2023 FREQUENTLY ASKED QUESTIONS (FAQ) & APPLICATION TIPS
(Revised 2/27/2023)

ELIGIBILITY & APPLICATION SUBMISSION

My organization is not a 501(c)(3); can we apply for funding?
For many of our grant opportunities, community groups without 501(c)(3) non-profit status may apply through a 501(c)(3) non-profit organization serving as a fiscal sponsor, provided that the fiscal sponsor organization meets all eligibility requirements in this RFP.

What is the definition of a community group?
A community group is an organization that does not have 501(c)(3) non-profit status.

Can individuals apply for HumanitiesDC grant opportunities?
Individuals are eligible to apply for the following grant opportunities: Community Culture & Heritage, DC Oral History Collaborative, and DC Oral History Collaborative Beyond the Archives. Please read the RFPs for the full eligibility requirements. Individuals may also choose to apply through a fiscal sponsor that is a registered 501(c)(3) non-profit organization. Individual applicants are encouraged to seek advice regarding the tax implications of receiving a grant award directly.

Can applicants apply for more than one grant?
Applicants may apply for and receive only one program grant and one non-program grant each calendar year – a maximum of two applications.

What is the difference between a program grant and a non-program grant?
Our grant opportunities can be divided into two categories: program and non-program. Our program grants fund a specific program (including documentaries and events). Most of our grant opportunities fall in this category. Our two non-program grant opportunities – Youth in the Humanities and Capacity Building - focus on the organization rather than on a program. The Youth in the Humanities grant is for general operating support, and the Capacity Building grant funds projects that enhance the capacity of the organization.

If I have previously received funding as an individual, can my 501(c)(3) apply for funding too?
Yes. If you have previously received funding, and your prior grants are successfully closed, then your organization is eligible to apply for funding.

My organization does not have a fixed address. Is a street address necessary?
Yes, each applicant organization must include a DC address. P.O. Boxes and UPS addresses are not permissible. If the organization is DC-based, but does not have a fixed address, it could choose to use the address of someone in the leadership of the organization, such as the board chair or executive director.

My organization has a DUNS number, but is there another identifier I need instead?

The federal government has transitioned from DUNS to UEI (Unique Entity ID). To receive funding from HumanitiesDC, your organization must have a UEI. While you can apply without a UEI, you must have it to receive funding so you should apply for it immediately. See https://sam.gov/content/duns-uei for more information.

I am a current grantee and would like to apply for additional funding. Is this allowed?
Your current grant must be closed by the time you apply for another grant because an organization cannot have two grants open at the same time*. If you have a current grant and have finished grant activities and expenditures, you can submit your final report early and we will do our best to close out your current project in a timely manner. Please do so at least 30 days before the application deadline. This should give staff sufficient time to review your report and work with you to satisfactorily close your grant. If you want to closeout your grant early, let your grants manager know.
It is permissible to have a program grant and a non-program grant at the same time. Please contact your grants manager if you aren't sure if this applies to you.

I am part of a large organization, and my colleague already has a grant from HumanitiesDC. Am I allowed to also receive a grant, either as an individual or as an organization?
This is likely permissible, but please discuss your specific situation with our staff. You may signup here: https://calendly.com/eyussuf-1/30min

Can my organization receive funding to expand or continue an existing project, even if the original project was not funded by HumanitiesDC?
Yes, that is allowable.

If I already received funding from the DC Commission on the Arts and Humanities (CAH), can I receive funding from HumanitiesDC?
Yes, with one exception. If you received a General Operating Support from CAH for this year, fiscal year 2023, you may not also receive a Youth in the Humanities grant this year.

My program requires a fiscal sponsor. Do they have to be based in DC?
Yes, fiscal sponsors must be DC-based nonprofit organizations and meet the eligibility requirements of the grant program.

