Welcome!

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Reach us both at grants@rihumanities.org!
Goals for Today’s Session

1. Introduction to the Council – Our Mission and Funding Priorities
2. Overview of Grant Opportunities – Timeline and Eligibility
3. Overview of Application Content + Staff Tips
4. What happens after I submit my application?
5. How do I apply? Are there any resources to help me?
6. Answering Your Questions!
Grantmaking at the Humanities Council

• Who are we?
• Our funding sources
• Grantmaking Programs for FY23 (Nov. 2022-Oct. 2023): Project Grants
• Our Annual Major and Mini Grants Budget
Our Mission

The Rhode Island Council for the Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders.
What Does the Council Fund?

• What are the humanities?

• What are the public humanities?

• What are public humanities projects?
Major and Mini Grants

**Major Grants ($2,000 - $12,000)**

- Public Projects
  - Documentary Film and Media

- Requests up to $5,000 for research, planning, and development stages
- Requests up to $12,000 for production and implementation stages

**Mini Grants ($0 – $2,000)**

- Public Projects
  - Documentary Film and Media
  - Individual Researcher

*All grant-funded projects must be free, open, and accessible to the public.*

For specific information on documentary film and media project grants, please see the Grant Guidelines.
# Major and Mini Grant Timelines

## Major Grant Cycle Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Oct. 3 – Nov. 1</td>
<td><em>Letter of Intent Form Available on Grantmaking Portal</em></td>
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<tr>
<td>Nov. 1</td>
<td><em>Letter of Intent Form Due</em></td>
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<tr>
<td>Dec. 1</td>
<td><em>Application drafts due (optional)</em></td>
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<tr>
<td>Jan. 17</td>
<td><em>Applications Due</em></td>
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<tr>
<td>Mid-March</td>
<td><em>Decision notifications</em></td>
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## Mini Grant Cycle Timeline

<table>
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<th>Date</th>
<th>Event</th>
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<tr>
<td>Nov. 1</td>
<td><em>Deadline</em></td>
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<tr>
<td>Feb. 1</td>
<td><em>Deadline</em></td>
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<tr>
<td>May 1</td>
<td><em>Deadline</em></td>
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<tr>
<td>August 1</td>
<td><em>Deadline</em></td>
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- Feedback on a draft available two weeks prior to deadline
- Six weeks following the deadline - Decision notifications
Eligibility

• Only one major or mini grant open at a time, must be in good standing with the Council
  • What if I have another type of grant open with the Council?

• Nonprofit organizations
  • Must have 501(c)3 status or equivalent federal tax-exempt status
  • Must have a Unique Entity Identifier (UEI) number

• Individual Researchers
  • Only eligible for research mini grants – need to partner with a sponsoring non-profit for a public project grant

• Municipal and state governments (including schools and libraries) and state, local, and federally recognized Indian tribal governments
 Eligibility

- Colleges and Universities for programs beyond the “campus community”
- Out-of-State Applicants for projects with a clear Rhode Island connection and impact

All grant-funded projects must be free, open, and accessible to the public.
Unique Entity Identifier (UEI) Numbers

- Required number issued by the federal government for organizational applicants
- Replaces DUNS number
- Free and easy process to apply
- Please go to our website for instructions on how to apply
- It can take 4+ weeks to be issued a UEI number, so please submit an application as soon as possible
- Be in touch with Grants staff with any issues or delays
Is there a standard timeline for a Council grant-funded project?

Do I have to write a letter for the major grant Letter of Intent requirement?

Can I submit both a Nov. mini grant application and a major grant Letter of Intent form at the Nov. 1 deadline?

Will the Council ever offer general operating support grants again?
Overview - Major Grant Letter of Intent Form

- Eligibility Check
  - Federal tax-exemption status
  - Hiatus policy
  - Currently open grant?
- Name of Sponsoring Organization
- Name of Applicant
- Project Name
- Estimated Project State and End Date
- Project Format
- Project Phase (Development v. Implementation, etc.)
- Estimated Request from Council
- Project Synopsis
Application Overview: Major + Mini Grants - Public Projects

- **Eligibility Checks**
  - Current grant open?
  - Grant-funded output free and open to the public?

