

Indiana Humanities American Rescue Plan (ARP) Operating Support Grant

Grant Guidelines

Grant Amount: Up to \$20,000

Deadline	July 31, 2021 (11:30 p.m. EDT)
Notification	Approximately August 31, 2021
Date funds will be distributed	We will begin the payment process upon notification.
Period of performance	Funded activities must not start later than December 1, 2021, and must end by November 30, 2022. Final reporting is due to Indiana Humanities by December 31, 2022.
Additional details	<ul style="list-style-type: none"> • This grant is available to nonprofit organizations based in Indiana whose core mission is to provide humanities programming to Indiana citizens. • The grant is for general operating support. • The grant does not require a match/cost share. • Indiana Humanities ARP Operating Support Grants are funded through the National Endowment for the Humanities, with funds from the American Rescue Plan Act of 2021.

As part of the federal American Rescue Plan Act of 2021 (ARP), approved by the U.S. Congress and signed into law by President Joseph R. Biden, the National Endowment for the Humanities (NEH) received \$135 million to assist humanities organizations and other cultural institutions affected by the coronavirus pandemic. The NEH has in turn allotted a significant portion of the funds to its network of nonprofit state humanities councils, including Indiana Humanities, for further distribution across their regions. Indiana Humanities is making part of these funds available as operating support to nonprofit organizations that provide humanities programming to the public and that have been adversely impacted by the pandemic. The guidelines below offer details about our Indiana Humanities ARP Operating Support Grants, outlining who’s eligible to receive them, how to apply and other important information.

Eligibility

To be eligible for an Indiana Humanities ARP Operating Support Grant, you must be a tax-exempt organization registered in the state of Indiana, and your core mission must be to provide humanities programming to the public. According to the NEH, humanities subjects include history, literature, languages, linguistics, archaeology, philosophy, ethics, jurisprudence and comparative religion. They do not include the creation or performance of art, creative writing, social science research, public policy or social services. (For more information see www.neh.gov/about.)

Eligible organizations include:

- Historical societies/heritage groups
- Museums that focus on humanities subjects
- Historical homes and sites

- College/university-affiliated humanities centers and institutes that provide public programs
- Other nonprofits whose core mission centers on developing and implementing humanities programming

Organizations that are not eligible include:

- Arts organizations whose primary mission is the creation, performance or display of art (however, we may consider arts groups that also deliver a significant amount of humanities programming)
- Religious organizations
- Social-services agencies
- Government entities, including public libraries
- K-12 schools
- Colleges and universities (with the exception of humanities centers/institutes that provide public programming)

Note that individuals and for-profit organizations are not eligible to receive support.

When considering applications, Indiana Humanities will focus on providing funds fairly and equitably to all parts of the state. We'll give priority to organizations with a strong mission of providing humanities programs that benefit the public, including underserved audiences.

If you have questions about whether your organization is eligible, we encourage you to contact us. (We've provided contact information at the end of these guidelines.)

Use of Funds/Demonstration of Need

Indiana Humanities ARP Operating Support Grants are intended to provide organizations that have been adversely impacted by the Covid pandemic with funds for general operations. (In other words, ARP Operating Support Grant funds provide general operating support and do not have to go toward the development and implementation of humanities-related programs, as required with other Indiana Humanities grants.) Demonstration of need is a key focus of the ARP Operating Support Grant application. In order to receive funds, you must show that your organization has been negatively impacted by the pandemic and will use the funds to prevent, prepare for, respond to and recover from it. Negative impact may include:

- Loss of significant revenue (from admissions, registrations, fundraisers, investments, donations, etc.)
- Loss of staff (through layoff, furlough, etc.) or reduction of staff salaries
- Difficulty paying rent/mortgage
- Risk of closure

Funding Levels

Indiana Humanities ARP Operating Support Grants offer four levels of funding, based on annual operating budget.

- If your organization's annual operating budget is less than \$100,000, you may receive up to \$5,000.
- If your organization's annual operating budget is between \$100,000 and \$499,999, you may receive up to \$10,000.
- If your organization's annual operating budget is between \$500,000 and \$999,999, you may receive up to \$15,000.
- If your organization's annual operating budget is \$1 million or above, you may receive up to \$20,000.

