HG CARES Grants for Cultural and Humanities Nonprofits
Application Preview

Application Open for Submission Online:
http://humanitiesguahan.submittable.com

This document is provided as a preview of the online application, to help you prepare for submission. PLEASE DO NOT SUBMIT A PAPER OR EMAIL APPLICATION. Applications will only be accepted online through Submittable. We recommend that you use a computer, rather than a mobile device, to complete the Submittable application.

_____

[All questions are required unless otherwise indicated. Purple Text indicates internal notes for Submittable. Some questions will prompt "Form Logic" in Submittable: when respondents make a choice between Yes or No, for example, this choice will prompt or hide appropriate follow-up questions.]

Application Instructions

All questions marked with a red asterisk are required; you must complete these questions in order to submit your application. Please note that some of your responses may prompt follow-up questions to appear in the application.

HG CARES Grants for Cultural and Humanities Nonprofits is a grant opportunity in Humanities Guåhan's expanded CARES Act Emergency Relief Grant Program. This grant opportunity is for primarily cultural or humanities based nonprofits that are registered as 501(c)(3)s with the Government of Guam, the U.S. government, or both.

Please apply to HG CARES Grants for Other Nonprofits if you are not a primarily cultural or humanities based 501(c)(3) nonprofit, but instead a Guam-based nonprofit registered with the Government of Guam, the U.S. government, or both, with planned cultural or humanities education programs for 2020.

Please apply to HG CARES Grants for Individuals if you are an individual humanities scholar or recognized traditional teacher or cultural expert with planned public humanities work (educational programs, publicly engaged scholarship, and/or humanities content creation) for 2020.

We recommend that you use a computer/laptop to complete this application. If you use a mobile device, we recommend that you complete the application in one session, and allow time for the form to load.

<u>YOUR ORGANIZATION</u>

1. Organization Name:*

    -   Organizations that are eligible for this program are based in Guam; are recognized as a 501(c)(3) nonprofit by the Government of Guam, the U.S. federal government, or both; have a DUNS Number; have an EIN; are cultural or humanities-based organizations; are experiencing financial hardship as a result of the COVID-19 pandemic; have a Board of Directors; and have a Fiscal Agent.
    -   Those who are not eligible to apply include individuals; for profit organizations; political or advocacy organizations; organizations solely focused on the arts; government agencies, universities, colleges, academic departments; organizations that have been suspended or debarred by the federal government; or organizations that are delinquent on federal debt.

2. Is your organization a 510(c)(3) nonprofit organization registered with either the Government of Guam, the U.S. federal government, or both?*

    Single Response Question: Yes or No (Form Logic)
    -   Yes: Move to Question #3
    -   No: "We're sorry, you are not eligible for this grant opportunity. Please view our other grant opportunities on humanitiesguahan.submittable.com, and we wish you the best of luck in your search for funding."

3. Are you a cultural organization or humanities-based organization?*

    -   National Endowment for the Humanities funding from this grant opportunity is intended to support cultural and humanities-based organizations. 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. Anthropology, archeology, and political science are also considered part of the humanities, as are interdisciplinary areas, such as Pacific studies, CHamoru studies, Micronesian studies, Asian studies, American studies, women and gender studies, ethnic studies, and the study of folklore and folk life.

    Single Response Question: Yes or No (Form Logic)
    -   Yes: Move to Question #4
    -   No: "We're sorry, you are not eligible for this grant opportunity. Please view our other grant opportunities on humanitiesguahan.submittable.com, and we wish you the best of luck in your search for funding."

