



## CARES Act Relief Grant Guidelines

The Humanities Kansas CARES Act Relief Grants are intended to reach a diverse network of urban, rural, small, medium, and large sized nonprofit organizations located in Kansas whose primary work involves the humanities. This includes organizations that serve populations whose opportunities may be limited by geography, ethnicity, economics or disability.

The Humanities Kansas CARES Act Relief Grants have been divided into three categories based on the applicant's annual budget size.

- Organizations with an annual budget less than \$100,000 may request up to \$10,000.
- Organizations with an annual budget between \$100,000-\$500,000 may request up to \$15,000.
- Organizations with an annual budget more than \$500,000 may request up to \$20,000.

### **Support is limited to any or all of the following:**

- Salary support, full or partial, for positions critical to the cultural organization's mission for up to two months. This includes both full and part-time staff members and the request can include benefits. Funds must be used immediately.
- Fees for contractual or consultant personnel who are key to the advancement of the organization's humanities mission.
- Facilities costs such as rent and utilities. Funds cannot be used to pay an organization's mortgage.

**Cost share** is not required, but reporting cost share helps Humanities Kansas to meet its dollar-for-dollar matching requirement for federal funding. We encourage you to report cost-share for your project to help us meet our federal match. Organizations may use other federal dollars and other non-federal income as cost-share.

**To apply**, applicants must be nonprofit organizations located in Kansas and whose primary work is in the humanities. Examples include but are not limited to museums, libraries, archives, historical societies, historical sites.

### **Applicants will need the following:**

- Annual budget that can be uploaded as a pdf
- Breakdown of salaries for personnel and contract work, plus rent and utilities
- DUNS number. The DUNS number is a nine-digit number used to track federal funding. DUNS numbers are free and never require a processing fee. You can receive a DUNS number free-of-charge by calling 866-705-5711 or by visiting <http://fedgov.dnb.com/webform>. Need help? Follow the step-by-step "[How to Get a DUNS Number](#)" document.

### **Organizations receiving funding will:**

- Return signed grant agreements
- Notify their members of Congress of the grant award
- Submit a brief final report to Humanities Kansas by September 14, 2020.

### **Preferred, but not required:**

- Ability to receive grant award funds as a direct deposit.

Applications will be accepted from May 13-June 12, 2020, through the online grants process at [humanitieskansas.org](http://humanitieskansas.org). Applications will be reviewed weekly by a panel of independent reviewers. Applicants will be notified of the status of their application within 10 business days of submission. Those awarded grants will receive payment after the award agreement is signed and returned.

### **How to Apply**

Applications must be submitted through the online grants system at [humanitieskansas.org](http://humanitieskansas.org). In addition to basic registration information, the grant application form will ask for the following information:

- Audience / Visitors size (for a typical year)
- Brief description of your organization, including your mission, who you serve, and your core humanities programs
- Annual Operating Budget
- Detailed description of two months of operating expenses, including personnel, utilities, and rent costs.
- Grant amount requested, plus list of specific job titles and salaries included in the request and the breakdown for utilities and rent costs included in the request. The amount available is dependent on your organization's annual budget
- A brief description of the impact of the Coronavirus on your organization and why you need financial assistance
- A brief description of other funding sources being pursued
- Upload two attachments: image for promotional usage if the application is awarded funds and a pdf of your organization's annual budget.

### **Frequently Asked Questions (FAQ)**

1. *My organization has an open Humanities Kansas grant? Can we apply for these special relief grants?*  
Yes.

2. *Are there funds available from Humanities Kansas for support for a specific program or project? In other words, are there funds available for things other than general operating support?*

Yes. Please contact Sarah Bishop at [sarah@humanitieskansas.org](mailto:sarah@humanitieskansas.org) to discuss eligibility, opportunities, and the process.

3. *Where is this funding coming from?*

The funds have been made available through the National Endowment for the Humanities (NEH) to assist cultural institutions affected by the coronavirus as part of the CARES Act economic stabilization plan appropriated by the U.S. Congress and signed into law March 27, 2020 by President Donald J. Trump. NEH is providing funds to Humanities Kansas specifically for redistribution as grants to cultural organizations in need in Kansas.

4. *What will be expected in the final report?*

It will be brief. Humanities Kansas will ask how the funds were spent and an impact statement answering a question similar to "How did this General Operating Support help your organization through these uncertain times and what are your plans going forward?"

5. *How long will it take to go through the application?*

If your materials are ready to go, the actual application process should take no more than 20 minutes.

6. *I'm not sure I should apply. Any advice?*

If your organization needs the funds and does humanities programming, you should apply. Organizations that depend on private fundraising should likely prepare for a projected loss in income and it is difficult to determine the stability of state, county, or local funds.

Congress included these funds in the relief package because our cultural organizations matter. They make a difference in our communities. They make our state a better place to live. And none of it could be possible without the talented and dedicated people who work there. These grant funds can ensure that this does not change.

7. *Do we have to pay the funds back?*

No. It's a grant, so you don't have to pay the funds back. You just have to be sure to use the funds as you said you were going to in the application.

8. *I work for an arts organization. Are we eligible to apply?*

If you are a performing arts venue or an arts center that spends most of your resources on art instruction or art production, then you should apply for CARES Act relief funds through the Kansas Creative Arts Industries Commission. However, if 50% or more of your work is humanities programming, then yes, you are eligible to apply through Humanities Kansas. Please keep in mind that an organization cannot apply to both Humanities Kansas and KCAIC for precisely the same request.

9. *I work for a library. Are public libraries eligible for funding?*

Yes.

10. *I'm confused about cost share.*

Cost share is not required for this grant. However, it is welcomed. Humanities Kansas is required to regularly report on local cost share to Congress and the National Endowment for Humanities to show that the cultural sector successfully leverages additional funds. For this grant, cost share can be in-kind or "cash," including contributions from third parties, including other federal entities.

11. *What do you mean by humanities?*

The humanities help us understand what it means to be human – to seek connections with people and place. As we draw upon our diverse histories, literature, ethics, and cultures, we see more clearly who we are as people and define ideas that will shape a future worthy of generations.

The humanities start with stories – stories that connect us, that tell us who we are and where we've come from. They help us draw on insights from history, literature, philosophy, folklore, and cultural traditions. What have we valued over time and across generations? What has changed and what has stayed the same?

Humanities work draws upon familiar disciplines, like language, literature, history, ethnic studies, jurisprudence, philosophy, archaeology, comparative religion, ethics, gender studies, and the study of the human experience, with attention to our diverse heritage, traditions and history and its relevance to the current conditions of national life.

**For information** about the CARES Act Relief Grant, contact Sarah Bishop at [sarah@humanitieskansas.org](mailto:sarah@humanitieskansas.org).