



California Documentary Project Public Engagement Grants

Deadline: Monday, October 15, 2012, 5:00 pm

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 activities are eligible for a Public Engagement grant?

Cal Humanities seeks clearly defined public engagement projects that will deepen awareness and understanding of subjects and issues of significance to Californians and foster critical reflection and thoughtful analysis on the part of audiences. Only previously supported CDP film, radio, and new media projects that are completed or at the fine cut stage are eligible to apply. While there are no specific public engagement activities mandated by this grant program, proposed activities should be clearly defined in terms of intended audience and impact, be designed to maximize use of grant funds, seek to leverage impact through strategic partnerships, and have well-defined and feasible goals. Sample activities may include, but are not limited to: community screenings and discussions; pre- or post-screening panel or speaker presentations; the development and distribution of public education standards-aligned lesson plans, discussion guides, or other educational materials; translation and subtitling; targeted distribution; design and implementation of web-based tools; and the repurposing and dissemination of collateral content. CDP Public Engagement grant funds may not be used for fundraising activities or for production or R&D costs associated with the original Cal Humanities-supported film, radio, or new media project.

Can I apply for a Public Engagement grant if my project is still in production?

In-progress CDP productions at the fine cut stage are eligible for the Public Engagement grant. Applicants are required to submit an in-progress work sample as evidence of the project's status. Please note that Public Engagement grant funds may not be applied to production, R&D, or fundraising expenses of in-progress 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 Cal Humanities deadline unless it is an approved media fiscal sponsor (e.g., BAVC, IDA, SFFS, etc.). However, eligible applicants to the CDP Public Engagement program may also apply to the CDP Production or Research and Development programs with a new project. If you have any questions about an organization's eligibility, please contact the Cal Humanities Grants and Contracts Manager Lucy Nguyen at lnguyen@calhum.org.

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

In the case of the Public Engagement Program, the project director should be the individual responsible for overseeing all proposed grant-supported activities. This may be the film, radio, or new media producer/director or it may be an outreach coordinator. The project director's role(s) and responsibilities should be clearly explained in the proposal narrative. Please note that if funded, the individual listed as project director will be Cal Humanities' primary contact throughout the grant period.

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

Generally, an individual can only 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.

What is the maximum amount an applicant can request for a public engagement project?

Film, radio, and new media projects can request up to \$10,000.

Are matching funds required?

Yes. Each grant request must be matched by at least an equivalent contribution of non-federal funds and/or in-kind services and materials or any combination thereof. 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 December 1, 2012 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 December 1, 2012 however, **cannot** be counted toward the required match, although your full project budget should reflect these income sources. Applicants should include all non-Cal 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. However, projects will be evaluated on their feasibility and scope.

How are funds disbursed?

90% of the funds are disbursed upon approval of signed award documents and the final 10% of funds are disbursed upon completion of proposed activities and approval of a final report.

Eligible costs include, but are not limited to:

- Salaries and professional fees for project staff and technical consultants
- Honoraria and stipends for humanities advisors
- Programmatic expenses
- Travel, lodging, and per-diem expenses for project staff, consultants, speakers, etc.
- Supplies and materials for program activities
- AV equipment rental
- Translation and subtitling
- Publicity expenses, such as printing or mailing of announcements or flyers
- Public program expenses (e.g., rental of a venue for screenings)
- Office expenses directly related to the project, including phone, postage, photocopying, and printing
- Fiscal sponsor or indirect administrative fees (up to 10% of your total Cal Humanities grant request)
- Project-related administrative salaries and fringe benefits (up to 10% of your total Cal Humanities grant request)

Is there a time limit for project completion?

Yes. The maximum term for this grant is one year. The grant period begins January 1, 2013 and ends December 31, 2013.

When will applicants be notified of funding?

If your project receives funding, the sponsoring organization will be sent an award packet in December 2012 containing documents that must be signed and returned to Cal Humanities in order for any funds to be disbursed. If conditions are attached to an award, they must be satisfied before an award can be issued. Unsuccessful applicants will also be notified in writing in December 2013.

How many times can a project receive a California Documentary Project Public Engagement grant?

Once.

If my application is unsuccessful, can I apply again?

Yes, subject to other conditions and eligibility requirements. If you would like to receive feedback on your application, you may contact the California Documentary Project Program Officer to discuss review comments.

When will the next round of CDP Public Engagement grants be offered by Cal Humanities?

Please check www.calhum.org or sign up for Cal Humanities' eNews for an announcement of the next grant deadline.

If funded, what are your reporting requirements?

Cal Humanities requires grantees to submit within 90 days after the termination of the grant period a final report consisting of: 1) an evaluation report, 2) a final financial report showing Cal Humanities grant and matching funds spent, and 3) two copies of any tangible product(s) resulting from the project, including press materials, educational materials, discussion guides, posters, postcards, and images from events that may be used for promotional purposes.

How should we acknowledge Cal Humanities if funded?

Any public event or product of grant activity (websites, posters, flyers, public reports, exhibits, etc.) must credit Cal Humanities. If funded, specific credit language and logo requirements will be detailed in the grant agreement.

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. Not all fields may apply to your project and you may leave line items blank or add new items as necessary. Please note that project budgets are weighed heavily in the review and all expenses should be accurately noted.

What is the deadline for this grant?

Applications must be submitted electronically via the Cal Humanities website and sample work must be received by mail at Cal Humanities' San Francisco office by 5 pm on Monday October 15, 2012.

When will the online application be available?

An online application form will be available on the Cal Humanities website on September 1, 2012. Applicants have from September 1 until 5 pm on October 15, 2012 to fill out their online application and submit all electronic supplemental materials (narrative and budget). The online application will be removed from the Cal Humanities website promptly at 5 pm on October 15.

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

Allow at least two hours to complete the online application. 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 sponsor organization's legislative district and a Data Universal Numbering System (DUNS) number in advance. See the application instructions page for more information.

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

Two copies of the completed or in-progress Cal Humanities-supported project on DVD/CD. Internet link(s) to online projects should be included in the proposal narrative.

Mail sample work to:

CDP Public Engagement Grant
Cal Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

Please do not use sticker labels directly on DVDs and CDs.

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"** so that our e-mails will get to you.

When will awards be announced?

Applicants will be notified in December 2012.

Where can I learn more about Cal Humanities?

More information about Cal Humanities is located on our website: 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.

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.