- **Basic Information**
  - Unique Entity Identifier (UEI) Number
  - Tax-exempt status documentation

- **Team Info**
  - Project Director
  - Authorizing Official

- **Project Information**
  - Start / End Date
  - Synopsis / Goals / Outcomes / Outputs and Activities

- See Grant Guidelines and Evaluation Toolkit for more details
Application Overview: Major + Mini Grants - Public Projects

- Project Information cont.d
  - Humanities Scholarship
  - Civic Relevancy
  - Partners
  - Publicity and Outreach Plan
  - Working with K-12 students (if applicable)

- Project Budget
  - Total Request to the Council
  - Cost-share Requirement: 1-to-1
  - Budget in Council’s template
  - Allowable and Unallowable Expenses
  - Indirect cost rate questions

- Project Evaluation Plan
  - See Evaluation Toolkit and Workshop for more details

- Additional Documents (optional)
Application Overview:

Mini Grant - Individual Research

• Similar to the public project application, except:

• Not included:
  • UEI Number
  • Authorized Official
  • Tax-exempt status documentation
  • 1:1 cost share
  • Indirect cost rate questions

• Additional Project Information Requested
  • Copyright information
  • Acknowledgment
  • Research Topic
  • Research Plan
  • Research Qualifications
  • Research Bibliography
Application Overview: Major Grant - Documentary Film and Media

- Similar to the public project application, except:
- Additional Project Information Required
  - Project Medium and Run Time
  - Aesthetic/Stylistic Approach
  - Commitment to Free Public Screening in Rhode Island
  - Work Sample (20 min. or less)
  - Artistic and Production Staff Bios
Application Selected FAQs

• Is the major grant Letter of Intent form binding? Do I have to submit it to submit a full application?
• Do you give any extensions on application deadlines?
• What if I have a currently open major or mini grant that will be closed by the major grant full application deadline?
• What if part of my project will be free and open to the public, and another part will have paid tickets?
• For documentary film and media, what should I know about the required work sample?
Staff Tips and Observations

Staff’s role is to help you, the applicant, put your best application forward

- Answer the questions in the application thoroughly, and make sure you are following directions. Be sure any required materials are included.

- Do your project narrative, project budget, and timeline all tell the same story?

- Be clear about the scope of your project – what will be accomplished by the project end date? How will we know when it’s “done”?

- How does your project take inclusivity and accessibility considerations into account?

- Do you have commitments from any partners you are listing? What role will they have, and can they provide a letter of support?
Staff Tips and Observations

Staff’s role is to help you, the applicant, put your best application forward

- If you are trying to reach a particular audience, have you made concrete connections with that audience, or partners that work with that audience? Be specific in describing your audience and how you will engage with them.

- Does your project provide for the safety of all team members and participants? Are there back-up plans in case COVID-related adjustments are necessary?

- If your project has digital elements, are they current and feasible given your team’s experience and resources?

- Start early and reach out to staff with any questions!
Application
Review Process

Every Proposal is Carefully Considered

- Staff Doesn’t Review Proposals
- The Role of Board Members
- The Role of Community Reviewers
What to Expect If You Receive a Grant from the Council

- Required Reporting
  - Interim Report (if your project timeline is over a year)
  - Final Report (all grantees)
- Resources and Support from Council
  - Publicity Support
  - Staff Support
- Particularly during the pandemic, we are happy to work with our grantees as changes inevitably arise and adaptations are necessary. Please be proactive in updating us on your plans and reaching out with any questions—we want to hear from you!
What are the benefits of receiving a grant from the Council?

- Financial support
- Grants demonstrate community investment – people outside of your team care about the project!
- Council connections with greater public humanities community in Rhode Island
- Leverage additional support, resources and funding – other funders are always interested to hear about existing support
- Help promoting your public-facing outputs (event calendar, newsletter, social media, etc.)
To apply, visit the Council’s Grantmaking page on our website (rihumanities.org) and link to our Online Application Portal through the “Apply for a Mini or Major Grant” button on the left-hand side.
Are there any resources to help me?

- **Resources on the Grantmaking page on the website**
  - PDFs of applications
  - Grant Guidelines
  - Evaluation Toolkit
  - Video of this workshop
  - Evaluation Workshop Video

- **Staff are a resource – it is literally our job to help you!**
  - Contact us well ahead of the deadline to talk through your project – if you are a first-time applicant or if you haven’t applied in the last five years, you are especially encouraged to reach out!
  - Email us at grants@rihumanities.org
  - Call us at (401) 273-2250
RHODE ISLAND COUNCIL FOR THE HUMANITIES

Thank you!