



wingspan

**GRANT
GUIDELINES &
APPLICATION**

Grant Guidelines & Application Form (Preview)

“I believe that all organizing is science fiction - that we are shaping the future we long for and have not yet experienced.”

- adrienne maree brown

“All that you touch you change, all that you change changes you.”

- Octavia Butler

Introduction

Wingspan, a new grant program of PA Humanities, is designed to support **BIPOC-led and serving or rural organizations** doing equitable community-based humanities work.

Wingspan draws its inspiration from the diverse organizations that make Pennsylvania thrive. Its mission is to help them soar and expand their possibilities by providing new resources, amplifying their voices, and cultivating additional space for creativity and connection.

Through Wingspan, PA Humanities will provide \$100,000 in flexible funding over two years to eligible organizations doing equitable humanities work in collaboration with their communities. The opportunity is made possible with the generous support of Spring Point Partners.

Funding can be used for programming, operating expenses, marketing and communications, staff development and capacity-building. Grantees will join PA Humanities' Wingspan Learning Community to meet with peers and learn together throughout the course of the grant. **Deadline to apply is Friday, September 29 by 5:00 p.m.**

The development of Wingspan was informed by adrienne maree brown's Emergent Strategy – and our own emergent learning process. We will apply these practices with leaders across the state so they can extend their reach - spread their wings! - and work collectively to bring more equity to the humanities. This grant is a new and exciting extension of PA Humanities' community-based humanities work and its research confirming BIPOC-led or serving organizations and rural organizations need better access to resources.

PA Humanities will hold two virtual information sessions to introduce interested applicants to the grant opportunity and walk through the application process.

Pre-registration is required.

- **Tuesday, August 22 from 1:00 – 2:00 p.m.**
- **Thursday, September 7 from 10:00 – 11:00 a.m.**

Register for the information session that most fits your schedule on our [website](#).

Purpose & Inspiration

PA Humanities has a strong track record of supporting, developing and advocating for community-based humanities work. Over the last several years, we have provided millions of dollars in relief and recovery grants to organizations across the state that were impacted by the global pandemic. This funding has helped to sustain and create jobs, keep communities connected through programming and special projects and helped organizations experiment with new technologies and more inclusive humanities strategies.

Our core programs, Teen Reading Lounge, Chester Made and PA Heart & Soul, are also based on community-led planning and input. Through our grantmaking and core programs, we've demonstrated that the humanities are more than just traditional subject areas studied by academics. The humanities are universal and can be practiced by anyone. By using methods like critical reflection, storytelling and inclusive dialogue, individuals and communities build knowledge about the past and present as well as celebrate and document our human experiences. Participating in this process can help make communities more creative, caring, connected and collaborative.

Guided by our own organizational [values](#) and emergent learning process, we held listening sessions with grantees, artists, scholars, communities and partners from across the state to develop this grant opportunity. We recognized that a shift needed to be made to support the continued growth and development of the humanities and cultural sector. We heard a few things loud and clear:

- **Invest in capacity.** Whether it's at the organizational, staffing or community level, strengthening capacity and supporting strategy experimentation is needed for growth and sustainability.
- **Build trusting relationships.** Connection and caring relationships are central to nourishing our organizations, staff and communities - and helps to cultivate learning.
- **Practice equity.** Equity is a non-negotiable in our organizations; funder support is needed to help organizations center it in their work.
- **Focus on grantee and community needs.** Grantees, residents and funders should intentionally collaborate to shape philanthropy so it is responsive and meaningful to communities.

We also heard that **BIPOC-led and serving organizations or rural organizations** are often less supported and recognized for the community-building humanities work they do. Capacity-building and peer relationships were especially impactful for these communities - particularly if they were organizations with operating budgets under \$1.5 million.

Eligibility Requirements

We are most interested in working with organizations that consciously, through their actions, work to build an understanding of their community and intentionally collaborate with residents to develop humanities programs and activities with their interests, assets, and identities in mind.

To apply, you must be a:

- 501(c)(3), educational or government entity. Fiscal sponsors **are** allowed, but must play an active role in the project and not just serve as a pass-through entity.
- A BIPOC-led and serving organization **or** a rural organization
- Organization or group with an operating budget under \$1.5 million
- An organization or group that uses the humanities in their work
- Must be based in and serve PA residents

BIPOC-led and serving

We recognize that language used to describe race and ethnicity is imperfect and always evolving. For the purposes of this grant opportunity, we define **BIPOC as Black, Indigenous and People of Color**. This includes but is not limited to the following racial and ethnic identities: Asian, South Asian, or Asian American; Black, African, or a part of Africa's Global Diaspora; Latino/a, Latine/x, Hispanic or Afro-Latino/a; Multi-racial, multi-ethnic, bi-racial; Native American, American Indian, or Indigenous; Pacific Islander, Samoan, or Hawaiian Native; and Persian, Arab, Middle Eastern, or North African.

To be considered a BIPOC-led and serving organization, you must demonstrate that your organization is:

- Founded by and created for BIPOC individuals
- Mission and work focuses on cultivating, promoting, and presenting the heritage, histories, or cultural practices that are representative of BIPOC experiences;
- Led by individuals who identify as BIPOC at the director level
- Strong representation of BIPOC individuals on staff and on board
- Primarily serving individuals in your community who identify as BIPOC
- Located in a primarily BIPOC community

To be considered a rural organization, you must demonstrate that your organization is:

- Located and operates in a county/region that is designated as rural by the [Center for Rural PA](#)
- Created for and primarily serving rural residents

In both cases, we want to see evidence that the organization or group centers **equity and equitable practices** in their work. More than just providing the same experiences for all community members, equity asks that we consider the nuances of who lives, works and plays in our communities and provide the services/programs/projects that respond to those unique needs to support their growth.

Of course, BIPOC-led and serving and rural organizations are not mutually exclusive. Some applicants may be both and some may fall into one category. All are welcome to apply if they meet the eligibility criteria.

In addition to the above, we are interested in funding organizations that:

- Are representative of the communities they engage with and serve

- Have a history of centering community in their work by collaborating with residents to build meaningful humanities and cultural experiences
- Do work that explores, documents and celebrates the human experiences of the surrounding communities.
- Commit at least one individual (staff, board member or volunteer) to our Emergent Strategy Learning Network.

Wingspan Learning Community

Wingspan is meant to strengthen the impact of BIPOC-led and serving organizations or rural organizations equitable humanities work - and expand their collective reach to engage community members in this process. The Wingspan Learning Community is designed to support that work and it's the only peer learning network of its kind in the state. This community, based on the [principles and elements](#) of [Emergent Strategy](#), will support grantees by offering peer-to-peer learning, coaching and a community with which to grow and learn.

Emergent Strategy was conceived of by adrienne maree brown and inspired by the science fiction works of author Octavia Butler. It calls upon us **to actively listen, build trust with one another, be open to the possibilities of constant change and to cultivate collective learning** as a way to enhance our capacities and grow leadership.

Organizations that receive funding automatically become a part of the Learning Community, which has four main goals:

- Apply the principles of adrienne maree brown's Emergent Strategy to their community-based humanities work;
- Grow the capacity of participating individuals to work in collaboration with their community;
- Deepen people's understanding of the humanities and how it impacts community members;
- Cultivate relationships and learning among fellow practitioners.

Based on organizational makeup and/or location, participating individuals will join the **BIPOC-led and serving Community Cohort** or the **Rural Community Cohort**.

There may be many applicants that are both BIPOC-led and serving and rural. In that case, PA Humanities can work with those organizations to help them choose which cohort from which they'd learn the most.

The Wingspan Learning Community will meet virtually 6 times throughout 2023 and 2024. Meetings will be roughly two hours. Because we believe that representation and shared lived experience is important, each group will be co-led by PA Humanities staff and facilitators who share similar identities with the cohort members.

Smaller peer groups will be formed to offer additional coaching and support. These smaller groups will meet between virtual sessions to learn from one another.

To encourage cross-collaboration and knowledge sharing, PA Humanities will bring together both cohorts in a special convening during the course of the grant.

Funding Details & Distribution

Selected organizations will receive a total of \$100,000 distributed in two \$50,000 installments, one in 2023 and another in 2024. Funding can be used for operating costs, programmatic costs, marketing and promotions, capacity-building/professional development costs and community engagement and outreach.

We expect to distribute funds to each selected organization on the following schedule:

November 2023	First \$50,000 installment released
July 2024	Second \$50,000 installment released

Selected organizations will be asked to submit a proposed budget on how they intend to use the funding before each installment is released.

Steps to Apply

Organizations meeting the eligibility criteria can apply using our PA Humanities grant portal.

Step 1: *Determine your eligibility by carefully reading through these guidelines and our FAQs. If you are unsure about your eligibility, contact PA Humanities to set up a time to talk with program staff.*

Step 2: *Once you have determined your eligibility, visit our website and click on the “Grant Portal” icon in the upper right hand corner. This will take you to the grant portal where you can complete a two-step registration process for your organization. **This can and should be done as soon as you decide to apply because it will take 2-3 days to complete.***

Step 3: *Once you have received a message that your organization is registered in the system, you can log-in to begin your application. To apply you must:*

- Complete an organizational profile, including questions about mission, program history and staffing and financial information.
- Answer narrative questions. To encourage creativity, applicants have a choice of submitting written responses to the narratives questions OR preparing a video response.
- Upload proof of non-profit status, some financial documents and program examples.

Note: Applicants do not need to complete a budget at this time. PA Humanities program staff will ask selected grantees to submit a proposed budget with signed contracting materials **before funding can be released.**

We strongly recommend looking through the application before beginning the submission process.

Review Process and Criteria

A small group of artists, residents, scholars, non-profit professionals, staff and board will review application materials. In addition to making sure the applicants meet the initial eligibility requirements, applications will be reviewed using the following framing questions:

- How well does the organization know and reflect the community they serve?
- How well has the organization demonstrated their dedication to centering the primary community they serve in their humanities work?
- Does their organization have experience celebrating, documenting and exploring the human experience? Do they use the tools of the humanities (reflection, storytelling, critical thinking, historical interpretation) as part of their work? (Note: both answers to narrative questions and the programmatic work samples shared will be considered here.)
- Has the organization clearly expressed how funding and being a part of the Learning Network will help them learn and build capacity?

Final funding decisions will be communicated by **October 31, 2023**.

Application & Review Timeline

August 22, 1:00 -2:00	Grant information session #1
September 7, 10:00 - 11:00	Grant information session #2
September 29	Application deadline
By October 31	Award notification
November	First grant installment released
December 2023 December 2024)	Virtual Wingspan Learning Community meetings begin (through
July 2024	Second grant installment released

Questions and Guidance

We recognize that completing a grant application can be laborious and time-consuming for many organizations. We also know that sometimes, even though we try to be as clear as possible, potential applicants have questions. Applicants are encouraged to check out our [FAQs document](#) and can also schedule time with staff to discuss their proposal by reaching out to Jen Danifo at jdanifo@pahumanities.org.

PA Humanities and Spring Point Partners

Wingspan is a special collaboration between **PA Humanities and Spring Point Partners**. Spring Point Partners is a social impact organization that invests in the transformational leaders, networks and solutions that power community change and advance justice.

PA Humanities is a grantee in Spring Point's innovative **ember portfolio, focused on the intersection of human-centered learning, equity, and community**. We are partnering on this

endeavor primarily because of our aligned missions and ways of working at the nexus of human-centered learning and engagement.

PA Humanities puts people first, ensuring the stories, values, assets, and perspectives of each community we serve impact the outcomes of our programs. We create and encourage spaces where everybody belongs and can find common ground, speak their truth, and work together for collective action. Our focus is on continually innovating and growing—always looking for new and better ways to serve the people of Pennsylvania. Our work centers on sharing tools and building networks, working towards a future without barriers, where people take the lead in making meaningful change in their own communities.

We are honored to be working with Spring Point Partners on this venture, and are grateful to be able to invest in the stellar humanities work happening across the Commonwealth.

WINGSPAN GRANT APPLICATION QUESTIONS

Applications due by Friday, September 29, 5:00 p.m.

I. APPLICANT INFORMATION

1. Application Contact Name, Email, and Phone
2. Applying Organization or Group Name
 - a. Mailing Address
 - b. County / Region / Legislative Districts
 - c. Website
 - d. Tax ID
 - e. UEI
3. How would you categorize your organization or group?
 - Community
 - Education (K-12)
 - College/University
 - Media
 - Museum (including art, history or science)
 - Library or Archive (public or school)
 - Performing Arts (dance, theater, music)
 - Business
 - Civic or Governmental
 - History (site, house, society)
 - Incarceration or Detention Facility
 - Social Services or Health Organizations
 - Park, Arboreta, or Botanical Garden
 - Other
4. If you answer "other" to the previous question, please describe your organization.
5. Please describe your organization or group's mission, vision and programming/services.

