

California Story Fund

Deadline: November 15, 2010

Noon: Deadline for electronic submission of online application and uploaded proposal narrative and budget

5 pm: Deadline for supporting materials to be received at CCH San Francisco office

No late applications will be accepted.

PROGRAM DESCRIPTION

Program Purpose: The California Story Fund (CSF) is a competitive grant program of the California Council for the Humanities (CCH). The purpose of the Fund is to capture genuine and compelling stories from and about California's diverse communities, and to ensure that those stories can be shared widely. Telling our stories can help us make sense of our existence, give us a window into other people's lives, and make us feel part of something larger than ourselves. Sharing personal and communal narratives can enhance our understanding of where we live, with whom we live, and why we live the way we do. The Council seeks story-based projects that are informed by humanities perspectives, methods, and content; that reveal the realities of California and its cultures, peoples, and histories; and that will be of interest to local, statewide, and potentially even national and global audiences.

Thematic Focus: For this round of the California Story Fund, applicants are requested to submit proposals for story-based projects that will encourage examination of the meaning of democracy. A project might explore an instance in which the promise of democracy has been fulfilled, or a time when we have fallen short; it might lead us to understand the struggles of those who have sought to make democratic change, or cause us to reflect on the challenges of living up to the ideals of democracy we hold as individuals and as a society. Story ideas could include, but are not limited to: exploring how a group of neighbors came together to improve their community; documenting the experience of becoming a citizen or voting for the first time; sharing the challenges a group has faced in exercising their right to practice freedom of speech or religion; or examining an instance when a community tried to resolve conflicting views of "the common good." Stories could address the experiences of new immigrants or an established community, focus on young people or elders, or explore an incident in the past or a story that is currently unfolding.

Humanities and the Public: At the Council, we think of the disciplines of the humanities as springing from a fundamental interest in understanding the values and practices that inform our lives; the need to reflect on the past and the present to make critical choices; and the desire to be moved and delighted. The practice of humanities-based inquiry involves reflection, analysis, contextualization, interpretation, and the exchange of ideas. For example, taking a humanities approach to a story could mean making use of existing or new historical research to frame questions, considering a variety of perspectives on an issue, and/or seeking to foster critical reflection on the part of audiences.

CCH is committed to providing opportunities for the general public to engage with and enjoy the riches of the humanities. For the California Story Fund, we seek projects that foster public discussion of and/or engagement with the meaning and significance of the stories. Projects must therefore include some form of public programming activity—whether in-person or virtual or both—and result in work (e.g., a text, an audio recording, a video recording, digital photography, a website, etc.) that can be shared with

wider audiences. The Council plans to make the work of CSF grantees accessible through its website to extend the reach of supported projects and connect communities to one another.

Eligibility

Eligible applicants must:

- Have California tax-exempt organizational status or partner with a California tax-exempt sponsoring organization as a fiscal agent
- Be in good standing with CCH (e.g., without unfulfilled reporting requirements), if a previous grantee
- Not have an open grant with CCH
- Not submit more than one application per deadline unless acting as a CCH-approved fiscal sponsor—see FAQ for more information

Funding Level

Applicants may request up to \$10,000, which must be matched by at least a 1:1 amount of cash or in-kind contributions from non-federal sources. We will generally not fund projects with a total budget of more than \$50,000.

Project Requirements

California Story Fund projects must meet all of the following criteria:

- Explore stories of significance to Californians
- Address the thematic focus for this CSF application round—that is, the meaning of democracy
- Approach the subject matter from a humanities perspective—for example, making use of existing or new scholarship and research on the topic, incorporating a variety of perspectives, seeking to foster critical reflection and thoughtful analysis on the part of individuals/communities
- Actively involve at least **one humanities advisor** in the planning and implementation of the project
- Provide opportunities for community engagement and involvement in project activities
- Include public programming elements
- Result in work that will be accessible by the public and about which information can be shared through the CCH website