4. Does your organization have a DUNS Number?*
    -   Directions: You must either have a DUNS Number or have applied for one to be eligible for this grant. Please note that DUNS numbers can take up to two business days to

obtain. Click here to apply for a DUNS Number. We will need a confirmed DUNS Number prior to disbursing funds for any awarded grants.
- Link for "Click here to apply for a DUNS Number":
  https://fedgov.dnb.com/webform/displayHomePage.do

Single Response Question: Yes or No (Form Logic)
- Yes: Move to Question #5
- We applied for a DUNS number, but our application is still being processed: Move to Question #6

5. Please Enter Your DUNS Number:*

6. Please upload a PDF or screenshot confirming that you have applied for a DUNS number:*
- Upload a file. No files have been attached yet.
- *Acceptable file types: .csv, .doc, .docx, odt., .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff*
- Directions: Please upload a screenshot or PDF of an email or other confirmation that your application was received by Dun & Bradstreet and is being processed. We will need a confirmed DUNS Number prior to disbursing funds for any awarded grants.

7. Organization Address:*
- Country
- Address Line 1
- Address Line 2 (optional)
- City
- State, Province, or Region
- Zip or Postal Code
- Directions: Your organization must be based in Guam to qualify for this grant.

8. EIN:*
- Directions: The EIN is your organization's Employer Identification Number. Click here to learn more.
- Link for "Click here to learn more."
  https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

9. Organization Website:
- [Not Required.]

YOUR TEAM

Please provide contact information for two people in the following roles below:

The Primary Contact receives communications and any follow up questions from us.

The Authorizing Official is a person authorized to sign legal agreements for your organization.

The Fiscal Agent has financial experience with the organization's accounts and is able to submit financial reports for this grant program.

The Primary Contact may be the same person as the Authorizing Official or the Fiscal Agent; just keep in mind that we prefer that at least two names with contact information are submitted with this application. If the Primary Contact and Authorizing Official are not the same person, they will both be required to electronically sign the online application.

10. Primary Contact Name:*
    - Directions: Humanities Guåhan will communicate with your organization's Primary Contact about any follow-up questions or additional information needed to process your application.

11. Primary Contact Title:*

12. Primary Contact Email:*

13. Primary Contact Phone:*
    - Directions: Please use a phone line that you will have access to during the COVID-19 pandemic.

14. (Optional) Primary Contact Alternate Phone:
    - [Not Required.]

15. As Primary Contact, are you also your organization's Authorizing Official?*
    - Directions: An authorizing official is a person with authority to sign legal contracts and agreements on behalf of the organization, such as an Executive Director, President, Board Chair, etc. This authorizing official is required to sign this grant application.

    Single Response Question: Yes or No. (Form Logic)
        - Yes: Moves on to Question #20
        - No: Moves to Question #16

16. Authorizing Official Name:*
    - Directions: An authorizing official is a person with authority to sign legal contracts and agreements on behalf of the organization.

17. Authorizing Official Title:*

18. Authorizing Official Email:*

19. Authorizing Official Phone:*
    - Directions: Please use a phone line that you will have access to during the COVID-19 pandemic.

20. As Primary Contact, are you also your organization's Fiscal Agent?*
    - Directions: A fiscal agent for an organization is a person with a financial background who has experience managing financial accounts for the organization, and can provide financial reports for grant funds issued as part of this emergency relief program.

    Single Response Question: Yes or No.
        - Yes: Moves on to Question #25
        - No: Moves to Question #21

21. Fiscal Agent Name:*
    - Directions: A fiscal agent for an organization is a person with a financial background who has experience managing financial accounts for the organization, and can provide financial reports for grant funds issued as part of this emergency relief program.

22. Fiscal Agent Title:*

23. Fiscal Agent Email:*

24. Fiscal Agent Phone:*
    - Directions: Please use a phone line that you will have access to during the COVID-19 pandemic.

