UTAHHUMANITIES
Ideas in Action

Program Grant

Guidelines and Instructions

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Application Process

1. All grant applications will be reviewed and awarded by a Grant Review Committee three times a year. The Grant Review Committee will include at least one community reviewer and one student reviewer for each round.
2. UH does not have any grant options accepted on a rolling basis. Organizations should plan on applying for their project at least 3 months prior to their start date during the appropriate review period.
3. All grantees will fill out the same draft application. Organizations requesting grants of $4,000 or more will be required to hold at least three public events, submit additional materials described in the application, and agree to provide a participant to serve on a future grant review committee.
4. Organizations not awarded in one round are able to apply again for future rounds if the original project application is redesigned to better fit our funding priorities. This is not a guarantee that a revised application will be awarded.
5. If all grant funds in early reviews are not awarded, those funds will be awarded in subsequent rounds.
6. For colleges and universities: preference will be given to applications that include a community partner. The college/university should provide a letter of intent from their community partner as part of their final application package.
7. Oral History Grant application deadlines will continue to be quarterly and reviewed separately in partnership with the Utah Historical Society (formerly Utah Division of State History). Organizations may apply for a Program Grant and an Oral History Grant in the same year. See the Oral History Grant Guidelines for additional information.

Public Programs

1. All organizations requesting funds from UH must hold at least one public program. Any organization requesting more than $4,000 must hold at least three public programs.
2. Grant projects involving speakers, lectures, presentations, or panels must be designed to include at least 50% of the event dedicated to active engagement or discussion with participants.
3. UH grants do not fund the creative process of art, theatre, writing, or media production, but we do fund discussions to accompany these activities. Organizations heavily involved with the creative and performing arts are encouraged to explore grant opportunities from the Utah Division of Arts & Museums or the National Endowment for the Arts.

Awards

1. Organizations may only be awarded one Program Grant and one Oral History Grant per year.
2. All grants must be completed within one year of the award date – meaning all events should be scheduled and grant funds obligated within that year.
3. All Project Directors of awarded grants are required to attend a half-hour grant orientation Zoom meeting, held within one month of the grant award date.

UH Program Grants
At-A-Glance

4. Final reports for all grants will be due within one month of the end of the grant period. Any organizations that do not complete final reports will forfeit remaining grant funds and will be ineligible for future funds from any UH program until final reports are submitted. Extensions may be granted on a case-by-case basis.
5. All grantees will be required to submit one high-quality photo and one photo release (per photographer) per funded event held for UH to use in our annual report, website, or promotional materials.

Deadlines for materials:

- Grant agreement and cash request form submitted within one month of the award date.
- Events should be entered into our online form at least one month prior to their start.
- Final reports are due one month after the grant period end date.

Utah Humanities
Program Grant Guidelines

INTRODUCTION

Our mission: We strengthen Utah communities by cultivating connections, deepening understanding, and exploring our complex human experience.

The humanities are the study of what we are, what we have been, and what we can become. The humanities help us to analyze our complex society, and to make thoughtful, reasoned decisions. The humanities help us to make connections; they connect small questions to large issues, our neighborhoods to the world, and our own experiences to other times and places.

Specific humanities disciplines include history, literature, philosophy and ethics, languages and linguistics, comparative religions, cultural anthropology, archaeology, jurisprudence, folklore, history and criticism of the arts, and interdisciplinary fields such as ethnic studies, gender studies, and international studies.

FUNDING PRIORITIES
UH will give priority to projects that demonstrate our mission. Applications should articulate:
- How the **humanities** will help create the intended improvement or change.
- Projects that involve or are designed for our target audiences of youth, rural, or historically marginalized groups.
- A diverse range of gender, ethnicity, and geography in the use of scholars and partners.
- Events that are focused primarily on active engagement.
- How you will provide a balance of viewpoints (if addressing social or policy issues).

HUMANITIES SCHOLARS/EXPERTS
Presenters, planners, or other primary personnel involved in your project must include humanities scholars/experts. There are several ways for a person to qualify as a humanities scholar/expert:
- The person may have academic credentials, such as an advanced degree in one or more of the humanities disciplines listed above. A scholar's role in the proposed project must be linked to his or her credentials. A scholar with credentials in American literature, for instance, would not be a good fit for a project dealing with world politics.
- If the person lacks an advanced degree in the humanities, he/she may still qualify as a scholar if he/she can provide UH with a record of equivalent expertise in the humanities. The grant applicant must be able to demonstrate that the presenter's work is respected by scholars in the field. *Personal experience in a given subject is not enough to qualify someone as a humanities scholar/expert*.
- UH may also consider non-traditional presenters, such as elders or tradition bearers in ethnic communities, to be humanities scholars. The grant applicant should provide a rationale in the written proposal for why the non-traditional presenter should be considered a humanities scholar/expert. Questions to consider in providing this rationale are: Is the person recognized by his/her community as a spokesperson for the group? What criteria did his/her community use in establishing him/her as a tradition bearer?

