American Såtba - Ammalaw Program Application Guide

Northern Marianas Humanities Council

*Published on November 15, 2021*

*The American Såtba - Ammalaw Program has been made possible in part by the National Endowment for the Humanities: Democracy demands wisdom.*

Basic Application Information

The Northern Marianas Humanities Council (“Council”) received funding from the National Endowment for the Humanities under the American Rescue Plan Act of 2021 (ARP) to assist eligible organizations prevent, prepare for, respond to, and recover from the coronavirus. The American Såtba - Ammalaw Program (ASAP) was created to distribute these funds in the form of grants and monitor compliance with the terms and conditions of awards. There is no matching or cost share requirement tied to these funds.

The Council invites eligible organizations to request up to $20,000 to support humanities programs and/or general operational costs. Request for funds to support general operational costs are limited to organizations with a humanities mission.

Who is considered an Eligible Entity?

* CNMI nonprofit organizations (must submit a certificate of incorporation as a nonprofit corporation in the CNMI)
* CNMI government agencies
* Accredited public or 501(c)(3) institutions of higher education

Eligible CNMI organizations can request funding for:

* humanities programming;
* general operating costs (limited to organizations that are humanities focused\*);
* strategic planning and capacity building efforts related to preparing, responding to, and recovering from the coronavirus;
* expansion due to the effects of the coronavirus for 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.

\*Please note that the term 'humanities' “includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

National Foundation on the Arts and the Humanities Act, 1965, as amended

Award Period of Performance: November 1, 2021 - November 30, 2022

For more information or if you experience technical difficulties with the application process, please contact the Council at asap@nmhcouncil.org.

**Grant Applicant Eligibility Requirements:**

All Applicants must meet the following basic criteria:

* must be a CNMI nonprofit organization, government agency, accredited public or 501(c)(3) institution of higher education;
* must have a unique entity identifier DUNS number;
* must address how they have been adversely impacted by the pandemic, consistent with the purposes of the American Rescue Plan 2021;
* applicants must not have been suspended or debarred;
* applicants must not be delinquent on federal debt;

**Non Eligible Applicants**

* Individuals, foreign, and for-profit entities
* Applicants that have been federally suspended or debarred
* Applicants that are delinquent on federal debt
* Applicants functioning solely as fiscal agents or fiscal sponsors

**Grant Funding May NOT Support:**

* Unallowable expenses as defined in 2 CFR 200 Subpart E - Cost Principles
* Indirect costs on general operating support subawards
* Overlapping 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 cost dated before August 1, 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 programmings
* 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 writings, autobiographies, memoirs, creative nonfiction; and quantitative social science research or policy studies)
* Organizations whose mission falls outside of the humanities and the humanistic social sciences (including the creation or performance of art; creative writings, autobiographies, memoirs, creative nonfiction; and quantitative social science research or policy studies) are not eligible to receive funding for general operating costs under NEH ARP awards.

\*A response to all questions is required unless otherwise stated.

1. Guidelines Certification

*Please certify that you have read the above guidelines including those relating to allowable costs, approved funding activities, and unallowable costs.*

Yes, I have read the above guidelines.

2. Grant Period Start Date

*When will the project begin? Please note that grant activities may not begin prior to November 1, 2021. MM/DD/YYYY*

Character Limit: 10

3. Grant Period End Date

*When will the project end? Please note that all grant funds must be expended by November 30, 2022. MM/DD/YYYY*

Character Limit: 10

Organization Information

4. Organization Name

*Please provide your organization’s or institution’s name.*

Character limit: 50

5. Organization Mission or Purpose

*Please enter your organization's mission or purpose statement.*

Comment box

*Please note, organizations whose mission or purpose statement falls outside of the humanities and the humanistic social sciences are not eligible to receive funding for general operating costs.*

*"The term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."*

*--National Foundation on the Arts and the Humanities Act, 1965, as amended*

6. Organization Location

*Please indicate the location of your organization’s headquarters*:

Choices: Saipan, Tinian, or Rota

7. Name of Project Director

*Include First, Middle and Last Name. This individual will be considered the primary contact for all grant communications and is responsible for completing all required materials, including reports*.

