



**SOUTH DAKOTA  
HUMANITIES COUNCIL**

1215 TRAIL RIDGE ROAD SUITE A  
BROOKINGS, SD 57006-4107

## **South Dakota Humanities Council ARP Grant Application Guidelines**

During the COVID-19 crisis, the state and jurisdictional humanities councils are uniquely positioned to provide recovery funding to museums, historic sites, and other nonprofit organizations affected by the pandemic. The humanities councils serve the smallest and most vulnerable communities and institutions and can reach areas that receive few other cultural resources. To meet this need, the National Endowment for the Humanities (NEH) will issue approximately \$51.6 million of its American Rescue Plan Act (ARP) of 2021 appropriation directly to the state and jurisdictional councils to support subawards to eligible entities for general operating support and humanities programming to prevent, prepare for, respond to, and recover from the coronavirus. The South Dakota Humanities Council will have approximately \$550,000 to distribute through its ARP grant program.

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## **1. About the South Dakota Humanities Council**

The South Dakota Humanities Council (SDHC), founded in 1972 in response to an act of Congress, is a 501(c)(3) non-profit and the only cultural organization in the state whose sole mission is to deliver humanities programming to the people of South Dakota. The organization's vision is to "lead statewide advocacy for the humanities, working with other partners to foster literary and civic engagement." This programming vision forms the core mission of the organization: The South Dakota Humanities Council celebrates literature, promotes civil conversation, and tells the stories that define our state.

## What Are the Humanities?

The humanities enrich our understanding of the human experience in the past, present and future. The humanities disciplines, as defined by Congress, include:

- literature, classics, languages, and linguistics
- history and archaeology
- philosophy, jurisprudence, ethics, and comparative religion
- history, criticism, and theory of the art
- social sciences employing historical or philosophical approaches

Through language, literature and the arts, human beings express their knowledge about their cultural heritage and reflect on its meaning. The contributions of scholars, writers, and researchers in such fields as philosophy, ethics and jurisprudence enrich the civic dialogue in a democratic society. Insights about the past from archaeology and history enable us to interpret the present and plan for a better future.

## **2. About the ARP Grant Program**

The South Dakota Humanities Council has received funding from the ARP to assist public humanities organizations and other cultural institutions affected by the Coronavirus pandemic as a part of the \$1.9 trillion American Rescue Plan Act of 2021 approved by U.S. Congress and signed into law by President Joseph R. Biden.

The South Dakota Humanities Council will provide ARP grant funding to humanities organizations to prevent, prepare for, respond to, and recover from the coronavirus.

## **3. Who Is Eligible for an ARP Grant?**

The South Dakota Humanities Council is federally required to limit ARP grant funding eligibility to the following:

- Nonprofit organizations with 501(c)(3) tax-exempt status
- Accredited public and 501(c)(3) institutions of higher education
- State and local governmental agencies
- Federally recognized Native American tribal governments
- Organizations must serve and have headquarters in South Dakota
- Organizations must have a D-U-N-S® number; An active SAMS code is encouraged, but not required
- Applicants must not have been federally suspended or debarred
- Applicants must not be delinquent on federal debt

This includes, but is not limited to, these categories:

- Public libraries and archives
- Historical societies and heritage groups
- Museums with a humanities focus
- Historical homes and cultural sites

#### Who Is Not Eligible for an ARP Grant?

The following organizations are not eligible to apply for an ARP grant:

- International and for-profit entities
- Nonprofit charitable organizations designated as private foundations by the IRS
- Religious or primarily faith-based programs or organizations receiving a significant portion of their funding from a religious organization
- Public, private, or parochial K-12 schools
- Individuals
- Organizations whose mission falls 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)
- Applicants who are delinquent on federal debt
- Applicants who have been federally suspended or debarred

## **4. What Are Appropriate Uses of ARP Grants?**

Any or all of the following activities can be supported with ARP grants:

- Humanities programming
- General operating costs of humanities focused organizations
- Strategic planning and capacity building efforts related to preparing, responding to, and recovering from the coronavirus
- Technical/consultant needs related to a digital transition or in support of preservation and access programs (equipment costs cannot exceed 20% of an 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 coronavirus and the economic crisis

**Note:** Organizations whose mission falls 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) are not eligible to receive funding for general operating costs. If your organization's mission falls outside of the humanities and the humanistic social

sciences, funding may be used for specific programming initiatives if based in the humanities and rooted in humanities scholarship.