On the application, we'll ask you to provide an average of your operating budget over the three years prior to the pandemic and will set the potential funding level based on that amount. We'll also ask you to upload:

- Your organization's most recently filed Form 990 (if applicable)
- Your current fiscal year operating budget showing estimated income and expenses
- Actuals from your most recently completed fiscal year, showing income and expenses

Note that our review committee will award grants based on demonstrated need and the availability of funds; the award amounts listed above are guidelines only, and we may offer awards that are less than the established caps.

Restrictions

Per the direction of the NEH, Indiana Humanities ARP Operating Support Grant funds cannot be used for the following purposes:

- Activities that promote a particular political, religious or ideological point of view
- Advocacy of a particular program of social or political action
- Support of specific public policies or legislation
- Lobbying
- Programming that falls outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs and creative nonfiction; and quantitative social science research or policy studies)
- Purchase of land or facilities, construction or renovation
- Equipment costs in excess of 20 percent of total project costs
- Environmental sustainability
- Purchase of food or beverages (including alcohol)
- Archival/collections acquisitions
- Prizes, awards or scholarships
- Travel (both foreign and domestic)
- Fundraising
- Endowment contributions
- Granting of funds
- Indirect costs
- Cancellation costs
- Preaward costs prior to March 15, 2021

Application, Review and Notification

You must submit your application using Indiana Humanities' online system. You'll find instructions for using the system at www.indianahumanities.org/ARPgrants. Please note that if this is your first time using the system, you'll have to register. **More information about applying (including a list of questions) is included in Appendix A.**

As noted on page 1, Indiana Humanities ARP Operating Support Grant applications are due at 11:30 p.m. EDT on July 31, 2021. A review committee will assess each application received based upon: 1) the extent to which the organization applying provides public humanities programming; and 2) an assessment of the organization's demonstrated need. The committee will also take into consideration the organization's geographic reach, the audiences it serves and other factors. **We've included a copy of the scoring rubric in Appendix B.**

The review process will take approximately one month. We'll let you know whether you received an award (we'll reach out to the individual listed as your primary contact), with a target notification date of no later than August 31.

We expect that demand for the Indiana Humanities ARP Operating Support Grants will be high and that we'll have more requests than we can fund. If grant dollars remain at the end of this initial round, however, we'll announce another opportunity to apply.

Administration

If you receive an Indiana Humanities ARP Operating Support Grant, we'll send you information outlining the requirements for administering the grant.

Among other things, you'll need to:

- Review the grant agreement that we send you then sign and return a copy. This is a standard agreement and is nonnegotiable. (Note that you'll need to include a DUNS number on the agreement.)
- Comply with basic state and federal nondiscriminatory statutes.
- Report any concerns or changes regarding the grant to Indiana Humanities.
- Acknowledge the support of Indiana Humanities and the NEH in your standard outlets (signage, website, annual report, etc.).
- Submit a final report as directed in the grant paperwork that we send you and no later than December 31, 2022.
- Retain auditable records of grant funds for three years.

Note that Indiana Humanities will not forward funds until we receive the signed agreement and have verified your organization's nonprofit status with the Internal Revenue Service.

Application Support

We're available to support you as you prepare your application, and we encourage you to reach out if you have questions or concerns regarding your eligibility. We ask that you initially email us with your query but that you include a phone number in your message should we need to call you. Please direct correspondence to:

George Hanlin, Director of Grants
ghanlin@indianahumanities.org

In addition, we're offering the following resources:

- **Informational webinar**—Thursday, July 8, 10 to 11 a.m. EDT; [register here](#).
- **Zoom Q&A session**—Thursday, July 20, 2 to 3 p.m. EDT (pop in at any time to ask questions); [join here](#).
- **Zoom Q&A session**—Monday, July 26, 9 to 10 a.m. EDT (pop in at any time to ask questions); [join here](#).
- **Zoom Q&A session**—Friday, August 13, 1 to 2 p.m. EDT (pop in at any time to ask questions); [join here](#).
- **Zoom Q&A session**—Tuesday, August 24, 10 to 11 a.m. EDT (pop in at any time to ask questions); [join here](#).

