cthumanities

PUBLIC PRESENTATION IMPLEMENTATION 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.

Implementation Grants may be awarded for exhibitions, public programs, interpretive digital media projects, and documentary films.

All Implementation 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.

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 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

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, and/or are Connecticut focused 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 project
- Materials used to build exhibitions
- Office supplies and photocopying or printing of materials (excluding book printing)
- Advertising and marketing expenses, including postage, production of promotional materials, and advertising expenses
- Project evaluation expenses

Please note the following expense limit:

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

1.4   MATCHING REQUIREMENTS

Implementation Grants must be matched dollar for dollar.

Matching funds for Implementation Grants may come from in-kind contributions, the applicant organization's own cash, or external funders, but for:

- Implementation Grants of $24,999 or less: at least 25% of requisite matching funds must come from external funding sources.

- Implementation Grants of $25,000 or more: at least 50% of requisite matching funds must come from external funding sources.

A revenue plan identifying anticipated sources of matching funds from external funding sources must be submitted with the grant application. Matching funds from external sources must be secured and received by the applicant organization prior to the end of the CTH grant period to ensure full final payment of a CTH grant award.

Matching funds are defined as:

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.) For a full description of eligible external cash contributions and how they will need to be documented by the end of the grant period, please review this document.

Please note that funding from the State of Connecticut cannot be used for matching purposes.

1.5   FUNDING LIMITS AND PROJECT DURATION

Implementation Grants range in amount from $5,000 to $35,000. All Implementation Grant project periods are twenty-four (24) 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 twenty-four (24) 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

Implementation Grant applications must include:

- Sample evaluation materials
- 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
- Letters of commitment from the project's key partners and collaborators, if applicable (a template is linked within the application)
- 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

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

In addition, the following attachments are required, depending on implementation project type:

Exhibitions and Historic Site Interpretation

Exhibitions and site interpretation are the physical presentation of humanities content and are typically installed on a permanent or temporary basis at museums and other public sites. Please attach the following materials that will help us evaluate the quality and humanities content of an exhibition or site interpretation:

- A list or illustrations of key objects or images
- Sample text for introductory panel, main section panels, and object labels
- A rendering of the exhibition's floor plan and sample elevations
- A brief narrative "walk-through" of the exhibition or site that describes the visitor experience
- Specific examples of "take-away messages" or learning objectives and how you will convey them through the exhibition
- Admission and other fees

Presentation Programs

Public presentations include lectures, performances, festivals and guided discussions that engage audiences in interpreting and examining issues and themes. Include a summary (maximum two pages) that provides a concise description of the proposed program, including:

- Title, theme(s) and format of public program(s)
- Dates and times of program(s)
- Location and audience capacity of the venue(s)
- Admission and other fees
- Name of speakers, educators or presenters
- If presentation is part of a larger program, include a schedule of events for the date(s)

For film and theater presentations, also include up to two pages that include:

- A synopsis of the plot or story line
- Specific examples of "take-away messages" or learning objectives

Interpretive Digital Media Projects

Connecticut Humanities invites proposals that convey the humanities through digital media. Projects eligible for funding include the creation of new websites or updating of existing websites, creation and dissemination of audio and visual material, mobile applications, Geographic Information System applications, and data visualization projects.

Interpretive Digital Media Projects must be well grounded in scholarship and illuminate ideas and insights central to the humanities. Please provide these attachments for all digital projects:

- Statement of technologies to be used and justification for selection
- Justification for choosing any proprietary technologies over open-source options
- Description of standards (digitization, metadata, public accessibility, privacy) that will be employed
- Access or other fees for the public to use the site or app
- Explanation of how you will obtain permissions for intellectual property you do not own
- For website and mobile app projects: sample text, screen shots and site map or structural description for the website
- For other media projects: sample text and sample audio/visual components

Documentary Films

Documentary film grants are production grants designed to strengthen the humanities content and approach of documentary media productions and help propel projects toward completion.

Projects must be:

- in the production stage
- have a work in-progress to submit
- actively involve at least two Humanities subject area experts to help advise on, frame, and contextualize subject matter throughout the production process
- conducted by mediamakers with a previously completed work sample to submit.

Documentary film grants require:

- A brief treatment detailing the creative style, narrative structure, imagery or audio content, animation, and interactive elements, as applicable, of your project. (2 pp. max)
- Internet link and password, if applicable, to the work-in-progress sample for which you seek funding. (Suggested length: 10 minutes.)
- Internet link and password, if applicable, to a prior work sample in its entirety.

- Explanation of the prior work submitted & brief outline of role(s) your project team members played in its creation. Provide any necessary background information or context for the work-in-progress. (2 pp. max)

1.8   APPLICATION DEADLINE SCHEDULE

Implementation Grant applications are accepted twice a year and are due to CTH by 11:59pm on December 1, 2025 and May 1, 2026. Award notifications for applications received by the December deadline are made by the first business day of February, 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 the grants management process, 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/

- Please note that your project may have specific public relations requirements based on your project's subject matter. 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. Programs related to the America 250|CT themes will be co-branded with the America 250|CT Commission. These instructions will be sent along with the award email.

- 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/