

General

Why has the Forum launched a new grantmaking program?

This year, we are launching a new grant program to fund community-engaged media projects in Alaska. This launch builds on the Forum's 2021 Community | Media | Possibility initiative, during which Forum fellows, advisors, and community participants issued a series of recommendations for reimagining the role of media in Alaska.

Alongside this launch, we are working to restructure our grantmaking program in alignment with the recommended practices of the [Equitable Grantmaking Continuum](#) developed by NonprofitAF.com and RVCSeattle.org. We are working to re-assess all aspects of our grantmaking program, including our application process and requirements, decision-making timeline, and reporting requirements. Some initial changes we have made for this cycle include: removing our match requirement; removing the requirement for supplemental application materials such as budget narratives; and shifting the format of progress reports from written reports with each fund disbursement request to quick phone/virtual check ins a few times over the course of the grant period. As we work toward more equitable grantmaking practices, we welcome feedback. If there are comments or suggestions you would like to share about what is working and what could continue to be improved, we welcome you to fill out [this anonymous survey](#).

As a new grantmaking program, we envision this year as a first step toward supporting community-engaged media in Alaska. In the future, this grant program may expand to include opportunities for additional partnership structures and project types.

What are some examples of community-engaged media projects?

Just a few examples of community-engaged media projects include:

- Alaska Public Media's *Community in Unity* program, produced and hosted by Anne Hillman (who also served on the Community | Media | Possibility Community Advisory Board). You can read more about this program [here](#).
- City Bureau's *Chicago Documenters* initiative, based in Chicago, Illinois. You can find more information [here](#).
- Capital Public Radio's *The View From Here: Place and Privilege* project, based in Sacramento, California. You can learn more [here](#).

Funding

What is the maximum grant request?

For the Community-Engaged Media Grants Program, the Forum will award flat grant amounts of \$10,000.

Is there an overall project budget limit for the grant?

No. The Community-Engaged Media Grant can be used to fund 100% of a project budget, or it can be used to contribute to a larger scale project with additional funding sources.

Is there a match requirement?

No.

Eligibility

Who is eligible to serve as the media organization partner?

The media organization partner should be a 501(c)(3) organization involved in journalism or media-making in Alaska. The media organization partner will preferably have experience managing federal or state funding.

The media organization partner must provide proof of non-profit status. Proper evidence includes a 501(c)(3) letter or an IRS 990 form. The media organization partner is expected to serve as the project's "Point of Contact" – meaning they will accept fiscal responsibility for the project and manage grant reporting and record-keeping requirements. Correspondence and communication with the Forum normally coordinates through the Point of Contact.

Who is eligible to serve as the community stakeholder partner?

The community stakeholder partner may be a community-based organization or individual. Organizations do not need to have a formal legal status. Examples of individual partners could include someone well-connected in their community, someone doing meaningful work in their community, and/or a community-based media maker (for example: podcasters, writers, or filmmakers).

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

No. An organization may only apply for one grant per grant application period.

Can a current Alaska Humanities Forum board member serve on the grant project team?

Yes, as long as the Board member avoids any action that could be interpreted as a use of Board membership to further their own interests or those of an affiliate institution. Forum Board members who are named in a proposal or significantly involved with the creation of a proposal may take part in discussion of that proposal but not in the final vote.

In addition, Board members may not receive honoraria, salary, or other payment for consultation in a Forum grant-funded program.

Applications and Selection

How much money will be awarded?

The funding pool for Alaska Humanities Forum grants is provided by the National Endowment for the Humanities. For the 2022 Community-Engaged Media Grant program, the Forum will distribute \$50,000 in funding.

Worthy projects cannot always be funded. The Alaska Humanities Forum may approve a grant to the project without changes, offer a grant with stipulated changes, or decline grant funding.

How many projects will be selected?

For the 2022 Community-Engaged Media Grant program, the Forum expects to award five grants. Due to resource limitations, the Forum is not able to provide funding to all worthy projects.

How are grants selected?

The Alaska Humanities Forum Board reviews all eligible applications and makes the final decision about grant awards selected from proposals submitted in open competition.

How will I know if my project has been awarded?

