Nevada Humanities CARES: Emergency Relief Grants for Nevada Cultural Organizations Application

Instructions and Guidelines
Nevada Humanities CARES: Emergency Relief Grants to Nevada Cultural Organizations are intended to provide rapid-response, short-term operating support for Nevada nonprofit humanities and cultural organizations facing financial hardship and duress resulting from the COVID-19 health emergency. These grants are provided by Nevada Humanities, Nevada’s independent, nonprofit humanities council, and funded by the CARES Act through the National Endowment for the Humanities. Nevada Humanities CARES grants are subject to the availability of funds. The Nevada Humanities CARES grant Period of Performance is July 15 – September 30, 2020.

Review the Nevada Humanities CARES: Emergency Relief Grants to Nevada Cultural Organizations Application Guidelines and Frequently Asked Questions (FAQ) before starting and submitting your application.

Applicant Information
Primary Contact Information
The primary contact is the individual responsible for the implementation of this grant. The primary contact will be the liaison between the sponsoring organization and Nevada Humanities. In this instance, the primary contact should be the chief executive of the organization or the organization’s board chair.

Name
Title
Complete Mailing Address
If different from above.

Email Address
Work Phone
Cell Phone

Alternative Contact Information
We recognize that staff may be working out of the office during this crisis. Please provide any additional contact information that will allow us to best reach you at the moment.
Authorizing Official Contact Information (if different from above).
[box here to check Same as Above]
The authorizing official for nonprofit organizations is usually the chief executive officer or board chair. This person has the authority to commit funds on behalf of the applicant organization, to ensure compliance with federal regulations, and to certify that the organization is in compliance with federal laws regarding nondiscrimination and fair labor standards, and that its employees have not been declared ineligible to participate in federally funded programs.

Name

Title

Complete Mailing Address
If different from above.

Email Address

Work Phone

Cell Phone

Enter your organization’s Federal Tax Employer Identification Number (EIN)

In what year was your organization incorporated as a 501(c)(3)?

Please upload your nonprofit determination letter here.

Enter your organization’s nine digit DUNS number.

If your organization does not yet have a DUNS number, have you already submitted your application to Dun & Bradstreet?
☐ YES  ☐ NO

If your organization does not have a DUNS number at this time you may still proceed with your application, but you will not be able to receive awarded grant funds until you provide this number to Nevada Humanities. Your organization is required to have a DUNS number to receive CARES Act funds. Learn more about the DUNS number requirement here as described by the National Endowment for the Humanities. It may take a few days to receive your DUNS number, so please anticipate this when submitting your application.

Is your organization registered with the U.S. Government System for Awards Management (SAM)? This is optional, but encouraged. Register with SAM here. Note that it may take up to two weeks to complete your registration. You may submit your application while your registration is in process.
Identify the Congressional district for your primary business address.
You can look up your Congressional district here.
Congressional district drop down selection

Identify the State Assembly district for your primary business address.
You can look up your State Assembly district here.
State Assembly drop down selection

Identify the State Senate district for your primary business address.
You can look up your State Senate district here.
State Senate drop down selection

Financial Information
Other than a Nevada Humanities CARES grant, what sources of local, state, or federal emergency funds has your organization already received, are anticipating to receive, or are in the process of applying for? This should include both public and private funds. If you do not know the answer to this question, or do not anticipate applying for or receiving any other sources of emergency relief funding, please note that below. Note that overlapping project costs with any other pending or approved application(s) for federal funding are not allowed.
750 characters

What is your most recent annual operating revenue as identified on your most recently filed 990 or completed fiscal audit?
Your annual revenue must be greater than $10,000 to be eligible for funding.
CURRENCY BOX

Upload a copy of your most recent organizational audit.
If your organization did not have an audit, then submit a copy of your organization's most recent IRS form 990, 990 EZ, or 990-N e-Postcard.

URL Link to Audit Documents
If you would like to submit your audit documents via a URL link, please provide it here. This is optional.

Audited Financial Statement*
Which document will you be submitting?
☐ Audit ☐ 990 ☐ 990 EZ ☐ 990-N e-Postcard

Single Audit*
Was your organization’s most recent audit a Single Audit?
The Single Audit, Subpart F of the OMB Uniform Guidance, is a rigorous, organization-wide audit or examination of an entity that expends $750,000 or more of federal assistance received for its
operations.
☐ Yes  ☐ No

**Project Budget**

Download and complete the [Nevada Humanities CARES Budget Form](#) as indicated. Completely fill out the template and then upload the completed form. List only the expenses that the grant will pay for in the "NH Grant Request Amounts" column. Itemize expenses within each category and explain how you arrived at the estimated costs.

Upload Your Completed Nevada Humanities CARES Budget Form here.

**Fiscal Summary**

The data in your fiscal summary should match the amounts you recorded in the [Nevada Humanities CARES Budget Form](#).

Provide the grant amount you are requesting from Nevada Humanities using the guidance below.

- Level 1: Up to $5,000 – Organizations with annual operating revenue between $10,000 - $250,000
- Level 2: Up to $7,500 – Organizations with annual operating revenue between $251,000 - $500,000
- Level 3: Up to $10,000 – Organizations with operating revenues between $501,000 - $1 million
- Level 4: Up to $15,000 - Organizations with operating revenues above $1 million

**Application Narrative**

Please answer the questions below. Note that the character limits are the maximum number of characters allowed.