HUMANITIES-BASED ORGANIZATIONS & PROGRAMS

25. What is the mission of your organization?*
    - Limit: 500 words

26. Please describe the cultural or humanities-based work your organization does for our community.*
    - Directions: It would be especially helpful to know about the ways you engage the public or your participants with culture, literature, history, or other humanities fields or topics. What programs did/do you have planned for the spring, summer and fall of 2020, and how will you adjust them if needed to meet changing restrictions on social gatherings? In what ways are your organization's efforts valuable for our community?
    - Limit: 750 words

27. Do you provide programs for underserved communities? If so, please briefly provide information about this below.
    - [Not Required.]
    - Limit: 500 words

ORGANIZATION FINANCES & FINANCIAL HARDSHIP

28. What is your organization's annual operating budget?*

29. Please upload your organization's most recently filed Form 990 or 990 EZ.*
    - Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.
    - Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff
    - Directions: This will assist us in understanding more about the financial status of your organization. Click here to learn more about Form 990.
    - Link for "Click here to learn more.": https://www.irs.gov/forms-pubs/about-form-990

30. Please briefly describe the size of your organization's paid staff. How many full time employees or contractors do you have? How many part-time employees or contractors?*
    - Limit: 500 words

31. Is your organization under-resourced, or have limited means or access to other sources of financial relief support? If so, please briefly provide information about this below.
    - [Not Required]
    - Limit: 500 words

32. Is your organization a current or former grantee of Humanities Guåhan's Community Grant Program?*

        Single Response Question: Yes or No.
    - Yes: "If you are a current grantee, please do not include costs connected to your HG-funded community grant project in your budget request below. Please contact Humanities Guåhan separately if you need to adjust your budget for that specific project." Move on to Question #33
    - No: Move on to Question #33

33. Please select the financial impacts to your organization as a result of the COVID-19 pandemic. Check as many as apply.*

    - Multiple Response Checkboxes:
        - Loss of revenue due COVID-19-related cancellations or closures
        - Staff Layoff
        - Staff Furlough Without Pay
        - Reduced Hours or Reduced Salaries for Staff
        - Losing Office Space
        - Behind on Rent Payments
        - Behind on Utilities Payments
        - Risk of Permanent Closure
        - Other
            - Form Logic: If "Other" selected: "Please list other financial impacts:"*

34. (Optional) If you would like to provide additional information on the financial impacts selected, please do so below.
    - [Not Required.]
    - Limit: 750 words

35. What is your most urgent financial need for these funds?*
    - Limit: 500 words

36. What is your grant request? You may request up to $10,000.*

37. Please provide a brief budget for your request in the table below.*

    BUDGET SPREADSHEET
    CATEGORY | AMOUNT REQUESTED
    - Salaries & Wages   _____
    - Fringe Benefits   _____
    - Office Rent/Mortgage   _____
    - Office Utilities/Overhead   _____
    - Supplies/Materials   _____
    - Consultant/Speaker Fees   _____
    - Audio-Visual   _____
    - Advertising/Promotions   _____
    - Other Costs   _____
    - TOTAL   =SUM (…)

38. Please provide a brief explanation of the budget items requested above.*
    - Limit: 750 words

39. Are you pursuing or have you pursued other sources of emergency relief or support? If so, please check any that apply below.
    - [Not Required.]
    - Multiple Response Checkboxes:
        - U.S. Small Business Administration
        - Guam Economic Development Authority
        - CAHA (Guam Council on the Arts and Humanities Agency)
        - National Endowment for the Humanities
        - National Endowment for the Arts
        - Other
            - Form Logic: If "Other" is Selected: "Please list other sources of emergency relief or support that you are pursuing." (Limit: 100 words)

FURTHER INFORMATION

40. Is there any further information you wish to provide in support of your application?
   - [Not Required.]
   - Limit: 750 words
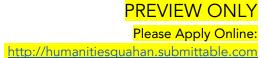
CERTIFICATIONS/GRANT AGREEMENT

41. Primary Contact & Authorizing Official Electronic Signature*
   - Question #41 appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is Yes

42. Primary Contact Electronic Signature*
   - Question #42 appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is No

43. Authorizing Official Electronic Signature*
   - Question #43 appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is No

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 for the grant are submitted on time and will comply with the certifications listed below.

Humanities Guåhan 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;
(e.) Drug Free Workplace Act of 1988, which certifies that the organization will provide a drug-free workplace; and
(f.) 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.