

CThumanities

MINI GRANTS

PROGRAM GUIDELINES

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1.1	PROGRAM FORMATS	2
1.2	FUNDING PRIORITIES	2
1.3	WHO CAN APPLY	3
1.4	FUNDING LIMITS AND PROJECT DURATION	3
1.5	ELIGIBLE EXPENSES	3
1.6	MATCHING REQUIREMENTS	4
1.7	FUNDING EXCLUSIONS	4
1.8	REQUIRED ATTACHMENTS	5
1.9	APPLICATION DEADLINE SCHEDULE	5
1.10	HOW TO APPLY	5
1.11	POST-SUBMISSION INFORMATION	6

GUIDELINES

Mini Grants support the implementation of a wide range of small-scale community-oriented, public programs that help us understand and appreciate human history, culture, values, and beliefs. All Mini Grant proposals must demonstrate humanities expertise and content and must be:

- Open to the general public*
- Free or low-cost to attend

Funded projects may serve to expand and enrich other public presentations such as exhibitions or performances provided that are not being used as a cash match in another CTH grant.

Organizations may have only one (1) Mini Grant open at a time. Applicants may only apply for one (1) Mini Grant at any application deadline.

**Public schools are encouraged to apply in partnership with their municipality. Public-facing components to programming is strongly encouraged, but not required.*

1.1 PROGRAM FORMATS

Mini Grants can fund the implementation of various humanities program formats, including:

Small Scale Exhibitions and Tours: Exploring humanities themes through interpretive exhibitions or local tours including museum-style interpretive exhibits, online exhibitions and walking or driving tours.

Community Dialogues: Get people talking! We support programs where the audience experiences a film, performance, panel presentation, or lecture and explore the deeper meaning of its themes and issues. The program should feature opportunities for the audience to ask questions and actively engage with the presenters, topics being discussed, and each other.

Community Reads: Programs that go beyond traditional book clubs to connect community through a common reading experiences with discussion and further learning about topics in the book. These programs may inspire action in your community or simply focus on deeper reflection on literature.

Innovative Gatherings: Events that encourage community members and groups to come together to learn, celebrate, and explore culture, history, local resources, and new perspectives

K-12 Education: In or after school experiences for youth or teachers that provide exposure to humanities-based content to enhance learning outcomes and enrich the academic environment.

1.2 FUNDING PRIORITIES

CT Humanities (CTH) gives priority to projects that:

- Include significant humanities expertise and content;
- Explore topics and stories in an inclusive, diverse, equitable, and accessible manner;
- And do one or more of the following:
 - Help cultural institutions create programs and resources aligned with state education standards that enrich K-12 classroom learning;

- Support civic and community learning opportunities that encourage dialogue and critical thinking in order to strengthen and promote our civic health;
- Foster community collaboration in service to the public among organizations, groups, and/or municipalities;
- Increase an organization's internal capacity, adaptability, and resiliency;
- Ensure access to the project's content and resources beyond the length of the grant.

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](#).

1.3 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 municipality in the state of Connecticut **OR** be a Connecticut-based federally or State recognized tribe
- Provide programs 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 with all terms and conditions of 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 state historic sites
- Organizations not in compliance with terms and conditions of previous Connecticut Humanities grants

1.4 FUNDING LIMITS AND PROJECT DURATION

Awards may not exceed \$2500. All Mini Grant project periods are twelve (12) months in duration, beginning on the first day of the month following application submission.

All CTH grant funded activities must occur and be completed within the twelve (12) month project period.

1.5 ELIGIBLE EXPENSES

- Staff Salary and wages for work directly related to the project
- Purchase of books or materials and rental of equipment needed
- Design and production of interpretive exhibition labels and panels
- Expenses for video recordings, audio recordings, or photography used in the exhibit
- Printed programs, brochures or other educational material associated with the exhibit or event
- Transportation
- Film screening fees
- Speaker/performer fees, honoraria, or travel expenses

- Venue rental
- Direct promotion and advertising expenses
- Program fees for schools

1.6 MATCHING REQUIREMENTS

Mini Grants must be matched dollar for dollar.

Matching funds for a Mini 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.)

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

1.7 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
- 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 including individual fellowships, graduate education or university-based projects that require participants to register for academic credit
- Endowments
- Acquisition of artifacts, works of art or documents
- Capital improvements to applicant site and/or facilities including renovation, restoration, rehabilitation or construction of historic sites or 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 (*Does not apply to school programs*)
- 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

1.8 REQUIRED ATTACHMENTS

Mini Grant applications must include:

- The applicant organization's current board list with names & contact information in PDF format
- The applicant organization's current year operating budget in PDF format

*If you are applying through a fiscal sponsor, your application must include a board list & operating budget for both the fiscal agent organization and your organization (if applicable).

1.9 APPLICATION DEADLINE SCHEDULE

Applications are due to CTH by 11:59pm on October 1, 2026, December 1, 2026, February 1, 2027, April 1, 2027, and June 1, 2027. Award notifications are made approximately one month following a deadline.

1.10 HOW TO APPLY

Applications must be submitted using [Connecticut Humanities' online grant portal](#).

Before applying, it is highly recommended that organizations contact CTH Grants staff (grants@cthumanities.org) to discuss your project idea, especially for first-time applicants. If Grants staff are contacted within a week of the deadline, they may not have the capacity to schedule a meeting.

If you would like an optional 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. Both consults and draft reviews are done in order of requests received and pending CTH staff availability.

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

- Applications submitted from an ineligible organization (see Section 1.3)

- Applications from organizations that have not submitted the final report for an existing open Mini Grant by the application deadline
- Applications for projects unrelated to the humanities
- Incomplete applications
- Applications with project budgets where 25% or less of the CTH funding requested is for Eligible Expenses (see Section 1.4). 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 1.7)
- Applications with project budgets containing 25% or less of the requisite matching fund requirements (see Section 1.5). 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/>

1.11 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/>
- 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. 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/>