Nevada Humanities American Rescue Plan Recovery Program Grant Application Guidelines

Nevada Humanities American Rescue Plan Relief and Recovery Grants are designed to meet the emergency needs of Nevada's humanities-focused nonprofit organizations across the state who have experienced hardship resulting from the COVID-19 pandemic. This funding is intended to help Nevada’s humanities-focused organizations prevent, prepare for, respond to, and recover from the COVID-19 pandemic. Nevada Humanities is offering two types of American Rescue Plan supported grants:

1) Relief Operating Grants are designed to provide short-term operating support for Nevada nonprofit humanities organizations; and

2) Recovery Program Grants are designed to provide immediate capacity building and programmatic support that will enable organizations that undertake public humanities programming to respond to the current and longer-term challenges presented by the COVID-19 pandemic.

Eligibility for Relief Operating Grants operating support is limited to Nevada 501(c)(3) nonprofit organizations and organizations with humanities-focused mission statements or groups with a federally recognized Nevada tribal affiliation with humanities-focused mission statements.

Eligibility for Recovery Program Grants capacity building and programmatic support will be limited to Nevada 501(c)(3) nonprofit humanities and cultural organizations, and government entities such as local and tribal governments, museums, libraries, educational institutions, and other nonprofit or governmental humanities organizations, to support humanities-focused projects and programs. Grant awards will not be made to individuals. Applicants and their projects must be located within the geographic boundary of the State of Nevada. Eligibility, funding, and application details for Relief Operating Grants are outlined here, and Recovery Program Grants are outlined here on our website at nevadahumanities.org.

Organizations that are eligible to apply for Relief Operating Grants and Recovery
Program Grants may apply for, and potentially receive funding, in both funding streams. Receipt of these funds will also not affect your eligibility for current and future Nevada Humanities project grants.

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

Recovery Program Grants

**Program Summary**

**Recovery Program Grants**
Purpose: Capacity building and programmatic support  
Application Deadline: October 21, 2021  
Award Date: Mid-December 2021  
Period of Performance: January 1 - October 31, 2022  
Final Report Due: January 31, 2023

**Recovery Program Grants** are intended to provide capacity building and programmatic support to public humanities organizations and cultural institutions, including Nevada 501(c)(3) nonprofit organizations and and government entities such as local and tribal governments, museums, libraries, historical societies and organizations, educational institutions, and other nonprofit or governmental humanities organizations that conduct significant humanities-focused programming.

This funding will enable organizations that enhance and undertake public humanities programming to respond to the current and longer-term challenges presented by the COVID-19 pandemic. As Nevada’s humanities and cultural organizations plan and implement strategies to recover from the pandemic, this funding may be used to strategize, plan, evaluate, communicate, and implement public humanities programs. This funding should be considered in the context of helping Nevada’s humanities-focused cultural organizations prevent, prepare for, respond to, and recover from the COVID-19 pandemic.

**What Recovery Program Grant funds may support:**

Projects may include:

- Humanities-based projects, programs, and programmatic needs related to preventing, preparing for, responding to, and recovering from the COVID-19 pandemic
• Salaries, taxes, and benefits for permanent employees as allocated for their work directly on the humanities-based project supported by this grant
• Contractor and consultant needs that will directly enhance humanities programming
• Marketing, public relations, or other communications needs related to humanities programming and responding to or recovering from the COVID-19 pandemic
• Technical/consultant needs related to a digital transition or in support of preservation and access programs
• Expansion, due to the effects of the COVID-19 pandemic, of outdoor, virtual, or alternative humanities programming and activities
• Strategic planning and capacity building efforts related to preventing, preparing for, responding to, and/or recovering from the COVID-19 pandemic
• Diversity, Equity, and Inclusion (DEI) assessments and planning related to COVID-19 and the economic crisis
• P.P.E., supplies, technical support, and software related to implementing humanities programs
• Professional development opportunities for permanent staff that will directly relate to the applicant’s ability to successfully undertake and implement public humanities programming and to better recover from the COVID-19 pandemic

All projects must be humanities-focused. All projects must also align with the purpose of American Rescue Plan Act funding, which is to help organizations prevent, prepare for, respond to, and recover from the COVID-19 pandemic.

