Quick Grants FY2024

Connecticut Humanities

Project Eligibility

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

Project Eligibility*

Quick Grants support a wide range of community-oriented public programs that help us understand and appreciate human history, culture, values, and beliefs.

Quick Grants may fund implementation of humanities-based programs such as:

- small exhibitions,
- discussion-based public programs,
- local history tours,
- digital learning tools, and
- community reading projects.

Please review the Quick Grant guidelines. Before applying, you must 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 all of the Quick Grant requirements below:

Choices

Open to the general public
Free or low-cost to attend
Interpretive and based in the humanities
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: If funded, this summary will be used by CTH to describe your grant to the public on our website and in press releases.

Character Limit: 500

Project Description and Details*

Please tell us in more detail about the project for which you are requesting funding.

This is the heart of your grant application and your opportunity to tell us about your project. Please include details about the project's:

- background,
- structure,
- components (with details on what you are requesting funding for),
- and why this project should be funded.

If your program has multiple sessions (i.e., a 4-part lecture series), please include a 2-3 sentence description for each program session.

If your project has multiple components (i.e., an exhibition and lecture series), please describe both the project as a whole as well as the individual components.

Character Limit: 7000

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: 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

Audience and Marketing*

Who is your target audience for this project?

How will you promote your project to your target audiences (e.g., print, broadcast, social media, specific groups)?

Character Limit: 3000

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

Character Limit: 100

Admission and Other Fees*

Character Limit: 200

Program Location and Audience Capacity*

Character Limit: 500

Dates and Times of Programs OR Open and Close Date of Exhibition*

Character Limit: 500

Program Type*

Select the program type(s) included in your project. If your project does not involve an exhibit or tour, select "N/A."

Choices

Exhibit
Tour
N/A

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

Additional Attachments

While Quick Grants do not require the submission of any project attachments, feel free to 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: 3 MB

Exhibit

Exhibit Venue Location and Hours of Operation*
Character Limit: 250

Brief Listing of Key Objects, Images, and Other Media to be Included*
Character Limit: 2000

Tour

Tour Itinerary*
Please include your tour's itinerary, including a brief statement of significance for each site/stop

Character Limit: 2000

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: 5000

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: 12 MB

Budget Notes

If your budget has line items that require additional explanation or context, please describe them below.

Character Limit: 2000

Applicant Information

Current Board List*

Please attach a current list of your organization's board members (i.e., names, mailing addresses, and email addresses) in pdf format.

File Size Limit: 3 MB

Current Year Operating Budget*

Please attach your organization's current year operating budget in pdf format.

File Size Limit: 3 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

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.