

SHARP Grants 2021

Virginia Humanities - Grants

About Virginia Humanities SHARP Grants

Virginia Humanities--with assistance from our headquarters institution, the University of Virginia--will award nearly \$1 million dollars in NEH (National Endowment for the Humanities) grant funds to cultural non-profits throughout Virginia. To help ensure the recovery funds are quickly received and spent by applicant organizations, we will make final award decisions by September 20, 2021 with funds distributed no later than December 31, 2021. Applicants can request a fixed grant amount for \$4,000, \$8,000, \$14,000, or \$20,000. Cost share/matching funds are not required. Please choose the amount that makes the most sense for your organization's capacity and budget.

Applications will be reviewed and considered for recommendation at the requested amount only.

The number for grants awarded at each level will be for a total of 111:

\$4,000 (51 grants)

\$8,000 (30 grants)

\$14,000 (18 grants)

\$20,000 (12 grants)

Funds will be awarded in two tracks.

1. General Operating Support: operational and programmatic support for nonprofit organizations who have missions focused on the public humanities
2. Program Support: for nonprofit and governmental organizations who undertake humanities programs, whether or not their organization's primary mission is based in the humanities.

Supported activities

- Strategic planning and capacity building efforts related to preparing, responding to, and recovering from the coronavirus (e.g. professional planning)
- Technical/consultant needs related to digital transition or in support of preservation and access programs (equipment cannot exceed 20% of the award)
- Expansion, due to the effects of the coronavirus, of outdoor and virtual humanities programming and engagement or similar activities to transition from traditional environments to those that are more accessible
- Equity assessments and planning related to the coronavirus and the economic crisis

SHARP Application

You will be asked to complete four sections

1. Eligibility Questions
2. Organization and Funding Track
3. Track 1: General Operating Support OR Track 2: Programming Costs Support
4. Grant Certification

Please note: the portal does not autosave; therefore you must click the **Save** button to ensure your information will not be lost. Once save, and you are ready to submit the application or any revision requests, select **Submit** or **Re-submit**.

Eligibility Questions

The following questions are to ensure that your organization is eligible to apply for an NEH SHARP grant and are part of the federal guidelines for this funding. **Information requested by NEH is noted and highlighted in orange.**

Nonprofit status*

Is your organization a 501(c)(3) with tax exempt status or a federally recognized Native American tribal government? (individuals, consultants, foreign, and for-profit entities are not eligible). **The answer to this question is requested by NEH and required by Virginia Humanities.**

Choices

Yes

No

How long has your organization been in existence?*

Choices

0-5 years

6-10 years

10+ years

Foreign or domestic*

Is your institution domestic or foreign?

Choices

Domestic

Foreign

DUNS Number*

Does your organization have a DUNS number (Data University Number System)? If you answer no to this question, complete the application for the SHARP grant, but you will need a DUNS number in order to receive the funds. Register as soon as possible, as it can take up to two business days to receive. Register at <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>.

Once you receive your DUNS number you can log in to the system and enter the number in your organization record. We have DUNS numbers in the system for all 2020 CARES grant recipients.

Choices

Yes
No

Federal eligibility*

Has your organization been suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency?

Choices

Yes
No

Are you or anyone in your organization presently debarred or suspended?*

Choices

No
Yes

Is your organization delinquent on any federal debt?*

Choices

Yes
No

Is this the first time you will be receiving federal funding? (Note: if you received CARES funding from Virginia Humanities or PPP funds in 2020, you have received federal funding and should answer Yes to this and the next question)*

Choices

Yes
No

CARES Funding*

Did your organization receive NEH CARES Act funding from Virginia Humanities in 2020? **The answer to this question is requested by NEH.**

Choices

Yes
No

If you have received any federal funding, did that federal funding equal 80% or more of your annual gross revenues for last fiscal year?

Choices

Yes

No

Organization and Funding Track

The questions in this section relate to your organization, its mission, and the impact of the coronavirus on your operations. **Information requested by NEH is noted and highlighted in orange.**

Project Title*

Title your project "Sustaining the Humanities at [your organization's name]." This will help us quickly identify you in all future correspondence about your grant application and it will be used for public outreach.

