



HG SHARP 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.

ELIGIBILITY

1. 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

- Yes: Eligible
- No: Ineligible

2. 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, archaeology, 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

- Yes: Eligible
- No: Ineligible

If Responses to Questions #1 and/or #2 are "No":

- We're sorry, you are not eligible for this grant opportunity. We encourage you to check out our HG SHARP Grants for Other Nonprofits grant opportunity on our Submittable homepage, which provides funding to a wider range of Guam-based nonprofits with planned cultural/humanities education programming taking place between late 2021 through 2022. We wish you the best of luck in your search for funding.

YOUR ORGANIZATION

3. 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.

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, .wps, .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)
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

9. Organization Website/URL:*

 - Directions: If your organization does not have a website, public social media account, etc. please type "N/A" here.

YOUR TEAM

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.

We require that at least two names with contact information are submitted with this application.

The Primary Contact may be the same person as the Authorizing Official or the Fiscal Agent. 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:*

- Directions: Please log into Submittable and submit your grant application using this email address.

13. Primary Contact Phone:*

- Directions: Please use a phone line that you will have access to if it becomes necessary to work remotely again because of the ongoing 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 enter a phone line that you will have access to if it becomes necessary to work remotely again because of the ongoing 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: As noted above, 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 enter a phone line that you will have access to if it becomes necessary to work remotely again because of the ongoing COVID-19 pandemic.

HUMANITIES-BASED ORGANIZATIONS

25. What is the mission of your organization?*

- Directions: Please note that organizations whose mission falls outside of the humanities and the humanistic social sciences are not eligible to receive funding for general operating costs under NEH SHARP awards. If you are not a humanities-based organization, but are a nonprofit with planned cultural/humanities education programming taking place between late 2021 through 2022, please apply for our other grant opportunity- SHARP Grants for Other Nonprofits.
- Limit: 500 words

26. Please select your organization's Primary Institution Type from the list below.*

- Archive
- Arts-related Organization
- Community Organization or Center
- Cultural Heritage Organization
- Festival
- Foundation
- Historical Society
- Independent Research Library or Center
- Indigenous Tribal Organization or Community
- Media Organization
- Membership Organization or Association
- Museum – History
- Museum - Other
- Nature Center/Botanical Garden/Arboretum
- Social Services or Health Organizations
- Not applicable
- Other

27. Please select your organization's Secondary Institution Type from the list below.*

- Archive
- Arts-related Organization

- Community Organization or Center
- Cultural Heritage Organization
- Festival
- Foundation
- Historical Society
- Independent Research Library or Center
- Indigenous Tribal Organization or Community
- Media Organization
- Membership Organization or Association
- Museum – History
- Museum - Other
- Nature Center/Botanical Garden/Arboretum
- Social Services or Health Organizations
- Not applicable
- Other

28. Do you provide programs or resources for underserved communities? If so, please provide information about this below.

- [Not Required.]
- Directions: Please note that organizations that serve underserved communities are encouraged to apply.
- Limit: 500 words

29. Has your organization been engaged in Diversity, Equity, and Inclusion efforts internally and/or through your public programs? If so, please describe these efforts.

- [Not Required.]
- Directions: Please note that organizations that engage in DEI efforts are encouraged to apply.
- Limit: 500 words

ORGANIZATION FINANCES & FINANCIAL HARDSHIP

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

31. 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
- This will assist us in understanding more about the financial status of your organization. If you do not have your 990 or 990 EZ at this time, please contact Humanities Guåhan for further instructions.
- These documents will be uploaded and stored on Submittable's secure platform. Click here to learn more about Submittable's security certifications and features: <https://www.submittable.com/security/>. Click here to learn more about the Form 990: <https://www.irs.gov/forms-pubs/about-form-990>

32. Please describe the financial/accounting background of your organization's fiscal agent, including grant management experience.*
-Limit: 500 words
33. Please 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
34. In general (i.e. pre-pandemic), is your organization under-resourced, or have limited means or access to other sources of financial relief support? If so, please provide information about this below.
- [Not Required]
 - Directions: Please note that small organizations with limited resources or limited access to support are encouraged to apply. Please do not include pandemic financial impacts here; this information is requested later in the application.
 - Limit: 500 words
35. Has your organization previously received grant funding from Humanities Guåhan?*
- Single Response Question: Yes or No.
- Yes: "If you are a current grantee, please do not include costs connected to your HG-funded 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 #36](#)
 - No: [Move on to Question #36](#)
36. 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 to 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
37. Please describe how the COVID-19 pandemic has adversely affected your organization in terms of the financial impacts selected above.*
- Limit: 750 words