### ARP Funding Restrictions

The South Dakota Humanities Council will not support the following via ARP Grants:

- Overlapping project costs with any other pending or approved application for federal funding and/or approved federal awards. Organizations may not apply for South Dakota Humanities Council's ARP Grants to cover the same expenses for which they have applied to other federal entities. They may receive funding from other ARP programs (including grants from NEH and NEA) to cover different expenses.
- Funds for activities supported by other non-NEH federal funds
- Competitive regranting
- Cancellation costs
- Pre-award costs from before March 15, 2021
- Equipment costs in excess of 20% of total project costs
- Travel costs (both foreign and domestic)
- Construction, purchase of real property, major alteration and renovation
- Environmental sustainability
- Collections 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 (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)
- Unallowable expenses as defined in [2 CFR 200 Subpart E-Cost Principles](#)

## **5. Available Funding**

The South Dakota Humanities Council will fund ARP grant requests up to **\$25,000**.

## **6. What Is the Deadline to Apply?**

Applications must be completed online beginning July 1st, 2021 and no later than August 31st, 2021.

Applications will be reviewed by a panel starting August 1<sup>st</sup> and on a rolling basis thereafter. Applications will be awarded based on available funds. The South Dakota Humanities Council will give equal consideration to all eligible applicants.

Applicants will be notified via email of the application award status. Applications that are

not initially funded will remain under consideration for the duration of the grant period. South Dakota Humanities Council staff will inform applications of the decision to either approve or hold their applications for further consideration. There will be no need to reapply.

## **7. How to Apply**

Complete the online application at [sdhumanities.org](http://sdhumanities.org) by the application deadline date, August 31<sup>st</sup>, 2021. A sample application is available at the end of this document, for reference purposes only.

## **8. If I Have Questions, Who Can Help Me?**

Please send all inquiries to [sdhcarp@sdhumanities.org](mailto:sdhcarp@sdhumanities.org). We will respond via email or call you upon request.

## **9. If I Receive an ARP Grant, What Are My Responsibilities?**

- Sign a grant agreement and contract
- Acknowledge the South Dakota Humanities Council and NEH in all public communications
- Submit a final report and proof of project expenditures within 30 days of the project end date stated on their grant award letter
- Spend the entire award during the grant period; funds cannot be returned to the South Dakota Humanities Council

## **10. Budget Tips**

Your budget should be an accurate and complete estimate of the financial resources needed to carry out the project. Please show precise amounts and how your costs are reasonable and directly related to the project activities you propose.

## **11. Explanation of Terms**

### **Authorizing Official**

A person with authority to legally obligate an organization to the grant agreement.

### **Capacity Building**

Capacity building is an investment in the effectiveness and future sustainability of an organization. Capacity building brings an organization to the next level of operational, programmatic, financial, or organizational maturity so it may more effectively and efficiently advance its mission into the future. Examples of capacity building include the following:

- Strategic planning services to enhance:
  - Operations
  - Programming
  - Budget management
  - Community Outreach/Engagement

- Fundraising
- Continuing education and training for:
  - Staff development
  - Volunteer development
- Technology updates, including:
  - Supplies
  - Programs
  - New technology training
- Supplies that are essential to services:
  - Workspaces
  - Technology (computers, cameras, etc.)

### **DUNS Number**

A unique nine-digit identification number for each physical location of a business. DUNS number assignment is free for all businesses required to register with the federal government for contracts or grants. The DUNS system enables the government to better track the spending of federal funds.

### **EIN Number**

The Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

### **Equipment**

Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a service life of more than one year. Equipment costs must not to exceed 20% of the total project costs. Please see [2 CFR §§200.313](#) and [.439](#) for additional regulations.

Applicants should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

### **Expenditures**

The budgeted expenditures for the project must be made between the beginning and ending dates of the proposed project period. Grant periods may begin as early as March 15, 2021, up through December 31, 2021. All grant periods must end by November 30, 2022. Each subrecipient will have a specified grant period on their grant award letter.

### **Fiscal Agent**

The applicant shall designate a fiscal agent, who will assume responsibility for authorizing expenses and making disbursements of funds according to the provisions of the approved budget for the project. **The fiscal agent may not be the same person as the project director.**

The fiscal agent must agree to follow the fiscal policies of the NEH and the South Dakota Humanities Council. They will agree to maintain financial records and make them available for audit for up to three years from the end of the project date.

### **Grant Period**

The period in which the granted project takes place. Grant periods may begin as early as March 15, 2021, up through December 31, 2021. All grant periods must end by November 30, 2022. Each subrecipient will have a specified grant period on their grant award letter.

### **Honoraria**

The stipends or fees paid to project participants for their professional services.

### **Personnel**

ARP Grants may be used to pay organizational staff. Be sure to specify in the budget which staff positions will be supported by the grant funds. If you have applied for other ARP Act grants and programs for certain staff costs, you may not ask for funding for the same positions from the South Dakota Humanities Council. You may receive funding from other ARP Act programs to cover different expenses.

