

# CThumanities

## PUBLIC PRESENTATION PLANNING GRANTS

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## GUIDELINES

Connecticut Humanities Fund (CTHF) Public Presentation Grants support projects that help us understand and appreciate human history, culture, values, and beliefs. They allow us to analyze our complex society and to make thoughtful, reasoned decisions based on inquiry, evaluation, and empathy.

The Public Presentation grant lines support projects from planning through implementation and the flexible funding range allows organizations to develop projects of all sizes. There are separate application forms and requirements for Planning Grants and Implementation Grants.

Planning Grants may be awarded to develop exhibitions, public programs, interpretive digital media projects, and curriculum development.

All Planning Grant proposals must demonstrate significant humanities scholarship and content and articulate clearly defined goals that will be achieved during the project.

Only one (1) Public Presentation Planning or Implementation Grant can be open at a time.

Organizations may receive a maximum of two (2) Public Presentation Implementation Grants in any three (3) consecutive Connecticut Humanities (CTH) fiscal years (July 1 to June 30). This new policy is not retroactive and only impacts grants made after July 1, 2019 and moving forward. This policy only involves Public Presentation Implementation Grants and does not apply to any other CTH grant line including Public Presentation Planning Grants, Capacity Grants, or Quick Grants.

### 1.1 FUNDING PRIORITIES

Connecticut Humanities (CTH) gives priority to projects that include significant humanities scholarship and content, explore topics and stories in an inclusive, diverse, and equitable manner, and do one or more of the following:

- Engage individuals and communities in the exploration of contemporary issues.
- Advance creativity and demonstrate ingenuity and innovation.
- Present accessible content that provokes, challenges, educates, and inspires.
- Ensure access to the project's content and scholarship beyond the length of the grant.
- Foster collaboration among organizations, groups, and communities.

Projects that help the public better understand and contextualize community issues or current events, relate the past to the present, are Connecticut focused, incorporate Connecticut Book Award [winning](#) or [finalist](#) books or authors, and/or address civics and democracy topics in the lead-up to the 250th anniversary of the signing of the Declaration of Independence in 2026 ([Click here for the American Association for State and Local History's Making History at 250 Field Guide](#) including guiding themes for the commemoration and [here for more information about the National Endowment for the Humanities' A More Perfect Union initiative](#)) are especially encouraged.

## 1.2 WHO CAN APPLY

An applicant organization must:

- Be incorporated in the state of Connecticut for at least one year as a 501(c)(3) non-profit organization governed by a board of directors that meets regularly **OR** be a Connecticut municipality **OR** be a Connecticut-based federally or State recognized tribe
- Provide significant programming and/or services to the public on a regular basis, including open hours and special events, or function as a professional service organization that supports humanities program providers
- Be in compliance on all terms and conditions of all previous Connecticut Humanities grants

The following are not eligible for funding:

- For-profit organizations
- Individuals
- Agencies of the State of Connecticut, including state universities, state parks and historic sites
- Organizations not in compliance with terms and conditions of previous Connecticut Humanities grants

## 1.3 ELIGIBLE EXPENSES

- Salary and wages for work directly related to the project
- Honoraria and fees for consultants, scholars, and other outside professionals
- Travel expenses directly related to the project
- Technical design services including graphic, exhibition, or website design
- Purchase and/or rental of equipment, software, and intellectual property directly related to the planning project
- Office supplies and photocopying or printing of materials for the planning exercise

Please note the following expense limit:

- Salary and wages for staff: not to exceed 25% of the total grant request

## 1.4 MATCHING REQUIREMENTS

Planning Grants must be matched dollar for dollar.

Matching funds for Planning Grants may consist of any combination of:

1. In-kind contributions made to the applicant organization including:
  - Donated services, including volunteer time dedicated to the project
  - Donated materials and supplies
  - Donated or loaned equipment
  - Donated or loaned rental space not owned by the grantee
2. Cash contributed by applicants including:

Fees paid directly to consultants on this project

- Materials, supplies and equipment purchased exclusively for the project
  - Rental fees for equipment and space
  - Contracted services
  - Cash from partners
  - Salaries and wages of applicant and partner staff dedicated to this project
3. External cash contributions from donors and/or third parties specifically for this project in the form of grants, gifts or bequests. (Note: If an admission or registration fee is required to attend a grant-funded activity those fees may **not** be counted as an external cash contribution.)