Humanities scholars strengthen a project by providing a broad humanistic perspective as well as in-depth knowledge. They play many roles including, but not limited to:
- writing or reviewing exhibit text, script treatments, or copy for catalogs or brochures.
- helping shape the content of program
- engaging with the public and/or participating in discussions.

BALANCED VIEWPOINTS
Projects must give fair consideration and expression to alternative viewpoints in programs that deal with controversial social issues or matters of public policy. UH does not fund one-sided projects. UH is not a good resource for projects that advance a public policy agenda.

PROJECT FORMATS
Acceptable formats might include film analysis, interactive exhibits, book discussions, and topical conversations. All projects must include events with at least 50% active audience participation, and we most strongly prefer formats that provide opportunities for discussion. Projects that emphasize the creative process, like writing workshops or art exhibits, are not eligible. UH will not fund the production of visual or performing arts projects (i.e. plays, films, and documentaries), podcasts, lectures, panel discussions, or book readings with only passive engagement.

APPLICATION PROCESS
UH staff members are happy to advise you on completing the Grant application. UH's grant review is a competitive process, with more funds requested than are available. The grant review committee, composed of UH board and community members, may decide to fund a proposal fully, to offer a reduced amount, to fund subject to the fulfillment of certain conditions, or to reject an application.

It is also strongly recommended that prior grants be closed (final cash request and reports submitted) by the time of application. If the project is ongoing, make sure all requirements are up-to-date. Awarded funds will not be released until all prior grants are fully closed.

TIMELINE
The grant application and review process (draft app, feedback, final app, review, and notification) generally takes about 3 months. Deadlines for the three review rounds each year will be posted on our website.

WHO MAY APPLY

UH grant funds will only be awarded to not-for-profit groups located IN UTAH. If an organization out of state wants to apply for funding, they should find a local partner to act as the sponsoring organization.

Eligible for grant funding:
- Nonprofit organizations
- Libraries
- Historical societies
- Museums
- Local arts and humanities organizations
- Civic and service organizations
- Public radio and television stations
- Universities, colleges, and K-12 schools
- Local and state government agencies
- Ad hoc groups

The following are not eligible for grant funding:
- For-profit organizations or businesses
- Individuals
- Organizations not in compliance with terms and conditions of previous UH grants or with federal debarment and discrimination statutes
- Organizations outside of Utah

An organization may receive one Program Grant and one Oral History Grant per UH fiscal year (November 1 – October 31). For colleges and universities, after the first award in each year, subsequent applications must come from a community partner.

EDUCATIONAL INSTITUTION ELIGIBILTIY

Universities, colleges, and educational institutions are eligible to apply when:
- All events and services, for which grant funding is sought, are open to the general public and easily accessible. The public (meaning those outside the institution) must comprise a significant percentage of those involved in or served by the proposed programming.
- Events and services are supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
- Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget (payroll costs such as taxes, benefits, retirement, and insurance are not eligible expenses).
- Academic awards, fellowships, or tuition fees for student work are not allowed.

Unique Entity ID (UEI) NUMBER

All applicants are required to provide a UEI number. We have instructions in our handbook for both finding an existing and requesting a UEI number.

ELIGIBLE EXPENSES

UH funds CAN cover:

- Honoraria for scholars, consultants, and other outside professionals (**maximum of $500 per person)**
- Travel and expenses for staff and scholars must be directly related to the project (**maximum** per person of $127 per night for lodging, coach rate airfare, and $.58 per mile if traveling by car; maximum daily per diem for meals is $56). Only travel within Utah is eligible.
- Discussion programs
- Publicity / advertising
- Publications
- Equipment rental
- Venue rental
- Office supplies
- Salaries and wages directly related to the project

UH funds CANNOT cover:

- Lectures
- Creative or performing arts production
- Projects completed prior to application
- Political action or advocacy
- Receptions, food, alcohol, or entertainment
- Indirect costs/overhead
- Building construction, maintenance, renovation, or preservation
- Property, building, or equipment purchase
- International travel
- Regular school activities
- Scholarships or tuition for college or training courses
- Deficits
- Major acquisitions
- Fundraising events/products

ACADEMIC CONFERENCES

To qualify for UH funding, programs must be designed for and open to a general public audience, rather than a private or scholarly audience. Applicants should incorporate a strong public programming component into each proposed project, and provide a written plan for how they will attract a non-academic, community audience. For UH's grant review committee, projects that benefit only a small group tend to be less competitive than projects that have a broader impact and attract a larger and more diverse audience.

CHARGING ADMISSION

UH expects that most programs it funds will be free and open to the public. In the event that a fee must be charged, any revenue must be shown as direct costs of the proposed program, and must be justified in the written Budget Explanation. Events for which large admission fees are charged are less competitive under UH funding guidelines than events that are free or charge only a nominal admission fee.

