

# DC Community Heritage Project Application

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*Humanities Council of Washington DC*

## *Report Fields*

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### **Project Title\***

*Character Limit: 100*

### **Amount Requested\***

*Character Limit: 100*

### **Demographic\***

Please indicate your primary target audience.

*Character Limit: 100*

#### **Choices**

Children and youth  
Senior Citizens  
Low to moderate income individuals/families  
Women  
Men  
Persons with severe or chronic illness  
Hispanic population  
African-American population  
Asian-American population  
Other ethnic population  
People with disabilities  
Veteran  
LGBT  
General population

### **Humanities Discipline\***

Which humanities discipline will your preservation project explore?

#### **Choices**

History  
Anthropology  
Archaeology  
Literature  
Language  
Linguistics  
Art History  
Philosophy  
Ethics  
Comparative Religion  
Jurisprudence

Preservation

**Organization Location\***

**Choices**

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- MD
- VA
- Other

**Ward(s) Served\***

Indicate which ward(s) your project will serve. You may indicate up to four wards.

*Character Limit: 200*

**Choices**

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- City-Wide
- Web-Based

**Ward(s) Served**

*Character Limit: 9*

**Choices**

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- City-Wide
- Web-Based

**Ward(s) Served**

*Character Limit: 100*

### Choices

Ward 1  
Ward 2  
Ward 3  
Ward 4  
Ward 5  
Ward 6  
Ward 7  
Ward 8  
City-Wide  
Web-Based

### Ward(s) Served

#### Choices

Ward 1  
Ward 2  
Ward 3  
Ward 4  
Ward 5  
Ward 6  
Ward 7  
Ward 8  
City-Wide  
Web-Based

## Organizational Information

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### Annual Budget\*

Enter your organization's budget for the previous fiscal year.

*Character Limit: 20*

### DUNS Number

Enter the organization's DUNS number for reporting purposes.

*Character Limit: 9*

### Humanities Council or Historic Preservation Office funded projects

List your organization's past Humanities Council or Historic Preservation Office funded projects including grant numbers.

*Character Limit: 300*

## Project Information

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### Project Summary\*

Provide a brief description of the project. Include a description of the proposed final product. Do not exceed 250 words. You will have an opportunity to include more details elsewhere in the application.

*Character Limit: 1600*

### Total Project Budget\*

Please enter the total funding amount. (Funds requested from the Humanities Council of Washington, DC and Historic Preservation Office plus additional funds and in-kind contributions from other sources.)

*Character Limit: 20*

### Funds Requested\*

Please enter the amount requested from the Humanities Council of Washington, DC and Historic Preservation Office. This figure must match the amount given in the application budget sheet.

*Character Limit: 20*

### Total Matching Funds\*

Sponsoring organizations are required to provide support for their projects. These matching funds/contributions must be of equal or greater value to the amount requested from the Humanities Council and Historic Preservation Office. Please enter the amount of proposed matching funds including sponsoring organization cash, third-party cash, in-kind contribution, and program income.

*Character Limit: 20*

## Humanities Scholar Salutation

### Choices

Mr.  
Ms.  
Mrs.  
Miss.  
Dr.

### Humanities Scholar Name\*

*Character Limit: 100*

### Professional Affiliation

*Character Limit: 100*

### Mailing Address\*

*Character Limit: 1000*

**Email\***

*Character Limit: 100*

**Phone\***

*Character Limit: 100*

**Resume\***

*File Size Limit: 3 MB*

**Bookkeeper Salutation**

**Choices**

- Mr.
- Ms.
- Mrs.
- Miss.
- Dr.

**Bookkeeper Name\***

Bookkeeper cannot be the same individual listed as Sponsoring Organization Fiscal Agent, Project Director or Humanities Scholar.

*Character Limit: 100*

**Mailing Address\***

*Character Limit: 200*

**Email\***

*Character Limit: 100*

**Phone Number \***

*Character Limit: 100*

*Project Narrative*

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**Organization Profile\***

Briefly describe your organization. Include your organizations mission, history (year founded and founder), officers, membership, programs offered and population served.

*Character Limit: 1250*

## **Project Description\***

Describe how your project documents the history and/or preservation of neighborhoods or cultures specific to Washington, DC. Provide a description of specific activities of the proposed project. Include a timeline for program implementation, proposed date of completion, key individuals and their role in the projects implementation. Describe the final product and estimate the number of persons who will benefit from the project.

