



NORTH CAROLINA
HUMANITIES
COUNCIL

MANY STORIES, ONE PEOPLE

Grant Guidelines

NC CARES: Humanities Relief Grant Program

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Introduction

Our Mission Statement

The North Carolina Humanities Council serves as an advocate for lifelong learning and thoughtful dialogue about all facets of human life. We facilitate the exploration and celebration of the many voices and stories of North Carolina's cultures and heritage.

Background

The North Carolina Humanities Council develops among North Carolinians an understanding of and appreciation for the humanities that can transform the way they see themselves and their communities. In support of these goals, the Council is committed to the following:

- An interdisciplinary approach to the humanities
- Dialogue
- Discovery and understanding of the humanities--culture, identity, and history
- Respect for individual community members and community values
- Humanities scholarship and scholars to develop humanities perspectives
- Cultural diversity and inclusiveness
- Informed and active citizenship as an outgrowth of new awareness of self and community

The Council's grant-making programs are a direct extension of our organizational mission. This amended Grant Guidelines document is ONLY applicable to our Relief Grant program. For information on the Council's standard grant programs please see our website, www.nchumanities.org or Appendix B of this document.

Please note, the funds used for the Council's NC CARES: Humanities Relief Grant program are provided by the National Endowment for the Humanities and United States Congress through the federal CARES Act.

We anticipate that demand for NC CARES: Humanities Relief Grants will be high, and that we will have more requests than we can fund. If grant dollars remain at the end of the initial round we will announce another opportunity to apply.

Application Submission Instructions

- **Submission Method:** All applications MUST be submitted using our online application system by 11:59 PM on the day of the deadline. Incomplete applications will not be reviewed. Submission of an application does not guarantee approval.
- **Grant Cycle Deadline:** All deadlines for which the Council is accepting proposals this fiscal year are posted on our website.
- **Need assistance?** Our staff is here to support you! Please email nchc@nchumanities.org with any questions.

What You Need to Know Before Applying

A. What are the humanities?

Our mission is to support the humanities in North Carolina. The humanities are a set of disciplines that help us respond to the fundamental human questions of “who we are and how ought we to live” by encouraging reflection about values and ideas. The Council is not able to support activities which fall outside the scope of the humanities.

The humanities disciplines, according to the National Endowment for the Humanities, include “the study and interpretation of language, both modern and classical; literature; history; jurisprudence; philosophy; archeology; comparative religion; ethics; the history, criticism and theory of the arts; and those aspects of the social sciences which have humanistic content and employ humanistic methods, and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

B. Applicant Eligibility

- Organization must be located in North Carolina
- Organization must have a DUNS number
- Organization must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal grants.
- Organization demonstrates a hardship due to the pandemic or the impact of following public health recommendations taken to flatten the curve of COVID-19 infections locally.
- Organization must be a 501c3 non-profit humanities organization or tax-exempt government entity with a significant humanities focus:
 - **ELIGIBLE:** Organizations with a track record of a commitment to the humanities – including, but not limited to, archives, cultural centers, community cultural heritage organizations, historic sites, historic preservation organizations, historical societies, literature organizations that provide public humanities programming, museums, public libraries, humanities media/film organizations.
 - **INELIGIBLE:** For-profits, individuals, chapters of national organizations, universities/colleges/academic departments, K-12 schools, visual/performance/literary arts organizations, political or advocacy organizations, social science research or policy study organizations, organizations that do not have a stated commitment to humanities programming, or organizations which provide programs or services limited solely to the members of a particular religious group. *Note: A program run by an agency with a religious affiliation may be granted funds, but only if the program is not religion-based and grant allocation funds are clearly not used for religious activities.*

C. Demonstrated Disaster Need or Hardship

NC CARES: Humanities Relief Grants are intended to provide organizations that have been adversely impacted by the COVID-19 crisis with funds for operations supporting humanities programs or modification of humanities programs. Demonstration of need is a key focus of the grant application. In order to be eligible to receive funds you must show that as a result of COVID-19, your organization has suffered hardship. This may include, but is not limited to:

- Loss of significant revenue (from admissions, investments, donations)
- Loss/or risk of loss of staff (through layoff, furlough, etc.) or reduction of staff salaries
- Difficulty paying rent/mortgage
- Risk of closure
- Inability to continue to provide critical humanities programming

D. Funding Levels

Based on the availability of funds and expected need, the Council has implemented caps on requests. The caps are related to annual operating expenses.