MAXIMUM AWARD AMOUNTS

$8,000 maximum, smaller requests are encouraged. UH will only award $500 per scholar/expert to cover honoraria, regardless of the number of appearances he/she makes at an event.

MATCHING REQUIREMENTS

UH grants must be matched dollar for dollar. UH will provide no more than 50% of a project's total cost. Matching funds may consist of in-kind contributions, cash, or a combination of both. Other federal funds contributed to the project may not be used as match for UH funds.

In-Kind = contributions for which the applicant does not pay cash, such as: ● Donated services, including volunteer time ● Facilities ● Publicity ● Donated equipment, materials, and supplies ● Loans of equipment and rental space ● Services or expenses paid by a third party	**Cash** = the sponsoring organization's cash expenditures for this specific project, such as: ● Honoraria ● Travel expenses ● Printing ● Employee salaries ● Equipment and space rental fees ● Contracted services

REQUIREMENTS OF FUNDED PROJECTS

If your application is approved, you will be required to:
- Credit UH in all publicity and printed materials including websites, and verbally at all events a funder or supporter, **NOT** as a sponsor
- Notify UH immediately of any change in the key personnel, schedule or scope of your project
- Include a link to UH on your organization's website (www.utahhumanities.org)
- Comply with governmental non-discrimination and debarment statues
- Submit a written final report, as well as evaluation materials, at the project's conclusion
- Submit a financial report, including auditable records of UH grant funds and matching contributions
- Retain financial records for expenditure of UH funds and matching contributions. Records must be available for federal, state, or UH audit for seven years following submission of the final report

FEDERAL STATUTES THAT APPLY TO ORGANIZATIONAL GRANT APPLICANTS

All grant applicants to Utah Humanities must comply with federal statutes. Applicants must not be presently debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs. Grant programs must conform to the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. These Acts state that no otherwise qualified person shall, on the ground so race, color, national origin, disability, sex or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Applicants must agree to remain in compliance with these statutes for the duration of the grant period and to provide immediate written notice to UH if the certification is in error or if changing circumstances make it no longer accurate.

Program Grant Application Instructions

IMPORTANT: Please follow the steps below in preparing your application. Drafts are mandatory, and incomplete drafts will not be considered. The instructions below cover all the questions ultimately asked in the final application. While the draft application is much shorter, we encourage you to start thinking about all of the required details in the final as early as possible.

Contact Information:
> Contact Name, Organization, Email, Phone # (this is the person filling out the application)

Organization Information:
- Sponsoring Organization Name, Address, Website, Phone #
- Unique Entity Identifier (UEI from Sam.gov)
- Federal Tax ID #
- Sponsoring Organization Type (fields provided in application)
- In the past five years, has the applicant organization been investigated for its financial or management practices?

Authorizing Agent: This is the director of the sponsoring organization or grants office, and the person who will officially submit the application. The Authorizing Agent is responsible for compliance with federal certifications, revision of project budgets, compliance with terms and conditions of grant awards, and the timely submission of required financial and performance reports. This may be the project director, but major institutions usually designate a separate authorized individual.
- Name, Title, and Contact Information

Project Director: This person is responsible for the management of the project and for submitting final reports to Utah Humanities. The Project Director and Authorizing Agent may be the same person. All Project Directors of awarded grants are required to attend a half-hour grant orientation Zoom meeting, held within one month of the grant award date.
- Name, Title, and Contact information

Fiscal Agent: This is the individual who will be responsible for record-keeping, project accounting, and fiscal reporting including matching contributions. The Fiscal Agent may be the same person as the Authorizing Agent, but *the Fiscal Agent and the Project Director may not be the same person.*
- Name, Title, and Contact Information

Project Summary:
1. Project Title: Give a short descriptive project title. Titles like "Saturdays at the Museum of Anthropology" or 'The Big Read 2021: To Kill a Mockingbird," for example, are more descriptive than "Scholar Series."
2. Grant Request amount ($8,000 maximum): Use whole dollars and round off where possible. For example, rather than 4,098, you should request $5,000.
3. Target audiences (fields provided in application)

4. Relevant Humanities Disciplines (fields provided in application)
5. Program type (fields provided in application)
6. Be sure to explain clearly how your public events will contain at least 50% active engagement with your audience/participants.

Start date and end date:
- Your start date must be on or after the award dates (Feb 15, June 15, or November 1). Your grant project must be completed within one year of the award date - if you are awarded on February 15th, your project events must be completed and funds obligated before February 15th of the following year.
- Your end date should be one month after your project ends to provide time for Final Reports. For example, if you were awarded on February 15, 2023, your project end date should be on or before March 15, 2024.

