



# **Partnership Grant (To Extend Existing Oral History Projects That Were Previously Supported by a DC Oral History Collaborative Grant)**

## **Request for Proposals**

RFP Issued: November 7, 2019

Application Deadline: Friday, January 10, 2020 at 11:59pm

Project Period:

This opportunity is for projects conducted between March 12, 2020 and September 30, 2020.

**Access Assistance:**

HumanitiesDC endeavors to make its applications as open and accessible as possible. If you are unable to access any materials on our site, please contact the staff member listed below for support. When contacting us, please include the following in your query:

- Nature of the accessibility issue.
- The web address of the content you are attempting to access
- Your preferred format for the content
- Your contact information

**Award Amount:**

Applicants may request up to \$6,000.00 depending on the scope of their projects.

Applicants may submit one application for a DC Oral History Collaborative sponsored grant in FY2020. Applicants must choose between the "New Projects," "Extension," or "Public Projects and Events" programs.

Please read this request for proposals in full before submitting an application.

**Staff Contact:**

Maggie Lemere – [maggie.lemere@dcoralhistories.org](mailto:maggie.lemere@dcoralhistories.org)

**About the DC Oral History Collaborative:**

The DC Oral History Collaborative is an ambitious city-wide initiative to document and preserve the history of Washington's residents and communities through the collection of oral histories. The project will survey and publicize existing oral history collections, provide grants and training for scholars and amateur historians to launch new oral history projects, and contribute to an



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interactive, accessible platform where the city’s memories can benefit residents and scholars for generations to come. The Collaborative is a partnership of HumanitiesDC, The Historical Society of Washington, D.C., and the DC Public Library.

### **What is Oral History:**

“[Oral history is] distinguished from other forms of interviews by its content and extent. Oral history interviews seek an in-depth account of personal experience and reflections, with sufficient time allowed for the narrators to give their story the fullness they desire. The content of oral history interviews is grounded in reflections on the past as opposed to commentary on purely contemporary events.”<sup>1</sup>

### **Summary:**

Help us preserve the unique stories of Washington, DC residents! This opportunity provides financial and capacity building resources to community organizations and individuals (“partners”) interested in continuing work on an oral history project for which they previously received a DCOHC grant. Funds awarded under this program may only be applied to the costs associated with collecting additional oral history interviews and the required documentation. Partnership proposals will be reviewed in February, and selected projects will be announced in March.

Awarded partners will be required to attend an extension grant cohort meeting and will work in conjunction with staff and consultants from the DC Oral History Collaborative throughout the course of their projects. This application is only open to organizations or individuals who have previously received, completed, and successfully closed out a DCOHC grant.

Selected partners will work in conjunction with staff and consultants from the DC Oral History Collaborative throughout the course of their projects.

### **What are we looking for?**

Successful applications will describe in-detail how an existing project will be extended and how the project’s continuation will contribute to the originally posed research question or theme. Applicants will be asked to identify at least 5 new narrators they will interview during the grant period. The final product for each project will be a set of well documented recordings accompanied by:

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<sup>1</sup> From the Oral History Association, <http://www.oralhistory.org/>.



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interview descriptions, narrator biographical statements, transcripts, legal release forms, time-stamped indexes, metadata forms, and narrator photographs necessary for inclusion in the DC Public Library's Special Collections.<sup>2</sup>

**Work closely with HumanitiesDC/DCOHC Staff** – The Collaborative strives 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. The grants team works with DCOHC’s communications staff, and those of its partner organizations, to promote grantee events and activities, and to seek press coverage for every funded project. Finally, grants staff serves as a sounding-board, giving advice and feedback on project activities and, ultimately, taking delivery of the final educational product. The proposal narrative should describe how the applicant will take advantage of this unique opportunity to partner with HDC.

**An effort to share the collected stories back to the community** – Applicants may plan small sharing sessions with their narrators’ communities, though such programs should only represent a very small portion of the overall budget.