What is your organization’s mission? If your organization has vision and DEI statements, please include those here.

1000 characters

Provide a brief description of your organization. What are your major programs, services, and activities?

1000 characters

Describe how the humanities are relevant to your organization’s mission and work, and specifically explain how you deliver humanities programming to the public in Nevada.

2000 characters

On average, how many people or audience members does your organization serve annually?
Describe the constituents and communities your organization serves, including, but not limited to, geographic areas and demographic makeup.
Consider age, race, ethnicity, gender, socioeconomic status, etc.
1000 characters

Do you serve, or are you led by members of communities traditionally under-resourced in the humanities?
Please provide additional detail about how your work supports these communities and how they participate in your programming.
2000 characters

How many full-time employees do you have?

How many part-time employees do you have?

How many contractors do you work with that significantly and directly support your humanities-based programs and operations? What is the nature of their work?
750 characters

Describe the financial hardship your organization is experiencing as a direct result of the COVID-19 health emergency.
2000 characters

What is the potential impact of this funding? How will it make a difference for your organization?
2000 characters

Please tell us how the pandemic has affected your community.
Nevada Humanities is working to collect stories about how the COVID-19 crisis is affecting your community and the work of your organization. We will use this information to guide our emergency relief efforts and to communicate with policymakers and other donors about the importance of organizations like yours.
4000 characters

**Certification**
Does the applicant organization comply fully with federal legislation in the following matters:
a) it does not discriminate on the basis of race, color, national origin, sex, age or handicap;
b) it is not delinquent on federal debt
c) it complies with federal fair labor standards; and
d) neither it nor its principles have been suspended, debarred, or declared ineligible from
participation in a transaction with a federal department or agency.

By selecting yes below, you certify that the organization is fully compliant in the matters listed above. If your answer is no, the organization is ineligible for funding.

☐ Yes ☐ No

Entering the full name of the Authorizing Official below constitutes a digital signature. The signatory must be an officer of the applicant organization who is authorized to submit this application for funding. By signing below you certify that the information on this application is complete and accurate.

Authorizing Official Name:
Authorizing Official Title:
Certification Date:

SUBMIT
Nevada Humanities CARES:
Emergency Relief Grants for Nevada Cultural Organizations Budget Form

Organization Name:

Fiscal Summary
Enter your summary information below.

Nevada Humanities CARES Grant Amount Requested:
Organization’s Estimated Cost Share:
Total Cost of Project:
Period of Performance: July 15 – September 30, 2020

Period of Performance
The Nevada Humanities CARES grant period of performance is July 15 – September 30, 2020. You must expend the allocated grant within this window of time, and you must expend all of the funds before September 30, 2020. Expenses that extend beyond the grant Period of Performance may be prorated for the duration of the grant Period of Performance (for example, insurance expenses may be included, but prorated only for the period of time covered by the grant Period of Performance).

Cost Share
Nevada Humanities CARES grants are for general operating expenses only and do not require matching funds, however Nevada Humanities does ask that you voluntarily record your cost share related to this grant. Cost share is the portion of project costs not paid by federal funds during the grant period of performance. In short, more than one entity shares in the costs of the project with the grantor supplying some of the project funds and the grantee supplying the remainder of the project funds. Cost share funds may consist of applicant cash or third party in-kind contributions. This might include expenses not paid for by your Nevada Humanities CARES grant, including salary and benefits, facilities and other operating costs, and humanities-focused program costs leveraged by your operating support grant. Note that you may not use federal funds as cost share.

Funding Levels
You may request funds up to the following amounts as defined by your most recent annual operating revenue outlined in your most recent audit or Form 990.
- **Level 1**: Up to $5,000 – Organizations with annual operating revenue between $10,000 - $250,000
- **Level 2**: Up to $7,500 – Organizations with annual operating revenue between $251,000 - $500,000
- **Level 3**: Up to $10,000 – Organizations with annual operating revenue between $501,000 - $1 million
- **Level 4**: Up to $15,000 - Organizations with annual operating revenue above $1 million

**Project Budget**

*Fill out the form below. Please provide clear descriptions and detail in the Notes column for the expenses you are requesting support for. Feel free to provide additional notes or information beneath the form.*

<table>
<thead>
<tr>
<th>Project Expenses</th>
<th>Notes and Expense Detail</th>
<th>Itemized NH Grant Request</th>
<th>Estimated Cost Share Organization’s Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries for Permanent Staff</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Benefits for Permanent Staff</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Contracted Services</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Rent or Mortgage</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Promotion/Marketing</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Technical Services</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Other Operations Costs (describe in notes section)</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Provide detail in this column that outlines your expenses and explains how you arrived at the estimated cost.

Include the amount of NH grant funding that will be spent on the costs below. This column’s total should equal the amount of grant funding requested.

Cash:
List organization’s cash contributed in each category (this includes grants, donations, etc.).

In-Kind:
List the values for in-kind donations of services, facilities, publicity, etc., contributed in each category.

List totals for each expense row below.
<table>
<thead>
<tr>
<th>Total Project Costs</th>
<th>Total Grant Request = $</th>
<th>Total Cash Cost Share + Total In-Kind Cost Share = $</th>
<th>Project Total = $</th>
</tr>
</thead>
</table>

Additional Notes:

**Uploading the Budget Form into Your Application**
After you complete the Budget Form, convert it to a .pdf format and upload the form into your Nevada Humanities CARES application using our online grant portal.