



## CA CARES: HUMANITIES RELIEF AND RECOVERY GRANTS

### FREQUENTLY ASKED QUESTIONS (FAQs)

| <b>Grant Round</b>                | <b>Application Open</b>  | <b>Award Date</b>                  |
|-----------------------------------|--|------------------------------------|
| CA CARES Individual Relief Grants | Round 1: May 5 to May 15 (5pm)<br>Round 2: June 1 to June 15 (5pm) | Round 1: June 1<br>Round 2: July 1 |
| CA CARES Relief Grants            | Round 1: May 5 to May 15 (5pm)<br>Round 2: June 1 to June 15 (5pm) | Round 1: June 1<br>Round 2: July 1 |
| CA CARES Recovery Grants          | May 5 to June 10 (5pm)   | July 10                            |

FAQs relevant to each application are listed below. Followed by a set of general questions to assist with the application process and standard requirements of California Humanities Grants.

### CA CARES Individual Relief Grants

- 1. Who is eligible to apply for a CA Cares Individual Relief Grant?**  
 Applications will be accepted from individuals whose work in the public humanities is currently impacted by the COVID-19 pandemic, including but not limited to the following:

  - 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);
  
- 2. Do I have to be affiliated with an organization or a fiscal sponsor?**  
 No, given that CA CARES Individual Relief Grants are directed to individuals, a fiscal sponsor is not required.
  
- 3. What specific documents do I need to submit along with the application for the Individual relief grant?**  
 A completed W9 form is required with each application. Please note, you are not required to partner with a fiscal sponsor or to attain a DUNS number for the individual relief grants.
  
- 4. Is there an age requirement for applicants?**  
 Yes, applicants must be 21 years of age or older
  
- 5. Can I apply for a relief grant if I have HFA Quick Grant under consideration?**  
 Yes, individuals can apply for relief grants even if they have another application under consideration.
  
- 6. What does it mean for my application to be relevant?**

In reviewing applications for relevance of request, we are looking to see if the following questions have been addressed: Will these funds support the public humanities in direct or indirect ways?

**7. Are there any limitations on how funds are spent for the individual relief grant?**

So long as funds are spent to aid with the hardship identified in your application, there are no specific requirements on how funds should be spent.

**CA CARES Relief Grants (Organization)**

**8. Is a specific project required for this grant?**

No, a specific project is not required for CA CARES Relief Grants. Award funds are intended to be used for general operating support.

**9. Who is eligible to apply for CA CARES Relief Grant?**

Only California-based non-profit organizations with tax-exempt status or state/municipal public agencies such as arts councils, schools, universities, or libraries may apply. Individuals and for-profit entities may not apply directly for funding but can apply under the auspices of a fiscal sponsor.

**10. What qualifies as general operating support?**

General operating support, also known as unrestricted or core operating support, invests in a grantee's mission rather than specific projects or programs. It allows grantees to use funds as they see fit to reach their goals—whether for salaries and overhead, to invest in technology, or to fund a marketing campaign.

**11. What specific documents do I need to submit along with the application for the Relief grant?**

Additional documents are not required as part of the CA CARES Relief Grant application. However, if you are submitting an application through a fiscal sponsor, 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.

**12. What costs are eligible for support under the Relief Grant?**

Eligible expense items include, but are not limited to any of the following costs:

- Staff salaries and fringe benefits for programmatic and/or project administrative personnel
- Professional fees, including honoraria and stipends for humanities advisors, interviewees, artists, technical consultants, etc. Please note that although current California Humanities board members may serve as advisors or consultants to projects, they may **not** be compensated from California Humanities grant funds for any goods or services they provide.
- Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web design, videography, screening expenses)
- Travel, lodging, and per-diem expenses (the maximum allowable reimbursement rate is 54.5 cents per mile for automobile mileage and \$61 per day for meals per person)
- Supplies and materials for all organizational activities

- Equipment (rental, unless purchase cost is less)
- Administrative expenses including phone, postage, photocopying, and printing
- Marketing expenses (e.g., design, printing, distribution of announcements or flyers, ad placement)
- Evaluation expenses
- Documentation expenses (e.g. videography of events)
- Food costs incurred by organization across any of its programs
- Fiscal sponsor or indirect administrative fees (only up to 10% of your request)

Alcoholic beverage costs are not eligible for support.

