



## HG SHARP Grants for Other Nonprofits Guidelines

### About the Grant

*Humanities Guåhan (HG) SHARP Grants for Other Nonprofits* provide support for Guam nonprofits with planned cultural & humanities programs. These nonprofit organizations must be 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 Other Nonprofits* is one of two grant opportunities in Humanities Guåhan's SHARP Emergency Relief Grant Program.

Please note that this grant opportunity only provides funding in connection with planned cultural or humanities education programming taking place between late 2021 through 2022. Organizations whose mission falls outside of the humanities and the humanistic social sciences are not eligible to receive funding for general operating costs (i.e. rent, payroll, overhead).

Please apply to *HG SHARP Grants for Cultural and Humanities Nonprofits* if you are primarily a cultural or humanities based nonprofit, and you're registered as a 501(c)(3) with the Government of Guam, the U.S. government, or both.

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 regranted by NEH's 56 state and territorial humanities councils, including Humanities Guåhan, to support local public humanities programs.

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/>, by choosing *HG SHARP Grants for Other Nonprofits* from the options available. 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 Other Nonprofits Who is Eligible?

This grant opportunity is for Guam nonprofits that are not primarily cultural or humanities-based organizations.

Organizations that are eligible for this grant opportunity:

- Are based in Guam
- Are recognized as a 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
- Have planned cultural or humanities-based programs
- 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
- 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
- Technical/consultant needs related to a digital transition or in support of preservation and access humanities 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.

These funds may not be used for:

- Costs that are not connected to planned cultural and humanities programs (i.e. rent, payroll, overhead)
- 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 Other 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, tax return, or relevant financial/administrative documents handy. Your Form 990 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 nonprofit status. If you don't have a Form 990, please provide:
  - Your organization's most recently filed tax return
 If the following information is not included in your tax return, or your organization does not have a recently filed tax return, please also provide:
  - Documentation confirming nonprofit registration with GovGuam or the U.S. gov't
  - Documentation confirming your organization's EIN
  - A list of your Board of Directors
  - Your organization's most recent annual financial statement (if no tax return)
 These documents 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 submit at least two names with contact information for your 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 cultural and humanities education programs. 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, the size of your paid staff, and the costs connected to your cultural and/or humanities-based education programs.

#### After Award Notification

In accepting funds, you agree to submit interim and/or 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 ARP Act Emergency Relief 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 ARP Act, and use HG and NEH logos, in written and promotional materials related to ARP Act 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](mailto: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: \_\_\_\_\_