

Implementation Grants FY2023

Connecticut Humanities

Project Eligibility

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

Project Eligibility*

Implementation Grants support a wide range of projects that help us understand and appreciate human history, culture, values, and beliefs.

Implementation Grants may fund implementation of exhibitions, public programs, and interpretive digital media projects.

Please review the Implementation Grant guidelines. 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 Implementation Grant requirements below:

Choices

Demonstrates significant humanities scholarship and content
Articulates clearly defined goals that will be achieved during the project

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.)

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 Case Statement*

Why should Connecticut Humanities Fund this project?

Give a brief project abstract and explain how this project supports both CTH funding priorities and your organization's mission.

Character Limit: 3000

Project Description and Background*

Briefly explain how you developed this project, including resources you consulted during planning (scholars, archives, collections, etc).

Describe the project you will deliver to the public and what you expect they will learn from it. Identify specific elements of this project you are asking CTH to fund.

For Documentary Film submissions please additionally respond to the following in this section:

- o Story, issues, and characters: What is the specific story your project will tell and what are the associated issues it will explore? Why are these stories or issues important or timely? Who are the characters?
- o Describe the current stage of the project. Provide an estimated completion date.

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: 3000

Project Goals, Outcomes, and Evaluation*

Please list your project's goals, outcomes, and evaluation techniques (maximum 5).

Project Goals: What do you hope this project will achieve? Goals may include impact on the audience, institution, community, etc.

Outcomes: What will you observe that will let you know you are successfully meeting your goals?

Evaluation Technique: How will you collect and interpret information to measure goal attainment? (For example: survey, observation, interviews etc.)

Each Project Goal should have a corresponding Outcome and Evaluation Technique.

Please present in the following format:

Project Goal 1

Outcome 1

Evaluation Technique 1

Project Goal 2

Outcome 2

Evaluation Technique 2

Etc

Character Limit: 3500

Sample Evaluation Materials*

Please include an attachment containing your sample evaluation materials.

File Size Limit: 1 MB

Humanities Content*

How do you expect the final project will help the audience understand and appreciate human history, culture, values, and beliefs?

What themes or issues did you convey in this project?

Character Limit: 3500

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

Project Audience*

What target audience did you identify for this project? Why did you choose this audience?

Character Limit: 3500

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

Character Limit: 100

Marketing and Publicity*

Describe your plans to promote the project, including specific media outlets (print, broadcast, social) and estimated coverage for each. How will you reach your target audience?

For Documentary Film submissions please additionally respond to the following in this section :

- o Describe the outreach strategy, including plans for theatrical, festival, educational and/or community presentation, broadcast and/or distribution, web distribution, and for cultivating and engaging online audiences, as applicable.

Character Limit: 3500

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

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

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 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

Collaborative Projects

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

File Size Limit: 2 MB

Project Budget & Justification

Budget*

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

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

Project Revenue Plan for External Cash Match

Please provide information about your plans to secure the required percentage of matching funds from external sources prior to the end of the requested grant period.

List of Expected Grants/Grantors*

Please provide information about your project's grants/ grantors to be used as external cash match.

Please use the following format:

Grant/Name of Grantor
Requested Grant Amount
Anticipated Award Date
Confirmed Amount

Grant/Name of Grantor
Requested Grant Amount
Anticipated Award Date
Confirmed Amount

Character Limit: 2000

Contingency Plan for Grants*

If you do not receive grants for which you have applied, how will you generate the required percentage of external cash match?

Character Limit: 250

Total Individual Donations*

Please list the total amount of individual donations* expected to be used as external cash match for your project.

*Certification that individual donations are directed to a CTH-funded project is required at the end of the grant period.

Character Limit: 20

Additional Required Attachments

In addition to the attachments required in previous sections, Implementation grants require certain, additional attachments based on project type.

Exhibitions and 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.

Exhibitions and site interpretation grants require all of the following:

- 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

Exhibition Attachments Quick Check List

If you are requesting funding for an exhibition, have you included:

Choices

List of objects/images

Sample text copy

Floor plan

Sample elevations

Narrative walk-through

Take-away messages/ learning objectives

Admission and fees

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

Interpretive Digital Media Projects

Connecticut Humanities invites digital media projects including websites, creation & dissemination of audio and visual material, mobile applications, Geographic Information System applications, & data visualization projects.

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 & audio/visual components

Documentary Films

Documentary film grants strengthen the humanities content of documentary media productions and help propel projects to completion.

Projects must be:

- in the production stage

- have a work in-progress to submit
- actively involve at least two Humanities subject area experts to help advise on, frame, & contextualize subject matter throughout the production process
- have a previously completed work sample to submit.

Documentary film grants require:

- A brief treatment detailing the creative style, narrative structure, imagery or audio content, animation, & interactive elements, as applicable, of your project. (2 pp. max)
- Access to the work-in-progress sample for which you seek funding. (Suggested length: 10 minutes.)
- Access to a prior work sample in its entirety.
- Explanation of the prior work submitted & brief outline of role(s) your project team members played in its creation. Provide any necessary background information or context for the work-in-progress. (2 pp. max)

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

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., 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 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 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