Utah Humanities American Rescue Plan (ARP) Grant Application Preview

This preview is to provide you with the application questions so you know what to expect when you apply online at utahhumanities.org.

Utah Humanities (UH) is honored to provide recovery funding to not-for-profit humanities and cultural organizations facing financial hardship as a result of COVID-19. Funding for these grants are provided by the National Endowment for the Humanities (NEH) through the American Rescue Plan Act of 2021.

ARP Grant Summary

<table>
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<tr>
<th>Summary</th>
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<tbody>
<tr>
<td><strong>Award Amount</strong></td>
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<tr>
<td><strong>Application Deadline</strong></td>
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<tr>
<td><strong>Notification</strong></td>
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<tr>
<td><strong>Date funds will be distributed</strong></td>
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<tr>
<td><strong>Reporting Due to UH</strong></td>
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<tr>
<td><strong>Cost Sharing/Match Required</strong></td>
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</tbody>
</table>
| **Additional Details**         | • This grant is available to Utah not-for-profit organizations that provide humanities programming, and that are facing financial hardship due to COVID-19.  
• This grant is for general operating support or humanities projects.  
• As required by federal guidelines, all applying organizations must have a DUNS number.  
• Funds may not be used for travel.  
• Utah Humanities ARP Grants are funded through the National Endowment for the Humanities, with funds from the American Rescue Plan (ARP) Act legislation passed by Congress. |

Please Note: Gather all required information before beginning your application. There is no option to save your work and return at a later time, so plan to have everything at-hand before you begin.

Part 1: YOUR ORGANIZATION

This section provides us with basic information we need about your organization and how to contact you. We’ll ask for the following information:

• Organization Name  
• Organization Address, City, State, and ZIP  
• County where the organization is located  
• Congressional District: Select the US Congressional District(s) where your organization is located. You can submit the zip code of your organization here to find out your district: District Finder  
• Organization DUNS Number (It can take several days to receive a DUNS number. If you don’t currently have a DUNS number, you can find more information here).
These questions help us to establish the scope of your activities and to determine whether your organization focuses on delivering public humanities programming. It’s essential that you understand what the humanities are and that you demonstrate how the humanities are central to your work.

- What is your organization’s mission statement?
  What is your organization’s vision statement? (Optional)
- Humanities Programming: Describe the new or existing activities to be funded by this request. Include 1) how they will position your organization to address or overcome the challenges of the coronavirus pandemic, and 2) how these activities will support the mission of your organization and advance the humanities in your community. (Limit 3,000 characters)
- Humanities Programming: Provide a timeline for the activities described above. (Limit 3,000 characters)
- Humanities Scholars: List the humanities scholars involved in your programming, their humanities discipline(s), and their role(s) in the project(s). (Limit 3,000 characters)
- Key Personnel: List other key personnel involved in your programming, and their roles in the project(s). (Limit 3,000 characters)
- Describe the audiences your organization serves, including but not limited to geographic areas and demographics (age, race, ethnicity, gender, socioeconomic status, etc.). If your organization is led by and/or serves underrepresented groups, please provide further detail about how your work supports these communities. (Limit 3,000 characters)
- What percentage of your annual programming serves underrepresented audiences?
- Did you receive CARES Grant funding from UH in 2020? Y/N
- Have you received other grant funding from UH in the past? Y/N
- Have you partnered with Utah Humanities to deliver programming in the past? Y/N
- Comments: Please explain the grant(s) you received and/or your partnership(s) with Utah Humanities including when you last received funding from/partnered with UH. If you have not received a grant or participated in other programming with UH, enter "None" as your answer. (Limit 3,000 characters)
Part 3: IMPACT AND DESCRIPTION OF NEED

This section provides information on how the operations of your organization have been impacted by the COVID-19 pandemic. We'll consider need as an essential determining factor, so you will want to offer as many specific details as possible.

