



# Advancing Racial Equity Collection Development Grants

indiana humanities



# Indiana Humanities

## Project Director Guidelines

Advancing Racial Equity Collection Development Grants—2022

If you have questions regarding your project, contact Lyndsey Blair, Program Associate, at 317.975.0060 or [lblair@indianahumanities.org](mailto:lblair@indianahumanities.org).

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# Grant Information

## **Grants Administration Page**

You will find this guide, links to all required forms, logos/branding documents and other important materials on the Indiana Humanities grants administration page when you filter by this specific grant: <http://indianahumanities.org/resources>. 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, namely the purchase of approved materials for circulation
- Ensuring that all conditions and restrictions attached to the grant are honored
- Documenting project expenses
- Evaluating the project and submitting the final report

## **The Grant Agreement**

You will receive via email a PDF of the grant agreement. Please review the agreement carefully, and if the terms are acceptable, sign and return it via email or post. Note that this is a standard agreement and that we do not have the capacity to customize it. Two different signatures are requested—yours (as project director) and that of the sponsoring organization official (if applicable).

Along with the agreement, you'll find a document titled "Instructions for Certification." This explains in greater depth sections XIV and XV of the grant agreement—certifications that you attest to by signing the agreement.

Here are a couple of important things to know regarding the agreement:

1. Indiana Humanities funds its grants with federal dollars. Therefore, you are considered a "subrecipient" of federal funds and must comply with federal regulations. You'll see language in the agreement stating that the grant is made subject to rules and regulations of [2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (Uniform Guidance). Particularly, [Section E](#) of the Uniform Guidance outlines which costs are allowed and not allowed as part of your grant. As long as you follow the budget that you presented in your proposal (and that Indiana Humanities approved), you should remain in compliance with the guidelines. However, if you find you need to make changes to the project budget involving the addition or deletion of budget lines, you must reach out to us for approval. That said, any addition that comes from the pre-approved book list for this grant does not require additional approval from Indiana Humanities. (See more details in the "Changes" and "Federal Grant Requirements" sections of the agreement.)

2. You'll need to include your organization's Unique Entity ID (SAM) in the signature section of your grant agreement. The Unique Entity ID is an ID that the federal government requires for all recipients/subrecipients of federal funds. Note that this is a new requirement beginning in 2022. If you received an Indiana Humanities grant in the past, you were required to provide a DUNS number; however, the federal government no longer recognizes the DUNS number as valid ID and instead requires the new Unique Entity ID.

How you obtain the new Unique Entity ID will vary based on a number of factors (whether your organization is registered in the federal System for Award Management, whether you already have a DUNS number, etc.). Please refer to [these guidelines](#) that the U.S. General Services Administration has prepared for obtaining a Unique Entity ID and [visit the GSA's website for more information](#). If you have difficulties, please reach out to Indiana Humanities.

Once you've signed the agreement, return a copy to Indiana Humanities. ***You may do so by sending it via mail or scanning/emailing it to [lblair@indianahumanities.org](mailto:lblair@indianahumanities.org).***

### **Payment of Grant Awards**

Indiana Humanities will pay 100 percent of the awarded grant amount to your organization after you have signed and returned your grant agreement letter. All funds must be used within 90 days of receipt. **Please use all funds, and do not return any leftover money to Indiana Humanities.** If your final purchase comes out to less than what you originally proposed in your application budget, you may use the leftover funds to purchase additional materials from the pre-approved list.

**Please note that we will not send any payment until you have returned to Indiana Humanities the signed grant agreement (with your Unique Entity ID included).**

### **Certifying Contributions**

You should keep documentation of all cash expenditures, in the form of receipts, with your project files.

In addition to receipts, please track the value of any in-kind contributions (staff/volunteer time, additional project funds, any donated services) and report these values on your final report form.

**Do not** turn in cash receipts to Indiana Humanities but **do** retain copies for your files for three years (see additional information below).