Review Criteria

Applications will be evaluated using the following criteria:

Quality

- Strength of thematic focus
- Enhancement of our understanding of California peoples, cultures, and histories
- Qualifications and experience of project personnel (e.g., applicant organization, project director, humanities advisor(s), technical staff, etc.) and the relevance of their expertise to the proposed project
- Depth of humanities content and approach
- Potential for fostering public interest and engagement
- Potential to produce publically engaging and accessible work

Capacity

- Feasibility and soundness of budget, timeline, fundraising strategy, outreach, and evaluation
- Mission, past accomplishments, and demonstrated ability to implement successful projects

Eligible Costs

Include, but are not limited to:

- Project-related salaries and fringe benefits (up to 25% of your request)
- Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc.
- Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web page design, videography, broadcast or screening expenses)
- Travel, lodging, and per-diem expenses; see FAQ for guidelines.
- Supplies and materials for program activities
- Equipment (rental, unless purchase cost is less)
- Project-related administrative expenses including phone, postage, photocopying, and printing
- Marketing expenses (e.g., printing and mailing of announcements or flyers, or ad placement)
- Evaluation expenses
- Program documentation
- Food costs directly tied to project activities (alcoholic beverages are not eligible costs)
- Fiscal sponsor or indirect administrative fees (only up to 10% of your request)

We Do Not Fund

- Institutional histories produced and/or partially funded by the institution itself
- Projects that are primarily promotional in nature
- Advocacy
- Scholarly research or curricular activities not intended for general audiences
- Fundraising activities

Timeline

Late August 2010:	Guidelines posted at www.calhum.org
September 2010:	Informational grant webinars. Details will be posted on the CCH website once they become available.
October 15, 2010:	Online application available at www.calhum.org
November 15, 2010:	Noon: Online application deadline 5:00 pm: Deadline for supporting materials to be received at CCH's San Francisco office
February 28, 2011:	Grant awards announced by this date
March 1, 2011:	Earliest start date for projects
June 1, 2012:	Latest end date for projects

GUIDELINES

Please include the following information in your proposal in this order using the numbered headings at the start of each section. Proposal narratives should be single spaced and in 12 pt. font, and be formatted with one-inch margins.

Proposal Narrative

1. **Project Description** (maximum length: two pages)
 - What is the story your project will tell and how does it address the theme of democracy?
 - Describe the activities your project will undertake.
 - How will you communicate the story to the public and provide opportunities for the public to respond?
 - How will the project enhance the understanding of California and its cultures, peoples, and histories?
 - Why will this story be relevant and of interest to California audiences?
 - What will result from your project and what impact do you hope it will have?
2. **Humanities Content and/or Approach** (maximum length: one page)
 - CSF projects are to be focused on community stories. Describe the methods and strategies you will use to do community-based research for your project. How will the humanities inform your project? For example, how will you use the humanities to develop the broader social, cultural, or historical context for your story?
 - Describe the role(s) your humanities advisor(s) will play in the planning and implementation of your project. (Provide **one-paragraph** advisor bio(s) under “Project Personnel.”) Please note that the Council encourages collaboration between academic institutions and community groups as appropriate, as well as the participation of both academic and community scholars on projects.
3. **Community Engagement and Access** (maximum length: half a page)
 - Describe the demographics of your target participants and audience(s), e.g., size, geography, race/ethnicity, age, cultural background, etc. (Note that the Council encourages projects that reach those underserved by public humanities programs.)
 - Outline your outreach strategies for securing participants and audience(s), including any partnerships with other organizations.
 - Describe any plans to share or disseminate project products with the public after the end of the project.
4. **Project Evaluation and Documentation** (maximum length: half a page)
 - How will you evaluate the results of your project? How will you know to what extent it was successful and achieved the impact you desired?
 - What methods will you use to document your work over the course of the project so that information about the project process as well as results can be shared with others?
5. **Project Personnel** (maximum length: one page)
 - List the key staff roles involved in the design and implementation of the project, including the Project Director, the humanities advisor(s), technical personnel, and others important to the realization of the project. (Include volunteer and pro-bono assistance, if relevant.)
 - Provide **one-paragraph** bios and email addresses for all confirmed personnel. Bios should include information about each person’s expertise relevant to their role on the project.