Project Narrative
- Project Description: Please state clearly what is being proposed, why it is to be undertaken, and what the expected results will be. Be sure to explain clearly how your public events will contain at least 50% active engagement with your audience/participants.
- Humanities Content: Provide a clear description of the humanities content of the project, including scholars, themes, and formats.
- Community: Describe your community and why this project is important for them. Explain how your community will be actively involved in your project. A community can be any group of individuals who share a common interest, as well as those sharing a geographical area.
- Issues and Improvement: Identify the specific issue or concern facing your community, and describe how this project will address this issue to bring change or improvement to your community.
- Promotional Plan: Provide details of how the project will be publicized and how Utah Humanities will be credited.
- Evaluation: Outline how you will evaluate the effectiveness of your project, beyond attendance numbers. What measurable outcomes and strategies will you use to measure the project's success and its impacts on your community?

Project Activities
At least one public program is required for all Utah Humanities Grants. Any organization requesting more than $4,000 must hold at least three public programs. It is likely that you will not have all the event logistics and participants confirmed at the time of your application, so give as much detail as possible. Click on "Add Another Event" to add each one separately. Entering your public programs online is required.

- EVENT TITLE: This should be something that grabs your audiences' attention.
- EVENT DATES: What is the proposed or planned date or date range for the event?
- ESTIMATED AUDIENCE: Enter the estimated number of audience members in the three categories of In Person (live, audiences physically in attendance), synchronous (live virtual audience participating in real time i.e.: zoom, webinar), or asynchronous (pre-recorded program able to be viewed any time after the initial recording).
- BRIEF DESCRIPTION: This should be short and written to be interesting to your audience.

Project Scholars/Experts
Each UH grant must have at least one humanities scholar or expert involved with the project. Scholars and experts provide oversight on topics, facts, information and research. Scholars have a higher-level academic degree in a humanities discipline. Humanities experts qualify in the case that they have demonstrated long-term experience in a community, such as a Native American Elder or cultural tradition bearer. You must obtain their commitment before submitting your application. If you have more than one, please list them all separately in the application.

- Name, Title, Organization/Affiliation, Address, Phone #, Email
- Employment
- Degrees
- Humanities Discipline (fields provided in application)
- What is their role in this project? (Project planner, consultant, panelist, researcher, etc.) Be specific in describing how this expert's humanities background is directly related to their role in the project.

Project Budget
- Applications must include matching funds (or cost share) equal to or exceeding the total requested grant amount, using in-kind contributions, cash match, or a combination of both. Cost share amounts do not have to be in the same expense category as the requested amount.
  - **Cash match** refers to direct project expenses - the applicant organization's cash expenditures for activities of this specific project, such as paying honoraria and travel expenses or printing posters and invitations.
  - **In-kind match** refers to contributions for which the applicant does not pay cash, such as services, facilities, publicity, and volunteer time, including services or expenses paid by a third party.

- Requested UH funding for honoraria for scholars, consultants, and other outside professionals may not exceed $500 per person.
- Please refer to our Travel guidelines regarding the maximum amounts for travel categories. UH funds may not be used to pay for international travel.
- UH funds may <u>not</u> be used for refreshments, alcohol, arts and craft supplies, awards or prizes, international travel, fundraising, or lobbying. See guidelines for additional information on eligible and ineligible expenses.
- Indirect costs must not exceed 10% of the requested amount.

EXPENSE TABLE
- Use only the lines directly related to your project. For example, if you aren't doing transcription as part of your project, you may ignore or delete the transcription line. You may enter additional budget lines by clicking the "Add Budget Line" and selecting the title for the line (it defaults to "Other" and is directly below the link to add.)

	UH Funds Requested	Cash Match	In-kind Match	**Totals**
Honoraria/Stipends				
Personnel/Volunteers				
Materials/Supplies				

Printing/Postage				
Travel/Lodging/Per Diem				
Venue Rental				
Promotion/Publicity				
Evaluation				
Transcription				
Additional Expenses				
Totals				

ADDITIONAL MATERIAL
- Additional materials are not required for Grant applications, but you may include them if you wish. Possible attachments may include a scholar's resume, a publicity example, or a letter of support from a partnering organization. If you choose to upload documents, they must be in PDF Format.

UNIVERSITIES/COLLEGES
- Preference will be given to Universities/College applications that include a community partner. The College/University should provide a letter of intent from their community partner as part of their final application package.

Additional requests for applicants requesting more than $4,000 in grant funds:
- Please a submit a Plan of Work for your project, including specific outreach/collaborative goals to local organizations and marginalized groups within your community, a planning timeline for your events, and the role of any personnel you will be paying with UH funds.
- I agree to provide a staff, board, or community member to serve on a Utah Humanities Grant Review Committee in the future if requested.
- I commit to holding at least 3 public events designed with 50% active engagement in the Humanities.

- **EVALUATION AND PUBLICITY**
  This section includes a series of check-boxes indicating that you have read and agree with the requirements. Read through each one carefully before checking the box.

- **COMPLIANCE AND SIGNATURE**
  The Authorizing Agent must complete this section, acknowledging compliance with the UH guidelines.

