



## **California Documentary Project Production Grants for Film, Radio, and New Media**

### **Deadline: 5 pm on Monday, October 1, 2012**

For electronic submission of online application with attached proposal narrative and budget, and for receipt of work samples at Cal Humanities' San Francisco office.

**No late or incomplete applications will be accepted.**

### **FREQUENTLY ASKED QUESTIONS**

#### **What types of film and radio projects are eligible for a California Documentary Project (CDP) grant?**

Cal Humanities seeks original film and radio projects that document the California experience and explore issues of significance to Californians. Film and radio projects must be solidly based in the humanities and be suitable for California and national audiences. While there is no restriction on subject matter, projects will be evaluated on their relevance to California and national audiences. Productions of any documentary style are eligible to apply, however historical projects should make a clear case for their subjects' relevance to contemporary audiences. Since 2003, CDP has supported a broad range of projects covering diverse subject matter in multiple styles. Please see [www.calhum.org](http://www.calhum.org) for a list of previously supported CDP projects.

#### **What types of new media projects are eligible for a CDP grant?**

Cal Humanities seeks original, interactive projects that document the California experience and explore issues of significance to Californians. New media projects must be solidly based in the humanities and be suitable for California and national audiences. Projects may incorporate a range of media formats and should capitalize on the interactive potential of the Internet, mobile technology, or other digital media to engage users and cultivate user participation. Cal Humanities is particularly interested in projects that encourage active and continued collaboration between media makers and humanities advisors. Projects may be related thematically to companion films, radio documentaries, museum exhibitions, books, etc., but they should not be primarily promotional in nature. Please see [www.calhum.org](http://www.calhum.org) for a list of previously supported CDP projects.

#### **Does Cal Humanities fund individuals?**

No. Individuals seeking funds for a project must be sponsored by a tax-exempt organization or municipal/state agency, preferably one based in California.

#### **Who is eligible to apply to Cal Humanities?**

Only non-profit organizations or individuals being fiscally sponsored by a tax-exempt organization or municipal/state agency can apply.

**Does the non-profit applicant organization need federal 501(c)(3) status?**

No, but the applicant organization has to be a viable non-profit with tax-exempt status.

**What are the responsibilities of the applicant organization?**

The applicant 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 any funds can be disbursed. The applicant organization is the entity with overall and final accountability to Cal Humanities for the project.

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

An organization can only apply for one grant per deadline unless it is a Cal Humanities-approved media fiscal sponsor (e.g., IDA, SFFS, PRX, etc.). Previously-funded CDP applicant organizations submitting to or supported by the Public Engagement program are an exception. These organizations may also apply to the CDP Production or Research and Development programs with a new project. If you have questions about an organization's status or eligibility, please contact Cal Humanities Grants and Contracts Manager Lucy Nguyen at [lnguyen@calhum.org](mailto:lnguyen@calhum.org).

**Who should be the project director and what is his or her role?**

In most cases the project's director, producer, or executive producer should serve as the grant application's designated project director. If, for any reason, the individual listed as project director is not the director, producer, or executive producer, please provide an explanation. In this case, the proposal should also clearly specify who the primary creative force behind the project will be and submit media samples that reflect this individual's work. Please note that if funded, the individual listed as project director will be Cal Humanities' official administrative primary contact throughout the grant award period.

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

No. An individual can only submit ONE application per California Documentary Project funding cycle and can serve as project director on ONE active Cal Humanities grant at any given time. If an individual is already serving as a project director on a Cal Humanities-funded project, he/she must complete the project and submit a final report before applying for another grant. Please note that final reports require approximately two weeks for approval and should be submitted well in advance of the next grant deadline. Previously-funded CDP project directors applying to the Public Engagement program are an exception. Please see the Public Engagement guidelines for more information.

**What is the maximum amount an applicant can request for production?**

Film 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 a 1:1 amount of cash or in-kind contributions from non-federal 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 March 1, 2013 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 March 1, 2013, however, **cannot** be counted towards the required match, although your full project budget should reflect these income sources. Applicants should include all nonCal Humanities 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; and 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?**

No.

**How are funds disbursed?**

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

**What costs are eligible for support?**

Eligible costs include but are not limited to:

- Salaries and professional fees for production staff and technical consultants
- Honoraria and stipends for humanities advisors
- Production and post-production expenses
- Travel, lodging, and per-diem expenses for staff, consultants, humanities advisors, and researchers
- Supplies and materials for production activities
- Equipment (rental, unless purchase cost is less)
- Administrative expenses directly related to the project, including phone, postage, photocopying, and printing
- 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 total Cal Humanities grant request)
- Project administrative salaries and fringe benefits (up to 25% of your total Cal Humanities grant request)

### **Is there a time limit for project completion?**

Yes. The maximum term for this grant award is three years. The grant award period begins March 1, 2013, and ends February 28, 2016.

