



## 2022 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 (prioritizing organizations with annual operating budgets under \$250,000) and serve underrepresented groups.
- Application must be received at least eight weeks prior to the proposed project start date. Funded activity may occur within one 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 on the last day of each month and applicants will receive decisions within 30 days of submission.
- 20 Opportunity Grants will be awarded from March to December 2022. Applications will be accepted until funds have been fully allocated.

### About Opportunity Grants

Opportunity Grants support statewide access to public humanities presentations and events.

Organizations with projects led by and serving underrepresented groups are especially encouraged to apply. These groups include people who identify as Black, Indigenous, or people of color; young people (18-35); people who live in rural areas; people with disabilities; people who identify as immigrants or refugees; and people whose first (or only) language is not English; among others.

### Eligibility

A project that meets the following criteria is eligible for Opportunity Grants funding:

- Consists of a public humanities presentation or event and will be readily accessible to the general public.
- Is affiliated with a nonprofit organization or public agency organized in Washington State and clearly serves a Washington State audience. While groups do not need to be incorporated or have tax-exempt status, they must be organized for nonprofit purposes. *Individuals are not eligible to receive Humanities Washington grants.*
- Includes at least one humanities scholar.
- Will occur at least eight weeks after the application submission date; the project will conclude within one year of the application submission date.
- Includes eligible expenses for Opportunity Grant funding.
- Organizations that have previously received Humanities Washington funding must submit a final report for their last project before applying for a new project.

## FAQ

### ***What are the public humanities?***

The **public humanities** create accessible discussions and learning opportunities, helping communities understand and providing 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. Read about [previous grantees](#) or see examples of funded projects on page six.

The **humanities** are the ideas, questions, and disciplines (e.g., history, philosophy, literature, folklife and traditional arts, etc.) that help us document and interpret the world around us. Events which center around artistic performance tend to be outside the scope of the humanities and are not eligible for an Opportunity Grant. Humanities events that complement a performance, such as a moderated discussion, have received funding.

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. Projects with significant or potentially prohibitive ticket fees will not be considered.
- The event location can be easily accessed by all members of the public and is ADA compliant.
- The general public is made aware of the event through outreach and publicity.

### ***Who is considered a humanities scholar?***

A humanities scholar acts as an expert on the topic you are seeking to explore with your grant. Projects must involve at least one humanities scholar to be eligible. This individual could be:

- Someone recognized by their cultural community as a teacher or interpreter of 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.

### **Eligible expenses include:**

- *Salaries and benefits.* Salaries and benefits should be appropriate to the project activities proposed and to the time spent (e.g., a percentage of salary based on time spent on a 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.
- *Domestic 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.

**Application Deadline:** Online applications are accepted on a rolling basis, but applicants are encouraged to submit as far in advance as possible. The application deadline is the last day of each month.

**Application Review & Notification:** Humanities Washington staff will review applications and notify applicants via email within 30 days of submission. For example, if an application is submitted on March 31<sup>st</sup>, applicants will receive decisions by April 30<sup>th</sup>.

Humanities Washington is committed to equitable grantmaking and considers geographic diversity, audience diversity, and the importance of reaching underrepresented communities in its funding decisions. Due to limited funds, not all eligible applicants may receive funding.

Grant recipients will receive an approval email containing an approval letter for their records and further instructions for payment, evaluation, and reporting. The first 50% of the grant will be paid upon approval. The remaining 50% of payment will be paid upon receipt of the final evaluation.

**What to do After Your Grant Is Approved**

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

1. Review your approval packet thoroughly.

2. Credit Humanities Washington as a supporter of the project and include our logo on any promotional materials. [Find our press kit \(including logos\) here.](#)
3. Report any significant changes to the project scope or timeline to Humanities Washington.
4. Submit a final evaluation within one month of project completion (no later than 12 months after the award date). A unique link to the evaluation will be provided in the award email.
5. Retain back-up documentation of project expenses as Humanities Washington reserves the right to review records to ensure proper fiscal practices were followed.

## Apply for an Opportunity Grant

### 1. Review Grant Application Criteria

Make sure your application is competitive and relevant by reviewing our [grants criteria](#). Humanities Washington staff will use these criteria to evaluate applications.

Summary of Opportunity Grants Criteria:

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

### 2. Preview the Application

Humanities Washington's [open applications are available here](#). Locate the 2022 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?
- *Provide clear information about the nature and purpose of your project.* Avoid generalizations and hyperbole. Don't write more than you need to.
- *Specify your project's relationship to the humanities.* What role do humanities scholars play?
- *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.

### 3. Prepare Budget & Review Expenses

Prepare to submit a [budget form](#), listing your entire program's projected expenses and income. 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 and ineligible expenses are listed on page three.

#### **4. Submit Online Application**

Once you have gathered the information, [log in to our online grants portal](#) to apply. If you have already created an account, please log in using the email you originally provided. New to our system? [Learn how to create an account](#).

#### **Contact Us**

Questions? Please contact us at [grants@humanities.org](mailto:grants@humanities.org) or call our office at 206.682.1770 x111.

#### **About Humanities Washington**

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](http://humanities.org).

## 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 includes music, dancing, poetry, altars, arts and crafts activities (e.g., decorating sugar skulls 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.