Capacity Grants FY2022

Connecticut Humanities

Project Eligibility

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

Project Eligibility

Capacity Grants support Connecticut organizations that regularly bring the humanities to the public. Grants are awarded to help organizations better understand their audiences, assets, and operations.

Funded projects may include board assessment and training; strategic planning; marketing assessments and planning; audience assessments; financial assessments and planning; development assessments and planning; collections assessments and planning; interpretive assessments and planning; and technology assessments and planning.

Please review the http://cthumanities.org/wp-content/uploads/2017/11/PP-Planning-Guidelines-11.8.17.pdfCapacity Grant Guidelines here. Before applying, please contact CTH staff, Lian Partridge (lpartridge@cthumanities.org), to discuss your project idea.

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

Make sure your project meets both Capacity Grant requirements below:

Choices

Your organization regularly delivers humanities activities to the public
Your project will help you to better understand your audience, assets, and/or operations

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*

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

Character Limit: 150

Project Summary*

Please describe your project and its major components in 2-3 sentences.

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 Background*

Explain how this project came about, why it is necessary to do this work at this time, and how it will strengthen your organization. Describe the process you will use and the roles of the major project participants (staff, board members, consultants).

Character Limit: 10000

Project Description and Background (continued)

Use this text area if you need additional space to finish explaining your Project Description and Background. (OPTIONAL)

Character Limit: 5000

Project Goals and Impact*

Describe specific goals for this project and the impact they will have on your organization if these goals are achieved.

Character Limit: 10000

Support for the Humanities*

How does your organization currently bring the humanities to the public? How will this project establish, improve, or expand your ability to do so?

Character Limit: 2000

Schedule*

Describe the major tasks to complete the project, specific dates for both the beginning and completion, and the team member(s) responsible for each. Include ONLY tasks during the requested grant period.

Please use the following format:

1 Start & End Date; Task; Team Member(s)
2 Start & End Date; Task; Team Member(s)
etc

Character Limit: 5000

Presenters, Consultants, and Project Team Members

Project Team*

Please list your project's major participants including presenters, consultants, scholars, staff, etc.; indicate if they will be paid with CTH grant funding; and list their major project responsibilities.

Make sure you include ALL participants for whom you are requesting CTH funding in this section.

Please attach resumes or bios for all listed in the Project Team in the next question.

Please use the following format:

Team Member 1 Name
Team Member 1 Title
Team Member 1 Organization
Paid with CTH grant funds
Major Responsibilities

Team Member 2 Name
Team Member 2 Title
Team Member 2 Organization
Not paid with CTH grant funds
Major Responsibilities

Etc

Character Limit: 10000

Project Team Resumes and Bios*

Please attach a CV or resume of up to 3 pages for all consultants participating in the project that demonstrates appropriate skills to carry out the project as well as 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.

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

File Size Limit: 3 MB

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: 3 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

Additional Required Attachments

In addition to the attachments required in previous sections, applications must also include:

- **A proposal or invoice, prepared by the selected consultant, that defines the scope of work the consultant would perform and lists professional fees to be charged.**

File Upload*

Please attach one (1) document containing all of the materials required as outlined above, based on the project type(s) for which you are requesting funding, to help us evaluate the quality and humanities content of your project.

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: 13 MB

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

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 270, 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 list of your organization's board members for your organization's current fiscal year (i.e., FY2022 names, mailing addresses, and email addresses) in PDF format.

File Size Limit: 1 MB

Current Year Operating Budget*

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

File Size Limit: 1 MB

Previous Year Operating Budget*

Please attach your organization's operating budget actuals for its most recently completed fiscal year (i.e, FY2021) in PDF format.

File Size Limit: 1 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 the box 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