



# **INDIANA HUMANITIES**

## **PROJECT DIRECTOR GUIDELINES**

### **American Rescue Plan Operating Support Grant**

If you have questions regarding your project, contact George Hanlin, Director of Grants, at 317.616.9784 or [ghanlin@indianahumanities.org](mailto:ghanlin@indianahumanities.org).

#### **GRANTS ADMINISTRATION PAGE**

**You'll find this guide, links to all required forms, logos/branding documents, and other important materials in the ARP Operating Support Grant section of the Indiana Humanities grants administration page, located at [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources).** (Choose the ARP Operating Support Grant in the checklist at the left to view only resources related to the ARP Operating Support Grant.) 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](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 (to 1500 N. Delaware St., Indianapolis, IN 46202) or scanning/emailing it (to [mratchford@indianahumanities.org](mailto:mratchford@indianahumanities.org)).

**You must return the agreement by September 30, 2021, or risk forfeiting the grant.**

## **USE OF FUNDS/RESTRICTIONS**

The purpose of the ARP Operating Support Grant 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 pandemic. **You should not use ARP Operating Support Grant funds to develop and implement new programs.** Instead, we encourage you to seek other Indiana Humanities grants ([www.indianahumanities.org/grants](http://www.indianahumanities.org/grants)) to support new programs.

**In addition, per the direction of the National Endowment for the Humanities, you may not use ARP Operating Support 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 (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
- 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

If you have questions about appropriate uses for your ARP Operating Support Grant, contact Director of Grants George Hanlin at [ghanlin@indianahumanities.org](mailto: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**

**Please acknowledge Indiana Humanities' and the National Endowment for the Humanities' support** in printed and electronic materials (web pages, signage, press releases, flyers, etc.). When possible, use the following language: "[Organization name] received funding from Indiana Humanities and the National Endowment for the Humanities as part of the American Rescue Plan Act of 2021." We also encourage you to use the Indiana Humanities logo (found on the grants administration page, [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources), or directly at [this link](#)) and the National Endowment for the Humanities seal (also located on the grants administration

page or directly [here](#)). Note that for branding purposes, we call ourselves Indiana Humanities, not the Indiana Humanities Council.

## **SUBMITTING THE FINAL REPORT**

**Final reports are due no later than December 31, 2022, although you may submit your report earlier if you've used the funds.** Please use the online [final report form](#) to file your report. In the form, we'll ask you to outline the humanities programming you offered with the support of the grant and to describe its impact on your organization and your audiences. We'll also ask you to provide information on the number of people served and the number of jobs created/saved, and we'll have you include an accounting of how you applied the funds. Finally, we'll ask you to attach to the form any photos, press releases, printed articles, brochures, or other publicity materials related to the ARP Operating Support Grant; as an alternative, you may email these items to [grants@indianahumanities.org](mailto:grants@indianahumanities.org) or send hard copies to Indiana Humanities, 1500 N. Delaware St., Indianapolis, IN 46202.

## **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 administer with care your ARP Operating Support Grant. Know that we value the important work you do to provide humanities programming in your community, especially amid the ongoing challenges of the pandemic.**

**Remember that you can find all documents and forms referenced in this guide in the ARP Operating Support Grant section of the Indiana Humanities grants administration page, located at [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources). If you need assistance, please contact us.**