

Connecticut Humanities Council

Cultural Heritage Development Fund

Grant Application Instructions

Application Deadlines

Projects over \$5,000: (Please forward an original signed application and 20 copies.)

February 1
May 1
August 1
November 1

Projects \$5,000 or under: (Please forward an original signed application and 5 copies.)

1st business day of each month



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Fax: 860-704-0429
www.ctculture.org
Page 1 of 7

All grant applications must be complete and follow this format and order:

COVER SHEET FORM

1. PROJECT TITLE: Enter the project name on the lines provided.
2. CHDF GRANT CATEGORY: Check the CHDF granting category most appropriate to your project.
3. GRANT PERIOD REQUESTED: Enter the date by which all project activities will be concluded. (The project starting date will be the date the Council approves of your application.)
4. SPONSORING ORGANIZATION: Provide requested information for the project's primary sponsoring organization.
5. CO-SPONSORING ORGANIZATION: Provide requested information for the co-sponsoring organization, if applicable.
6. PROJECT DIRECTOR: Provide requested information for the person designated to have overall responsibility for the grant. A resume or biographical sketch must accompany the application.
7. CO-DIRECTOR: Provide requested information for the co-director, if applicable. A resume or biographical sketch must accompany the application.
8. FISCAL AGENT: Provide requested information for the person administering the project's finances. The fiscal agent must be an individual, not a department, and someone *other than* the project director.
9. LEGISLATIVE INFORMATION: Please indicate in these spaces your institution's a) U.S. Congressional district, b) Connecticut General Assembly House and c) Senate districts and the Connecticut Tourism District that is responsible for tourism promotion in your area. To find your districts and representatives, visit www.vote-smart.org
10. PUBLIC RELATIONS CONTACT: Provide requested information for the person designated to have overall responsibility for public relations for this grant. A resume or biographical sketch must accompany the application.
11. PROJECT FUNDING PROFILE:
 - Line A: List the amount of CHC funds requested.
 - Line B: List the amount of funds requested/contributed from other external funders, if any.
 - Line C: List the amount of cash contributed by the project sponsoring organization(s) (i.e., staff salaries, benefits, facilities and other institutional resources allocated to the project).
 - Line D: List the amount of in-kind contribution of services to the project (i.e., donated time of project participants, contributed services from both sponsoring and cooperating organizations and individuals, etc.).

All CHDF grants must be matched dollar for dollar, but in-kind contributions and cash matching offered by project sponsors are allowable as match.

BUDGET INFORMATION FORM

12. BUDGET SUMMARY SHEET: Provide a clear profile of both project income and planned expenditures.

Column A: List the amount of funding requested from the CHC.

Column B: List allocations of funding sought/expected from other external sources if any.

Column C: List cash contributions contributed by sponsoring organization(s).

Column D: List in-kind contributions (donated services) by sponsoring organizations or third parties.

Note the sum of Columns B-D in Column E; and the sum of columns A-D in column F.

Note: For the proposal to be reviewed, the signatures of both the project director and fiscal agent are required on this page of the application.

13. BUDGET EXPLANATION: Append a detailed explanation of budget compilations, by category. For example, give the hourly rate and number of hours worked for the project director's salary, each speaker's honorarium, how you determined travel costs, printing estimates, etc. Please provide this information both for grant funds requested and for cost-share contributions.

14. PROJECT FUND-RAISING SUMMARY: Please indicate the name of the potential external funding sources, the amount requested, the date requested, and the current status of the request.

PROJECT NARRATIVE (Attach to Cover Sheet and Budget form. Please use the titles and order provided.)

The narrative should contain the following information in order:

15. PROPOSAL ABSTRACT: Provide a one or two paragraph overview of the project and its interpretive goals. Describe the format(s), the subject and main themes and any related planned public programs. Explain how the project is an appropriate one for your organization.

EXAMPLE: The Litchfield Historical Society is seeking funding to plan a major reinterpretation of two of their properties: the Tapping Reeve House and Litchfield Law School. The project will enable the Society to make the important story of Tapping Reeve and the Litchfield Law School, the first school of law in the United States, accessible to a broad public audience. The project will include plans for the installation of new exhibits in the Reeve House and adjacent Law School building and enhanced public tours and programming.

16. SPONSORING ORGANIZATION: Please describe briefly the nature of the sponsoring organization, making clear its non-project orientation. Applicants must be incorporated in the State of Connecticut and an IRS-designed non-profit to qualify for funding. *First-time applicants only:* Please provide evidence of incorporation in the State of Connecticut, along with a copy of a resolution of the applicant's governing body authorizing this application. *All applicants* should include one copy attached to the original of a list of the applicants board members with addresses, and a financial statement from your most recent annual report describing your organizations activities.

17. PROJECT NARRATIVE: The narrative description should make clear the institution's goals for the project. What is the reason for embarking on this project and what are the desired outcomes (in other words, what will be the impact on your audience and your institution)? What research led you to know that this project is needed?

The narrative should describe the subject, the project's format(s) and interpretive approach, making clear its significant humanities themes. Cite the key scholarship on which your project is based. Explain why or how the project will engage the visitor and what you expect them to learn (that is, clearly state your learning objectives or "takeaway messages".)

Describe the project components and material resources – the objects or artifacts, images, documents, audio and/or visual materials, web-based information – and how they will effectively convey the project's themes. For museum exhibitions and site interpretation, provide a descriptive walk-through of the visitor experience. Include major text panels and key objects. Include a complete object checklist in the addendum.)

18. AUDIENCE AND MARKETING STRATEGY: Describe the target audience for this project and how you will attract them. Describe any outreach efforts to reach underserved groups. What is your current annual visitation? How many research or educational inquiries do you respond to annually? Do you anticipate any or all of those figures will increase with the implementation of this project? Provide an estimate of the total audience you hope to attract identifying both in-state visitors and tourists. Describe your plans for measuring and analyzing this visitation (e.g. collecting ZIP codes, on-site interviews, etc.)

Describe your marketing plans. The CHC attaches great importance to a careful, detailed approach to marketing; it is particularly interested in your capacity to reach both residents and visitors and offer high quality heritage programming. How will you package this project to promote an appealing package to the visitors you want to serve? Who will design promotional materials? What are his/her credentials? What strategies and materials will be used? How does your plan fit into the marketing plan of your tourism district? Will you conduct an economic impact study? If so, who will direct the research? (Please consult the CHC for guidance.)

19. PROJECT TEAM: Identify all of the people who will work on this project and define the role of each project team member (including staff.) Summarize the background and experience that make them the right choice for these tasks. Organize this information in two sections: one for staff from your institution and one for outside specialists and advisors. Include resumes (LIMITED to two pages or less) for each person. Provide a complete address, phone number and e-mail address for each key project personnel.

20. WORKPLAN: Describe the workplan you have constructed to effectively marshal the talents of the project team around your planning goals. Identify the specific contributions to be made by key project personnel and the time frame for completing these activities.

21. EVALUATION: The CHC also places great importance on careful evaluation strategies. Identify the specific project outcomes (the immediate impact of this project on your institution and your audiences) and ways you will assess them. What long-term impact do you hope this project will have on your institution? What long-term impact do you hope this project will have on your visitor?

GRANT APPLICATION CHECKLIST

- Have you discussed your project concept with CHC staff?
- Have you read the CHC granting brochure?
- Have you discussed your project with the local tourism district staff?
- Have you checked your budget figures?
- Have the project director and fiscal agent signed below the Project Budget Summary, Item 11?
- Have you enclosed the *original* signed application and 20 copies (five copies for an application of \$5,000 or less)?

CONTACT INFORMATION

Please call to discuss your proposal ideas. We are happy to assist you in the construction of your project and in the completion of the grant application forms.

STAFF

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programming
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Administrative Assistant
(860) 685-2462

ADDRESS

Connecticut Humanities Council
955 South Main Street, Suite E
Middletown, CT 06457
Phone: 1-800-628-8272
Fax: 860-704-0429

APPLICATION DEADLINES

Applications over \$5,000: February 1, May 1, August 1,
November 1 (or the first working day thereafter).

Applications \$2,500-\$5,000: First working day of each month.

Applications under \$2,500: Rolling deadline.

Note: Please *do not* use staples, proposal covers or folders. Use paper clips or binder clips to secure applications.

For office use only.

CONNECTICUT HUMANITIES COUNCIL
CULTURAL HERITAGE DEVELOPMENT FUND
APPLICATION FORM

1. **Proposal Title:** _____

2. **Category:** Technical Assistance Planning Implementation
 Professional Development Heritage Online Historic Destination

3. **Grant Period Requested**
From: ____/____/____ To: ____/____/____

4. **Sponsoring Organizations**
Organization Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Director: _____
Phone: _____ Fax: _____
Web Address: _____
Email: _____

5. **Co-Sponsoring Organization (if applicable)**
Organization Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Director: _____
Phone: _____ Fax: _____
Web Address: _____
Email: _____

6. **Project Director**
Name: _____
Institution: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: _____ Fax: _____
Email: _____

7. **Project Co-Director (if applicable)**
Name: _____
Institution: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: _____ Fax: _____
Email: _____

8. **Fiscal Agent**
Name: _____
Institution: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: _____
Fax: _____
Email: _____

9a **CT Tourism District:** _____
9b **CT Legislative District #:** Senate ____ House ____
9c **US Congressional Dist:** _____

10. **Public Relations Contact**
Name: _____
Institution: _____
Address: _____
City: _____ State: CT Zip: _____
Phone: _____ Fax: _____
Email: _____

11. **Funding Profile**

A. CHC Funds Requested	\$
B. Other External Funders	\$
C. Sponsor Cash	\$
D. Sponsor In-Kind	\$
E. Project Totals	\$

12. Budget Summary Sheet:

Category	A) CHC Grant Funds Requested	B) External Funders Cash Contributions	C) Sponsor's Cash Contributions	D) Sponsors In-kind Contributions	E) Cost-Share (B+C+D) Total	F) Total (A+B+C+D) Project Funds
Personnel						
Salary						
Honoraria						
Travel						
Supplies						
Rental						
Postage						
Telephone						
Printing						
Promotion						
Evaluation						
Other (specify)						
Totals						

Authorization (Type name, then sign)

Project Director and Project Co-Director

Date

Fiscal Agent (must be someone other than project director)

Date

Sponsoring Organization Authorized Official

Date

Co-Sponsoring Organization Authorized Official

Date