Character Limit: 100

Is your organization information up to date?*

If your organization record is not up to date you can select the pencil icon in the organization record and make any corrections now. Make sure your DUNS number and Federal Tax ID Number (or EIN) are correct.

Choices

Yes

No

Organization Name*

We will use the mailing address information in the Organization record. You do not need to add address information here unless it differs from the primary Organization record. If you need to make changes in the main Organization record, please email grants@virginiahumanities.org.

Character Limit: 250

Organization Focus*

Please specify your organization's focus. Your response will determine your funding track. If you are a humanities organization, you are eligible for General Operating Support (Track 1). If you are a non-humanities organization, you are eligible for Programming Costs Support (Track 2).

Choices

Humanities

Non-Humanities

Organization Mission Statement

The link here to GuideStar will enable you to import your mission statement into this field. If your organization is not in GuideStar you can copy and paste your mission statement here from other submitted applications or your documents.

Character Limit: 10000

Organization Website*

Character Limit: 2000

Organization Type*

Please select from the drop-down list of twenty-six different types, listed in alphabetical order. The options range from "Archive" to "State or National Park." **The answer to this question is requested by NEH.**

Choices

Archive
 Arts-related Organization (including art museums)
 Community Organization or Center
 Cultural Heritage Organization
 Festival
 Foundation
 Higher Ed - Four-year College
 Higher Ed - Two-year College
 Higher Ed – Affiliates (Press, radio station, archive, library, etc.)
 Historical Site/House
 Historical Society
 Incarceration or Detention Facility
 Independent Research Library or Center
 Indigenous Tribal Organization or Community
 K–12 School or School System
 Media Organization
 Membership Organization or Association
 Museum – History
 Museum - Other
 Nature Center/Botanical Garden/Arboretum
 Private Business or Organization
 Public Library
 Social Services or Health Organizations
 State or National Park
 Not applicable
 Other

Secondary Institution Type*

Please select from the drop-down list if your institution has a secondary type in addition to above. If you do not have a secondary institution type, select "Not applicable." That is the first choice on the drop-down list. **The answer to this question is requested by NEH.**

Choices

Not applicable
 Archive
 Arts-related Organization (including art museums)
 Community Organization or Center
 Cultural Heritage Organization
 Festival
 Foundation
 Higher Ed - Four-year College
 Higher Ed - Two-year College
 Higher Ed – Affiliates (Press, radio station, archive, library, etc.)
 Historical Site/House
 Historical Society
 Incarceration or Detention Facility
 Independent Research Library or Center
 Indigenous Tribal Organization or Community
 K–12 School or School System
 Media Organization
 Membership Organization or Association
 Museum – History
 Museum - Other
 Nature Center/Botanical Garden/Arboretum
 Private Business or Organization
 Public Library
 Social Services or Health Organizations
 State or National Park
 Other

Especially Encouraged Awards*

While all applicants will be given equal consideration during evaluation, the NEH has strongly encouraged us to develop grantmaking programs directed at increasing equity and inclusion and/or directed at underserved and minority-focused and minority-led institutions and organizations. **The answer to this question is requested by NEH.** This may include, but is not limited to:

- Hispanic-Serving Institutions
- Historically Black Colleges or Universities
- Tribal Colleges or Universities
- Minority-focused and minority-led non-profit organizations
- Rural-serving organizations
- Veterans-serving organization

Choices

Yes, my organization falls within the scope of one of these categories

No, my organization does not fall within the scope of one of these categories

Priority Community Served*

Virginia Humanities supports and NEH strongly encourages grantmaking programs directed at increasing equity and inclusion and/or directed at underserved and minority-serving institutions and organizations.

Does your organization primarily serve any of the following communities? Note: We recognize that many communities identify across these fifteen categories or do not fit neatly into them. Use your narrative answers in the Project Description below to explain more fully.