NOTE
- Until you actually submit, we do not have access to any of the data previously entered. Please remember to save your link if you are editing at different times, and it's a good idea to keep your answers in a local document just in case.
- You will receive confirmation emails for both the draft and the final. Please check your spam/junk email folder before contacting UH.
- Once the final has been submitted, it is no longer available to view, edit, or print.
- Additional inquiries after draft feedback has been returned may not be answered.

UH Program Grant Application Review Matrix

Mandatory Requirements:

- The sponsoring organization is Utah-based and not-for-profit. ☐
- Humanities-focused programming. ☐
- Programs are free and open to the public. ☐
- Funding request is $8000 or less. ☐
- Unique Entity Identifier (UEI) has been provided. ☐
- The application includes at least one Humanities scholar. ☐
- The events as described have at least 50% active engagement with the audience. ☐
- If they have requested less than $4000 the application includes at least one public program. ☐
- If they have requested more than $4000 the application includes three public programs. ☐
- The Project Director and Fiscal agent are not the same person. ☐

Please rate the strength of each application based on the following categories. (1=strong, 3=stronger, 5=strongest)

Programming:

This project supports the Utah Humanities mission: *We strengthen Utah communities by cultivating connections, deepening understanding, and exploring our complex human experience.*

The description clearly explains how this project is Humanities-focused.

The grant program is geared towards rural areas, underserved communities, or youth audiences.

The Humanities scholars/experts listed are appropriate for the project content, and reflect a diversity of gender, race, and background where reasonable.

Public programs are geared toward active engagement with the participants/audiences (at least 50%).

If applicant is a University/Academic Institution, it includes a satisfactory letter of intent from a community partner organization.

Budget:

The project total and funding request seems well-researched and reasonable according to the number of activities proposed and audiences reached.

The project lists at least 1:1 matching funds, whether cash or in-kind (the higher the matching funds, the better).

This project has listed other sources of funding to meet their project total.

UH Program Grant Application Review Matrix

Publicity/Marketing and Evaluation:

This project has a clear marketing plan for advertising public programs that includes highlighting Utah Humanities involvement and our logo.

This project has a clear evaluation plan for collecting feedback from participants and covers both quantitative and qualitative data.

The audience goals seem achievable and appropriate according to the overall information provided in the project narrative.

Miscellaneous:

This project would happen without UH funds.

The application is free from errors, vague language, jargon, and hyperbolic statements.

The applicant has thoroughly filled out all required fields with an appropriate amount of information.

The number and type of personnel listed seem able and ready to complete the project with professionalism and follow-through on final reporting requirements.

This applicant has made clear efforts to show collaboration with local partners to widen their reach and capacity.

Grant Process/Guidelines FAQ

Eligibility

1. Are for-profit organizations eligible for UH grants?
    a. No. UH only gives grants to non-profit organizations in Utah.
2. Are non-profit organizations outside of Utah eligible for UH grants?
    a. UH only provides grant opportunities for Utah non-profit organizations. For outside organizations involved heavily in a Utah-specific project, they must have a local partner to which project funds will be awarded.
3. Can a college/University apply for a UH grant without a community partner?
    a. Yes, but preference is given to applications which include a community partner.
4. What type of organization qualifies as a community partner?
    a. Community partners are any non-profit organizations based in Utah that would fit our eligibility requirements. These will usually be local cultural, arts, or service-oriented organizations that work with our target audiences (youth, rural, or historically marginalized communities).
5. Can my organization apply for more than one grant in a fiscal year?
    a. Each organization is only eligible for one UH Program grant and one UH Oral History grant per fiscal year (our new fiscal year begins Nov. 1). This includes Universities – after the first award, academic institutions must use a community partner through which funds will be awarded.
6. My project idea spans a period longer than one year. Can I still apply?
    a. Unfortunately at this time all of our grant projects must be completed and funds obligated within one year of the award date. Projects that require longer would have to apply for a second grant award in the next fiscal year.

Project Design

1. If I am granted less than $4000, am I required to host a community program?
    a. Yes. All grant recipients are required to host at least one community program, and those awarded more than $4000 must host at least three public programs.
2. What does "active engagement" mean? How do I make sure my public program meets the 50% requirement?
    a. Active engagement means that the project is designed to have audience members/participants interact with both the project and/or with each other. Lectures, keynote speakers, presentations, podcasts, or media productions are all passive engagement. We heavily prioritize funding public programs in which attendees are actively engaged through facilitated conversation or discussion. This means that if you have an event in which a scholar speaks for an hour, that at least another hour of the event is devoted to active discussion with the audience. If you screen a half-hour film, at least another half-hour should be an open Q&A.
3. Who qualifies as a "Humanities scholar"? How do I find one?

a. The person may have academic credentials, such as an advanced degree in one or more of the humanities disciplines listed above. A scholar's role in the proposed project must be linked to his or her credentials. Personal experience in a subject is not enough to qualify someone as a humanities scholar/expert.

b. UH may also consider non-traditional presenters, such as elders or tradition bearers in ethnic communities, to be humanities scholars. Questions to consider in providing this rationale are: Is the person recognized by his/her community as a spokesperson for the group? What criteria did his/her community use in establishing him/her as a tradition bearer?

c. If you do not have a scholar in mind, we suggest you look into relevant departments at your nearest university/academic institution. You can usually look up academic faculty based on a topic, so you can reach out to few scholars that might seem like a good fit and ask them if they'd like to be involved in a community project.

d. If you live in a particularly rural area or find that searching for a qualified scholar is a major barrier to your project, please contact us directly by email with details and we will do our best to help you find someone!

