

RI Culture, Humanities, and Arts Recovery Grants (RI CHARG)

Eligibility Check #1: Is your organization a 501c3 nonprofit?

Welcome to the RI CHARG application! To start off, we want to be sure your organization is eligible for this program. Please answer the questions in the next two sections to determine your eligibility.

If you have any questions, please reach out to Julia Renaud at juliarenaud@rihumanities.org AND Todd Trebour at todd.trebour@arts.ri.gov.

Is your organization a nonprofit organization based in RI?*

Choices

Yes

No

Does your organization have 501c3 federal tax-exempt status?*

Choices

Yes

No

If you answered "Yes" to the above questions, you have passed the first eligibility check! Please continue onto the next section of the application. If you have answered "No" to either or both questions, you are unfortunately not eligible for this grant program.

Eligibility Check #2: What type of organization are you?

You will answer the remaining eligibility questions based on the definitions the Humanities Council and the Rhode Island State Council on the Arts (RISCA) are using for arts and culture organizations, culturally specific organizations, and humanities-focused organizations. The definitions are as follows.

Please note that some organizations may meet the criteria for an arts and culture organization/culturally specific organization AND a humanities-focused organization. If this is the case for your organization, please indicate "Yes" for both questions.

- Arts and culture organization: Not-for-profit based groups that provide as their primary mission regular cultural programs or services, which may include producing or presenting a series or regular program of performances, educational programming,

exhibitions, media presentations, festivals, readings, or literary publications. Producing is a primary focus on direct creation, production, performance or exhibition of arts; presenting is a primary focus on organizing, selecting or curating and contracting a series, season or festival of performances or events created by other artists and producing groups.

- Culturally specific organizations with a significant arts and cultural program are organizations that serve a specific cultural community but might not have arts and culture as their primary mission. Many of these organizations were established to serve communities that were historically (and in many cases continuously) marginalized from receiving equitable access to existing programs. Many of these non-arts organizations evolved to support their communities in holistic ways and as a result developed significant and meaningful arts and cultural programs to better serve the needs of their communities.
- Humanities-focused organizations: examples of humanities-focused organizations include, but are not limited to, museums, libraries, historic sites, historical and preservation societies, community organizations that conduct humanities-oriented activities, civic engagement organizations, and cultural organizations. This focus will be determined by the organization's mission and programmatic activities.

Does your organization fit our definition of an arts & culture organization?*

Choices

Yes
No

Does your organization fit our definition of a culturally-specific organization?*

Choices

Yes
No

Does your organization have a humanities focus?*

Choices

Yes
No

If you answered "Yes" to any or all of the above questions, you've passed the second eligibility check! Please continue with the application.

If you answered "No" to all three questions, you are unfortunately ineligible for this grant program.

Basic information

Please make the selections indicated from the drop-down menus below.

Project Name*

Please type "RI CHARG Program" into the field below. Our grants management system requires applicants to manually enter in the name to the grant program they are applying to.

Character Limit: 100

Project Start Date*

Select "September 1st, 2021" from the drop-down menu.

Choices

September 1st, 2021

Project End Date*

Select "June 30th, 2022" from the drop-down menu.

Choices

June 30th, 2022.

Your organization and what you do

The initial questions in this section provide us with necessary contact information. The remaining questions provide us with a basic understanding of who your organization is and what you do. The context will assist in evaluating your responses to the remaining narrative questions.

Organization Legal Name*

What is the legal name of your organization? This is the name of the nonprofit listed on the 501(c)3 Determination Letter.

Character Limit: 250

Alternative Organization Name

If different than the name listed above, what name does your organization do business as?

Character Limit: 250

Organization Mailing Address*

Please enter your organization's **full mailing address** (Street Address, City, State, Zip Code).

Character Limit: 250

Organization Physical Address

If different from the mailing address, please enter your organization's **full physical address** (Street Address, City, State, Zip Code).

Character Limit: 250

Authorized Official Information

The authorized official of the organization is required to be someone with fiduciary oversight at your organization. Typically, this individual is authorized to sign checks on behalf of the organization. In the event of an award, the authorized official is responsible for the scope of work and budget described in the grant application. The authorized official in most instances is the executive director, chair of the board, treasurer, or president. They must serve as signatory on this application and for any grant awarded.

Authorized Official Name*

Character Limit: 250

Authorized Official Phone Number*

Character Limit: 250

Authorized Official Email Address*

Character Limit: 250

Organization Mission*

What is your organizational mission?

Character Limit: 1000

Does your organization fit the definition of a BIPOC-centered organization?

For this program, we are defining a BIPOC (Black, Indigenous, and People of Color)-centered organization as an organization with a mission and programming that is explicitly reflective of a community or communities of color, and where the board, staff, artists, and collaborators, include a significant representation of that community. A BIPOC-centered organization is defined by the following organizational characteristics:

- Primary mission, intentions, and practices are BY, FOR, and ABOUT art, heritages, histories, cultures and communities of color.
- Intention of the organization is to perpetuate, promote, and present art, heritage, histories, or cultural practices that are representative of a culture, a people, and/or is given form by those cultural practitioners;
- Board is majority BIPOC individuals.

