cthumanities

PUBLIC PRESENTATION IMPLEMENTATION GRANTS

GUIDELINES

EFFECTIVE JULY 1, 2019 – JUNE 30, 2020

GUIDELINES

Connecticut Humanities Fund (CTHF) Public Presentation Grants support projects that help us understand and appreciate human history, culture, values, and beliefs. They allow us to analyze our complex society and to make thoughtful, reasoned decisions based on inquiry, evaluation, and empathy.

The Public Presentation grant lines support projects from planning through implementation and the flexible funding range allows organizations to develop projects of all sizes. There are separate application forms and requirements for Planning Grants and Implementation Grants.

Implementation Grants may be awarded for exhibitions, public programs, and interpretive digital media projects.

All Implementation Grant proposals must demonstrate significant humanities scholarship and content and articulate clearly defined goals that will be achieved during the project.

Only one (1) Public Presentation Planning or Implementation Grant can be open at a time.

Beginning July 1, 2019: Organizations may receive a maximum of two (2) Public Presentation Implementation Grants in any three (3) consecutive Connecticut Humanities (CTH) fiscal years (July 1 to June 30). This new policy is not retroactive and only impacts grants made after July 1, 2019 and moving forward. This policy only involves Public Presentation Implementation Grants and does not apply to any other CTH grant line including Public Presentation Planning Grants, Capacity Grants, or Quick Grants.

1.1 FUNDING PRIORITIES

Connecticut Humanities (CTH) gives priority to projects that include significant humanities scholarship and content and do one or more of the following:

- Reach broad audiences
- Address social issues through humanities disciplines
- Foster collaboration among organizations
- Encourage creativity and demonstrate ingenuity and innovation
- Encourage heritage tourism

Projects that help the public better understand and contextualize community issues or current events, relate the past to the present, are Connecticut focused, incorporate Connecticut Book Award winning or finalist books or authors, and/or explore the 2020 Suffrage Centennial are especially encouraged.

1.2 WHO CAN APPLY

An applicant organization must:

- Be incorporated in the state of Connecticut for at least one year as a 501(c)(3) non-profit organization governed by a board of directors that meets regularly **OR** be a Connecticut municipality
- Provide significant programming and/or services to the public on a regular basis, including open hours and special events, or function as a professional service organization that supports humanities program providers
- Be in compliance on all terms and conditions of all previous Connecticut Humanities grants

The following are not eligible for funding:

- For-profit organizations
- Individuals
- Agencies of the State of Connecticut, including state universities, state parks and historic sites
- Organizations not in compliance with terms and conditions of previous Connecticut Humanities grants

1.3 ELIGIBLE EXPENSES

- Salary and wages for work directly related to the project
- Honoraria and fees for consultants, scholars, and other outside professionals
- Travel expenses directly related to the project
- Technical design services including graphic, exhibition, or website design
- Purchase and/or rental of equipment, software, and intellectual property directly related to the project
- Materials used to build exhibitions
- Office supplies and photocopying or printing of materials (excluding book printing)
- Advertising and marketing expenses, including postage, production of promotional materials, and advertising expenses
- Project evaluation expenses

Please note the following expense limits:

- Salary and wages for staff: not to exceed 25% of the total grant request
- Travel Expenses: not more than 20% of total grant request*
- Equipment: not more than 40% of total grant request*
- Photocopying or printing: not more than 40% of total grant request*
  * Without prior approval of CTH staff

1.4 MATCHING REQUIREMENTS

Implementation Grants must be matched dollar for dollar.

Matching funds for Implementation Grants may come from in-kind contributions, the applicant organization's own cash, or external funders, but for:

- Implementation Grants of $24,999 or less: at least 25% of requisite matching funds must come from external funding sources.

- Implementation Grants of $25,000 or more: at least 50% of requisite matching funds must come from external funding sources.

A revenue plan identifying anticipated sources of matching funds from external funding sources must be submitted with the grant application. Matching funds from external sources must be secured and received by the applicant organization prior to the end of the CTH grant period to ensure full final payment of a CTH grant award.

Matching funds are defined as:

1. In-kind contributions made to the applicant organization including:

   - Donated services, including volunteer time dedicated to the project
   - Donated materials and supplies
   - Donated or loaned equipment
   - Donated or loaned rental space not owned by the grantee

2. Cash contributed by applicants including:

   Fees paid directly to consultants on this project

   - Materials, supplies and equipment purchased exclusively for the project
   - Rental fees for equipment and space
   - Contracted services
   - Cash from partners
   - Salaries and wages of applicant and partner staff dedicated to this project

3. External cash contributions from donors and/or third parties specifically for this project in the form of grants, gifts or bequests. (Note: If an admission or registration fee is required to attend a grant-funded activity those fees may **not** be counted as an external cash contribution.)

