



## CA CARES: RELIEF GRANTS FOR INDIVIDUALS GUIDELINES

### OVERVIEW

#### Program Purpose

In recognition that the COVID-19 pandemic has had a serious impact on the ability of many public humanities providers and individuals to carry out their work, this rapid response program will direct general support funds for public humanities practitioners to address the immediate economic impact of the pandemic on the public humanities field. In keeping with California Humanities' mission *to connect Californians to ideas and one another in order to understand our shared heritage and diverse cultures, inspire civic participation, and shape our future*, California Humanities relief grants aim to provide support to individuals whose work in the public humanities is currently impacted by the COVID-19 pandemic.

#### California Humanities Relief Grants Are Not Intended to Support:

- Activities and projects primarily intended to advance a specific policy or political agenda or to influence legislation (advocacy)
- The purchase of land or facilities, construction or renovation
- Overlapping project costs with any other pending or approved application(s) for federal funding
- Projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies).
- Prizes, awards, scholarships, grants

#### Funding Level and Award Period

Applicants may request \$2,000 in unrestricted general support funds. Funds will be disbursed directly to individual applicants; fiscal sponsorship, matching funds, and a DUNS number are not required. Funds must however be expended during the award period (please see important dates below), not banked for future use or applied to previously incurred expenses.

For full details, consult the FAQs.

#### Important Dates

CA CARES Individual Relief Grants			
	Application Deadline	Award Date	Grant Period
Round 1	May 15, 2020 (5pm)	June 1, 2020	June 1, 2020 – November 30, 2020
Round 2	June 15, 2020 (5pm)	July 1, 2020	July 1, 2020 – December 31, 2020

## APPLICANT ELIGIBILITY

Applications will be accepted from individuals whose work in the public humanities is currently impacted by the COVID-19 pandemic. Eligible applicants must be able to demonstrate:

- A track record of work within the public humanities field for at least the prior two years (e.g., humanities programming, publicly engaged scholarship, humanities-based content creation, etc.);
- The impact of the COVID-19 pandemic through either:
  - Economic hardship due to loss of income as a furloughed, laid-off, or independently self-employed humanities practitioner;
  - Loss of programming opportunities and revenue sources, or unanticipated expenses incurred due to cancelled or modified programming or project activities (e.g., adapting in-person programming to virtual);
- California residency;
- A W9 form and Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN);
- 21 years of age or older

Note that individuals serving as Project Directors, Humanities Advisors, or in other roles on active California Humanities grants are eligible to apply, as long as the activities supported by the CA CARES Individual Relief Grant does not directly overlap with expenses already supported through the current open grant (CDP, HFAP, HFAQ, LIL).

## HOW TO APPLY

Application for **CA CARES Relief Grants** is through an online process. No hand delivered, faxed, or emailed applications will be accepted. Applications must be submitted by the deadline, **5 pm on Friday, May 15<sup>th</sup>, 2020, and 5 pm June 15<sup>th</sup>, 2020.**

You may initiate an application anytime between **May 5<sup>th</sup> -15<sup>th</sup>**, and between **June 1-15<sup>th</sup>**.

**To start a new application, use the following link** (also accessible on the grant webpage): <https://ch-grants.smapply.io>

\*We anticipate high demand and applicants are encouraged to apply early.

Applicants are also required to provide responses to the following questions as part of the application form:

1. Applicant Information: Describe your work in the public humanities in the two years prior to the COVID-19 pandemic. (250 words)
2. Statement of Need: How has the COVID-19 pandemic impacted your work in the public humanities? (E.g., loss of income, loss of employment, inability to continue in-person programming, etc. (250 words)

3. Outcomes: How will the CA CARES Individual Relief Grant support help you continue your work in the public humanities? (250 words)
4. Additional information: Completed W9 form uploaded with Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

## **REVIEW AND AWARD**

### **REVIEW CRITERIA**

Applications are evaluated for eligibility, completeness, and competitiveness on the basis of the criteria listed below and is dependent on availability of funds:

- Completeness of the application
- Relevance of request
- Potential for impact

Other factors related to accomplishing the mission of California Humanities will also be considered as part of decision making.

### **APPLICANT AND AWARD NOTIFICATION AND GRANTEE RESPONSIBILITIES**

Award decisions will be announced **by June 1<sup>st</sup>, 2020, and July 1<sup>st</sup>, 2020**. Decisions are final and may not be appealed.

Along with notification of award, successful applicants will receive detailed grant management and reporting instructions. Awardees are expected to familiarize themselves with all requirements as outlined in the grant agreement and supplemental grant administration materials, and to attend (or view a recording of) a virtual orientation session.

All funds will be disbursed upon the approval of the signed grant agreement. While we aim to make this process as timely as possible, receipt of grant funds can take up to 14 days.

Grantees are required to acknowledge the support of California Humanities in program and publicity materials; cooperate with California Humanities publicity and evaluation protocols; request for approval of any major changes to the project and submit a final report, documenting organizational activities, expenses, and outcomes at the conclusion of the project. Failure to submit the final report will preclude awardees (organizations and project directors) from eligibility to apply for future grants.

### **APPLICATION ASSISTANCE**

California Humanities provides assistance to applicants through several means:

- Frequently Asked Questions or FAQs (substantive as well as technical assistance and troubleshooting advice)
- An **informational application webinar** will be held Friday, May 8, 2020. The webinar registration can be found at [this link](#). A recording of the webinar will be made available soon after on the grant program webpage.
- [Join our mailing list](#) to receive the most recent information about upcoming webinars and grant resources.
- Please contact Program Officer Anoop Kaur at [akaur@calhum.org](mailto:akaur@calhum.org) if you have questions about how to develop your proposal or how to interpret guidelines or requirements. *Please note that although we cannot review applications in entirety prior to submission, we can assist you by clarifying requirements and providing feedback on your draft content, time permitting.*
- Please contact Grants Administrator Brett Connor at [bconnor@calhum.org](mailto:bconnor@calhum.org) for technical assistance with the online application submission process.
- Many thanks for your interest in our program.