Instructions for Applicants

CIC Institutional Members in good standing are eligible to apply and must remain in good standing through 2020–2021 if selected. Applications are due by **December 13, 2019**, and must be submitted through the CIC website at [www.cic.edu/PublicHumanities](http://www.cic.edu/PublicHumanities). Application materials should be submitted as a single file in PDF format (preferred), although the budget may be submitted as a separate Excel spreadsheet.

A complete application package must include:

1. A project statement of no more than six (6) single-spaced pages that addresses the questions detailed below.

2. A preliminary project budget. (Download the template at [www.cic.edu/PubHumBudget](http://www.cic.edu/PubHumBudget).)

3. Brief biographies (200 words or fewer) of each institutional team member. Teams should consist of: (a) a full-time faculty member in the humanities who will serve as a mentor to the student researcher(s); (b) a librarian, archivist, or curator with expertise in collections for research and public presentation; and (c) a senior campus administrator with responsibilities for public outreach and partnership.

4. A letter of support signed by the president of the CIC member institution that: (a) affirms the institution’s commitment to key points that are detailed in the application; and (b) commits the three members of the project team who are identified in the application to participate in the opening and closing workshops that are an integral part of this initiative. If the college plans to continue any aspect of the project after the grant period has ended, please describe those plans; the additional commitment may prove to be a factor in the selection process.

5. A letter of support signed by the director or other executive officer of the local nonprofit organization, association, or agency that will serve as a partner on the project; this letter should affirm the partner’s participation in both the development and implementation of the project.
Project Statement

In a narrative of no more than six (6) single-spaced pages, describe the project goals, design, relevance to your institution and its community, and plans to measure its impact. Please consider the following questions:

Description: Describe your project. What is the key research question you intend to address? Why is this question relevant to members of the local community? What collection(s) from your library, archives, or museum do you intend to use? What is the significance of the collection(s)—to the community as well as for purposes of research and teaching? What research and presentation activities will the selected student(s) undertake? How and where will the research be shared with the public?

Goals: Why is your institution interested in participating in Humanities Research for the Public Good? How does the proposed project align with your institution’s mission and strategic plan? What public need(s) will the project address? How will your institution, its students, and your community partner benefit?

Public humanities experience: What experience does your institution have in facilitating public presentations and discussions of humanities research? What infrastructure exists to prepare and support students and faculty members interested in the development of exhibits, documentaries, podcasts, websites, public programs, or other ways to share humanities research with public audiences? How are faculty members’ public research and presentation efforts recognized or evaluated by the institution?

Community engagement: What experience does your institution have in developing partnerships with community organizations? Who on campus is responsible for developing and sustaining partnerships of this kind? How and why was the partner organization for this project selected? What resources will the community partner commit to this project, if funded? How will the community partner benefit from a collaboration with your institution? How will other members of the community contribute to the project, during the student research phase and/or the public component?

Team members: Why are the proposed team members (faculty member, collections specialist, and administrator with responsibility for external relations) the appropriate people for this project? What relevant experience will they bring to the project (for example, what experience does the faculty member have in guiding undergraduate research and/or developing public humanities projects)? What other individuals or offices on campus will be involved in this project (if any), and what will be their role(s)?
Anticipated outcomes: What will success look like for this project—and how will you measure it? What is the anticipated impact on the student researcher(s), the project team members, your institution, the partner organization, and the community? What new capabilities or resources will the institution gain, and how will they be sustained beyond the end of the project? What resources are in place already to assess the project and its impact?

Project Budget

Please prepare a preliminary budget using the template at www.cic.edu/PubHumBudget. The maximum grant award will be $10,000. This does not include lodging or travel support for two national workshops, which will be reimbursed separately. Cost-sharing is not required but may be indicated on the budget form (and may be a factor in the review of applications). CIC may request additional budget information from some applicants before making a final selection of participants.

The budget should reflect the realistic costs of the proposed project, including (but not limited to) stipends for the faculty member and collections specialist on the project team, stipends for the student researcher(s), and travel and materials related directly to the student research and public activities. Make sure to consider publicity and refreshment costs for public programs that include community members.

CIC recommends stipends of no more than $3,000 each for faculty members and collections specialists and stipends of at least $1,250 for student researchers (especially if they will not receive academic credit for their participation in the project). The actual amounts requested should reflect institutional policies, the nature of the project, and the availability of other support—but significant variations from the suggested guidelines should be explained in the budget notes.

The following items are not eligible for support through this CIC grant program: overhead, operating expenses, capital improvements, durable equipment (scanning equipment, computers, permanent display cases, etc.), collection management software, honoraria for external speakers at public events, or stipends for the paid staff of the community partner.

Questions?

Please contact Philip M. Katz, CIC director of projects, at (202) 466-7230 or pkatz@cic.nche.edu.