

# CThumanities

## QUICK GRANTS

### PROGRAM GUIDELINES

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## GUIDELINES

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 small exhibitions, discussion-based public programs, local history tours, and community reading projects. All Quick Grant proposals must demonstrate significant humanities scholarship and content and must be:

- Open to the general public
- Free or low-cost to attend
- Clearly interpretive and based in the humanities

Funded projects may serve to expand and enrich other public presentations such as exhibitions or performances provided, they are not being used as a cash match in another CTH grant.

Organizations may have only one (1) Quick Grant open at a time. CTH must approve a final report on the first grant prior to receiving a second award.

### 1.1 PROGRAM FORMATS

**Exhibitions and Tours:** These projects explore humanities themes through interpretive exhibitions or local tours. Project formats may include museum-style interpretive exhibits, online exhibitions and walking or driving tours.

**Community Events:** Programs that get people talking—the audience experiences a film, performance, panel presentation or lecture and explores the deeper meaning of its themes and issues. Whatever the format, the program should feature opportunities for the audience to ask questions and actively engage with the presenters and topic being discussed.

**Community Reads Projects:** Book-centered programs that go beyond traditional book clubs. They connect your community through a common reading experience with discussion and further learning about topics in the book. These programs may inspire action in your community or simply focus on deeper reflection on literature and learning.

### 1.2 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; commemorate the 250<sup>th</sup> anniversary of the formation of the United States consistent with [the America 250 | CT Commission's guiding themes](#); 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, and/or incorporate Connecticut Book Award [winning](#) or [finalist](#) books or authors are especially encouraged.

### 1.3 WHO CAN APPLY

An applicant organization must:

- Be incorporated in the state of Connecticut for at least one year as a 501(c)(3) nonprofit organization governed by a board of directors that meets regularly **OR** be a municipality in the state of Connecticut **OR** be a Connecticut-based federally or State recognized tribe
- Provide significant programs 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 with all terms and conditions of 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 state historic sites
- Organizations not in compliance with terms and conditions of previous Connecticut Humanities grants

### 1.4 ELIGIBLE EXPENSES

- Salary and wages for work directly related to the project\*
- Purchase of materials and rental of equipment needed to produce the exhibit
- Design and production of interpretive exhibition labels and panels
- Expenses for video recordings, audio recordings, or photography used in the exhibit
- Printed programs, brochures or other educational material associated with the exhibit or event
- Transportation between sites (for multi-venue tours)
- Performer fees
- Film screening fees
- Discussion leader honoraria
- Book purchase for titles used in Community Reads programs
- Speaker/performer travel expenses
- Equipment rental for use in public performance/presentation
- Venue rental
- Direct promotion and advertising expenses

\*Please note the following expense limits:

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

### 1.5 MATCHING REQUIREMENTS

Quick Grants must be matched dollar for dollar.

Matching funds for a Quick Grants may consist of any combination of:

1. In-kind contributions made to the applicant organization solely for support of the project, 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 to the project by the applicant, including:
  - Fees paid directly to consultants
  - 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 the 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.

## 1.6 FUNDING LIMITS AND PROJECT DURATION

Awards may not exceed \$4,999. All Quick Grant project periods are twelve (12) months in duration, beginning on the first day of the month following application submission.

All CTH grant funded activities must occur and be completed within the twelve (12) month project period. No extensions are allowed.

## 1.7 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

## 1.8 REQUIRED ATTACHMENTS

Quick Grant applications must include:

- The applicant organization's current board list.
- The applicant organization's current year operating budget.

## 1.9 APPLICATION DEADLINE SCHEDULE

Applications are due to CTH by 11:59pm on August 4, 2023, November 3, 2023, February 2, 2024, and May 3, 2024. Award notifications are made approximately one month following a deadline.

## 1.10 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.

For more information on the application process, visit: <https://cthumanities.org/grant-application-process/>

## 1.11 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/quick-grants/#resources>
- Please note that literature-related grant projects will have slightly different public relations requirements. Literature programs will be co-branded with the CT Center for the Book, the state affiliate of the national Center for the Book in the Library of Congress, to provide increased visibility. These instructions will be sent along with the award email.
- 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/>