

# CThumanities

## CAPACITY GRANTS

### PROGRAM GUIDELINES

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## GUIDELINES

Connecticut Humanities Fund (CTHF) Capacity Grants support Connecticut organizations that bring the humanities to the public. Grants are awarded to help organizations better understand their audiences, assets, and operations. 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 (fundraising) assessments and planning
- Collections assessments and planning
- Interpretive assessments and planning
- Technology assessments and planning

Organizations may have only one (1) Capacity Grant open at a time.

### 1.1 FUNDING PRIORITIES

CT 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 250th 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.

### 1.2 WHO CAN APPLY

An applicant organization must:

- Be incorporated in the state of Connecticut for at least one year as a 501(c)(3) nonprofit organization governed by a board of directors that meets regularly **OR** be a city or municipality in the state of Connecticut **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

- Staff salary and wages for work directly related to the project
- Honoraria and fees for consultants and other outside professionals
- Travel expenses directly related to the project
- Photocopying of worksheets and handouts
- Purchase or licensing fees for materials that are directly related to project activities. Materials fees may include textbooks, workbooks and/or download fees for such materials

Please note the following expense limit:

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

### 1.4 MATCHING REQUIREMENTS

Capacity Grants must be matched dollar for dollar.

Matching funds for a Capacity Grant 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.

## 1.5 FUNDING LIMITS AND PROJECT DURATION

Awards may not exceed \$9,999. All Capacity Grant project periods are twelve (12) months in duration, beginning on the first day of the month of award date notification (see chart in section 1.7 below). All CTH grant funded activities must occur and be completed within the twelve (12) 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
- Costs related to individual staff member training and/or professional development

## 1.7 REQUIRED ATTACHMENTS

Capacity Grant applications must include:

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

## 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>
\$1,500 - \$9,999	November	January
	April	June

## 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/capacity-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/>