SHARP Capacity Grants FY2022

Connecticut Humanities

Project Eligibility

About
SHARP (Sustaining the Humanities through the American Rescue Plan) Capacity Grants are designed to assist humanities organizations and other cultural institutions prevent, prepare for, respond to, and recover from the coronavirus pandemic.

Funding for CTH SHARP Capacity Grants has been provided by the National Endowment for the Humanities (NEH) as part of the American Rescue Plan (ARP) and the NEH Sustaining the Humanities through the American Rescue Plan (SHARP) initiative.

These are competitive project grants constructed to help humanities organizations improve their ability to continue to thrive and serve their communities at this stage of the pandemic.

SHARP Capacity Grants are project grants for 501(c)(3) nonprofit, municipal, or federally recognized Native American tribal nation organizations that provide humanities- and/or culture-based projects and activities for the general public (i.e., museums, historical societies, libraries, cultural centers, and other organizations that offer activities such as exhibitions, public programs, or walking tours to the public).

Organizations whose primary activities fall outside of the humanities and the humanistic social sciences (including the creation or performance of art) are not eligible.

Funding may be requested for items including, but not limited to:

- Staff salary (to enable organizations to hire new staff, bring back laid off or furloughed staff, or increase staff hours)
- Hire consultants (to engage in strategic planning to help guide organizations forward coming out of COVID, to conduct audience assessments to determine what types of programs the community wants and needs at this time, etc.)
- To increase the ability to serve audiences digitally (software, hardware, training)

The maximum grant request amount is $10,000 and no match is required.

Applications will be accepted through Monday, November 15, 2021, at 11:59pm.

Award notifications are expected to be made the week of December 20, 2021.
Visit https://cthumanities.org/grants/sharp-grants/ for more information about the CTH SHARP Capacity Grants program.

Before proceeding, make sure your organization meets all requirements below.

**Questions? Need help with completing any aspect of this application? Email lpartridge@cthumanities.org for assistance.**

**Is your organization humanities- and/or culture-based?**
SHARP Capacity Grants are project grants for 501(c)(3) nonprofit, municipal, or federally recognized Native American tribal nation organizations that provide humanities- and/or cultural-based projects and activities for the general public (i.e., museums, historical societies, libraries, cultural centers, and other organizations that offer activities such as exhibitions, public programs, or walking tours to the public).

Organizations whose primary activities fall outside of the humanities and the humanistic social sciences (including the creation or performance of art) are not eligible.

**Choices**
Yes
No

**Are your organization's mission and activities humanities- and/or culture-based?**
Eligibility will be determined by those organizations whose core mission, vision, focus, and legal purpose, as stated in their Articles of Incorporation and Bylaws, articulate a commitment to conduct humanities and/or cultural activities AND at least 51 percent of their annual fiscal expenditures is allocated specifically to support humanities and cultural activities, programming, services, or initiatives.

Organizations whose mission falls outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies) are not eligible to receive funding under NEH ARP awards.

**Choices**
Yes
No

**Which of the following best describes your organization?**

**Choices**
Organization with tax exempt status under Section 501(c)(3) of the US Internal Revenue Service
Organization owned and operated by a municipality
Connecticut-based federally recognized tribe
Other
501(c)(3) Organizations

Was your organization incorporated in the State of Connecticut?*
Choices
Yes
No

Is your organization’s primary place of business and operations in the State of Connecticut?*
Choices
Yes
No

Certificate of Legal Existence/Good Standing*
Is your organization registered with the Connecticut Secretary of State’s Office to do business in the State of Connecticut and is it in Good Standing (able to obtain a current Certificate of Legal Existence/Good Standing)?
Choices
Yes
No

Municipality

What municipality is your organization owned or operated by?*
Character Limit: 50

Other Organizations

Other Organizations*
Please briefly describe your organization's classification. Additionally, please reach out to Lian Partridge at lpardridge@cthumanities.org to discuss your organization's eligibility for the SHARP Capacity Grant.
Character Limit: 500

Organizational Information

For questions with the GuideStar icon ( ), click the icon to pull this information automatically from your organization's profile.
Primary Organization Name*  
*Character Limit: 250*

AKA (Optional)  
*Character Limit: 250*

DBA (Optional)  
*Character Limit: 250*

EIN*  
*Character Limit: 250*

Government Issued Ruling Year*  
*Character Limit: 250*

Enter your organization's 9-digit DUNS number*  
Note: Your organization must have a DUNS number in order to receive federal grant funds. For information on how to obtain one, click HERE. Once you have a DUNS number, you may proceed with an application.  
*Character Limit: 9*

Organization Type*  
What type of organization are you? Please check all that apply.

