SHARP General Operating Support Grant

Humanities Montana

Organization Information

Project Name*

Please type "General Operating Support for [your organization]" below.

Character Limit: 100

Authorizing Official*

Enter the full name of the authorizing official for your organization.

Character Limit: 50

Organization County*

Choose the county where your organization is headquartered.

Choices

Beaverhead
Big Horn
Blaine
Broadwater
Carbon
Carter
Cascade
Chouteau
Custer
Daniels
Dawson
Deer Lodge
Fallon
Fergus
Flathead
Gallatin
Garfield
Glacier
Golden Valley
Granite
Hill
Jefferson
Judith Basin
Lake
Lewis And Clark
Liberty
Lincoln
Madison

McCone
Meagher
Mineral
Missoula
Musselshell
Park
Petroleum
Phillips
Pondera
Powder River
Powell
Prairie
Ravalli
Richland
Roosevelt
Rosebud
Sanders
Sheridan
Silver Bow
Stillwater
Sweet Grass
Teton
Toole
Treasure
Valley
Wheatland
Wibaux
Yellowstone

Which humanities category best describes your organization?

This General Operating Support grant is specifically intended for public humanities organizations. These categories have been adapted from the Humanities Indicators project led by the American Academy of Arts and Sciences.

- **Cultural and Ethnic Organizations**: *Organizations dedicated to the study, preservation, and/or dissemination of the history and culture of ethnic groups (i.e. Crow Language Consortium, Mai Wah Society, Selis Qlispe Culture Committee)*

- **History Organizations**: *This category includes historical societies and their support organizations, historical preservation groups and their support organizations, historic houses, folklore/folklife organizations, place-based learning organizations, cultural sustainability organizations, and other organizations with a historical focus. Examples of past grantees in this category include: Montana Preservation Alliance; The Extreme History Project; the Moss Mansion, Travelers Rest.*

- **Humanities Museums**: O*rganizations that acquire, preserve, research, exhibit, and provide for the educational use of works of art or objects/artifacts related to the study of humanities content. Examples of past grantees in this category include: Museum of the Rockies, Historical Museum at Fort Missoula, Mondak Heritage Center.*

- **Literature Organizations**: O*rganizations that promote the study or appreciation of books and/or literature.   Examples of past grantees in this category include: Express to Speak, Alpine Artisans, Free Verse.*

- **Humanities Education***: Organizations that offer classes, seminar, and workshops in the humanities (which include but are not limited to literature, languages, history, philosophy, religious studies, art history, and interdisciplinary humanities programs – like ethnic studies, gender and sexuality studies, and American studies). Examples of past grantees in this category include: Merlin CCC, Wild Rose Center, Forward Montana, Sunburst Arts and Education.*

- **Media, Journalism, and Documentary Organizations**: *Organizations that are committed to covering humanities themes and/or telling the stories, happenings, or histories of communities that are informed by the members of those communities, challenge predominant narratives, and/or nurture critical analysis of media. Examples of past grantees in this category include: Big Sky Documentary Film Institute, A VOICE- Art Vision & Outreach In Community Education.*

- **Libraries and Archives**: *These organizations include operating libraries and archives (excluding those that are purely science- and medicine-focused). Combination museum-libraries can be treated as museums or libraries. Examples of past grantees in this category include: Butte-Silver Bow Public Archives, Dillon Public Library, Friends of the Bridger Public Library.*

Humanities Organization Category*
Using the definitions and examples listed above, choose the category that best fits your organization.

If you are a humanities organization, but do not fit into any of the above classifications, please contact Kim Anderson at kim.anderson@humanitiesmontana.org to discuss your organization type and whether you qualify for a general operating grant.

Choices
Cultural and Ethnic Organizations
History Organizations
Humanities Museums
Literature Organizations
Humanities Education

Media, Journalism, and Documentary Organizations
Libraries and Archives

Organization Mission*
Character Limit: 1500

Does your organization serve groups traditionally underserved in the humanities?*

Traditionally underserved groups include people of color, people who identify as LGBQ+, people who live in rural areas, people with disabilities, people who identify as immigrants or refugees, and persons otherwise adversely affected by persistent poverty or inequality. *(Please note this is not an exhaustive list.)*

Choices
Yes
No

Traditionally Underserved Groups Reached

If you answered "yes" to the previous question, please describe the underserved groups your organization reaches.

Character Limit: 2000

Priority Constituencies*

Humanities Montana has identified three constituency groups to which we would like to improve service. Which, if any, of the following communities does your organization prioritize?