My project is focused on both Washington, DC, and other communities. Can I still apply for funding?
Humanities DC-funded projects must demonstrate a strong connection to Washington, D.C. to be eligible for funding. If you have questions about your specific project and its eligibility, schedule a meeting with us during "office hours": https://calendly.com/eyussuf-1/30min

My organization is interested in applying for the Youth in the Humanities grant that specifies youth aged 11 to 19; are we eligible if we also serve younger children?
To be eligible, most of the youth served by your organization must be between the ages of 11 and 19. As you describe your organization in your application, you will want to make this clear to the reviewers.

If approved for funding, can a grant be paid to an entity other than the grant applicant?
No, grant funds will only be awarded to the grant applicant.

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FINANCIAL

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Can I use grant funds to compensate individuals who share their stories, expertise, or time?
Yes, we encourage grantees to follow best practices of offering an honorarium to compensate those involved with their projects. Currently, HumanitiesDC offers $150 honorarium, but we strongly suggest this as a minimum amount of compensation for those offering their stories, expertise, or time.

Is equipment considered an allowable cost for program grants?
Yes, if the equipment is used for the specific program in question. Equipment should be noted under "Supplies" in the budget form.

Do organizations need to be audited to receive funding?
Organizations are not required to be audited to receive funding.

Are funds for individuals considered taxable income?
Yes, grant funding to individuals is considered taxable income.

Do any grants require matching or cost-sharing?
No, there is no match requirement for any of our grants. We do encourage you, however, to show in your budget the other sources of funding for your project.

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DC ORAL HISTORY COLLABORATIVE GRANTS

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What is the DC Oral History Collaborative (DCOHC)?
The DC Oral History Collaborative (DCOHC) documents, preserves, and celebrates the lived experiences of all Washington, DC residents and communities through oral history. The Collaborative accomplishes this by providing training, mentorship, resources, programs, and funding to current and aspiring oral historians.

Are there requirements I need to be aware of before applying for a DC Oral History Collaborative grant?
Yes. Please review the RFP carefully to understand all the requirements. For instance, there are a minimum number of interviews that need to be recorded, and there is a required, in-depth three-session workshop.

Do DC Oral History Collaborative grantees need to have prior experience?
No. DC Oral History Collaborative grant recipients do not need prior experience collecting or working with oral history interviews. Directors of each awarded project are required to attend an in-depth three-session workshop introducing participants to the field and practice of oral history at the start of their grant period. There is usually room for project teams to send additional members to the training, especially if they will be conducting interviews.
Upon receiving the grant and completing the training, project teams become members of the Collaborative, qualifying them for ongoing advice, mentorship, and access to training

and tools. Furthermore, they gain access to a growing support network of fellow community oral historians in DC.

Do DC Oral History Collaborative grantees need to complete a certain number of interviews?
Yes, DC Oral History Collaborative grantees must record interviews with a minimum of five interviewees. These interviews will be made available to the DC Public Library for inclusion in the [DC Oral History Collaborative collection within the library's People's Archive](). A major goal of the DC Oral History Collaborative is to create a rich, diverse, and accessible resource for students, researchers, and anyone wishing to learn more about life in Washington, DC.

At the end of their grant period, DC Oral History Collaborative members submit their interviews with full transcripts, indexes, release forms, and metadata so they can be added to the collection in the People's Archive. Project Directors and interviewees retain the right to use the stories they collect even after they are submitted to the DC Public Library.

In the DC Oral History Collaborative budget, what is the difference between honoraria and salaries?
Honoraria are stipends that are paid to oral history narrators/participants to thank them for their time. Salaries are paid to the individuals implementing and supporting the program, such as those who interview narrators or write transcripts.

Will grantees for the DC Oral History Collaborative have to follow the standards of the Oral History Association (OHA)?
Grantees do not have to follow all the OHA standards. Some elements will be followed, especially related to follow-up activities that are required by our partnership with the DC Public Library. Grantees will learn OHA best practices at the required training, but they have flexibility in how they conduct the interviews.

I'm interested in receiving translation enhancement funding for my oral history project. When can I apply for this?
You will have the option of applying for translation enhancement funding as part of your DC Oral History Collaborative application; you will see the relevant questions as you complete the application in our online system.