Character Limit: 50

8. Email Address

*Enter the project director’s email address*. Character Limit: 50

9. Telephone Number

Enter the project director’s telephone number. Character Limit: 10

10. Organization Website/URL

*Please provide your organization's website/URL:* Character Limit: 2000

11. DUNS Number

*Data Universal Numbering System (DUNS) number refers to the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) which uniquely identifies business entities. A DUNS number may be obtained from D&B by telephone at 866.705.5711 or to* [*register online*](https://fedgov.dnb.com/webform/displayHomePage.do) at *https://fedgov.dnb.com/webform/displayHomePage.do*

Character Limit: 9

12. Employer Identification Number (EIN)

*EIN refers to the nine-digit number assigned by the Internal Revenue Service (IRS). If you cannot find your organization's EIN, please refer to the IRS for instructions*. *Please note that an EIN is not required.*

Character Limit: 10 or No EIN

13. SAM Registration

*The Council encourages grant applicants to register with the System for Award Management (SAM), a free registration for entities doing business involving U.S. federal government funding. Please visit https://www.sam.gov/SAM/ to register or to check your organization's existing registration. Please enter your organization's "CAGE Code" here*. *Please note that SAM registration is not required.*

 Character Limit: 250 or No SAM registration

14. Nonprofit Status

*Please certify your organization's eligibility status*.

Choices

CNMI nonprofit organization (Question 15: must upload a certificate of incorporation as a nonprofit corporation in the CNMI), CNMI government agency, or an accredited public or 501(c)(3) institution of higher education

16. Primary Institution Type

*Please choose what best applies to your organization*

*(next question will ask secondary institution type with the same list)*

Choices:

Dropdown list of the following

Archive, Arts-related Organization (including art museums)

Community Organization or Center

Cultural Heritage Organization

Festival

Foundation

Higher Ed - Two-year or Four-year College

Higher Ed – Affiliates (Press, radio station, archive, library, etc.)

Historical Site/House

Historical Society

Incarceration or Detention Facility

Independent Research Library or Center

Indigenous Tribal Organization or Community

K–12 School or School System

Media Organization

Membership Organization or Association

Museum – History

Museum - Other; Nature Center/Botanical Garden/Arboretum

Private Business or Organization

Public Library

Social Services or Health Organizations

State or National Park

Other

17. Secondary Institution Type

 Please choose what best applies to your organization

Choices:

Dropdown list of the following

Archive

Arts-related Organization (including art museums)

Community Organization or Center

Cultural Heritage Organization

Festival

Foundation

Higher Ed - Two-year or Four-year College

Higher Ed – Affiliates (Press, radio station, archive, library, etc.)

Historical Site/House

Historical Society

Incarceration or Detention Facility

Independent Research Library or Center

Indigenous Tribal Organization or Community

K–12 School or School System

Media Organization

Membership Organization or Association

Museum – History

Museum - Other; Nature Center/Botanical Garden/Arboretum

Private Business or Organization

Public Library

Social Services or Health Organizations

State or National Park

 Other

18. Anticipated Jobs created with ASAP funding

*Provide the number of new jobs your organization will create either directly or indirectly as a result of ASAP funding. For example, jobs created through professional service contracts should be included in this number. If this question does not apply to you, please type "not applicable".*

Character Limit: 2000

19. Anticipated jobs preserved or sustained with ASAP funding

*Provide the number of jobs your organization will preserve or sustain, either directly or indirectly as a result of ASAP funding. For example, jobs preserved or sustained through professional service contracts should be included in this number. If this question does not apply to you, please type "not applicable".*

Character Limit: 2000

 20. Primary ASAP funding usage

Next Question: Secondary ARP funding usage

Dropdown list of the following

Create jobs

Preserve jobs

Support or maintain general operations

Create humanities programs

Sustain humanities programs

Implement new humanities activities

Sustain existing humanities activities

Other

 21. Secondary ASAP funding usage

Dropdown list of the following

Create jobs

Preserve jobs

Support or maintain general operations

Create humanities programs

Sustain humanities programs

Implement new humanities activities

Sustain existing humanities activities

Other

22. Applicant Status

If awarded, would this be the first grant your organization has received from the Northern Marianas Humanities Council?

Choices: Yes or No

23. CARES Act of 2020

Did you receive a Covid-19 Relief Grant from the Council?

Choices: Yes or No

24. Applicant Grant History

Have you received a grant from the Council other than a Covid-19 Relief Grant?