### **Acknowledging Indiana Humanities' Support**

**You are required to acknowledge Indiana Humanities' support.** Please use our logo (found at <http://indianahumanities.org/resources>) and/or include the following text: "The addition of these resources to our collection has been made

possible through a grant from Indiana Humanities with funds from Lilly Endowment, Inc.” We also ask that you acknowledge our support in press releases, on flyers, on web pages, at your public events, etc. **Note that for branding purposes, we call ourselves Indiana Humanities (not the Indiana Humanities Council).**

### **Submitting the Final Report**

Final reports are due within 90 days of the ending date of the project. Use the online [final report form](#). Note that you’ll need to upload to the form a final expenditure report (please use the template spreadsheet provided by Indiana Humanities) that includes an itemized list of the resources you purchased using the grant dollars. You’ll also see that we ask you to attach to the form any photos, press releases, printed articles, brochures, or other publicity material generated by the grant funding; as an alternative, you may email these items to [lblair@indianahumanities.org](mailto:lblair@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 expenditures and all local cost-share contributions for at least **three years** after you submit the final report. To ensure the safety of these records, keep the receipts for both grant expenditures and local cost-share contributions in a single place on the premises of the sponsoring organization, together with all other records from the project.

**Thank you for partnering with us. We’re excited to support you!**

**Remember that you can also find all documents and forms referenced in this guide in the Advancing Racial Equity Collection Development Grant section at <http://indianahumanities.org/resources>. If you need assistance at any time, please reach out to us.**

# Selection of Materials

The [ARE book list](#) was originally developed by the Indianapolis Public Library (IndyPL) system in June 2020. It was reviewed and approved by a committee comprised of librarians, humanists and Indiana Humanities staff later that summer. Updates to this document, including the addition of racial equity materials published since the first list's creation, were vetted and approved by a new committee of librarians, humanists and Indiana Humanities staff in April 2022.

To learn more about the philosophies that influenced Indiana Humanities' book list selections, please review the following resources:

- [ALA Statement on Diverse Collections](#)
- [Edith Campbell's Blog: Cotton Quilts](#)
- [Edith Campbell's Indiana State University Library LibGuide](#)
- [We Need Diverse Books](#)

Grant money may only be used to purchase items from the above list of books and media, which includes fiction and non-fiction titles for children, teens/young adults and adults that address the topics of race, systemic racism and the Black experience. Selections about Indiana and/or created by Black authors connected to Indiana are indicated on the book list.

The final report form will require the project director to document an itemized list of how the funds were spent, and all documented items must come from the approved list. While we will not require you to turn in receipts as part of this documentation, you should keep all receipts for three years, as outlined in earlier sections of these guidelines.

# Communications Support

## **Acknowledge Indiana Humanities' support:**

Our logo can be found at <http://indianahumanities.org/resources>. We also request that you include the following text on any promotional materials, including press releases, flyers, web pages, etc.: “The addition of these resources to our collection has been made possible through a grant from Indiana Humanities with funds from Lilly Endowment, Inc.”

## **Spread the word:**

Let your local community know you received this grant. We have created a variety of [materials](#) for your use in spreading the word.

- **Spine labels**
  - Print these labels to brand your collection. We suggest printing onto standard address labels.
- **Editable poster template**
  - Update and print this poster to share information about the collection with your patrons and community members.
- **Social media graphics**
  - Use these graphics to spread the word on your social media accounts.

## **Sample social media post:**

Did you hear the news? [LIBRARY NAME] received an Advancing Racial Equity Collection Development Grant from @INHumanities, thanks to the funding of Lilly Endowment. Check out materials from the new collection today: [LINK TO WEBPAGE]

# Program Ideas

Indiana Humanities' goal for the Advancing Racial Equity Collection Development (ARECD) Grants is to help Hoosiers think, read and talk about racial injustice and systemic racism. As a project director, you and your team can help us accomplish this objective by not only circulating your purchased titles but also developing thoughtful programming around them. Some ideas include:

