CA CARES: RELIEF GRANTS FOR ORGANIZATIONS GUIDELINES

OVERVIEW

Program Purpose

In recognition that the COVID-19 pandemic has had a serious impact on the ability of many public humanities providers to carry out their work, this program will direct funds for short term general operating support that will enable applicants to meet the needs of their communities and respond to current challenges presented by the pandemic. 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 organizations that have experienced the cancellation of their public humanities activities due to a decrease or loss of revenue, cancellation of programming opportunities, loss of paid staff, or venues as a result of COVID-19.

CA CARES 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 between $5,000 and $20,000 in general operating support. Grant awards will be determined in proportion to an organization's budget size, grant requests can be no more than 10% of an organization's current operating budget.

Matching funds are not required but award funds may be used to supplement (or match) resources (cash and/or in-kind) received from other sources.

For full details, consult the FAQs.

Important Dates

CA CARES Humanities Relief Grants for Organizations			
	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 California-based public agencies (including libraries, museums, schools, universities and colleges, and tribal governments) and California-based organizations with a minimum two-year organizational history.

Applicants may include categorically-defined humanities provider organizations (museum, library, archive, historical society, cultural center, humanities department or division of a K-12 educational institution or college or university) OR entities that can demonstrate a substantial track record of public humanities work within the past five years.

Associations and organizations that do not have tax-exempt status, may apply under the auspices of an eligible fiscal sponsor (see FAQs for details). Prior grant history with California Humanities is NOT required. Current California Humanities grantees are eligible to apply. Fiscal sponsors must be California based.

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 15th, 2020, and 5 pm June 15th, 2020.**

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

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

Applicants are asked to complete an online form that includes a description of the applicant organization, provide contact information for the applicant organization and authorizing official of the applicant organization, and supply other pertinent information including physical address, legislative district information, demographics of the service area, and tax ID (EIN) and D-U-N-S (DUNS) number, available through Dun & Bradstreet.

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

1. Organizational Description: What is the mission of your organization? (100 words)

2. Organizational Activities: Describe the types of public humanities programming and/or public humanities activities supported by or implemented by your organization. (250 words)

3. Statement of Need: What are your organization's immediate funding needs because of COVID-19? This may include programming, business overhead, payroll, supplies and materials, technical support, and other related costs. (250 words)

4. Constituencies: Describe the primary constituencies served by your organization? (100 words)

5. Potential impact of funding: How will this funding make a difference for your organization? (250 words)

MOU (required for Fiscally Sponsored Projects *only*)
If the funding application is being submitted by an organization serving as a *fiscal sponsor* for the project (acting on behalf of another organization or entity, please attach a copy of a Fiscal Sponsorship Agreement, or a Memorandum of Understanding (MOU)), or other document that outlines the arrangements between the two parties that will ensure the smooth administration of the project and management of the California Humanities award.

See the FAQs for more details.

Please note there is a 10% cap on the overhead taken by fiscal sponsor. Fiscal sponsors must be based in California.

REVIEW AND AWARD
REVIEW CRITERIA

Be sure your application is complete (no missing elements) and that you respond to each of the questions. Failure to do so may result in disqualification for review. Applications are evaluated for eligibility, completeness, and competitiveness on the basis of the criteria listed below:

- Completeness of the application -- All required elements of the application are complete and provide a relevant response to each prompt

- Relevance of request -- Will these funds support the public humanities in direct or indirect ways? Does the applicant organization support or engage with the public humanities either via methodologies, discipline areas, or other related outputs?

- Impact that this funding will make on the applicant organization – How will these funds make an impact on the applicant organization?

Other factors related to accomplishing the mission of California Humanities will also be considered as part of decision making, including geographic and cultural diversity, as well as reaching communities that currently or historically have been underserved with humanities programming.

APPLICANT AND AWARD NOTIFICATION AND GRANTEE RESPONSIBILITIES
Award decisions will be announced **by June 1st, 2020, and July 1st, 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 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 for technical assistance with the online application submission process. To obtain a DUNS number, contact Dun & Bradstreet.
- Many thanks for your interest in our program.