CARES Grant

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 CARES 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. Review, sign, and return Grant Agreement to UH. Any stipulations related to your funding will be indicated in the Grant Agreement.

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 used in the application. All grant funds must be used or obligated by October 31, 2020.

PUBLICITY

A. Publicity
Recipients of CARES 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/cares-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://docs.google.com/forms/d/e/1FAIpQLSdKiRSG2dBcuYEUKpENfOabRgp84KzsJnXuwb53QRI9c8PDRg/viewform?usp=sf_link. The final report is due on or before October 31, 2020.

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.
EXPERIENCES OF UH GRANT FUNDS

A. CARES funds are for general operating support to provide relief during the COVID-19 pandemic. CARES funds are **not** to be used for any of the following:

- Activities that promote a particular political, religious, or ideological point of view
- Advocacy of social or political action
- Support of specific public policies or legislation
- Lobbying
- Programming that falls outside of the humanities
- Purchase of land or facilities, construction, or renovation
- Purchase of alcohol
- Prizes, awards, or scholarships
- Foreign travel
- Fundraising
- Endowment contributions
- Re-granting of funds