



Grant Guidelines



NATIONAL ENDOWMENT
FOR THE HUMANITIES

INTRODUCTION

As part of the national Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which became law on March 27, 2020, the National Endowment for the Humanities (NEH) received \$75 million to distribute to humanities-based nonprofits that have been financially impacted by the coronavirus.

The **Pennsylvania Humanities Council** (PHC) received a portion of these emergency relief funds to grant to the statewide public humanities community. Called PHC CARES, this fund will help sustain Pennsylvania's cultural infrastructure by supporting humanities organizations during this unprecedented time.

PHC will distribute \$750,000 to eligible humanities organizations for general operations and programs. Most awards will not exceed \$10,000, however, exceptions may be made. No funding match is required.

PHC CARES grant applications will be accepted via an online portal from June 1 through June 21. Applicants receiving relief funds will be notified of their awards by July 15. Funds must be used and a final report submitted by September 30, 2020.

ABOUT PHC

Pennsylvania Humanities Council puts the humanities in action to create positive change in our lives and communities. We bring Pennsylvanians together to shape the future through the power of stories, reflection, and relationships. Our work generates avenues for education and civic involvement, using the power of the humanities to inspire discovery and learning, give historical context, open our eyes and hearts to different points of view, and heal.

The COVID-19 crisis has significantly impacted our life through the closing of cultural institutions and the cancelation of in-person programs that bring people together to build community. PHC believes that humanities organizations are one of our greatest assets, and PHC CARES grants will provide funds for their relief and recovery.

ELIGIBILITY

PHC CARES grant funds are for Pennsylvania 501(c)(3) nonprofit organizations with a core humanities mission and related programming, serving residents in the state, and that are facing financial hardship due to the coronavirus pandemic.

Eligible nonprofit institutions include libraries, museums, historic sites, preservation and historical societies, and community and cultural organizations with a significant humanities focus. Funds from the NEH cannot support organizations whose missions center on the creation or performance of art, including creative writing, autobiographies, memoirs, and creative nonfiction.

Organizations must have been granted their 501(c)(3) status at least one year and have a DUNS number. Organizations should have revenues of at least \$100,000 or have the equivalent of 1 full time employee.

Organizations and groups **not** eligible include:

- Individuals
- For-profit businesses
- Organizations supported by a fiscal agent
- Religious organizations
- Political or advocacy organizations
- Fiscal sponsors
- K-12 institutions and colleges, universities, or academic departments

USE OF FUNDS

PHC CARES funds can be used for general operations and public humanities programming, including:

- staff salaries and benefits, rent, mortgage and utilities
- programmatic humanities offerings, in-person or virtual
- costs associated with remote work, virtual programming, and enhanced facility cleaning and sanitation.

The purchase of necessary equipment, software, and technology subscriptions for these purposes is allowed. Funds must be allocated to budget line items that are not receiving other federal funds, including NEH and NEA grants.

FUNDING PRIORITIES

PHC is committed to equitable grantmaking and considers geographic diversity and the importance of reaching underrepresented communities in its funding decisions. PHC will prioritize organizations serving and led by members of communities traditionally under-resourced in the humanities, especially people of color, people experiencing poverty, rural residents, immigrants or refugees, youth, seniors, LGBTQIA+, and other groups.

Applications will be scored, and awards calculated, based upon a strong demonstration of core humanities programs and the impact to services, operations, and financial sustainability due to the COVID-19 pandemic.

Most PHC CARES grants will not exceed \$10,000, however, exceptions may be made.

OTHER RESTRICTIONS ON USE OF FUNDING

PHC CARES Grants are federally funded by the NEH, and carry some restrictions.

Funding **cannot** be used for the following purposes:

- Activities that promote a particular political, religious, or ideological point of view
- Advocacy of social or political action
- Support of specific public policies or legislation
- Lobbying
- Purchase of land or facilities, construction, or renovation
- Purchase of alcohol
- Prizes, awards, or scholarships
- Foreign travel
- Fundraising
- Endowment contributions
- Re-granting of funds

HOW TO APPLY, REVIEW & NOTIFICATION PROCESS

Eligible organizations must apply through PHC's online application portal, Submittable. Applications can be submitted from **June 1 - June 21** by 11:59pm. Applicants will be notified by July 15. A preview application and list of Frequently Asked Questions can be found on our website.

ADMINISTRATION OF THE GRANT

If your organization is awarded a PHC CARES grant, you will receive detailed information on grant guidelines and administration of the funds. In addition, we ask that grantees:

- Review and sign the grant agreement, and provide a DUNS number to receive funding,
- Send notifications to elected officials and local media outlets that you received the grant,
- Acknowledge the support of PHC and NEH in all communications,
- Submit a short final report showing how money was used and the impact of the award.

SUPPORT & QUESTIONS

PHC staff are happy to provide guidance on determining eligibility, completing an application, addressing narrative or budgetary questions, as well as troubleshooting technical difficulties.

Please direct any questions to Celeste Vargo, Grants Manager and Program Administrator at cvargo@pahumanities.org.