I am interested in conducting oral histories and then doing additional activities around them, such as creating an audiobook or producing a showcase. Is this allowed under the DC Oral History Collaborative (DCOHC) grant?
The DC Oral History Collaborative grant is only for recording oral histories. If you want to create additional materials once the oral histories are collected, you must apply for a subsequent grant – such as DCOHC Beyond the Archives.

What existing archives can be used for DC Oral History Collaborative Beyond the Archives projects? And do applicants have to choose these archives on their own?
Any existing archives may be used. These archives do not necessarily have to be found in formal, public institutions, but it is the applicant's responsibility to find and ensure that they have the proper permissions to access and use the archives themselves. Oral histories

recorded under HumanitiesDC grants, can be found in the [People's Archives](#) at the DC Public Library.

What kinds of Beyond the Archives projects are funded?
A variety of projects might be funded under the Oral History Collaborative Beyond the Archives grant program. Potential project formats include but are not limited to: video projects, digital humanities projects, exhibits, live or virtual programs, printed works, lesson plans, and podcasts. Proposed projects should demonstrate that members of the public will hear or read interviewees' voices directly as part of the experience. Please see [our website](#) for a list of projects funded last year.

<div align="center">GENERAL</div>

What is the difference between the Community Culture and Heritage and the DC Oral History Collaborative (DCOHC) grants?
The Community Culture and Heritage grant provides grantees flexibility in how they capture narratives; it does not necessarily have to be in a formal oral history format. The DCOHC grant is solely for oral history projects and requires grantees to attend training on oral history methods and best practices. Finished projects are archived in the DC Public Library's People's Archive for public access.

Can we create a non-visual deliverable as part of the Community Culture and Heritage grant?
Yes, but please note that you will present your project as part of a showcase near the end of the grant period.

Do I retain the right to use any products created as part of my HumanitiesDC grant?
Yes, you retain the right to use, as you see fit, products created as part of your grant.

What are the meeting requirements for grantees?
Depending on the grant program, grantees might meet as a cohort at the beginning of the project period. For the Community Culture and Heritage grant, there will likely be meetings to plan the showcase that takes place at the end of the project period.

Does HumanitiesDC fund theater performances or live readings?
We fund the humanities, which include the study and interpretation of the performing arts. While a theater performance might not fit that definition, live readings based on a play might.

What qualifies someone to be an "expert" on a project?
An expert is an individual who is knowledgeable about the relevant field or subject matter and dedicated to helping guide the project to completion. That expertise could be based on academic study, lived experience, or a combination of the two.

Can the grant lead be the required "expert" for the grant program?
Yes, if they meet the definition of expert as described in the RFP and application.

Does the expert need to live in Washington, DC?

No, the expert does not need to live in Washington, DC.

What is a common mistake for first-time applicants?
A common mistake is to not have your proposal reviewed – prior to submission – by someone who is unfamiliar with your project. They can identify for you what is not clear and when you don't provide the requested information.

Does HumanitiesDC provide technical assistance, application feedback, and/or suggestions for which grant to apply to?
Yes! Schedule a meeting with us during "office hours": https://calendly.com/eyussuf-1/30min

Can HumanitiesDC staff review my draft application before the deadline?
Yes, staff can review draft applications that are submitted at least one week before the application deadline. Please note however, that while staff can point out areas of deficiency in relation to application requirements, they can't tell you whether your application will be funded.