4. Do you fund projects focused on the arts? What exactly counts as the "humanities"?

a. No. While the arts is often utilized as a form of engagement with the humanities, we do not fund projects focused on the creative process. It is possible, however, to design a program that uses the arts, theatre, or writing to engage with the humanities. For example, you may put on theatre production paired with an hour of active conversation about the themes in the play. We would fund the discussion piece of the event.

b. Specific humanities disciplines include history, literature, philosophy and ethics, languages and linguistics, comparative religions, cultural anthropology, archaeology, jurisprudence, folklore, history and criticism of the arts.

Application Process:

1. Can I make changes to my final application once I have submitted it?

a. Once your final application is submitted you will not be able make any changes – please make sure to have your answers saved in your own files just in case anything happens. If an application is not actually submitted, we are unable to retrieve any information.

2. Who reviews grant applications and ultimately decides who is awarded a grant from UH?

a. A review committee will be responsible for deciding which grants are funded. That committee will consist of UH board members and at least two community reviewers.

3. What is a UEI, and how do I get one? Do I have to have one to submit an application?

a. Starting in 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been

removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
   b. Existing registered entities can find their Unique Entity ID by [following the steps here](#).
   c. New entities can get their Unique Entity ID at [SAM.gov](#) and, if required, complete an entity registration.
   d. You do not have to have your UEI to submit a draft application, but you must have a UEI by the time you submit a final application. *Applicants that do not enter a UEI in their final submission will not be considered.*
4. Why is a draft application required? Can I just submit a final application?
   a. One of our priorities at Utah Humanities is to help build the capacity of our partner organizations. The draft process allows many small organizations without the resources of a professional grant writer to learn about grant writing and the opportunity to submit a stronger application to our review committee after extensive feedback. Since no application is perfect on the first try, we require all applicants to go through the draft process before they can access the final application link.
5. I can't find the link to get back into my application/the link says it is expired. Can you retrieve it for me?
   a. If an application is not actually submitted, we are unable to retrieve any information. Please make sure to have your answers saved in your own files just in case anything happens.
6. If my grant application was not awarded, can I reapply in another round?
   a. Organizations not awarded in one round are able to apply again for future rounds if the original project application is redesigned to better fit our funding priorities. This is not a guarantee that a revised application will be awarded.
7. What if my program/project goes beyond the one-year requirement? Can I still apply?
   a. Unfortunately our grants only fund projects that will be completed within the one-year time frame. There may be cases in which organizations are able to organize their project into segments and apply for a new grant each year to fund each segment. We recommend talking this through with the Grants Manager if this will work. Otherwise, an application for a project spanning more than 12 months will not be considered.

After the award:
1. Where can I find all the grant forms and instructions?
   a. Grant Administration Forms for Funded Grant Projects are located on our grants webpage under the UH Program Grants tab.
2. Is the Project Director Orientation Meeting mandatory if we have received a grant through UH previously?
   a. Yes. All Project Directors are required to attend one of the Orientations, regardless of whether they have been funded before. This is mandatory and we won't release the grant funds unless you have attended one of the Orientations within the first month of the grant period.

3. When will I get our payment?
    a. Once your signed grant agreement is submitted to the Program Manager, please submit a [Grant Cash Request](#) form online. Utah Humanities processes check batches twice a month, so depending on the timing, you should receive a physical check in the mail within a month after you submit a request. If you do not receive a check within that period, please contact us directly so we can troubleshoot.
4. Can we get our grant funds through ACH or electronic transfer?
    a. At this time, Utah Humanities grant funds are only processed with physical checks through the mail. We are working on a transition to a new financial system that will likely allow that in the future, but for now we will need a physical mailing address to send you payment by check.
5. When will final reports be due to UH?
    a. All grant projects should be completed within one year of the award date. All final reports are due one month after that date (for example, any grants awarded on 2/15/24 will need to submit their final reports by 3/15/25).
6. How can I request an extension to my grant period?
    a. We can grant three-month extensions to funded projects on a case-by-case basis. The extensions we grant are usually due to an unforeseen delay, cancellation, or major changes in the organization that are outside of your control. Extensions should be requested by email to the Program Manager at least one month prior to your current grant period end date. Your email should include details about your new timeline, any changes to the project, and a proposed new end date. We will do our best to respond to these requests within two weeks.

<u>To view a Unique Entity ID (UEI) or Registration Record using General Search:</u>
1. Sign in to sam.gov
2. Select "Search" from the header menu.

