

Maryland Humanities CARES Emergency Grants

Maryland Humanities

Basic Applicant Information

Maryland Humanities is accepting applications to its \$500,000 CARES Act Emergency Relief Grants Fund. The goal of this new program is to ensure that organizations can continue to provide opportunities for Maryland's diverse communities to access and engage with public history, cultural heritage, and civic learning during this unprecedented time.

Maryland Humanities is a statewide, educational nonprofit organization that creates and supports educational experiences that inspire all Marylanders to embrace lifelong learning, exchange ideas openly, and enrich their communities through humanities disciplines such as history, literature, film studies, art criticism, and philosophy. As the state affiliate for the National Endowment for the Humanities, Maryland Humanities provides grants, Smithsonian Institution exhibits, reading and discussion groups through One Maryland One Book, Maryland History Day, and other cultural opportunities for Marylanders of all ages. Maryland Humanities engages people in their own communities, stimulating discussion and helping them explore the wider world of human experience.

Eligible nonprofit organizations include: museums, historic sites, preservation & historical societies, and community & cultural organizations with a significant humanities focus. **All grant awards will be for the same amount, minimum grant award: \$5,000, maximum grant award: \$10,000. A minimum of 50 and a maximum of 100 grants will be awarded.** These grants are funded by the National Endowment for the Humanities as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act economic stabilization plan appropriated by the U.S. Congress.

Eligibility Criteria

- Offer humanities-based programming to Marylanders as a significant part of its work
- Be designated as a nonprofit organization
- Be physically located in Maryland and have Maryland residents as its primary audience
- Have a total annual budget of \$300,000 or less
- Be experiencing or expect to experience financial hardship due to the effects of COVID-19. (Examples include, but are not limited to, staffing cutbacks or reduction in work hours, suspension of programming or activities, or loss of revenue)
- Obtain and retain a Data Universal Numbering System (DUNS) number. This is required by federal guidelines in order to receive funds, but not required to submit this application. This DUNS refers to the nine-digit number established and assigned by Dun

and Bradstreet, Inc. (D&B), which uniquely identifies business entities. A DUNS number may be obtained from D&B by telephone at 866.705.5711 or click [here](#) to register online or to look up your organization's number.

Additional Information

- No matching funds are required.
- Grants are for general operating support only. These may include expenses such as salaries, rent, utilities, supplies, and equipment. *Organizations seeking humanities programming support should apply for Maryland Humanities' Mini or Major grants.*

Acknowledgement of the Humanities*

Briefly describe how the humanities are relevant to your organization's mission or work. Please include a list of your primary programs or services.

Character Limit: 10000

Funding Justification*

Briefly describe what the emergency funding will be used for and demonstrate the need for emergency assistance. Maryland Humanities CARES Emergency Grants are meant to support general operating expenses and for staff retention.

*If this request is for a specific humanities project or program, please refer to our Mini or Major grant applications, or visit our **Grants Program webpage**.*

Character Limit: 1000

Financial Impact*

Has your organization been forced to furlough or lay off any employees?

Choices

- No
- Yes

Cash Reserves*

How many months of cash reserves (cash and receivables divided by average monthly expenses) does your organization have right now?

Choices

- 1 month or less
- 2-3 months
- 4-6 months
- 6-12 months
- 12 months or more

Financial Assistance*

Select any other emergency financial assistance your organization has sought.

Choices

Economic Injury Disaster Advance Loan
Economic Injury Disaster Loans (EIDL)
Maryland Historical Trust (MHT) or Maryland Heritage Area Authority (MHAA) Emergency Grants
Maryland Small Business COVID-19 Emergency Relief Grant
Maryland Small Business COVID-19 Emergency Relief Loan
Maryland State Arts Council (MSAC) Emergency Grants
Other Small Business Association (SBA) Loans
Paycheck Protection Program (PPP) Loan

Have you been denied for any emergency funding opportunities? Please list.

Character Limit: 250

Required Federal Funding Information

Certification of nonprofit status*

Maryland Humanities is required to adhere to all federal funding rules and regulations. As such, Maryland Humanities can only award funding to groups constituted for nonprofit purposes.

Choices

I certify that this organization is designated by the IRS as a nonprofit.

Federal Employer Identification Number (EIN)*

The Federal Employer Identification Number (EIN) is required solely for tracking purposes.

Character Limit: 25

DUNS Number

Maryland Humanities is required to ensure that all grantees obtain and retain a Data Universal Numbering System (DUNS) number. The DUNS number is required to receive federal funds, but not required to submit this application.

This DUNS refers to the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B), which uniquely identifies business entities. A DUNS number may be obtained from D&B by telephone at 866.705.5711 or click **here** to register online or to look up your organization's number.

Character Limit: 50

About the Applying Organization*

Please provide your organization's mission and a brief description of the organization's history.

Character Limit: 1000

CAGE Code (if obtained)

Please enter your organization's federal CAGE code assigned to you through the federal System for Award Management (SAMS). Although this is not a requirement, it is strongly encouraged.

