

## 2021 Relief Grant Application

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Humanities Texas invites Texas museums, libraries, archives, historic sites, and other humanities-focused nonprofits affected by the COVID-19 pandemic to apply immediately for operating or programming relief funding. These 2021 Relief Grants are primarily intended for general operational funds and eligible institutional costs. Organizations whose missions are not principally humanities-focused may only apply for 2021 Relief Grants to develop and administer public humanities programming.

Our 2021 Relief Grants are made possible by the National Endowment for the Humanities as part of the \$1.9 trillion American Rescue Plan Act of 2021 approved by the U.S. Congress and signed into law on March 11, 2021.

For more information about eligibility, allowable costs, grant amounts, and funding priorities, please see the [guidelines page](#).

### Questions

Call 512.440.1991 or email [relief@humanitiestexas.org](mailto:relief@humanitiestexas.org) with any questions about the 2021 Relief Grant application.

### Registration

As the person filling out the online application, please provide the following information. You may browse through the application prior to registering; however, you will not be able to enter any data until you have registered. Once you REGISTER, the application will appear immediately, and you may begin.

You will receive an email from [relief@humanitiestexas.org](mailto:relief@humanitiestexas.org) with a link to your application. You may save your application for later and revisit it as often as you wish by clicking on this link. Please retain this email throughout the application process until your grant application is submitted.

Prefix \*

Please select...

First Name \*

Last Name \*

Organization \*

Email \*

Other Email

Phone \*

Please provide your phone number without any accompanying symbols (e.g., 5124401991).

Who is Registering

Are you also one of the following?

Authorizing  
Official

Fiscal  
Officer

Project  
Director

None of  
these

Funding Opportunity \*

How did you learn of this funding opportunity?

Humanities Texas e-  
newsletter

Humanities Texas  
website

Social  
media

Professional network or  
colleague

Other

Register to continue filling out the application.

## Sponsoring Organization

This information pertains to the nonprofit organization that will receive and administer the grant. The sponsoring organization must be an accredited nonprofit that has tax-exempt status from the IRS. An organization may not apply as a fiscal sponsor with the intention of regranting the award to a different organization.

Organization Name

Address Line 1

Address Line 2

City

State

Texas

Zip

Phone

Please provide the phone number without any accompanying symbols (e.g., 5124401991).

## Web Address

Please enter the web address beginning with "http://" or "https://".  
Enter n/a if you do not have a website.

## Facebook

Please enter the organization's Facebook web address beginning with "http://" or "https://".

## Instagram

@

Please enter the organization's Instagram handle (optional).

## Twitter

@

Please enter the organization's Twitter handle (optional).

## Institution Type

Please select a primary institution type...

## Secondary Type

Please select a secondary institution type...

## DUNS Number

Please enter the number without any hyphens.

## EIN

Please enter the number without any hyphens.

## CAGE Code

If you are registered in the federal System for Award Management, please enter your Commercial and Government Entity (CAGE) code.

Suspended/Debarred

Is the sponsoring organization currently suspended or debarred?

Yes

No

Federal Debt

Is the sponsoring organization currently delinquent on federal debt?

Yes

No

## Authorizing Official

The authorizing official is the representative of the sponsoring organization, most often the chief executive officer, who has authority to submit the grant application on behalf of the organization. This person may NOT serve as the project director or the fiscal officer.

Prefix

Please select...

First Name

Last Name

Title

Department / Unit

Organization

## Address

Same as Sponsoring  
Organization

Different from Sponsoring  
Organization

Sponsoring Organization Address

TX

## Phone

Please provide the phone number without any accompanying symbols (e.g., 5124401991).

## Email

## Project Director

The Project Director is responsible for the management of the grant. The project director also serves as liaison with Humanities Texas and is responsible for submitting event information, the final evaluation form, and, if applicable, any grant adjustments or revised budgets. This person may NOT serve as the authorizing official or fiscal officer.

## Prefix

Please select...

## First Name

## Last Name

## Title

Department / Unit

Organization

Address

Same as Sponsoring  
Organization

Different from Sponsoring  
Organization

Sponsoring Organization Address

TX

Phone

Please provide the phone number without any accompanying symbols (e.g., 5124401991).

Email

## Fiscal Officer

The fiscal officer, typically an organization's bookkeeper or accountant, is responsible for accounting for the grant funds. This person may NOT serve as the authorizing official or project director.

Prefix

Please select...

First Name

Last Name

Title

Department / Unit

Organization

Address

Same as Sponsoring  
Organization

Different from Sponsoring  
Organization

Sponsoring Organization Address

TX

Phone

Please provide the phone number without any accompanying symbols (e.g., 5124401991).