- Describe how the COVID-19 pandemic has affected your organization in both quantitative and qualitative terms (e.g., suspended operations, reductions in revenue, staff furloughs, reduction in visitors, etc.). The more detailed your response, the better.
- Describe how your organization has attempted to offset the pandemic's impact and how you have changed the way you operate as a result of the pandemic. Describe how you have continued to deliver on your humanities mission/programming during the pandemic despite these challenges.
- Describe the impact this ARP funding will have on your organization's operations and programming, if awarded.
- How much actual income have you lost to date as a result of the coronavirus?
- How much income do you project to lose through December 31, 2021?
- Number of current full-time employees (40 hours per week).
- Number of current part-time employees (less than 40 hours per week).
- Number of current contractors/consultants.
- Retaining Current Jobs and Personnel: How many positions will be lost or reduced if ARP funding is not awarded? Include employees as well as contractors/consultants, if applicable.
- Please provide information about the positions that will be lost or reduced if ARP funding is not awarded.
- New Jobs and Personnel: Indicate the number of positions that will be created if ARP funding is awarded. Include employees as well as contractors/consultants, if applicable.
- List the titles of the new positions, describe the work they will do, and explain how these positions will help your organization respond to the pandemic’s impact.

Part 4: BUDGET

This section provides us with an overview of your organization’s size in terms of budget and how you will utilize ARP funds, if awarded. Please note: travel expenses are not allowed and equipment may not exceed 20% of total project costs.

Awards will be made based on humanities content, demonstrated need, and the availability of funds. We may offer awards that are less than the amount requested.

- What is the average of your organization’s operating budget for the last three years (FY2019, FY 2020, and FY 2021)? If you are a university department or local government cultural organization, provide the information for the department/cultural organization, not the larger institution.
- What is your organization’s operating budget for FY2021?
- What is the amount you are requesting?
  - Note: The answers to the next 9 questions should total the amount you requested.
    - BUDGET: Amount requested for honoraria/stipends
    - BUDGET: Amount requested for staff salaries
    - BUDGET: Amount requested for materials/supplies
    - BUDGET: Amount requested for printing/postage/phone
BUDGET:
- Amount requested for rental fees
- Amount requested for promotion/publicity
- Amount requested for evaluation
- Amount requested for media production
- Amount requested for other expenses (must be explained in the comments section below)

COMMENTS: If needed, please add comments to help us better understand the information you’ve provided. (Limit 3,000 characters)

Part 5: ADDITIONAL FUNDING

This section asks you to identify additional funding you have received and funding you're currently seeking. This will help provide us with a better picture of the potential support that's available to you.

- What percentage of your annual budget is received from government or public sources, including federal, state, and city/county sources?
- What other sources of financial relief have you sought/are seeking at this time?
  - Utah Humanities CARES Grant (2020)
  - Utah Arts & Museums Create in Utah Grants (any phase)
  - National Endowment for the Humanities CARES or ARP Grant
  - National Endowment for the Arts CARES or ARP Grant
  - SBA Loan
  - Paycheck Protection Program
  - SLC Emergency Loan Program
  - Governor’s Office of Economic Development (GOED)
  - Utah Leads Together Small Business Bridge Loan Program
  - Unemployment (standard)
  - Pandemic Unemployment Assistance (PUA)
  - Shuttered Venue Operator Grant
  - Other (explain below)
  - None of the above
- What other sources of financial relief have you received?
  - Utah Humanities CARES Grant (2020)
  - Utah Arts & Museums Create in Utah Grants (any phase)
  - National Endowment for the Humanities CARES or ARP Grant
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  - Unemployment (standard)
  - Pandemic Unemployment Assistance (PUA)
  - Shuttered Venue Operator Grant
  - Other (explain below)
  - None of the above
• Additional Information (Optional): If there is any information we have not requested, but which you feel is important for Utah Humanities in evaluating your application, please provide it here. (Limit 3,000 characters)

Part 6: GRANT AGREEMENT AND CERTIFICATION

The applicant organization assumes all responsibilities as grantee and may not operate simply as the fiscal agent for the project. In signing and submitting a grant application, the authorizing official certifies that the applicant organization will ensure that the acceptance paperwork and required reports are submitted on time and will comply with the certifications listed below.

Utah Humanities is required to ask each applicant for certification of compliance with nondiscrimination statutes, debarment, and suspension. By signing and submitting this form, the organization's authorizing official is providing these certifications.

