

CT Humanities Capacity Grants FY2027

Connecticut Humanities / Preservation CT

Project Eligibility

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

Project Eligibility*

Capacity Grants help Connecticut organizations that bring the humanities to the public think strategically, better understand their audiences, become better stewards of their assets and operations, and plan for a more sustainable, financially secure future.

Funded projects may include:

- Board assessments and training
- Staff training and professional development
- 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 and archival assessments, planning, and digitization
- Object preservation and conservation
- Interpretive assessments and planning
- Technology assessments, planning, and upgrades.

Please review the Capacity Grant Guidelines here. <mailto:grants@cthumanities.org>

Make sure your project meets both Capacity Grant requirements below:

Choices

Your organization regularly delivers humanities activities to the public

Your organization is in compliance with all previous Connecticut Humanities grants

Are you collaborating with others on this application? Click here for instructions on how to use the Collaborate feature to invite others to view, edit, or submit your application. *Please note*

that we do not recommend having multiple users edit the same application at the same time as the system will only save the last edits made.

Project Narrative

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 Narrative*

Describe your project, why it is necessary to do this work at this time, and the process you will use.

Include in your narrative a description of why CTH should fund this project. You may want to refer to CTH's funding priorities.

Character Limit: 10000

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: 3000

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: 3000

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

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

Consultant and Lead Staff Member Resumes

Please attach a CV or resume of up to 3 pages for all consultants and lead staff members participating in the project that demonstrates appropriate skills to carry out the project. [If applicable].

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

Letter(s) of Commitment

Please attach letters of commitment from any key partners in this project. We are particularly interested in letters of commitment from those making major contributions to your project, such as key humanities content contributors, participating K-12 schools, core community partner organizations, and other major collaborators.

Please also note CTH's Indigenous Values Statement. If your project involves Indigenous histories or cultures, please include letters of commitment from the appropriate Indigenous

partner(s).

You may send this template letter of commitment to your partners for them to fill out and send back to you.

Please combine all letters of commitment into one PDF and upload them below.

File Size Limit: 10 MB

Project Budget

Budget*

Upload your completed Connecticut Humanities Budget Form (a Microsoft Excel spreadsheet) here. Please click [here](#) to download a blank CTH 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 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 Budget Form contains multiple tabs. Please enter your budget information in the Expenditures and Matching tab. The last tab is a Budget Summary; do not enter data here as values will fill automatically to this page from the information entered in the Expenditures and Matching tab.

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

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 [if applicable].

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 [if applicable].

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

Applicant Information

Current Board List*

Please attach a current list of your organization's board members with names and contact information 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

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

You will be notified about the results of your application approximately two months after the application deadline via an email to the username associated with this application.

CT Humanities E-newsletter

If you would like to receive one of our e-newsletters, please visit <https://cthumanities.org/e-news-subscribe/> to subscribe.