

# CThumanities

## CARES ACT HUMANITIES RELIEF GRANTS

### GUIDELINES

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## GUIDELINES

Connecticut Humanities is honored to provide rapid-response funding to nonprofit humanities and cultural organizations that are facing financial hardship resulting from COVID-19. These grants are funded by the CARES Act via the [National Endowment for the Humanities](#).

Applicant organizations must demonstrate financial hardship due to the effects of COVID-19 on their organization. Hardship may include, but is not limited to:

- Loss of significant revenue
- Loss of venue or workspace
- Loss of paid staff due to layoffs or furloughs
- Reduction in staff hours
- Temporary closure or reduced hours of operation

### 1.1 FUNDING AVAILABLE AND MAXIMUM REQUEST AMOUNTS

Connecticut Humanities will be re-granting a total of \$450,000 in CARES Act funding to non-profit humanities organizations across Connecticut. Grant awards will range from \$2,500 to \$15,000.

Maximum amount of funding that can be requested is based upon an organization's budget size:

- Organizations with budgets under \$100,000: \$2,500 maximum request
- Organizations with budgets between \$100,000-\$250,000: \$5,000 maximum request
- Organizations with budgets between \$250,000-\$500,000: \$10,000 maximum request
- Organizations with budgets over \$500,000: \$15,000 maximum request

Grants may be used for general operating expenses only.

### 1.2 WHO CAN APPLY?

An applicant organization must:

- Be a Connecticut-based federally recognized tribe or be incorporated in the state of Connecticut for at least one year as a 501(c)(3) nonprofit organization governed by a board of directors that meets regularly
- Provide significant programs and/or services to the public on a regular basis, including open hours and special events; or function as a professional service organization that supports humanities program providers
- Be in compliance with all terms and conditions of previous Connecticut Humanities grants

The following are not eligible for funding:

- For-profit organizations
- Individuals
- Municipalities and municipal-run organizations

- Agencies of the state of Connecticut, including state universities, state parks and state historic sites
- Organizations not in compliance with terms and conditions of previous Connecticut Humanities grants

Note: Organizations may not receive CARES Act Relief Grants from both Connecticut Humanities (with funding received from the National Endowment for the Humanities) and the Connecticut Office of the Arts (with funding received from the National Endowment for the Arts). Applicants must choose whether to apply for CARES Act Relief Grants from either Connecticut Humanities OR the [Connecticut Office of the Arts](#); Connecticut Humanities will work with the Connecticut Office of the Arts to ensure that organizations do not receive relief funding from both organizations.

If you think your organization may qualify for a [Connecticut Office of the Arts CARES Act relief grant](#), carefully review both programs to decide which is the best fit for your organization.

### 1.3 FUNDING PRIORITIES

Connecticut Humanities will prioritize funding based upon:

- Demonstrated financial hardship caused by COVID-19 on an organization's operations, staffing, and revenue streams;
- The humanities programs and/or services that an organization normally provides to the public such as interpretive exhibitions, public programs, tours, open hours, educational programs, digital initiatives, and special events;
- Organizations' articulation of plans for continuity of operations during and responsiveness to the COVID-19 crisis and for sustainability after the crisis has passed;
- Geographic diversity;
- Organizations with annual operating budgets less than \$500,000.

Preference will be given to organizations that have applied to Connecticut Humanities over the past five years (2015 to present).

### 1.4 ELIGIBLE EXPENSES

- Staff salary (full or part time)
- Temporary staff or contractor expenses
- Utility bills
- Mortgage or rent payments
- Costs related to safe re-openings for staff and the public

Questions about eligibility of items not listed must be approved by Connecticut Humanities staff in advance of submitting an application.

## 1.5 MATCHING REQUIREMENTS

No funding match is required. If organizations are raising additional funds for relief, we may ask for that information in final reports.

## 1.6 GRANT DURATION

All CARES ACT Relief Grant periods are 6 (six) months in duration.

## 1.7 FUNDING EXCLUSIONS

CARES Act Relief Grant Funds may not be used for the following purposes:

- Promotion of a particular political, religious, or ideological point of view
- Advocacy of a particular program of social or political action
- Support of specific public policies or legislation
- Lobbying
- Purchase of land or facilities, construction or renovation
- Subawards funded in whole or in part with federal funds to organizations that do not have a universal entity identifier (currently a DUNS number)
- Overlapping project costs with any other pending or approved application(s) for federal funding
- Projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)
- General operating support of a state humanities council
- Renovation, restoration, rehabilitation or construction of historic sites
- Conservation treatment that is not directly related to a CTH-funded exhibition
- Book printing or publication
- Curricula for classes not accessible to the general public
- Endowments
- Individual fellowships, graduate education or university-based projects that require participants to register for academic credit
- Acquisition of artifacts, works of art or documents
- Capital improvements to applicant site and/or facilities
- Purchases of capital equipment, buildings or land
- Costs associated with social events or fundraising activities
- Purchase of food, alcohol, refreshments or catering services
- Retroactive funding for activities and expenses incurred before March 27, 2020
- Undocumented expenses

- Honoraria, stipends or professional fees for applicant organization's board members
- Honoraria, stipends or professional fees for elected officials or declared candidates seeking public office
- Honoraria, stipends or professional fees for active CTH board members and staff

## 1.8 APPLICATION DEADLINE SCHEDULE

Applications will be accepted starting Friday May 15 and will be reviewed on a rolling basis until all program funds have been spent. At least three application reviews will be conducted for all applications received by 11:59pm on June 1, June 15, and July 1, 2020, respectively. Award notifications are made approximately two weeks following a deadline.

Applications that are not initially funded will remain under consideration for the duration of the grant application period. Connecticut Humanities staff will inform applicants of the decision to either approve, decline, or hold your application for further consideration. There will be no need to reapply during the grant application period. We regret that feedback cannot be given on draft applications or grant decisions.

## 1.9 HOW TO APPLY

Applications must be submitted using [Connecticut Humanities' online grant portal](#). If you do not already have an account with our grants system, you will need to create one in order to be able to apply.

As required by federal guidelines, applicants must have a [DUNS number](#) in order to receive funds. Apply for this early, as a DUNS number can take up to two business days to receive. While not required to apply, funds cannot be dispersed until registration is complete and a DUNS number has been issued.

- [Preview the Application](#)
- [Apply here](#)

You will apply through a simple application that will take about 30-60 minutes to complete.

Applications will be reviewed by a committee of CTH board members and outside committee advisors who will meet approximately one week after each application deadline. We will notify you of the status of your application approximately two weeks after each application deadline.

**Note** This process may be updated or amended to reflect changing circumstances. For the most up-to-date version, visit <https://cthumanities.org/grants/cares-act-relief-grants/>