2022/2023 Prime Time Family Reading Program
Grant Guidelines

Summary

Funding Options

- $25,000 to produce three in-person Prime Time Family Reading programs, and/or
- $10,000 to produce two online Prime Time Family Reading programs, and/or
- $8,300 to produce one in-person Prime Time Family Reading program.
- Grants may be combined in any configuration for hosting additional programs.
- Organizations may submit multiple applications within the 2022-2023 grant cycle.
- There is no matching requirement.

Eligibility/Conditions

- Nonprofit organizations, public agencies, or groups are eligible to apply, such as public libraries, elementary schools, and children's museums, for example.
- Individuals are not eligible to receive Humanities Washington grants.
- Program partners must include at least one elementary school and one public library.
- Hosts must use established Prime Time Family Reading program curricula (books and approved discussion questions) and adhere to program format as described in Prime Time support manuals.
- In-person Prime Time series must serve 15 or more families at each session.
- Online Prime Time series must serve 10 or more families at each session.
- Grants are for producing Prime Time Family Reading programs only.

Deadlines/Timeline

- Apply by September 1, 2022, to support fall 2022 programing.
- Apply by January 1, 2023, to support spring or fall 2023 programming.
- Programming can occur anytime within the 2022/2023 school year and must be concluded before December 1, 2023.

About Prime Time Family Reading Grants

Humanities Washington is offering grants for eligible organizations to produce Prime Time Family Reading programs. In response to pandemic learning loss, Prime Time Family Reading—an innovative reading and discussion program— is expanding throughout the state. For libraries, schools, children's museums, and other eligible organizations, this means financial support and resources to hold Prime Time series in your community.

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 scholar, storyteller, community organizer, and preschool assistant.
- *Domestic Travel*. Mileage at $0.585 per mile for traveling scholars and storytellers.
- *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, for example, grocery-store gift cards, paper goods.
- *Books*. Program books within established Prime Time curricula, gift books for participants. *
- *Book Bags*. Reusable book bags for distribution of program materials to participants.
- *Postage*. Mailing costs for gift cards, brochures, invitations, or other large items may be included. Applicants are encouraged to take advantage of bulk-mail and/or media-mail postal rates whenever possible.
- *Food and Beverages*. For weekly Prime Time meals or snacks served during programming only.
- *Publicity.* Costs of printing flyers, brochures, and other publicity materials specific to the project may be included.
- *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 $1,000. Equipment is defined as tangible personal property having a useful life exceeding one year. For example, sites might want to purchase video conferencing equipment to produce hybrid online/in-person programs.

* Prime Time grant recipients have the option to contract with the Washington State Library for reimbursement of costs for purchasing up to three shelf-ready Prime Time book sets from one or more approved curricula: Favorites, Favorites 2020, and/or Favorites Bilingual. Book sets are made up of 27 copies of each approved text in a Prime Time curriculum. Washington State Library Prime Time book cost reimbursement is only available to 2022/2023 Prime Time grant recipients. Humanities Washington will notify the Washington State Library of grant awards.

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 unrelated to fulfilling Prime Time roles.
- 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 outside established Prime Time curricula.
- Lobbying and fundraising activities.
- Travel, mileage reimbursement, lodging, meals, or entertainment to a public officer or employee of Washington State.
- Expenses incurred before the grant was awarded.
- Programs with significant, or potentially prohibitive ticket fees.
- Food or beverages not served at or directly connected to Prime Time programming.
- Travel outside the United States.

Grant cycle timeline for fall 2022 programming

Application Deadline	Award Notification	Period of Performance Start	Period of Performance End	Final Report Due
09/01/2022	Within two weeks	07/01/ 2022	12/16/2022	30 days after project end date

Grant cycle timeline for spring 2023 programming

Application Deadline	Award Notification	Period of Performance Start	Period of Performance End	Final Report Due
01/01/2023	Within two weeks	01/01/2023	06/30/2023	30 days after project end date

Application Review

Prime Time Family Reading program grants are awarded through a competitive grant process. Applications are reviewed and approved by 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.

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 including an approval email, further instructions for reporting and evaluation, and a DocuSign contract. **Payment for 90% of the approved grant will be remitted upon receipt of the signed contract.** The remaining 10% will be paid upon receipt of the final report, including final evaluations and budget.

What to do After Your Grant is Approved

1. Review your approval packet thoroughly.
2. Let us know who will sign the grant agreement/contract, and who will manage grant funds.
3. Return a signed grant agreement to Humanities Washington via DocuSign.
4. Review *Scope of Work* listed in Addendum A of your contract.
5. Credit Humanities Washington as a supporter of the project and include our logo on any promotional materials. Find our press kit (including logos) here.
6. Notify the partner school staff who should begin identifying and recruiting potential program participants.
7. Report any significant changes to the project scope or timeline to Humanities Washington.
8. Submit final evaluations, final budgets, and media-release forms within 30 days from the conclusion of each Prime Time program. Links to team member evaluations and participant evaluations will be provided to organizations via their award email.
9. Obtain media-release forms from participants, and submit images or graphics related to the grant-sponsored event for our use in online and print communications. High-resolution digital images are preferred.
10. 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 Prime Time Family Reading Program Grant

1. Review Application Checklist.

2. Connect with a partner organization, library, school, children's museum.

3. Decide which level of support best serves your community; combine grant offerings for additional support.

4. Apply via the Prime Time Family Reading Application.

About Prime Time Family Reading

Prime Time Family Reading Time was developed by the [Louisiana Endowment for the Humanities](). Prime Time is made possible with support from the National Endowment for the Humanities, The State of Washington via the Office of the Secretary of State, The Washington State Library, The Discuren Charitable Foundation, The Fordham Street Foundation, The Bamford Foundation, The BNSF Railway Foundation, The Norman Raab Foundation, D.V. and Ida McEachern Charitable Trust, The Stocker Foundation, The Helen Martha Schiff Foundation, The Allison Foundation, and other businesses, foundations, and individuals.

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]().

How to Contact Us

Questions? Please email [primetime@humanities.org]() or call us at 206-682-1770 x 104.