- Staff is 60% BIPOC individuals

*

Choices

Yes

No

Not sure

Prefer not to answer

Organization Programming and Services.*

Summarize what programming or services your organization offers to the public. Ideal response length is 1-2 paragraphs.

The purpose of this question is to provide the panel with an understanding of what your organization does.

Character Limit: 2000

Three Narrative Questions

The following narrative questions are the heart of this application and its evaluation. All questions have an indicated ideal response length of 2-3 paragraphs.

Adverse Effects of the Pandemic*

Please share up to three ways the pandemic continues to adversely affect your organization. An ideal response length is 2-3 paragraphs.

Possible responses could include impacts on staffing, finances, audiences, programming, etc.

Character Limit: 2500

Adaptations*

Please share up to three positive ways your organization adapted to the pandemic that your organization plans to retain. An ideal response length is 2-3 paragraphs.

Possible responses could include the incorporation of virtual elements in your operations and/or programming, strategic planning and/or capacity building efforts, new ways to engage audiences and participants, etc.

Character Limit: 2500

Efforts towards Diversity, Equity, Inclusion, and Accessibility*

Please share an overview of any efforts your organization has made, or is in the process of making, towards increased diversity, equity, inclusion, and accessibility in your operations and/or programming. An ideal response length is 2-3 paragraphs.

For example, this work can include efforts to reach out and engage with ALL people within your community (i.e. different racial and cultural backgrounds, socioeconomic statuses, and physical and mental abilities).

Character Limit: 2500

Attestation of Request for Funds

Please read the following attestations and check the boxes to confirm your agreement.

Request Amount*

All awards made in the RI CHARG program are for \$8,000. Please confirm this request.

Choices

Yes, I request \$8,000 from the RI CHARG program administered by RISCA and the Humanities Council.

Request Source*

Applicants to the RI CHARG program are eligible to receive only one award for \$8,000 from either RISCA or the Humanities Council. Please confirm your understanding that your organization is only eligible to receive a single award of \$8,000 through the RI CHARG program.

Choices

Yes, I understand.

Use of Requested Funds (RISCA)

In this question, you will provide RISCA with information on how you plan to use the requested funds. Your application will not be evaluated based on your plan to use the funds. The purpose of this question is for RISCA to know you are planning on using the funds for eligible expenses, should you be awarded a grant from RISCA.

If awarded this grant by RISCA, how would you use these funds? An ideal response length is less than 2 paragraphs.

Note: the National Endowment for the Arts considers the following to be eligible expenses for these grant funds:

1. staffing, rent and utilities.
2. programmatic costs, including those associated with adapting to outdoor and virtual activities.
3. marketing and promotion costs.
4. costs associated with health and safety supplies for staff and/or the public.

If you have received other federally sourced relief funds since March 2020 that you have attributed to incurred expenses, remember you can't use these grant funds for the same incurred expenses. For example, if you received a PPP Loan, and attributed some of that loan towards your May 2021 rent, you cannot also attribute these grant funds to your May 2021 rent (e.g. no "double-spending").

*

Character Limit: 2000

Use of Requested Funds (Humanities Council)

In this question, you will provide the Humanities Council with information on how you plan to use the requested funds. Your application will not be evaluated based on your plan to use the funds. The purpose of this question is for the Humanities Council to know you are planning on using the funds for eligible expenses, should you be awarded a grant from the Humanities Council.

If awarded a Humanities Council grant, how would you use these funds? An ideal response length is less than 2 paragraphs.

Note: the NEH considers the following to be eligible expenses for these grant funds:

1. staffing; rent and utilities.
2. Humanities programmatic costs, including those associated with adapting to outdoor and virtual activities.
3. marketing and promotion costs.
4. Strategic planning and capacity building efforts related to preparing, responding to, and recovering from the coronavirus.
5. Technical/consultant needs related to a digital transition or in support of preservation and access programs.
6. Equity assessments and planning related to the coronavirus and the economic crisis (including assessments and planning related to the inequities exposed by these events).
7. Equipment costs of up to \$1600.

If you have received other federally sourced relief funds since March 2020 that you have attributed to incurred expenses, remember you can't use these grant funds for the same incurred expenses.

*

Character Limit: 2000

Budget Restrictions

The purpose of this section is for you to know what you can NOT use the requested funds for, should you receive a grant. Please read through this list and attest to your understanding.

Awardees who receive a grant through this program from **either** the Humanities Council or RISCA may **NOT** use the general operating support funds for the following:

- Indirect costs.
- 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-NEA or NEH federal funds.
- competitive regranting, prizes, or awards.
- cancellation costs.
- pre-award costs prior to March 15, 2021.
- travel (both foreign and domestic).
- construction, purchase of real property, major alteration and renovation (capital expenses).
- environmental sustainability.
- eliminating or reducing existent debt or endowment contributions
- collections acquisition.
- book publication costs.
- 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.
- Any fundraising or for-profit efforts, such as social events or benefits.
- Hospitality expenses. This includes food and beverages for openings or receptions. Under no circumstances will the purchase of alcoholic beverages be supported. Note: your project can have hospitality expenses; CHARG funds just may not be used for hospitality expenses.
- Undergraduate or graduate school activities. Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received.
- Private functions; programs, performances, and exhibitions that are not open to the public and ADA compliant (inaccessible to people with disabilities).

