



NORTH CAROLINA
HUMANITIES
C O U N C I L

MANY STORIES, ONE PEOPLE

Discretionary Grant Guidelines

Restrictions Governing the Use of North Carolina Humanities Council Funds

A. ELIGIBLE Grant Expenses typically include, but are not limited to:

- Project Specific Services & Products
 - Scholar honoraria for public lectures, facilitating discussions or workshops (please see section C for additional guidelines on fees)
 - Meetings with scholars and other content advisors, program partners, and audience representatives
 - Development and production of curriculum guides and other materials for teachers and students
 - Development and production of program materials including discussion guides, catalogs, exhibition text, brochures, digital assets, publications, or other interpretive material
 - Exhibition design and fabrication, as well as crating and shipping
 - Design of the interpretive formats to be used
 - Development and fabrication of interactive program components
 - Program publicity expenses
 - Venue rentals for public presentations
 - Evaluation of the project's impact
 - Some consultant fees (see section C for additional guidelines on fees)
- Project Specific Implementation Planning
 - Planning and conducting project-specific training for docents, discussion coordinators, or other interpretive leaders
 - Research into the humanistic topic
 - Travel to archives, collections, sites, or other resources

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

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

- The Council CANNOT provide support for non-humanities activities, including:
 - Activities that center on the creative or performing arts (theater, dance, music, or visual arts) unless the arts set the stage for a humanities program (significant examination of their social, historical, or aesthetic context).
 - Activities that center on health and social services unless they set the stage for a humanities program.
 - Self-help or problem-solving endeavors.
 - Development of dramatic adaptations of literary works.
- The Council CANNOT provide support for activities which 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 operational activities, including:
 - Purchasing organizational non-expendable items, such as equipment, buildings, art, artifacts, etc. above an immaterial value threshold of \$500.
 - Paying salaries to individuals who are administering the grant or supporting the project as part of a salaried job.
 - Paying for professional development or for new staff hires.
 - Paying for general operations, renovation, restoration, rehabilitation, or construction, strategic planning, or feasibility studies.

- Paying for indirect or overhead costs for a project (although these may be used as sources of grant match).
- Additionally, the Council CANNOT provide support for the following activities:
 - Overlapping project costs with any other pending or approved application(s) for federal funding
 - Purchase of land or facilities, construction or renovation
 - Paying for expenses for travel or venues in foreign countries
 - Paying for air travel that is not undertaken on U.S. flag air carriers.
 - 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.)
 - Regranting
 - Obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).
 - Popular entertainment for diversion or social activities.
 - Alcohol
- **Please note, support for media components of projects is limited to \$5,000.**

C. Federal Debarment or Suspension

The Council funds CANNOT be used to support 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.

Policies Affecting 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 (i.e. 501c3 or governmental unit) operating in North Carolina or a not-for-profit whose project focus is of interest to North Carolinians. While the North Carolina Humanities Council welcomes applications that involve educational institutions, the proposed project must reach a broader community of citizens than the campus community.

B. Humanities Content

Topic Eligibility - The subject of the project MUST BE within or addressed by one or more of the humanities disciplines. The humanities disciplines, as defined by 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 practice of 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.

Humanists/humanities scholars must be involved in both the planning and implementation

of North Carolina Humanities Council funded projects.

- Note, "humanist" is typically defined by the Council as an individual with an advanced degree (MA or higher) in a humanities discipline. Alternative qualifications could include humanities professional by training/certification, or a recognized content expert/culture bearer (i.e. tribal or community elder, firsthand accounts).

C. Required Grantee Cost-Share Ratio and Tracking

We report to the National Endowment for the Humanities data on how much private investment our grants leverage. Grantees are expected to document cash and in-kind contributions to this project which are not compensated by Council funds as costshare. This certified total will be requested on the Final Report. We encourage you to be thoughtful about calculating your cost-share match. **Cash and in-kind contributions to a project that are provided by a grantee are acceptable as cost sharing when such contributions meet the following criteria:**

- they must be verifiable from the grantee's records;
- they must not be included as contributions for any other federally-assisted program;
- they must be necessary and reasonable for the proper and efficient accomplishment of project objectives;
- they must be types of charges that would be allowable under the cost principles;
- they must be used to support activities that are included in the approved project work plan; and
- they must be incurred during the period of performance.

Any contribution that a grantee makes to a project must be based either on the cost incurred to provide that contribution or, in the case of donated buildings or equipment, on depreciation or a use allowance that is computed in accordance with the applicable cost principles. When a grantee is not able to calculate the exact cost involved in contributing its own equipment, space, services, etc. to the project, then the grantee must indicate in the project budget the basis for determining the value of the contribution. Any program income should be used to meet the cost sharing or matching requirement.

The Council provides this in-depth [Cost-Share Guidelines and Sample Tracking Sheet](#) for our grantees use.

D. Standard of Conduct

The NEH and Council stipulate that officers, employees, and agents of the project sponsor 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.

E. 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.

F. DUNS Number Federal Requirement

As of October 1, 2010, under the Federal Funding Accountability and Transparency Act (FFATA),

no organization can receive a 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>.

G. System for Award Management Registration Requirement

All grant applicants and grantees must be registered in the [System for Award Management \(SAM\)](#) to be eligible for Council grant funds. **It is completely FREE to register your organization in SAM**, but you will need some information to get started. This [Quick Start Guide](#) has been created to assist you with the registration process. Grantees are REQUIRED to maintain a current SAM registration for the duration of their award period.

H. 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."](#)

I. 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](#).

J. 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.

Responsibilities for Managing an NCHC Grant

If you are selected to receive a grant from the North Carolina Humanities Council 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. We reserve the right to cancel the Agreement if you make significant changes to your project scope, purpose, activities, personnel, budget, or timeline without obtaining our permission.
- Comply with all 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 prior to their execution.

- 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) as stipulated in the Grant Agreement.
- Maintain your entity's registration in the System for Award Management (www.sam.gov)
- Track your grant cost-share match sources in detail and report the totals on your Final Report. The Council provides this in-depth [Cost-Share Guidelines and Sample Tracking Sheet](#) for our grantees use.
- 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, estimates of the demographics and number of people each program event served, as well as a final budget report.
- Retain auditable records of grant funds for three years after the award is closed.

Note that the North Carolina Humanities Council pays awards on an advance basis. However, depending on the size of your award there may be an installment schedule with the final payment (no more than 10 percent of the award) paid upon the grantee's completion of their final report.

Thank you for reviewing this document. If you have any questions, please reach out to our staff at 704.687.1521 or email cpatton@nchumanities.org.

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