### **Project Director**

The individual responsible for managing all aspects of a project, including its planning, promotion, conduct, and evaluation. **The project director may not be the same person as the fiscal agent.**

## **12. Evaluation Criteria**

The South Dakota Humanities Council will utilize the following evaluation criteria when considering eligible organization's ARP grant applications:

### **Scoring Criterion**

1. How strongly does the organization's core work focus on humanities topics?
2. How much does the organization directly serve the public with humanities programming?
3. How well does the organization help the South Dakota Humanities Council extend its reach across the state and to a variety of audiences?
4. How much has the Coronavirus pandemic adversely impacted the organization's operations (consider revenues, staffing, ability to pay rent/mortgage/other expenses)?
5. How well has the applicant demonstrated that the requested funds will assist their organization with preventing, preparing for, responding to, or recovering from the coronavirus?

### **13. ARP Grant Application Template**

Please next page.



## South Dakota Humanities Council American Rescue Plan Grant Application Template

(\*\*This is not the actual application; refer to this template for planning purposes only\*\*)

This application template is to be used to apply for an American Rescue Plan (ARP) grant from the South Dakota Humanities Council for general operating support and humanities programming to prevent, prepare for, respond to, and recover from the coronavirus pandemic.

**Because you will be unable to save your progress as you are completing the online application form in Wufoo, you can use this application template as a planning tool. We recommend that you plan out your application in this form to prevent you from losing your work in case the Wufoo online service times out.**

**This Word document provides the data fields and presents the general format of our online SDHC ARP grant application. Please use this template only to organize information before completing and submitting the online application. This document cannot be submitted as an application. The official application is available on our website, [sdhumanities.org](http://sdhumanities.org).**

Please review the **South Dakota Humanities Council's American Rescue Plan Guidelines** document prior to completing your application.

Three documents will be needed to support your application. Please prepare them in advance as you will be unable to save your progress as you are completing the online application form:

- A completed, downloadable South Dakota Humanities Council ARP budget request form
- A signed W-9 form
- The last two years of audited financials or IRS form 990
- A DUNS number; all grantees must have a DUNS number in order to be eligible to receive federal funds. While you do not need a DUNS to apply, you must have one to receive your award. The National Endowment for the Humanities (NEH) is waiving the requirement of SAM registration (an active SAMS code is encouraged, but not required).

*All fields are required unless otherwise indicated*

### **Page 1: Applicant Organization**

Applicant Organization Name (Organization Email)

Street

City

State

Zip Code

Organization Mailing Address (if different from physical address)

Street

City

State

Zip Code

What is your organization's tax designation?

Organization Website Link

Organization Facebook Page Link

Organization Instagram Page Link

Any Other Social Media Links

## **Page 2: Organization Information**

Please describe your organization.

*[max. 500 words]*

How does your organization serve the humanities?

*[max. 500 words]*

What is your organization's mission statement?

*[max. 500 words]*

## **Page 3: Funding Request**

South Dakota Humanities Council ARP Grant requests are intended to reach a diverse network of urban, rural, small, medium, and large sized organizations serving a myriad of important constituencies statewide. Organizations may request **up to \$25,000 in ARP Grant funding.**

### **Amount of funds requested:**

Please find the budget form appended at the end of this document, then complete and upload it here. Please make your explanations as detailed as possible.

*[file upload: completed budget form]*

How has your organization been impacted by the Coronavirus pandemic **since March 15, 2021**? Include the impact of any estimated financial loss. Possible financial impact:

- Lost revenue
- Space concerns, such as rent, mortgage, or utility payments
- Staff layoff

- Risk of permanent closure  
[max. 500 words]

How will the requested funds assist your organization with preventing, preparing for, responding to, or recovering from the coronavirus?  
[max. 500 words]

#### **Page 4: Contacts & Signatures**

Project Director Name

(Help text: This is the person on record who is responsible for the overall management of the grant. This person will receive the grant award notice, will complete the final project director's report, and will be the primary person that the South Dakota Humanities Council communicates with.)

Email Address

Office Phone

Cell Phone

Mailing Address (if different from the organization)

City

State

Zip Code

Project Director Relationship to the Applicant Organization

Fiscal Officer Name

(Help text: This is the person who will be responsible for the financial reports on this grant. The Fiscal officer and Project Director must be two different people.)

Email Address

Office Phone

Cell Phone

Mailing Address (if different from the organization)

City

State

Zip Code

Fiscal Officer Relationship to the Applicant Organization

Authorizing Official Name

(Help text: This is the person who is designated by the organization to enter into grant agreements for the organization.)

Email Address

Office Phone

Cell Phone

Mailing Address (if different from the organization)

City

State

Zip Code

## Authorizing Official Relationship to the Applicant Organization

Electronic signatures. By typing below, you agree that your project complies with the South Dakota Humanities Council American Rescue Plan Grant Guidelines and that your application is accurate to the best of your knowledge.