### **What are the humanities?**

Cal Humanities views the humanities as a set of practices springing from a fundamental interest in understanding the ideas and values that inform our lives; the need to reflect on the past and the present to make critical choices; and the desire to understand others' lives and experiences as well as our own. They emphasize reflection, analysis, contextualization, interpretation, and the exchange of ideas. Humanities disciplines include, but are not limited to: history, philosophy, literature, folklore, American studies, women's studies, ethnic studies, foreign languages (both classical and modern), linguistics, religious studies, 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 analysis of the sciences or social sciences.

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

Projects should use the humanities to approach their subjects critically and analytically. A humanities-based 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 advisors (individuals who have researched, written and/or spoken about a humanities topic and are considered experts in their field, e.g., journalists, artists, curators, non-professional historians)
- Community advisors/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 Cal Humanities board member serve as a humanities expert on a project?**

Yes, as long as they avoid any action that could be interpreted as a use of Cal Humanities board membership to further their own interests or those of an affiliate institution. Cal Humanities board 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 Cal Humanities-sponsored or -funded program.

**How can I locate a humanities expert?**

Check with a local higher education institution (college or university), do a web search on your topic, or contact the California Documentary Project Program Officer John Lightfoot at [lightfoot@calhum.org](mailto:lightfoot@calhum.org).

**What does technical expertise mean?**

Cal Humanities requires the involvement of personnel who are knowledgeable about the medium/media your project will employ, e.g., filmmakers, radio producers, web designers, content developers, etc. Your proposal should demonstrate that project personnel have PRIOR experience in the proposed project medium/media.

**When will awards be announced?**

The review process takes approximately five months. Notification of grant decisions will be sent by post in March 2013. The grant period officially begins on March 1, 2013.

**If my application is unsuccessful, can I apply again with the same project?**

Yes, subject to other conditions and eligibility requirements. Should you wish, you may contact the California Documentary Project Program Officer to receive feedback on the application.

**How many times can a project receive a California Documentary Project Production grant?** Once.

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

No. The project must still in be in production.

**Can grant 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. Cal Humanities expects grant recipients to utilize funds primarily, but not exclusively, for production expenses.

**If funded, what are your reporting requirements?**

Cal Humanities requires grant recipients to submit: 1) an interim report, including a narrative of project activities conducted to date, and an interim expenditures report showing outright fund amounts and local/in-kind matching amounts, and 2) within 90 days after the end of the grant period, a final report consisting of an evaluation report, a final expenditures report summarizing all expenditures of Cal Humanities 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 Cal Humanities if funded?**

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

**Does Cal Humanities conduct informational grants workshops and webinars?**

Yes. Cal Humanities will offer informational workshops and webinars in August and September 2012. Information on grant workshops will be made available on the Cal Humanities website.

**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 download and submit the Excel budget form provided at [www.calhum.org](http://www.calhum.org). Not all fields may apply to your project and you may leave line items blank. Please note that project budgets are weighed heavily in the review and all expenses should be accurately noted. If you have questions, please contact the California Documentary Project Program Officer.

**Can I personally deliver supporting materials to Cal Humanities?**

No. Applications or supporting materials hand-delivered by applicants will not be accepted. All supporting materials must be delivered by US mail, FedEx, UPS, or other courier services.

**What is the deadline for this grant?**

Applications must be submitted electronically via the Cal Humanities' website and all sample work must be received at Cal Humanities' San Francisco office by 5 pm on Monday, October 1, 2012.

**When will the online application be available?**

The application form will be available on the Cal Humanities website on Saturday, September 1, 2012. Read these guidelines thoroughly before starting your application. Applicants have one month, from September 1, 2012 until 5 pm on October 1, 2012, to complete and submit an application and all electronic supplemental materials (narrative and budget). The online application form will be deactivated after 5 pm on October 1.

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

Allow at least two hours to complete the online application form. The proposal narrative and budget should be prepared in advance and be ready to upload with the online application. Please note that prior to submitting the online application you will also need to collect information on the applicant organization's legislative districts and Data Universal Numbering System (DUNS) number in advance. See the application instructions page for more information.

**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 provider uses spam blocking, **please add [lnguyen@calhum.org](mailto:lnguyen@calhum.org) to your "safe list"** so that our e-mails will be received.

**What should I mail to the Cal Humanities San Francisco office?**

Unless providing URLs to online work samples, applicants should send the following:

- Two copies of a single previously completed work on DVD/CD
- Two copies of the work-in-progress for which you seek funding on DVD/CD, suggested length of work-in-progress: 10 minutes

Please send clearly labeled work samples to:

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

**When will awards be announced?**

Applicants will be notified in early March 2013.

**Where can I learn more about Cal Humanities?**

More information about Cal Humanities is located on our website: [www.calhum.org](http://www.calhum.org).

**Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the CDP grant program in general?**

Contact Program Officer John Lightfoot at [jlightfoot@calhum.org](mailto:jlightfoot@calhum.org).

**Whom should I contact if I have technical questions about the online application process and reporting requirements?**

Contact Grants and Contracts Manager Lucy Nguyen at [lnguyen@calhum.org](mailto:lnguyen@calhum.org).