

Connecticut Humanities Fund
Application Quality Control Checklist

CTH Project #:

Project Title:

Applicant Organization:

- Project is humanities-based and appropriate for the grant line submitted
- Applicant Compliance Documentation
 - Organizational Profile Form (submitted, complete, & for current CTH fiscal year)
 - List of organization's board members for organization's current fiscal year
 - For Grants seeking under \$4,999: Operating budgets for organization's current and previous fiscal year.
 - For Grants seeking over \$5,000: Operating budgets for organization's current and previous two fiscal years.
 - Most recent audited financial statements or IRS 990 filing (for grant requests of \$10,000 or more only)
 - IRS 501c3 determination letter and registered in the State of CT OR Municipality authorization letter for department applying for grant
- Application Cover and Certification Page
 - Form is complete
 - Certification checkbox is "checked"
 - Project Director and Fiscal Agent are not the same person
 - CTH funds requested fall into appropriate range for grant line
 - CTH funds requested total matches total from budget worksheet summary page
 - Grant period begins, and all CTH funded project activities occur, after CTH posted award notification date and does not exceed maximum allowed window for grant line.
- Project narrative
 - All sections complete
 - All project details requirements included (for grant requests of \$4,999 or less only)
 - All individuals CTH is asked to fund are included in presenter and consultant qualifications list/ project team
- Budget worksheets
 - No red "x's" appear indicating problem with arithmetic
 - All activities CTH is asked to fund are described/ explained in grant narrative
 - All activities CTH is asked to fund are allowable expenses per grant guidelines
 - No one that CTH is asked to fund is a board member of the applicant organization, an elected public official, or a CTH staff or board member
 - Budget meets minimum 1:1 match requirement
 - **For Implementation Grants only:** Budget 1:1 match includes minimum 25% external cash for projects seeking \$24,999 or less and 50% for grants seeking \$25,000 or more.
 - **For non-Quick Grant requests:** Total amount of Salaries & Wages requested in CTHF Funds does not exceed 10% of the total grant request.
- Attachments
 - All required attachments for grant line and project type have been submitted as requested
 - **Capacity Building Grant applications** must include:

- A proposal, prepared by the selected consultant, that demonstrates appropriate skills to carry out the project, defines the scope of work the consultant would perform, and lists professional fees to be charged. (If a consultant has not been chosen by the grant application deadline, proposals from finalists should be included and the consultant selection process and selection date described in the narrative.)
- **Public Presentation Planning applications** must include:
 - A resume that demonstrates appropriate skills and/or scholarship for key members of the project team to carry out their role in the project. A resume should be included for each person for whom CTH grant funding is being sought. Short (one- or two- paragraph) bios of vital team members not paid through CTH funds may also be included.
 - If the project is a collaborative effort managed with other organizations, letters from those partners describing their respective roles in the project should be included. Applicants should not include letters from individuals and organizations that do not have active roles in the project.
 - Applications for planning interpretive digital projects must also include project team resumes or bios along with attachments describing:
 - The process used to select technology (including proposals from vendors detailing the scope and duration of work).
 - Technologies to be used (if already selected) and justification for selection. If applicant plans to use proprietary technologies, justification for choosing them over open-source options should be given.
 - Existing database or archival resources from which content will be drawn (sample entries may be provided).
 - Applications may include pertinent audio and video digital files in standard formats.
- **Public Presentation Implementation applications** must include:
 - A resume that demonstrates appropriate skills and/or scholarship for key members of the project team to carry out their role in the project. A resume should be included for each person for whom CTH grant funding is being sought. Short (one- or two-paragraph) bios of vital team members not paid through CTH funds may also be included.
 - Attachments of sample evaluation materials.
 - If the project is a collaborative effort managed with other organizations, letters from those partners describing their respective roles in the project should be included. Applicants should not include letters from individuals and organizations that do not have active roles in the project.
 - Please note that applications may include pertinent audio and video digital files in standard formats.
 - In addition, the following attachments are required, depending on implementation project type:
 - a. Exhibitions and Historic Site Interpretation:
 - A list or illustrations of key objects or images
 - Sample text for introduction and main section panels and object labels
 - A rendering of the exhibition's floor plan and sample elevations

- A brief narrative “walk-through” of the exhibition or site that describes the visitor experience
- Specific examples of “take-away messages” or learning objectives and applicant will convey them through the exhibition
- Admission and other fees
- b. Presentation Programs:
 - Title, theme(s) and format of public program(s)
 - Dates and times of program(s)
 - Location and audience capacity of the venue(s)
 - Admission and other fees
 - Name of speakers, educators or presenters
 - If presentation is part of a larger program, a schedule of events for the date(s) should be included
 - For film and theater presentations up to two pages should be submitted that include:
 - A synopsis of the plot or story line
 - Specific examples of “take-away messages” or learning objectives
- c. Interpretive Digital Media Projects:
 - Statement of technologies to be used and justification for selection
 - Justification for choosing any proprietary technologies over open-source options
 - Description of standards (digitization, metadata, public accessibility, privacy) that will be employed
 - Access or other fees for the public to use the site or app
 - Explanation of how applicant will obtain permissions for intellectual property they do not own
 - For website and mobile app projects:
 - sample text
 - screen shots
 - site map or structural description for the website
 - For other media projects:
 - sample text
 - sample audio/visual components

Notes:

Recommendation:

Approved by (signature):

Date: