



2024–2025 Prime Time Reading Program Grant Guidelines

Summary

Funding Options

- \$8,300 to produce each in-person Prime Time Family Reading or Prime Time Preschool program.
- \$5,500 to produce each online Prime Time Family Reading program.
- Grants may be combined in any configuration for hosting additional programs.
- Organizations may submit multiple applications within the 2024–2025 grant cycle.
- There is no matching requirement.

Eligibility/Conditions

- Nonprofit organizations, public agencies, or groups are eligible to apply, such as public libraries, elementary schools, children’s museums, and family resource centers, for example.
- Individuals are not eligible to receive Humanities Washington grants.
- Grants are for producing Prime Time Family Reading and Prime Time Preschool programs only.
- Program partners must include at least one public library.
- Hosts must use established Prime Time program curricula (books and approved discussion questions) and adhere to program format as described in Prime Time support manuals.
- In-person Prime Time Family Reading series must serve 15 or more families at each session.
- Prime Time Preschool series must serve 10 or more families at each session.
- Online Prime Time Family Reading series must serve 10 or more families at each session.
- Grantees contract with or provide staffing to fulfill the function of a humanities scholar to lead discussions at Prime Time Series.

- Grantees contract with or provide staffing to fulfill the function of a storyteller to read approved texts at Prime Time series.
- Grantees contract with or provide staffing to fulfill the function of a community organizer to recruit and support families for Prime Time series, if needed.
- Grantees contract with or provide staffing to fulfill the function of a preschool assistant to deliver (optional) preschool programming at in-person Prime Time Family Reading series.
- Grantees contract with or provide staffing to fulfill the function of two preschool facilitators to deliver preschool programming at in-person Prime Time Preschool series.
- Grantees purchase Prime Time curriculum books and distribute to program participants.
- Grantees maintain program records, collect program evaluations and signed media-release forms from participating families and program team members, and (within 30 days of each series completion) submit separate final reports for each Prime Time series produced.

Deadlines/Timeline

- Apply by November 18, 2024, to support spring and fall 2025 programming.
- Programming can occur anytime within the 2024-2025 school year and must be concluded before December 1, 2025.

About Prime Time Family Reading Grants

Humanities Washington offers grants for eligible organizations to produce Prime Time Family Reading and Prime Time Preschool programs. Prime Time Family Reading and Prime Time Preschool are innovative reading and discussion programs designed to serve children and their families.

- **PRIMETIME FAMILY READING** serves six- to ten-year-old children and their families. During six, weekly sessions, 15 to 25 families share a meal, read stories together, and talk about big ideas such as compassion, truth, justice, and empathy. During this time, families bond and children become better readers and thinkers.
- **PRIMETIME PRESCHOOL** serves three- to five-year-old children and their families. During six, weekly sessions, 10 to 15 families share a meal and engage in age-appropriate story sharing, discussion, and play-based humanities-based learning activities. During this time children become more prepared to enter school and their caregivers learn valuable skills to support their children's learning.

Eligible expenses include:

- *Salaries and benefits.* Salaries and benefits should be appropriate and specific to the project activities proposed and to the time spent (e.g., a percentage of salary based on time spent on specific project). Humanities Washington may pay benefits if they are specifically indicated in the budget.
- *Fees and honoraria.* Consultant fees and honoraria paid to the scholar, storyteller, community organizer, and preschool assistant.
- *Interpretation and Translation Services.* Fees and honoraria paid to qualified interpreters for services directly related to providing Prime Time programming.
- *Domestic Travel.* Mileage at \$0.67 per mile for traveling scholars and storytellers.
- *Venue and equipment rental.* Humanities Washington may pay for rental of equipment but will not pay for its purchase. Costs of renting space for project activities are allowable.
- *Supplies.* Humanities Washington may pay for consumable supplies directly related to project activities, for example, grocery-store gift cards, paper goods.
- *Books.* Program books within established Prime Time curricula, gift books for participants. *
- *Book Bags.* Reusable book bags for distribution of program materials to participants.
- *Postage.* Mailing costs for gift cards, brochures, invitations, or other large items may be included. Applicants are encouraged to take advantage of bulk-mail and/or media-mail postal rates whenever possible.
- *Food and Beverages.* For weekly Prime Time meals or snacks served during programming only.
- *Gift Cards.* Grocery store gift cards to support families' travel to and from Prime Time sessions and to augment their food resources. Gift cards can only be distributed to families registered for and who attend at least four of six Prime Time sessions.
- *Publicity.* Costs of printing flyers, brochures, and other publicity materials specific to the project may be included.
- *Equipment purchases.* Purchases of equipment that are directly related to and necessary for the completion of the funded project and do not have a per-unit acquisition cost in excess of \$1,000. Equipment is defined as tangible personal property having a useful life exceeding one year. For example, sites might want to purchase video conferencing equipment to produce hybrid online/in-person programs.

Ineligible expenses include:

- The production costs of media, including print publications, CDs, and DVDs
- Travel to professional meetings or conference registration fees
- Fellowships, scholarships, or prizes
- Academic courses, professional workshops, or trainings unrelated to fulfilling Prime Time roles.
- Capital expenses, including construction, preservation, or renovation projects

- Purchase of equipment not directly related to or necessary for the completion of the funded project and/or have a per-unit acquisition cost of more than \$5000.
- Museum, historical society, or library acquisitions or cataloging outside established Prime Time curricula.
- Lobbying and fundraising activities.
- Travel, mileage reimbursement, lodging, meals, or entertainment to a public officer or employee of Washington State.
- Expenses incurred before the grant was awarded.
- Programs with significant, or potentially prohibitive ticket fees.
- Food or beverages not served at or directly connected to Prime Time programming.
- Travel outside the United States.

Grant cycle timeline for spring 2025 programming

Application Deadline	Award Notification	Period of Performance Start	Period of Performance End	Final Report Due
11/18/2024	Within four weeks	1/1/2024	5/31/2025	30 days after project end date

Grant cycle timeline for fall 2025 programming

Application Deadline	Award Notification	Period of Performance Start	Period of Performance End	Final Report Due
11/18/2024	Within four weeks	6/1/2025	12/1/2025	30 days after project end date

Application Review

Prime Time Family Reading program grants are awarded through a competitive grant process. Applications are reviewed and approved by Humanities Washington leadership.

Humanities Washington is committed to equitable grantmaking and considers the diversity of applicants, audiences, and participants, including geographic community, race, socioeconomic background, etc. It also recognizes the importance of serving underrepresented communities. Due to limited funds, not all eligible applicants may receive funding.

Notification of Awards

Humanities Washington staff will notify applicants of grant decisions via email. If your project does not receive funding, you may contact Humanities Washington for feedback.

Grant recipients will receive an approval packet via an approval email, further instructions for reporting and evaluation, and a DocuSign contract. **Payment for 90% of the approved grant will be remitted upon receipt of the signed contract.** The remaining 10% will be paid upon receipt of the final report for the final program funded, including final evaluations and budget.

What to do After Your Grant is Approved

1. Review your approval packet email thoroughly.
2. Return a signed grant agreement to Humanities Washington via DocuSign, indicating who will sign the grant agreement/contract, and who will manage grant funds.
3. Review *Scope of Work* listed in Addendum A of your contract.
4. Credit Humanities Washington as a supporter of the project and include our logo on any promotional materials. [Find our press kit \(including logos\) here.](#)
5. Notify the partner staff who should begin identifying and recruiting potential program participants.
6. Report any significant changes to the project scope or timeline to Humanities Washington.
7. Obtain media-release forms from participants, and submit images or graphics related to the grant-sponsored event for our use in online and print communications. High-resolution digital images are preferred.
8. Submit a final report within 30 days of the final session of each program. Final report elements include team member final evaluations, family surveys, attendance records, final budgets, images and media-release forms, all of which is available via the Prime Time Resources page at humanities.org. A link to the Prime Time Resources page will be provided to organizations via their award email.
9. Retain back-up documentation of project expenses as Humanities Washington reserves the right to review project records to ensure proper fiscal practices were followed.

Apply for a Prime Time Family Reading Program Grant

1. Review the Application Checklist at the end of this document.
2. Connect with partner organizations, such as a local library, elementary school, children's museum, and/or other youth-serving organizations.
3. Review program formats and grant guidelines and decide which format and level of support will help best serve your community; combine grant offerings for additional support.
4. Apply for funding via the [Prime Time Family Reading Application](#).

About Humanities Washington

Humanities Washington opens minds and bridges divides by creating spaces to explore different perspectives. Founded in 1973, Humanities Washington is our state's flagship nonprofit for public humanities programming and the state affiliate of the National Endowment for the Humanities. Learn more at humanities.org.

How to Contact Us

Questions? Please email primetime@humanities.org or call us at 206-682-1770 x104.

Prime Time is made possible with the support of many businesses, foundations, and individuals, including the State of Washington via the Office of the Secretary of State, Safeco Foundation/Liberty Mutual Foundation, Fordham Street Foundation, BNSF Railway Foundation, Tulalip Tribes Charitable Foundation, KING5/TEGNA Foundation, D.V. and Ida McEachern Charitable Trust, and the Stocker Foundation. Prime Time Family Reading Time was developed by the [Louisiana Endowment for the Humanities](#).

Prime Time Application Checklist		Required at time of application	Optional at time of application
ALL APPLICATIONS	General		
	Applying organization's name and contact information	X	
	Applicant's name and contact information	X	
	Authorizing officer's name and contact information (responsible for signing the contract)	X	
	Finance officer's name and contact information (responsible for receiving payments)	X	
	Level of financial support requested	X	
	Prime Time Location, Date, and Time		
	Library system and branch to host or serve as Prime Time partner	X	
	Season and Year (spring 2025 and/or fall 2025)	X	
	Dates for sessions for all six sessions	X	
	Team Members		
	Program Coordinator: name and contact information	X	
	Community Organizer: name and contact information		x
	Humanities Scholar: name and contact information		x
	Storyteller: name and contact information		x
	Preschool Assistant/Facilitator: name and contact information		x
	School Partner or Other Youth-Serving Organization, if applicable		
	Name and address		x
Criteria used to select school partner		x	
Information about any prior collaboration with school partner		x	
How Prime Time might enhance library's relationship with school		x	
Letter of support from partner school administration		x	
APPLICATIONS FOR IN-PERSON SERIES	Information about the Location of Each Prime Time Series		
	Library partner		x
	Providing Food		
	If the venue has any restrictions and/or concerns about serving food		x
	Team Members: In addition to Program Coordinator, Community Organizer, Scholar, and Storyteller, in-person programs include a Preschool Assistant.		
	Preschool Assistant: name and contact information		x
	If the library will have help from volunteers		x
	Community Information		
	Population count for community served		x
	Ethnic composition of community served		x
Percent of students participating in free or reduced lunch programs		x	
How hosting Prime Time might benefit your community		x	
ONLINE SERIES	Information about the Online environment and gift cards		
	Information on providing a safe online space		x
	Information about the library's plan for gift card distribution		x