



Humanities Guåhan Updated 2020 Grant Guidelines

Grant Calendar

Aug. 8 • Saturday	Announcement of Grant Cycle/Grant Cycle Begins Application available online
Aug. 27 • Thursday	Grant Workshop Registration Questionnaire Due by 12 p.m. for first-time applicants: http://tinyurl.com/2020grantworkshop
Aug. 29 • Saturday	Community Grant Workshop: 9 a.m. to 1 p.m. online
Sept. 29 • Tuesday	Proposals due at http://humanitiesguahan.submittable.com
October 2020	Grant Awards announced

These grant guidelines have been **updated as of August 8, 2020 due to the COVID-19 pandemic**, with the following changes:

- The Community Grant Workshop will be held online via Zoom
- Applications will only be accepted online at <http://humanitiesguahan.submittable.com>
- The preliminary proposal round has been eliminated for the 2020 cycle
- SAM Registration is recommended, but not required
- The Humanities Guåhan office is closed to in-person visits, but community members can contact our staff by email and phone, and/or arrange Zoom meetings to review drafts and ideas.

About Humanities Guåhan

Humanities Guåhan is an affiliate of the National Endowment for the Humanities (NEH), an independent grant-making agency of the United States government. Founded in 1991, Humanities Guåhan is a nonprofit organization dedicated to promoting community humanities programming for the people of Guam.

The mission of Humanities Guåhan is to foster community engagement and dialogue, inspire critical thinking, celebrate diversity and enrich the quality of life of the people of Guam through the power of the humanities. To fulfill this mission, Humanities Guåhan presents and supports a diverse range of quality humanities programs, including interpretive exhibitions, a family literacy program, a community grants program, documentary films and discussions, educator and student workshops, literary tours, community conversations, food democracy tours and cultural workshops and performances. Although they differ widely in audience, content and form, such programs offer opportunities to engage in reflection, discourse, and the exchange of ideas and lifelong learning on important issues facing the community. Through these efforts, Humanities Guåhan celebrates the rich historical, cultural and social landscape of Guam for future generations.

Contact

Location: 222 Chalan Santo Papa, Reflection Center, Suite 106, Hagåtña, GU 96910
Our office is closed to in-person visits until further notice due to the COVID-19 pandemic. Please contact us by phone or email to discuss your questions, ideas and/or drafts.

Business Hours: Tuesday – Saturday, 9 A.M. to 5 P.M. | Closed on Sundays, Mondays, & Holidays

Grants Contact: Bernice Santiago, Program Officer: T: 671.472-4462 • E-mail: bsantiago@humanitiesguahan.org

HUMANITIES GUÅHAN COMMUNITY GRANT PROGRAM

Working in partnership with the National Endowment for the Humanities, **Humanities Guåhan** provides financial support to nonprofit organizations, ad hoc groups, and institutions for humanities programs aimed at public audiences.

What are the humanities?

The humanities include but are not limited to the study of history, modern and classical language, literature, law, philosophy, comparative religion, ethics, and the history, criticism and theory of the arts. Social sciences that use qualitative approaches to understand culture and society, such as anthropology, archeology and political science are also considered part of the humanities. The humanities also include interdisciplinary areas, such as women and gender studies, American studies, ethnic studies, and the study of folklore and folk life. Humanities projects may also apply humanities perspectives to current political, social or economic concerns and issues.

ELIGIBILITY

Applicants

Any nonprofit group, organization, or institution operating in Guam is eligible to apply for a grant. An organization need not be incorporated or tax-exempt. **Organizations and ad-hoc groups must have a Data Universal Numbering System (DUNS) number by the application deadline to be eligible for this grant.** Please see further information in the “How to Apply” section. Examples of eligible organizations include libraries, museums, civic groups, local government, schools and universities, historical societies, educational broadcasting stations, and ad hoc groups assembled for the sole purpose of planning and presenting a humanities activity. Humanities Guåhan especially encourages proposals from the villages and from those groups aiming to gain experience in planning humanities programs. Projects proposed jointly by academic and community groups are encouraged. Co-applicants must also be nonprofit groups.

HOW TO APPLY

Application

Organizations and ad-hoc groups may apply online at <http://humanitiesguahan.submittable.com>. Please select “2020 Community Grant Program” from the options on this Submittable page.