Email

## Organization Details

### Mission Statement

Provide your organization's official mission statement below.



## Mission Statement

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### Humanities Mission

Explain how your organization's mission relates to the humanities. Be sure to address the following question:

- How do humanities studies, humanities fields, and/or humanities topics factor into your work?

Questions? Please visit our [guidelines page](#).

Humanities Mission

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### Humanities Programming

Provide detailed descriptions of your organization's most significant public humanities programs and how those programs serve public audiences. Be sure to answer the following questions:

- What are your organization's most meaningful/popular/successful public humanities programs?
- What are the purposes and/or goals of these programs?
- How does your organization ensure that its programs serve public audiences in Texas? You may provide examples of specific programs, methods, or initiatives that enable you to reach public audiences.

We ask these questions to gauge your eligibility for operational funding per NEH guidelines. If you cannot demonstrate that public humanities programming is a central part of your organization's mission, please email us at [relief@humanitiestexas.org](mailto:relief@humanitiestexas.org) to discuss your application before proceeding.

Humanities Programming

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## Operating Budget

### Annual Operating Budget in FY2020

Under \$2 million (Tier One)

\$2 million or more (Tier Two)

### Endowment Size

\$1 million or more

Between \$100,000 to \$1 million

Between \$20,000 to \$100,000

\$20,000 or less

No endowment

## Audiences Served

### Annual Audience

What was your total estimated annual audience for your public humanities programs **before 2020**?

### In Person

What was your total estimated audience for in-person humanities programming in 2020?

### Virtual

What was your total estimated audience for virtual humanities programming in 2020?

### Audiences Served

Please describe the audience you serve with humanities programming. If applicable, describe any specific audience(s) your organization serves and ways you are reaching those audiences. (e.g., veterans, rural

populations, seniors, communities of color, K–12 students, low-income individuals, currently/formerly incarcerated persons, LGBTQ+ individuals, currently/formerly houseless persons, disabled individuals).

### New Audiences

Please describe any recent efforts to reach new audiences with humanities programming.

## Grant Period

The grant period should encompass all project activities, from early planning to final wrap up. All project expenditures must take place within the grant period. In other words, the budget submitted with the application must correspond with your grant period. All 2021 Relief Grant periods must begin on 9/1/2021 and end on the last day of the month within the available grant period end date range of 12/31/2021–12/31/2022. For example, if your project will end on 3/12/2022 the end date must be 3/31/2022.

### Start Date

All grant periods must begin on 9/1/2021.

### End Date

Your grant period may not end before 12/31/2021 or after 12/31/2022.

## Funding

### Primary Funding Use

Please select one...

### Secondary Funding Use

Please select one...

#### Amount Requested

\$

Tier One organizations may apply for a maximum of \$12,000. Tier Two organizations may apply for a maximum of \$20,000.

#### Impact of COVID-19

Describe how your organization was negatively impacted by the COVID-19 pandemic. In order to be eligible to receive funds, you must show that your organization has suffered hardship as a result of COVID-19. This may include loss of significant revenue, loss of staff, difficulty paying rent or mortgage, inability to serve target audience(s), and/or risk of closure.

#### Impact of 2021 Relief Funds

Describe how 2021 Relief Grant funds will alleviate the impact that the COVID-19 pandemic has had on your organization. What significance will this grant have on your organization's operating capacity? What significance will this grant have on your organization's capacity to provide humanities programs to public audiences?

#### Program Plans

If you are requesting funds for humanities programming, please provide details including program title, program dates, and a brief description of the specific program(s).

Type N/A if you do not plan to apply for humanities programming.

#### Estimated Financial Loss

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

Admission and/or ticket sales

Gift shop and/or cafe sales

Rental fees

Fundraising events

Investments

City funding

County funding

State funding

Federal funding

Private funding

Unexpected expenses

Other Financial Loss

If the organization had any other disrupted income streams in 2020, please describe them here.

Estimate your organization's total expenses and income for 2019, 2020, and 2021. \*

	2019	2020	2021
<b>Expenses</b>	\$	\$	\$
<b>Income</b>	\$	\$	\$

## Months Closed

If you operate a facility that is open to the public, how many months were you closed due to the COVID-19 pandemic?

## Operations Status

As of August 1, 2021, what is the status of your operations?

Open and operating at full capacity

Open and operating at somewhat limited capacity

Open and operating at significantly reduced capacity

Closed and/or not operational

Other

## Operations Status Explanation

Please explain your answer:

## Sources of Financial Relief

Select all that apply:

Seeking SBA Loan

Seeking NEH Grant

Seeking NEA Grant

Seeking County Funding

Seeking City Funding

Received SBA  
Loan

Received NEH  
Grant

Received NEA  
Grant

Received County  
Funding

Received City  
Funding

Other  
(specify)

### Staffing Impact

As of January 1, 2020, how many of each of the following did your organization have?

