

CALIFORNIA DOCUMENTARY PROJECT
Production Grant
Film, Radio and New Media

Deadline: October 1, 2009

Frequently Asked Questions

Does the Council fund individuals?

No, individuals seeking funds for a project must be sponsored by a not-for-profit organization or municipal/state agency.

Does the nonprofit sponsor need 501[c]3 status?

No, the sponsor just has to be a legitimate and viable nonprofit organization. Although not required, the Council strongly prefers that the sponsor be based in California.

What are the responsibilities of the sponsoring organization?

The sponsoring organization must approve the submission of the proposal, be willing and able to administer grant funds in conformity with the terms of the grant agreement, and must accept full responsibility for undertaking and supporting the project as outlined in the proposal. If a grant is awarded, the authorizing official of the organization will receive the award packet and must sign the grant agreement and other required award documents before an award check can be issued. The sponsoring organization is the entity with overall and final accountability to CCH for the project.

Can an organization apply for more than one grant at a time?

No, an organization can only apply for one grant per deadline unless the organization is a CCH approved media fiscal sponsor (e.g., BAVC, IDA, SFPS, PRX, etc.). If you have any questions about an organization's eligibility, please contact the California Documentary Project programs manager at cdp@calhum.org.

Can an individual serve as project director on more than one CCH grant at a time?

No, an individual can only serve as project director on one CCH grant at a time. If an individual is already serving as a project director on a CCH-funded project, he/she must complete the project and submit a final report before applying for another grant.

What is the maximum amount an applicant can request?

Film/video and radio projects with national broadcast potential can request up to \$50,000. New media projects can request up to \$20,000.

Are matching funds required?

Yes, each grant request must be matched by at least an equivalent amount of cash or in-kind contributions from nonfederal sources. All matching funds and in-kind contributions must be spent on project-related activities that will take place during the grant period, i.e., between January 1, 2010 and the project end date. Cash on hand for use during the award period, and/or secured commitments to provide funds, labor, equipment, services or other material support to the project during the award period, are all eligible sources of matching contributions. Cash or the value of goods, services and labor spent on the project prior to January 1, 2010, however, **can not** be counted towards the required match, although your full project budget should reflect these expenditures. Applicants are encouraged to include all non-CCH donors in their proposal budget when tallying cash or in-kind contributions, even after the one-to-one match requirement is met.

What does in-kind mean?

In-kind refers to any contribution of labor, materials, goods or services donated to the project. It can include the contribution of staff salaried time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated for publicity, promotion or evaluation; public program items, including refreshments; travel, lodging and meals for project staff or participants. Please note: Applicants are expected to determine the fair-market value of these contributions.

Can federal funds be used towards the match?

No, funds from NEH, NEA, state humanities councils or other federally assisted programs may not be used for the match.

Is there a project budget limit for this grant line?

No.

How are funds distributed?

50% of the funds are distributed upon approval of signed award documents; 40% are distributed upon approval of an interim report; and the final 10% of funds are distributed upon approval of a final report.

What costs are eligible for support?

- Project administrative fees, salaries and fringe benefits (up to 25% of your request).
- Program staff salaries and fees, including honoraria and stipends for humanities advisors or technical consultants.
- Travel, lodging and per-diem expenses for project staff and/or consultants.
- Supplies and materials for program activities.
- Equipment (rental, unless purchase cost is less).
- Office expenses directly related to the project, including phone, postage, photocopying and printing.
- Production and post-production expenses (licensing rights for music or archival footage, dubbing, editing, sound-sweetening, on-lining, etc.).
- Publicity expenses, such as printing or mailing of announcements or flyers.
- Public program expenses (e.g., rental of a venue for screenings).
- Fiscal sponsor or indirect administrative fees (up to 10% of your request).

Is there a time limit for project completion?

Yes, the maximum term for this grant is three years. The grant period begins January 1, 2010, and ends December 31, 2012.

What are the humanities?

The humanities grow out of an interest in the language, literature, thought and the history of humankind. They emphasize analysis, interpretation, and exchange of ideas. The humanities include, but are not limited to, the disciplines of history, philosophy, literature, folklore, American studies, women's studies, ethnic studies, foreign languages (both classical and modern), linguistics, comparative religion, ethics, cultural anthropology, ethnomusicology, jurisprudence, art history, literary criticism, and philosophical approaches to the social sciences. These fields are differentiated from the creative expression of the arts or the quantitative explanation of the sciences or social sciences.

What is meant by “Projects must approach subject matter from a humanities perspective”?

Projects should use the humanities to approach their subject in a critical and analytical way. A humanities approach makes use of existing scholarship and research on the topic, incorporates a variety of perspectives, and seeks to foster critical reflection and thoughtful analysis on the part of the audience.

Who qualifies as a humanities advisor?

