



HG SHARP Grants for Cultural and Humanities Nonprofits Guidelines

About the Program

Humanities Guåhan (HG) Sustaining the Humanities through the American Rescue Plan (SHARP) Grants for Cultural and Humanities Nonprofits provide support for cultural and humanities based 501(c)(3) nonprofit organizations in Guam that are experiencing financial hardship due to the COVID-19 pandemic. Eligible organizations may apply for up to \$20,000 in relief funds. These funds do not require a match. *HG SHARP Grants for Cultural and Humanities Nonprofits* is one of two grant opportunities in Humanities Guåhan's SHARP Emergency Relief Grant Program.

Please apply to *HG SHARP 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 programming taking place between late 2021 through 2022.

Individuals are not eligible for grant opportunities with the SHARP Emergency Relief Grant Program.

The SHARP Emergency Relief Grant Program is funded through the American Rescue Plan (ARP) Act of 2021. [The National Endowment for the Humanities distributed \\$51.6 million in funding to state and jurisdictional humanities councils](#) to advance economic recovery within the cultural sector devastated by the COVID-19 pandemic. This funding represents approximately 40% of the American Rescue Plan program funds allocated to NEH by the American Rescue Plan to be regrant by NEH's 56 state and territorial humanities councils, including Humanities Guåhan, to support local public humanities programs.

Cultural and humanities-based nonprofit organizations may use relief funds for general operating expenses (including rent, payroll, and overhead) and pre-planned programming. Organizations whose mission falls outside of the humanities and the humanistic social sciences are not eligible to receive funding for general operating costs.

Small organizations with limited resources or limited access to support, as well as organizations that serve underserved communities, and those that are engaged in Diversity, Equity, and Inclusion efforts are encouraged to apply. Grant activities must start no later than January 1, 2022 and must end no later than December 31, 2022.

Eligible organizations may apply online at <http://humanitiesguahan.submittable.com/>. We recommend that you use a computer, rather than a mobile device, to complete the Submittable application.

The application deadline is October 9, 2021. Applications will be reviewed by a panel and will be considered based on need and merit. To view evaluation criteria, please see the review panel evaluation form attached to these guidelines. Due to limited funds, we may not be able to fund all eligible applicants.

HG SHARP Grants for Cultural and Humanities Nonprofits Who is eligible? What can funds be used for?

Organizations that are eligible for HG's SHARP Grants for Cultural and Humanities Nonprofits:

- 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 - If you have submitted a [request for a DUNS Number](#) but it has not yet been processed by Dun & Bradstreet, you may still apply to our grant program. Please prepare to upload a PDF or screenshot of an email or other confirmation that Dun & Bradstreet received your request. You must have a DUNS number prior to the distribution of any grant funds.
- Have an EIN
- Are a [cultural or humanities-based organization](#)
- Are experiencing financial hardship as a result of the COVID-19 pandemic
- Have a Board of Directors
- 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
 - We recommend seeking funding opportunities with [Guam CAHA](#)
- Government agencies, universities, colleges, academic departments
- Organizations that have been [suspended or debarred by the federal government](#)
- Organizations that are delinquent on federal debt

These funds may be used for:

- 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.

These funds may not be used for:

- Overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
- Activities supported by other non-NEH federal funds
- Construction, purchase of real property, major alteration and renovation
- Promotion of a particular political, religious, or ideological point of view
- Advocacy of a particular program of social or political action
- Support of specific public policies or legislation
- Lobbying
- Fellowships and scholarships
- Pre-award costs
- Equipment costs in excess of 20% of total project costs
- Travel (both foreign and domestic)
- Collections acquisition
- The preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
- Projects that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)

HG SHARP Grants for Cultural and Humanities Nonprofits How Do I Prepare to Apply?

- Make sure you are eligible. Please carefully review the eligibility criteria above.
- Register for a DUNS number if your organization does not have one already. A DUNS number is a unique 9-digit number that helps the federal government track how federal money is allocated. A DUNS number may take up to two business days to obtain. Please register as soon as possible. If you have submitted a request for a DUNS Number but it has not yet been processed by Dun & Bradstreet, you may still apply to our grant program. Please prepare to upload a PDF or screenshot of an email or other confirmation that Dun & Bradstreet received your request. You must have a DUNS number prior to the distribution of any grant funds. You can get started here: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>
- Have your organization's most recently filed Form 990 handy. This form will help us understand more about the financial status of your organization. Your organization's Form 990 can also help you answer questions about your EIN and 501(c)(3) status. A digital version of your Form 990 is required as part of your online application, and will be uploaded and stored on Submittable's secure platform. Learn more about Submittable's security certifications and features here: <https://www.submittable.com/security/>. Learn more about the Form 990 here: <https://www.irs.gov/forms-pubs/about-form-990>
- Choose your team members. Choose the Primary Contact, Authorizing Official, and Fiscal Agent for your application. You are required to provide at least two names with contact information for 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.

- 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.
- Review your organization's connections to the humanities. In the application, we'll ask you to describe the cultural or humanities-based work your organization does for our community.
 - 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.
 - Review your organization's financial situation. We'll ask about the ways in which your organization has been financially affected by the COVID-19 pandemic. We'll also ask for the amount of your annual operating budget and the size of your paid staff.

