Utah Humanities CARES 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 rapid-response funding to not-for-profit humanities and cultural organizations facing financial hardship as a result of COVID-19. Funding for this grant is provided by the CARES Act and the National Endowment for the Humanities.

CARES Grant Summary

<table>
<thead>
<tr>
<th>Grant Amount</th>
<th>Awards up to $20,000 based on average 3-year annual operating budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline</td>
<td>11:59 pm on May 22, 2020</td>
</tr>
<tr>
<td>Notification</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>Date funds will be distributed</td>
<td>We will begin the process upon notification and will send funds as quickly as possible.</td>
</tr>
<tr>
<td>Reporting Due to UH</td>
<td>October 31, 2020</td>
</tr>
</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.  
                      • This grant does not require a match/cost-share but this information is appreciated.  
                      • As required by federal guidelines, all applying organizations must have a [DUNS number](#).  
                      • Utah Humanities CARES Grants are funded through the National Endowment for the Humanities, with funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act legislation passed by Congress. |

Note to the Applicant: 
For this application, polished writing and proper grammar are not our priority. The priority is to provide your organization with the support it needs in a timely manner. Please tell us what is happening, what you need, who you will be serving, and the impact it will have.

Part 1: ORGANIZATION INFORMATION

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](#)).
- Organization Federal Tax Identification Number/Employee Tax ID Number
• Primary Contact: This individual will be considered the primary contact for all grant communications and is responsible for completing all required materials, including a final report.
  • Primary Contact Name
  • Primary Contact Title
  • Primary Contact Phone Number
  • Primary Contact Email Address
• Authorizing Official: This individual is the person within the organization with the authority to bind the organization to a contract. This person may be a board chair, director, president, etc.
  • Authorizing Official Name
  • Authorizing Official Title
  • Authorizing Official Phone Number
  • Authorizing Official Email Address

Part 2: OPERATING BUDGET AND NUMBER OF EMPLOYEES

This section offers our reviewers an overview of your organization’s size in terms of budget and employees. Base your request amount on the average of your 3 most recent annual operating budgets (fiscal years 2018, 2019, and 2020).
  • Less than $250,000, you may apply for UP TO $10,000
  • Between $250,000 and $1,999,999, you may apply for UP TO $15,000
  • $2 million or above, you may apply for UP TO $20,000

NOTE: awards will be made based on demonstrated need and the availability of funds. The amounts listed above are guidelines only and we may offer awards that are less than the maximum amounts.
  • What is the average of your organization’s operating budget for the last three years (FY2018, FY 2019, and FY 2020)? (Note: we’ll use this three-year average to determine the size of your organization and which funding category you fall into. 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 annual operating budget for FY2020?
  • What is the amount you are requesting?
  • How many full-time employees do you have (40 hours per week)?
  • How many part-time employees do you have (less than 40 hours per week)?
  • How many contract employees do you have?
  • If needed, please add comments to help us better understand the information you’ve provided.

Part 3: ORGANIZATION MISSION AND PROGRAMMING

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)
  • Describe your organization’s public humanities programming. (Limit 5,000 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?
- Have you received grant funding from Utah Humanities in the past? Y/N
- Have you partnered with Utah Humanities to deliver programming in the past? Y/N
  - If yes, please explain your grant/partnership including when you last received funding/partnered with UH. (Limit 3,000 characters)

### Part 4: IMPACT AND DESCRIPTION OF NEED

*Here you’ll share information on how the operations of your organization have been impacted by the COVID-19 crisis as well as a narrative. We’ll consider need as an essential determining factor, so you will want to offer as many specific details as possible.*