- If a key project position is currently vacant, indicate how you plan to identify and select qualified candidates.

6. **Applicant/Sponsoring Organization** (maximum length: half a page)

Briefly describe the mission and purpose of your organization (if you are the applicant) or the mission and purpose of the organization that is acting as the fiscal sponsor for your project. Please explain the suitability of the organization to the proposed project and how the organization will contribute to the success of the project. Please include the name of the organization’s executive officer.

7. **Timeline** (maximum length: one page)

Provide a timeline detailing major activities (e.g., meetings with humanities advisors, research, interviews, consultations, etc.) from the beginning of the project until completion. Please note that project activities for which you seek CCH funding cannot occur prior to March 1, 2011 and that the maximum term of this grant is 15 months (project must conclude June 1, 2012).

Please provide the timeline in this format:

TIME PERIOD	ACTIVITY
March 2011	<ul style="list-style-type: none"> • Project team meeting with humanities advisor, Los Angeles • Begin archival research, Huntington Library • Phone interviews with potential subjects
April -May 2011	<ul style="list-style-type: none"> • Consult humanities advisor about interview topics and approach • Interview subjects • Transcribe and review interview material
June 2011	<ul style="list-style-type: none"> • Write narrative to contextualize interviews • Review draft narrative with humanities advisor and community partners
Sept 2011	<ul style="list-style-type: none"> • Edit interviews
	Etc.

8. **Sample Work Description** (maximum length: half a page)

Applicants are required to submit two copies of a sample of recent work that demonstrates their capacity to create a programmatic product that is engaging and can be made digitally accessible to the public. Possible forms include audio or video recordings, photographic essays, oral history transcripts, scripts of performances, publications, exhibit catalogues, etc. Please provide a short description of the project related to the work sample, including date and location of the project. Explain how or why the previous project is relevant to your proposed one. Please tell us how current project staffs were involved with the production of the work sample.

Sample work must be mailed directly to CCH’s San Francisco office to be considered for review and must arrive **by 5 pm on November 15, 2010**. All work samples should be clearly labeled with name, contact information, project title, and sponsoring organization. Please test any AV samples before mailing them. Please do not send unique originals as work samples. Sample materials will not be returned unless a SASE is included.

9. **Full Project Budget** (Excel templates to be uploaded separately)

Each project may request up to \$10,000, which must be matched by at least an equivalent amount of cash or in-kind contributions from non-federal sources. Funds from NEH, NEA, state humanities councils or other federally-assisted programs may not be used for the matching funds. We will generally not fund projects with a total budget of more than \$50,000, including the CCH grant. See the FAQ for in-kind details.

To prepare your budget, please [download and use the CSF Project Budget Form](#) from our website, or use the form included in this PDF. The budget should reflect all eligible expenses associated with the project, including those to be supported by CCH grant funds and matching cash and/or in-kind services/materials.

10. **Budget Narrative**

Provide a brief description of any line items that require clarification, e.g., information about how salaries, professional fees, and/or travel expenses were calculated. The narrative should also be used to identify other project funders and sources of income. Provide information on all sources and amounts of project income received to date. List the status of other sources of funding currently under consideration, whether to be applied for or pending.

APPLICATION PROCEDURE

The online application for this grant will be available here on our website on October 15, 2010. The application window is from October 15 to November 15, 2010.

A complete application requires both electronically submitted and mailed materials. No hand-delivered, faxed or e-mailed applications will be accepted. All must be received by **MONDAY, NOVEMBER 15, 2010**.