Funding from the Connecticut Department of Economic and Community Development or any other state agency cannot be used for matching purposes.

## 1.5 FUNDING LIMITS AND PROJECT DURATION

Planning Grants range in amount from \$5,000 to \$25,000. All Planning Grant project periods are eighteen (18) months in duration, beginning on the first day of the month of award notification (see chart in section 1.8 below).

All CTH grant funded activities must occur and be completed within the eighteen (18) month project period. No extensions are allowed.

## 1.6 FUNDING EXCLUSIONS

- Projects advocating a particular political, philosophical, religious or ideological point of view or a particular program of social action or change
- Projects intended primarily to create musical compositions, dance, paintings, sculpture, poetry, short stories, novels or other artistic products
- Renovation, restoration, rehabilitation or construction of historic sites
- Conservation treatment that is not directly related to a CTH-funded exhibition
- Book printing or publication
- Curricula for classes not accessible to the general public
- Endowments
- Individual fellowships, graduate education or university-based projects that require participants to register for academic credit
- Acquisition of artifacts, works of art or documents
- Capital improvements to applicant site and/or facilities
- Purchases of capital equipment, buildings or land
- Repayment of loans or debt service
- Costs associated with social events or fundraising activities
- Purchase of food, alcohol, refreshments or catering services
- Retroactive funding for activities undertaken before the start of the proposed grant period

- Undocumented expenses
- Ticket or admission fee underwriting or reimbursement
- Indirect costs or overhead expenses at the applicant organization, including, but not limited to, insurance, taxes, administrative and grant management fees, employee benefits and site operating expenses
- Honoraria, stipends or professional fees for applicant organization’s board members
- Honoraria, stipends or professional fees for elected officials or declared candidates seeking public office
- Honoraria, stipends or professional fees for active CTH board members and staff

### 1.7 REQUIRED ATTACHMENTS

Planning Grant applications must include:

- 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.
- The applicant organization’s current board list.
- The applicant organization’s current year operating budget and previous year operating budget.

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 that applications may include pertinent audio and video digital files in standard formats. Contact Connecticut Humanities staff for details.

### 1.8 APPLICATION DEADLINE SCHEDULE

Applications are accepted twice a year and are due to CTH by 11:59pm.

<b>CTH Grant Funding Range</b>	<b>Application Date (first Friday of the month)</b>	<b>Award Date (first business day of the month)</b>
\$5,000 - \$25,000	November	January
	April	July

## 1.9 HOW TO APPLY

Applications must be submitted using [Connecticut Humanities' online grant portal](#).

Before applying, organizations must contact CTH Grants staff ([grants@cthumanities.org](mailto:grants@cthumanities.org)) to discuss your project idea. We are eager to help you submit a strong application and are available to review draft applications received at least two weeks before the grant deadline. Applications submitted without prior communication with CTH staff will not be considered.

If an applicant experiences technical difficulties when submitting their application, the applicant must reach out to CTH Grants Staff either by phone or email ([grants@cthumanities.org](mailto:grants@cthumanities.org)) within 12 hours of the grant deadline to alert CTH of the technical difficulties. Incomplete applications where the applicant organization did not contact Grants Staff within 12 hours of the grant deadline will not be considered.

## 1.10 POST-SUBMISSION INFORMATION

- For information about CTH's grants review and awards management processes, visit: <https://cthumanities.org/grant-application-process/#grant-approved>
- You can also find resources for grantees, including a checklist of tasks to complete post-award, a Public Relations Toolkit, and information about your final report at the bottom of this page: <https://cthumanities.org/grants/planning-grants/#resources>
- Starting on January 1, 2024, CT Humanities' new Intellectual Property Policy will go into effect. You can learn more about this policy and how it impacts your projects here: <https://cthumanities.org/intellectual-property-policy/>