HG CARES Grants for Other Nonprofits
Guidelines

About the Grant

HG CARES Grants for Other Nonprofits provide support for Guam nonprofits with planned or pre-existing cultural & humanities programs through December 31, 2020. These nonprofit organizations must be experiencing financial hardship due to the COVID-19 pandemic.

Potential grantees may apply for up to $10,000 in relief funds. These funds do not require a match.

HG CARES Grants for Other Nonprofits is a new grant opportunity in Humanities Guåhan's expanded CARES Act Emergency Relief Grant Program. Please note that this grant opportunity only provides funding in connection with planned cultural or humanities education programs for 2020.

Please apply to *HG CARES 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.

Please apply to *HG CARES Grants for Individuals* if you are an individual humanities scholar, recognized traditional teacher or cultural expert with planned public humanities work (educational programs, publicly engaged scholarship, and/or humanities content creation) for 2020.

The CARES Act Emergency Relief Grant Program is funded through the $2.2 trillion Coronavirus Aid, Relief, and Economic Security (CARES) Act passed on March 27, 2020. The National Endowment for the Humanities received $75 million in CARES Act funding to assist cultural institutions affected by the coronavirus. The NEH recently distributed 40% of this funding to 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, are encouraged to apply.

Eligible organizations may apply online at http://humanitiesguahan.submittable.com/, by choosing *HG CARES 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.

Applications will be reviewed by a panel at regular intervals and will be considered based on need and merit. We will review submissions and notify applicants as expeditiously as possible. We will continue accepting applications until October 1, 2020 or until grant funds are no longer available, whichever date is earlier. Due to limited funds, we may not be able to fund all eligible applicants.

HG CARES 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 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 not be used for:
- Overlapping costs with other sources of grant relief or support
- Costs that are not connected to planned cultural and humanities programs
- Purchase of land or facilities, construction or renovation
- Partisan objectives or advocacy

HG CARES Grants For Other Nonprofits
How Do I Prepare to Apply?

- <u>Make sure you are eligible</u>. Please carefully review the eligibility criteria above.

- <u>Register for a DUNS number if your organization does not have one already</u>. 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

- <u>Have your organization's most recently filed Form 990, tax return, or relevant financial/administrative documents handy</u>. 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

- <u>Choose your team members</u>. Choose the Primary Contact, Authorizing Official, and Fiscal Agent for your application. Please 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.

- <u>Review your organization's cultural and humanities education programs</u>. 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, archeology 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

If you are awarded funds and accept them, we will issue a check and mail it to the address given for your organization. We can also work with organizations on a case-by-case basis if a different means of disbursement is needed.

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 brief narrative and financial reports, as well as submission of communications material and collateral for programs and events that use CARES 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 CARES Act, and use HG and NEH logos, in written and promotional materials related to CARES Act grants and grant-funded programs.

Other Resources

The National Endowment for the Humanities Announcement
www.neh.gov/news/neh-offers-emergency-relief-funding-cultural-institutions-affected-coronavirus

HG Funding For New Public Humanities Programs
http://humanitiesguahan.org/programs/community-grants

Guam Council on the Arts and Humanities Agency
https://www.guamcaha.org/

Guam Economic Development Authority
http://www.investguam.com/coronavirus/

U.S. Small Business Administration
https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources

Contact

For more information about this grant opportunity or other Humanities Guåhan grant opportunities and programs, please contact Program Officer Bernice Santiago at bsantiago@humanitiesguahan.org or 472-4462.

HG CARES Grants for Other Nonprofits
Application Preview

Application Open for Submission Online:
http://humanitiesguahan.submittable.com

This document is provided as a preview of the online application, to help you prepare for submission. PLEASE DO NOT SUBMIT A PAPER OR EMAIL APPLICATION. Applications will only be accepted online through Submittable. We recommend that you use a computer, rather than a mobile device, to complete the Submittable application.

_____

Application Instructions

All questions marked with a red asterisk are required; you must complete these questions in order to submit your application. Please note that some of your responses may prompt follow-up questions to appear in the application.

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Please apply to HG CARES 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.

Please apply to HG CARES Grants for Individuals if you are an individual humanities scholar or recognized traditional teacher or cultural expert with planned public humanities work (educational programs, publicly engaged scholarship, and/or humanities content creation) for 2020.

We recommend that you use a computer/laptop to complete this application. If you use a mobile device, we recommend that you complete the application in one session, and allow time for the form to load.

YOUR ORGANIZATION

1. Organization Name:*
    - Directions: Please review the grant guidelines to ensure that you are eligible. You may also wish to review other grant opportunities at humanitiesguahan.submittable.com to ensure that *HG CARES Grants for Other Nonprofits* is the best fit for your organization.

