



# 2019 DC Community Heritage Project Partnership Grant Request for Proposals

## Summary:

The DC Community Heritage Project (DCCHP) puts the power of the past in the hands of the local historians who preserve, protect, and live it every day! Since 2007, these small grants have afforded communities, neighborhood organizations, churches, and others the chance to tell their stories through public humanities projects such as: written publications, documentary films, websites, lesson plans, tours, and many more. This year, we are seeking partners aiming to document the history and heritage of Washington, DC's Asian and Pacific Islander communities including its major institutions, organizations, its culture, and its people.

DCCHP Partnership grants are driven by the proposed final product which is added to an online archive and presented at a public showcase. One of the many things that makes HumanitiesDC's funding programs unique is the close partnership awarded grantees forge with HumanitiesDC grants officers to ensure that their projects result in an academically authoritative, technically polished final products that will be of continued benefit to students, researchers, and the residents of Washington, DC as part of the DC Digital Museum, a permanent digital archive administered by HumanitiesDC.

## Award Amount:

Applicants may request \$5,000.

## Project Period:

This opportunity is for projects conducted between June 30, 2019 and October 30, 2019.

## What are we looking for?

**Focus on physical spaces in Washington, DC** – At the root of the DC Community Heritage Project are the philosophies of historic preservation, and the power of the urban landscape to shape our cultures and our lives. Projects must demonstrate a connectedness to some aspect of DC's geography or built environment. The best projects will seek to explore how the city's buildings, streets, neighborhoods, landmarks, parks, and infrastructure have influenced its history.

**Strong scholar involvement** – One of the goals of HumanitiesDC's partnership grant programs is to encourage productive relationships between humanities scholars and the public. All proposed projects must specify a scholar, and how that person will guide the project throughout the grant cycle. Typical scholars have an advanced degree in the humanities discipline most closely related to the proposed project and many have university affiliations, but an appropriate scholar does not always need these credentials. In every case, applicants must demonstrate the scholar has



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the appropriate expertise to serve in that role on the project and that the identified scholar has committed to working on the project throughout the grant cycle.

**Community partnerships** – HumanitiesDC was founded in 1980 as the DC Community Humanities Council, and our commitment to encouraging grassroots scholarship has been a continued to be a part of our grantmaking. All proposed grant projects must demonstrate both how the community will benefit from the project and be actively involved in its creation. As indicated above, rigorous scholarship is an important part of any funded proposal, but the best applications will propose projects that create partnerships between academia and the public.

**Educational Product with Lasting Value** – Ultimately, every applicant, even those proposing public events or exhibits, must commit to producing a tangible educational product that can be archived in HumanitiesDC’s DC Digital Museum. This product is the primary expected result of all awarded grants and a crucial part of HumanitiesDC’s goal of building an online repository of films, publications, and other materials related to the humanities in Washington. In many ways, the delivery of a well-researched, original, and eminently useful final product at the end of the grant cycle is what determines the success of the grant.

**Eagerness to work closely with HDC Grants Officers** – HumanitiesDC grants officers strive to establish strong partnership-level relationships with their assigned grantee “cohort.” Key to this relationship is grantees’ willingness to participate in regular check-in and information-sharing meetings, professional development and capacity-building workshops, and networking opportunities. Grants officers work with HumanitiesDC’s communications staff to promote grantee events and activities, and to seek press coverage for every funded project. Finally, grants officers serve as a sounding-board, giving advice and feedback on project activities and, ultimately, taking delivery of the final educational product.

In addition to an overall final product description, the grant application will also require:

- a description of collaboration and community involvement,
- a list the project team members and their roles,
- marketing and evaluation strategies,
- estimated audience, and
- budget and budget narrative.



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## How to Apply:

Visit the DCCHP Grants section of our website at <https://www.wdchumanities.org/humanities-project-funding/dcchp-grant/> to review the grant qualifications, terms and conditions. When you are finished, click Apply Now at the bottom of the page to begin your application.