*Character Limit: 1500*

You may upload a visual representation of your timeline and program delivery schedule.

*File Size Limit: 2 MB*

## **Project Collaboration\***

Define the role of the sponsoring organization if different from the organization carrying out the project. Define the role of the humanities scholar. List any other organizational partners, the role they will play and how the collaboration will operate.

*Character Limit: 1250*

## **Final Product\***

Each DC Community Heritage Project requires a tangible final product that will be submitted with the final report. Please describe the final product you plan to submit.

*Character Limit: 1250*

## **Outcomes and Evaluation\***

Describe your audience and project marketing strategy. Describe how you will evaluate your performance.

*Character Limit: 1000*

You may upload an example of planned evaluation

*File Size Limit: 2 MB*

## **Budget**

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### **Budget Sheet\***

The Budget Form must be filled out and submitted as part of the application. Please download the budget template by clicking the following link - [Budget Sheet](#). Fill in your detailed budget information, save it, and then attach the completed form here using the browser function. PLEASE REMEMBER THAT YOU MUST HAVE MATCHING FUNDS AT LEAST EQUAL TO THE AMOUNT THAT YOU REQUEST. Matching funds can be made up of cash and other contributions from the sponsoring organization, cash from third parties, in-kind contributions, or program

income. Notes or supporting information about the budget may be added in the next section – “Budget Narrative.”

*File Size Limit: 2 MB*

### **Budget Narrative\***

Please include a budget narrative that delineates source of the funds listed in each category of the Project Budget Sheet and how the funds will be used. Specify the amount and description of in-kind contributions in each line item.

*Character Limit: 4000*

## *Certification*

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Entering your information below indicates that the statements contained in this application are true and correct to the best of your knowledge and belief. Your entered name also certifies that the Sponsoring Organization is in compliance with the provision on Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1973; Labor Standards under Sections 5(i) and 7(g) of the National Foundation of the Arts and Humanities Act of 1965; and the regulations issued pursuant thereto by the National Endowment for the Humanities (Code of Federal Regulations, Title 45, Chapter XI). The entered name also certifies the sponsoring organization is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs in violation of the regulations implementing Executive Order 12549 "Debarment and Suspension."

Audit Requirements (OMB Circular A-133): OMB Circular, Audits of State, Local Governments and Nonprofit Organizations, includes specific guidance for conducting financial and compliance audits. The threshold for requiring an A-133 audit is \$500,000 in yearly expenditures of Federal Awards. This amount is the aggregate of funds from federal sources. Funds received from the Humanities Council of Washington, DC, are derived from a Federal source, National Endowment of the Humanities, Historic Preservation Office from the U.S. Department of the Interior, National Park Service Historic Preservation Fund. A copy of OMB Circular A-133 may be obtained from the [NEH Website](#) or by writing to the NEH Office of Grant Management.\*

### **Choices**

Yes - This organization IS subject to an A-133 audit

No - This organization IS NOT subject to an A-133 audit

**Please Note:** By entering data into the next three (3) fields calling for insertion of your Name, Title, and Date, you are:

1. Representing that you are an officer or other agent for the applicant Grantee duly authorized to enter into legally binding agreements on behalf of the Grantee

2. Agreeing to submit this grant application in an electronic form on behalf of the Grantee which shall be bound by its contents as an electronic transaction
3. Agreeing that your insertion of data into these following fields constitutes an electronic signature.

### **Authorized Signature\***

*Character Limit: 100*

### **Title\***

*Character Limit: 100*

### **Date\***

*Character Limit: 100*

## *Appendix*

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### **Appendix**

You may include any supporting documents such as project staff resumes, participant/partner letters of commitment, brochures, photos, and other information relevant to project implementation. You may key this information in, cut and paste it from another document or upload a document file into the space below using your browser. If you have more than 5 files to upload (i.e. several resumes), please combine several documents into one file and upload that file as one document.

*Character Limit: 4000 | File Size Limit: 3 MB*

### **Appendix 2**

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*

### **Appendix 3**

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*

### **Appendix 4**

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*



## **Appendix 5**

You may upload up to four (4) additional Appendix documents (one per field) into the following spaces below.

*File Size Limit: 3 MB*