### **CA CARES Recovery Grants**

#### **13. What costs are eligible for support under the Recovery Grant?**

Eligible expense items include, but are not limited to any of the following costs:

- Expert assistance from humanities or technical experts (program-related training, consulting, advice, e.g. oral history methods training for staff and/or volunteers; consulting with exhibit designer about making archival materials accessible and interesting to the public)
- Peer-to-peer learning experiences (conference attendance, site visits, physical or virtual meetings) that will result in enhanced knowledge or skills related to public programming
- Program research and planning activities including community needs assessments, user surveys, focus groups with actual or potential visitors, or other activities that will yield actionable information for public programming planning and implementation
- General organizational capacity enhancements that will have a direct impact on strengthening public program e.g. funding a portion of upgrades to the organization's website that will accommodate online exhibits; improvements to internet service to permit more robust virtual programming; consulting with an evaluation expert about more effective ways to collect and analyze data from patrons and visitors.

Alcoholic beverage costs are not eligible for support.

#### **14. Can I use my own budget form?**

No. Applicants must use the current form provided in the application packet available for download. Please note that project budgets are weighed heavily in the review and all expenses should be estimated as accurately as possible. Information communicated in the budget sheet should align with and correlate information provided elsewhere in the application.

### **General Questions for standard grant requirements:**

## General Humanities Information

1. How do we define the humanities?
2. What is a public humanities program?
3. Must programming be provided free?
4. Is there a time limit for expending funds received via either of the three grant rounds?

## Applicant Organization Eligibility/ Fiscal Sponsor

5. Do you accept applications for fiscally-sponsored projects?
6. Can an organization submit more than application?
7. How can an organization be certified as a multi-application fiscal sponsor?
8. Can an organization apply for a new grant if it has previously received a California Humanities award?
9. What are the responsibilities of the applicant organization (including organizations serving as fiscal sponsors)?
10. Why do you require a DUNS number?

## Requested Funds

11. Is there a minimum/maximum amount an applicant can request?
12. Is there a total project budget limit for this grant?
13. Are matching contributions required?
14. What does “in-kind” mean?
15. How are awards disbursed?

## Applicant Support

16. Does California Humanities conduct application information meetings or workshops?

## Submitting an Application

17. Must I submit an electronic application?
18. Can I personally deliver an application to California Humanities?
19. What is the deadline for this grant?
20. How will I know that my application was received?
21. How do I enter the grant portal? What if I cannot login to the grant portal?
22. What if I have reset my password but continue to receive an error?
23. What if I cannot sign the application?

## Review of Applications

24. How are applications reviewed?
25. If my application is unsuccessful, may I reapply?
26. If funded, what are your grant requirements?
27. How should we acknowledge California Humanities if funded?

## Follow Up Questions

28. Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the Humanities for All grants program in general?
29. Whom should I contact if I have technical questions about the online application process and reporting requirements?
30. Where can I learn more about California Humanities?

## **General Humanities Information**

### **1. How do we define the humanities?**

The humanities invite us to examine the essential question of what it means to be human. They encompass a wide range of activities that enable us to understand, explore, and communicate about the human experience, including such common or “everyday” activities as reading, conversation, and reflection, as well as the “expert” practices of scholars, culture bearers, and humanities professionals (curators, researchers, writers, journalists, etc.). In academic settings, the humanities most frequently find application in the disciplines of history, literature, linguistics, art history and criticism, philosophy, folklore, cultural studies, religious studies, ethics, jurisprudence, and the interpretive social sciences, although they can be applied to any field (e.g. history of medicine, philosophy of science, business ethics, cultural implications of technology, etc.).

### **2. What is a public humanities project?**

Public humanities *programs* provide opportunities for people to experience, engage with, and participate in the humanities outside formal academic settings; public humanities *projects* are time-bounded and focused on specific outcomes. Related activities can take many forms depending on the subject matter at hand, the programmer’s goals and intent, as well as the characteristics, interests, and needs of the intended audience. California Humanities encourages experimentation and innovation with new approaches to public humanities programming along with time-tested formats, such as illustrated by the following examples:

- A series of forums or dialogues about a topic or topics of interest to the community facilitated by or that involve a humanities expert such as a scholar, journalist, researcher, curator, culture bearer) or another expert
- A film festival or series of film screenings accompanied by facilitated discussions about related humanities themes or exploring the historical, cultural, and/or sociological context of the works
- A community-based oral history project that produces an exhibit, publication, or website and public forum that contextualizes the stories and experiences of individuals and offers a thematic framework for interpretation
- A community-wide reading initiative that brings people of different ages, experiences, and cultural backgrounds together through reading and discussion, lectures and presentations, and hands-on activities to explore themes and topics related to a work or works of literature
- A neighborhood history project that engages residents of all ages in researching and documenting their community through production of a mural, a guided walk, and a digital story map and related app.

