



# **INDIANA HUMANITIES PROJECT DIRECTOR GUIDELINES American Rescue Plan Programming and Capacity-Building 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 materials in the ARP Programming and Capacity-Building Grant section of the Indiana Humanities grants administration page, located at [www.indianahumanities.org/resources](http://www.indianahumanities.org/resources).**

(Choose the ARP Programming and Capacity-Building Grant in the checklist at the left to view only resources related to the ARP Programming and Capacity-Building 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 XV and XVI 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).

Return a copy of the signed agreement to Indiana Humanities. You may do so by sending it via U.S. mail (to [1500 N. Delaware St., Indianapolis, IN 46202](mailto: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 November 30, 2021, or risk forfeiting the grant.**

## **USE OF FUNDS/RESTRICTIONS**

The purpose of the ARP Programming and Capacity-Building Grant is to provide organizations that have been adversely impacted by the COVID-19 crisis with funds to develop and implement programs that respond to the pandemic. You should apply funds toward the activities that you outlined in your grant proposal. If you find you need to make changes to the project scope, purpose, activities, personnel or budget, you must submit the proposed changes in writing to Indiana Humanities for approval. If you have concerns about your ability to fulfill the grant obligations, please consult with us. You'll find more details in section X of the grant agreement.

**Per the direction of the National Endowment for the Humanities, you may not use ARP Programming and Capacity-Building 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 Programming and Capacity-Building 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.) and at any programs or activities you host through the support of your grant (exhibitions, presentations, etc.). When possible, use the following language: "[Organization name] received funding from the National Endowment for the Humanities and Indiana 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.

## **INTERIM REPORT**

In early May, Indiana Humanities will email to your project director a brief online form that we'll ask you to complete, providing an update on the status of your project. We'll ask you to complete the form by May 31. We may also check in via phone or email from time to time to request project updates.

## **SUBMITTING THE FINAL REPORT**

**Final reports are due no later than December 31, 2022, although you may submit your report earlier if you've wrapped up your project.** Please use the online [final report form](#) to file your report. On 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 Programming and Capacity-Building 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 expenditures for at least **three years** after you submit the final report. To ensure the safety of these records, keep them in a single place on the premises of the sponsoring organization, together with all other documents from the project. While we won't ask you to submit receipts or other documentation of expenses with your final report, we may ask you to provide them during an audit, so be sure to maintain them for the three-year period.

**We appreciate your efforts to administer with care your ARP Programming and Capacity-Building 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 Programming and Capacity-Building 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.**