Every applicant is sent an email acknowledging the submission of their grant application by the Forum and will be sent an official notice of the Board's decision. If a grant has been approved, a Letter of Agreement and associated materials are sent to the Point of Contact. The Letter of Agreement sets forth the terms and conditions of the grant. A signature obligates the Point of Contact to conduct the project as described in the proposal and to accept the conditions outlined in the Letter and these Guidelines.

Why does the Forum ask the community stakeholder partner to fill out a Partnership Confirmation after an application is submitted?

In the past, we have had experience with organizations listing partners who they hadn't taken the time to develop a meaningful relationship with. We ask for a short response from the community stakeholder partner to confirm their interest in and commitment to the proposed partnership.

Project Requirements

What is a project Point of Contact? Why does the Community-Engaged Media Grant not ask to identify a Project Director?

The **Point of Contact** is the individual who is in charge of coordinating the project. Primarily, this means they will accept fiscal responsibility for the project and manage grant reporting and record-keeping requirements. Correspondence and communication with the Forum normally coordinates through the Point of Contact.

While the Forum has previously asked to identify a Project Director for each grant application, we have shifted this language for the Community-Engaged Media Grant program. In keeping with the Forum's efforts to restructure our grantmaking program in alignment with equitable grantmaking practices, we are identifying a Point of Contact rather than a Project Director. Our intention is to emphasize that while the Point of Contact takes on the fiscal and reporting responsibilities on behalf of their whole project team, the Point of Contact is not "directing" or "in charge" of the project. Rather, partners should work collaboratively to vision, develop, implement, and evaluate the project at every stage. We have renamed the Point of Contact role to reflect this intention.

What is a humanities scholar? Why are we asked if our project includes a humanities scholar?

Forum grant projects are encouraged to have at least one humanities scholar. These roles can inform the direction of the project and help to establish the project framework. However, having a humanities scholar on your project team is not a requirement, and does not affect selection decisions.

At the Forum, a humanities scholar is: Someone with an advanced humanities degree OR someone who will offer wisdom, community expertise, and/or cultural knowledge to the project. This does not include technical support, people/project management expertise, or business acumen.

Is there a time limit for completion?

2022 Community-Engaged Media Grant projects funded through the Alaska Humanities Forum must occur over a one-year period and must be completed by October 31, 2023. Upon request, grantees may be given up to two three-month extensions.

Project end dates should be in accordance with the end of project activity and with the knowledge that final reports are due three months after the project end date listed in the application.

How should we acknowledge the Forum if funded?

Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit the Alaska Humanities Forum. Events, broadcasts, and presentations must acknowledge the Forum's support verbally. If funded, specific credit language and logo requirements will be detailed in the grant agreement.

Progress Reports and Fund Disbursement

How are funds distributed?

Up to 90% of the funds may be disbursed upon approval of signed award documents and completion of an overview that describes how and when the funds will be used within the next 90 days.

Interim fund requests must include an overview of any major project changes since the last Progress Check-In with the Forum Grants team, and how and when the requested funds will be used within the next 90 days.

The final 10% of funds is disbursed upon completion of the final report.

May I use my own budget form when submitting payment requests?

Yes. Whatever format you use, please be sure it is clear and includes the same information as requested in the sample payment fund request form.

If you would prefer to use a template, you may download and submit the budget form provided on the Submittable platform. Not all fields may apply to your project and you may leave line items blank. If you have questions, please contact the Forum's Grants team.

Why does the Forum require at least 50% of the Community-Engaged Media Grant to be provided as an honoraria to community stakeholder partners?

In recognition of the importance of compensating community stakeholders for their work in storytelling, at least 50% of the total Community-Engaged Media Grant funding must be provided to community stakeholder partners as an honoraria. When requesting disbursement of funds, project teams will be asked to indicate the amount of each request to be designated for project funding and the amount of each request to be designated for the community stakeholder partner honorarium.

What if I need to make a change to the project?

If significant changes need to be made to a project, the grantee should make a written request to the Forum's Grants team before any changes in expenditures occur. Significant changes include changes in: 1) conduct of the project; 2) key personnel; 3) project dates; 4) scope of the project topic(s); or 5) project budget as indicated in each payment request.