CA CARES: RECOVERY GRANTS GUIDELINES

Application Deadline: Wednesday, June 10, 2020, 5pm

Grant Period: July 10, 2020 – March 31, 2021

OVERVIEW

Program Purpose

Recovery grants aim to strengthen the short and long-term capacity of California based humanities organizations (see eligibility requirements below) to plan and deliver rich humanities-based learning experiences for the people of California in keeping with our 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*.

In recognition of the serious impact the COVID-19 pandemic has had on the ability of many public humanities providers to carry out their work, this program will direct funds for **capacity-building activities** that will enable applicants to meet the needs of their communities and respond to current and longer-term challenges

Appropriate types of activities include but are not limited to:

- Technical assistance provided by experts (individuals or organizations) that will directly enhance public humanities programming capabilities
- Professional development activities that will directly impact the applicant's programming capacity (acquisition of skills, knowledge, or expertise gained through training, coaching, or participation in humanities field learning experiences)
- Acquisition of materials, equipment or devices that will enhance the applicant's existing public humanities programming capacity
- Research and data collection efforts that will provide information to enable the applicant to expand the reach of their humanities programming, engage and serve new audiences, and mitigate barriers to participation on the part of historically-underserved communities or groups (e.g. needs assessments).
- Communicative and collaborative activities that will promote partnership, networking, and leveraging the resources of multiple public humanities providers resulting in enhanced programming capacity.

Support may be requested for multiple activities (e.g. acquisition of equipment and accompanying training and/or field testing), additional types of activities may be appropriate as well. Please check with the Program Officer for more detailed information, and visit the FAQs for concrete examples of eligible activities.

Recovery Grants are intended to support activities that will result in enhancement of public humanities programming capacity within the grant period; however public programming outputs within the grant period are not required. Activities that demonstrate potential for extension or amplification beyond the grant period are welcomed.

Recovery Grants Funds Are Not Intended to Support:

- general operations (GOS) or activities aimed at overall organizational capacity building without specific reference to programming capacity (e.g. fundraising, marketing, or institutional advancement).
- Public programming activities unrelated to the implementation of eligible capacity-building activities (requests for public programming support should be made through other grant programs).
- Capital improvements (other than purchase of equipment for public programming purposes).
- Creative or scholarly work by individual humanities practitioners including research, travel, stipends, or residencies.
- Regranting, sub-awards, scholarships, prizes, charitable donations, or gifts.
- Publication, dissemination, or production costs.
- Activities and projects primarily intended to advance a specific policy or political agenda or to influence legislation (advocacy).
- Curriculum enhancement, or classroom-focused activities that will not significantly enhance the public programming capacity of the applicant.

Funding Level and Award Period

Applicants may request between $1,000 and $10,000, requested amount should not exceed more than 5% of the applicant's current annual operating budget.

California Humanities funds may be used to support eligible project-related activities and expenses as outlined above and in the FAQs.

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.

Funds must be expended during the award period (July 2020 to March 2021), not banked for future use or applied to previously incurred expenses.

APPLICANT ELIGIBILITY

Applications will be accepted from California-based public agencies and California-based nonprofit organizations with tax-exempt status and a minimum two-year organizational history.

Associations, groups, or organizations that do not have federal tax-exempt status, must apply under the auspices of an eligible fiscal sponsor (see FAQs for details).

Applicants will be accepted from recognized humanities provider organizations (museum, library, archive, historical society, cultural center, public media outlets, humanities department or division of a K-12 educational institution or college or university) AND other organizations that can demonstrate a substantial track record of public humanities work within the past five years.

Prior grant history with California Humanities is NOT required.

Current California Humanities grantees (CDP, HFAP, HFAQ, LIL) are eligible to apply, as long as the activities supported by the Recovery grant will not directly overlap with those already supported through the current open grant.

HOW TO APPLY

Application for **CA CARES Recovery 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 Wednesday, June 10, 2020.**

You may initiate an application anytime between **May 5th - June 10th, 2020**

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

Applicants are asked to complete an online form that includes a description of the applicant organization, provide contact information for the applicant or 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 federal tax ID (EIN) and D-U-N-S (DUNS) number, available through Dun & Bradstreet.

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

1. Statement of Need: How has the COVID-19 pandemic affected your institution's capacity to provide humanities learning experiences to the people of California? (250 words)

2. *Mission Alignment: Describe the mission and recent track record of public humanities programming on the part of the applicant organization and any partners. (250 words)*

3. Proposed Activities: How do you intend to use Recovery Grant funds during the grant period to address the need(s) described in #1 above? What activities will be undertaken? What is your timetable? Be as specific as possible. (250 words)

4. Objectives: What do you hope to accomplish through these activities, both in the short term (by the end of the grant period) as well as the longer term. (250 words)

Applicants are encouraged to upload a PDF file (maximum 10 pages) of **supporting materials**. These might include documentation of past public humanities programming activities, descriptive material about the organization and its public humanities programming activities, illustrative material (brochures, flyers), data or research findings that support the needs statement, resumes or bios from technical or humanities experts who will be providing services, etc.; testimonials or expressions of interest, commitment, or support from potential project participants, consultants, or providers of expert assistance.

Please use the Excel form (budget template) to outline your budget for this project. California Humanities funds may be used to support eligible project-related activities and expenses, including staffing costs, consultant fees, meeting expenses, travel expenses, equipment, supplies and materials, Review the FAQs for more information about eligible expenses. Some restrictions apply, including a 10% cap on indirect costs or organizational overhead (including fiscal sponsor fees).

MOU (required for applicants that will be Fiscally Sponsored *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.

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:

- Significance and urgency of need(s) identified
- Alignment of proposed activities and objectives with need(s) identified
- Potential of proposed activities to enhance the applicant's capacity to provide rich and meaningful public humanities learning experiences to the people of California
- Feasibility and soundness of proposed plan to accomplish proposed objectives within the grant period and with level of resources available

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 July 10, 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 return of a signed grant agreement.

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 project 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.