Nevada Humanities CARES: Emergency Relief Grants to Nevada Cultural Organizations

Program Summary
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. This includes humanities and cultural organizations with federally recognized 501(c)(3) nonprofit status and organizations or groups with a federally recognized Nevada tribal affiliation experiencing:

- Loss of revenue or anticipated loss of revenue (from loss of ticket sales, admissions, fee for service work, other earned income, investments, donations, canceled programs, canceled fundraising events, etc.)
- Inability to deliver programming resulting in reduced visibility or viability of the organization
- Loss of staff (through firings, layoff, furlough, etc.) or reduction in staff salaries
- Difficulty paying rent/mortgage or utilities and operating costs
- Risk of closure

The deadline for application is June 15, 2020.

These grants are provided by Nevada Humanities and funded by Congress and the CARES Act through the National Endowment for the Humanities. Applicants are encouraged to seek out additional CARES Act funding opportunities for which they may qualify.

What Nevada Humanities CARES funds may support:

- Salaries and fringe benefits
- Honoraria and professional fees for contractual personnel that are essential to an organization's humanities focused programming
- Rent or mortgage payments
- Utilities, insurance, and other facilities costs

What Nevada Humanities CARES funds will not support:

- The development of new programs or projects
- Promotion of a particular political, religious, or ideological point of view
- Advocacy of a particular program of social or political action
- Support of specific public policies or legislation
- Lobbying activities
- Organizations without a DUNS number
- Purchase of land or facilities, construction, renovation, or capital improvements
- Projects that fall outside of the humanities
- The creation, performance, or display of art (although Nevada Humanities will consider applications from such organizations that also deliver significant humanities programming; solely arts focused organizations are encouraged to contact the Nevada Arts Council for information about Nevada Arts Council CARES Act funding provided by the National Endowment for the Arts)
- Empirically based social science research or policy studies
- Purchase of food or beverages, archival and library acquisitions, academic fees or other degree-related expenses, courses, travel, book publication costs, for-profit activities, capital expenses, eliminating or reducing existent debt or endowment contributions, prizes and awards, the regranting of funds, private and non-ADA accessible events/programs
- Overlapping project costs with any other pending or approved application(s) for federal funding

Who is eligible to apply?
To meet the eligibility requirements for application your organization must:

- Be recognized by the Internal Revenue Service as a 501(c)(3) nonprofit organization - or - be a humanities or cultural organization/group affiliated with a federally recognized Nevada tribe with verified tribal authorization from either the tribal administrator or by tribal resolution allowing the applicant use of the tribal DUNS number for the application
- Have had federally recognized 501(c)(3) nonprofit organization status for at least one year prior to July 1, 2020
- Maintain a primary business address in Nevada and serve Nevada residents
- Have an organizational mission that is humanities focused and/or demonstrate a commitment to public humanities programming, and offer public humanities programs that are accessible to Nevadans and open to the public
- File a form 990, 990-EZ, or 990-N e-Postcard
- Have annual operating revenue of at least $10,000 as reflected in your most recent fiscal audit and/or form 990
- Have a DUNS number. While not required to complete your application, your organization is required to have a DUNS number to receive Nevada Humanities CARES grant funds

Who is not eligible for funding?

- Individuals
- Organizations with less than $10,000 in annual income
- Organizations solely focused on the creation, performance, or display of art (although Nevada Humanities will consider applications from such organizations that also deliver significant
humanities programming; solely arts focused organizations are encouraged to contact the Nevada Arts Council for information about NAC CARES Act funds)

- Religious organizations
- Social service and humanitarian agencies that do not demonstrate significant humanities programming as part of their mission and operations
- Public or private K-12 schools
- Institutions of higher education including universities, colleges, and academic departments (museums, archives, university presses, and public-facing humanities centers affiliated with a college or university that have their own 501(c)(3) status and their own DUNS number not affiliated with an institution of higher education may apply for Nevada Humanities CARES grants)
- Chapters of national organizations
- Government agencies
- Fiscally sponsored groups
- For-profit organizations and businesses
- Nonprofit charitable organizations designated as private foundations by the IRS
- Political or advocacy organizations

**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

No funding match or cost share is required, however cost share will be requested during your final report to Nevada Humanities.

**Review and Award Criteria**
Applications will be processed by Nevada Humanities staff and evaluated by a special committee of the Nevada Humanities Board of Trustees, which will make recommendations to the full Nevada Humanities Board of Trustees for approval. Applications will be evaluated in the context of the overall pool of requests, considering:

- Strength of the organization’s humanities focus and program content
- Strength of the organization’s public facing humanities programming
- Strength of service to underserved demographics
- Impact of COVID-19 emergency on the organization
The level of need identified in the application
Demand and availability of funding
Ability to ensure compliance with federal regulations guiding the use of federal funds

Priority will be given to organizations with annual budgets of $500,000 or less and those that serve underrepresented populations or communities, but all types and sizes of eligible organizations are welcome to apply. Grant decisions will be announced mid-July. We regret that feedback cannot be given on draft applications or grant decisions.

### Application Deadline & Project Period of Performance

Applications Open: May 27, 2020
Applications Close: June 15, 2020

Applications must be completed and submitted online by midnight on/or prior to June 15, 2020. Organizations may only apply for one CARES Act award at this time.

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). A final report is due to Nevada Humanities on or before October 31, 2020.

If you received a previous project grant from Nevada Humanities and meet the eligibility requirements for Nevada Humanities CARES grants, you may apply for Nevada Humanities CARES grant funds. Receipt of Nevada Humanities CARES Act funds will not affect your eligibility for future FY2021 Nevada Humanities grants.

### Distribution of Funds

Nevada Humanities will begin the payment process upon receipt of completed and signed award documents and the Nevada Humanities Cash Request Form and will send funds as quickly as possible. This process will be expedited for organizations who provide direct deposit bank information when requested. Others will receive a check directed to their primary organizational address. Please note that the awarding and distribution of Nevada Humanities CARES grants is subject to availability of funds.

### Reporting

Organizations will be required to sign a Grant Agreement upon notification of funding. Funds will not be disbursed until a signed Grant Agreement is returned to Nevada Humanities. A final report confirming and describing the use of funds will be due on or before October 31, 2020. The final report will include:

- Basic budget and narrative report describing the use, impact, and outcomes of Nevada Humanities CARES grant funds
- Data including audience served, kinds of humanities programs implemented by the organization during the period of performance, number of people benefitting from Nevada Humanities CARES grant funds, and number of jobs preserved or created with Nevada Humanities CARES grant funds.
- Cost share leveraged by the funds awarded. Note that there is no match or cost share required for this grant, but cost share is requested.
- Certification of compliance with federal regulations governing the expenditure and use of federal funds.
- Letters from your organization to Nevada’s U.S. representatives and senators thanking them for supporting CARES Act relief funding to Nevada Humanities and your organization.

**How to Apply**

To apply for a Nevada Humanities CARES grant, register through the Nevada Humanities online grant system [here](#), where you can also resume an application, view your awards, and submit your final report. The online grant system will open on May 27, 2020. You must apply for a Nevada Humanities CARES grant using Nevada Humanities online grant system. No hand-delivered, faxed, or email applications will be accepted. Applications must be submitted by the June 15, 2020, deadline.

Fully review these guidelines and the Nevada Humanities CARES grant Frequently Asked Questions (FAQ) **before** starting and submitting your application. You are responsible for providing all of the required documents and information. Each organization will create an organizational account, then you may input the narrative answers for each question, complete and upload your project budget in the form provided, submit the required financial documents and support materials, and certify federal compliance. Additional supplemental materials, such as letters of support, are not required. A sample of the online application can be viewed [here](#).

**Documents and Information Required**

- EIN Tax ID number
- DUNS number
- SAM registration (optional but encouraged to provide)
- Date of 501(c)(3) nonprofit determination
- Federal IRS 501(c)(3) nonprofit determination letter
- Most recent audited financial statements - or, if your organization does not have an audit, your most recently filed Form 990 or 990-EZ or 990-N e-Postcard
- Annual operating revenue of at least $10,000 as reflected in your most recent audited financial statements or Form 990
- Annual audience served by your organization
- Narrative questions to be answered

Preview the application questions and budget form [here](#). As required by federal guidelines, all organizations receiving federal funds are required to have a Data Universal Numbering System (DUNS) and are encouraged to have an active SAM registration. You may complete and submit your Nevada Humanities CARES application if your DUNS number request is in process, but you will not be able to
receive awarded grant funds until you provide this number to Nevada Humanities. It may take a few days to receive your DUNS number (demand has been high), so please anticipate this when submitting your application. Please allow plenty of time to process your request. Learn more about the DUNS number requirement here.

You may also complete your application process while your SAM registration is pending. There is no cost to register for either federal program. Register for SAM here.

**Questions and Assistance**

To request assistance with your application, contact Nevada Humanities’ grant coordinator Bobbie Ann Howell at bahowell@nevadahumanities.org or Aliza Pantoja at apantoja@nevadahumanities.org. Our staff are working remotely, but are able to respond to requests for assistance. We regret that we will be unable to provide feedback on draft applications or grant decisions.

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