APPLICATION TIPS

1. If you or another person at your organization has applied for HumanitiesDC funding in the past, DO NOT create a new registration in the grants portal. Contact HumanitiesDC at grants@humanitiesdc.org, and we will connect you to the existing organization profile.
2. If you are considering applying through a fiscal sponsor, you must contact HumanitiesDC at grants@humanitiesdc.org to discuss eligibility and to ensure that your application is properly submitted.
3. Read the full Request for Proposals for the program you are interested in before beginning your application. This will help ensure that your request properly reflects the scope and requirements of the grant.
4. If you are applying for a project grant (as opposed to a capacity building or general operating grant), aim to articulate a single cohesive and definitive project.
5. Be sure your application demonstrates a deep understanding of the subject matter to be explored and the expected participants and partners for the project.
6. Assume no prior knowledge of your topic on the part of the review panel. Ask someone unconnected to your project to read and provide feedback on your proposal. If there is something that is unclear to them, it will likely be unclear to the review panel.
7. Download the proposal narrative questions and draft responses in a separate word processing document. Then, copy them into the grant application once they are complete and edited.
8. Double check all your application attachments and uploads. It is easy to accidentally upload a blank budget form.
9. Double check that you have responded in full to every question on the application. In most cases, even a single character will validate a required field. This means that just because the system says you've filled out all the questions, some could still be blank.
10. If you didn't participate in any of the workshops, watch the recordings.

Accessing the HumanitiesDC Grant Application

Step 1: Log in via http://grantapplication.wdchumanities.org.

If you or your organization do not have an existing account on Foundant, click "Create New Account." If you do have an existing account, please use your email address and password to log in. If you need a new password, you can reset it by clicking "Forgot your Password?", entering in your email address when prompted, and clicking "Send Reset Link." If you believe your organization may have an existing account that you are not connected to, please contact us at grants@humanitiesdc.org before creating a new account.

If you have an existing account and would like more information on how to apply through a fiscal sponsor or as an individual, click on the appropriate links to the right (in the "Please Read Before Applying" gray box).

Step 2 (if you do not have an existing account): Create your account.

Once you click "Create New Account," you will be directed to the page below, which will guide you step-by-step through the account creation process by asking for information pertaining to your organization, project director, executive officer, and password. If you are applying as an individual: enter in 11-1111111 for the EIN number, 11111111111 for the UEI number, and fill in the rest of the sections accordingly. You will lose all progress if you

click the Back button.

Step 3: Develop familiarity with where things are located, once logged in. Once you have logged on, you will notice that your organization's grant history is subdivided into "active requests" (grants marked by HumanitiesDC as being open for application or report submissions) and "historical requests" (grants marked by HumanitiesDC as being closed for application or report submissions, as well as all denied and abandoned applications). Note that you may have submitted and closed out all reports for "active requests" but they may still be listed under this tab – this is purely an administrative classification on our end. **To start a new grant application, click on "Apply" on the upper left-hand corner of your screen.**

Step 4: Once you click "Apply," you can begin your application for the grant program(s) of your choosing. You can click "Preview" to get a feel for the application's structure and content before beginning. If you feel ready to begin, click the blue "Apply" button on the upper right-hand corner of each listed grant program. Note that you do not need an Access Code to begin an application, nor do you need to click "Send to GrantHub" to begin or finish an application.

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Step 5: Fill out the body of the application. The application consists of various input fields including multiple choice selectionse, list selections, check boxes. The narrative section of the application has several fields for larger amounts of text. Be mindful of the character count limits for each of these fields. Consider reviewing the application, writing your narrative in a word processing application, and then copying the text into the appropriate fields in the application. Remember to scroll to the bottom of the page and save your work frequently.

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Timeline*

Provide a timeline for your proposed project, including relevant dates and milestones, that illustrates how you will successfully carry out the project during the prescribed timeframe.

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You may upload a visual representation of your timeline.

Upload a file [2 MiB allowed]

Grantee Cohort Participation*

Awarded applicants from each grant cycle are organized into a cohort which will receive training and networking opportunities throughout the grant period. Part of the goal is to create a community of public humanities practitioners in Washington, DC. Please describe:

- The knowledge, skills, expertise, or opportunities your organization would bring to the cohort experience.
- What you would expect your organization to get out of the cohort experience.

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Step 6: Fill out the budget form within the application. The budget should be entered directly into the form available within the application. Note that, while there is space to demonstrate a cash or in-kind match, it is not required – all you need to do in that instance is enter in 0.

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Step 7: Review your application ensuring that all required fields have been filled and click "Submit Application".