



# CALIFORNIA STORIES

*The California Council for the Humanities*

## **California Story Fund Guidelines Deadline: April 1, 2009, at noon**

The California Council for the Humanities (CCH) is an independent, nonprofit state affiliate of the National Endowment for the Humanities. The mission of CCH is to foster understanding between people and encourage their engagement in community life through the public use of the humanities. Our experience has demonstrated that one of the most effective ways to fulfill this mission is to engage Californians in programs that involve the telling and sharing of stories. This strengthens communities by:

- breaking down barriers between people
- making people feel more connected to each other and the place where they live
- giving people a greater understanding of the story of their neighborhood, town and state and their role in that story
- creating a more inclusive community narrative

The Council's belief in the power of stories paved the way for [California Stories](#), our multiyear initiative designed to update the story of California with the stories of today's Californians. The California Story Fund is a part of this initiative, along with the California Documentary Project, How I See It and WeAreCA.org, the Council's new website on California's immigration and migration history.

### **PROGRAM OVERVIEW**

The California Story Fund is a grant program of the California Council for the Humanities. The goal of the program is to encourage Californians from many communities to share their stories, thus promoting greater understanding and appreciation of the richness and complexity of our state. The Council will award grants of up to \$10,000 to nonprofit organizations for public humanities programs that bring to light compelling stories from California's diverse communities and provide opportunities for collective reflection and public discussion.

*Note:* The Council is especially interested in projects that engage California youth in interpreting and reflecting on their experiences through humanities-based programming. Organizations serving youth are strongly encouraged to apply.

Descriptions of previously funded CSF projects can be viewed at [www.calhum.org/programs/story\\_intro.htm](http://www.calhum.org/programs/story_intro.htm).

**Please note: The online application for this grant program will be available on the CCH website on March 2, 2009. All applications must be submitted electronically via the CCH**

**website by noon on April 1, 2009. Application submissions will be accepted from March 2, 2009, until 12 pm, April 1, 2009. No applications will be accepted thereafter.**

### **WHO MAY APPLY?**

- Applicants must be California tax-exempt organizations or municipal state agencies.
- Individuals or non-tax exempt groups may apply under an approved fiscal sponsor.
- Applicants who have previously received a CCH grant must be in good standing with CCH.
- Organizations may not submit more than one application per deadline unless acting as a fiscal sponsor.
- Organizations with an open CCH grant are not eligible to apply unless acting as a fiscal sponsor.

### **TIMELINE**

**January 2009:** Guidelines available online.

**March 2, 2009:** Online application available on the CCH website.

**February/March 2009:** Grant informational webinars. Details will be posted on the CCH website once they become available.

**April 1, 2009:** Application deadline. **All applications must be submitted online by noon to be eligible.**

**June 2009:** Awards announced.

**July 1, 2009 – June 30, 2010:** California Story Fund grant period

### **WE DO NOT FUND**

- Advocacy on behalf of a cause.
- The creation of promotional pieces.
- Magazine or book publications.
- Media (film, video, radio, new technologies) projects that require more than \$50,000 to produce.
- Film/video projects exceeding 30 minutes in length.
- Fundraising projects or expenses.
- Prizes, awards, gifts or scholarships.

### **PROJECT REQUIREMENTS**

California Story Fund projects must:

- Address the mission of the California Council for the Humanities: "To foster understanding between people and encourage their engagement in community life through the public use of the humanities."
- Use grant funds to identify or collect stories from community members or archives, present and communicate the stories to the general public, and foster public discussion of the meaning and significance of the stories.

- Use one or more of the following formats to present and communicate the stories: art/photography and interpretive exhibit, radio documentary, digital media, dramatic presentation, poetry readings, storytelling events, film festivals, and community conferences. For other eligible formats, check with a CCH programs manager. (See below for contact information.)
- Host at least one face-to-face community event as part of the program that engages people in discussion of the stories and their relevance to the community. Public events should be free or low cost. (See FAQs.)
- Involve at least one humanities advisor in the design and implementation of the project. Projects are strongly encouraged to seek scholars and experts knowledgeable about the subject matter who hold a variety of perspectives. (See FAQs.)
- Document the stories through transcripts, photos, or audio or video recordings that can be archived and made available to the general public. (Copies of documentation must be submitted to CCH upon completion of the project.)
- Match the amount requested from CCH by at least an equivalent amount of cash or in-kind contributions from nonfederal sources. (See FAQs.)
- Not request CCH funds for expenses incurred before July 1, 2009, for proposals submitted for the April 1, 2009, deadline. All project activities must be completed by June 30, 2010.

### **WHAT ARE THE HUMANITIES?**

The humanities grow out of an interest in the language, literature, thought and 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, languages (both classical and modern), linguistics, comparative religion, ethics, cultural anthropology, jurisprudence, art history, theory, and criticism, and philosophical approaches to the social sciences. These fields are different from the creative expression of the arts or the quantitative explanation of the sciences or social sciences.