### Other Required Proposal Elements:

- Identification of the project’s Washington, DC Ward(s) served.
- A letter of support from the project’s fiscal sponsor, if different than the organization or individual carrying out the project.
- A description of the key personnel who will work on the project.
- A timeline of project activities and milestones covering the full grant cycle.
- A marketing strategy for the project.
- A budget (in a provided template), and a budget narrative.
- A detailed plan for complying with relevant provisions of the Americans with Disabilities Act.

### Cash Match Requirement:

The DC Oral History Collaborative partnership grant opportunities do not require a cash match. Applicants are encouraged to supplement DCOHC funding with other sources.

### Common Characteristics of Successful Proposals:

- Will propose the continuation of an existing project rather than a new project with a similar community or related themes.
- Will clearly articulate why it is important to interview more narrators for the existing project.

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<sup>2</sup> A required training session will elaborate on suitable best practices regarding documentation and transcription among other topics. Either audio or video recordings are acceptable.



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- Will demonstrate a deep understanding of the subject matter to be explored and a connectedness to relevant communities that will lend itself to the recruitment of narrators (interviewees).
- Will not propose collecting oral histories that have already been recorded and archived.
- Will demonstrate that the narrators to be interviewed and their communities will be substantively engaged in the development of the project.

### How to Apply:

The HumanitiesDC grants portal can be accessed at <http://grantapplication.wdchumanities.org>. Please be sure to review the grant qualifications, terms and conditions for the program you are interested in before beginning an application. If you or your organization have applied for a HumanitiesDC grant before, please DO NOT create a new account. If you are having trouble accessing your existing account, please email the staff contact indicated in this RFP.

All HumanitiesDC grant applications are accepted via an online grant portal. Applications must be successfully submitted by 11:59pm on the day of the deadline. Applicants will receive a confirmation email when their proposals have been successfully submitted. Applicants should contact the applicable HumanitiesDC staff member immediately should they encounter any technical issues or if they do not receive a confirmation email. Incomplete or late applications or applications failing to meet the guidelines or eligibility requirements will not be assigned to the evaluator panels nor will they be considered for funding. HumanitiesDC does not accept mailed, emailed, or hand-delivered applications or required attachments. HumanitiesDC will accept reasonable accommodation requests from applicants with disabilities in advance of the application due date to assist them in submitting grant applications via mail, email, or hand-delivery. To make a request for reasonable accommodation contact the grants staff member listed on this RFP and allow time for the approval of the request.

### Eligibility Requirements (Organizations):

- Must be a federally incorporated 501c3 non-profit organization.
- Must be registered with, and authorized to do business in, the District as either a "Domestic" entity (that is, an entity that was incorporated in the District) or a "Foreign" entity (that is, an entity that was incorporated in another state).
- Must register and comply with the regulatory requirements of the following agencies:
- Must be able to obtain a certification of "Citywide Clean Hands" (CCH) from the District of Columbia Office of Tax and Revenue.
  - o District of Columbia Department of Consumer and Regulatory Affairs (DCRA) – Corporations Division (indicating an "active" business license status at the time of application and agreeing to maintain such status throughout the grant period).
  - o District of Columbia Office of the Chief Financial Officer, Office of Tax and Revenue (OTR).
  - o District of Columbia Department of Employment Services (DOES).



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- United States Internal Revenue Service (IRS)
- Must have a principal business office address that is located in the District of Columbia and is accessible to onsite review. Post office boxes will not be accepted.
- Must be in good standing with HumanitiesDC. Applicants with outstanding or delinquent reports or final products from previous HumanitiesDC grants must submit them completed and without deficiencies at least 30 days before the deadline for which they wish to apply.
- Prohibited applicants include: private clubs and organizations that prohibit membership based upon race, gender, color, religion, or any other classes identified in the District of Columbia Human Rights Act; for-profit (commercial) entities; political organizations; foreign governments; federal government entities; and District of Columbia government agencies.