2. Is your organization a nonprofit registered with either the Government of Guam, the U.S. federal government, or both?*

    Single Response Question: Yes or No (Form Logic)
    - Yes: Move to Question #3
    - No: "We're sorry, you are not eligible for this grant opportunity. We wish you the best of luck in your search for funding."

3. Do you have cultural or humanities-based educational programming planned for 2020?*

    - National Endowment for the Humanities funding from this grant program is intended to support cultural and humanities-based organizations, as well as humanities programming. 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, archeology, 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.

    Single Response Question: Yes or No (Form Logic)
    - Yes: Move to Question #4
    - No: "We're sorry, you are not eligible for this grant opportunity. We wish you the best of luck in your search for funding."

4. Does your organization have a DUNS Number?*
    - Directions: You must either have a DUNS Number or have applied for one to be eligible for this grant. Please note that DUNS numbers can take up to two business days to obtain. Click here to apply for a DUNS Number. We will need a confirmed DUNS Number prior to disbursing funds for any awarded grants.
        - Link for "Click here to apply for a DUNS Number": https://fedgov.dnb.com/webform/displayHomePage.do

    Single Response Question: Yes or No (Form Logic)
    - Yes: Move to Question #5
    - We applied for a DUNS number, but our application is still being processed: Move to Question #6

5. Please Enter Your DUNS Number:*

6. Please upload a PDF or screenshot confirming that you have applied for a DUNS number:*
    -   Upload a file. No files have been attached yet.
    -   *Acceptable file types: .csv, .doc, .docx, odt., .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff*
    -   Directions: Please upload a screenshot or PDF of an email or other confirmation that your application was received by Dun & Bradstreet and is being processed. We will need a confirmed DUNS Number prior to disbursing funds for any awarded grants.

7. Organization Address:*
    -   Country
    -   Address Line 1
    -   Address Line 2 (optional)
    -   City
    -   State, Province, or Region
    -   Zip or Postal Code
    -   Directions: Your organization must be based in Guam to qualify for this grant.

8. EIN:*
    -   Directions: The EIN is your organization's Employer Identification Number. Click here to learn more.
    -   Link for "Click here to learn more."
        https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

9. Organization Website:
    -   [Not Required.]

YOUR TEAM

Please provide at least two names with contact information for people in the following roles below:

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.
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.

10. Primary Contact Name:*
    -   Directions: Humanities Guåhan will communicate with your organization's Primary Contact about any follow-up questions or additional information needed to process your application.

11. Primary Contact Title:*

12. Primary Contact Email:*

13. Primary Contact Phone:*
    - Directions: Please use a phone line that you will have access to during the COVID-19 pandemic.

14. (Optional) Primary Contact Alternate Phone:
    - [Not Required.]

15. As Primary Contact, are you also your organization's Authorizing Official?*
    - Directions: An authorizing official is a person with authority to sign legal contracts and agreements on behalf of the organization, such as an Executive Director, President, Board Chair, etc. This authorizing official is required to sign this grant application.

    Single Response Question: Yes or No. (Form Logic)
                - Yes: Moves on to Question #20
                - No: Moves to Question #16

16. Authorizing Official Name:*
    - Directions: An authorizing official is a person with authority to sign legal contracts and agreements on behalf of the organization.

17. Authorizing Official Title:*

18. Authorizing Official Email:*

19. Authorizing Official Phone:*
    - Directions: Please use a phone line that you will have access to during the COVID-19 pandemic.

20. As Primary Contact, are you also your organization's Fiscal Agent?*
    - Directions: A fiscal agent for an organization is a person with a financial background who has experience managing financial accounts for the organization, and can provide financial reports for grant funds issued as part of this emergency relief program.

    Single Response Question: Yes or No.
                - Yes: Moves on to Question #25
                - No: Moves to Question #21

21. Fiscal Agent Name:*
    - Directions: A fiscal agent for an organization is a person with a financial background who has experience managing financial accounts for the organization, and can provide financial reports for grant funds issued as part of this emergency relief program.

22. Fiscal Agent Title:*

23. Fiscal Agent Email:*

24. Fiscal Agent Phone:*
    - Directions: Please use a phone line that you will have access to during the COVID-19 pandemic.

