

# Implementation Grants FY2024

---

## *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,
- discussion-based public programs,
- interpretive digital media projects, and
- documentary films.

Please review the Implementation Grant guidelines. Before applying, please contact CTH Grants Staff at [grants@cthumanities.org](mailto: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 Implementation Grant requirements below:

#### **Choices**

Demonstrates significant humanities scholarship and content

Articulates clearly defined goals that will be achieved during the project

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

### *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:

- 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?
- 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*

### **Subject Matter Expertise and Community Input\***

Which subject matter experts have you consulted with and how have you engaged with them over the lifespan of your project? Expertise may be demonstrated by both lived experiences as well as academic study.

If you are sharing the history and story of a specific community or culture, please also explain how you have consulted with and engaged them in conducting your project. What role(s) did participants of that community or culture play in the planning and development of your work? What role(s) will they play in the project's implementation, production, and/or

marketing/distribution? How does this project address the community or culture's needs and interests?

*Character Limit: 3000*

### **Humanities Themes and Issues Explored\***

Please describe the humanities themes, topics, and issues participants will learn about and explore through your project.

What do you hope your participants will better understand about human history, culture, values, and beliefs? What do you want participants to better understand about themselves, their community, society, or the issues impacting the world today after having participated in your project?

*Character Limit: 3500*

### **Project Evaluation Plan\***

Please describe the evaluation plan for your project and how you will determine the extent to which your target audiences have learned the humanities themes and issues outlined above.

For example, will you deploy an audience survey and if so when and how will you distribute and collect responses? Will you conduct audience intercept interviews? Will you prototype portions of your project for feedback before installing the final version? Will you use an observation rubric?

*Character Limit: 3500*

### **Sample Evaluation Materials\***

Please include an attachment containing your sample evaluation materials.

*File Size Limit: 1 MB*

### **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 ALL key individuals working on the project including presenters, consultants, scholars, 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: 2000*

## 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*

## 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

---

### Program Type\*

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

Select the program type(s) included in your project.

#### Choices

- Exhibitions and Site Interpretation
- Presentation Programs
- Interpretive Digital Media Projects
- Documentary Film

### File Upload\*

Please attach one (1) document containing all of the materials required as outlined below, 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*

## *Exhibitions and Site Interpretation*

---

### **Exhibitions and Site Interpretation Required Materials**

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*

---

### **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*

---

### **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 Film*

---

### **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)

## *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*

**Sign Up for CT Humanities Grants E-newsletter**

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