Choices
Native American
Rural
Youth (under 21)
None of the above

2019 Annual Operating Budget*
What was your organization's annual operating budget in 2019?

Character Limit: 20

2020 Annual Operating Budget*
What was your organization's annual operating budget in 2020?

Character Limit: 20

Economic Impacts of COVID-19*
What economic impacts of COVID-19 has your organization experienced? (select all that apply)

Choices
Lost revenue due to canceled programs
Lost revenue due to canceled fundraising efforts

Lost space
Staff layoff
Risk of permanent closure
Use of savings/reserves
Other

Other Economic Impacts

If you chose "Other" in the previous question, please elaborate here.

Character Limit: 1500

Staff Layoff

If you chose "Staff layoff" as one of the economic impacts of COVID-19, please enter the number of staff members who had hours reduced or were laid off.

Character Limit: 20

Estimated Financial Loss*

How much did COVID-19 financially impact your organization? We recognize this is a tentative approximation. Please quantify your financial losses since March 28, 2020 (or the most up-to-date calculation of your financial losses so far).

Character Limit: 20

Emergency Funding

Amount Requested*

Please list the dollar amount you are requesting from Humanities Montana to support general operating expenses. SHARP grant funds can be used to fund any approved expenses incurred after March 15, 2021.

You may request up to **$10,000.**

Character Limit: 20

Additional Information

If there is any information we have not requested, but which you feel is important for Humanities Montana to know when evaluating your application, please provide it here:

Character Limit: 3000

Grant Agreement & Certification

Note to Applicant:
As required by federal guidelines, approved grant applicants must have the following required information before receiving grant funds:

- Federal Tax ID Number (or EIN)

- https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.htmlhttps://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.htmlDUNS number

Apply for this early as a DUNS number can take up to two business days to receive.
If approved, Humanities Montana will request this required information in our grant contract. Humanities Montana cannot allocate awarded funds until this required information is received. For any questions about this process, please email kim.anderson@humanitiesmontana.org.

Electronic Signature*

The applicant organization assumes all responsibilities as grantee and may not operate simply as the fiscal agent for the project. In signing and submitting a grant application, the authorizing official certifies that the applicant organization will ensure that the acceptance paperwork and required reports are submitted on time and will comply with the certifications listed below.

Humanities Montana is required to ask each applicant for certification of compliance with nondiscrimination statutes, debarment, and suspension. By signing and submitting this form, the organization's authorizing official is providing these certifications.

Character Limit: 50

Nondiscrimination Statutes and Regulations:
(a.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;
(b.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;
(c.) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;

(d.) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute; and

(e.) The Americans with Disabilities Act (ADA) of 1990.

Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (45 CFR 1169):

(a.) The applicant organization certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

(b.) Where the applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

SHARP Project Grant

Humanities Montana

Project Name*

Character Limit: 100

Brief Project Description*

Write a very brief (one to two sentence) description of your proposed project. We will use this description in our calendar and press releases if your program is approved. You will be able to include a full description of the project later in this application.

Character Limit: 500

Amount Requested*

Please list the dollar amount you are requesting from Humanities Montana to support your humanities-based project. Up to 20% of SHARP project grant funds can be used to pay for expenses incurred between March 15, 2021 and the grant award date.

You may request up to **$20,000.**

Character Limit: 20

Detailed Project Description*

Provide a detailed description of your proposed project explaining what your project is, why it is important, and who will benefit. *You must include a detailed explanation of how your project is a recovery from or is a response to the coronavirus.* If your project involves Native American communities or cultures describe how those community representatives are being consulted and involved in your project and, when possible, document tribal involvement through letters of support.

Character Limit: 10000

Public Humanities Definition

The humanities are the examination of what it means to be human through the interpretation and discussion of all forms of thought, interest, and expression. While we value traditional humanities disciplines, such as art history, literature, history, and philosophy, our emphasis is on the public humanities, which means that we look at the humanities as more than an academic discipline.

For us, the public humanities are a mode of inquiry and conversation that aims to engage, support, or challenge the ideals, beliefs, tensions, and prejudices of the communities in which we live. We believe that important thought can happen outside of the academy – in neighborhood institutions, schools, churches, and at kitchen tables across the country. We are especially interested in instances of the public humanities that promote civic engagement – in raising critical issues facing everyday people and conducted with the hope of increasing their

thirst for staying engaged. Rather than being defined by rigid disciplinary boundaries, it is the humanistic lens, which emphasizes curiosity, questioning, and dialogue, that matters.

