

Planning Grants FY2023

Connecticut Humanities

Project Eligibility

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

Project Eligibility*

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

Planning Grants may fund development of exhibitions, public programs, and interpretive digital media projects.

Please review the Planning 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 Planning Grant requirements below:

Choices

Demonstrates significant humanities scholarship and content

Articulates clearly defined outcomes that will be achieved during the planning process

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.

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*

Explain how this project came about, describe the planning process you will use, and state specifically what you would like CTH to fund in that process.

Include resources you will consult during planning including: scholars, archives, collections, institutions, etc.

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 Outcomes*

Describe the specific elements of a project plan that will come out of the planning process, such as an exhibition checklist, exhibition script, educational materials, etc.

Character Limit: 10000

Humanities Content*

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

What preliminary themes will you explore during planning?

Character Limit: 3500

Relationship to Project's Subjects and Participants*

Describe your project team's relationship to your project's intended 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) will 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 do you have in mind for the final project? Why did you choose this audience? Will you involve potential audience members in the planning process? If so, how?

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

Additional Required Attachments

In addition to the attachments required in previous sections, applications for planning interpretive digital projects must also include:

- The process you will use to select technology (include proposals from vendors detailing the scope and duration of work);
- Technologies to be used (if already selected) and justification for selection. If you plan to use proprietary technologies, give justification for choosing them over open-source options;
- Existing database or archival resources from which content will be drawn (sample entries may be provided).

****PLEASE NOTE:** Applications of all types may also include pertinent audio and video digital files in standard formats as well. Contact Connecticut Humanities staff for details.

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 Attachments

You may 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: 1 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 <http://cthumanities.org/wp-content/uploads/2018/08/PP-Planning-Guidelines-8.29.18.pdf>. 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