## Deadline:

**All proposals must be received by Wednesday, May 29, 2019 at 11:59pm.**

## About the DC Community Heritage Project:

The DC Community Heritage Project began as a partnership project of the DC Historic Preservation Office and HumanitiesDC. The project was founded in 2005 to provide alternatives to the “top-down” approach to community history that was placing interpretation of the cultural heritage of District of Columbia neighborhoods into the hands of developers and non-residents. Since its inception, the DCCHP has supported over 200 diverse, local heritage projects, preserving the memories of long-time Washingtonians who have watched their city rapidly change and capturing the unfolding stories of new residents for future generations. These small projects are showcased annually and added to HumanitiesDC’s DC Digital Museum online archive.

## About HumanitiesDC:

HumanitiesDC is the State Humanities Council for Washington, DC, and one of 56 such institutions found in every state and territory of the United States, each affiliates of the National Endowment for the Humanities. Founded in 1980, our mission is to:

*“...enrich the quality of life, foster intellectual stimulation, and promote cross-cultural understanding and appreciation of local history in all neighborhoods of the District through humanities programs and grants.”*

## Qualifying Questions:

1. Is your organization or your fiscal sponsor a 501(c)3 non-profit organization or a DC non-profit organization (<https://dcra.dc.gov/service/domestic-nonprofit-corporation>)?
2. Does the proposed project focus on heritage related to Washington, DC’s Asian and Pacific Islander communities or neighborhoods?
3. Will the proposed project occur within the grant period (June 30, 2019-October 30, 2019)?
4. Are residents of Washington, DC the primary audience for the project?
5. Have all your organization’s previously held HumanitiesDC grants been closed-out successfully?



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6. Will the proposed project result in a lasting final product for the DC Digital Museum archive, either as the main objective of the grant or as a secondary objective?
7. Does your proposed project have the commitment of a Humanities scholar who will guide your project through the grant cycle?

#### Additional Requirements and Information:

1. Project directors working on each awarded partnership grant will be required to attend an initial kickoff awards ceremony on July 11, 2019.
2. All projects will be supported by a member of the HDC grants team. This HDC consultant or staff member will be responsible for providing support and advice to project directors as well as ensuring that all project work is progressing smoothly.
3. DCCHP grants require a 1:1 match in any combination of cash or in-kind contributions.
4. The grants team will schedule several required technical assistance sessions with project directors over the course of the project period.
5. All partnership projects must participate in joint marketing and communications campaigns with HumanitiesDC during the grant period.
6. Applicants will be expected to identify the final educational product that will be archived in the DC Digital Museum at the end of the grant period.
7. Applicants will be expected to assign individuals to the following roles:
  - a. Organizational Sponsor – The chief executive or presiding board member of the applying or sponsoring non-profit organization.
  - b. Project Director – The person who will guide the daily operations of the project.
  - c. Humanities Scholar – A person with strong knowledge of both the project topic and the discipline or field.
  - d. Project Bookkeeper – The person responsible for maintaining a record of expenses against the grant award. This person cannot be assigned to any of the other project roles.

#### Terms:

1. Awardees agree to document all grant expenditures and provide a final report at the end of the project period using forms provided by HumanitiesDC.
2. Awarded applicants will receive 80% of the full amount of the grant upon their signature of the partnership agreement document. The remaining 20% will be paid following the completion of established reporting milestones.
3. Any changes to the scope or budget of a partnership project must be communicated to HumanitiesDC in writing.



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4. Awarded applicants will sign grant conditions that constitute a legally binding contract between HumanitiesDC and the applicant's organization or fiscal sponsor. The signatory will be legally obligated to complete the project under the terms of the grant conditions.
5. 100% of awarded grant funds must be applied to direct program costs. This may include salary, consulting fees, and/or honoraria for individuals working on the project, but cannot include indirect costs, overhead, rent, utilities, or administrative fees.
6. Other expenses that cannot be attributed to this grant award include: food or drink of any kind, the production or materials for creative or performing arts projects, and fundraising or membership cultivation events.
7. All final products generated as part of this partnership grant opportunity will be collected by HumanitiesDC for inclusion in the DC Digital Museum. Awarded grantees will retain shared, non-exclusive copyright to retain copies, publicly distribute, and publish derivative works based on the materials they collect.
8. It is the responsibility of each grantee to ensure that all submitted final products are free of copyright restrictions (though creators retain copyrights to their completed works). HumanitiesDC can make template deed of gift forms for oral history recordings available to awarded applicants.