1. Electronically submitted by noon November 15:
 - Online application form
 - Proposal narrative
 - Budget (Excel template)

2. Received by mail by 5 pm November 15:
 - Two copies of work sample (article or text, CD, DVD or website, etc.) that demonstrates the applicant's ability to create a digitally accessible product

Please send clearly labeled work sample to:
California Story Fund
California Council for the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

Applicants will be notified of receipt of their applications by e-mail. Notification of grant decisions will be sent by post to arrive on or before February 28, 2011.

APPLICATION HELP

If you encounter the following technical difficulties while using the online application, please try the suggested solutions. If you're still having problems, contact Lucy Nguyen, CCH Grants and Contracts Manager, at Lnguyen@calhum.org or 415-391-1474, ext. 315.

I did not receive confirmation of application submission.

Issue: A confirmation e-mail is automatically sent to the project director when an application is successfully submitted. However, because of spam filters, some applicants may not receive this e-mail.

Solution: Put Lnguyen@calhum.org on your "safe list" before submission, so that you receive CCH e-mail communications in your inbox.

I cannot access the grant application because "cookies are not supported."

Issue: Some applicants who bookmark the grant application URL may get the following error message when they attempt to log in to the application using the bookmark:

The following error has occurred: Your browser is not configured to support cookies. In order to access this online application, you must adjust your browser settings to allow cookies.

This problem typically occurs because the grant application site tests for cookies by adding characters to the URL; if your browser does not properly save cookies, this error occurs.

Solution: To access the CA Story Fund application, type the correct URL—exactly as it appears here—in your web browser’s address bar: https://www.GrantRequest.com/SID_348?SA=SNA&FID=35011

I cannot return to my in-progress application.

Issue: Before you start an application submission, you will have to create a user account. The user account allows you to return to edit partially-completed applications and to review applications already submitted. When you create an account, you will receive an automated e-mail message containing your login information and a link you can use to return to your application.

Solution: Click on the following URL to return to your account login page and manage your existing application: https://www.GrantRequest.com/SID_348?SA=AM. Sign in using the e-mail address you provided. If you have forgotten your password, click on “forgot your password” for assistance.

I cannot upload certain files to my online application.

Issue: The upload process appears to proceed normally, but when you return to the “Attachments” page, no file has been uploaded. In some cases, you receive a message similar to one of these:

Technical Support Info: [Attachment Upload] Error #300. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.

Technical Support Info: [Attachment Upload] Error #3005

Technical Support Info: [Attachment Upload] Error #3001. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.

Solution: Upload the file again. If the error still occurs, edit the attachment so that its file size is reduced and try to upload it again. For Mac users with Safari or Firefox as your Internet browsers, please check to make sure you’re using the latest versions of Safari or Firefox to avoid problems when uploading files.

FREQUENTLY ASKED QUESTIONS

What types of projects are eligible for a California Story Fund grant?

The purpose of the Fund is to capture genuine and compelling stories from and about California's diverse communities, and to ensure that those stories can be shared widely. The Council seeks story-based projects that are informed by humanities perspectives, methods, and content; that reveal the realities of California and its cultures, peoples and histories; and that are of interest to local and statewide, and potentially even national and global audiences. Projects that share stories that are not widely known or that bring new stories to light are viewed favorably.

Projects must involve at least one humanities advisor in the planning and implementation of the project. Projects must include some form of public programming activity—whether in-person or virtual or both. Projects must result in a work (e.g., a text, an audio recording, a video recording, digital photography, a website, etc.) that can be shared in whole or in part via the internet.

For this round of the CA Story Fund, applicants are requested to submit story projects that will encourage examination of the meaning of democracy.

What formats can projects use to present stories?

Possible formats include but are not limited to the following: audio or video recordings of oral histories and contextual narrative, photographic exhibits with interpretive content, audio/visual documentaries, digital media (e.g., interactive websites or kiosks, podcasts), narrative-based artworks (e.g., murals, documentary theater), poetry readings, storytelling events, film screenings and discussions, panel presentations and discussions, and community gatherings.

What are the humanities?