Nondiscrimination Statutes and Regulations:
(a.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
(b.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
(c.) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;
(d.) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute; and
(e.) The Americans with Disabilities Act (ADA) of 1990.

Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (45 CFR 1169) :
(a.) The applicant organization certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
(b.) Where the applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

Contact grants@utahhumanities.org with question
Utah Humanities American Rescue Plan (ARP) Grants Scoring Rubric

Applicant Name: _____________________________________________________________

Average Operating Budget: _________________ Requested Amount: _________________

Does this proposal meet the minimum requirements?

[ ] The organization is not-for-profit
[ ] The organization is based in Utah and serves the residents of Utah
[ ] The organization provides humanities programming to the public (below, you’ll assess to what degree)
[ ] The organization has not been deemed ineligible (e.g., is an individual, for-profit, or political/advocacy group)

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

<table>
<thead>
<tr>
<th>Question</th>
<th>1 to 2 points</th>
<th>3 points</th>
<th>4 to 5 points</th>
<th>Points Awarded</th>
</tr>
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<tbody>
<tr>
<td>How strongly does the organization’s core work focus on humanities topics?</td>
<td>The organization provides some humanities programming, but it’s not a significant part of their mission.</td>
<td>While the organization may focus much of its programming in areas other than the humanities (e.g. the arts), a good portion of its work still centers on traditional humanities subjects.</td>
<td>The key focus of the organization’s work is in the humanities.</td>
<td></td>
</tr>
<tr>
<td>Requests for General Operating Support must score a 4 or 5 in this section to be awarded.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>How much does the organization directly serve the public with humanities programming?</td>
<td>The organization’s service to the public is not significant. It may provide some public programming, but otherwise, outreach is minimal.</td>
<td>While the organization may carry out humanities work that’s internally focused (e.g. a research institute), it does devote a good portion of its efforts toward public outreach.</td>
<td>The public is at the heart of the organization’s work; providing programming and resources for the public benefit is fundamental to its mission.</td>
<td></td>
</tr>
<tr>
<td>Does proposed programming include humanities content and/or methods?</td>
<td>There is weak humanities content, interpretation, and/or discussion or the humanities content is a peripheral part of the proposed project.</td>
<td>The humanities content or theme is an important component of the overall project, though other included themes may be unrelated to the humanities.</td>
<td>The humanities content is central to the project. The project directly addresses humanities themes and/or issues as primary objectives.</td>
<td></td>
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<tr>
<td>Question</td>
<td>Rating Options</td>
<td>Score Options</td>
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<td>---------------------------------------------------------------------------------------------------</td>
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<tr>
<td>Is there at least one appropriate humanities scholar/expert or professional involved in the project?</td>
<td>The identified scholar/expert/professional has weak credentials and/or is not involved in the actual execution of the project work plan.</td>
<td>out of 5</td>
<td></td>
<td></td>
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<tr>
<td>Does the proposed project have a clear, well-organized timeline and evidence of quality project management?</td>
<td>The sequence of events and responsibility for them is not clear. The project appears to be inadequately planned, or susceptible to breakdowns in process, timing, or responsibility.</td>
<td>out of 5</td>
<td></td>
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<tr>
<td>How well does the organization help Utah Humanities extend its reach across the state and to underrepresented audiences (consider demographics such as race, ethnicity, age, socioeconomic status, rural, low-income, sexual/gender identity, etc.)?</td>
<td>The organization operates in a community in which humanities programming is abundant, and it focuses its efforts on audiences that have traditionally benefitted from the humanities; it does not appear to have made significant effort at reaching out to new and/or underserved groups.</td>
<td>out of 5</td>
<td></td>
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<tr>
<td>How involved has the organization been with UH in the past?</td>
<td>The organization has not had any previous contact with UH.</td>
<td>out of 5</td>
<td></td>
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<tr>
<td>How clearly has the organization demonstrated need?</td>
<td>The organization has not done an adequate job of stating its need, and it’s difficult to assess whether a grant will provide much benefit.</td>
<td>out of 5</td>
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Add together the points you assigned for each of the questions listed above and enter the total to the right. This is your final score. out of 40