### **Eligibility Requirements (Individuals):**

- Must be aged 18 years or older.
- Be a legal resident of the District of Columbia for at least one year prior to the application deadline and must maintain residency during the entire grant period.
- Have a permanent DC address as listed on proper identification or tax returns. PO Boxes may not be used as a primary address.
- Must not hold any open grants awarded or administered by HumanitiesDC at the time of the application deadline.
- Must be in good standing with HumanitiesDC. Applicants with outstanding or delinquent reports or final products from previous HumanitiesDC grants must submit them completed and without deficiencies at least 30 days before the deadline for which they wish to apply.
- All grant recipients are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

### **Eligibility Requirements (Applicable to both Organizations and Individuals):**

- Must be continuing an oral history project (or representing an organization continuing an oral history project if serving as a fiscal sponsor) that was previously funded by a DC Oral History Collaborative grant. The prior grants supporting the project must have all been completed and successfully closed out prior to the deadline for this opportunity.
- Must be proposing a continuation (or representing an organization proposing a continuation if serving as a fiscal sponsor) that results in the collection of at least five oral history interviews with full documentation as necessary for inclusion in the DC Public Library's Special Collections Archive.



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- Must be producing a program (or representing an organization producing a program if serving as a fiscal sponsor) that has 100% of its geographic focus on Washington, DC or one of its neighborhoods.
- Must be producing a program (or representing an organization producing a program if serving as a fiscal sponsor) that will occur within the grant period.
- Must be producing a program (or representing an organization producing a program if serving as a fiscal sponsor) that will have residents of Washington, DC as its primary audience.

### **Fiscal Sponsorship:**

Organizations without 501c3 non-profit status may apply through an organization serving as a fiscal sponsor provided that the fiscal sponsor organization meets all eligibility requirements in this RFP. Individuals may also apply through a fiscal sponsor. Under this arrangement, the fiscal sponsor organization takes on all financial and legal obligations of the grant award. Fiscal sponsors may support no more than three grant programs at a time. Applicants applying through fiscal sponsors must use the fiscal sponsor's organization account within the HumanitiesDC grants portal to submit their application. If the fiscal sponsor does not have an account, an authorized official from the fiscal sponsor organization must create one. Fiscal sponsors may not collect more than 10% of the total grant award as a fee for their services.

During the grant period for projects awarded via fiscal sponsorship, the fiscal sponsor organization contact, and the project director will both be required to correspond with and submit information to HumanitiesDC's grants officers. Fiscal sponsors should not be involved in the overall planning or execution of project deliverables – if HumanitiesDC finds evidence during the grant period that the fiscal sponsor has attempted to exploit the fiscal sponsorship policy to improperly submit multiple applications for projects in which they have a considerable stake, the grant agreement may be terminated by HumanitiesDC.

### **Allowable Costs:**

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. Other disallowed expenses include: food and beverages, tuition and scholarships, debt reduction, re-granting, costs related to fundraisers and special events, expenses unrelated to the execution of the project, and funding to foreign or domestic government agencies.

#### **Examples of Allowable Costs:**

- Transcription Services
- Project supplies and equipment
- Venue rental fees
- Narrator honoraria



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- Project transportation
- Equipment rental
- Marketing and promotion
- Project consultant fees

### Examples of Disallowed Costs:

- Office rent, overhead, and utilities
- General office supplies and equipment
- Food and beverages
- Costs associated with the production of visual or performing arts projects
- Projects designed to be attended or used by a limited audience such as an organization's membership

Applicants may contact HumanitiesDC's grants staff with questions regarding allowable costs. Grantees will be required to detail all expenses in quarterly and final reports.

### Inclusion, Diversity, Equity, and Access:

All applicants must comply with the Americans with Disabilities Act of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by HumanitiesDC must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access as defined by federal law.

Organizations applying for funding from HumanitiesDC must include, in their grant applications, a response to the "Accessibility" section of its grant application that includes the following information:

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability rights training, budgeting for reasonable accommodation requests, etc.).
2. The current process/status of an organization's physical accessibility. If the location is not barrier-free, include in the grant application a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print, or brail materials; audio description or assistive listening devices, ASL interpreted programs, etc.) and marketing/advertising.

