Indiana Humanities American Rescue Plan (ARP) Programming and Capacity-Building Grant

Grant Guidelines

Grant Amount: Up to $10,000

Deadline	August 31, 2021 (11:30 p.m. EDT)
Notification	Approximately October 8, 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	• This grant is available to nonprofit organizations based in Indiana. • The grant is to support organizations with developing and implementing programs that respond to the impact of the coronavirus (including capacity-building and strategic-planning efforts). • The grant does not require a match/cost share. • Indiana Humanities ARP Programming and Capacity-Building 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 to nonprofit organizations so that they can develop and implement programs that respond to the pandemic. The guidelines below offer details about our Indiana Humanities ARP Programming and Capacity-Building Grants, outlining who's eligible to receive them, how to apply and other important information.

Eligibility

To be eligible for an Indiana Humanities Programming and Capacity-Building Grant, you must be a tax-exempt organization registered in the state of Indiana. While your organization's core mission doesn't necessarily have to focus on the humanities in order to receive one of these grants, the project for which you're seeking funds should center on the humanities. If you're seeking support for capacity building, you'll need to explain how the funds will help you to improve your efforts 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 but are not limited to:

- Historical societies/heritage groups
- Museums

- Historical homes and sites
- Libraries
- Cultural centers
- Colleges and universities, including humanities centers and institutes
- K-12 schools
- Government entities

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 that propose humanities programming that benefits 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

Your organization may use Indiana Humanities ARP Programming and Capacity-Building Grants to fund the following activities:

- Humanities-based programs that help your organization and your audiences "prevent, prepare for, respond to, and recover from the coronavirus" (our mandate from the NEH). <u>For example, this could include</u>:
  - Gathering and sharing oral histories about the impact of Covid on your community
  - Creating an exhibition and/or presentation series about past pandemics and how people have moved forward afterward
  - Conducting reading and discussion programs that help participants to reflect upon the pandemic
  - Developing programs that help you reconnect to audiences (or reach previously underserved audiences) so that you're able to reengage with the community at prepandemic levels

  We're open to your creative ideas as long as you can tie them to the goals of the grant: preventing, preparing for, responding to and recovering from the coronavirus.

- Strategic-planning and capacity-building efforts related to preventing, preparing for, responding to and recovering from the coronavirus. <u>This could include</u>:
  - Hiring consultants to help you develop a strategy for moving your organization forward from the pandemic
  - Engaging experts that help you to provide more accessible public humanities programming in light of what we've learned during Covid
  - Providing your staff with training and development to grow your programming capacity

  Note that **you should seek grant funds for strategic planning/capacity building related specifically to the pandemic**, not for more general strategic planning/capacity building.

- Technical/consultant needs related to digital transition or in support of preservation and access programs (equipment costs cannot exceed 20 percent of your award).

- Expansion, due to the effects of the coronavirus, of outdoor and virtual humanities programming and activities, from traditional environments to those that are more accessible. (Funds should be used to develop and implement the programming itself, not for capital improvements.)

- Equity assessments and planning related to the coronavirus and the economic crisis.

Funding Levels

Applicants may request up to $10,000 in programming and/or capacity-building support. On the application, we'll ask you to provide a budget indicating how you'll utilize the requested grant funds (in categories such as personnel, supplies, services, etc.).

Restrictions

Per the direction of the NEH, Indiana Humanities ARP Programming and Capacity-Building 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
- Regranting 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**. You'll need to include a proposed budget with your application using the template on our grants webpage (www.indianahumanities.org/ARPgrants). **We've provided a sample budget in Appendix C.**

As noted on page 1, Indiana Humanities ARP Programming and Capacity-Building Grant applications are due at 11:30 p.m. EDT on August 31, 2021. A review committee will assess each application received based upon: 1) the extent to which your proposed activity focuses on providing public humanities programming and/or capacity building related to your humanities work; and 2) how closely your request aligns with the goals of the grant (preventing, preparing for, responding to and recovering from the coronavirus). 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 six weeks. 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 October 8.

We expect that demand for the Indiana Humanities ARP Programming and Capacity-Building Grants will be high and that we'll have more requests than we can fund. Depending on demand, availability of funds and other factors, we may offer awards that are less than the amount requested. If grant dollars remain at the end of this initial round, we'll announce another opportunity to apply.

Administration

If you receive an Indiana Humanities ARP Programming and Capacity-Building 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.) and at any grant-related programming events/activities.

- 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:

Megan Telligman, Senior Program Manager
mtelligman@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: Organization Purpose and Programming

These questions help us to establish the scope of your activities and to determine your role in providing public humanities programming.

- 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 overview 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 3: Project Details

Here you'll share information about the project for which you're seeking funds (whether it's for program development/implementation or strategic planning/capacity building—see the "Use of Funds" section above). We'll also ask you to upload a budget showing how you'll apply the grant funds that you request.

- For which type of project are you seeking funds: programming or capacity building? (Select one.)

