HUMANITIES NEW YORK

HNY SHARP
Guidelines for Applicants

Humanities New York (HNY) is honored to provide HNY "Sustaining the Humanities through the American Rescue Plan" (SHARP) Grants to cultural organizations facing financial hardship as a result of the pandemic. Funding for this program is provided by the National Endowment for the Humanities and the federal American Rescue Plan (ARP) Act.

HNY recognizes that cultural organizations have been vital resources to their communities as New Yorkers navigated the pandemic and reckoned with systemic inequality and racial justice movements. HNY SHARP aims to support both recovery and transformation--to help organizations achieve financial stability as well as to continue to grow their capacity to respond to the needs of their communities, providing humanities programs that are relevant and inclusive.

HNY SHARP funds will be distributed in two rounds:
- Round One: **HNY SHARP Operating Grants** of up to $20,000.
- Round Two: **HNY SHARP Action Grants** of up to $10,000 for the implementation of public-facing humanities projects.

HNY SHARP Operating Grant Guidelines

Deadlines & Notifications
- Application will open Monday, **June 7, 2021.**
- Apply by end of day Friday, **July 9, 2021**.
- Decisions will be communicated by Tuesday, **September 7, 2021**.

Funds
- General operating support grants of **up to $20,000** (not to exceed 10% of an organization's budget) are available to nonprofit cultural organizations that are based in and serve New York State. The review committee will determine the award amount according to the priorities described below.
- HNY SHARP Operating Grants are intended to help cultural nonprofit organizations recover from financial hardship resulting from the pandemic. Funds may be used to cover day-to-day activities or ongoing expenses such as staff salaries, utilities, office supplies, etc., as well as for humanities programming and professional development.
- Funds may *not* be used for a capital project such as the construction, expansion, or renovation of a facility; equipment; travel; competitive regranting; or collections acquisition.
- Funds may *not* be used for expenses supported by other federal funds. (No double dipping.)
- Matching funds are *not* required.

Eligibility
- Humanities organizations with 501(c)(3) tax-exempt status that are based in and serve New York State are eligible to apply.
- HNY welcomes submissions from both first-time applicants and past or current grantees.
- The following groups are *not eligible* to apply for an HNY SHARP Operating Grant:
    - Organizations with annual operating expenses of more than $5 million.
    - Fiscally-sponsored groups or advocacy organizations.
    - Organizations whose mission is the creation or performance of art.

Priorities
- HNY strives to distribute funding equitably around the state.
- HNY will prioritize support to organizations that:
  - serve and are led by members of communities traditionally underresourced in the humanities
  - that promote diversity and inclusion in humanities programming.

How to Apply
- Preview the application at humanitiesny.org; gather required information.
- Register and complete a grant application in the Fluxx Grant Portal at humanitiesny.fluxx.io. You can save and edit the application.
- Attach a 501(c)(3) incorporation letter and a recent 990 to the application.
- If awarded, an active DUNS number must be submitted before the award can be distributed. If you do not have or know your DUNS number, visit https://www.neh.gov/grants/manage/duns-number-requirement for more information. Because a new DUNS number request can take up to two weeks to complete, we recommend that you apply now.

Review Process
- HNY staff members review submitted materials for eligibility and completeness before passing applications along to the Grant Review Committee. If an application is incomplete, applicants will be notified via email and may have the opportunity to resubmit.
- The Grant Review Committee is composed of HNY board members, staff members, and outside humanities evaluators.
- Projects are awarded on a competitive basis, balancing applicants' demonstration of negative impacts due to the pandemic, humanities mission, relevance and responsiveness of programming, audiences served, and geographic location. The Grant Review Committee may also consider applicants' past performance with HNY grants.
- Applicants will be notified of the Grant Review Committee's decision via email by September 7, 2021. You may also view the status of your application by logging into the grant portal.

Grantee Responsibilities
- Sign and complete a Grant Agreement.
- Expend the grant award by **September 1, 2022**; document expenditures.
- Submit a Final Report by **December 1, 2022**. This includes a budget that details how the grant funds were allocated.
- Acknowledge Humanities New York's support in all pertinent digital and print communications, and anywhere that other funders are credited.
- Send a thank you letter to your members of Congress.