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C § § 12101 et seq.), each applicant must demonstrate how the project will be inclusive, diverse, equitable and accessible throughout the District of Columbia, beyond participants with disabilities. Successful applications will consider a broad definition of "accessibility" by addressing financial,



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geographic, demographic, cultural and developmental access. For more information, applicants may access the complete text of the ADA here: <https://www.law.cornell.edu/uscode/text/42/12101>. Note that neither HumanitiesDC or the District of Columbia government represent that this link leads to the latest version of the subject law.

### **Technical Assistance Workshops:**

HumanitiesDC schedules at least four technical grants assistance workshops for prospective applicants prior to the deadline for each cycle. Several of these workshops may be conducted via live webinars. These workshops, led by HumanitiesDC grants staff, provide information on grant qualifications, grant writing best practices, and navigation of the online grants portal. HumanitiesDC staff will not write applications for prospective applicants but will provide feedback on drafts. To request feedback, applicants must send a request by email to the grants staff member listed on the RFP no less than two weeks before the deadline. The technical grants assistance workshops are free and open to the public, but applicants are strongly encouraged to register via Eventbrite before attending. As the workshops are scheduled, the dates, times, locations, and registration links will be available on our website at <https://www.wdchumanities.org>.

### **Application Review Process:**

Qualified applications are submitted to a review panel comprised of Washington, DC residents with backgrounds and/or experience in humanities programming or scholarship. These panelists score the proposals assigned to them based on an established rubric that closely aligns with the questions in the application. After the reading and scoring period, panelists convene in person to discuss the merits and deficiencies of the applications in their cohort and to finalize their rankings under the guidance of HumanitiesDC grants staff and board members. All panelists, staff and board members are expected to remain impartial as they undertake their respective parts in the evaluation process. HumanitiesDC requires that all involved recuse themselves from review of any application that presents a personal or professional conflict of interest, and panelists must sign a statement acknowledging that they will adhere to this policy.

The rankings presented by the panelists are adjusted according to thematic, geographic, and audience diversity by the HumanitiesDC grants staff and a final slate of proposed projects are submitted to the HumanitiesDC board for approval.

### **Notification and Payment of Awards:**

HumanitiesDC will notify applicants of their status (funded or denied) no more than 45 days after the application deadline. Grant award recipients will receive an official grant award letter through the online system which will include a link to submit acceptance forms and to sign the grant conditions. Denied applicants will be given one week to request a summary of panelist comments.



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For award recipients, the date of payment is subject to the availability of funds and the processing of required documentation. Awards are disbursed via direct deposit, and all awarded applicants are required to submit an ACH form which is made available through the online grants portal.

### Additional Requirements and Information:

1. Project directors working on each awarded partnership grant will be required to attend an initial kickoff awards ceremony on **Tuesday, March 10th, 2020 from 12:30-1:30pm**.
2. All partnership 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. The grants staff cohort leaders will schedule several required check-in sessions with partnership project directors over the course of the project period.
4. All partnership projects must participate in joint marketing and communications campaigns with HumanitiesDC during the grant period.
5. 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.
6. 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. Applicants submitting proposals as individuals will list themselves as the Organizational Sponsor.
  - 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. Successful applicants will be awarded the full award at the beginning of the grant period but will be required to submit interim progress and budget reports. Failure to complete these reports according to the schedule may result in intervention on the part of grants staff up to and including a request to return disbursed funds.
3. Any changes to the scope or budget (greater than 25% in any one category) 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. 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.
6. 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.
7. All final products collected as part of this partnership grant opportunity will be collected by the DC Oral History Collaborative and made available to the DC Public Library for accession to their Special Collections. Oral history narrators will retain the rights with the DCOHC and the DCPL to retain copies, publicly distribute, and publish derivative works based on the interviews they provide.