HG SHARP Grants for Cultural and Humanities Nonprofits After Award Notification

In accepting funds, you agree to submit interim and final grant reports to Humanities Guåhan online via the Submittable platform. We will ask for narrative and financial reports, as well as submission of communications material and collateral for programs and events that use SHARP funding from our grant program. Deadlines for these reports will be given to you in your acceptance materials. If your organization is raising additional funds for relief, we may ask you to provide information on these funds in final reports.

In accepting funds, you also agree to acknowledge Humanities Guåhan, National Endowment for the Humanities, and the American Rescue Plan Act, and use HG and NEH logos, in written and promotional materials related to SHARP grants and grant-funded programs.

Contact

For more information about this grant opportunity or other Humanities Guåhan grant opportunities and programs, please contact Grant Manager Leslie Reynolds at lreynolds@humanitiesguahan.org or 472-4462.

SHARP Emergency Relief Grant Program

REVIEW PANEL EVALUATION FORM - SAMPLE

Instructions: Please rate the applicant from 1 to 5, with 1 being "definitely no" or "very low" and 5 being "definitely yes" or "very high." Fields are provided below each question for comments. The total possible score for this form is 70 points. Please note that Question #2 and Question #7 are doubled in the final tabulation.

ORGANIZATION & HUMANITIES BASED WORK

1. HUMANITIES ORGANIZATIONS: In terms of this organization's mission and work in the community, is this organization a cultural or humanities based organization?

OTHER NONPROFITS: Are this organization's proposed programs/projects humanities-based?

- 1 - Definitely No • 2 • 3 • 4 • 5 - Definitely Yes

Notes:

2. How would you rate the value of this organization's proposed humanities-based work for the community?

- 1 - Very Low • 2 • 3 • 4 • 5 - Very High

- This score is doubled in the final tabulation.

Notes:

3. Is this organization's description of humanities-based work clear and complete (in terms of activities & deliverables proposed, timeline, personnel, etc)

- 1 - Definitely No • 2 • 3 • 4 • 5 - Definitely Yes

Notes:

4. Is this organization's humanities-based work feasible (in terms of activities & deliverables proposed, timeline, personnel, etc)

- 1 - Definitely No • 2 • 3 • 4 • 5 - Definitely Yes

Notes:

5. Does this organization's humanities-based work foster openness to diverse perspectives, and refrain from advocating for political positions, action or legislation?

- 1 - Definitely No • 2 • 3 • 4 • 5 - Definitely Yes

Notes:

6. Does this organization serve underserved communities and/or engage in DEI (diversity, equity, and inclusion) efforts?

- 1 - Definitely No • 2 • 3 • 4 • 5 - Definitely Yes

Notes:

FINANCES

7. How would you rate the organization's pandemic-related financial hardship & urgency of need?

- 1 - Very Low • 2 • 3 • 4 • 5 - Very High

- This score is doubled in the final tabulation.

Notes:

8. How would you rate the capacity of the proposed grant request to aid the organization in preventing, preparing for, responding to, and recovering from the coronavirus (the primary purpose of ARP funding)?

- 1 - Very Low
- 2
- 3
- 4
- 5 - Very High

Notes:

9. Is this organization generally under-resourced, or have limited means or access to support?

- 1 - Definitely No
- 2
- 3
- 4
- 5 - Definitely Yes

Notes:

10. Does this organization have the financial expertise/support/oversight in place to manage grant funds?

- 1 - Definitely No
- 2
- 3
- 4
- 5 - Definitely Yes

Notes:

11. Is the grant request budget clear, accurate, and complete?

- 1 - Definitely No
- 2
- 3
- 4
- 5 - Definitely Yes

Notes:

12. Is the grant request budget reasonable?

- 1 - Definitely No
- 2
- 3
- 4
- 5 - Definitely Yes

Notes:

How much is requested for this grant?

What is your funding recommendation?

- Fund Full Amount Requested
- Fund Partially or Fund with Conditions (Form Logic: Fund Amount:)
- Hold With Follow Up Questions
- Reject

If Fund Partially, Fund with Conditions, or Hold With Follow Up Questions is selected, please add notes below.

Notes:

In completing this review and providing my electronic initials below, I certify that:

- I understand and agree that my recommendation will contribute to a fair and informed selection of grantees, and that Humanities Guáhan and the SHARP Emergency Relief Grant Program Review Panel must give equal consideration to all eligible applicants, and may not restrict eligibility or give preference to members of a certain organization, consortium, or network.
- I understand and agree to disclose any real or perceived conflicts of interest to Humanities Guáhan and the SHARP Emergency Relief Grant Program Review Panel prior to deliberation.
- I understand and agree to recuse myself from this applicant's review deliberations if I am affiliated with this applicant, or a parent or subsidiary organization of this applicant.
- I understand and agree that written reviews and panel deliberations are confidential, to ensure open and honest assessment of applications to the SHARP Emergency Relief Grant Program.

Initials: ____