2021 Opportunity Grants Guidelines

Grants Summary

- Up to $1,000 awarded, no match required.
- Intended to support public humanities presentations or events that clearly serve a Washington State audience.
- Intended to support small organizations (i.e. organizations with annual operating budgets under $250,000) and organizations that serve underrepresented groups.
- Application must be received at least 8 weeks prior to proposed project start date. Funded activity may occur within 1 year following notification.
- Online applications are submitted year-round with monthly deadlines, but applicants are encouraged to submit as far in advance as possible.
  - Applications are due the last day of each month and applicants will receive decisions within thirty days of submission.
- 10 Opportunity Grants will be awarded in 2021. Applications will be accepted until funds have been fully allocated.

Humanities Washington is committed to equitable grantmaking and considers geographic diversity, audience diversity, and the importance of reaching underrepresented communities in its funding decisions.

About Humanities Washington

Our Mission: Humanities Washington opens minds and bridges divides by creating spaces to explore different perspectives.

Founded in 1973, Humanities Washington is our state's flagship nonprofit for public humanities programming and the state affiliate of the National Endowment for the Humanities. Learn more at humanities.org.

About Opportunity Grants

Opportunity Grants support statewide access to public humanities presentations and events. These funds are intended for small organizations, prioritizing organizations with annual operating budgets under $250,000. Organizations with projects led by and serving underrepresented groups are especially encouraged to apply.

While underrepresented groups differ in each community, we do know some communities often lack representation in the humanities. These groups include people of color; young people (18-35); people who live in rural areas; people with physical disabilities; people who identify as immigrants or refugees; and people whose first (or only) language is not English. Keep in mind this is not an exhaustive list, but these are some populations to consider while brainstorming what audiences you wish to reach with your humanities project.

What are the public humanities?

> The **public humanities** create accessible discussions and learning opportunities, helping communities understand and provide context to complex social issues. A public humanities event can include a community conversation on a timely topic, a panel event, or a celebration of local culture. See page 8 for some example projects.

> The **humanities** are the ideas, questions, and disciplines that help us document and interpret the world around us. Events which primarily center around artistic performance tend to be outside the scope of the humanities. For the purposes of this grant, the event <u>must include at least one humanities scholar.</u>

> A **public event** should be *easily accessible* in terms of cost, venue, and publicity. For an event to be available to the public it should meet the following criteria:

> - The event is free, or the cost of attendance is nominal (for example, the price of a movie ticket).
> - The event is held in a location that can be easily accessed by all members of the public (for example, families, youth, and the disabled) and is ADA compliant.
> - The general public is made aware of the event through outreach and publicity.

What is a humanities scholar?

A humanities scholar acts as an expert on the particular topic you are seeking to explore with your grant. At least one humanities scholar must be involved for your project to be eligible for funding. This individual could be:

- someone recognized by their cultural community as appropriate to teach or interpret traditional cultural knowledge, such as a tribal elder, storyteller, or traditional practitioner
- someone with an advanced degree in a humanities field, such as a university professor or graduate student
- someone with extensive professional and/or life experience on the subject

Eligibility

Any nonprofit organization or public agency is eligible to apply for an Opportunity Grant. While groups 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. *Individuals are not eligible to receive Humanities Washington grants.* Organizations can also apply for Washington Stories Fund grants, but in an effort to distribute funding equitably, we will not provide more than one grant to an organization within the same calendar year.

Projects that meet the following criteria are eligible for Opportunity Grants funding:

- The project consists of a public humanities presentation or event, and will be readily accessible to the general public.
- The project is affiliated with group organized in Washington State and clearly serves a Washington State audience.
- The project includes at least one humanities scholar.
- The project will occur at least 8 weeks after the application submission date; the project will conclude within 1 year of the application submission date.
  - Ideally, the project is in the planning stages when the grant application is received, so that there is ample time after notification to promote and execute your plan.
- The project includes expenses that are eligible for Opportunity Grant funding.

Award Amounts

Awards range up to $1,000, and there is no requirement for matching funds. 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.

Requirements

Once approved, all grant recipients are responsible for completing the following tasks:

- Credit Humanities Washington as a supporter of the project and include our logo on any promotional materials. Find our press kit here.
- Report any significant changes to the project to Humanities Washington.
- Submit a final evaluation at the conclusion of the project.
- Retain back-up documentation of project expenses as Humanities Washington reserves the right to review records to ensure proper fiscal responsibility.

Prepare Your Application

1. Preview the Application

Prepare to answer questions about your project clearly and concisely.

Preview the Opportunity Grant application

This link will direct you to all of Humanities Washington's open applications. Locate the Opportunity Grant application within this list and select "preview" to view the full application.

Application Tips:

- *Tell us a story*. This application is your opportunity to explain why your project is distinct, what benefit it will provide to your community, and why it deserves to be funded. Why is this project exciting, unique, and impactful?
- *Be concise*. Provide clear information about the nature and purpose of your project. Avoid generalizations and hyperbole. Don't write more than you need to.
- *Check your numbers*. Is your budget reasonable and clear? Are your impact goals and audience numbers realistic? Be sure to include both expenses and income when submitting your budget.
- *Start early and proofread*. Allow time for revisions and solicit feedback from other individuals to create the best application possible.

2. **Prepare Budget & Review Expenses**

Prepare to submit a budget form, listing your ***entire program's projected expenses and income***.

