ARIZONA HUMANITIES 50TH ANNIVERSARY GRANTS

Grant Purpose
In celebration of our 50th anniversary Arizona Humanities is proud to offer two one-time funding opportunities. The first grant theme is focused on the environment and sustainability. The second grant theme is focused on civic engagement and the history of representation in the U.S.

Climate Conversations grants focus on the environmental humanities and explore the complex relationship between people, the humanities, and our environment. The science and data behind climate change and environmental challenges are important. But learning about the impact of these challenges on local communities, and hearing the stories of the people affected, is equally important. Climate Conversations ask: *When does the environment intersect with the human experience? Why are the humanities important to environmental issues? How can we meet environmental challenges and sustain resources?* and more. Climate Conversations funded programs should do the following:
- deepen public understanding of an environmental issue(s).
- promote the role of the humanities in solving environmental issue(s).
- encourage the public to be a part of the solution.

Representation Matters grants focus on topics related to civic education, civic engagement, and representation in our democracy, with an emphasis on current issues of local and national importance. Representation Matters funded programs ask: *What does it mean to be civically engaged? Why is diverse representation important for democracy? What are the stories and perspectives of underrepresented communities? How can we promote education and access?* and more. Representation Matters funded programs should do the following:
- foster cross-cultural understanding, empathy, and community resilience.
- deepen public understanding of local, state, or national history, especially lesser-known history from underrepresented communities.
- promote civic engagement, information literacy, and social connection.

Grant Award and Funding Priorities
Applicants may request up to $5,000. Arizona Humanities may not fully fund every grant request.

Arizona Humanities encourages all eligible organizations to apply. Please note that priority will be given to organizations whose mission directly serves traditionally underserved communities. Underserved communities include Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Grantee Storytelling

As part of our 50th Anniversary celebration Arizona Humanities will be collecting grantee impact stories to be shared through social media and other outreach channels. Arizona Humanities will provide videography services and will share impact stories with select grantees at no cost. All 50th Anniversary Grant recipients must be prepared to submit materials for these impact stories. Materials can include interviews with program staff and participants, photos and/or videos of program activities, and more. Arizona Humanities staff will work with grantees to determine the best storytelling method for their specific program and participants. We will try to include as many impact stories as possible but cannot guarantee that all grantees will be featured in videos.

Activities Eligible for Support (included but not limited to)

- Professional fees, including travel expenses, honoraria and stipends for humanities advisors, speakers, interviewees, artists, technical consultants, etc.
- Programming, publication, dissemination expenses (e.g., exhibit fabrication and installation, venue rental, web design, supplies, videography, screening expenses)
- Technical/consultant needs related to a digital transition or in support of preservation and access programs.
- Marketing expenses (e.g., design, printing, distribution of announcements or flyers, ad placement)
- Evaluation expenses
- Documentation expenses (e.g., videography of events)

Applicant Eligibility

- Eligible applicants include private nonprofit 501(c)3 organizations; local, tribal, and state governments; institutions of the federal government; and academic institutions.
- Applicant must be in "good standing" with Arizona Humanities, i.e., you do not have an overdue grant report or a previously defaulted federal grant.
- Out of state applicants - Non-Arizona based organizations may apply, but should be prepared to articulate the direct impact their project will have in Arizona. We prioritize funding for projects with a clear Arizona connection.
- Not eligible:
  - Individuals or For-Profit Organizations
  - Organizations solely focused on disciplines other than the humanities and that do not host public humanities programs.
  - Political or Advocacy Organizations
  - Public, Private, or Parochial Schools
  - Fiscal Agents or Fiscal Sponsors

Applying for Multiple Grants

Applicants may apply for both 50th Anniversary Grants, a Project Grant and/or a Mini Grant for materially different programs.

- Project Grants – Please note the 50th Anniversary application period overlaps with the Project Grant cycle. An organization may submit a 50th Anniversary and Project Grant application for the *same* program **but** if a 50th Anniversary Grant application is approved, your Project Grant application will be removed from consideration.