- | | |
|--|-------------------------|
| • Annual Operating Expenses of \$0 – 50,000 | Request Cap of \$5,000 |
| • Annual Operating Expenses of \$50,000 – 150,000 | Request Cap of \$10,000 |
| • Annual Operating Expenses of \$150,000 – \$500,000 | Request Cap of \$15,000 |
| • Annual Operating Expenses \$500,000+ | Request Cap of \$20,000 |

E. Below is a sample list of eligible request activities (note, this list is not exhaustive) if you have questions about the eligibility of the activities that you are requesting funding for please contact Council staff.

- a museum requests support to train staff to engage with visitors virtually, including developing online virtual tours or transcribing digital collections to make the collections more broadly available to the general public
- a historic site that is temporarily closed hires staff to provide exhibition maintenance, and to sanitize spaces so that, when social distancing ends, the site is ready to welcome visitors safely
- an archive requests support for staff who would have been furloughed to prepare or initiate their disaster plans, online archives, and/or procedures for re-opening after forced closure
- a tribal community requests support to continue a program creating, preserving, and making available oral history interviews
- a public radio station/humanities media organization requests support for the development of a podcast to contextualize the global impact of the coronavirus in relation to historical events such as plagues, natural disasters, and world wars that significantly altered human society

Additional frequently asked questions can be found in Appendix A on page 10.

Please continue reading for a full list of policies governing NCHC grants, a list of ineligible expenses, and the responsibilities for managing a grant.

Policies Governing North Carolina Humanities Council Grants

Please note that North Carolina Humanities Council grants are made with federal funds from the National Endowment for the Humanities, (CFDA number: 45.129) and many policies directly relate to statutes and policies governing the use of federal dollars.

A. Applicant Eligibility

The North Carolina Humanities Council does not award grants to individuals nor does it grant scholarships or fellowships. The applicant must be a not-for-profit organization (501c3 or tax exempt governmental unit) operating in North Carolina. See the RFP or page 4 above for a full list of eligible/ineligible organizations.

B. Humanities Content

Eligibility - The subject of the project/organization's work must be within or addressed by one or more of the humanities disciplines. The humanities disciplines, according to the NEH, include but are not limited "to the study and interpretation of language, both modern and classical; literature; history; jurisprudence; philosophy; archeology; comparative religion; ethics; the history, criticism and theory of the arts; and those aspects of the social sciences which have humanistic content and employ humanistic methods."

- The North Carolina Humanities Council cannot fund activities in the creative or performing arts (theatre, dance, music, or visual arts).
- The North Carolina Humanities Council cannot fund projects which advocate social or political action as public funds cannot be used to advocate personal/political points of view.

C. Standard of Conduct

The NEH and Council stipulate that officers, employees, and agents of grant recipients will neither solicit nor accept gratuities, favors, or anything of monetary value from prospective contractors or parties to the project who might hope to receive financial or other benefit from being associated with it. Violation of these restrictions could result in revocation of the grant by the North Carolina Humanities Council.

D. Conflict of Interest

Recipients of grants from the North Carolina Humanities Council must be careful to avoid real or apparent conflicts of interest in disbursement of grant funds. Such a conflict would arise if, for example, the project director or head of the sponsoring organization chose a spouse or relative to receive North Carolina Humanities Council funds in return for services rendered to the project. The range of people prohibited from receiving North Carolina Humanities Council funds without special approval include immediate family members, spouses, business partners, or employers of the people who make decisions on participants in the grant for the sponsor. Violation of these restrictions could result in revocation of the grant by the North Carolina Humanities Council.

E. DUNS Number Federal Requirement

As of October 1, 2010, under the Federal Funding Accountability and Transparency Act (FFATA), no organization can receive a federal subaward without providing a Data Universal Numbering System (DUNS) number to the awarding agency. A DUNS number is a nine-digit number established by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. This number can be obtained from D&B by telephone at 866 705-5711 or through their website, <http://fedgov.dnb.com/webform>.