The humanities grow out of an interest in the language, literature, critical thought, the history of humankind, and an analytical and discursive approach to understanding and communicating the human experience. The practice of humanities-based inquiry involves reflection, analysis, contextualization, interpretation, and the exchange of ideas. The humanities include, but are not limited to, the disciplines of history, philosophy, literature, folklore, American studies, women's studies, ethnic studies, languages (both classical and modern), areas of linguistics and anthropology, religious studies, ethics, ethnomusicology, jurisprudence, art history, literary criticism, and philosophical approaches to the social sciences. These fields are differentiated from the purely creative expression of the arts or the quantitative analysis of the sciences or social sciences.

What is meant by “Projects must approach the subject matter from a humanities perspective”?

Projects should use the humanities to approach their subject critically and analytically. A humanities-based approach can make use of scholarship and research on the topic, incorporate a variety of perspectives, and seek to foster critical reflection and thoughtful analysis on the part of the audience.

Who qualifies as a humanities advisor?

- Academic scholars (individuals with an advanced degree in a humanities discipline or individuals teaching or researching in a scholarly institution, e.g., professors, some curators and librarians)
- Independent advisors (individuals who have researched, written and/or spoken about a humanities topic and are considered experts in their field, e.g., journalist, artist, curator, non-professional historian)
- Community advisors /culture bearers (individuals who by virtue of their life experience, training and/or standing in a community carry the knowledge, wisdom, and collective historical records)

of the group, e.g., tribal or neighborhood elders or practitioners of traditional cultural forms)

Can a current Council member serve as a humanities expert on a project?

Yes, as long as they avoid any action that could be interpreted as a use of Council membership to further their own interests or those of an affiliate institution. Council members who are named in a proposal or significantly involved with the creation of a proposal may not vote on or participate in discussion of that proposal. In addition, they may not receive honoraria, salary or other payment for consultation in a Council-sponsored or Council-funded program.

How can I locate a humanities expert?

Check with a local higher education institution (college or university), do a web search on your topic, or contact Felicia Kelley, Senior Program Officer, at fkelly@calhum.org.

Does the Council fund individuals?

No. Individuals seeking funds for a project must be sponsored by a California tax-exempt organization or municipal/state agency.

Does the non-profit applicant or sponsor need 501(c)(3) status?

No, but the applicant/sponsor has to be a viable non-profit organization with California tax-exempt status. California State and municipal public agencies such as schools, universities and libraries are also eligible to apply.

What are the oversight responsibilities of the applicant or sponsoring organization?

The applicant/sponsoring organization must approve the submission of the proposal, be willing and able to administer grant funds in conformity with the terms of the grant agreement, and must accept full responsibility for undertaking and supporting the project as outlined in the proposal. If a grant is awarded, the authorizing official of the organization will receive the award packet and must sign the grant agreement and other required award documents before any funds can be disbursed. The sponsoring organization is the entity with overall and final accountability to CCH for the project.

Can an organization apply for more than one grant at a time?

An organization can only apply for one grant per deadline unless it is an approved fiscal sponsor (e.g., BAVC, IDA, SFFS, Community Partners, etc.). If you have any questions about an organization's eligibility as an approved sponsor, please contact Lucy Nguyen, CCH Grants and Contracts Manager, at Lnguyen@calhum.org.

Can an organization apply for a new grant if it has previously received a CA Story Fund award?

An organization that has received a grant from the Council can apply for a new project once the previous grant has been satisfactorily closed (that is, with all project activities completed and a final report submitted and approved by CCH). Organizations that are approved fiscal sponsors are exempt from this rule.

What is the project director's role?

In most cases, the project's director should be the lead staff person for seeing the project through its completion. If funded, the individual listed as project director will also be CCH's official primary administrative contact throughout the grant period.

Can an individual serve as project director on more than one CCH grant at a time?