### **3. Must programming be free to participants/audience?**

Ensuring that the programming we support is accessible to the general public is important to us. We understand that offering programming free of charge is not always feasible. However, if there are any fees associated with your project, we encourage you to make efforts to mitigate costs for those to whom these might pose a barrier and to describe those efforts in your proposal.

**4. Is there a time limit for project completion?**

Yes. The grant period identified for each grant round outlines the time limit to expend funds received.

**Applicant Organization/ Fiscal Sponsor**

**5. Do you accept applications for fiscally-sponsored projects?**

Yes, but the fiscal sponsor must meet all eligibility criteria and the application package must include a document such as a letter or memorandum of understanding (MOU) detailing the relationship and procedures that will guarantee the administration of the award.

**6. Can an organization submit more than one application?**

An organization may submit more than one application across different programs, or have more than one application pending review (for any program). Please note, we encourage you to review the guidelines for all applications closely and apply for the program that fits your greatest immediate need. If you have an open or pending application for HFA or CDP programs, you may additionally submit an application for any of the three programs under CA CARES. If you have any questions about your organization's status or eligibility as an approved multi-application sponsor, please contact Brett Connor, Grants Administrator, at [bconnor@calhum.org](mailto:bconnor@calhum.org).

**7. How can an organization be certified as a multi-application fiscal sponsor?**

An organization must apply for certification, meet the following criteria, and provide the necessary documentation:

- Have an existing fiscal sponsorship program in place
- Have personnel to manage fiscal sponsorship duties
- Have solid finances
- Have tax-exempt status
- Have successfully closed all prior grants with California Humanities

Documents needed for review:

- Description of the organization (mission, history, leadership, board)
- Description of fiscal sponsorship program
- Sponsor/Sponsored MOU template
- IRS tax-exempt letter of determination
- Audited financial statements (if cannot provide this, then provide current board approved financials and most recent 990)
- Two letters of support from at least two sponsored parties

For more information contact Brett Connor, Grants Administrator, at [bconnor@calhum.org](mailto:bconnor@calhum.org).

**8. Can an organization apply for a new grant if it has previously received a California Humanities award?**

An organization that has received a grant from California Humanities in the past can submit a new application for any of the three programs outlined under CA CARES. For more information, please contact Brett Connor, Grants Administrator, at [bconnor@calhum.org](mailto:bconnor@calhum.org).

**9. What are the responsibilities of the applicant organization (including organizations serving as fiscal sponsors)?**

The applicant organization must approve the submission of the proposal, be willing and able to administer grant funds in conformity with the terms of the grant agreement and must accept full responsibility for undertaking and supporting the project as outlined in the proposal. If a grant is awarded, the authorizing official of the applicant organization will receive the award packet and must sign the grant agreement and other required award documents before any funds can be disbursed. The applicant organization is the entity with overall and final accountability to California Humanities for the project. If individuals or an organization without non-profit status is working with a fiscal sponsor to obtain funding, the fiscal sponsor has ultimate fiscal and compliance responsibilities for the project and should have a clear agreement with those carrying out the project to ensure accountability.

*Ownership of the grant resides with the organization awarded funding; not the project director or any sub-awardees.*

**10. Why do you require a DUNS number?**

This is required of all entities receiving federal funds, the primary source of the grant funds awarded. Our online application form requests that you provide a Data Universal Numbering System (DUNS) number. If the applicant organization does not already have one, it may be obtained free from [Dun & Bradstreet](#). You must complete this process before you apply.

**Requested Funds**

**11. Is there a minimum/maximum amount an applicant can request?**

Each application has pre-set grant amount or a range listed within the grant guidelines.

**12. Is there a total project budget limit for this grant?**

No.

**13. Are matching contributions required?**

No, 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.

**14. What does “in-kind” mean?**

An in-kind match refers to allocation by your organization or contribution by outside organizations or individuals of labor, materials, goods, or services to the project. It can include salaried staff time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated (e.g., for publicity, promotion, or evaluation); public program supplies, including refreshments; and travel, lodging, and meals for project staff or participants. Applicants are expected to determine the fair-market value of these contributions (for assistance, you can seek out online resources provided by various nonprofit organizations).

