American Rescue Plan (ARP)  
Grant Administration Instructions

AWARD PACKET

A. Award Letter
Review your award letter for conditions from UH. By accepting this award, you are obligated to maintain accurate accounts and records of receipts and disbursements, following generally accepted accounting principles. You also must retain financial records, supporting documentation, statistical records, and other records pertinent to the ARP Grant for no less than three (3) years after your project concludes, or you may send them to UH with your final reports.

B. Grant Agreement
The Grant Agreement will be sent electronically via DocuSign to the Authorizing Official to review and digitally sign. Any stipulations related to your funding will be indicated in the Grant Agreement. A copy of the fully signed Grant Agreement will be sent to the Authorizing Official after all signatures have been collected.

C. Receiving Funds
A check for the full grant amount will be issued on receipt of the signed Grant Agreement. The check will be sent to the applying organization at the address listed in the application. All grant funds must be used and final reports submitted by September 30, 2022.

PUBLICITY

A. Publicity
Recipients of ARP grant funds must acknowledge Utah Humanities and the National Endowment for the Humanities as donors in their current fiscal year in all printed and electronic materials, including advertisements and publicity materials, and whenever written or verbal presentations are made. Utah Humanities logos and publicity packet can be found in the Grant Administration Forms for Funded Grant Projects section of the UH website: https://www.utahhumanities.org/index.php/News/ARP-grants.html. Consult the Acknowledgment and Publicity Requirements for NEH Awards page on the National Endowment for the Humanities website for guidance on credits and promotion: https://www.neh.gov/grants/manage/acknowledgment-and-publicity-requirements-neh-awards

SUBMISSION OF FINAL REPORT

A. Final Report Form
The Final Report Form can be found here: https://forms.gle/ypiJpSivBWKBsXFFA. The final report is due on or before September 30, 2022.

FINANCIAL RECORDS

A. Document all expenditures
Accounting records must be supported by such source documentation as cancelled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, and contractual and consultant agreements. You must retain financial records, supporting documentation, statistical records, and other records pertinent to the grant for no less than three (3) years after your grant concludes. Financial records must adequately identify the source and application of funds.
B. Audit
During the course of UH’s own annual audit, the auditor will request a random sampling of UH grant records; occasionally UH must request more extensive records from the grantees.

EXPENDITURES OF UH GRANT FUNDS

A. ARP funds are for general operating support or humanities programming. The primary purpose of ARP funding is to prevent, prepare for, respond to, and recover from the coronavirus pandemic. ARP funds are not to be used for any of the following:

- Unallowable expenses as defined in 2 CFR 200 Subpart E - Cost Principles
- Travel (both foreign and domestic)
- Indirect costs on general operating support
- Overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
- Funds for activities supported by other federal funds
- Competitive re-granting
- Cancellation costs
- Pre-award costs prior to March 15, 2021
- Equipment costs in excess of 20% of total project costs
- Construction, purchase of real property, major alteration and renovation
- Environmental sustainability
- Collections acquisition
- The preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
- Promotion of 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
- Projects that fall outside of the humanities and the humanistic social sciences (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
- Purchase of alcohol
- Prizes, awards, or scholarships
- Fundraising
- Endowment contributions