HNY SHARP Action Grant Guidelines

Deadlines & Notifications
- Application will open Monday, **August 2, 2021.**
- Apply by end of day, Friday, **October 1, 2021**.
- Decisions will be communicated by Tuesday, **November 30, 2021**.

Use of Funds
- HNY SHARP Action Grants ($1,500 to $10,000) are implementation grants for public-facing humanities projects that encourage audiences to reflect on their values, explore new ideas, and engage with others in their community. These grants aim to actively engage audiences through creative programming formats, including workshops, roundtables, panel discussions, exhibits, podcasts, and interactive digital platforms.
- HNY SHARP Action Grants are intended to help not-for-profit groups that have experienced financial hardship resulting from the pandemic continue to provide humanities programming to their communities.
- Funds may be used for most costs related to the implementation of the proposed project, including participant honoraria, staff time, consultants, marketing, evaluation, and photography/videography.
- Funds may *not* be used for travel; a capital project such as the construction, expansion, or renovation of a facility; equipment; competitive regranting; or collections acquisition.
- Funds may *not* be used for expenses supported by other federal funds. (No double dipping.)
- Matching funds are *not* required.

Eligibility
- Organizations with 501(c)(3) tax-exempt status that are based in and serve New York State, including accredited institutions of higher education; state and local government agencies; and federally recognized Native American tribal governments are eligible to apply.
- HNY welcomes submissions from both first-time applicants and past or current grantees.
- HNY SHARP Operating Grant recipients may apply for an HNY SHARP Action Grant. The combined HNY SHARP Operating and Action Grant awards, however, may not exceed $20,000.
- The following groups are *not eligible* to apply for an HNY SHARP Action Grant:
    - Fiscally-sponsored groups and advocacy organizations.
    - Current Action Grantees with projects that will not be completed by November 30, 2021.

Priorities
- HNY strives to distribute funding equitably around the state.
- HNY will prioritize support to organizations:
    - that serve and are led by members of communities traditionally underresourced in the humanities.
    - that promote diversity and inclusion in humanities programming.

How to Apply
- Preview the application at humanitiesny.org; gather required information.
- Register and complete a grant application in the Fluxx Grant Portal at humanitiesny.fluxx.io. You can save and edit the application.
- Attach a project budget using the budget template (link in the application), a 501(c)(3) incorporation letter, and a recent 990 to the application.
- If awarded, an active DUNS number must be submitted before the award can be distributed. If you do not have or know your DUNS number, visit https://www.neh.gov/grants/manage/duns-number-requirement for more information. Because a new DUNS number request can take up to two weeks to complete, we recommend that you apply now.

Review Process

- HNY staff members review submitted materials for eligibility and completeness before passing applications along to the Grant Review Committee. If an application is incomplete, applicants will be notified via email and may have the opportunity to resubmit.
- The Grant Review Committee is composed of HNY board members, staff members, and outside humanities evaluators.
- Projects are awarded on a competitive basis, balancing applicants' demonstration of negative impacts due to the pandemic, the proposed project's quality, feasibility, relevance, and responsiveness; applicants' geographic distribution; and audiences served. The Grant Review Committee may also consider applicants' past performance with HNY grants.
- Applicants will be notified of the Grant Review Committee's decision via email by Tuesday, **November 30, 2021**. You may also view the status of your application by logging into the grant portal.

Grantee Responsibilities

- Sign and complete a Grant Agreement.
- Expend the grant award by **November 30, 2022**; document expenditures. (Please note: HNY cannot grant extensions for SHARP projects.)
- Submit a Final Report by **February 28, 2023**. This includes a budget that details how the grant funds were allocated.
- Acknowledge Humanities New York's support in all pertinent digital and print communications, and anywhere that other funders are credited.
- Send a thank you letter to your members of Congress.

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Using dialogue, reflection, and critical thinking, **Humanities New York** applies the humanities to strengthen democratic society. Founded in 1975, HNY is the sole statewide partner of the National Endowment for the Humanities, and is a private 501(c)(3) that may accept federal, city, and private funds.

Questions?

- For questions regarding the content of a proposal, email grants@humanitiesny.org. Include "SHARP" in the subject line.
- For questions regarding the grant portal, email apply@humanitiesny.org.
- Follow HNY on Facebook, Twitter and Instagram: @humanitiesny.