Full-time Employees

Part-time Employees

Volunteers

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As of August 1, 2021, how many of each of the following did your organization have?

Full-time Employees

Part-time Employees

Volunteers

Compensation Impact

Has compensation to staff been impacted due to the COVID-19 pandemic?

Yes

No

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How many jobs do you anticipate a 2021 Relief Grant will allow you to preserve or sustain due to the COVID-19 pandemic? Round to the nearest whole number.

Full-time Jobs Preserved or Sustained

Part-time Jobs Preserved or Sustained

One-time Jobs Preserved or Sustained

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How many jobs do you anticipate will be created with a 2021 Relief Grant?

Full-time Jobs Created

Part-time Jobs Created

One-time Jobs Created

Additional Information

If there is any information that we have not requested, but that you feel is important for Humanities Texas



to know when evaluating your application, please provide it here.

## Budget

Please review the [guidelines](#) for information on eligibility before proceeding. Add a line for each individual budget item request. Title each line item and include the corresponding request amount. Each line item should then be explained in the budget justification section for each category. Applications with clear budget requests and justifications are more likely to be awarded.

Organizations that are not humanities focused cannot request funds to cover operating costs. See the guidelines for discussion of what makes an organization "humanities focused." If you have questions, please email our staff at [relief@humanitiestexas.org](mailto:relief@humanitiestexas.org) to discuss your award eligibility. Applications that request operating costs without demonstrating eligibility may be denied outright.

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## Personnel

Request funds for part-time or full-time personnel who support your general operations, humanities programs, new humanities activities, and/or strategic planning. Add one line for each personnel request.

<b>Expense/Explanation</b>	<b>Grant Request</b>
+ Add Line	
	<b>Total:</b> \$0.00

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## Consultants

Request funds for technical/professional consultants who support your humanities programs, new humanities activities, and/or strategic planning. This category should also be used to request honoraria for program speakers/lecturers/presenters. Add one line for each consultant request.

<b>Expense/Explanation</b>	<b>Grant Request</b>
+ Add Line	
	<b>Total:</b> \$0.00

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## Supplies

Request funds for supplies for your general operations, humanities programs, and/or new humanities activities. Individual items that are worth \$5,000 or more are considered "Equipment" and are not eligible for Relief Grant support. Add one line for each supply request.

<b>Expense/Explanation</b>	<b>Grant Request</b>
<hr/>	
+ Add Line	
<hr/>	
<b>Total:</b>	\$0.00

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## Promotion

Request funds for the promotion of your general operations, humanities programs, and/or new humanities activities. Add one line for each individual promotion/advertising request.

<b>Expense/Explanation</b>	<b>Grant Request</b>
<hr/>	
+ Add Line	
<hr/>	
<b>Total:</b>	\$0.00

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## Other

Request other eligible costs that are not part of the previous budget categories. Other funds for operating costs may include: rent, utilities, insurance, web domain fees, shipping, and program/software subscriptions. Other humanities programs/activities costs may include: rentals, exhibition fabrication, and program/software fees. Add one line for each request.

**Expense/Explanation**

**Grant  
Request**

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+ Add Line

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**Total:** \$0.00

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## Letters

### Tax-Exempt Status

Attach the sponsoring organization’s determination letter from the IRS confirming its tax-exempt status.

Files must be less than **15 MB**.

Allowed file types: **pdf**.

Tax Letter \*

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W9 \*

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### Letters of Support and Additional Materials

You may include up to five additional items with your application, all in PDF format. Such items include letters of support, program agendas, exhibition scripts, and scripts or script treatments for media projects.

Letters of support should be addressed to the Humanities Texas Grants Review Committee. Letters can serve a range of purposes. The Committee prefers to see letters of support from individuals not affiliated with or listed in the grant application to illustrate wider support for the project.

Please contact the Humanities Texas grants staff if you have questions about letters of support or other possible items to include with your application.

Files must be less than **15 MB**.

Allowed file types: **pdf**.

Attachment 1

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Attachment 2

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### Attachment 3

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### Attachment 4

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### Attachment 5

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Print

### Questions?

Email [relief@humanitiestexas.org](mailto:relief@humanitiestexas.org) or schedule a phone call with our grants team. Please see the Zoom scheduling option below if a video call is preferred.

REQUEST PHONE CALL

### Join our Webinars

We will hold weekly webinars to discuss 2021 Relief Grants and the application process.

REGISTER HERE

### Zoom Meetings

These video calls are best suited for applicants who need a walkthrough of the application or help with technical issues.

REQUEST ZOOM MEETING