

# Capacity Grants FY2025

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*Connecticut Humanities*

## *Project Eligibility*

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

### **Project Eligibility\***

Capacity Grants help Connecticut organizations that bring humanities to the public think strategically, better understand their audiences, assets, and operations, and plan for the future.

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 assessments and planning;
- collections assessments and planning;
- interpretive assessments and planning; and
- technology assessments and planning.

Please review the <http://cthumanities.org/wp-content/uploads/2017/11/PP-Planning-Guidelines-11.8.17.pdf> Capacity Grant Guidelines here. 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 Capacity Grant requirements below:

### **Choices**

Your organization regularly delivers humanities activities to the public

Your project will help you to better understand your audience, assets, and/or operations

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

## *Project Narrative*

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### **Project Title\***

Note: This title will be used both internally to reference the project for which you are seeking funding support, but also externally by CTH if your project is funded to describe your grant to the public on our website and in press releases.

*Character Limit: 150*

### **Project Summary\***

Please describe your project and its major components in 2-3 sentences.

Note: If funded, this summary may be used 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\***

Explain how this project came about, why it is necessary to do this work at this time, and how it will strengthen your organization. Describe the process you will use and the roles of the major project participants (staff, board members, consultants).

*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*

### **Project Goals and Impact\***

Describe specific goals for this project and the impact they will have on your organization if these goals are achieved.

*Character Limit: 10000*

### **Support for the Humanities\***

How does your organization currently bring the humanities to the public? How will this project establish, improve, or expand your ability to do so?

*Character Limit: 2000*

## 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*

## *Presenters, Consultants, and Project Team Members*

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### Project Team\*

Please list ALL key individuals working on the project including presenters, consultants, scholars, staff, 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 Team Resumes and Bios\*

Please attach 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 as well as 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*

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### **Budget\***

Upload your completed Connecticut Humanities Universal Budget Form (a Microsoft Excel spreadsheet) here. Please [click here](#) to download a blank Universal Budget Form.

Please be sure to review the funding exclusions listed in the grant guidelines. Note that any project budgets submitted on a budget document other than the CTH Universal Budget Form linked above will not be considered for funding. Please contact Grants staff if you have any questions or concerns about this 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**

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

*Character Limit: 2000*

## *Additional Required Attachments*

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**In addition to the attachments required in previous sections, applications must also include:**

- **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.**

### **File Upload\***

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

## 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*

## Applicant Information

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### 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 Grant Administrator 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*

**Grant Administrator First Name\***

Note: The Grant Administrator is the person responsible for managing your project's grant funds and expenditures. The Project Director and the Grant Administrator CANNOT be the same person.

*Character Limit: 100*

**Grant Administrator Last Name\***

*Character Limit: 100*

**Grant Administrator Title**

*Character Limit: 100*

**Grant Administrator Organization\***

*Character Limit: 150*

**Grant Administrator Phone Number\***

Please use the following format:

*000-000-0000*

*Character Limit: 250*

## Grant Administrator 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*

## Application Status Notification Preferences

How would you like to be notified about your application status? This selection will determine only how we initially contact you (the applicant) for the results of this grant application. You will still have the opportunity to set up a meeting with Grants staff for additional feedback. This selection only applies to this application; you will have the opportunity to change your preferences for future applications.

### Choices

Email Only

Phone and Email

**Please review your application carefully before submitting! No edits to the application may be made once the application deadline has passed.**

## 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.