COVID RELIEF FUND FOR MUSEUMS GRANTS

GUIDELINES

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Connecticut Humanities is honored to provide rapid-response funding to larger nonprofit humanities and cultural organizations that are facing financial hardship resulting from COVID-19. These grants are administered by CT Humanities, with funding provided by the Connecticut State Department of Economic and Community Development (DECD)/Connecticut Office of the Arts (COA) with funding allocated to the State of Connecticut through the CARES Act.

CT Humanities will provide up to $1.5 million in grants to help larger non-profit museums and humanities organizations recover from the impact of the COVID-19 pandemic.

COVID Relief Fund for Museums grants are GENERAL OPERATING SUPPORT grants for museums and other 501c3 nonprofit organizations that provide humanities-based projects and activities for the general public (i.e., museums, historic houses, historical societies, cultural centers, and other types of non-profit organizations that offer activities like interpretive exhibitions, discussion based public programs, or walking tours to the general public).

These grants are being made available to larger organizations with full-time staff and annual operating budgets of at least $450,000, with priority given to those with annual operating budgets of $500,000 or more.

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

Connecticut Humanities will be re-granting up to $1,500,000 in State of Connecticut CARES Act funding to larger non-profit museums and humanities organizations across Connecticut.

Award amounts are determined by an organization’s budget size:

- At least $20,000 awards for organizations with budgets under $2,500,000 (approximately $750,000 in funding to be awarded)

- At least $40,000 awards for organizations with budgets of $2,500,000 or greater (approximately $750,000 in funding to be awarded)
1.2 WHO CAN APPLY?

An applicant organization must:

- Be a Connecticut-based federally recognized tribe or a 501(c)(3) nonprofit organization incorporated in Connecticut and governed by a board of directors that meets regularly
- Have had its nonprofit status for at least 1 year (established prior to November 1, 2019)
- Had at least (1) full-time paid position OR FTE prior to March 1, 2020
- Had an operating budget of at least $450,000/yr for the most recently completed fiscal year prior to March 1, 2020
- Have a material financial need that cannot be overcome without a grant of relief funds
- Be a viable business with plans to reopen

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 that previously received a CT Humanities CARES Act grant or other federal CARES Act, PPP or EIDL assistance are eligible, but the grant cannot be used for the same expenses incurred or expected to occur between March 1, 2020 through December 30, 2020. Organizations ARE NOT eligible if they have received COVID Relief Fund for the Arts support from the CT Office of the Arts. Organizations that applied for and receive a CT CARES Small Business Grant will have their COVID Relief Fund for Museums award reduced by $5,000.

1.3 FUNDING PRIORITIES

Connecticut Humanities will prioritize funding based upon:

- Organizations with annual operating budgets greater than $500,000;
- Demonstrated financial hardship caused by COVID-19 on an organization’s operations, staffing, and revenue streams;
- Material financial need.

Preference will be given to organizations that have applied to Connecticut Humanities over the past five years (2015 to present).
1.4 **Use of Funds/Eligible Expenses**

CT Humanities COVID Relief Fund for Museums grants may be used to reimburse your organization for eligible expenses incurred or which will incur from March 1, 2020 - December 30, 2020. Only eligible expenses for this funding opportunity are listed below:

- Payroll
- Fees paid to contractual workers
- Rent/mortgage
- Utilities
- Telephone & Internet
- Insurance
- Accounting & Legal Services
- Software
- Online Services
- Equipment Rental & Maintenance
- Costs associated to ensure compliance with Reopen Connecticut Sector Rule

Note: per federal CARES Act rules, a grant recipient cannot apply grant/relief funds toward expenses which have already been offset by other sources, referred to as Duplication of Benefits.

1.5 **Matching Requirements**

No funding match is required.

1.6 **Grant Duration**

COVID Relief Fund for Museums grants reimburse organizations for expenses incurred from 3/1/20-12/30/20. Reporting on impact of receipt of funds will be due by January 31, 2021.

1.7 **Funding Exclusions**

COVID Relief Fund for Museums 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
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- 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
- Renovation, restoration, rehabilitation or construction of historic sites
- 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 1, 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 Wednesday, December 9 through 12:00pm on Friday December 11, 2020. Award notifications are made approximately two weeks following the application deadline. 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.

- Preview the Application

V. 3 Effective December 9, 2020
• 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/covid-relief-grants-for-museums/.