F. Compliance with Applicable Federal Laws

Council grants are made using federal funds (CFDA number: 45.129) from the National Endowment for the Humanities. Applicants must be in compliance with federal law and eligible to receive NEH subawards as outlined in the State Humanities Councils General Terms and Conditions, with special attention to Appendix A "[Administrative Requirements that Apply to Subrecipients](#)" items 8-10. This includes compliance with Nondiscrimination acts (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990), the Byrd Anti-Lobbying Amendment, Native American Graves Protection and Repatriation Act of 1990, National Historic Preservation Act of 1966, U.S. Constitution Day Education Program (PL 108-447, Div. J. Sec.111(b)), Coordination of Geographic Information and Related Spatial Data (OMB Circular A-16 and Executive Order 12906) Grantee must be compliant with labor standards set forth in [29 CFR Part 505, "Labor Standards on Projects or Productions Assisted by Awards from the National Endowments for the Arts and Humanities."](#)

G. Research Misconduct Policy

Applicants and Grantees must be in compliance with [NEH Research Misconduct Policy](#) and the [Code of Ethics for Projects Related to Native Americans](#).

H. Federal Debarment or Suspension

The Council CANNOT fund organizations or individuals that have been Federally Debarred or Suspended. Applicants and Grantees are prohibited from doing business with any organization or person (as a recipient, subrecipient, contractor, or key employee) if they have been debarred or suspended by any federal department or agency.

Restrictions Governing the Use of North Carolina Humanities Council Funds

Proposal consultations phone calls are great opportunities to discuss your specific budget request and how you want to use grant funds if you have concerns regarding allowed costs.

A. ELIGIBLE Grant Expenses fall into 3 categories and include, but are not limited to:

- a. Funding to maintain existing humanities programming/services during the COVID-19 Pandemic
- b. Funding to innovate, adapt, and strengthen access to humanities programming/services during the COVID-19 pandemic.
 - i. Support for staff salary for employee retention
 - ii. Support for basic institutional and operational costs such as purchasing equipment or systems (i.e. technology and communication systems)
 - iii. Rent/Utilities which directly support humanities programming
 - iv. Support for disaster-related professional development for staff and volunteers
 - v. Support to secure and protect property and collections
 - vi. Other general operating costs which support humanities programming
 - vii. Support to create new digital programs that patrons can access on personal devices.
 - viii. Support to digitize collections and make them available online
 - ix. Other humanities program adaptations required due to COVID-19 response (i.e. social distancing)
- c. Natural disaster clean up and mitigation expenses (NOT an eligible expense category for NC CARES: Humanities Relief Grants)

- i. Cleanup
- ii. Conservation
- iii. Professional consultation
- iv. Rental of temporary meeting space
- v. Basic institutional and operational costs, such as purchasing equipment and replacing inventory, shelving, and roofing

Activities funded by North Carolina Humanities Council grants should be open to the public and free or low cost.

B. INELIGIBLE Grant Expenses include, but are not limited to:

- The Council CANNOT provide support for non-humanities centered organizations/projects, including:
 - Organizations/projects in the creative or performing arts (theater, dance, music, etc.) visual arts, literary arts (including creative writing, autobiographies, memoirs, and creative nonfiction).
 - Organizations/projects in empirically based social science research or policy studies.
 - Organizations/projects in health and social services.
 - Self-help or problem-solving endeavors.
 - Development of dramatic adaptations of literary works.
- The Council CANNOT provide support to organizations/projects that seek to persuade the public, including:
 - 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
- The Council DOES NOT provide support for publishing, academic, or research activities, including:
 - Projects primarily devoted to research rather than interpretation for the general public.
- Additionally, the Council CANNOT provide support for the following:
 - Purchase of land or facilities, construction or renovation
 - Overlapping project costs with any other pending or approved application(s) for federal funding
 - Obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).
 - Popular entertainment for diversion, liquor, or social activities.
 - Foreign or domestic travel
 - Purchase of equipment with an acquisition cost of \$5,000 or more per unit. (Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year.)
- **Please note, support for media components of projects is limited to \$5,000.**

C. Cap on Honoraria/Stipends Humanities Consultants Paid Using Grant Funds

- Events/Presentations - Council grant funds used to pay a speaker/scholar/presenter cannot exceed \$400 per individual, per project component. For example, if a scholar gives two lectures during the course of a project they can be paid a maximum of \$400 in grant funds for each component, for a total of \$800 in grant funds for the project.
- Humanities Consultations – Council grant funds used to pay scholars for non-event/presentation based-work cannot exceed \$50.00 per hour. For example, if a scholar is contributing 10 hours of work to design curriculum for a project, they could be paid a maximum of \$500.00 in grant funds.