3. Under "Select Domain," expand and then select "Entity Information", then select "Entities".
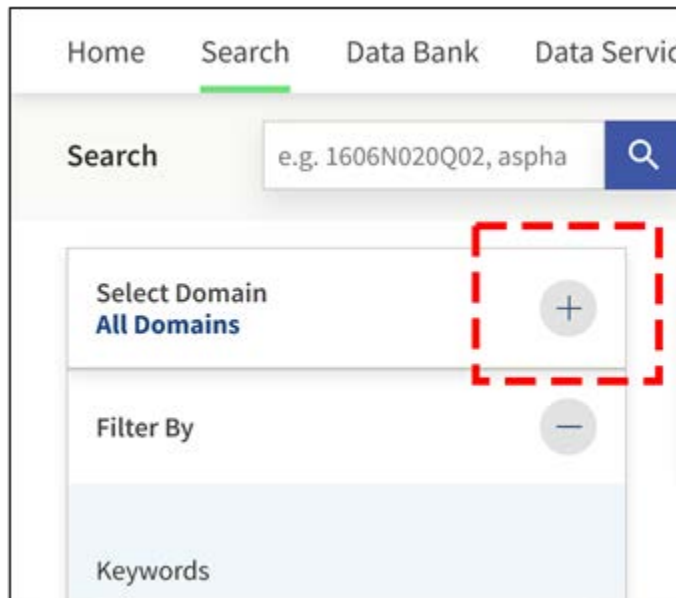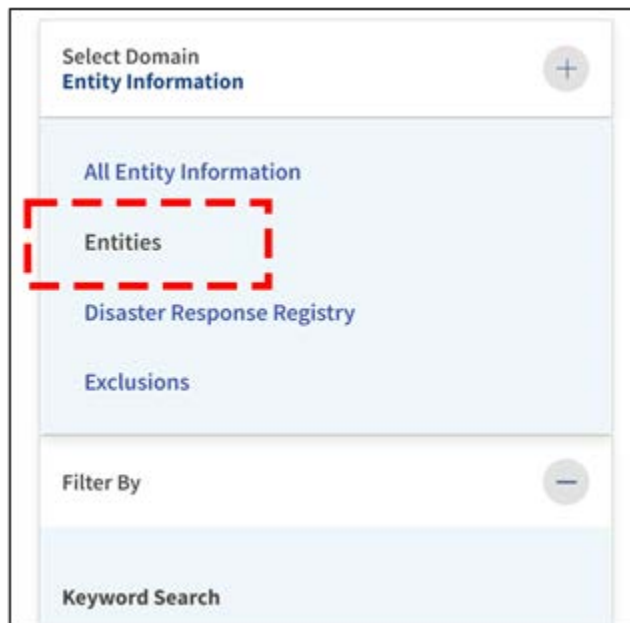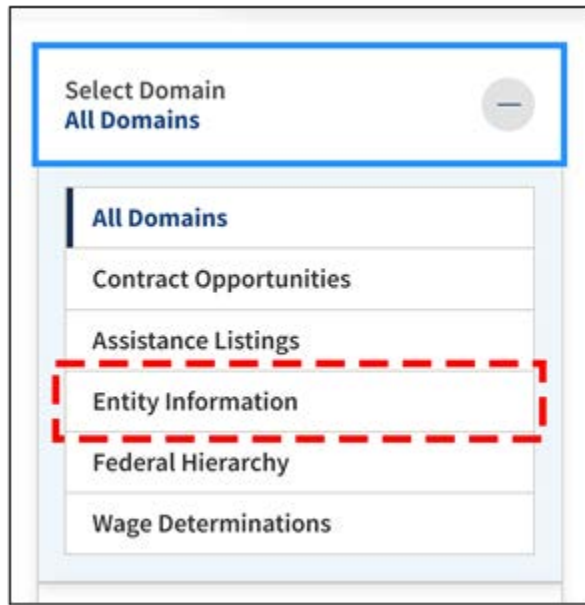
4. Scroll to the bottom of this filter list and locate the filter for "Entity Status". Ensure each box is checked to ensure all registration options populate properly during the search results. (Active, Inactive, ID assigned, etc.)

5. Enter the Unique Entity ID (UEI), CAGE, or legal business name (punctuations included, if any) into the Keyword search box above the filters or use any of the filters listed in order to narrow your search.

- Entity
- Purpose of Registration
- Entity Type
- Socio-Economic Status
- Product or Service Information
- Registration with Debt Subject to Offset
- Location

6. Your entity's name should populate with a link for you to select which will open the details of the registration.

7. An overview of the entity registration will appear on the screen with a filter navigator to the left to quickly view sections of the entity registration details. You will have the option to download (KB0067211) or follow (KB0017560) the entity if needed.