Choices

Asian, Asian American, Pacific Islander, or South East Asian Communities
Black or African American Communities
Immigrants and/or Refugees
Indigenous Communities
Latinx Communities
LGBTQIA Communities
Members of Low-Income Communities and Families
Other communities vulnerable to persistent inequality (please note in your answers below)
People living with addiction or mental illness
People who are or have been incarcerated
People with disabilities
People without housing
Rural Communities with limited access to humanities institutions and programming
Seniors with limited access or mobility
Veterans

Authorizing Official*

This individual will be considered the primary contact for all grant communications and the person who has been given the right to process, approve, and certify documents on behalf of an organization. If a grant is awarded, the authorizing official will sign the online grant agreement.

Character Limit: 250

Authorizing Official Title*

Character Limit: 100

Authorizing Official Phone Number*

Character Limit: 18

Authorizing Official Email*

Character Limit: 254

Fiscal Officer Name*

Cannot be the same as Authorizing Official

Character Limit: 250

Fiscal Officer Phone Number**Character Limit: 250***Fiscal Officer Email***Character Limit: 254***Impact of the Coronavirus Pandemic**

The following questions will help us assess the impact of coronavirus on your organization's operations and staff. Enter "0" for any question that does not apply. Use the tax year (January 1-December 30) to answer this section.

Annual Operating Expenses as of December 31, 2019**Character Limit: 20***Annual Operating Expenses as of December 31, 2020****Character Limit: 20***Annual Projected Budget for 2021/22*****Character Limit: 20***Total Full-Time Employees as of December 31, 2019****Character Limit: 20***Total Part-Time Employees as of December 31, 2019****Character Limit: 20***Total Volunteer Employees as of December 31, 2019****Character Limit: 10***Total Full-Time Employees as of December 31, 2020****Character Limit: 20***Total Part-Time Employees as of December 31, 2020****Character Limit: 20***Total Volunteer Employees as of December 31, 2020****Character Limit: 10***Projected Full-Time Employees 2021/22****Character Limit: 5*

Projected Part-Time Employees 2021/22*

Character Limit: 5

Projected Volunteer Employees 2021/22*

Character Limit: 10

Organizational Needs*

Choose the response(s) that describes your organization's greatest need post COVID-19. Select as many as apply.

Choices

- Adjusting programming in response to the coronavirus
- Covering future programming costs
- Covering monthly fixed payments
- Outreach and marketing
- Replacing revenue from admissions
- Replacing revenue from product sales and/or franchise income
- Replacing revenue from services and fees
- Research
- Staff training
- Staffing

TRACK 1: GENERAL OPERATING COSTS

In the following seven sections, you will be asked to select the planned activities, describe the project and funding level you seek, answer several questions on the impact of the coronavirus on your organization, describe the project plan and its impact on your organization, and provide a grant allocation. Here is a brief preview of what you will find in each section. Sections 2 and 5 are the only sections requiring writing.

1. Planned Activities: checklist
2. Project Description: 250 words (or one-half page single spaced max)
3. Funding Level: select one
4. SHARP Funding Uses: checklist and numbers requested
5. Project Plan: 1,200 words (or two and one-half pages max)
6. Project Impact: checklist
7. Grant Allocations: percentages rather than dollar amounts

1. Planned Activities*

Your General Operating Support may consist of one or more of the following activities. Please select as many as apply and describe them briefly in the project description and in Section 5 below (Project Plan).

CHOICES

Choices

Digitization, preservation, or access technical / consultant needs
 Equity assessments and planning
 Expansion of outdoor and/or virtual humanities programming and engagement
 Humanities-based programming
 Strategic Planning and capacity building (e.g professional planning)

2. Project Description

Provide a brief description of the project in 250 words or less, equal to one-half page single spaced.

Character Limit: 1500

3. Funding Level*

Grant amounts can be used as you see fit: for rent, administration, personnel, operating expenses, etc. There are some restrictions on how you may use general operating funds; for example, organizations cannot use these funds for alcohol, lobbying, international travel, or exclusively for equipment.