**Choices**  
Art Museum  
Children's Museum  
Cultural Organization  
Fair/Festival  
Historic Site  
Historical Society  
History Museum  
Library  
Nature Center  
Science Museum  
Transportation Museum  
Tribal Nation, Museum, or Cultural Center  
University- or College-based Museum  
Zoo/Aquarium  
Other (Please explain in next section)

Other (Optional)  
If you entered "Other" above, please tell us what type of organization you are.  
*Character Limit: 150*
Organizational Purpose*
What is the legal purpose of your organization as stated on its Articles of Incorporation and Bylaws?

Character Limit: 1000

What is your organization's mission statement?*

Character Limit: 1000

How do your exhibitions, programs, and activities support your organization's mission statement?*

Character Limit: 1000

Please provide addresses for any social media sites for your organization, if available.

Facebook
Character Limit: 2000

Twitter
Character Limit: 2000

Instagram
Character Limit: 2000

YouTube
Character Limit: 2000

Other
Character Limit: 2000

Organization Profile Updated?*
"I have reviewed and updated my Organization's profile information."

(To review and update your Organization profile, click on the black pencil icon in the Contact Info tab on the far right above.)

Note: New data fields have been added for FY22 and require your attention--including mailing address and congressional districts!

Choices
Yes
Project Narrative

Project Title*
Note: This title will be used both internally to reference the project for which you are seeking funding support, and also externally by CTH if your project is funded to describe your grant to the public on our website and in press releases.

*Character Limit: 150

Project Number*
Have you edited the project title to include the project’s grant #?

*Character Limit: 25

First Time Applicant?*
Is this organization a first time applicant to CTH?

Choices
Yes
No

Project Focus*

CTH SHARP Capacity Grants are competitive project grants constructed to help humanities organizations improve their ability to continue to thrive and serve their communities at this stage of the pandemic. Funding may be requested for items including, but not limited to, the project types listed below. Please select which of the following best describes your project idea:

Choices
- Bring back staff that were released due to the pandemic
- Hire additional staff
- Diversify staff
- Hire contractors
- Board assessments and training
- Improve IT/online presence
- Strategic planning
- Marketing assessments and planning
- Audience assessments
- Financial assessments and planning
- Development (fundraising) assessments and planning
- Collections assessments and planning
- Interpretive assessments and planning
- Inclusivity, diversity, equity, and access assessments, planning, and training
- Technology assessments and planning
- Make collections more accessible
- Increase ability to serve audiences digitally (software, hardware, training)
- Other
Other (Optional)
If you entered "Other" above, please describe your project type below.

*Character Limit: 250

Project Summary*
Please describe your project and its major components in 2-3 sentences.

Note: This description will be used both internally to reference the project for which you are seeking funding support, and, if funded, externally by CTH to describe your grant to the public on our website and in press releases.

*Character Limit: 500

Project Description*
Please describe your project request and all of its components in detail.

Why is this project needed at this time? How will it improve your organization's ability to continue to thrive and serve your community and prevent, prepare for, respond to, and recover from the coronavirus pandemic?

Describe the process you will use and the roles of the major project participants (staff, board members, consultants).

If your project involves adding staff/additional staff hours/hiring contractors/hiring a consultant, please indicate who these people are (if known), what their role will be, and what work they will perform during the grant period. If these individuals are not known, indicate the process you will undertake to fill the positions/select your consultant.

*Character Limit: 5000

Project Goals and Impact*
How do you hope that this project will transform your organization and its ability to serve your community? What 2 or 3 goals does your organization have for this project and the impact it will have on you moving forward?

*Character Limit: 5000

Support for the Humanities*
How does your organization currently bring the humanities to the public? How will this project establish, improve, or expand your ability to do so?

*Character Limit: 1000

Pandemic Impact on Your Organization*
How has your organization been adversely impacted by the pandemic?

SHARP Capacity Grants are funded through the American Rescue Plan to assist humanities
organizations and other cultural institutions affected by the coronavirus pandemic and state humanities councils must ensure applicants address how they have been adversely impacted by the pandemic in their applications, consistent with the purposes of the American Rescue Plan.

*Character Limit: 2500*

**Schedule***
Describe the major tasks to complete the project, specific dates for both the beginning and completion, and the team member(s) responsible for each. Include ONLY tasks during the grant period of 1/1/2022 to 12/31/2022 (or retroactive activities taking place from 3/15/2021 to 12/31/2021 that will be billed to SHARP Capacity grant funding).

Please use the following format:

1. Start & End Date; Task; Team Member(s)
2. Start & End Date; Task; Team Member(s)
   etc

*Character Limit: 5000*

---

**Presenters, Consultants, and Project Team Members**

**Project Team***
Please list your project’s major personnel, consultants, scholars, staff, etc.; indicate if they will be paid with CTH grant funding; and list their major project responsibilities.

Make sure you include ALL individuals/positions for whom you are requesting CTH funding in this section. If you do not yet know the name of the person you will be hiring, describe the position below instead.