Do you acknowledge and agree to comply with these restrictions?

*

Choices

Yes, I acknowledge and agree to comply with these restrictions.

Eligibility Documents

The following section asks for documents and information required to grant federal funds through the American Rescue Plan program.

Operating Budget Size*

Please indicate the range of your organization's current operating budget (not your pre-pandemic operating budget).

Choices

- \$0 - \$100,000
- \$100,000 - \$500,000
- \$500,000 - \$1 million
- \$1 million - \$3 million
- Above \$3 million

501(c)3 Determination Letter*

We are required by the federal government to grant out these particular federally sourced funds to non profit organizations with 501c3 federal tax-exempt status. **Please upload your organization's 501(c)3 federal determination letter.**

File Size Limit: 2 MB

DUNS Number.

A DUNS number is a special nine-digit number the federal government requires of any entity receiving federal funds. **Please enter your organization's DUNS number here.**

If you don't have one at the time of this application, don't worry! The process to get a DUNS number is free and simple. Email Todd Trebour at todd.trebour@arts.ri.gov or Julia Renaud at juliarenaud@rihumanities.org and they will tell you what to do so you can still submit your application.

Character Limit: 250

Additional Eligibility Information (RISCA only)

The following section asks for additional documents and information required by RISCA to grant federal funds through the American Rescue Plan program.

What type of organization are you?*

We ask this so we can quickly see what kind of organizations are applying for our grants and can compare year over year. This is required for our reporting to the National Endowment for the Arts. For definitions of these fields, see this [guide to the National Standard data fields](#).

Choices

- 01 Individual - Artist
- 02 Individual - Non-artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum - Art
- 09 Museum - Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School - Parent-Teacher Association
- 21 School - Elementary
- 22 School - Middle
- 23 School - Secondary
- 24 School - Vocational/Technical
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council/Agency).
- 30 Foundation.
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation

- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

Recent 990 from one of the past three fiscal years.*

A 990 is the type of annual tax return 501c3 nonprofits file. We need this document so we know your nonprofit is in good standing. If your non-profit is new and hasn't completed a 990 yet, submit a Word document that indicates that.

File Size Limit: 2 MB

Congressional Districts.

Knowing what Congressional District you are in is important. We notify legislators what projects are receiving grants in their districts so they understand how RISCA and the Humanities Council are distributing tax payer money and that we are doing so in their districts. We also encourage you to reach out to the legislators and invite them to your organization's programs and let them know of your success or accomplishments. For your legislators to do their work well, they need to hear from you and understand how your work is important to your community.

To answer the following questions, go to the Rhode Island Secretary of State's website (<http://www.sos.ri.gov/vic>), select "Find Your Polling Place" and enter the address you provide in the question below. This will show you your organization's state representative district, state senate district, and Congressional districts.

Address*

Please provide the address you are using to determine your Congressional Districts. If there is no physical business address for your organization (for example, if mail is sent to a board member's home address), then use the address for the venue where a majority of your programming is presented, and share this address in the field below. If you have any questions or issues answering this question, please reach out to Todd Trebour at todd.trebour@arts.ri.gov.

Character Limit: 250

STATE REP: Rhode Island House District of Applicant*

The Rhode Island House of Representatives district in which applicant's business address is located. This is a number from 1 through 75, and can be found by entering your address information at <http://www.sos.ri.gov/vic>

Character Limit: 250

STATE SENATE: Rhode Island Senate District of Applicant*

District of the Rhode Island Senate in which applicant's business address is located. This is a number from 1 to 38, and can be found at <http://www.sos.ri.gov/vic>

Character Limit: 250

CONGRESSIONAL: Congressional District of Applicant*

District of the United States House of Representative in which applicant's business district is located. In Rhode Island it is either District 001 or District 002 (please use leading zeros. To find you Congressional district (and RI House and Senate district, which you will list below) go to <http://www.sos.ri.gov/vic>

Character Limit: 250

Attestation by Authorized Official

The purpose of this section is for the Authorized Official for this grant application to understand their responsibilities associated with this grant application and their possible future grant award.

The applicant will certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines.

The applicant will certify that the filing of this application has been authorized by the governing body of this applicant, and the person submitting this application has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized official for the applicant in connection with this application.

It is the authorized official's responsibility to ensure the scope of work takes place as described, to use CHARG funds only as allowed, to acknowledge CHARG funding in conjunction with the scope of work, and to submit grant reports as required.

By applying, the applicant agrees to the grant guidelines for this program. Acceptance of an award also requires the agreement to additional award terms and conditions detailed in the grant agreement.

I understand my responsibilities as Authorized Official, and those of my organization as applicant, in submitting this request.

*

Choices

Yes

No

For reference only