An individual can only serve as project director on one CCH grant at any given time. If an individual is already serving as a project director on a current CCH-funded project, he/she must complete the project

and submit and have an approved final report before applying for another grant. Please note that final reports generally require two weeks for approval and should be submitted well in advance of the submission of a new application.

What is the maximum amount an applicant can request?

An applicant may request up to \$10,000 for a California Story Fund project.

Is there a project budget limit for this grant?

In general, CCH will not support CSF projects with total budgets that exceed \$50,000.

Are matching funds required?

Yes, each grant request must be matched by at least a 1:1 amount of cash or in-kind contributions from non-federal sources. All matching cash and in-kind contributions must be spent on project-related activities that will take place during the grant period (between March 1, 2011 and June 1, 2012). Cash on hand for use during the award period, and/or secured commitments to provide funds, labor, equipment, services or other material support to the project during the award period, are all eligible sources of matching contributions. Cash or the value of goods, services, and labor spent on the project prior to March 1, 2011, however, **cannot** be counted towards the required match, although your full project budget should reflect these income sources. Applicants should include all non-CCH donors in their proposal budget when tallying cash or in-kind contributions, even after the one-to-one match requirement is met.

What does “in-kind” mean?

“In-kind” refers to any contribution of labor, materials, goods or services donated to the project. It can include the contribution of staff salaried time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated (e.g., for publicity, promotion or evaluation); public program supplies, including refreshments; and travel, lodging, and meals for project staff or participants. Please note: Applicants are expected to determine the fair-market value of these contributions.

Can federal funds be used towards the match?

No. Funds from NEH, NEA, state humanities councils or other federally-assisted programs may not be used toward the match.

How are funds distributed?

90% of the funds are disbursed upon approval of signed award documents and the final 10% of funds are disbursed upon completion of proposed activities and approval of a final report.

What costs are eligible for support?

Eligible costs include, but are not limited to:

- Project-related salaries and fringe benefits (up to 25% of your request)
- Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc.
- Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web page design, videography, screening expenses)
- Travel, lodging, and per-diem expenses. Costs should be reasonable and in keeping with practice in government and non-profit sector work.
- Supplies and materials for program activities
- Equipment (rental, unless purchase cost is less)
- Project-related administrative expenses including phone, postage, photocopying, and printing

- Marketing expenses (e.g., printing and mailing of announcements or flyers, ad placement)
- Evaluation expenses
- Program documentation
- Food costs directly tied to project activities (alcoholic beverages are not eligible costs)
- Fiscal sponsor or indirect administrative fees (only up to 10% of your request)

Is there a time limit for project completion?

Yes. The maximum term for this grant is 15 months. The grant period begins March 1, 2011, and ends June 1, 2012. However, a grantee may request an extension before the end of the project period, if necessary.

What does “technical expertise” mean?

CCH requires the involvement of personnel who are knowledgeable about the medium/media your project will employ, e.g., a filmmaker, radio producer, web designer, content developer, etc. Your proposal should demonstrate that project personnel have PRIOR experience in the proposed project medium/media.

Does the Council conduct informational grants webinars?

Yes. The Council will offer informational webinars in fall 2010. Information on grant webinars will be made available on the CCH website.

Must I submit an electronic application?

Yes. An applicant must submit an online grant application form and attach the required documents.

Can I use my own budget form?

No. Please download and submit the CA Story Fund Excel budget form provided at www.calhum.org on this grant’s guidelines page. Not all fields may apply to your project and you may leave line items blank. Please note that project budgets are weighed heavily in the review and all expenses should be accurately noted.

Can I personally deliver supporting materials to CCH?

No. Applications or supporting materials hand-delivered by applicants will not be accepted. All supporting materials must be delivered by U.S. mail, FedEx, UPS or other courier services.

What is the deadline for this grant?

Applications must be submitted electronically via the CCH website by noon on November 15, 2010. Sample work must be received in CCH’s San Francisco office by 5 pm on November 15, 2010.

When will the online application be available?