- Academic scholars (individuals with an advanced degree in a humanities discipline or individuals teaching or researching in a scholarly institution, e.g., professors, some curators and librarians).
- Independent scholars (individuals who have researched, written and/or spoken about a humanities topic and are considered experts in their field, e.g., journalist, artist, curator, nonprofessional historian).
- Community scholars/culture bearers (individuals who by virtue of their life experience, training and/or standing in a community carry the knowledge, wisdom and collective historical records of the group, e.g., tribal or neighborhood elders or practitioners of traditional cultural forms).

Can a current Council member serve as a humanities advisor on a project?

Yes, as long as they avoid any action that could be interpreted as a use of Council membership to further their own interests or those of an affiliate institution. Council members who are named in a proposal or significantly involved with the creation of a proposal may not vote on or participate in discussion of that proposal. In addition, they may not receive honoraria, salary or other payment for consultation in a Council-sponsored or Council-funded program.

How can I locate a humanities advisor?

Check with local higher education institution (college or university), do a web search on your topic, or contact the California Documentary Project programs manager at cdp@calhum.org.

What does technical expertise mean?

CCH requires the involvement of personnel knowledgeable about the medium/media your project will employ, e.g., filmmaker, radio producer, etc. Your proposal should demonstrate that project personnel have PRIOR experience in the proposed project media/medium.

When will applicants be notified of funding?

The application review process takes about three months. If you are funded, the sponsoring organization will be sent an award packet by December 31, 2009, containing documents that must be signed and returned to CCH in order for a check to be issued. If conditions are attached to an award, they must be satisfied before an award check can be issued. Unsuccessful applicants will be notified in writing by December 31, 2009.

If my application is unsuccessful, can I apply again?

Yes, contact the California Documentary Project programs manager to discuss your project and see if there are any suggestions for improvement.

How many times can a project receive a Production Grant?

Once.

Can I apply for this grant if my project is already in post-production?

No, the project must still be in production.

Can grants funds be utilized for post-production expenses?

Yes, but not solely for post-production. The California Documentary Production Grant is designed to propel projects towards completion while involving humanities advisors at the earliest date possible. The Council expects grantees to utilize funds for production AND post-production expenses.

Can I apply for support for more than one documentary project at a time?

No, you can only submit ONE application per California Documentary Project deadline.

If funded, what are your reporting requirements?

CCH requires grantees to submit: 1) an interim report, including a narrative of project activities conducted to date; an interim expenditures report showing outright fund amounts and local/in-kind matching amounts; and 2) within 90 days after the termination of the grant period, a final report consisting of an evaluation report; a final expenditures report summarizing all expenditures of CCH grant funds and local matching amounts (whether cash or in-kind); and five copies of any final tangible product(s) resulting from the project.

How should we acknowledge CCH if funded?

Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit the California Council for the Humanities and the Skirball Foundation. If funded, specific credit language and logo requirements will be detailed in grant agreements.

Does the Council conduct informational grants workshops?

Yes, the Council will offer informational workshops in summer 2009. Check www.calhum.org for dates and locations.

Must I submit an electronic application?

Yes, an applicant must submit an online grant application form and attach the required documents.

Can I use my own budget form?

No. Please use the downloadable Excel form to complete your budget. Not all fields may apply to your project and you may insert or delete fields as necessary. Please note that project budgets are weighed heavily in the review and all expenses should be accurately noted. If there are questions please contact the California Documentary Project programs manager.

Can I personally deliver supporting materials to CCH?

No, hand-delivered applications or supporting materials will not be accepted. All materials must be delivered by US mail, FedEx, UPS or another courier service.

What is the deadline for this grant?

Applications must be submitted electronically via the CCH website by noon on October 1, 2009. Sample work must be received in the CCH's San Francisco office by 5 pm on October 1, 2009.

When are applications available, and when are they due?

Application forms will be available on the CCH website on September 1, 2009. (The guidelines, including the proposal narrative requirements, are available on the website now.) Applicants have one month, from September 1, 2009 until noon on Wednesday, October 1, 2009, to fill out and submit their application and all electronic supplemental materials (narrative, resumes and budget). The application will be removed from the CCH website at noon on October 1.

How much time should I allow to complete my online application?

Allow at least two hours.

What should I mail to the CCH San Francisco office?

A clearly labeled and tested work sample should be mailed to:

California Documentary Project Production Grant
California Council for the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

How will I know that my application was received?

Applicants will be notified of receipt of their proposals by e-mail. If your e-mail has spam blocking, **please put Lnguyen@calhum.org on your "safe list"**.

When will awards be announced?

Applicants will be notified in December 2009.

Where can I learn more about the Council?

More information about the Council is located on our website: www.calhum.org.

Who should I contact if I need more grant information or have questions about the application process?

Contact John Lightfoot, the California Documentary Project programs manager, at cdp@calhum.org.