Entity Registration

Core Data
Business Information
Entity Types
Financial Information
Taxpayer Information
Points of Contact
Security Information
Assertions
Reps and Certs
Exclusions
Responsibility / Qualification
Entity Reporting

Unique Entity ID
████████████

Registration Status
● Submitted Registration

Expiration Date
N/A

CAGE/NCAGE
██████

Purpose of Registration
All Awards

Physical Address
████████████

Mailing Address
████████████

Version [Submitted Registration ▼]

■ **BUSINESS INFORMATION**

Doing Business As
(blank)

Division Name
████████████

URL
(blank)

Division Number
(blank)

Instructions for requesting a new UEI

Before you can receive a UEI# you will need to set up a sam.gov account. Here are instructions if you don't already have an account. Once you have set up an account, follow the steps below:

1. Sign in to SAM.gov
2. Once signed in, go to your Workspace and select "Get Started" from the Entities widget.
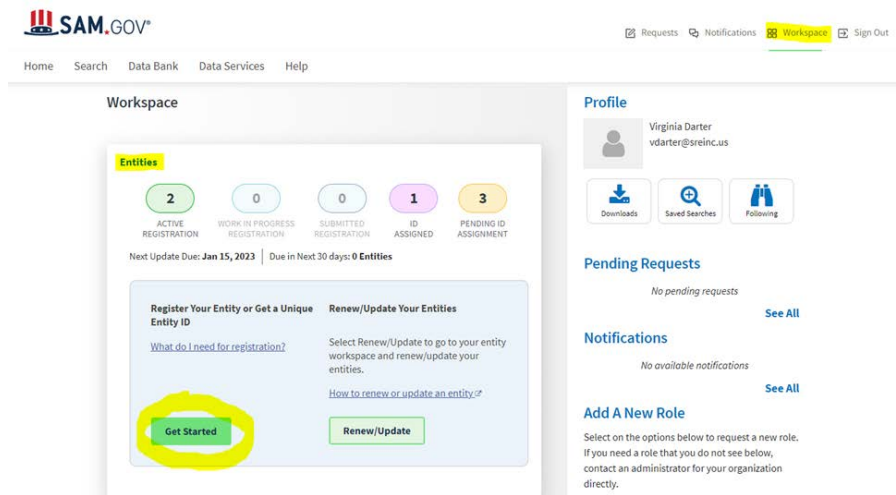
3. Follow the prompts and complete each screen until you get to the screen titled "Enter Entity Information."
4. Proceed to the next step, Enter Entity Information.

You should be on the "Enter Entity Information" screen to begin these steps:

1. Enter your entity's legal business name (KB0058175) and physical address (KB005176). If the "Next" button does not highlight, remove the "Country" field and enter it again. If you do business under another name, add it to the Doing Business As (DBA) field, but leave this field blank if you do not use a DBA name.

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

[   ]

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.

[   ]

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

[▾]

Street Address 1

[   ]

Street Address 2 (Optional)

[   ]

ZIP Code

[   ]

City   State

[   ]   [   ]

(<)   (✕)   (>)
Previous Cancel Next

2. Select "Next" and stay on the page while the system looks for your entity information among millions of our entity validation service (EVS) records.
3. Look at the results in the "legal entities list."

Select an option on the Review Entity Information page. The links below will help you proceed to the next step, depending on your results:

- [What to Do if Your Entity Is in Results and All Info is Correct (KB0060387)](#)
- [What to Do if Your Entity is in Results, but Has Some Incorrect Info (KB0061910)](#)
- [What to Do if Your Entity is not in Results (KB0060388)](#)
- [What to Do if There are No Results (KB0060386)](#)

[View all steps in the entity validation process (KB0058402).](#)

What happens during entity validation?

You provide information about your entity in SAM.gov and our entity validation service (EVS) reviews your information. In some cases, you provide documents to verify that your entity exists and is unique. Entity validation is the first step in the process to get a Unique Entity ID or register your entity in SAM.gov.

If your Entity is in the Results and all info is correct, follow the steps below:

1. Under "Select an Option," choose "I recognize my entity in the legal entities list."
2. Under "Select from the List," choose your entity in the list and select "Next."

   NOTE: If there isn't one that is your exact entity, please refer to: Validation Results with No Exact Match (KB0060388)

3. The next page will ask you to confirm if all your details are correct. Select "Yes" and then select "Next."

Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

○ Yes, all details are correct

○ No, some details are incorrect. For example,
  - Suite # is missing
  - INC is missing
  - Address is old
  - Doing business as is missing

Previous   Cancel   Next

4. If you are not asked for a start year and state of incorporation, your validation is now complete. You can continue to get your Unique Entity ID (if needed) or complete the entity registration pages (if needed).
5. If you are asked for your start year and state of incorporation, enter the information and select "Next." Entities based outside of the United States may be asked for a national identifier here.

6. If you proceed to a page that lets you request your Unique Entity ID or a page that lets you continue registration, your validation is now complete. You can continue to get your Unique Entity ID or complete the entity registration pages.
7. If you are directed to the "Document Your Entity Details" page, [follow these instructions (KB0061909).](#)