Humanities Content*

Explain how your project is a humanities project.

Character Limit: 5000

Grant Period Start Date*

The grant period start date for all SHARP grants is March 15, 2021. However, for SHARP Project Grants, no more than 20% of funds can be paid for expenses incurred before the September 2021 grant award date. Please enter **March 15, 2021** in the date field below.

Character Limit: 10

Grant Period End Date*

Enter the date your grant period ends (usually 30 days after project ends), no later than November 30, 2022.

Character Limit: 10

Timeline*

List major tasks and dates for the project. Include:

- Planning

- Publicity

- Implementation

- Evaluation

Character Limit: 5000

Does your organization serve groups traditionally underserved in the humanities?*

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Choices

Yes
No

Target Audience*

Describe the demographics and size of the prospective audience for your project. If you answered "yes" to the previous question, please describe the underserved groups your organization reaches.

Character Limit: 1000

Priority Constituencies*

Humanities Montana has identified three constituency groups to which we would like to improve service. Which, if any, of the following communities does your organization prioritize?

Choices

Native American
Rural
Youth (under 21)
None of the above

Description of Sponsoring Organization*

Describe the sponsoring organization. Include its history, purpose, funding status, and governance.

Character Limit: 5000

Audience Fee*

Indicate the amount of any fee you are charging the audience and how you determined to charge that amount. If you charge a fee, all proceeds must be spent on the project-related expenses.

Character Limit: 1000

Project Personnel*

List primary project personnel and their relevant qualifications. Include consulting scholars, speakers, etc. At least one humanities scholar is required in the planning and/or execution of the project and is a major criterion in our review of the application. Humanities scholars may be someone with a humanities degree or experience working in the humanities.

Character Limit: 5000

Fiscal manager name*

Humanities Montana requires a fiscal manager who is not the project director. We recommend the fiscal manager be a qualified accountant or bookkeeper. The fiscal manager submits a final financial report at the conclusion of the project. If you are with a university, this is usually someone in your Office of Research and Sponsored Programs.

Character Limit: 250

Fiscal manager mailing address*

Character Limit: 250

Fiscal manager telephone*

Character Limit: 100

Fiscal manager email address*

Character Limit: 100

Budget Instructions

The SHARP project grants do not require a one-to-one match. However, if you are bringing additional in-kind or cash support to this project you are encouraged to show that additional support so we can use it as part of our federally mandated match with the National Endowment for the Humanities. In other words, the value of your time (not compensated for by the grant), equipment, or office space, can be noted in the in-kind income and expense columns, and any additional cash support can be noted in the other money income and expense columns but they are not required.

A. Humanities Montana funds requested*
Enter the amount requested from Humanities Montana. This figure must match that given in the project budget and budget explanation.

Character Limit: 20

B. Project cost-share cash*
Enter the projected amount of funds from other sources used as project cost-share (if any). If none, enter 0.

Character Limit: 20

C. Project cost-share in-kind*
Enter the amount of in-kind project cost share, such as the value of equipment, time, donated space, etc. (if any). If none, enter 0.

Character Limit: 10

A + B + C=Total project cost*
Please enter the total project cost (funds requested from Humanities Montana plus cash funds from other sources and in-kind cost-share, if any).

Character Limit: 20

Project Budget*
Use this link to access our budget form.https://www.hhumanitiesmontana.org/regular-grants/You must use our budget form. Download either the Excel or Word version of the budget form, complete the form, and upload below.

File Size Limit: 2 MB

Detailed Budget Explanation*
Describe **each line item** in your proposed budget. Address how costs and revenues were estimated or derived. Describe any confirmed or pending funding from other sources. A mix of funds is desirable as an indication of community or other support. You may write in box below or attach a Word document.

Character Limit: 4000 | File Size Limit: 1 MB

Letters of Support (optional)

Upload all letters of support in a combined pdf file.

File Size Limit: 2 MB

Grant Agreement & Certification

<u>Note to Applicant:</u>

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- Federal Tax ID Number (or EIN)

- https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.htmlhttps://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.htmlDUNS number

Apply for this early as a DUNS number can take up to two business days to receive.
If approved, Humanities Montana will request this required information in our grant contract. Humanities Montana cannot allocate awarded funds until this required information is received. For any questions about this process, please email kim.anderson@humanitiesmontana.org.

Electronic signature*

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(c.) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;

(d.) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute; and

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(a.) The applicant organization certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

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