To apply, you will need to create a Submittable account on the site. Submittable also allows you to invite collaborators who can complete your application with you. We recommend that you use a computer/laptop, rather than a mobile device, to complete the Submittable application. If you use a mobile device, we recommend that you complete your application in one session, and allow time for the form to load. If you have technical questions about using Submittable, you can contact Humanities Guåhan or the Submittable support team at support@submittable.com or www.submittable.com/contact.

Applicants can visit <http://www.humanitiesguahan.org/programs/community-grants> to find guidelines and an application preview in PDF form. The PDFs includes instructions for completing the proposal, directions for determining and completing the budget, and information about specific grant provisions

and certification requirements. **Applications will only be accepted online through Submittable.** Please do not email or drop off copies of the application.

The Application Process

For 2020, HG is offering **mini grants, regular grants, and media grants** (see pp. 4). **The preliminary proposal round has been eliminated for the 2020 grant cycle. Applicants for regular and media grants will submit only one proposal by September 29, 2020.** Prospective applicants describe their ideas for the project by explaining:

- what the planned activity is;
- how the humanities will be employed;
- how humanities scholars and/or traditional teachers will be involved in the preparation and implementation of the project;
- why the project will be of interest to the people of Guam; and
- what the estimated grant request is.

Data Universal Numbering System (DUNS) number

A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. ***To be eligible for a Humanities Guåhan grant, you must have a DUNS number by the proposal due date, September 29, 2020.*** A DUNS number is free for organizations required to register with the U.S. federal government for grants.

You can start the process online here: <https://fedgov.dnb.com/> or by calling Dun & Bradstreet (D&B) at 1-866-705-5711. You can also learn more about the process here: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

System for Awards Management (SAM)

SAM is a web-based application that collects and validates information about the federal government's trading partners in support of grants, as well as contract awards and electronic payment processes. ***SAM Registration is not required, but is strongly recommended.***

You can start the process online here: <https://sam.gov>. You can also learn more about the process here: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

Letters of Commitment or Support

Letters of Commitment or Letters of Support indicate that there is public interest in the project beyond that of the applicant. These letters are not required, but are highly recommended. Letters should be written by persons outside of the applicant organization, who may be connected to the applicant project, have completed a similar project, or have expertise concerning the target audience or other aspects of the proposed project. Any letters submitted with an application should be substantive, commenting on the project's potential impact, as well as its value to the target audience(s). Letters that attest to the expertise and appropriateness of a project's humanities scholars are also welcome. These letters can be uploaded on Submittable with your application.

Staff Assistance

Applicants are encouraged to work closely with HG staff throughout the initial planning period and during the preparation of the proposal. Staff is available to answer questions about content, personnel or the budget and in general via phone, email, and Zoom, to help applicants make their proposal as competitive as possible. Applicants should know that staff members do not vote on proposals, and their suggestions cannot guarantee favorable action.

Grant Workshop

A grant workshop is usually held during the period following the announcement of a new grant cycle. Check with the HG office or on the website for the workshop dates.

Deadline

Applicants will submit their proposal once for the 2020 grant cycle. Please submit your application by Tuesday, September 29, 2020 ChST.

ELIGIBLE FORMATS

Funded projects take many different forms. Eligible formats for programs may include, but are not limited to:

- public forums—lectures, seminars, conferences, workshops, film or book discussion series, and panel discussions;
- the development and production of interpretive exhibits, permanent and traveling fairs, festivals and tours;
- media productions—publications, radio and television programming, film and video (personnel must include someone with established expertise in the proposed media).

Humanities Guåhan encourages innovative program formats, particularly programs that stimulate discussion between diverse groups. The primary consideration with regard to format is whether it is appropriate to the audience and project content, as well as whether it is cost-effective.

Humanities Guåhan offers three grant formats: **mini grants**, **regular grants**, and **media projects**.

