

Quick Grants FY2022

Connecticut Humanities

Project Eligibility

Stop! Before filling out the application, please be sure to review the following:

Project Eligibility*

Quick Grants support a wide range of community-oriented, public programs that help us understand and appreciate human history, culture, values, and beliefs.

Quick Grants may fund implementation of small exhibitions, discussion-based public programs, local history tours, and community reading projects.

Please review the <https://cthumanities.org/wp-content/uploads/2019/07/Quick-Grant-Guidelines071219.pdf> Quick Grant guidelines. Before applying, please contact CTH staff, Lian Partridge (lparridge@cthumanities.org), to discuss your project idea.

Applications submitted without prior communication with CTH staff will not be considered.

Make sure your project meets all three Quick Grant requirements below:

Choices

Open to the general public
Free or low-cost to attend
Interpretive and based in the humanities

Organization Profiles Updated?*

"I have reviewed and updated my Organization's profile information."

(To review and update your Organization profile, click on the black pencil icon in the Contact Info tab on the far right above.)

Note: New data fields have been added for FY22 and require your attention—including mailing address and congressional districts!

Choices

Yes

Project Narrative

Project Title*

Character Limit: 150

Project Summary*

Please describe your project and its major components in 2-3 sentences. Please include key information about your project like exhibition and public program dates.

Note: This description will be used both internally to reference the project for which you are seeking funding support, and, if funded, externally by CTH to describe your grant to the public on our website and in press releases.

Character Limit: 500

Project Description and Details*

Please tell us in more detail about the project for which you are requesting funding.

This is the heart of your grant application and your opportunity to tell us about your project's background, structure, components, and why it should be funded.

If your program has multiple sessions (i.e., a 4-part lecture series), please include a 2-3 sentence description for each program session.

If your project has multiple components (i.e., an exhibition and lecture series), please describe both the project as a whole as well as the individual components.

Character Limit: 7000

Humanities Goals, Learning Objectives, and Evaluation*

What do you want participants to better understand after having participated in your project?

Please articulate your project's humanities goals and learning objectives--the aspects of human history, culture, values, and beliefs that your project will explore and what people will learn about them.

Please also describe the evaluation techniques you will use to determine if your project has achieved its humanities goals & learning objectives.

Character Limit: 3000

Relationship to Project's Subjects and Participants*

Describe your project team's relationship to your project's subjects and participants. If telling the story of a community or culture, please explain your access to this community and how you will address their needs and interests in your humanities project. What role(s) did the participants or community play in the planning and development of your project? What role(s) will they play in the implementation, production, and/or marketing/distribution stages?

Character Limit: 3000

Audience, Marketing, and Relevance*

Who is your target audience for this project?

Please identify the groups you hope will attend your programs and the methods you will use to promote your project to them (e.g., print, broadcast, social media, specific groups).

Why is this project important to your intended audience? Does it fill a community need? How do you know and why?

Character Limit: 3000

Total # of Audience Members Anticipated for Entire Project (Total Project Attendance)*

Character Limit: 100

Admission and Other Fees*

Character Limit: 200

Program Location and Audience Capacity*

Character Limit: 500

Dates and Times of Programs OR Open and Close Date of Exhibition*

Character Limit: 500

Tours (if applicable):

Please include your tour's itinerary, including a brief statement of significance for each site/stop

Character Limit: 2000

Exhibits (if applicable):

Exhibition Venue Location and Hours of Operation

Character Limit: 250

Brief Listing of Key Objects, Images, and Other Media to be Included

Character Limit: 2000

Additional Information

Please share any additional information that you feel would be helpful for our Application Review Committee to know when reviewing your grant application. (Optional)

Character Limit: 750

Additional Attachments

While Quick Grants do not require the submission of any project attachments, feel free to use this space to upload any additional documents or images that you would like to share with our Application Review Committee. (Optional)

Note: Only 1 attachment can be uploaded in this space. If you have multiple documents to share, please combine into 1 file before uploading.