Please use the following format:

Team Member 1 Name
Team Member 1 Title
Team Member 1 Organization
Paid with CTH grant funds
Major Responsibilities

Team Member 2 Name
Team Member 2 Title
Team Member 2 Organization
Not paid with CTH grant funds
Major Responsibilities

Etc

*Character Limit: 5000*

---

**Project Team Resumes and/or Job Descriptions (Optional)**
If you have a CV, resume, or job description for the individuals you want to hire/pay for with CTH grant funds, please upload them here. (Not required)
Note: Only 1 attachment can be uploaded in this space. If you have multiple resumes or other documents to share, please combine into 1 document before uploading.

File Size Limit: 3 MB

**Project Budget**

**Grant Budget**

Please provide details below about your grant project expenses. Only describe the items and activities you want paid for with CTH grant funding.

Please provide line item details about your expenses and group them in the following CTH budget categories:

- Salaries and Wages
- Honoraria
- Technical Design Services
- Printing, Copying, and Supplies
- Equipment and Room Rental or Purchase
- Promotion
- Evaluation

For individuals/positions being compensated, please provide their rate and hours worked.

Example:

Salary and Wages:
Joe Smith, Curator, 200 hours * $25/hr = $5,000

Honoraria:
Sally Jones, Educational Consultant, flat fee = $3,500

Equipment and Room Rental or Purchase:
Laptop for curator = $1,500

Total = $10,000

*Note: Please read program guidelines for full list of eligible expenses and funding exclusions.*

Character Limit: 5000
Total amount of CTH funding requested*
Character Limit: 20

Additional Attachments and Information (Optional)

File Upload (Optional)
While SHARP Capacity Grants do not require the submission of any project attachments, feel free to use this space to upload any additional documents or images that you would like to share with our Application Review Committee (i.e., proposals or invoices prepared by the desired consultant that defines the scope of work they’d perform, description of training classes to be attended, price quotes for technology to be purchased, etc.) (Optional)

Note: Only 1 attachment can be uploaded in this space. If you have multiple documents to share, please combine into 1 file before uploading.

File Size Limit: 13 MB

Additional Information (Optional)
Please share any additional information that you feel would be helpful for our Application Review Committee to know when reviewing your grant application. (Optional)

Character Limit: 750

Applicant Information

Authorizing Signatory First Name*
Note: If funded, the Authorizing Signatory is the person authorized to sign a grant contract for your organization.
Character Limit: 100

Authorizing Signatory Last Name*
Character Limit: 100

Authorizing Signatory Title*
Character Limit: 250

Authorizing Signatory Mailing Address*
Please follow this formatting example:

Connecticut Humanities, 100 Riverview Center, Suite 270, Middletown, CT 06457

Character Limit: 250
Authorizing Signatory Phone Number*
Please use the following format:
000-000-0000

Character Limit: 250

Authorizing Signatory Email Address*

Character Limit: 250

Project Director First Name*
Note: The Project Director is the person responsible for managing your project. This individual will become your organization's primary contact person with Connecticut Humanities should the grant be funded. The Project Director and the Fiscal Agent CANNOT be the same person.

Character Limit: 100

Project Director Last Name*
Character Limit: 100

Project Director Title
Character Limit: 100

Project Director Organization*
Character Limit: 150

Project Director Phone Number*
Please use the following format:
000-000-0000
Character Limit: 250

Project Director Email Address*
Character Limit: 250

Fiscal Agent First Name*
Note: The Fiscal Agent is the person responsible for managing your project's grant funds and expenditures. The Project Director and the Fiscal Agent CANNOT be the same person.

Character Limit: 100

Fiscal Agent Last Name*
Character Limit: 100

Fiscal Agent Title
Character Limit: 100
Fiscal Agent Organization*
*Character Limit: 150

Fiscal Agent Phone Number*
Please use the following format:
000-000-0000
*Character Limit: 250

Fiscal Agent Email Address*
*Character Limit: 250

Current Board List*
Please attach a list of your organization's board members for your organization's current fiscal year in PDF format.
*File Size Limit: 1 MB

Current Year Operating Budget*
Please attach your organization's current fiscal year operating budget in PDF format.
*File Size Limit: 1 MB

Previous Year Operating Budget*
Please attach your organization's operating budget actuals for its most recently completed fiscal year in PDF format.
*File Size Limit: 1 MB

Application Certification*
"I certify that the information presented in this application is true and accurate. I have read and understand https://cthumanities.org/wp-content/uploads/2021/10/SHARP-Capacity-Grant-Guidelines-10.14.2021.pdf the grant guidelines relating to this application. The applicant organization is in compliance with any grants previously awarded by Connecticut Humanities."

Choices
By checking this box, I certify that I have read and understood the above statement

Certified By*
Name and Title
*Character Limit: 250

CT Humanities Grants E-newsletter Opt-in
By checking the box below you (the applicant) are opting in to receive periodic e-news related to our granting program. Other members of your organization may subscribe here.

Your answer to this question will not affect the application review process.
If you choose not to receive our grants e-newsletter, you will still receive communication from us about your grant application and occasional grant-related announcements.

**Choices**
Yes