

Capacity Grants FY2024

Connecticut Humanities

Project Eligibility

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

Project Eligibility*

Capacity Grants help Connecticut organizations that bring humanities to the public think strategically, better understand their audiences, assets, and operations, and plan for the future.

Funded projects may include:

- board assessments and training;
- strategic planning;
- marketing assessments and planning;
- audience assessments;
- Inclusion, Diversity, Equity, and Accessibility (IDEA) assessments, planning, and training;
- financial assessments and planning;
- development assessments and planning;
- collections assessments and planning;
- interpretive assessments and planning; and
- technology assessments and planning.

Please review the Capacity Grant Guidelines [here](#). Before applying, please contact CTH Grants Staff at grants@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

Applicant has reached out to CTH Grants staff to discuss your project idea

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: If funded, this summary may be used 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, 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 ALL key individuals working on the project including presenters, consultants, scholars, staff, and others. **You MUST include people for whom you are requesting grant funds.**

For each project team member, please provide the following information:

- Name
- Title
- Organization
- Will this team member be paid with CTH grant funds?
- Qualifications: please provide a 2-3 sentence bio
- Major Responsibilities: please include their role in this project and any programs they will be presenting if applicable

Character Limit: 5000

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. 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 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

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

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 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

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

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If you would like to receive our e-newsletter with granting announcements and events, please visit <https://cthumanities.org/e-news-subscribe/> to subscribe.