Organizations that have received federal funds in the past would already have this number on file.

The System for Award Management (SAM) is a free registration for entities doing business involving U.S. federal government funding. Please visit <https://www.sam.gov/SAM/> to register or to check your organization's existing registration.

Character Limit: 25

Budget Information

This federal funding is made available through The National Endowment for the Humanities (NEH) to assist cultural institutions affected by the coronavirus as part of the \$2.2 trillion CARES Act economic stabilization plan appropriated by the U.S. Congress and signed into law on March 27, 2020.

Maryland Humanities is legally required to pass on all federally mandated provisions dealing with civil rights, budget allocations, record keeping, reporting, licensing of MH-funded media, insurance, acknowledgment of Maryland Humanities and NEH in all funded activities, and other general compliance issues.

Certify use of Maryland Humanities CARES Emergency Grant funds*

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
- overlapping project costs with any other pending or approved application(s) for federal funding

Choices

I certify CARES Emergency Grant funds will not be used for any of the above purposes.

Annual Budget*

Upload your organization's current operating annual budget.

File Size Limit: 10 MB

Budget Narrative*

While the final grant award amount for each awardee will depend on the total number of successful applications and will be between \$5,000 and \$10,000, we are asking all applicants to

provide a detailed explanation in narrative form of how \$10,000 of Maryland Humanities CARES Emergency funds would be used. Please note the intent of this funding is for general operating support and staff retention.

Character Limit: 10000

Audiences Served

Estimated Annual Audience*

Please estimate the number of individuals your organization serves annually.

Character Limit: 100

Zip Code Service Areas

Please enter 1-5 zip codes for the areas or communities your organization primarily serves. (If left blank, we will assume the zip code of the organization's address is the service area.)

Character Limit: 100

Special Audiences Served (optional)

Please select any special audiences your organization serves.

Choices

- Adults with little or no college education
- Families with young children
- Immigrants
- Incarcerated populations
- Low-income residents
- Persons with disabilities
- Rural residents
- Veterans
- Young professionals

Certifications of Understanding

Certification of Compliance*

Please check all of the boxes to acknowledge requirements for receiving funds through Maryland Humanities CARES Emergency Grant fund.

I certify compliance with the following non-discrimination statute: Our organization does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic

information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local, or federal laws.

Choices

I certify compliance with the non-discrimination statute above.

I agree to use any Maryland Humanities funds received for general operating purposes.

I agree to submit a final report to Maryland Humanities by October 1, 2020.

Electronic Payment and Direct Deposit*

These grants are intended to be emergency funding distributed as quickly and efficiently as possible. As such, organizations will have the option to receive these grant funds by check or electronically via direct deposit. If you select an electronic payment you will be asked later to provide banking information or to complete a setup and certification process with our third-party payment processor.

Check your payment preference below.

Choices

We prefer a check

We prefer direct deposit

Publicity and Recognition*

Please note: this federal funding is supported by tax payer dollars. To ensure transparency and the identification of federal funding all organizations receiving CARES grants, you **MUST** acknowledge both Maryland Humanities and the National Endowment for the Humanities.

This acknowledgement should be in agreement with your organizational donor recognition levels and policies. This may include, but is not limited to:

- Naming and use of Maryland Humanities / NEH logos on your website
- Naming and use of Maryland Humanities / NEH logos in social, digital, and print materials
- Informing your elected officials you received this federal funding via letter, email, or phone call

If funded, specific wording and logo files will be provided.

Choices

Yes, I understand I must acknowledge both Maryland Humanities and the NEH

The following "Certification of Understanding" question identifies the key personnel responsible for managing grant funds.

1. The Fiscal Agent is the person responsible for receiving, disbursing, and accounting for all grant funds. **The Fiscal Agent answers to the applying organization and may not also serve as the Grant Administrator or Authorizing Official.**
2. The Authorizing Official is normally an officer of the applying organization. This person is empowered to commit the organization to the terms of the Agreement when and if a

grant award is made by Maryland Humanities. This is usually the Executive Director or Board Chair.

1. Fiscal Agent*

Please enter the:

- First and last name
- Mailing address
- Email address
- Phone number

of the assigned Fiscal Agent

Character Limit: 250

2. Authorizing Official*

Please enter the:

- First and last name
- Mailing address
- Email address
- Phone number

of the assigned Authorizing Official

Character Limit: 250

Electronic Signature and Certification of Understanding*

Entering the Authorizing Official's name, title, and date indicates the statements contained in this application are true and correct to the best of your knowledge and belief.

The entered name certifies the organization understands and agrees to the following: (1) Any funds granted as a result of this application will be used in accordance with the plans and budget described in this request; any significant changes in activities, personnel, or budget will require prior approval by Maryland Humanities. (2) The applicant will abide by the policies of Maryland Humanities and the NEH.

The entered name also certifies the organization is not debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs in violation of the regulations implementing Executive Order 12549 "Debarment and Suspension."

Character Limit: 250