Funding from the Connecticut Department of Economic and Community Development or any other state agency cannot be used for matching purposes.

1.5 FUNDING LIMITS AND PROJECT DURATION

Implementation Grants range in amount from $5,000 to $35,000. All Implementation Grant project periods are twenty-four (24) months in duration, beginning on the first day of the month of award notification (see chart in section 1.7 below).

All CTH grant funded activities must occur and be completed within the twenty-four (24) month project period. No extensions are allowed.

1.6   FUNDING EXCLUSIONS

- Projects advocating a particular political, philosophical, religious or ideological point of view or a particular program of social action or change
- Projects intended primarily to create musical compositions, dance, paintings, sculpture, poetry, short stories, novels or other artistic products
- Renovation, restoration, rehabilitation or construction of historic sites
- Conservation treatment that is not directly related to a CTH-funded exhibition
- Book printing or publication
- Curricula for classes not accessible to the general public
- Endowments
- Individual fellowships, graduate education or university-based projects that require participants to register for academic credit
- Acquisition of artifacts, works of art or documents
- Capital improvements to applicant site and/or facilities
- Purchases of capital equipment, buildings or land
- Repayment of loans or debt service
- Costs associated with social events or fundraising activities
- Purchase of food, alcohol, refreshments or catering services
- Retroactive funding for activities undertaken before the start of the proposed grant period
- Undocumented expenses
- Ticket or admission fee underwriting or reimbursement
- Overhead expenses, including insurance, taxes, administrative fees, employee benefits and site operating expenses
- Honoraria, stipends or professional fees for applicant organization's board members
- Honoraria, stipends or professional fees for elected officials
- Honoraria, stipends or professional fees for active CTH board members and staff

1.7   APPLICATION DEADLINE SCHEDULE

Applications are accepted twice a year and are due to CTH by 11:59pm.

CTH Grant Funding Range	Application Date (first business day of the month)	Award Date (first business day of the month)
$5,000 - $35,000	November	February
	April	July

1.8   HOW TO APPLY

Applications must be submitted using Connecticut Humanities' online grant portal.

Before applying, organizations must contact CTH staff member Scott Wands (swands@cthumanities.org) to discuss your project idea. We are eager to help you submit a strong

application and are available to review draft applications received at least two weeks before the grant deadline. Applications submitted without prior communication with CTH staff will not be considered.

1.9   REQUIRED ATTACHMENTS

Implementation Grant applications must include:

- A CV or resume of up to 3 pages for each person for whom CTH grant funding is being sought that demonstrates appropriate skills and/or scholarship to carry out their role in the project. Short (one– or two- paragraph) bios of vital team members not paid through CTH funds may also be included.

- Sample evaluation materials.

- If the project is a collaborative effort managed with other organizations, please include letters from those partners describing their respective roles in the project.

Please note that applications may include pertinent audio and video digital files in standard formats. Contact Connecticut Humanities staff for details.

In addition, the following attachments are required, depending on implementation project type:

1. **Exhibitions and Historic Site Interpretation**

   Exhibitions and site interpretation are the physical presentation of humanities content and are typically installed on a permanent or temporary basis at museums and other public sites. Please attach the following materials that will help us evaluate the quality and humanities content of an exhibition or site interpretation:

   - A list or illustrations of key objects or images
   - Sample text for introductory panel, 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 how you will convey them through the exhibition
   - Admission and other fees

2. **Presentation Programs**

   Public presentations include lectures, performances, festivals and guided discussions that engage audiences in interpreting and examining issues and themes. Include a summary (maximum two pages) that provides a concise description of the proposed program, including:

   - 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, include a schedule of events for the date(s)

For film and theater presentations, also include up to two pages that include:

- A synopsis of the plot or story line
- Specific examples of "take-away messages" or learning objectives

3. Interpretive Digital Media Projects

Connecticut Humanities invites proposals that convey the humanities through digital media. Projects eligible for funding include the creation of new websites or updating of existing websites, creation and dissemination of audio and visual material, mobile applications, Geographic Information System applications, and data visualization projects.

Interpretive Digital Media Projects must be well grounded in scholarship and illuminate ideas and insights central to the humanities. Please provide these attachments for all digital 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 you will obtain permissions for intellectual property you do not own
- For website and mobile app projects: sample text, screen shots and site map or structural description for the website
- For other media projects: sample text and sample audio/visual components