SAM Unique Entity Identifier (UEI)

The National Endowment for the Humanities (NEH) has adopted the use of System for Award Management (SAM) Unique Entity Identifier (UEI) to keep track of how federal grant money is dispersed. All

applicants are required to have a SAM UEI through the sam.gov website. Registration through sam.gov is free. The UEI is replaced the DUNS number and SAM CAGE Code beginning April 4, 2022.

What is the SAM UEI?
- The UEI is a 12-character alphanumeric value.
- Managed, granted, and owned by the government.
- Will serve as the authoritative unique entity identifier used by the federal government.
- Replaces the DUNS Number and SAM CAGE Code

How do I get a SAM UEI?
- You can obtain the UEI for free by registering at sam.gov.
- If your organization was already registered through sam.gov prior to April 4, 2022 then a UEI has already been assigned you.
- You may check the status of your organization's UEI at the sam.gov site.
- sam.gov offers a UEI only registration and a full registration that includes the UEI and other federal registrations including a SAM CAGE Code. To apply for an Arizona Humanities grant you only need to apply for the UEI.
- The SAM UEI will be provided immediately upon registration.
- The SAM site includes a help section and general walkthrough.

Indirect Costs
Arizona Humanities allows requests to include indirect costs according to the following criteria.
- Indirect Costs are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would typically be regarded as indirect costs include equipment and capital improvement, operations and maintenance expenses, salaries, accounting, and legal services. Indirect costs are computed by applying a federally negotiated indirect cost rate to a distribution base. For applicants seeking reimbursement for indirect costs: please review carefully your institution's Negotiated Indirect Cost Rate Agreement (NICRA) to make sure you are using the most appropriate rate in your application budget. You will be required to submit a copy of your organization's NICRA with your application.
- An applicant organization that has never had a negotiated indirect-cost rate may use the de minimis rate of 10 percent of modified total direct costs (MTDC). For more information regarding the MTDC click here. If chosen, this method must be used consistently for all federal awards until the organization chooses to negotiate a rate.

Program Requirements
Accessibility
Your projects should connect the public with the humanities at no cost and be accessible. Programs with nominal costs must demonstrate in the proposal how funds will support the program goals. Programs should be geared toward a broad and diverse general audience and must allow for differing points of view.

Matching Funds
Requests can be matched through in-kind or third-party cash match.
- Arizona Humanities requires one-to-one in-kind or third-party cash match of all projects. Matching consists of all project expenses not attributed to the Arizona Humanities grant. The total cost sharing must at least equal the total funds requested from Arizona Humanities.

- **In-kind contributions** refer to contributions from an applicant organization to the project such as: staff salaries and volunteer time, services, facilities, and internal funds. This also includes goods and services donated by a third-party or partner organization.
- **Third-party cash contribution** refers to non-federal third party, cash donations made to the organization for the proposed program. Unlike in-kind contributions, cash contributions may not come from an organization's board or board member, the project director, or any other individual who might be seen as to gain benefit by financially supporting the proposed program. The donation must be committed to the specific project at the time of the grant application, and a letter from the donor(s) must be included in the proposal. Please note, any funds of federal origin cannot contribute to your match but must be noted in your budget.

Personnel

All projects must have a designated Project Director, Authorizing Official and Humanities Scholar(s). One person may act in multiple roles if they meet the personnel requirements stated below.

- Project Director – The Project Director is responsible for the implementation of the project, the primary contact with Arizona Humanities in all aspects regarding the grant, and responsible for submitting final reports.
- Authorizing Official – The Authorizing Official is the person with the responsibility to sign legal contracts on behalf of the applicant organization. Their primary obligations include: record-keeping and accounting for the grant funds, matching contributions, and services received. The Authorizing Official may be the Executive Director, Chair of the Board, President, etc.
- Humanities Scholar – Arizona Humanities requires the involvement of humanities scholars to support a broad humanistic perspective as well as in-depth knowledge in a particular field of study. The consulting Humanities Scholar should be involved in the planning of the project and be able to represent to the Grant Review Panel how they will help make sense of the humanities content in your program. Every proposal is required to have at least one consulting Humanities Scholar. As defined by Arizona Humanities, a humanities scholar meets one or more of the following qualifications:
  - Holds an advanced degree (M.A. or higher) in the humanities discipline;
  - Is a recognized expert with a verifiable record of working, teaching, and publishing in the humanities discipline and/or is acknowledged as such by other scholars in the field;
  - or, Is a Native American elder or traditional teacher involved in a project whose focus is on their particular tribe(s).