### **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., journalists, artists, curators, nonprofessional historians)
- 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)

## **CRITERIA FOR EVALUATION OF APPLICATIONS**

### **Capacity to implement the project**

- Suitability of applicant organization in relation to the proposed project.
- Thoroughness of project timeline
- Soundness and clarity of budget

### **Quality of proposed project**

- Clarity of project description and how integral the project is to the organization's mission.
- Qualifications, experience and appropriateness of project director and other project staff as required for the success of the project.
- Qualifications of humanities advisors and the relevance of their knowledge to the project and if the humanities enhance the project by providing context to the stories being told.
- Appropriateness and quality of proposed public activities.
- Demonstration of the ability of the proposed project to foster understanding between people and encourage their engagement in community life.
- Level of experience in youth programming (for projects involving youth).

### **Potential impact on the selected community**

- Demonstration of proposed project's significance to and impact on the targeted community.
- Soundness of marketing, outreach and public event planning, and ability to create an opportunity for public discussion/dialogue.

## **REPORTING REQUIREMENTS**

Grantees are required to submit, within 90 days of the termination of the grant period, a final report consisting of an evaluation report; final expenditures report; hard copies of participant surveys and sign-in sheets; and two copies of any final tangible products resulting from the project.

## **FOR MORE INFORMATION**

We recommend that you contact the programs manager at the CCH office nearest you to discuss your project or clarify any questions you may have about the process.

### **San Francisco Bay Area**

John Lightfoot  
Programs Manager  
415/391-1474, ext. 314  
jlightfoot@calhum.org

### **Central Valley and Northern California**

Raeshma Razvi  
Programs Manager  
415/391-1474 ext. 316  
rrazvi@calhum.org

## **Los Angeles Area and Central Coast**

Felicia Kelley  
Senior Programs Manager  
213/623-5993  
fkelly@calhum.org

## **San Diego, Imperial County, Inland Empire and Orange County**

Amy Rouillard  
Senior Programs Manager  
619/232-4020  
AmyR@calhum.org

### **HOW TO APPLY**

#### **Proposal Narrative**

1. Applicant organization (suggested length, half a page).

- Please provide a brief description of the mission and activities of the applicant organization.
- Describe the relevance of the project to the organization's mission.
- If the applicant organization is acting as a fiscal sponsor, describe how the project director and fiscal organization will work together to administer the project.

2. Project description. (suggested length, 2 pages).

- Provide an overall description of the project.
- Community: Describe the community in which this project takes place.
- Stories: Tell us whose stories will be told and/or interpreted and why. (If relevant, tell us which language(s) the program will be offered in.)
- Methods: Describe the methods and process you will use to identify, select and present the stories.
- Role of the humanities: Explain how the humanities will inform your project, and what role the humanities advisor will play in the project.
- Goals: Tell us the goals of your project and how you will measure your success in achieving them.
- Youth: If working with youth, describe your organization's prior experience in youth programming.

3. Audience and outreach (suggested length, half a page).

- Describe the anticipated audience (size and demographic characteristics).
- Outline your publicity and outreach plan for securing this audience.

4. Public engagement (suggested length, half a page)

- Please provide a detailed description of your public event(s).
- Provide us with the tentative date and venue for your event. (Note: Radio projects must host a face-to-face event. Call-in shows do not qualify).

- Describe how you will archive any stories your project will collect and how any project-produced materials will be made accessible to the public after the end of the project.
- Describe how your event will foster understanding between people and encourage their engagement in community life.

#### 5. Project personnel (suggested length, 1 page).

- Please provide short bios with the relevant expertise of the project director, humanities advisor and project staff. Please include full contact information (phone number, e-mail, and mailing address). *Please note:* Project personnel must have the technical expertise required by the project (radio/video production, photo documentation, exhibit design, etc.). Humanities advisor expertise must also be relevant to the project.
- Be sure to briefly specify each person's role in the project.

#### 6. Timeline (suggested length, half a page).

- Provide a description of your activities, from planning to completion, including a tentative schedule of events. Keep in mind that CCH funds cannot be used for expenses incurred prior to funding notification (funding cannot be applied retroactively).

#### 7. Full Project Budget.

- Each project may request up to \$10,000. The grant request must be matched by at least an equivalent amount of cash or in-kind contributions from non-federal sources. (See FAQs.) Funds from NEH, NEA, other federal programs, or state humanities councils cannot be applied toward your required match.
- Please download and use the CCH Full Project Budget Form. The budget should reflect all eligible expenses associated with the project, including those to be supported by CCH grant funds as well as local in-kind or cash matching funds. (See FAQs.)
- Provide a brief description of each item you are requesting specifically from CCH, including information about salaries, professional services (including contracts with humanities advisors), marketing and other program costs.

#### **Costs 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.
- 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.
- Marketing expenses, such as printing or mailing of announcements or flyers.

- Public program expenses (exhibit fabrication and installation, rental of a venue for presentation or performance, broadcast or screening expenses).
- Fiscal sponsor or "indirect" administrative fees (only up to 10% of your request).
- Food costs directly tied to project activities. (Alcoholic beverages are not eligible costs.)

### **Application Procedure**

An online application for this grant program will be available on the CCH website on March 2, 2009. All applications must be submitted electronically via the CCH site by noon on April 1, 2009.

### **No hand-delivered, faxed or e-mailed applications will be accepted.**

Applicants will be notified of receipt of their proposals by e-mail. Awards will be announced via surface mail by June 30, 2009.

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