- **Mini grants:** Mini grants allow applicants to submit proposals for low-cost, short-range public programs. In general, they must meet all the requirements of the Regular Grants yet request no more than \$2,500 from Humanities Guåhan.
- **Regular Grants:** This category includes grants, other than media grants, that are over \$2,500 and not more than \$10,000. Proposals directly related to the themes and grant guidelines that Humanities Guåhan may announce are given top consideration, but eligible proposals addressing other areas of public interest will also be considered.
- **Media Projects:** Media projects include publications, radio and television programming, and film and video. The maximum grant for a media project is \$10,000. Given this award ceiling, Humanities Guåhan funds cannot cover the costs of most broadcast quality productions, although applicants are encouraged to seek broadcast support. In general, Humanities Guåhan prefers to fund planning and pre-production (research and development of the script or transcription). Proposals for small media projects, such as videos, radio programs, etc. are encouraged.

GENERAL GUIDELINES

All funded programs have the following characteristics in common:

- **Humanities Content:** The humanities must be central, not just slightly relevant, to the project. Proposals must demonstrate that ethical, historical, literary, cultural or other humanistic perspectives will be brought to bear on the topic. Humanities Guåhan is interested in fostering an understanding of history, literature, ethics and the like. Therefore, concepts such as "explain," "analyze," and "interpret" (which are the goals of the humanities) should be primary goals of the project.
- **Balance:** Projects must be balanced presentations, conducted in a spirit of open and informed inquiry, and providing for a diversity of views. They should also avoid advocacy of a particular social, ideological or political point of view.
- **Accessibility:** Most of the resulting public programs should be free or of nominal cost, and accessible to the general public.
- **Public Audiences:** Projects must be directed primarily to the adult, out-of-school general public. Other target audiences include professional, ethnic and community groups, as well as public school teachers and students. Projects cannot exclude any member of the general public. Representatives of the target audience should be involved in the planning, implementation and evaluation of the project whenever feasible. It is essential that project formats encourage critical thinking about the topic through the use of discussions, question-and-answer sessions or other exchanges of views between presenters and audience participants. Innovative efforts in this area are encouraged.
- **Personnel:** Projects must have at least three (3) different individuals holding the positions below who are qualified and committed to their projects:
 - **Project Director:** The project director is responsible for overall management of the program. The project director submits reports to Humanities Guåhan; informs HG of progress, changes, and difficulties; and prepares the final closeout evaluation report. The project director may serve as one of the participating experts, although one need not be an expert in the project area to be the project director.
 - **Fiscal Agent:** The fiscal agent—a person, not an institution—is responsible for receiving and disbursing grant funds and keeping records. The fiscal agent should be an accountant, a college or university business officer, the treasurer of the applicant organization, an officer of a local bank, or a similarly well-qualified person. The project director may not act as the fiscal agent.
 - **Humanities Experts:** Projects must include qualified experts in the humanities, not only in the program activities, but also in the conception, design, implementation and evaluation of the project. A project must include one humanities expert who is neither the project director nor the fiscal agent. Projects that focus on topics of ethnicity should include experts of that ethnic group. Humanities experts include:
 - **Scholars** are those with advanced academic training (a master's degree or higher) in one of the humanities disciplines.

- **Traditional Teachers** are those individuals with meaningful life experiences or self-education in the humanities, and who are recognized by the community to be experts in the field—for instance, traditional healers, suruhanus/suruhanas.
- **Budget:** At least one-half of the total project costs must be provided by the applicant in local cost share. This can be provided either in cash (from the applicant or another funding source) or through in-kind services. Humanities Guåhan staff are available to guide applicants in developing their share.

BUDGET

Detailed instructions for completing the budget are included in the application. The following are general provisions that apply to all grants:

- **Request for HG Funds:** In general, Humanities Guåhan funds may be requested to cover most project-related activity held within the specified and approved grant period. Examples of eligible expenditures include honoraria for project planners and participants, travel and per diem, printing and publicity, telephone, equipment and facilities rental and supplies. No costs incurred prior to funding may be paid with Humanities Guåhan grant funds.
- **Cost-Share:** The applicant organization (along with other supporters and donors if applicable) must provide at least 50% of the total cost of the project. This amount is called cost-share, and can include cash or in-kind services from the applicant organization, supporters, and donors.
 - **Cash cost-share** is comprised of cash contributions made by the applicant organization and additional third parties to carry out the project.
 - **In-kind cost-share:** In-kind cost-share is the dollar value of contributions by the applicant organization or third parties to the project such as services, goods and space. Examples are persons who waive their fees or costs for services or products contributed to the project. The exact dollar figure should be well-documented and included in the budget as in-kind cost-sharing.
 - **Challenge Funding:** For those projects that request more than \$5,000 from Humanities Guåhan, the cash cost-share must include **Challenge Funding**. This Challenge Funding must match at least 10% of the total grant award from Humanities Guåhan. This cash donation may come from almost any source except federal funds or an individual or organization involved with the proposed project. All Challenge Funding donors must provide Humanities Guåhan with a letter certifying that the donated funds are from non-federal sources. Sample letters are available from the Humanities Guåhan office.