In addition:

• The humanities must be central in all funded projects.
• We recommend that you utilize humanities scholars and experts when planning and implementing the project.
• Applicants must comply with state and federal nondiscriminatory statutes.
• Grantees must retain auditable records of grant funds and cash and in-kind matching contributions and services for three years following the end of the grant period.
• Grantees must comply with federal regulations outlined with Office of Management and Budget Uniform Guidance, 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, and 230, as set forth in the administrative requirement that apply to re-grantees in NEH’s General Terms and Conditions for General Support Grants to State Humanities Councils.
• The grantee may copyright any books, publications, films, or other copyrightable materials developed with Nevada Humanities grant funds. However, the United States government, the National Endowment for the Humanities, and Nevada Humanities retain royalty free, irrevocable, worldwide, non-exclusive license to use and authorize others to use such materials for nonprofit, educational
purposes.

What Recovery Program Grant funds will not support:

● Projects and expenses that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies)
● Activities that do not respond to the intent of the American Rescue Plan Act appropriation, which is to prevent, prepare for, respond to, and recover from the COVID-19 pandemic
● Costs incurred prior to the start of the grant’s Period of Performance
● Organizations without a DUNS number
● Unallowable expenses as defined in 2 CFR 200 Subpart E - Cost Principles
● Events closed to the public (except K-12 school and correctional facility programs)
● The preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
● An institution’s general operating costs
● Indirect costs
● Overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
● Funds for activities supported by other non-NEH federal funds
● Purchase of land or facilities, construction, renovation, or capital improvements
● The preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
● Promotion of a particular political, religious, or ideological point of view
● Advocacy or promotion of a particular program of social or political action
● Support of specific public policies or legislation
● Lobbying
● Purchase of food or beverages, archival and library acquisitions, academic fees or other degree-related expenses, courses, travel, book publication costs, cancelation costs, for-profit activities, capital expenses, environmental sustainability, eliminating or reducing existent debt or endowment contributions, prizes and awards, the regranting of funds, private and non-ADA accessible events/programs

If you include unallowable expenses as part of your grant request, Nevada Humanities may reject your application or reduce the amount of your grant request accordingly. If you have any questions please do not hesitate to contact our office for guidance.

Who is eligible to apply?
To meet the eligibility requirements for application your organization must:
● Have an organizational mission that is humanities-focused and/or demonstrate a significant commitment to public humanities programming.
● Offer public humanities programs that are accessible to Nevadans and open to the public (with the exception of K-12 school or correctional facility programs).
● Be a Nevada 501(c)(3) nonprofit organization, public or private nonprofit K-12 school, or a Nevada-based government entity such as a local or tribal government agency, museum, library, educational institution, or other nonprofit or governmental humanities organizations that conducts significant humanities-focused programming.
● Have had federally recognized 501(c)(3) nonprofit organization status or, in the case of governmental and tribal agencies, be in operation for at least one year prior to August 1, 2021.
● Maintain a primary business address in Nevada and serve Nevada residents.
● 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 American Rescue Plan Relief and Recovery Grant funds.

Who is not eligible for funding?
● Individuals
● Organizations with less than $10,000 in annual income
● Organizations that were incorporated or recognized as 501 (c)(3) nonprofits after August 1, 2019
● Organizations that do not maintain a primary business address in Nevada and serve Nevadans
● Organizations solely focused on the creation, performance, or display of art (although Nevada Humanities will consider applications from such organizations that also demonstrate and deliver significant humanities programming)
● Social service and humanitarian agencies that do not demonstrate significant humanities programming as part of their mission and operations
● Organizations that have been suspended or debarred or are delinquent on federal debt
● Chapters of national organizations
● Government agencies
● Fiscally sponsored entities
● Foreign entities
● For-profit entities
● Nonprofit charitable organizations designated as private foundations by the IRS
● Political or advocacy organizations

NSHE Institutions as Applicants for Nevada Humanities Funding
Nevada System of Higher Education (NSHE) institutions often have special needs or circumstances when applying for funding from Nevada Humanities. NSHE institutions include: College of Southern Nevada, Desert Research Institute, Great Basin College, Nevada State College, Truckee Meadows Community College, University of Nevada, Las Vegas, University of Nevada, Reno, and Western Nevada College.

NSHE institutions and their departments or programs are eligible for Recovery Program Grant funding if they meet the general eligibility criteria for funding listed above. Each NSHE institution may submit multiple applications representing different departments or programs of the institution; however, only one Recovery Program Grant request may be awarded per department or program. Each project director is required to coordinate their application with each NSHE institution’s appropriate office of sponsored projects. The institution’s office of sponsored projects is responsible for coordinating any grant administrative needs with the project director and vice versa.

When registering or searching for the NSHE entity applying for a Nevada Humanities grant in the Foundant Online Grant Management System used by Nevada Humanities, please use the following format:

    Board of Regents, Nevada System of Higher Education, Institution Name, Department Name

In the Foundant system, the primary contact should be the project director, which is the person responsible for implementing the project. If a form requires approval by an authorizing official in the institution’s office of sponsored projects, the project director is responsible for contacting Nevada Humanities staff member Aliza Berlin at apantoja@nevadahumanities.org with the appropriate name and contact information of the authorizing official and the necessary form will be assigned to the correct contact with authority for completion.

Project directors are the first point of contact between Nevada Humanities staff and NSHE sponsored projects. Project directors should work directly with their institution’s office of sponsored projects to fulfill the requirements of the grant. This includes: completing the grant application, completing the grant agreement and cash request forms and uploading them into the Nevada Humanities Foundant Grant Management System, completing any required interim and final reports, and ensuring that all grant requirements are fulfilled. These requirements may include providing all relevant materials to fulfill routine desk audits when requested by Nevada Humanities.

**Funding Level**

Applicants may apply for grants ranging between $1,000 - 10,000. There is no match or cost share required.

**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:

- Applicant eligibility
- Strength of the organization's humanities focus and mission
- Strength of the organization’s public facing humanities programming
- Strength of the organization's proposed humanities-focused project
- Strength of service to underserved demographics
- Impact of COVID-19 emergency on the organization
- 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. Recovery Grant decisions will be announced mid-December 2021. We regret that feedback cannot be given on draft applications or grant decisions.

**Recovery Program Grants Application Deadline & Project Period of Performance**

Recovery Program Grants Applications Open to the Public: August 21, 2021
Recovery Program Grants Application Closes: October 21, 2021

Recovery Program Grant applications must be completed and submitted online on/or before 11:59 PM PDT on October 21, 2021.

Eligible organizations are able to apply for and potentially receive funding for both a Relief Operating Grant and a Recovery Program Grant, however each organization may only submit one application in each of the Relief and Recovery grant categories.

The Nevada Humanities Recovery Program Grant period of performance is January 1 - October 31, 2022. You must expend the allocated grant within this window of time, and you must expend all of the funds before October 31, 2022. A final report is due to Nevada Humanities on or before January 31, 2023.

If you received a previous project grant from Nevada Humanities and meet the eligibility requirements for Nevada Humanities American Rescue Plan Relief and Recovery Grants, you may apply for these grant funds. Receipt of these funds will not affect your eligibility for future FY2022 Nevada Humanities project grants.

**Distribution of Funds**

Nevada Humanities reserves the right to award full or partial funding based on the total
amount of grant funds available and the award criteria noted in the grant guidelines. Nevada Humanities will award 100% of the grant funds at the beginning of the project. 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 American Rescue Plan Relief and Recovery 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 January 31, 2023. The final report will include:

- Narrative report describing the use, impact, and outcomes of Nevada Humanities American Rescue Plan Recovery Grant funds
- Project budget that lists all Recovery Grant expenditures and supporting documentation demonstrating the use of Recovery Grant funds
- Data including audience served, kinds of humanities programs implemented by the organization during the period of performance, number of people benefitting from Recovery Grant funds, and number of jobs preserved or created with Recovery Grant funds
- Certification of compliance with federal regulations governing the expenditure and use of federal funds
- Copies of letters from your organization to Nevada’s U.S. representatives and senators thanking them for supporting Nevada Humanities, the National Endowment for the Humanities, and your organization.

Acknowledgment of Support
Recipients of Nevada Humanities grant funds must acknowledge Nevada Humanities and the National Endowment for the Humanities as donors in their current fiscal year in all printed and electronic materials, including advertisements and publicity materials, and whenever written or verbal presentations are made by including the credit line and logos provided.

How to Apply
To apply for a Recovery Program 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 August 21, 2021. You must apply for a Recovery Grant using Nevada Humanities online grant system. No hand-delivered, faxed, or email applications will be accepted. Applications must be submitted by the October 1, 2021, deadline.
Please read and review these guidelines and the Nevada Humanities American Rescue Plan Relief Operating Grant and Recovery Program 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 via Nevada Humanities Fondant grant management program, 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 and an itemized project budget to be provided

Preview the application questions and budget form here.

Note that if you are applying for both a Relief Operating Grant and a Recovery Program Grant you must create and submit a different budget for each application with applicable and unique expenses appropriate to each grant stream. You may not duplicate costs in each application.

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 American Rescue Plan 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. Register for SAM [here](#). There is no cost to register for either federal program.

Note that by April 2022, the federal government will stop using the DUNS number to uniquely identify organizations and entities registered in the System for Award Management (SAM). At that point, organizations and entities doing business with the federal government will use a Unique Entity Identifier (UEI) created in [SAM.gov](#). They will no longer have to go to a third-party website to obtain their identifier. Active registrants will have their UEI assigned and viewable within [SAM.gov](#). There is no action for registered entities to take prior to April 2022. Prior to April 2022, applicants for Nevada Humanities funding will need to follow the usual procedures for acquiring a DUNS number listed above. We will update this information as we learn more about the new process after April 2022. Read more information [here](#).

**What Are the Humanities?**

At Nevada Humanities our emphasis is on the public humanities. We understand the humanities to be how people process, document, express, comprehend, and live the human experience, and that through the wide breadth of human learning, civic, social, and cultural activities, everyone participates in and has access to the humanities.

While we value traditional academic humanities disciplines (such as linguistics, literature, history, jurisprudence, philosophy, archaeology, comparative religion and belief, ethics, the history, criticism and theory of the arts, etc.), we also see the humanities as encompassing a wide range of activities and creative expressions that contribute to our individual and collective sense of being human. These include: social and cultural traditions and practices; civic and community engagement; expressions of identity; our understanding of history; our worldview and sense of place; the consideration of the meaning of life; the reasons for our thoughts and actions; the examination of the values and principles that inform our cultures, laws, and government; contextual and educational approaches to the creative process and the arts; and much more.

Projects supported by Nevada Humanities may utilize academic and/or public humanities tools and perspectives. For the purposes of this American Rescue Plan Act funding opportunity, projects and expenses that fall outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies) are not eligible for funding.

**What Is a Humanities Organization and What Are Public Humanities Programs?**

A humanities organization has a mission explicitly connected to the humanities along with a track record of specifically working in the humanities, as opposed to a group that occasionally tackles or delves into humanities-based themes or activities. Humanities organizations include, but are not limited to, historical societies and heritage groups,
historic homes and sites, archives, oral history programs, folklife organizations, cultural centers, museums, nonprofit libraries, literary organizations, nonprofit education organizations, historic preservation groups, nonprofit media groups that report on culture, other cultural nonprofits with core missions or activities that center on developing and implementing public humanities programming. Nevada Humanities will consider Recovery Program Grant applications for funding from organizations in other fields or endeavors that also deliver significant humanities programming.

Public humanities programs come in all shapes, sizes, and formats. Examples include, but are not limited to: interpretive exhibitions, preservation and access projects, dialogue and discussion programs, heritage programs and interpretation, folklife programs, public walking tours, film and media projects, podcasts, oral histories, and other creative formats (in-person and virtual) designed for sharing ideas, research, and engaging the public in community conversations.

Questions and Assistance
To request assistance with your application, contact Nevada Humanities’ grant coordinator Bobbie Ann Howell at bahowell@nevadahumanities.org or Aliza Berlin at apantoja@nevadahumanities.org. We regret that we will be unable to provide feedback on draft applications or grant decisions.

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