an academic institution but actively engaged in the study of the humanities with a public record of humanities scholarship, including individuals who are considered community scholars or culture bearers (tribal or neighborhood elders, storytellers or practitioners of traditional cultural forms). To qualify as a project scholar, an individual must be appropriately educated and recognized by fellow scholars as an authority in their humanities field(s).

A project scholar can play many roles, including but not limited to:
- Consultant on humanities content with applicant organizations, developing and shaping ideas into a humanities project.
- Evaluator or adviser during project development that reviews materials.
- Researcher or writer of interpretive materials that accompany a public program.
- Lecturer, presenter, panelist, or moderator appearing in a public program.

Project Signatories: If funded, your organization will receive a Grant Agreement Form that must be signed by:
- *The project director*. This person is responsible for the overall management of the project, for serving as liaison with Humanities Washington staff and for preparing the final report.
- *The fiscal officer*. This person is responsible for receiving, disbursing and accounting for all grant and local cost-sharing funds. This person, usually the board treasurer or fiscal staff person, should be experienced in standard accounting procedures. The fiscal officer cannot be the same person as the project director.
- *The authorizing official*. This person is a representative of the applicant organization, usually the president of the board or the executive director, who has the authority to submit the grant application on behalf of the organization.

Humanities Washington will not make payments on grants that are missing this signed agreement form.

5

Project Budget Details

Your project budget should include the following information:

<u>Expenses</u>
The budget should include all project expenses. Clearly identify which expenses will be paid for with Humanities Washington grant funds. Humanities Washington funds CANNOT be used for costs incurred before a grant is awarded. Pre-award costs directly related to the project can, however, be counted toward the matching requirement. For expenses, describe how lump sums were calculated (e.g., How many consultants at what fees or hourly rates? How many travelers from where to where, via what modes of transportation? How many posters were printed and at what cost?) 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 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.
- *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 and DVDs, 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
- 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 expensive 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

Income
Briefly describe the sources of revenue (admission fees, product sales, etc.) and identify known sources of gifts and grants. Do not include income that is applied to the organizational operating budget. Project income may include the following:
- Cash contributions/grants. This category includes the corporate, foundation, government and individual gifts or grants you anticipate receiving in support of the project.
- Applicant's own cash and earned income. If you plan to spend any of your organization's own money – usually from the general operating budget – on the project, indicate the amount here. For example, salaries paid to your organization's staff and postage paid by your organization are considered "applicant's own cash," not in-kind. Earned income is revenue from admission fees and ticket or other sales that will be applied to the project cost.
- In-kind contributions. Indicate the total value of goods and services donated by a third-party to the project.
- Applicants must AT LEAST match the amount granted by Humanities Washington for a project. Put another way, Humanities Washington funds may pay for no more than 50% of the total project cost.

The types of funding that may be applied to the applicant's matching requirement include:
- Cash contributions. Corporate, foundation, government, and individual gifts or grants dedicated specifically to this project.
- Applicant's own cash. Usually from the general operating budget.
- Earned income. Please note that Humanities Washington gives priority to programs which provide free and low-cost programs.
- In-kind contributions, including volunteer time
- Donated equipment
- Donated services

The following expenses are not allowable to meet the matching requirement:

- Food costs such as audience refreshments and receptions. Meals as a necessary expense of staff or project consultants on travel status are an allowable expense.
- Entertainment or costs related to entertainment
- Media sponsorship
- Any contributions that cannot be assigned a fair market value for comparable services.
- Cost of grant-writing by staff or consultants.
- Other NEH or humanities council grants.

Contact Information

We strongly recommend that you review these guidelines before starting your application and/or contacting staff. For any questions not answered by this document, contact us at grants@humanities.org. Calls and emails are returned to applicants in the order they are received in our office. We will contact all applicants who submit a Letter of Interest to discuss the proposed project.