

# CThumanities

## SHARP CAPACITY GRANTS

### GUIDELINES

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- 1.1 FUNDING AVAILABLE AND MAXIMUM REQUEST AMOUNTS ..... 1
- 1.2 WHO CAN APPLY ..... 2
- 1.3 FUNDING PRIORITIES ..... 2
- 1.4 ELIGIBLE EXPENSES ..... 3
- 1.5 MATCHING REQUIREMENTS ..... 3
- 1.6 GRANT DURATION ..... 3
- 1.7 FUNDING EXCLUSIONS ..... 3
- 1.8 APPLICATION DEADLINE SCHEDULE ..... 4
- 1.9 HOW TO APPLY..... 5

## GUIDELINES

CT Humanities (CTH) 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.

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:

- 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)

All requested project activities must assist humanities organizations and other cultural institutions prevent, prepare for, respond to, and recover from the coronavirus pandemic.

### 1.1 FUNDING AVAILABLE AND MAXIMUM REQUEST AMOUNTS

Connecticut Humanities will be re-granting a total of \$640,000 in ARP funding to non-profit humanities organizations across Connecticut. The maximum grant request amount is \$10,000.

## 1.2 WHO CAN APPLY?

An applicant organization must:

- 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 OR be a Connecticut-based, municipal-run organization OR be a Connecticut-based federally recognized tribe;
- 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);
- Have a core mission, vision, focus, and legal purpose, as stated in their Articles of Incorporation and Bylaws, that articulates a commitment to conduct humanities and/or cultural activities;
- Expend at least 51 percent of their annual fiscal expenditures is allocated specifically to support humanities and cultural activities, programming, services, or initiatives;
- Be in compliance with all terms and conditions of previous Connecticut Humanities grants.

The following are not eligible for funding:

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

## 1.3 FUNDING PRIORITIES

Connecticut Humanities will prioritize funding based upon:

- Project's likelihood to help the applicant organization prevent, prepare for, respond to, and recover from the coronavirus pandemic and improve their ability to continue to thrive and serve their communities at this stage of the pandemic;
- Project's likelihood to help the applicant organization maintain and grow their ability to serve their community and the public, connect K-12 teachers and students to

strong humanities content, and/or improve their information technology and digital infrastructure;

- Projects that increase equity and inclusion and/or are directed at underserved and minority-serving institutions and organizations;
- Geographic diversity.

#### 1.4 ELIGIBLE EXPENSES

- Staff salary and wages for work directly related to the project (full or part time).
- Honoraria and fees for consultants and other outside professionals.
- Purchase or licensing fees for materials that are directly related to project activities. Materials fees may include textbooks, workbooks, and/or download fees for such material.
- IT and digital infrastructure expenses including software and hardware (Note: equipment costs must not exceed 20% of total project cost).
- Other project-related expenses not otherwise prohibited below.

#### 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 SHARP Capacity Grant periods are 12 (twelve) months in duration. All grant awards will be assigned a grant period from January 1, 2022, to December 31, 2022. All grant funds must be expended in that period or retroactive to March 15, 2021.

#### 1.7 FUNDING EXCLUSIONS

SHARP Capacity Grant Funds may not be used for the following purposes:

- Unallowable expenses as defined in [2 CFR 200 Subpart E - Cost Principles](#)
- Indirect costs on general operating support subawards
- Overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
- Funds for activities supported by other non-NEH federal funds
- Competitive regranting
- Cancellation costs

- Pre-award costs prior to March 15, 2021
- Equipment costs in excess of 20% of total project costs (equipment is defined as tangible property (including information technology systems) that have a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more)
- Travel (both foreign and domestic)
- Construction, purchase of real property, major alteration and renovation
- Environmental sustainability
- Collections acquisition
- The preservation, organization, or description of materials that are not regularly accessible for research, education, or public programming
- 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
- Projects that fall 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)
- Subawards funded in whole or in part with federal funds to organizations that do not have a universal entity identifier (currently a DUNS number)
- Restoration, rehabilitation or construction of historic sites
- Capital improvements to applicant site and/or facilities
- Purchases of capital equipment, buildings or land
- Book printing or publication
- Endowments
- Individual fellowships, graduate education or university-based projects that require participants to register for academic credit
- Costs associated with social events or fundraising activities
- Purchase of food, alcohol, refreshments or catering services
- 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 through 11:59 pm on Monday, November 15, 2021. Award notifications will be made by approximately the week of December 20, 2021.

## 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 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.

- [Apply here](#)

Applications will be reviewed by a committee of CTH board members and outside committee advisors who will meet approximately one month after the application deadline. We will notify you of the status of your application by approximately the week of December 20, 2021.

**Questions? Need help with completing any aspect of this application?**

**Email [ipartridge@cthumanities.org](mailto:ipartridge@cthumanities.org) for assistance.**

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