# Preview Application

**This is a preview application only. All applications must be submitted through the PHC CARES application portal. For more information visit pahumanities.org/PHCCARES.**

Before continuing, please carefully review the PHC CARES web page which has complete grant guidelines, frequently asked questions, and a preview application. **You will have the option of saving drafts and returning to them.**

Please have your financial documents ready, including a PDF of your most recently filed 990 or 990EZ, your current annual budget, and a record of expenses incurred since March 1, 2020. Applicants must also provide organizational information, including your incorporation date, DUNS and EIN numbers, and estimated annual attendance.
Our priority is to provide your organization with financial support in a timely manner. Please tell us about your humanities programs, who you serve, and what impact the pandemic is having on your operations and financial position.

PHC staff can provide guidance on eligibility, application questions, and technical issues. For application questions contact Celeste Vargo, Grants Manager and Program Administrator at cvargo@pahumanities.org. For technical assistance, contact Brandon Woods, Operations Manager at bwoods@pahumanities.org

*Funding and support for PHC CARES are provided by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the National Endowment for the Humanities (NEH).*

**Organization Name:**

**ELIGIBILITY- You are eligible to apply for this general operating grant if your organization meets all the following criteria**.

- Yours is a humanities organization, which may include museums, libraries, archives, historic sites and other cultural nonprofits, impacted by the pandemic.
- You are incorporated as a 501 (c)3 in the Commonwealth of Pennsylvania.
- You are physically located in Pennsylvania and have Pennsylvania residents as your primary audience.
- You have been in operation for at least one year.

- You have filed a Form 990 or 990EZ for the most recent fiscal year.
- You are able to provide a Data Universal Number System (DUNS) number at the time of your award.
- You employ the equivalent of 1 full-time employee or at least an annual budget of $100,000.

# I. ORGANIZATIONAL INFORMATION

**Primary Contact Name:**
*(This individual will be considered the primary contact for all grant communications and is responsible for completing all required materials, including a final report.)*

*First Name*
*Last Name*
*Primary Contact Title:*
*Primary Contact Email:*
*Primary Contact Phone #:*

**Location Address:**
*Country*
*Address*
*Address Line 2 (optional)*
*City*
*State, Province, or Region*
*Zip or Postal Code*
**Mailing Address:**
*Country*
*Address*
*Address Line 2 (optional)*
*City*
*State, Province, or Region     Zip or Postal Code*

**Website:**

**DUNS Number:**
*(PHC is required to ensure that all grantees obtain and retain a Data Universal Numbering System (DUNS) number if they are awarded funds. This DUNS refers to the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) which uniquely identifies business entities. A DUNS number may be obtained from D&B by telephone at 866.705.5711 or click here to register online.)*

**EIN #:**
*(Your Employer Identification Number (EIN) is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.)*

**County:**

**US Congressional District:**

**PA State House District:**

**PA State Senate District**

**Annual Operating Budget:**


**Organization Type**

**What is your primary organization type?**

**Estimated Annual Audience:**

*Please estimate the number of individuals your organization serves annually. Annual attendance in 2019:*


## II. TELL US ABOUT YOUR ORGANIZATION

**1.      Please describe how the humanities are primary and core to your mission. Include your mission statement and describe your programming in the past 12 months.**
*(Humanities programs can take many forms. They delight us, inspire discovery and learning, give us historical context, and open our eyes and hearts to different points of view. They also help us connect, build community, and even heal. The humanities include disciplines such as history, literature, film studies, art criticism, and philosophy.)*

*Limit: 250 words*


**2.      Describe the communities you serve. Tell us if your organization is led by and-or serves underrepresented people in your community.**
*(Underrepresented groups vary in each community. These groups can include people who live in rural areas; people of color; people who identify as LGBTQIA+; people with disabilities; people who identify as immigrants or refugees; and people whose first (or only) language is not English. Keep in mind this is not an exhaustive list.)*

*Limit: 50 words*


**3.How do you represent and engage your communities in your programming?**

*Limit: 150 words*

# III. HOW HAS COVID-19 IMPACTED YOUR ORGANIZATION'S OPERATIONS AND PROGRAMMING?

**1.      How have you and the communities you serve been affected by COVID-19? (For example, are there people who attend your programs that have been particularly impacted by the interruption or reduction of your activities?**

*Explain if there are people who attend your programs that have been particularly impacted by the interruption or reduction of your activities.*
*Limit: 150 words*

**2.      If you are no longer providing programs, what date did you shut down your operations?**

**3.      Is there a danger of permanently closing your operations without further funding?**

**4.      Are you currently providing programs in your community?**

**5.      We are interested in learning about your plans or your current experiences providing programming in new formats (i.e. on-line), providing new access points and/ or how you might be dealing with social distancing regulations if and when you re-open.**

*Limit: 100 words*

# IV. FINANCIAL COST TO OPERATIONS

**1.      At this point, understanding there is still much that is unknown, what are you projecting will be the overall financial cost of the crisis to your organization from:**

*a. March 1 through July 1:*

*b. March 1 through September 1:*

**2. Including staff costs, are there added costs as a result of continuing services?**

**3. Please quantify Costs**

**3b. Please explain the types of costs being incurred and whether these are new or continued costs.**

**4. Please check any that apply:**

*We expect unanticipated costs totaling more than 20% of budgeted operating costs between March 1 - September 1*

*We are currently unable to pay core operating expenses such as mortgage, rent, utilities, salaries, etc. (that are not covered by PA unemployment or other sources)*

**Annual Operating Budget:**

**Fiscal Year End:**

**5. How has your budget been impacted by COVID-19? - Please complete the following table using your current year approved budget**

| Source | Fiscal Year Approved Budget Amount (Revenues) | Percent of Annual Budget | Year to Date Actual as of March 1, 2020 | Please estimate the loss or anticipated loss this year | Percent of estimated loss | Comments |
|---|---|---|---|---|---|---|
| Government Support | | | | | | |
| Private donations | | | | | | |
| Foundation/Corporate Grants | | | | | | |
| Tickets, Fees & Sales | | | | | | |
| Fundraising events | | | | | | |
| Endowment income | | | | | | |
| Other: | | | | | | |
| Total | | | | | | |

**Form 990 or 990EZ Upload:**
*(Please upload your most recently filed Form 990 or 990EZ. We will use this form to gather information about your mission, core programs, and budget. If your organization is not a 501(c)(3), please submit your most recent annual return to the IRS.)*

**6. How many months of cash did you have on March 1?**

**7. How many months of cash do you have now?**

**8. If you have an endowment, is the income unrestricted?**

**9. How many full-time or equivalent staff have you had to lay off due to COVID-19?**

**10. How many hourly staff or independent contractors have you had to lay off due to COVID-19?**

## V. FUNDING SOURCES

**If your organization/group is seeking other sources of financial relief at this time, select all**

**that apply and choose if the relief is planned, pending, or approved, and identify amounts you received.**

*Paycheck Protection Program Loans*
*Economic Injury Disaster Loans (EIDL)*
*NEH*
*NEA*
*IMLS*
*PCA*
*Other COVID Relief Funds*

## VI. USE OF FUNDS

**We are interested in how you will use this money to support your general operations or humanities programming, knowing that grants may not exceed $10,000.**

*Limit: 100 words*

## VII. ADDITIONAL INFORMATION (optional)

**If there is any information that we have not requested, but which you feel is important to the Pennsylvania Humanities Council in evaluating your application, please provide it here.**