Choices

\$4,000
 \$8,000
 \$14,000
 \$20,000

4. SHARP Funding Uses*

Select as many as apply below. **The answer to this question and 4a and 4b below are requested by NEH so they can assess the impact of SHARP funds nationwide.**

Choices

Create jobs
 Preserve jobs
 Support or maintain general operations
 Create humanities programs
 Sustain humanities programs
 Implement new humanities activities
 Sustain existing humanities activities
 Other

Other

If other please explain how the funding will be used. This can be a short description, no more than 10-20 words.

Character Limit: 100

4a. Jobs Retained*

How many jobs will Virginia Humanities SHARP funding allow you to preserve or sustain, or if staff were laid off or terminated due to the pandemic, bring back? If you laid off part-time or half-time positions, use ".5" (*For example, 3 part time positions would be 1.5*)

Answer "0" if it does not apply or no positions were affected.

Character Limit: 250

4b. Jobs Created

How many jobs will Virginia Humanities SHARP funding allow you to create? If you are creating part-time or half-time positions, use ".5" Answer "0" if it does not apply or no positions were affected.

Character Limit: 250

5. Project Plan

Your project plan should

- Describe what you plan to do in each of the activities in section 1 above.
- Remember that project work must conclude by November 30, 2022

You have as many as 1,200 words, or 2.5 pages. This is a ceiling, not a recommended length. Concise and brief answers are acceptable.

Character Limit: 7000

6. Project Impact

Describe how a Virginia Humanities SHARP Grant for your operating costs will help the organization offset the economic impact of the pandemic. You have as many as 800 words, or 1.5 page to answer this question, but you may use less. This is a ceiling, not a recommended length. Concise and brief answers are acceptable. **The answer to this question fulfills the primary purpose of SHARP funds as defined by NEH to "prepare for, respond to, and recover from the coronavirus."**

Character Limit: 5000

Estimated Grant Allocation

Based on the funding level you selected in question 3, please use the following categories to estimate the percentage of the total you will allocate to each. Please verify that your breakdown totals 100%; the system does not autosum, or confirm the total. There is no separate budget form and you can adjust the spending after the funds are received between these categories as needed. (*For example, if you selected funding level \$4,000, and you need half of that for staff salaries, then enter 50% in the staff salary category, for which you will spend \$2,000*).

Budget Categories

Staff salaries and Benefits
Facilities (rent and utilities)
Insurance
Humanities Programming
Technology
Supplies
Professional Development
Contract Services
Other

Character Limit: 150

Staff*

Staff Salaries and Benefits: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Facilities*

Facilities (rent and utilities): add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Insurance*

Insurance: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Humanities Programming*

Humanities Programming: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Technology*

Technology Costs: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Supplies*

Supplies: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Professional Development*

Professional Development: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Contract Services*

Contract Services: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Other

Any expense that does not fit in the above categories. Explain this in the narrative section.

Character Limit: 250

Spending Explanation

Provide an explanation of the breakdown above (575 words or 1 page single-spaced). This is optional and only required if you have expenses in the "Other" category above or wish to say something about your allocations.

Character Limit: 3500

TRACK 2: PROGRAMMING COSTS

You have selected non-humanities organization in your application and are eligible for funds related to humanities-based programming. The following seven sections ask you to describe that programming, the funding level you seek, two questions on the impact of the coronavirus on your organization, a description of the project plan and its impact on your organization, and provide a grant allocation. Here is a brief preview of what you will find in each section. Sections 2 and 5 are the only sections requiring writing.

1. Planned Activities: humanities programming is the only choice for Track 2
2. Project Description: 250 words (or one-half page single spaced max)
3. Funding Level: select one
4. SHARP Funding Uses: checklist and numbers requested
5. Project Plan: 1,200 words (or two and one-half pages max)
6. Project Impact: checklist
7. Grant allocations: percentages rather than dollar amounts

Character Limit: 4

1. Planned Activities

Choices

Humanities-based programming

2. Project Description

Provide a brief description of that programming in 250 words or less, equal to one-half page single spaced.

Character Limit: 1500

3. Funding Level*

Grant amounts should be used for costs related to humanities programming. There are some restrictions on how you may use these funds; for example, organizations cannot use these funds for alcohol, lobbying, international travel, or exclusively for equipment. Please select from the following funding levels.