- **Author talks:** Invite an author(s) from the ARE book list to speak at your library or organization. Indiana Humanities can help connect you with several of the Indiana-based creators on the list.
- **Book clubs and discussion groups:** Hold regular (e.g., weekly, monthly) discussions about one or more titles featured on the ARE book list. Make sure your discussion questions are appropriate for your audience (e.g., children, teens, adults).
- **Displays and exhibits:** Create a book display or exhibit to highlight and promote your ARE materials. Focus on designs that are engaging but not overwhelming.
- **Expert presenters:** Bring an expert (e.g., professor, scholar, journalist, community leader) to your library or organization to discuss a topic or theme addressed in one or more of the ARE book list selections. Some potential topics include criminal justice, education, housing, identity and voting.
- **Film screenings:** Host a screening of one or more of the films featured on the ARE book list. Remember to obtain a public performance license or permission from the movie's copyright holder(s) before scheduling these events.
- **Storytimes:** Hold regular (e.g., weekly, monthly) storytimes for youth in your community featuring some of the children's titles on the ARE book list. Consider making these events interactive.

In addition to the above ideas, you can visit Indiana Humanities' [website](#) to learn about upcoming ARECD-related programming opportunities in your community.



# Frequently Asked Questions

## **The grant agreement asks for my organization's UEI number. Where can I find that?**

How you obtain the new Unique Entity ID will vary based on a number of factors (whether your organization is registered in the federal System for Award Management (SAM), whether you already have a DUNS number, etc.). Please refer to [these guidelines](#) that the U.S. General Services Administration has prepared for obtaining a Unique Entity ID and [visit the GSA's website for more information](#). If you have difficulties, please reach out to Indiana Humanities.

## **Is there a required vendor for making our materials purchases? Can I change vendors from the one I used to calculate my original budget?**

Indiana Humanities does not require a specific vendor for book purchases. Your organization can use any combination of vendors to make your purchases, and you can ultimately choose a different vendor from the one you used to make your original budget calculations. Indiana Humanities recommends using local vendors when possible.

## **Can I purchase a different edition of a particular material than the one listed on the pre-approved book list?**

While our pre-approved book list does include a particular publication year for each title, it is okay to purchase the same title published in a different year. We do not require any particular edition of the titles included on the list.

## **My organization applied for funds and/or received them from the 2020 Advancing Racial Equity Collection Development Grant. Are we eligible to receive funds in 2022?**

Yes, prior applicants and recipients of this grant from the 2020 cycle are eligible to receive additional funds in 2022.

## **When will my organization receive the awarded grant funds?**

Indiana Humanities will request your funds from our bookkeeping department once you have returned your signed agreement letter. The bookkeeping department will then reach out to the finance contact listed on your application to arrange e-payment, which is the fastest method of payment. Our bookkeeping department uses Bill.com, so that contact should expect to receive an email from Bill.com. [This webpage](#) explains that process. If your organization requested a physical check and opted out of e-payment, the check will arrive about two to three weeks after you return your signed agreement.

## **I have funds leftover after making all the purchases from my originally proposed budget. What should I do with those leftover funds?**

Please exhaust all grant funds on materials from the pre-approved list. Do not send any funds back to Indiana Humanities. If you have leftover funds even after purchasing all the materials on your proposed purchase list, you may purchase

additional materials from the master list. You do not need to have these additional purchases approved by an Indiana Humanities staff member, but your final report and budget should reflect these changes to your purchase list.

**I'm ready to submit my final report and budget. Where can I do that?**

You can find the final report form [here](#) as well as a template budget in the form of an excel spreadsheet. Please use the provided template budget spreadsheet to record your purchases in an itemized list. We do not need your receipts, though you should save those in your records for at least three years.

**The final report form asks for my grant number. Where can I locate that number?**

Your grant number can be found at the top of the grant agreement you signed and returned when you received notification of your grant award.

**The final budget form asks for in-kind and cash cost share matches? What does that mean?**

In the in-kind column, please include any non-cash investment your team made in the process of administering the grant. This can include staff time, donations, etc. In the cash cost share column, please include any additional purchases your organization made beyond the awarded grant funds. This includes additional books, processing materials, etc. We do not require any match for this grant, but these numbers are helpful for Indiana Humanities' own record-keeping purposes.