An application form will be available on the CCH website on October 15, 2010. (The guidelines, including the proposal narrative requirements, are currently available for review on our website.) Applicants have one month, from October 15, 2010 until noon on Monday, November 15, 2010, to complete and submit an application and all electronic supplemental materials (narrative and budget). The online application will be removed from the CCH website at noon on November 15.

How much time should I allow to complete my online application?

Please allow at least two hours to complete the application.

What should I mail to the CCH San Francisco office?

Two copies of a work sample (article or text, CD, DVD, CD-ROM, etc.) should be sent that demonstrates the applicant's ability to create a product that can be made digitally accessible. Please clearly label your work samples with the project title, name of sponsor organization, and name of project director. Please test any AV samples before mailing them. Please do not send unique originals as work samples. Sample materials will not be returned unless a SASE is included.

How will I know that my application was received?

Applicants will be notified of receipt of their proposals by e-mail. If your e-mail provider uses spam blocking, please add Lnguyen@calhum.org on your "safe list" to ensure e-mails will be received.

When will awards be announced?

The review process takes approximately three and a half months. Notification of grant decisions will be sent by post to arrive on or before February 28, 2011. The grant period officially begins on March 1, 2011.

If my application is unsuccessful, may I apply again with the same project?

Yes, subject to other conditions and eligibility requirements. However, it is advised that you contact CCH to receive feedback on your application before reapplying.

If funded, what are your reporting requirements?

CCH requires grantees to submit within 90 days after the termination of the grant period a final report consisting of: 1) an evaluation report, 2) a final expenditures report summarizing all expenditures of CCH grant funds and matching amounts (whether cash or in-kind services/materials), and 3) two copies of any final tangible product(s) resulting from the project.

How should we acknowledge CCH if funded?

Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit the California Council for the Humanities. If funded, specific credit language and logo requirements will be detailed in the grant agreement.

Where can I learn more about the Council?

More information about the Council is located on our website: www.calhum.org.

Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the CA Story Fund grant program in general?

Contact Felicia Kelley, Senior Program Officer, at fkelly@calhum.org.

Whom should I contact if I have technical questions about the online application process and reporting requirements?

Contact Lucy Nguyen, Grants and Contracts Manager, at Lnguyen@calhum.org.

PROJECT BUDGET FORM

[Download](#) the CA Story Fund Budget Form (File Format: Excel), or use the form included in this PDF.

**2010 CA STORY FUND
PROJECT BUDGET FORM**

PROJECT TITLE:											
PROJECT DIRECTOR:											
SPONSOR ORGANIZATION:											
						SPENT PRIOR TO March 1, 2011	CCH FUNDS [up to \$10K]	MATCH cash	MATCH in-kind services/materials	ADDITIONAL FUNDS*	PROJECT TOTAL (total of all columns to the left)
I. PROJECT PERSONNEL											
Salaries & Benefits (itemize)											
Project director											
Other (please specify)											
Subtotal Salaries & Benefits											
Professional fees (itemize)											
Humanities advisor											
Other (please specify)											
Subtotal Professional Fees											
Total Personnel											
II. PROGRAM											
Research											
Travel, lodging, and per diem											
Supplies and Materials											
Equipment (rental unless purchase costs less)											
Venue rental (for meetings, performances, etc.)											
Evaluation activities											
Program documentation											
Other (please specify)											
Total Program											
III. ADMINISTRATIVE (directly related to project)											
Phone											
Postage											
Internet											
Printing											
Photocopying											
Other (please specify)											
Total Administrative											
IV. INDIRECT (up to 10%)											
Fiscal sponsor fee											
Other (please specify)											
TOTAL EXPENSES											

Add additional lines to this form as needed.
*The "additional funds" column should reflect other funding sources not included in the previous columns.

GRANT WEBINARS

Grant webinars for the California Story Fund will take place in fall 2010. Please check www.calhum.org for more information or please [click here](#) to sign up for the California Council for the Humanities' eNews to receive information about important grant deadlines, upcoming webinars, local events, and more.