Note, non-grant sources of funding may be used to augment compensation in excess of the caps listed above

- D. The Council CANNOT provide retroactive funding for activities that took place before 3/27/20, when the CARES Act was signed into law.**

Responsibilities for Managing an NCHC Grant

If you are selected to receive an NC CARES: Humanities Relief Grant our staff will send you information outlining the requirements for managing your award. Among other things you will be required to:

- Sign a Grant Agreement. This is standard language and is non-negotiable.
- Comply with the restrictions and policies laid out in this document.
- Report any concerns or major changes regarding the grant funded activities to the North Carolina Humanities Council.
- Acknowledge the support of the North Carolina Humanities Council and the National Endowment for the Humanities in your standard outlets (signage, website, annual report, etc).
- Submit a Final Report as directed in the Grant Agreement that we send you. The Final Report will require the submission of stories of how this grant impacted your organization and the communities you serve, the number of humanities programs completed and estimates of the number of people they served, as well as a final budget report.
- Retain auditable records of grant funds for three years after the award is closed.

For more information, please contact:

North Carolina Humanities Council | 320 East 9th Street, Suite 414 | Charlotte, NC 28202

Email: nhc@nchumanities.org

Phone: (704) 687-1520

Appendix A: Common Applicant FAQs.

A. When can I apply for a grant?

The application is available online beginning May 13th 2020. The submission deadline is May 29th 2020 at 11:59 PM.

B. How does my organization apply?

The Council accepts applications electronically through our online system.

- **If you are new to the online system, you will need to [create an account prior to applying](#)**. Once you have created your account and are logged in to your Applicant Dashboard, click "Apply" in the upper left-hand corner to view an alphabetical list of all open Council opportunities. Please bookmark the login page for ease of access.
- **If you have previously created an account, [please click here to login](#)**. Once on your Applicant Dashboard click "Apply" in the upper left-hand corner to view an alphabetical list of all open Council opportunities. Please bookmark the login page for ease of access.

If you need assistance please email nchc@nchumanities.org or call 704.687.1521.

C. Can Individuals apply?

The North Carolina Humanities Council does not make grants to individuals.

D. We don't use the word "humanities" in our mission statement. Is that a problem?

No. However, to be eligible you must do a significant amount of humanities programming. See earlier in this document for a list of the humanities disciplines.

E. My museum/library/historical society is attached to the city government, are we eligible?

Some museums and libraries are affiliated with units of local or Tribal government. These organizations are eligible for funding and are not required to have 501(c)3 status, however all other eligibility criteria are required. If your museum or library has a foundation or friends group with 501(c)3 status, they may apply on behalf of your library or museum as a fiscal sponsor. Eligibility is based on criteria for the museum or library, not the support organization.

F. Can I consult with Council staff about my project or as I prepare my proposal?

Yes, if you would like to discuss your organization or the application process with one of our staff members [please click here to schedule a phone consultation](#) or email nchc@nchumanities.org. Please note, due to anticipated high volume staff will not be able to review drafts.

G. What kinds of groups are eligible to apply grants?

All applicants must be a 501c3 humanities organization or tax-exempt governmental unit. All organizations must have an EIN (Employer Identification Number) and DUNS number registered to their entity. For a list of eligible/ineligible organizations please see page 4 of this document or the RFP.

H. Who is a humanist/humanities professional? How can we find humanities scholars to help us plan and carry out our project?

A humanities scholar is defined as someone with an advanced degree (at least an M.A.) in a humanities discipline. Alternative qualifications could include, humanities professional by training/certification (i.e. a museum professional with humanities training). A wider definition includes humanities practitioners includes recognized cultural experts/culture bearers, such as community elders or those with special expertise in the life-ways, traditions,

and worldviews of a particular culture.