Signature of Project Director

Signature of Fiscal Agent

Signature of Authorizing Official

### **Page 5: Additional Attachments**

Please upload the requested documents.

A signed W-9 form

*[File upload: Signed W-9 Form]*

The last two years of audited financials or IRS form 990

*[File upload: Audited financials]*

*[File upload: Audited financials]*

Any additional supporting documents (not required)

*[File upload: Supporting documentation]*

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Once you submit your online ARP Grant application, you will receive a message that indicates, “Thank you for your application. South Dakota Humanities Council staff will be in touch with you shortly.” This message is indication that your submission was successful. South Dakota Humanities Council staff will begin processing applications immediately and assign your proposal a grant number and confirm all the necessary attachments are received.

Applications may be completed online beginning July 1st, 2021 and no later than August 31st, 2021. Applications will be reviewed by a panel starting August 1<sup>st</sup> and on a rolling basis thereafter. Applications will be awarded based on available funds. The South Dakota Humanities Council will give equal consideration to all eligible applicants.

If we have any questions about your proposal, we will be in touch. You will be notified as soon as possible after the deadline date if your application was approved. You will also be notified if your application was not approved. Please feel free to contact our ARP Grant Coordinator at [sdhcarp@sdhumanities.org](mailto:sdhcarp@sdhumanities.org) if you have any questions.

Funding for these grants has been provided by the National Endowment for the Humanities (NEH) as a part of the American Rescue Plan (ARP) Act of 2021.

Would the project director like to receive our occasional online newsletter with information about our programs and deadlines? Yes no

Would the fiscal officer like to receive our occasional online newsletter with information about our programs and deadlines? Yes no

Would the authorized official like to receive our occasional online newsletter with information about our programs and deadlines? Yes no

## 14. ARP Grant Budget Request Form Template

(\*\*This is not the actual budget request form; refer to this template for planning purposes only\*\*)

Approved Funding Activity	Budget Itemized Detail	Amount Requested	Explanation (In this field, please briefly explain the intended use of the requested funding)
General Operating Support Costs (only for humanities-focused organizations)	Salaries & Benefits:		
	Facilities		
	Utilities		
	Supplies		
	Revenue Loss		
	Other** (please specify)		
<b>SECTION SUBTOTAL</b>			
Humanities programming	Scholar / Speaker Honoraria		
	Facilities / Venue		
	Publicity		
	Supplies		
	Other** (please specify)		
<b>SECTION SUBTOTAL</b>			
Strategic planning and capacity building	Facilitator Fees		
	Supplies		
	Facilities / Venue		
	Software		
	Equipment*		
	Other** (please specify)		
<b>SECTION SUBTOTAL</b>			
	Consultant Fees		
	Supplies		

Digitization, Preservation, or Accessibility Technical or Consulting Costs	Software		
	Equipment*		
	Other** (please specify)		
<b>SECTION SUBTOTAL</b>			
Program Expansion and/ or Accessibility	Consultant Fees		
	Supplies		
	Equipment*		
	Other** (please specify)		
<b>SECTION SUBTOTAL</b>			
Equity Assessments and Planning	Consultant Fees		
	Supplies		
	Software		
	Equipment*		
	Other** (please specify)		
<b>SECTION SUBTOTAL</b>			
<b>TOTAL</b>			

\* Equipment costs must not to exceed 20% of the total project costs. Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a service life of more than one year.

\*\* Please confirm all costs are allowable. Refer to the unallowable costs list below.

### **Budget Guidelines and Allowable Costs**

South Dakota Humanities Council ARP Grant requests are intended to reach a diverse network of urban, rural, small, medium, and large sized organizations serving a myriad of important constituencies statewide. Organizations may request **up to \$25,000 in ARP Grant funding**. Applicants may apply for more than one activity as long as your total ARP grant request does not exceed \$25,000.

#### Grant Funding May Support:

- Humanities programming
- General operating costs of humanities focused organizations
- Strategic planning and capacity building efforts related to preparing, responding to, and recovering from the Coronavirus pandemic
- Technical / consultant needs related to a digital transition or in support of preservation and access programs (equipment costs 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 coronavirus and the economic crisis

Note: Organizations whose mission falls 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) are not eligible to receive funding for general operating costs. If your organization's mission falls outside of the humanities and the humanistic social sciences, funding may be used for specific programming initiatives if based in the humanities and rooted in humanities scholarship.

**Grant Funding May NOT Support:**

- Overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards
- Funds for activities supported by other non-NEH federal funds
- Competitive regranting
- Cancellation costs
- Pre-award costs dating to before March 15, 2021
- Equipment costs in excess of 20% of total project costs
- Travel (both foreign and domestic)
- Construction, purchase of real property, major alteration, and renovation
- Environmental sustainability
- Collections 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)
- Unallowable expenses as defined in [2 CFR 200 Subpart E - Cost Principles](#)