Appendix A—Application Questions

The following outlines the sections you'll find on the online application form. Note that we're listing the questions here so that you'll know what information you'll need to provide online. You must submit your application via our online portal; you'll find an "Apply Now" link at www.indianahumanities.org/ARPgrants.

Some notes about the online application:

- You can (and should) save sections frequently as you work on them, and after saving, you can leave the application, log out of the system and come back later to complete your work. For the narrative questions, however, you might also consider typing your work into a word-processing document, saving it and pasting your answers into the online application.
- When a question asks you to upload information, know that it allows only one document. If you want to provide more than one document for a question, you'll need to scan the items together into one file that you can then upload.

Part 1: Organization Information

This section provides us with the basic information we need about your organization and how to contact you. We'll ask for the following information.

- Organization Name
- Address
- City
- State
- Zip
- Indiana County
- Congressional District where your organization is located (list the number only—e.g., 1, 2, 3, etc. [Note: You may look up your district at www.govtrack.us/congress/members/map].)
- Primary Contact Name
- Primary Contact Title
- Primary Contact Phone Number
- Primary Contact Email Address

Part 2: Operating Budget and Number of Employees

This section offers our reviewers an overview your organization's size in terms of budget and employees. You'll need to respond to the following.

- What is the average of your organization's operating income for the three years before the pandemic (FY2017, FY2018 and FY2019)? [Note: We'll use this three-year average to determine the size of your organization and which funding category you fall into. Exclude income from sources such as capital campaigns that would skew the data.]
- What is your organization's budgeted income for the current fiscal year?
- What are your organizations budgeted expenses for the current fiscal year?
- What was your actual income from your most recently completed fiscal year?
- What were your actual expenses from your most recently completed fiscal year?
- Attach a copy of your current operating budget (showing estimated income and expenses).
- Attach a copy of your most recently completed budget (showing actual income and expenses).

- If your organization files a Form 990 with the IRS, attach a copy of the most recent filing (the first few pages showing the summary will suffice).
- How many full-time employees do you currently have?
- How many full-time employees did you have on March 1, 2020?
- How many part-time employees do you have?
- How many part-time employees did you have on March 1, 2020?
- How many contract employees do you have?
- How many contract employees did you have on March 1, 2020?
- If needed, please add comments to help us better understand the information you've provided.

Part 3: Organization Purpose and Programming

These questions help us to establish the scope of your activities and to determine whether your organization focuses on delivering public humanities programming. It's essential that you understand what the humanities are and that you demonstrate how the humanities are at the core of your work.

- What is your organization's mission statement? If your organization has a vision statement, please also include it here.
- Describe your organization's general activities and specifically outline how you provide humanities programming to the public. (For a definition of the humanities, see the grant guidelines or visit www.neh.gov/about.)
- Provide a general breakdown of the audiences your organization serves, including but not limited to geographic area, annual attendance/visitation and demographics (age, race, ethnicity, gender, socioeconomic status, etc.).

Part 4: Impact and Description of Need

Here you'll share information on how the operations of your organization have been impacted by the Covid crisis. We'll ask you to provide a detailed narrative as well as figures on lost income. Because we'll consider need as an essential determining factor, you'll want to offer as many specific details as possible.

- Describe how the pandemic has affected your organization financially. (For example, have you operated with a deficit? How much and what types of revenue have you lost? Have you had to use reserves to cover losses?)
- Describe how the pandemic has affected your staffing. (For example, have you had to lay off employees and were the layoffs permanent? Did you have to reduce salaries and benefits?)
- Describe the impact of the pandemic on your programming and/or your ability to serve audiences. (For example, did you have to cut programs? Did you shift to virtual programs? How did this affect the audiences you serve? If programming was negatively impacted, what do you need in order to rebound and grow audiences again?)
- If applicable, describe any other ways the pandemic impacted your organization's operations. (For example, did it affect your ability to pay your rent/mortgage or your utilities? Did you have to shut down operations?)
- If approved for an operating support grant, briefly describe how you'll use the funds and how they'll help you to better serve the public. (Keep in mind that you should use funds to prevent, prepare for, respond to and recover from the pandemic.)
- Attach any documentation that you feel will help to illustrate the impact of Covid on your organization (optional).

