



WEST VIRGINIA HUMANITIES COUNCIL

American Rescue Plan (ARP) Act Emergency Relief Grant Application Template

SPONSORING ORGANIZATION

This information pertains to the nonprofit organization that will be responsible for overseeing the grant, if awarded.

Sponsoring Nonprofit Organization Name

Address 1

Address 2

City, State, Zip

Phone

Web Address

During the past five years, has the sponsoring organization been investigated for its financial or management practices?

Yes/No

If YES, please explain. (Limit 150 words)

Does the sponsoring organization receive federal funds, and if so is the organization subject to single audit as required by 2 CFR Part 200, Subpart F?

Yes/No

If yes, did the sponsoring organization have any major program findings in its most recent audit?

Yes/No

If YES, please explain. (Limit 150 words)

If awarded, the sponsoring organization must provide their Federal Employer Identification Number (FEIN) from the IRS, a current Data Universal Numbering System (DUNS) number, and have an active System for Award Management (SAM) account before funds can be disbursed. If you do not currently have them, apply immediately. Do not wait for award notification.

FEIN #

DUNS #

SAM.gov CAGE Code

What is the sponsoring organization's mission?

Has the sponsoring organization ever received a grant from the West Virginia Humanities Council?

Yes/No

AUTHORIZING OFFICIAL

The authorizing official is the CEO of the sponsoring organization and, if awarded, will sign the contract and certifications.

Prefix, First Name, Last Name

Title, Organization

Address 1

Address 2

City, State, Zip Code

Phone

Email

PROJECT DIRECTOR

This person is responsible for the management of the grant and has the responsibility of submitting reports to the West Virginia Humanities Council. The project director may NOT serve as the fiscal officer.

Prefix, First Name, Last Name

Title, Organization

Address 1

Address 2

City, State, Zip Code

Phone

Email

FINANCIAL OFFICER

This is the person responsible for record-keeping and accounting for the grant. The fiscal officer may NOT serve as the project director.

Prefix, First Name, Last Name

Title, Organization

Address 1

Address 2

City, State, Zip Code

Phone

Email

GRANT PERIOD

Enter the start and end date of the humanities program/project, or the period for which you are requesting general operating support. Pre-award costs cannot predate March 15, 2021. The project/period must end no later than September 30, 2022.

NARRATIVE STATEMENT

The narrative must address the following. Please use headings.

A. Commitment to the Humanities

Describe your organization's commitment to public humanities. Provide examples.

B. Plans for Funding

Indicate the category (or categories) below for which you are applying and explain how your proposed activities fulfill the primary purpose of ARP funding to prevent, prepare for, respond to, and recover from the coronavirus. Please provide details of the proposed activities and their anticipated organization and/or public impact.

- General operating costs, including staff support, administrative cost, utilities, and mortgage payments (organizations whose mission falls outside of the humanities and the humanistic social sciences are not eligible to receive funding for general operating costs). General operating costs may also include the following:
 - Strategic planning and capacity building efforts related to preparing, responding to, and recovering from the coronavirus (general capacity building efforts are not eligible).
 - Technical/consultant needs related to a digital transition or in support of preservation and access programs (equipment costs cannot exceed 20% of the total request).
 - Expansion, due to the effects of the coronavirus, of outdoor and virtual humanities programming and engagement or similar activities to transition from traditional environments to those that are more accessible.
 - Equity assessments and planning related to coronavirus and the economic crisis.
- Humanities programming directly related to the pandemic (these projects must include the participation of a humanities scholar).

C. Underserved Audiences

The Humanities Council prioritizes projects that engage or involve the participation of an underserved audience. Is this program/organization directed toward a part of West Virginia traditionally underserved by the Council because of its location, income, population size, institutional infrastructure, or demographic minority status? Examples include veterans, active-duty military, Native Americans, HBCUs, community colleges, seniors (65+), rural areas, and African Americans. Please describe.

D. Impact

1. Describe how many people within and outside of the sponsoring organization will benefit from the project. Explain.
2. Complete the following statement:
With ARP Act funding, [organization] will [produce/offer/deliver] [insert output] in order to [insert positive change that will result/meets the need], directly advancing its mission to [insert organizational mission]. Specifically, this grant will fund [insert project or initiative] which [insert stated goal]. The primary audience benefitting from this funding is [insert who is primarily benefitting].

E. Immediate Needs

Describe immediate needs that are a direct result of the COVID-19 pandemic. Explain how the needs are related to the crisis. Examples include (but are not limited to):

- Unable to pay rent, utilities, or payroll due to loss of income (no entrance fees being collected)

- Expenses incurred due to cancelling/rescheduling of events
- Expenses incurred in reformatting scheduled events for digital delivery
- Increased overhead due to remote work

BUDGET

Enter the requested grant amount (up to \$20,000).

Enter the amount of in-kind match. Match is not required. The ability or inability to include cost-share will not influence award/rejection

Enter the amount of cash match. Match is not required. The ability or inability to include cost-share will not influence award/rejection.

The budget narrative must address the following. Please use headings.

A. Proposed Budget Narrative

Describe how you arrived at your request (and match) amounts. Provide **specific** details/equations on how the funding will be spent. If awarded, changes to this request will require Council approval. See the ARP Act Emergency Relief Grant guidelines for a list of restrictions.

B. Other Emergency Relief Funding

Indicate if you have applied, plan to apply, or have received other pandemic-related emergency relief funding in 2020 or 2021, including funding through the West Virginia Department of Arts, Culture, and History. If you have, what is the status of the application/project? How much funding has your organization received?

COMPLIANCE

By submitting this grant proposal, the applicant is acknowledging compliance with the West Virginia Humanities Council's grant guidelines and certifies that the sponsoring organization is established for nonprofit purposes. Further, you are confirming that your organization does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local, or federal laws.