- In what ways has your organization been affected by the economic impacts of COVID-19? Select all that apply
  - Lost Revenue: Significant total projected 2020 revenue was lost because of canceled programs between March 1 and May 31, 2020.
  - Lost Space: We are about to lose our space because we cannot make our monthly rent, mortgage, or utility payments through May 31, 2020.
  - Staff Layoff: We are about to lay off one or more staff members because we cannot make payroll through May 31, 2020.
  - Risk of Permanent Closure: We are considering or are planning to permanently close our organization as a result of the financial impacts of COVID-19.
- Describe how the COVID-10 pandemic has affected your organization. For example, describe lost revenue/funding, the effect on your payroll/staffing, your ability to pay rent/mortgage, your ability to remain operating, and/or other effects. The more detailed your response, the better. (Limit 5,000 characters)
- How have you changed the way you operate as a result of the pandemic? (Limit 5,000 characters)
- How much actual income have you lost to date?
- How much income do you project to lose through June 30, 2020 (cumulative)? *(Note: We realize that this question and the next require some assumptions on your part. We ask that you give us your best estimate.)*
- How much income do you project to lose through September 30, 2020 (cumulative)?
- If approved for a grant, briefly describe how you’ll use the funds. (Limit 5,000 characters)

### Part 5: ADDITIONAL FUNDING

*In this section, we’ll ask you to identify additional funding that you’re 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 Arts & Museums CARES Grant
  - National Endowment for the Humanities CARES Grant
  - National Endowment for the Arts CARES Grant
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 questions
# Utah Humanities CARES Grants Scoring Rubric

Applicant Name: ___________________________________   Average Operating Budget: ________________

Does this proposal meet the minimum guidelines?

- [ ] 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., it is not purely an arts group 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>
</thead>
<tbody>
<tr>
<td><strong>How strongly does the organization’s core work focus on humanities topics?</strong></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>out of 5</td>
</tr>
<tr>
<td><strong>How much does the organization directly serve the public with humanities programming?</strong></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>out of 5</td>
</tr>
<tr>
<td><strong>How well does the organization help Utah Humanities extend its reach across the state and to underrepresented audiences (consider demographics such as race, ethnicity, gender, age, socioeconomic status, rural, sexual/gender identity, etc.)?</strong></td>
<td>The organization operates in a community in which humanities programming is abundant, and it focuses its efforts on audiences that have traditionally benefited from the humanities; it does not appear to have made significant effort at reaching out to new and/or underserved groups.</td>
<td>While the organization may be in a community that’s well served by the humanities, it’s at least making an effort to improve its outreach and expand its audiences, so that a wider range of people benefit from its programming.</td>
<td>The organization works in a community that’s in need of humanities programming (it may be the area’s only cultural provider), and/or it’s making significant effort to ensure that its activities are reaching a broad group of constituents, including underrepresented audiences.</td>
<td>out of 5</td>
</tr>
<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>The organization has had minimal involvement with UH, or involvement that took place over 5 years ago.</td>
<td>The organization has received multiple UH grants or has served as a key program partner for UH programming at some point during the past 5 years.</td>
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<tr>
<td><strong>How much has the COVID-19 crisis impacted the organization’s operations (consider revenues, staffing, ability to pay rent/mortgage/other expenses)?</strong></td>
<td>While the organization may be affected by the crisis, the impact appears to be minimal to staffing and programs; it’s likely that the organization will continue to operate with little disruption.</td>
<td>The organization faces a number of negative consequences as a result of the crisis, while it will likely recover, in the short term it’s dealing with revenue losses that may lead to its reduction in staffing and programs.</td>
<td>The organization has been especially hard hit by the crisis, suffering significant loss of revenue; it has cut staff and programs and will likely require emergency funding to continue operating.</td>
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<tr>
<td><strong>How clearly has the organization demonstrated need?</strong></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>The organization has shown that it has been hurt from the crisis, and it’s clear that a grant will provide some needed assistance for its operations.</td>
<td>The organization has demonstrated without question that it has suffered because of the crisis, and it’s obvious that a grant (however small) will provide it with much-needed relief.</td>
<td></td>
</tr>
</tbody>
</table>

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 30