Limitations

Humanities Guåhan views its role as providing support for projects that would not normally occur without its help. It will not fund staff or programs already in place (operational support). It does not look favorably on budgets top heavy with staff and administrative costs. Strong justification must be provided for large sums budgeted in these ways. Humanities Guåhan may provide funds for well-known, off-island

speakers if their participation will improve the program substantially. However, applicants are encouraged to utilize local scholars and traditional teachers in their projects.

Humanities Guåhan funds cannot be used to support profit-making or fund-raising activities. Although Humanities Guåhan discourages groups from charging registration or admission fees to HG-funded events, fees may be charged if necessary to offset incurred project expenses that were not covered by HG funds. Such fees cannot result in a profit for the grantee. It should be noted that the grant is an offer to pay for actual costs up to the amount of the grant figure. **Unused funds must be returned to Humanities Guåhan.**

Ineligible Programs & Costs

Humanities Guåhan **cannot** support:

- Projects not grounded in the humanities
- Projects proposed by individuals rather than non-profit organizations
- Partisan objectives or advocacy
- Operating or construction costs
- Purchase of permanent equipment, except when such equipment reverts to Humanities Guåhan at the end of the project
- Institutional development or course work for academic credit, except HG-funded teacher workshops
- Travel to professional meetings
- Scholarships and fellowships
- Museum or library acquisitions
- Publications and scholarly research unless accompanied by a public program
- Creative arts (including works of fiction), performances or ceremonies unless accompanied by a significant degree of interpretation, or unless their primary purpose is to provide a focus for humanistic inquiry
- Projects that are not open to the general public
- Fundraisers and profit-making projects
- Alcoholic beverages, food or entertainment

PROPOSAL PLANNING GRANTS

Proposal Planning Grants of up to \$500 may be awarded to applicants for program planning and grant writing assistance for proposals that will be submitted to Humanities Guåhan. The grant is intended primarily for small groups with limited staff or village organizations. The award pays for the services of a scholar to visit the organization, talk with their planning committee about program ideas and assist in the proposal writing process. The applicant should allow at least four weeks between the request for the grant and the beginning of the planning project. A letter to Humanities Guåhan's executive director outlining the proposed project and requesting the services of a consultant is all that is required.

PROPOSAL EVALUATION PROCESS

Proposals received by the proposal deadline will be evaluated on the basis of Humanities Guåhan's organizational mission, content, completeness, and compliance with grant guidelines, as well as the applicant's integration of the recommendations from the Grant Review Committee.

Of particular importance are the quality of each project's conception and design, the strength and significance of its humanities content, the participation of humanities experts, and the extent to which it will meet the particular intellectual, cultural, or professional needs and interests of its target audience(s) on Guam.

The Grant Review Committee will make recommendations to approve or reject selected project proposals. The HG Board of Directors will consider these recommendations during a scheduled Board meeting, and render a final decision. Final decisions will be announced after this meeting of the Board.

Proposal Review: Criteria used to evaluate proposals include:

- Are the project goals appropriate to the mission of Humanities Guåhan?
- Are the humanities central to the project?
- Are qualified experts involved in the planning and implementation of the project?
- Will the experts provide critical analysis and interpretation?
- Are the humanities experts committed to the project?
- Is there an audience for the project, and is the promotion plan likely to attract them?
- Is the budget reasonable?

Conflict of Interest: Humanities Guåhan Board members and the Grant Review Committee abstain from voting on proposals in which they, family members, or colleagues are involved.

