



HG CARES Grants for Cultural and Humanities Nonprofits Guidelines

About the Program

HG CARES Grants for Cultural and Humanities Nonprofits provide support for cultural and humanities based 501(c)(3) nonprofit organizations in Guam that are 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 Cultural and Humanities Nonprofits is one of three grant opportunities in Humanities Guåhan's expanded CARES Act Emergency Relief Grant Program. This grant opportunity was announced on May 1, 2020.

Please apply to *HG CARES Grants for Other Nonprofits* if you are not a primarily cultural or humanities based 501(c)(3) nonprofit, but instead a Guam-based nonprofit registered with the Government of Guam, the U.S. government, or both, with planned cultural or humanities education programs for 2020.

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 distributed 40% of this funding to 56 state and territorial humanities councils, including Humanities Guåhan, to support local public humanities programs.

Cultural and humanities-based nonprofit organizations may use relief funds for general operating expenses (including rent, payroll, and overhead) and pre-existing or pre-planned programming. 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/>. 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 Cultural and Humanities Nonprofits Who is Eligible?

Organizations that are eligible for the COVID-19 Emergency Relief Program:

- Are based in Guam
- Are recognized as a 501(c)(3) 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
- Are a [cultural or humanities-based organization](#)
- 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
- Organizations solely focused on the arts
 - We recommend seeking funding opportunities with [Guam CAHA](#)
- 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
- Purchase of land or facilities, construction or renovation
- Partisan objectives or advocacy

HG CARES Grants for Cultural and Humanities Nonprofits How Do I Prepare to Apply?

- Make sure you are eligible. Please carefully review the eligibility criteria above.
- Register for a DUNS number if your organization does not have one already. 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>
- Have your organization's most recently filed Form 990 handy. This form 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 501(c)(3) status. A digital version of your Form 990 is required as part of your online application, and 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>
- Choose your team members. Choose the Primary Contact, Authorizing Official, and Fiscal Agent for your application. Please provide at least two names with contact information for this 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.
- Review your organization's connections to the humanities. 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 and the size of your paid staff.

HG CARES Grants for Cultural and Humanities Nonprofits 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
NEH CARES Grants: 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.