

Please Note: To edit a draft, or to respond to request for additional information or revisions, select the **Edit** button at the top right.

Humanities New York

R-2106-05218 - HNY SHARP Operating Grant

Amount Requested:

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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.

- **Amount:** Up to \$20,000 (not to exceed 10% of an organization’s budget). The review committee will determine the award amount according to the priorities described in the HNY SHARP Guidelines.
- **Match:** Not required
- **Deadline: End of day,** Friday, July 9, 2021.
- **Decisions:** Applicants will receive email notification of the Grant Review Committee's decision by Tuesday, September 7, 2021.

▼ Organization Information

Please note: Applicants cannot edit the Organization record. If you would like to edit the Organization name, please email grants@humanitiesny.org for assistance.

Grant Role Instructions:

- **Primary Contact:** Receives all email correspondence related to this request.
- **Authorizing Official:** Must be an officer of the Applying Organization who is authorized to submit this application for funding. If awarded, the Authorizing Official will receive and sign the Grant Agreement.
- **Project Director:** The individual who is primarily responsible for administering the grant.
- **Finance Officer (FO):** Receives and administers the grant funds, if awarded.
- *Please assign grant roles to at least two different individuals.*

Organization: Humanities New York

Organization DUNS: 11111111

If your DUNS number is not displayed above, please enter it below if you know it. If you do not have a DUNS number, you may leave this section blank BUT do apply for a DUNS number immediately. It is required in the event your organization is awarded

DUNS number:

Primary Grant Contact: TEST USER

Authorizing Official: TEST USER

Project Director: TEST USER

Finance Officer: TEST USER

If the individual fulfilling one of these roles does not display in the options above, please provide their contact information in the fields below. Please include each individual's **first and last name, title, organization, email address, and phone number** so that your organizational record can be updated should you be awarded.

Authorizing Official:

Project Director:

Finance Officer:

▼ Organization Details

Instructions: The following 3 questions have a 5,000 character limit, or about 800 words. This is a ceiling, not a recommended length. Concise and brief answers are acceptable.

Describe the audiences your organization serves. If your organization serves and/or is led by members of communities traditionally underserved by humanities organizations, be sure to describe this in your response. Underserved communities may 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.

How do you provide your audiences with access to humanities content and programming? Provide 2-3 specific examples of recent humanities activities that best reflect your organization's cultural mission. Consider giving examples of activities that helped your organization promote diversity, inclusiveness, and/or accessibility.

How do you work in partnership with other organizations? Provide 1-2 specific examples of recent partnerships and explain how they supported your ability to serve your audiences and/or fulfill your mission. Consider giving an example of a partnership that helped your organization promote diversity, inclusiveness, and/or accessibility.

How many audience members did you serve in person in 2020?

How many audience members did you serve through virtual programming in 2020?

▼ Pandemic Impact Details

Financial Impacts

Which of the organization's income streams were disrupted in 2020? Select all that apply below.

Financial Losses:

If you have any other disrupted income streams not listed above please describe them here.

What is the estimated total financial loss to your organization in 2020?

Did your organization receive a PPP loan?

In the table below, enter your organization's total expenses and income for 2019, 2020, and 2021.

	2019	2020	2021
Expenses			
Income			

If you operate a facility that is open to the public, how many months were you closed due to the pandemic?

As of Friday, July 9, 2021, what is the status of your operations? Select all that apply:

Staffing Impacts

As of **January 1, 2020**, how many of each of the following did your organization have? Round to the nearest whole number.

Full Time Employees:

Part Time Employees:

Volunteers:

As of Friday, **July 9, 2021**, how many of each of the following does your organization have? Round to the nearest whole number.

Full Time Employees:

Part Time Employees:

Volunteers:

Has your organization reduced compensation to staff due to the pandemic? If yes, please explain.

How many jobs will HNY SHARP allow you to retain or, if staff were laid off or terminated due to the pandemic, bring back? Round to the nearest whole number.

Full Time Employees Retained or Brought Back:

Part Time Employees Retained or Brought Back:

Narrative Questions

Instructions: The following 2 questions have a 5,000 character limit, or about 800 words. This is a ceiling, not a recommended length. Concise and brief answers are acceptable.

Describe how an HNY SHARP Operating Grant will help the organization offset the economic impacts of the pandemic.

Summarize your organization's programmatic plans and direction for the next 2-3 years. Describe how an HNY SHARP Operating Grant will support your organization's ability to use the humanities to respond to your community's evolving needs and interests.

Optional: Please provide any additional information that helps demonstrate your organization's need.

▼ Estimated Grant Allocation

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 in the HNY SHARP Guidelines.

Estimate the percentage of the award you would allocate to each of the following categories based on your organization’s areas of greatest need. Please verify that your breakdown totals 100%; the table does not autosum.

	Estimated Percentage:
Staff Salaries and Benefits:	
Facilities (rent and utilities):	
Insurance:	
Humanities Programming:	
Technology:	
Supplies:	
Professional Development:	
Contract Services:	
Other:	
Total:	

Provide an explanation of the breakdown above. (Optional):

▼ Documents

Please upload the following documents by selecting the + icon under **Request** or **Organization**:

Required Organization Documents:

If these have not already been uploaded for your organization, please upload the following:

- **501c3 Determination Letter:** Upload the Applying Organization's 501(c)(3) Determination Letter for the Applying Organization.
- **Org 990:** Upload the Applying Organization's most recent 990.

501c3 Determination Letter

Org 990 or Operating Budget

ORGANIZATION DOCUMENTS

REQUEST DOCUMENTS

▼ Certification

By selecting yes below, you certify the the information in this application is complete and accurate. You certify that the applying organization has not been suspended or debarred, and that they are not delinquent on federal debt.

If granted, you will comply with NEH nondiscrimination statutes and all other NEH requirements. You will provide HNY with the organization's unique entity identifier (currently a DUNS number), if it is not already on record.

Certification:

Entering the full name of the Authorizing Official below constitutes a digital signature. The signatory must be an officer of the Applying Organization who is authorized to submit this application for funding.

Authorizing Official Name:

Authorizing Official Title:

Certification Date:

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