- Describe the project. If you're applying for programming support, be sure to tell us about the activities involved, how the project ties to the humanities (e.g., identify any texts, scholarship focus, etc.) and what the end product will be (e.g., an exhibition, discussion series, etc.). If you're applying for capacity-building support, explain what issues you're hoping to address, what approach you'll take (e.g., hiring a strategic-planning consultant, conducting surveys/focus groups, providing training for staff, etc.) and expected outcomes/deliverables. Your application will be stronger if you're able to provide specific and concise details.

- Who will be involved in carrying out the project? What is their role and what expertise do they bring? List your own team members as well as any humanities scholars, consultants or technical experts that you've identified. As we evaluate applications, we'll consider the qualifications of the team members involved. Note that you can attach resumes and/or other supporting documentation below. If you're applying for programming support, we strongly encourage you to use humanities scholars (i.e., someone who has a master's degree or doctorate in a humanities subject).

- What need will your project address in your community? Specifically, how will it help you to prevent, prepare for, respond to and recover from the coronavirus?

- What is your timetable for carrying out your project?

- What audiences will your project help you to serve? How will those audiences benefit? Please describe how the project will reach/benefit underserved audiences.

- How will the project potentially impact your organization and its mission, both during the timeframe of the grant (through November 30, 2022) and beyond?

- How much are you requesting in funds?

- Attach a copy of your proposed budget using the template we've provided.

- Attach any other documents (e.g., resumes, supplemental materials, etc.) that you feel will help reviews to better understand your proposed project.

Part 4: 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 proposed activity supports the organization's efforts to provide humanities programming to the public.

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

Question	1 to 2 points	3 points	4 to 5 points	Points Awarded
How strongly does the proposed project involve the humanities and/or strengthen the applicant's ability to provide humanities programming to the public?	The project doesn't focus much on the humanities, if at all, and/or the activities proposed don't appear to grow the organization's capacity to deliver public humanities programming.	The project does have some connection to the humanities, and/or the applicant demonstrates that it will be better positioned to deliver humanities programming as a result of the grant (even if the organization's mission doesn't center on the humanities).	The project described has a clear connection to the humanities, and/or the applicant strongly demonstrates that the grant will help it to provide public humanities programming in the future.	out of 5
Based on the applicant's description, how closely does the project align with the goals of the grant—specifically to prevent, prepare for, respond to and recover from the coronavirus?	The project doesn't align very closely to the goals of the grant. This is either a program that we could fund with another Indiana Humanities grant, and/or the project supports general strategic planning/capacity building that is not related to the pandemic.	The applicant makes some connection between the project and the goals of the grant, although it's not a strong as it could be. The applicant could do a better job of demonstrating how the activities involved truly align to pandemic response and recovery.	This project serves as an excellent example of how grant funds can help organizations and their audiences move forward from the pandemic. Programs clearly center on addressing the effect of the pandemic, and/or capacity-building efforts focus on helping the organization improve as it moves forward from the pandemic.	out of 5
How clearly has the organization demonstrated need? Consider the potential positive impact upon the community and upon the organization itself.	The organization has not done an adequate job of stating its need, and it's difficult to assess whether a grant will provide much positive impact on the community and the organization.	The organization has provided some insight into how the pandemic has affected the community. Given the proposed project, it's likely that grant funds will help the organization address some of the community's needs.	The organization has identified a clearly defined need, and it shows without question that a programming/capacity-building grant will have a positive impact on its operations and the well-being of the community.	out of 5
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.)?	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
Considering the team members involved, the budget, the proposed timeline and other factors, how likely is the organization to successfully implement the project?	Based on the information provided, it's uncertain whether the organization can successfully implement the project. The application raises questions about the team members' expertise, the budget and/or the ability to complete the project in the proposed timeframe.	It's likely the organization will succeed in implementing the project. While the application may not offer the most detail, the budget and timeline appear adequate, and the team members involved seem to have the experience required to carry out the work.	The applicant has provided significant detail around the project's budget and timeline, showing it has put considerable thought and preparation into the work. It has also shared detailed information about team members, and they're well qualified to implement the project.	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:

Appendix C—Sample Budget

Use the following sample budget as a guide for laying out and itemizing your own budget. You may develop your budget using the template provided with the application, or you may create and upload your own Word document or spreadsheet as long as you use the same columns and categories as the sample. Note that this is a general example of how to format your budget but that the approach and pricing don't necessarily reflect realistic situations.

Category	Grant Funds Requested	Notes
Administration (list all persons, titles, hours, and rates of pay)		
Program Personnel (list all nonadministrative persons and stipends or rates of pay)	$7,000	Fees for Skidmore & Co. consultants to assess the impact of the pandemic on our programming and make recommendations for moving forward (includes review of programs/audiences reached, interviews with six staff members, five focus groups, a final report/recommendations and a presentation to staff/board)
Supplies (list expenses for any supplies)	$200	Estimated cost of supplies for focus groups (flipchart paper, markers, nametags, refreshments, etc.)
Printing and Postage (list expenses for any printing and postage)	$50	Estimated cost to print and distribute copies of final recommendations to stakeholders
Space Rental (list expenses related to office and meeting space)	$250	Rental fee for library for focus groups (5 days @ $50 per day = $250)
Other (list all items not included above)		
TOTAL	$7,500	