**15. How are awards disbursed?**

Grant funds will be disbursed approximately 14 days upon receipt of the signed grant agreement.

**Applicant Support**

**16. Does California Humanities conduct application information meetings or workshops?**

Yes. California Humanities holds in-person as well as virtual meetings. A live webinar for this grant round will be conducted Friday, May 8, 2020. **Register [here](#)**. A recording of the webinar will be made available shortly after on the California Humanities website.

**Submitting an Application**

**17. Must I submit an electronic application?**

Yes. An applicant must submit an online grant application form and attach the required documents as outlined in the guidelines and application instructions.

**18. Can I personally deliver an application to California Humanities?**

No. Applications must be submitted online.

**19. What is the deadline for this grant?**

Applications must be submitted electronically via the California Humanities website by **according to the dates outlined below**.

| <b>Grant Round</b>                | <b>Application Deadline</b>                     | <b>Award Date</b>                  |
|-----------------------------------|---|------------------------------------|
| CA CARES Individual Relief Grants | Round 1: May 15 (5pm)<br>Round 2: June 15 (5pm) | Round 1: June 1<br>Round 2: July 1 |
| CA CARES Relief Grants            | Round 1: May 15 (5pm)<br>Round 2: June 15 (5pm) | Round 1: June 1<br>Round 2: July 1 |
| CA CARES Recovery Grants          | June 10 (5pm)                                   | July 10                            |

**20. How will I know that my application was received?**

Applicants will be notified of receipt of their proposals by email.

**21. How do I enter the grant portal? What if I cannot log into the Grant Portal?**

If you have not accessed the [California Humanities Grant Portal](#) since May 1, 2018, you may not have an active account on the portal. Use the green Register button to create an account. Be sure to use the links provided in the emails sent from the portal with the email address [noreply@smapply.io](mailto:noreply@smapply.io).

**22. What if I have reset my password but continue to receive an error?**

Be sure you are using the link provided in the email sent from the portal with the email address [noreply@smapply.io](mailto:noreply@smapply.io) when changing your password and attempting to login after resetting your password. SurveyMonkey Apply allows you to use one account on multiple portals but you must activate your account on each individual portal.

**23. What if I cannot sign the application?**

We have noticed that there are some web browsers that work better for SurveyMonkey Apply. Unfortunately, Internet Explorer is not supported by this software. For best results, we recommend using Google Chrome.

**Review of Applications**



**24. How are applications reviewed?**

Please consult grant guidelines for each application for more information on application review criteria.

Please note that California Humanities observes strict guidelines to prevent actual, potential, or even the appearance of conflict(s) of interest during the review process. All reviewers and panelists, including board members, are required to disclose any actual or potential conflict(s) of interest either on their part or in relation to any organizations or institutions with which they are affiliated, and to recuse themselves from the decision-making process in those cases.

**25. If my application is unsuccessful, may I reapply?**

Yes, subject to other conditions and eligibility requirements. For programs with multiple rounds (CA CARES Individual Relief Grant and CA CARES Relief Grant), you may reapply if your application was not awarded in the first round. Although many returning applicants are funded on revision and resubmission of their proposals, we cannot guarantee your project will be funded, given the competitive nature of the process and the changing composition of the applicant pool each round.

**26. If funded, what are your grant requirements?**

California Humanities requires grantees to submit:

- a signed grant agreement by the authorizing official of the grantee organization
- reporting requirement will be outlined within the grant agreement provided, please ensure you read thoroughly and understand all requirements for reporting

California Humanities expects grantees to collaborate on publicity and evaluation activities.

Failure to comply with grantee requirements will result in disqualification of eligibility to apply for a future grant.

**27. How should we acknowledge California Humanities if funded?**

All project-related publicity and programming materials, as well as any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit California Humanities support. Specific credit language and logo requirements will be detailed in the grant agreement.

**Follow Up Questions**

**28. Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the different applications in general?**

Contact Anoop Kaur, Program Officer, at [akaur@calhum.org](mailto:akaur@calhum.org)

**29. Whom should I contact if I have technical questions about the online application process and reporting requirements?**

If you need technical assistance with the online application form, please contact Brett Connor, Grants Administrator, at [bconnor@calhum.org](mailto:bconnor@calhum.org).

**30. Where can I learn more about California Humanities?**

More information about California Humanities is located on our website:

[www.calhum.org](http://www.calhum.org).