Possible Outcomes: After final review of the grant proposal, HG may:

- Fund the project as requested
- Fund the project at an amount higher or lower than requested
- Fund the project subject to the fulfillment of special conditions
- Deny the request, yet encourage resubmission after specific deficiencies have been corrected
- Deny the request

Grant proposal applicants will receive **notice** of Humanities Guåhan's decision by **October 2020**. Applicants whose projects were approved by HG will receive a grant agreement and forms for reporting expenditures. Those whose proposals have been disapproved will receive an explanation of the denial.

Common Reasons for Rejecting Proposals

- Insufficient humanities content
- Inadequate involvement of humanities scholars
- Program not suited to the particular needs of its target audience
- Program lacks balance in its presentation of contemporary public issues
- Inadequate publicity or promotion plans
- Budget not justified or not reasonable
- Application incomplete or lacking crucial programmatic details
- Application lists activities and participants yet to be confirmed
- Proposed activities scheduled to occur prior to when grant period can begin

AGREEMENT TO GRANT PROVISIONS

Grantees should understand that acceptance of an award creates a legal duty on the part of the grantee to use the funds in accordance with the terms of the grant and to comply fully with all provisions and conditions attached to the award. A detailed account of these provisions is included with each application packet. Generally, prospective applicants should know that:

- All applicants must certify that their organization is in compliance with non-discrimination statutes and debarment and suspension requirements, per the signature of the applicant organization's authorizing official.
- Grant funds may be expended only for project-related expenses set forth in the proposal and budget as approved, or amended and approved by HG.
- The grantee agrees to inform HG of any changes or amendments in project scope or activities, and in key personnel.
- The grantee must maintain records and accounts consistent with generally accepted accounting principles throughout the project, and for no less than three years after the submission of the final financial report. These records must demonstrate that the total cost-share is not less than indicated, and that the value of in-kind contributions is consistent with accepted market rates.
- The grantee must submit a closeout report that includes a descriptive project evaluation and final financial report within ninety (90) days of the project's completion. For media projects, the grantee must also submit to HG three (3) copies of printed publications or three (3) CDs/DVDs of audio, video, or film projects, unless other arrangements are made.
- Humanities Guåhan and the National Endowment for the Humanities reserve nonexclusive licenses to use and reproduce without payment any publishable matter arising out of the grant. The grantee has the right to copyright materials produced under an award.
- Income received as a result of the project must be used to further the purposes of the project and offset costs to be charged against the grant.
- All equipment purchased with HG funds becomes the property of HG at the end of the project. Copies of publications, media, exhibit panels produced with HG funds also become the property of HG at the end of the project.
- The grantee agrees to assure necessary provisions for appropriate insurance coverage. HG takes no responsibility for any person or property involved in the grant.
- In all publicity and other written materials and announcements related to the project, the grantee must acknowledge Humanities Guåhan and the National Endowment for the Humanities. Grantees must use the Humanities Guåhan logo in their promotional materials. A digitized copy of the HG logo can be obtained from HG.
- The grantees' first request for the grant funds indicates acceptance of the above provisions, General Grant Provisions outlined in the Grant Application and any other provisions as outlined in the agreement. Humanities Guåhan reserves the right to terminate or suspend the grant for good cause and for reasons including non-compliance with the agreed upon terms and conditions of the grant.

PROJECT EVALUATION

Humanities Guåhan strives to meet its goals and the interests of the people of Guam through each funded project. Thus, the evaluation of every project is an essential part of the process. Each grant recipient will receive and is required to file an evaluation closeout report that includes both statistical and qualitative responses.

The report should include the observations of participating scholars, as well as those of the project director and audience members. In addition to the project director's evaluation, an HG liaison, as well as an independent evaluator, evaluates each project.

These evaluators answer questions such as:

- Did the project meet the goals as originally defined?
- Did the project further the goals of Humanities Guåhan?
- Were the humanities central to the project?
- Were the experts effective?
- What were the strengths and weaknesses of the project?
- How effective was the publicity?
- What were the audience number and demographics?

Public Access to Project Information

Humanities Guåhan will release the following information concerning grant awards:

- Name of the applicant organization
- Name of the project director
- Project title & brief summary
- Amount of funds requested
- The funding decision

Information on projects funded by HG, excluding salary and detailed budget information, may be reviewed upon written request. Information on projects not funded may only be released with the written consent of the applicant organization.