II. FINANCIAL PROFILE

1. Which of the following best describes your organization's current non-profit status?
 - Tax-exempt 501(c)(3)
 - Not a 501(c)(3) but fiscally sponsored by a tax-exempt 501(c)(3)
 - Government entity (town government, school, town library, etc)
 - Federally recognized Indian tribal government
 - None of the above
2. Fiscal year end date
3. Prior Fiscal Year Operating Budget (note: applying organizations must upload their most recent IRS Form 990 or audited financial statement).
4. Is there anything you'd like us to know about your finances?
5. Will you be using a fiscal sponsor?
 - Yes
 - No
6. (if yes above) Fiscal Sponsor Details
 - Contact Name
 - Contact Email

III. STAFF & BOARD PROFILE

1. Total number of full-time employees
2. Total number of part time employees

3. Total number of volunteers
4. Is your organization led by members of one or more BIPOC (Black, Indigenous, People of Color) communities? (Select all that apply.)
 - Yes, Executive Director
 - Yes, Other Senior Staff
 - Yes, Board Chair
 - Yes, Other Board Leadership
 - No
 - Other (please specify) [with write-in box]
5. Is there anything else you want to tell us about your leadership and staff?

IV. COMMUNITY/AUDIENCE PROFILE

1. Does your organization engage PRIMARILY (51% or more) BIPOC individuals/communities?
 - Yes
 - No
 - Not Sure
2. Does your organization engage PRIMARILY (51% or more) rural residents/communities?
 - Yes
 - No
 - Not sure
3. Does your organization engage any of the following communities or groups (check all that apply)?
 - LGBTQIA+ Communities
 - Ethnic and racial groups
 - People with Disabilities
 - People with Diseases and Illnesses
 - Economically Disadvantaged People
 - Below Poverty level
 - Homeless
 - Immigrants & Refugees
 - Incarcerated People
 - Returning Citizens (formerly incarcerated individuals)
 - Victims and Oppressed People
 - Youth at Risk
 - Children ages 0-18
 - Young Adults ages 19-25
 - Adults
 - Seniors
 - Veterans
 - Other (please specify)

V. NARRATIVE QUESTIONS

Note: Applicants have the option of submitting typed responses OR submitting a video response to these questions. Video responses should be no longer than 15 minutes. Applicants can use the video application they feel most comfortable with and will be asked to provide a link to the video for review.

Narrative Submission Method

1. Would you prefer to submit a video response to the narrative questions instead of submitting typed responses on this application?
 - Yes
 - No
2. (if yes above) Please provide the URL to your video narrative. (You may use a video platform of your choosing, but please ensure the video is available to us via this URL for the duration of the grant performance period through final report submission, if applicable).

Use of Grant & Impact on Organization/Community

1. How will you use this grant? Please provide as many details as possible, including goals for this grant, what activities you'll undertake and how it will grow or strengthen the work of your organization, staff and impact community.
2. Who are the people who make up your organization or group (staff, board, volunteers)? What skills and assets will they bring to this opportunity?
3. Why are you interested in being a part of the Emergent Learning Network? Who might represent your organization in the network? What do you hope your organization gains by being a part of this learning network?

Experience with the Humanities

4. How does your organization's work document, celebrate, and explore human experiences and connections?
5. How do you incorporate humanities methods into your work? How is this central to the work you do?

Work with Community

6. How would you describe the audience and/or communities with which you work? Please be as specific as possible in describing their identities and what makes them unique (e.g. LGBTQIA+, youth, seniors, BIPOC, veterans, etc.).
7. How is the community involved in the development and creation of your work? How are the needs and assets of the community you primarily serve reflected in your work?
8. Is there anything else you want the review committee to know that might help them better review your application?

VI. UPLOADS

1. Please share a sample of a program, event or initiative you are particularly proud of. (Flyer, catalog, video/photo, webpage, etc.)
2. Proof of 501(c)3 status
3. IRS Form 990 or audited financial statement

VII. APPLICATION EXPERIENCE FEEDBACK

1. PA Humanities is constantly trying to improve our grantmaking application processes. Please tell us how much time it took you to prepare your application and apply. Answers are purely informational and will not impact decision-making.
 - 0 - 5 hours
 - 6-10 hours
 - 11-15 hours
 - More than 15 hours
2. How easy is it to use our Grant Portal?
 - Extremely easy

- Very easy
 - Somewhat easy
 - Not very easy
 - Not at all easy
3. If you have suggestions on making this application process smoother or more equitable, please share with us.