HUMANITIES-BASED PROGRAMS

25. What is the mission of your organization?*
    - Limit: 500 words

26. Please describe the cultural or humanities-based work your organization does for our community, specifically the educational programs planned for 2020:*
    - Directions: It would be especially helpful to know about the ways you engage the public or your participants with culture, literature, history, or other humanities fields or topics. What programs did/do you have planned for the spring, summer and fall of 2020, and how will you adjust them if needed to meet changing restrictions on social gatherings? In what ways are your organization's efforts valuable for our community?
    - Limit: 750 words

27. Do you provide programs for underserved communities? If so, please briefly provide information about this below.
    - [Not Required.]
    - Limit: 500 words

ORGANIZATION FINANCES & FINANCIAL HARDSHIP

28. What is your organization's annual operating budget?*

29. Please upload your organization's most recently filed Form 990 or 990 EZ. If you don't have a 990/990 EZ, please upload your organization's most recent tax return and/or additional documents according to the directions below:
    - Directions: 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
- Select up to 10 files to attach. No files have been attached yet.
- Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

30. Please briefly describe the size of your organization's paid staff. How many full time employees or contractors do you have? How many part-time employees or contractors?*
    - Limit: 500 words

31. Is your organization under-resourced, or have limited means or access to other sources of financial relief support? If so, please briefly provide information about this below.
    - [Not Required.]
    - Limit: 500 words

32. Is your organization a current or former grantee of Humanities Guåhan's Community Grant Program?*

    Single Response Question: Yes or No.
    - Yes: "If you are a current grantee, please do not include costs connected to your HG-funded community grant project in your budget request below. Please contact Humanities Guåhan separately if you need to adjust your budget for that specific project." Move on to Question #33
    - No: Move on to Question #33

33. Please select the financial impacts to your organization as a result of the COVID-19 pandemic. Check as many as apply.*

    - Multiple Response Checkboxes:
        - Loss of revenue due COVID-19-related cancellations or closures
        - Staff Layoff
        - Staff Furlough Without Pay
        - Reduced Hours or Reduced Salaries for Staff
        - Losing Office Space
        - Behind on Rent Payments
        - Behind on Utilities Payments
        - Risk of Permanent Closure
        - Other
            - Form Logic: If "Other" selected: "Please list other financial impacts:"*

34. (Optional) If you would like to provide additional information on the financial impacts selected, please do so below.
    - [Not Required.]
    - Limit: 750 words

35. What is your most urgent financial need for funds for your cultural/humanities education programs?*
    - Limit: 500 words

36. What is your grant request? You may request up to $10,000.*

37. Please provide a brief budget for your request in the table below. Please note that funds requested must be clearly connected to the cultural/humanities programs you plan to present.*

    BUDGET SPREADSHEET
    CATEGORY | AMOUNT REQUESTED
    - Salaries & Wages   _____
    - Fringe Benefits   _____
    - Office Rent/Mortgage   _____
    - Office Utilities/Overhead   _____
    - Supplies/Materials   _____
    - Consultant/Speaker Fees   _____
    - Audio-Visual   _____
    - Advertising/Promotions   _____
    - Other Costs   _____
    - TOTAL   =SUM (…)

    - Directions: These CARES Act funds may not be used for overlapping costs with other sources of grant relief or support; costs that are not connected to planned cultural and humanities programs; purchase of land or facilities, construction or renovation; or partisan objectives or advocacy.

38. Please provide an explanation of the budget items requested above. Please note that funds requested must be clearly connected to the cultural/humanities programs you plan to present.*
    - Limit: 750 words

39. Are you pursuing other sources of emergency relief or support? If so, please check any that apply below.
    - [Not Required.]
    - Multiple Response Checkboxes:
        - U.S. Small Business Administration
        - Guam Economic Development Authority
        - CAHA (Guam Council on the Arts and Humanities Agency)
        - National Endowment for the Humanities
        - National Endowment for the Arts
        - Other

- Form Logic: If "Other" is Selected: "Please list other sources of emergency relief or support that you are pursuing." (Limit: 100 words)

FURTHER INFORMATION

40. Is there any further information you wish to provide in support of your application?
    - [Not Required.]
    - Limit: 750 words

CERTIFICATIONS/GRANT AGREEMENT

41. Primary Contact & Authorizing Official Electronic Signature*
    - Question #41 appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is Yes

42. Primary Contact Electronic Signature*
    - Question #42 appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is No

43. Authorizing Official Electronic Signature*
    - Question #43 appears if answer to Question #15 "As Primary Contact, are you also your organization's Authorizing Official?" is No

The applicant organization assumes all responsibilities as grantee and may not operate simply as the fiscal agent for the project. In signing and submitting a grant application, the authorizing official certifies that the applicant organization will ensure that the acceptance paperwork and required reports for the grant are submitted on time and will comply with the certifications listed below.

Humanities Guåhan is required to ask each applicant for certification of compliance with nondiscrimination statutes, debarment, and suspension. By signing and submitting this form, the organization's authorizing official is providing these certifications.

Nondiscrimination Statutes and Regulations:
(a.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
(b.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
(c.) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;
(d.) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except

that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute;
(e.) Drug Free Workplace Act of 1988, which certifies that the organization will provide a drug-free workplace; and
(f.) The Americans with Disabilities Act (ADA) of 1990.

Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (45 CFR 1169):
(a.) The applicant organization certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
(b.) Where the applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.