38. 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)

GRANT FUNDS REQUEST

39. What is your grant request? You may request up to \$20,000.*
40. What is the primary use of these funds? Please choose one from the list below.*
- Create jobs
 - Preserve jobs
 - Support or maintain general operations
 - Create humanities programs
 - Sustain humanities programs
 - Implement new humanities activities
 - Sustain existing humanities activities
 - Other
41. What is the secondary use of these funds? Please choose one from the list below.*
- Create jobs
 - Preserve jobs
 - Support or maintain general operations
 - Create humanities programs
 - Sustain humanities programs
 - Implement new humanities activities
 - Sustain existing humanities activities
 - Other
42. Please indicate below how SHARP funds will be used. Check all that apply.*
- Humanities programming
 - General operating costs of humanities focused organizations
 - Strategic planning and capacity building efforts related to preparing, responding to, and recovering from the coronavirus
 - Technical/consultant needs related to a digital transition or in support of preservation and access programs. Equipment costs cannot exceed 20% of the grant
 - Expansion, due to the effects of the coronavirus, of outdoor and virtual humanities

programming and activities, from traditional environments to those that are more accessible

- Equity assessments and planning related to coronavirus and the economic crisis
- Other

43. Please describe the cultural or humanities-based programs your organization will complete and/or make progress on during the grant period, beginning in late 2021 through 2022. Please include grant activities, deliverables, and a timeline.*

- Limit: 1,000 words

44. If you will conduct public humanities programs as part of your grant, please explain how you will create opportunities for active audience engagement with humanities topics, ideas, or issues (i.e. audience Q&As, group discussion, written analysis/interpretation/reflection, etc.)*

- Directions: If not applicable to your grant request, please type N/A in the text box.
- Limit: 500 words

45. If you will conduct public humanities programs as part of your grant, please explain your COVID-19 safety plan and how you will adapt your programs if needed to changing pandemic conditions/COVID restrictions.*

- Directions: If not applicable to your grant request, please type N/A in the text box.
- Limit: 500 words

46. If you will conduct public humanities programs or create public humanities resources as part of your grant, please explain how you will publicize your programs/resources to broad and diverse audiences in the island community.*

- Directions: If not applicable to your grant request, please type N/A in the text box.
- Limit: 500 words

47. If you will conduct public humanities programs or create public humanities resources as part of your grant, please list the humanities scholars and/or traditional teachers you will work with.*

- Directions: If not applicable to your grant request, please type N/A in the text box.
- Limit: 500 words

48. How will this SHARP grant help your organization prevent, prepare for, respond to, and recover from the coronavirus?*

- Limit: 500 words

49. Anticipated number of jobs that will be created with SHARP Funding:*

- [Numbers field]
- Directions: Please include both permanent staff who will receive salaries/wages and contractors who receive stipends or honoraria as part of your grant.

50. Anticipated number of jobs that will be preserved or sustained with SHARP Funding:*

- [Numbers field]
- Directions: Please include both permanent staff who will receive salaries/wages and contractors who receive stipends or honoraria as part of your grant.

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

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

- Directions:
 - Please use "Salaries & Wages" and "Fringe Benefits" categories when requesting funds for permanent staff in your organization.
 - Please use the "Consultant/Speaker Fees" category for contractors who are not permanent staff members of your organization.
 - Please use "Office Rent/Mortgage" and "Office Utilities/Overhead" Categories for general operating expenses only.
 - Please note that a maximum of 20% of grant funds can be used for equipment costs, and the purpose of and need for such equipment must be well established in your budget narrative.
 - These ARP Act funds may not be used for overlapping costs with other sources of grant relief or support; purchase of land or facilities, construction or renovation; or partisan objectives or advocacy.

52. Please provide an explanation of the budget items requested above.*

- Limit: 750 words

FURTHER INFORMATION

53. Is there any further information you wish to provide in support of your application?

- [Not Required.]
- Limit: 750 words

54. Are there any documents you wish to upload in support of your application?

- [Not Required.]

- 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, .wps, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip, .adoc, .ai, .bbl, .dae, .dwg, .eps, .fbx, .fdx, .heif, .hevc, .iba, .ibooks, .ltx, .mpp, .mpx, .psd, .step, .stl, .stp, .tex, .vdx, .vsd, .vss, .vst, .vsx, .vtx

CERTIFICATIONS & GRANT AGREEMENT

55. Primary Contact & Authorizing Official Electronic Signature*

- This question appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is Yes

56. Primary Contact Electronic Signature*

- This question appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is No

57. Authorizing Official Electronic Signature*

- This question 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.