File Size Limit: 2 MB

Presenters, Consultants, and Project Team Members

Presenters, Consultants, and Project Team*

Please list ALL presenters, consultants, scholars, and other key individuals working on the project, indicate if they will be paid with CTH grant funding, and list their major project responsibilities AND qualifications. Be sure to highlight humanities scholarship and expertise that they add to the project and, for presenters, indicate on which programs they are participating/presenting.

Please use the following format:

Team Member 1 Name
 Team Member 1 Title
 Team Member 1 Organization
 Paid with CTH grant funds
 Major Responsibilities AND Qualifications
 List programs on which they are presenting

Team Member 2 Name
 Team Member 2 Title
 Team Member 2 Organization
 Not paid with CTH grant funds
 Major Responsibilities AND Qualifications
 List programs on which they are presenting

Character Limit: 10000

Project Budget & Justification

Budget*

Upload your completed Connecticut Humanities Universal Budget Form (a Microsoft Excel spreadsheet) here. For a blank Universal Budget Form, please [click here](#).

Note: The Universal Budget Form contains several tabs. The first tab provides instructions on how to use the spreadsheet. The next 8 tabs should be used to enter project expenses by appropriate expense category. The last tab is a Budget Summary; do not enter data into the Budget Summary as values will fill automatically to this page from all of the other expense category tabs.

File Size Limit: 12 MB

Budget Notes and Justification

In this space, please explain and justify the need for any items you wish Connecticut Humanities to fund that have not been described and explained elsewhere in the grant application.

Character Limit: 2000

Applicant Information

Authorizing Signatory First Name*

Note: If funded, the **Authorizing Signatory** is the person authorized to sign a grant contract for your organization.

Character Limit: 100

Authorizing Signatory Last Name*

Character Limit: 100

Authorizing Signatory Title*

Character Limit: 250

Authorizing Signatory Mailing Address*

Please follow this formatting example:

Connecticut Humanities, 100 Riverview Center, Suite 290, Middletown, CT 06457

Character Limit: 250

Authorizing Signatory Phone Number*

Please use the following format:

000-000-0000

Character Limit: 250

Authorizing Signatory Email Address*

Character Limit: 250

Project Director First Name*

Note: The Project Director is the person responsible for managing your project. This individual will become your organization's primary contact person with Connecticut Humanities should the grant be funded. The Project Director and the Fiscal Agent CANNOT be the same person.

Character Limit: 100

Project Director Last Name*

Character Limit: 100

Project Director Title

Character Limit: 100

Project Director Organization*

Character Limit: 150

Project Director Phone Number*

Please use the following format:

000-000-0000

Character Limit: 250

Project Director Email Address*

Character Limit: 250

Fiscal Agent First Name*

Note: The Fiscal Agent is the person responsible for managing your project's grant funds and expenditures. The Project Director and the Fiscal Agent CANNOT be the same person.

Character Limit: 100

Fiscal Agent Last Name*

Character Limit: 100

Fiscal Agent Title

Character Limit: 100

Fiscal Agent Organization*

Character Limit: 150

Fiscal Agent Phone Number*

Please use the following format:

000-000-0000

Character Limit: 250

Fiscal Agent Email Address*

Character Limit: 250

Current Board List*

Please attach a current list of your organization's board members (i.e., FY2022 names, mailing addresses, and email addresses) in pdf format.

File Size Limit: 3 MB

Current Year Operating Budget*

Please attach your organization's current year operating budget (i.e., FY2022) in pdf format.

File Size Limit: 3 MB

Application Certification*

"I certify that the information presented in this application is true and accurate. I have read and understand the guidelines relating to this application. The applicant organization is in compliance with any grants previously awarded by Connecticut Humanities."

Choices

By checking this box, I certify that I have read and understood the above statement

Certified By*

Name and Title

Character Limit: 250

CT Humanities Grants E-newsletter Opt-in*

By checking "Yes" below you (the applicant) are opting in to receive periodic e-news related to our granting program. Other members of your organization may subscribe here.

Your answer to this question will not affect the application review process.

If you choose not to receive our grants e-newsletter, you will still receive communication from us about your grant application and occasional grant-related announcements.

Choices

Yes

No

