cthumanities

PUBLIC PRESENTATION

PLANNING GRANTS

GUIDELINES

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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. Applicants may only apply for one (1) Public Presentation Planning or Implementation Grant at any application deadline.

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; 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.

If your project involves or interprets Indigenous history or cultures, please also note CT Humanities' Indigenous Values Statement.

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.)

Please note that funding from the State of Connecticut 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 section 1.8 below).

All CTH grant funded activities must occur and be completed within the eighteen (18) month project period.

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, including food purchased during travel or as a per diem
- 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
- A project budget using the CTH Universal Budget Form (linked within the application)
- 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

Planning Grant applications are accepted twice a year and are due to CTH by 11:59pm on November 1, 2024 and May 2, 2025. Award notifications for applications received by the November deadline are made by the first business day of January, and award notifications applications received by the May deadline are made by the first business day of 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) to discuss your project idea. If you would like a draft review, you must save your draft in the CTH Grant Portal and email staff at grants@cthumanities.org requesting a draft review no later than two weeks before the application deadline.

Please note the following application errors that will cause an application not to be considered by the review committee:

- Applications submitted without prior communication with CTH staff about this specific application

- Applications submitted from an ineligible organization (see Section 1.2)

- Applications submitted without having submitted the final report for an existing open Planning or Implementation Grant by the application deadline

- Applications for projects unrelated to the humanities

- Incomplete applications

- Applications that do not use the required CTH Universal Budget Form (linked within the application)

- Applications with project budgets where 25% or less of the CTH funding requested is for Eligible Expenses (see Section 1.3). Please note that grants awarded containing items on the Funding Exclusions list will have those items and amount requested removed from their award amount (see Section 1.6)

- Applications with project budgets containing 25% or less of the requisite matching fund requirements (see Section 1.4). Please note that grants awarded containing insufficient matching funds will have their award reduced accordingly

- Applications that are submitted after the application deadline or are left in draft mode but not submitted by the application deadline

No edits may be made to an application once the grant deadline has passed. Please review your application carefully before submitting it.

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) 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/

1.10   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 on our Resources for Grantees page: https://cthumanities.org/resources/

- All awarded grants are subject to CT Humanities' Intellectual Property Policy. You can learn more about this policy and how it impacts your projects here:

  https://cthumanities.org/intellectual-property-policy/