Program Evaluation

Evaluations can help us learn how effectively your project communicates humanities content and meets the goals that you have identified. You must submit an evaluation plan and sample evaluation instrument (this can be a draft) that assesses your project's goals. Organizations may develop and implement the evaluation entirely in-house; may hire independent evaluators; or hire evaluation consultants to work with the organization to develop an evaluation plan. In all cases the evaluation plan and methodology should be outlined in the grant proposal.

Applications Open	Application Deadline	Notification Date	Grant Period
August 1, 2023	October 1, 2023	December 1, 2023	January 1, 2024, thru December 31, 2024

Final reports are due 90 days after your project end date.

Grant Period
Applicants can utilize grant funds for expenses incurred no earlier than **January 1, 2024,** through the end of their project period. Organizations will indicate **their specific project end date on the application**, all grant funds must be spent, and projects must end on or before **December 31, 2024**.

Activities Not Eligible for Support
- Organizations that do not have a SAM UEI
- General operations support requests
- Salary replacement for permanent staff outside of indirect cost allocation
- Competitive regranting
- Academic fees or other degree-related expenses, including academic research, course fees, fellowships or scholarships
- Equipment purchases (exceptions may apply where rental costs exceed purchase value)
- Food or beverages
- Construction, purchase of real property, major alteration, and renovation
- Foreign, non-economy, or extensive domestic travel
- Fundraising or for-profit activities
- Economic development activities
- Environmental sustainability programs that do not include a strong humanities component
- Collections or archival 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)
- Fiscal agent administration fees

Application Evaluation Criteria
Applications will be reviewed based on the following criteria:
- The proposed program is relevant to AH's mission by providing public programming with opportunities to explore shared human experiences through discussion, learning, and reflection. The proposed program is non-partisan and impartial regarding political, religious, or ideological viewpoints.

- The proposal establishes a community need and a humanities-based public program(s) that will meet the identified need.
- The budget is detailed and realistic with AH funds focused on the humanities community goal.
- The application demonstrates that the organization has the capacity to carry out the proposed program. The personnel, organizational readiness and marketing sections of your application will be used to assess the organization's capacity.
- The application demonstrates a clear and appropriate plan to evaluate program success in meeting the humanities and other specified goals.
- The identified humanities scholar(s) are appropriately qualified to meet the purpose of the humanities program.

How to Apply
- As required by federal guidelines, applicants must have a SAM UEI to receive grant funds. *We strongly encourage you to apply for a SAM UEI ASAP if you do not already have one.*
- Preview the Application
- Apply
    - You may apply through the Arizona Humanities Grants and Programs Dashboard.
        - Link https://www.grantinterface.com/Home/Logon?urlkey=azhumanities
        - Create an account with the Arizona Humanities Grants and Programs Dashboard if you do not already have one.
        - Paper applications will not be accepted
    - You will need the following to complete your application:
        - Non-profit IRS Determination Letter (if applicable)
        - SAM UEI
        - Evaluation Instrument
        - Project Director & Authorizing Official Signatures
        - 3rd Party Cash Match Documentation (if applicable)
        - Federally Negotiated Indirect Cost Rate/NICRA Documentation (if applicable)
- Contact Arizona Humanities staff if you are unsure if your organization has an account.

Questions
We are happy to answer any questions you may have about this grant opportunity or the application process. For assistance please contact our Grants Manager, Samantha Anderson, at sanderson@azhumanities.org or 602-257-0335.