Choices

\$4000
\$8000
\$14,000
\$20,000

4. SHARP Funding Uses*

Select as many as apply below. **The answer to this question and 4a and 4b below are requested by NEH so they can assess the impact of SHARP funds nationwide.**

Choices

Create Jobs
Preserve Jobs
Create humanities programs
Sustain humanities programs
Other

Other

If other please explain how the funding will be used. This is a short description, no more than 10-20 words.

Character Limit: 100

4a. Jobs Retained*

How many jobs will Virginia Humanities SHARP funding allow you to preserve or sustain, or if staff were laid off or terminated due to the pandemic, bring back? If you laid off part-time or half-time positions, use ".5" (*for example, 3 part positions would be 1.5*).

Answer "0" if it does not apply or no positions were affected.

Character Limit: 250

4b. Jobs Created*

How many jobs will Virginia Humanities SHARP funding allow you to create? If you are creating part-time or half-time positions, use ".5"

Answer "0" if it does not apply or no positions were created.

Character Limit: 250

5. Project Plan

Your project plan should

- Describe your humanities programming including how you plan to provide access to the content
- Remember that work must conclude by November 30, 2022

You have as many as 1,200 words, or 2.5 pages. This is a ceiling, not a recommended length. Concise and brief answers are acceptable.

Character Limit: 5000

6. Project Impact

Describe how a Virginia Humanities SHARP Grant for your operating costs will help the organization offset the economic impact of the pandemic. You have as many as 800 words, or 1.5 page (single-spaced) to answer this question, but you may use less. This is a ceiling, not a recommended length. Concise and brief answers are acceptable. **The answer to this question fulfills the primary purpose of SHARP funds as defined by NEH to "prepare for, respond to, and recover from the conoravirus."**

Character Limit: 5000

Estimate Grant Allocation

Based on the funding level you selected in question 3, please use the following categories to estimate the percentage of the total you will allocate to each. Please verify that your breakdown totals 100%; the system does not autosum, or confirm the total. There is no separate budget form and you can adjust the spending after the funds are received between these categories as needed. (*For example, if you selected funding level \$4,000, and you need half of that for staff salaries, then enter 50% in the staff salary category, for which you will spend \$2,000*).

Budget Categories

Staff salaries and Benefits
 Facilities (rent and utilities)
 Insurance
 Humanities Programming
 Technology
 Supplies
 Professional Development
 Contract Services
 Other

Character Limit: 100

Staff*

Staff Salaries and Benefits: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Facilities*

Facilities (rent and utilities): add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Insurance*

Insurance: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Humanities Programming*

Humanities Programming: this category should be your largest expense. Enter the percentage here.

Character Limit: 250

Technology*

Technology Costs: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Supplies*

Supplies: enter percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Contract Services*

Contract Services: add percentage here. Enter "0" if it doesn't apply.

Character Limit: 250

Other*

Any expense that does not fit in the above categories. Explain this in the narrative section.

Character Limit: 250

Spending Explanation

Provide an explanation of the breakdown above (575 words or 1 page single-spaced). This is optional and only required if you have expenses in the "Other" category above or wish to say something about your allocations.

Character Limit: 3500

Grant Certification

Certification*

The statements contained herein are true, complete, and accurate to the best of my knowledge, and I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Choices

Yes, I agree

Date of certification*

Character Limit: 10

Authorizing Official*

This should be the same person as entered above. **Entering the full name of the Authorizing Official below constitutes a digital signature.**

Character Limit: 40

Authorizing Official Title*

This should be the same title as entered above.

Character Limit: 50

INTERNAL Risk Assessment Questions (provided by OSP)

UVA Risk Assessment Questions*

Previous Experience: How does Virginia Humanities assess our previous experience with this subrecipient? (This will require consulting other grant requests from the subrecipient if there are any)

Choices

Acceptable previous experience

No previous experience

Other (please explain below)

Other Risks*

Have any other risks been identified for this recipient?

Choices

No

Yes (if checked please explain in the field below)

Identified Risks

Enter here risks identified based on previous experience with the subrecipient, or any other known risks

Character Limit: 250

