INDIANA HUMANITIES
PROJECT DIRECTOR GUIDELINES
Indiana Humanities CARES Grant

If you have questions regarding your project, contact George Hanlin, Director of Grants, at 317.616.9784 or ghanlin@indianahumanities.org.

GRANTS ADMINISTRATION PAGE
You will find this guide, links to all required forms, logos/branding documents, and other important materials in the Indiana Humanities CARES Grant section of the Indiana Humanities grants administration page: http://indianahumanities.org/ihgrantsadmin. Please contact us if you need assistance.

YOUR RESPONSIBILITIES
As project director, you’re responsible for carrying out the terms of your agreement, including:
- Planning and managing project activities
- Ensuring that all conditions and restrictions attached to the grant are honored
- Documenting expenses
- Submitting the final report

THE GRANT AGREEMENT
We attached in the notification email a PDF of the grant agreement. Please review the agreement carefully, and if the terms are acceptable, print and sign it. Note that this is a standard agreement and that we do not have the capacity to customize it. Two different signatures are required:
- Your signature (as project director/primary contact)
- The signature of a sponsoring organization official—this could be the board chair, the executive director (if you’re not serving in that role), etc.; it should not be your signature

Along with the agreement, you’ll find attached to the notification email a document titled “Instructions for Certification.” This explains in greater depth sections XIII and XIV of the grant agreement—certifications that you attest to by signing the agreement.

You’ll need to include your organization’s DUNS (Data Universal Number System) number in the signature section of your grant agreement.
- If you’re not sure if you have a DUNS number, visit https://iupdate.dnb.com/iUpdate/companylookup.htm to look up your organization. You can then follow the steps to verify your number or to apply for one.
- If you prefer to obtain a DUNS number via phone, you’ll find the phone numbers you need at https://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp.

Once you’ve signed the agreement, return a copy to Indiana Humanities. You may do so by sending it via U.S. mail or scanning/emailing it. You must return the agreement by June 30, 2020, or risk forfeiting the grant.
USE OF FUNDS/RESTRICTIONS
The purpose of Indiana Humanities CARES Grants is to provide organizations that have been adversely impacted by the COVID-19 crisis with funds for general operations. Per the agreement, you should apply funds toward salaries, rent, insurance, supplies and other operational expenses. If needed, you may also use them to adapt current programs so that they’re more accessible during the COVID-19 pandemic. You should not use Indiana Humanities CARES Grants funds to develop and implement new programs. Instead, we encourage you to seek other Indiana Humanities grants (www.indianahumanities.org/grants) to support new programs.

Per the direction of the National Endowment for the Humanities, you may not use Indiana Humanities CARES Grant funds 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
- The purchase of land or facilities, construction or renovation
- The purchase of food or beverages (including alcohol)
- Archival acquisitions
- Prizes, awards or scholarships
- Foreign travel
- Fundraising
- Endowment contributions
- Regranting of funds

If you have questions about appropriate uses for Indiana Humanities CARES Grant funding, contact Director of Grants George Hanlin at ghanlin@indianahumanities.org.

PAYMENT OF GRANT AWARDS
Indiana Humanities will pay your grant once you have returned the signed grant agreement (with your DUNS number included). Be aware that it may take up to a month to process your grant payment.

ACKNOWLEDGING SUPPORT
You are required to acknowledge Indiana Humanities’ and the National Endowment for the Humanities’ support as donors in your current fiscal year. Please include acknowledgment in all printed and electronic materials (web pages, signage, press releases, flyers, etc.). When appropriate, we encourage you to use the Indiana Humanities logo (found at https://indianahumanities.org/press-kit) and the National Endowment for the Humanities seal (found at https://www.neh.gov/brand-materials), along with the following language: “Funding has been provided to [organization name] from Indiana Humanities and the National Endowment for the Humanities as part of the Coronavirus Aid, Relief and Economic Security (CARES) Act economic stabilization plan of 2020.” Note that for branding purposes, we call ourselves Indiana Humanities (not the Indiana Humanities Council).
SUBMITTING THE FINAL REPORT

Final reports are due at the end of the grant period, on Oct. 31, 2020. Use the online final report form to file your report. The form will include a series of narrative questions asking how you used the funds and their impact on your organization’s ability to provide public humanities programming for your community. You’ll also need to include a detailed accounting of how you applied the funds, as well as information on your revenues and expenses during the grant period of May 22 through Oct. 31. We’ll also ask you to attach to the form any photos, press releases, printed articles, brochures, or other publicity materials related to the CARES Grant; as an alternative, you may email these items to grants@indianahumanities.org or send hard copies to Indiana Humanities, 1500 N. Delaware St., Indianapolis, IN 46202-2419.

KEEPING RECORDS AFTER PROJECT TERMINATION

Per federal requirements, you should keep auditable records of all grant-funded expenditures for at least three years after you submit the final report.

We appreciate your efforts to successfully administer your Indiana Humanities CARES Grant. Know that we value the important work you do to provide humanities programming in your community, especially amid the challenges of the COVID-19 pandemic.

Remember that you can find all documents and forms referenced in this guide in the Indiana Humanities CARES Grant section at http://indianahumanities.org/ihgrantsadmin. If you need assistance at any time, please reach out to us.