Consider contacting a university, college, or community college humanities department for help. North Carolina Humanities Council staff can provide advice and assistance identifying humanities scholars. Natural disaster specific specialists for cultural organizations can be accessed from the [Heritage Emergency National Task Force](#) or from the State of North Carolina through the [Cultural Resources Emergency Support Team](#).

I. What kinds of activities are supported?

These grants specifically support relief and recovery activities by cultural organizations. These can include by are not limited to,

- Funding to maintain existing humanities programming/services during the COVID-19 pandemic OR
- Funding to innovate, adapt, and strengthen access to humanities programming/services during the COVID-19 pandemic.

J. How will my proposal be evaluated?

Each application will be reviewed based upon:

- Confirmation to the eligibility requirements.
- The extent to which the organization provides public **humanities** programming.
- An assessment of the organization's demonstrated need.

The review process also takes into consideration organization's geographic location, the audience it serves, and other factors.

K. When will decisions be made on my proposal?

We anticipate that decisions will be announced 15 business days after the submission deadline, however this is subject to the volume of applications received. All decisions will be announced via our online application management system.

L. Are religious, food pantries or social services organizations eligible?

Any organization may be eligible if it provides humanities programs to the public as a significant part of its mission. Organizations that define their mission as religious or social service must present strong evidence that the humanities (i.e. the study of literature, history, philosophy etc) are central to a significant portion of their programming.

M. My organization is attached to the University but not technically a department, are we eligible?

If your organization has its own 501(c)3 that is not associated with a college or university it is eligible.

N. Are matching funds required?

No. Relief grants do not require matching funds.

O. Does it take a long time to get a DUNS? What if we don't get it in time?

It ordinarily takes 2 business days to receive a DUNS number. Please contact staff if you request for a DUNS number is pending when you submit your application. Applicants must have a valid DUNS number to be eligible to receive and award.

P. Do we have to pay the money back?

No.

Thank you for reviewing this document, if you didn't see your question covered, please reach out to our staff at 704.687.1520 or email cpatton@nchumanities.org

APPENDIX B: Other Types of Council Grants

In addition to our Disaster Relief and Recovery Grants, the Council offers three types of standing grants. Deadlines are available at www.nchumanities.org.

Separate Grant Guidelines for the grants listed below are available on our website, www.nchumanities.org. This document is not applicable to the Council's Community Research Grant, Community Engagement Grant, or Large Grant programs.

Community Research Grantup to \$2,000

Community Research Grants provide up to \$2,000 to support the incubation, development, or planning of a public humanities project. Allowable expenses include honoraria or travel/meals/lodging for humanists consulting on the project, to support planning meetings, or for research activities of a limited scope which are connected to a forthcoming public humanities project.

Submission Timeline: To be eligible for funding consideration, applicants may only submit proposals for projects which begin **AT LEAST than eight weeks after the submission deadline** (see www.nchumanities.org for submission deadlines). Grant awards are typically announced one month after the submission deadline.

Community Engagement Grant..... up to \$3,500

Community Engagement Grants provide up to \$3,500 to support the implementation of public humanities projects. Typical expenses include scholar stipends, scholar travel/meals/lodging, publicity, exhibit fabrication, and certain other expenses connected with a project of limited scope. Project formats can include, but are not limited to, lecture/discussion series, exhibitions, presentations and workshops. The Council encourages programs which serve educators, veterans, and underserved communities in North Carolina.

Submission Timeline: To be eligible for funding consideration, applicants can only submit proposals for projects which begin **AT LEAST than eight weeks after the submission deadline** (see www.nchumanities.org for submission deadlines). Grant awards are typically announced one month after the submission deadline.

Large Grant up to \$20,000

Large Grants provide up to \$20,000 to support public humanities projects of a wide or extended scope. Typical expenses include scholar stipends, exhibits, travel expenses including meals and lodging, publicity, exhibit fabrication and certain other expenses connected with a project of an extended scope. Project formats can include, but are not limited to, lecture/discussion series, exhibitions, presentations and workshops. The Council encourages programs which serve educators, veterans, and underserved communities in North Carolina.

Submission Timeline: The Large Grant application process consists of two phases, a Letter of Intent and an application (see www.nchumanities.org for submission deadlines). To be eligible for funding consideration, applicants can only submit proposals for projects which begin **AFTER November 1st**.