Part 5: Miscellaneous Information

This last section provides us with information that we'll need in order to administer your grant, if we award you one. We'll request the following.

- Federal Tax Identification Number/Employer Identification Number
- DUNS Number (if you have one) *[Note: You don't need to provide a DUNS number to apply, but if you receive a grant, you must include one on your signed agreement. The process can take some time, so if you don't have a DUNS number, you should apply for one now. More information is at www.dnb.com/duns-number/get-a-duns.html.]*
- Does your organization receive more than \$750,000 annually in federal funds? (We ask this only to assist us with reporting requirements; your response will not impact the evaluation of your application.)
- For ease and speed, we strongly prefer to pay funds electronically rather than via check. If you agree to receive electronic payment, please provide the name and email address of the person to whom we should send setup instructions.

Appendix B—Scoring Rubric

Applicant Name:

Does this proposal meet the minimum guidelines?

- The organization is tax-exempt.
- The organization is based in Indiana and serves the residents of Indiana.
- The organization provides humanities programming to the public (*below you'll assess to what degree*).
- The organization has not been deemed ineligible (e.g., it is not purely an arts group, a religious group, a social-services agency, a government entity, a public library, a K-12 school, a college/university, etc.).

Proceed to scoring only if you have checked all the boxes.

Question	1 to 2 points	3 points	4 to 5 points	Points Awarded
<i>How strongly does the organization's core work focus on humanities topics?</i>	The organization provides some humanities programming, but it's not a significant part of the core mission.	While the organization may focus much of its programming in areas other than the humanities (e.g., the arts), a good portion of its work still centers on traditional humanities subjects.	The key focus of the organization's work is in traditional humanities fields as defined by the National Endowment for the Humanities.	out of 5
<i>How much does the organization directly serve the public with humanities programming?</i>	The organization's service to the public is not significant. It may provide some public programming, but otherwise outreach is minimal.	While the organization may carry out humanities work that's internally focused (e.g., a research institute), it does devote a good portion of its efforts toward public outreach.	The public is at the heart of the organization's work; providing programming and resources for the public benefit is fundamental to its mission.	out of 5
<i>How well does the organization help Indiana Humanities extend its reach across the state and to underserved audiences (consider demographics such as race, ethnicity, gender, age, socioeconomic status, rural/suburban/urban status, sexual/gender identity, etc.)?</i>	The organization operates in a community in which humanities programming is abundant, and it focuses its efforts on audiences that have traditionally benefited from the humanities; it does not appear to have made significant effort at reaching out to new and/or underserved groups.	While the organization may be in a community that's well served by the humanities, it's at least making an effort to improve its outreach and expand its audiences, so that a wider range of people benefit from its programming.	The organization works in a community that's in need of humanities programming (it may be the area's only cultural provider), and/or it's making significant effort to ensure that its activities are reaching a broad group of constituents, including underserved audiences.	out of 5
<i>How much has the Covid crisis impacted the organization's operations (consider revenues, staffing, ability to pay rent/mortgage/other expenses)?</i>	While the organization may be affected by the crisis, the impact appears minimal to staffing and programs; it's likely that the organization will continue to operate with little disruption.	The organization faces a number of negative consequences as a result of the crisis; while it will likely recover, in the short term it's dealing with revenue losses that may lead to reduction in staffing and programs.	The organization has been especially hard hit by the crisis, suffering significant loss of revenue; it has cut staff and programs and will likely require emergency funding to continue operating.	out of 5
<i>How clearly has the organization demonstrated need?</i>	The organization has not done an adequate job of stating its need, and it's difficult to assess whether a grant will provide much benefit.	The organization has shown that it has been hurt from the crisis, and it's clear that a grant will provide some needed assistance for its operations.	The organization has demonstrated without question that it has suffered because of the crisis, and it's obvious that a grant (however small) will provide it with much-needed relief.	out of 5
Add together the points you assigned for each of questions listed above and enter the total to the right. This is your final score.				out of 25

Comments: