



## 2022 Washington Stories Fund Grant Guidelines

### Grant Summary

- Up to \$5,000 awarded, match required.
- Any nonprofit organization, public agency, or group is eligible to apply. 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.*
- Project highlights a unique or little-known story in Washington State and clearly serves a Washington State audience.
- Online applications are due July 15 and notification is September 1. Funded activity may begin after October 1.
- Four Washington Stories Fund Grants will be awarded in 2022.

### About Washington Stories Fund Grants

The purpose of the Washington Stories Fund is to record and share with the broader community the little-known stories of people or groups whose contributions add to the cultural richness and health of Washington State.

The Washington Stories Fund is a tool to dismantle barriers and enhance cultural understanding through the public humanities. This grant seeks to elevate the stories of underrepresented people or groups and enhance the public's awareness of new and unique perspectives and cultures. It also aims to cast constructive new light on current issues, nurture compassion, and prompt action.

Organizations engaging in folklife, traditional arts, and/or heritage-based activities are encouraged to apply as well as organizations led by or serving underrepresented groups. 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.

Projects that meet the following criteria are eligible for Washington Stories Fund Grants:

- Highlights unique or little-known stories in Washington State
- Provides the general public with meaningful opportunities to engage with the humanities (such as community-building events, public exhibits, or other formats)
- Is affiliated with a nonprofit or public agency in Washington State and clearly serves a Washington State audience.
- Includes at least one humanities scholar
- The organization can meet the \$5,000 match requirement (in-kind contributions accepted).

## 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.

## FAQ

### ***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.

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 primarily center around artistic performance tend to be outside the scope of the humanities and are not eligible for a Washington Stories Fund grant. Humanities events that complement a performance, such as talkbacks, 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 is held in a location that 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. At least one humanities scholar must be involved for projects 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

**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 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.](#)
- *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.
- *Digital projects.* Digital projects, including documentary films and podcasts, are allowable provided they are accompanied by a public event, such as a lecture.
- *Equipment purchases.* Purchases of equipment that are directly related to and necessary for the completion of the funded project and do not have a per-unit acquisition cost in excess of \$5000. Equipment is defined as tangible personal property having a useful life exceeding one year.

**Ineligible expenses include:**

- The production costs of media, including 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
- Purchase of equipment not directly related to or necessary for the completion of the funded project and/or have a per-unit acquisition cost of more than \$5000.
- 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

**Matching Requirement:**

Applicants must match *at least* the amount granted by Humanities Washington for a project. In other words, Humanities Washington funds may pay no more than 50% of the total project costs.

The types of funding that may be applied to the applicant’s matching requirement include:

- Cash contributions/grants: corporate, foundation, government, and individual gifts or grants dedicated specifically to this project.
- Applicant’s own cash: organizational funds dedicated to the project, usually from the general operating budget. 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: revenue from admission fees and ticket or other sales that will be applied to the project cost. Please note that Humanities Washington gives priority to programs which provide free and low-cost programs.
- In-kind contributions: the total value of goods and services donated by a third-party to the project, including volunteer time
- Donated equipment and/or donated services that contribute to the project

The following expenses are *not* eligible 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
- 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

#### Grant Cycle Timeline

Application Deadline	Award Notification	Period of Performance Start	Period of Performance End	Final Report Due
July 15	Sept 1	Oct 1	Project end date	90 days after project end date

#### Application Review

Washington Stories Fund grants are awarded through a competitive grant process. Applications are reviewed by a panel of experts from across the state including humanities scholars, tradition bearers, cultural experts, and elders who review and score applications. Final decisions are approved by the Humanities Washington leadership.

Humanities Washington is committed to equitable grantmaking and considers the diversity of applicants, audiences, and participants, including geographic community, race, socioeconomic background, etc. It also recognizes the importance of serving underrepresented communities. Due to limited funds, not all eligible applicants may receive funding.

Projects are evaluated on the following criteria:

- *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? Does the applicant clearly state project goals? Are the goals shown to be realistic and achievable?
- *Budget:* Is the budget complete and contain allowable expenses? Did the applicant clearly indicate how Humanities Washington funds would be used?

### **Notification of Awards**

Humanities Washington staff will notify applicants of grant decisions via email. If your project does not receive funding, you may contact Humanities Washington for feedback.

Grant recipients will receive an approval packet containing an approval letter for their records, further instructions for reporting and evaluation, and a DocuSign contract. Payment for 90% of the approved grant (\$4,500) will be remitted upon receipt of the signed contract. The remaining \$500 will be paid upon receipt of the final evaluation form and budget.

### **What to do After Your Grant is Approved**

1. Review your approval packet thoroughly.
2. Return a signed grant agreement to Humanities Washington via DocuSign.
3. Credit Humanities Washington as a supporter of the project and include our logo on any promotional materials. [Find our press kit \(including logos\) here.](#)
4. Submit images or graphics related to the grant-sponsored event for our use in online and print communications. High-resolution digital images are preferred.
5. Report any significant changes to the project scope or timeline to Humanities Washington.
6. Submit a final evaluation and final budget at the conclusion of the project. A link to the evaluation will be provided to organizations in their award email.
7. Retain back-up documentation of project expenses as Humanities Washington reserves the right to review project records to ensure proper fiscal practices were followed.

## **Apply for a Washington Stories Fund Grant**

### **1. Review Grant Application Criteria**

Make sure your application is competitive and relevant by reviewing our grants criteria. These criteria are detailed on page 5.

### **2. Preview the Application**

Humanities Washington's [open applications are available here](#). Locate the 2022 Washington Stories Fund grant application within this list and select "preview" to view the full application. [View past grant recipients here.](#)

#### **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.
- *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 Your Budget & Review Expenses**

Prepare to submit a [Washington Stories Fund 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 Washington Stories Fund Grants. Eligible and ineligible expenses are listed on pages 3 and 4.

### **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 here.](#)

## **Contact Us**

Questions? Please email [grants@humanities.org](mailto:grants@humanities.org) or call us at 206-682-1770 x 111.

## **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).