

# HUMANITIES COUNCIL

OF WASHINGTON, DC

The Council will be re-granting funds received from the D.C. Commission on Arts and Humanities to the heritage, history, and preservation community of D.C. Proposals may request funds of up to \$2000 for programs and projects focused on the history, heritage, and preservation of Washington. These grants are on a short timeline with a grant period lasting from **June 15, 2009 through October 15, 2009**. Funds are designated for short projects that can be completed within the 120 day grant period; contained components of larger projects that can be completed within those 120 days; or for planning work to develop a larger project.

**The application is begins on the next page (below):**

*For Grant Application Instructions click here:*

<http://www.wdchumanities.org/files/DCCHP2009grantapplicationinstructions.pdf>

*For a Final Grant Application Checklist click here:*

<http://www.wdchumanities.org/files/DCCHP%202009%20Grant%20Checklist.pdf>

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## D.C. Community Heritage Preservation Request for Proposals Application 2009

### 1. Project Title:

### 2. Project Budget:

HCWDC Grant Request:

Sponsor cost-share:

Total Cost total:

### 3. Humanities Focus & Format of Project: (check all that apply)

- Our story's past: \_\_history, \_\_anthropology, \_\_archaeology
- Our story's expression: \_\_literature, \_\_languages, \_\_linguistics, \_\_art history & criticism
- Our story's values: \_\_philosophy, \_\_ethics, \_\_comparative religion, \_\_jurisprudence

### 4. Humanities Scholar (submit scholar resume(s) with application):

Name:

Professional Affiliation:

Address:

Phone number(s) :

**5. Timeline:** (Note: Project must be started and completed within the grant period of June 15 to October 15, 2009)

Start Date of Project: **June 15, 2009**

End Date of Project: **October 15, 2009**

Evaluation & Financial Report Due Date: **October 31, 2009**

### 6. Location of Event:

Address:

Ward # :

Neighborhood:

### 7. Intended Audience:

**Audience size:**

### 8. Brief Project Description:

Please attach up to two pages describing the project. This description should include a project narrative; an explanation of the role the humanities scholar will play in the project; how you will reach your audience; as well as an explanation of the impact your project will have on the citizens of the District of Columbia.

### 9. Supporting Materials:

Please include supporting materials *directly relevant to the project for which you are applying*. For example, this might include signed letters of agreement with persons or facilities that will be part of the project; letters of support from partnering organizations; reviews or evaluations from previous runs of this program, or like documentation.

### 10. Budget Narrative:

Include with your Budget Sheet a budget narrative that delineates how the funds listed in each category will be used.

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**11. Sponsoring organization:** \_\_\_\_\_

Authorizing official of sponsoring organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Ward: \_\_\_\_\_

Organization Website URL: \_\_\_\_\_

**12. Project director:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**13. Project bookkeeper:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**14. Past HCWDC funded projects:** *Include HCWDC Grant Numbers*

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## Certification of Compliance

*The National Endowment for the Humanities requires that all applications for federal funds certify their status regarding non-discrimination, federal debt, debarment, and suspension. This certification form must be signed by an officer of the sponsoring organization and submitted with the application to the Humanities Council of Washington, DC.*

**1. Certification Regarding the Non-Discrimination Statutes:** The applicant hereby certifies that, in its programs and activities receiving federal financial assistance, it will comply with the following non-discrimination statutes and their implementing regulations:

(a) Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et. seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance.

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et. seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance.

(d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective or the project or activity shall not violate the statute.

**2. Certification Regarding Federal Debt Status (OMB Circular 129):** The applicant certifies to the best of its knowledge and believe that it is not delinquent in the repayment of any federal debt.

**3. Certification Regarding Debarment and Suspension (45 CFR 1169):** The applicant certifies by submission of the proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

**4. 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 all Federal Sources. Funds received from the Humanities Council of Washington, DC, are derived from a Federal source. A copy of OMB Circular A-133 may be obtained from the NEH website (<http://www.neh.gov>) or by writing to the NEH Office of Grant Management.

\_\_\_\_\_ (check one)  IS /  IS NOT **subject to an A-133 audit for the current Fiscal Year (Nov. 1 - Oct. 31).**  
(Organization Name)

*If the applicant is unable to certify to any of the statements on this certification an explanation must be attached to this proposal.*

Signature of project director or authorized official: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

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## Budget sheet

Show all calculations and rates used.

| Category                                 | HCWDC funds requested* | Sponsoring cost share |         | Total project budget |
|------------------------------------------|------------------------|-----------------------|---------|----------------------|
|                                          |                        | Cash <sup>†</sup>     | In-kind |                      |
| Honoraria:                               |                        |                       |         |                      |
| Salary/wages:                            |                        |                       |         |                      |
| Travel:                                  |                        |                       |         |                      |
| Supplies:                                |                        |                       |         |                      |
| Publicity, promotion, printing, copying: |                        |                       |         |                      |
| Postage, telephone:                      |                        |                       |         |                      |
| Equipment & facilities rental:           |                        |                       |         |                      |
| Evaluation:                              |                        |                       |         |                      |
| Total :                                  |                        |                       |         |                      |

**\*Total requested must not exceed 50 percent of the total project budget.**

<sup>†</sup>Source of cash contributions: Organization's own funds \$ \_\_\_\_\_ Other sources \$ \_\_\_\_\_

List other sources: \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Project Director or authorized official \_\_\_\_\_ Date \_\_\_\_\_

Project Bookkeeper \_\_\_\_\_ Date \_\_\_\_\_