[View our Opportunity Grants Budget Form here.](#)

The budget form will request total amounts and explanatory notes about your anticipated total expenses, including personnel expenses, consultant or speaker fees, travel expenses, venue/equipment rental, publicity costs, or other expenses. The form will also include an outline of your total program income, including other awarded grants, cash contributions, in-kind costs, and other income sources. income, including other awarded grants, cash contributions, in-kind costs, and other income sources.

You will be asked to upload this budget form and explain how you would use Humanities Washington's funds in the application. Before applying, please ensure your program costs are eligible for Opportunity Grant funding.

Eligible expenses include:

- Salaries and benefits relevant to the completion of the proposed project
- Fees and honoraria for project scholars, advisers, speakers, panelists, or consultants
- Travel reimbursement (domestic travel only)
- Venue and equipment rental relevant to the proposed project
- Supplies directly related to program activities
- Publicity costs, including postage
- Online projects

Ineligible expenses or projects include:

- Projects with significant or potentially prohibitive ticket fees
- Projects involving the production costs of media, including documentary films, podcasts, print publications, CDs, and DVDs
- Food or beverages for audience members
- Travel outside the United States
- Equipment purchases or capital expenses

A complete description of eligible and ineligible expenses can be found on page 7.

3. **Review Grant Application Criteria**

Make sure your application is competitive and relevant by reviewing our grants criteria. Your application will be scored based upon this document by Humanities Washington staff.

Summary of Grants Criteria:

- Humanities Focus
- Program Goals & Impact
- Organizational Capacity
- Budget
- Funding Priorities

View our Grants Criteria

4. **Submit Online Application**

Once you are ready, you can submit your collected information into our online grants portal.

Log-in to apply here.

New to our system? Learn how to create an account.

If you already have an account, please do not create a new one, but log-in with the email you originally provided for your organization.

Notification & Next Steps

Notification of Awards

Online applications are submitted year-round with monthly deadlines, but applicants are encouraged to submit as far in advance as possible. Applications are due the last day of each month and applicants will receive decisions the following month.

Humanities Washington staff will review the materials and notify applicants within thirty days of submission via email; we will strive to respond within 14 days of submission. For example, if an application is submitted on March 31st, applicants will receive decisions by April 30th.

If approved, applicants will receive an approval email with further instructions, as well as an approval letter for their records. The first 50% of the grant will be paid upon approval.

Grant-Funded Project

Please include Humanities Washington's logo on any promotional materials.

[Find our press kit here.](#)

This press kit will also be provided upon approval. Please keep Humanities Washington updated on any significant changes to your grant-funded project, such as altered dates, locations, or budget, so we can assist with the promotion and success of the event. Review the requirements of grant recipients on page 3.

Final Evaluation

Funded 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 email. The evaluation must be received by Humanities Washington before the final 50% of payment will be remitted. Please submit the final evaluation online within one month of project completion. This evaluation should be submitted within 12 months of the grant award date.

Contact Us

For any questions not answered by this document, please contact us at grants@humanities.org or call our office at 206-682-1770. A Humanities Washington staff person will respond to you promptly.

Addendum: Eligible & Ineligible Expenses

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 if the rates do not exceed current federal rates for the local area. View per diem rates for Washington State. Funded projects are expected to comply with local and state COVID-19 regulations.
- *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.
- *Online projects*. Projects such as digital archives, facilitated group discussions and lectures are allowable.

Ineligible expenses include:

- The production costs of media, including documentary films, podcasts, print publications, CDs, and DVDs
- Travel to professional meetings or conference registration fees
- Fellowships, scholarships, or prizes
- Academic courses, professional workshops, or trainings
- Capital expenses, including construction, preservation, or renovation projects
- Equipment purchases
- Museum, historical society, or library acquisitions or cataloging
- Lobbying and fundraising activities

- Expenses incurred before the grant was awarded
- Programs with significant, or potentially prohibitive ticket fees
- Food or beverages, except as a necessary expense based on per diem guidelines when staff or project members are traveling for the grant-funded project
- Travel outside the United States

Addendum: Successful Project Examples

The following are examples of successful Opportunity grant recipient projects that convey the goals and mission of this grant funding well:

- Asotin County Library – A Journey through Poetics Written and Spoken

  A Journey through Poetics, Written and Spoken was a student-focused writing experience with nationally recognized poet and speaker Myrlin Hepworth. Following a writing workshop, Hepworth discussed students' experiences writing poetry and spoken word, and students had the opportunity to perform and reflect on the work they created.

- Kent Sister City Association - Kent International Festival

  Inspired by the theme "Learn from Each Other", the Kent International Festival is an annual celebration of the cultures and diversity represented in Kent and South King County.

- Seattle Sihanoukville Sister City Association – The ART of Survival

  This event used art as a medium to tell the story of Cambodian American heritage, and to preserve, showcase, and celebrate its symbiotic relationship with Washington State. It also served to provide a platform for the community to address issues of access and equity by engaging the public at large.

- Tieton Arts & Humanities – Día de los Muertos Community Celebration

  The Día de los Muertos Community Celebration emulated the traditional Mexican celebration of honoring loved ones who have passed. This annual event included music, dancing, poetry, altars, arts and crafts activities like decorating sugar skull and masks, and art installations, all presented in a community-centric, vibrant, and educational environment.

- Wenatchee Valley Museum & Cultural Center – *Beyond the Frame*

  The Wenatchee Valley Museum & Cultural Center hosted an exhibit of photographs from Edward S. Curtis. Displays from the collection brought depth to increase the community's understanding of the role and presence of the Columbia Plateau Indigenous Peoples. It opened with a Humanities Washington-funded lecture to kick off a series of exhibit related programs.