Choices: Yes or No

25. Coronavirus Pandemic Impact

*Please provide a written description of the adverse impact of the coronavirus pandemic on your organization.* *You may cite past, present, and anticipated impacts such as revenue loss, number of jobs lost or the need for funds to retain jobs, lower audience or attendance figures and more*. Character Limit: 5000

26. I am seeking funding for:

Choices (check all that apply)

1. General Operating Costs\* (I certify that my organization is humanities focused)

2. Humanities Programming (question logic to Q.26 project title)

3. Strategic Planning and Capacity Building Efforts related to preparing, responding to, and recovering from the coronavirus

4. Expansion due to the effects of the coronavirus for outdoor and virtual humanities programming and engagement or similar activities to transition from traditional environments to those that are more accessible

5. Equity Assessments and Planning related to coronavirus and the economic crisis.

*\*Organizations requesting general operations funding must be "humanities focused" organizations with missions that directly align with the humanities and the humanistic social sciences. Organizations whose missions fall outside of the humanities and the humanistic social sciences are not eligible to receive general operations funding. Examples of activities which fall outside the humanities include the following: the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and quantitative social science research or policy studies.*

27. Funding Amount Requested

*Grant requests have been limited to a maximum of $20,000 per organization. Please submit the ASAP budget form. Only apply for what your organization can justify in the budget narrative. Upload ASAP budget form option available*

*ASAP Budget Form Guidelines*

* *Title your document: ASAP\_YOUR ORGANIZATION\_BUDGETFORM*

 *example: ASAP\_NMHC\_BUDGETFORM*

* *Export your BUDGETFORM.xlsx into a pdf file prior to upload.*
* *For further instructions please refer to ASAP BUDGETFORM.xlsx sheet labeled “ASAP budget form instructions”*

28. General Operating Costs Budget Narrative

*If you are a humanities-focused organization requesting funds for general operating costs, please give a detailed explanation of each cost item on your budget and how you arrived at each cost. Please explain how the proposed programming fulfills the primary purpose of ASAP funding to prevent, prepare for, respond to, and recover from the coronavirus. Please note, this may include revenue loss, salaries, utilities, facilities and other expenses. If you are not requesting funds for general operating support, please reply with "Not Applicable." 500 words maximum*

Character Limit: 5000

29. If you would like to upload your General Operating Costs Budget Narrative you can do so here.

*ASAP Budget Narrative Guidelines*

* *Title your document: ASAP\_YOUR ORGANIZATION\_QUESTION NUMBER example: ASAP\_NMHC\_29*
* *Use Times New Roman, 11 pt. font for the body of the text and double spacing between lines of text.*
* *Charts and tables are allowed within the pdf file.*

Humanities Programming Funding Request

*Required for organizations seeking funding for humanities programming*

30. Title of Project

*Please title your project with the following format "Organization Name: Project Title"* Character Limit: 150

31. Humanities Programming Project Narrative

*Please offer the following information about your proposed humanities program:*

* *Program goals*
* *Alignment of program goals to the Council’s strategic master plan. (Link master plan)*
* *Timeline of key activities*
* *Your plan to measure impact or success*

*Upload humanities programming project narrative 1,000 words maximum*

32. Humanities Programming Budget Narrative

*If you are requesting funds for a specific humanities-based program, give a detailed explanation of each cost item on your budget and how you arrived at each cost. Please explain how the proposed programming fulfills the primary purpose of ASAP funding to prevent, prepare for, respond to, and recover from the coronavirus. If you are not requesting funds for a specific humanities-based program, please reply with "Not Applicable." 500 words maximum*

33. If you would like to upload your Humanities Programming Budget Narrative, you can do so here.

*ASAP Budget Narrative Guidelines*

* *Title your document: ASAP\_YOUR ORGANIZATION\_QUESTION NUMBER example: ASAP\_NMHC\_33*
* *Use Times New Roman, 11 pt. font for the body of the text and double spacing between lines of text.*
* *Charts and tables are allowed within the pdf file.*

34. Strategic Planning and Capacity Building Budget Narrative

*If you are requesting funds for strategic planning or capacity building, please give a detailed explanation of each cost item on your budget and how you arrived at each cost. Please explain how the proposed programming fulfills the primary purpose of ASAP funding to prevent, prepare for, respond to, and recover from the coronavirus. If you are not requesting funds for strategic planning or capacity building, please reply with "Not Applicable." 500 words maximum*

35. If you would like to upload your Strategic Planning and Capacity Building Budget Narrative, you can do so here.

*ASAP Budget Narrative Guidelines*

* *Title your document: ASAP\_YOUR ORGANIZATION\_QUESTION NUMBER example: ASAP\_NMHC\_35*
* *Use Times New Roman, 11 pt. font for the body of the text and double spacing between lines of text.*
* *Charts and tables are allowed within the pdf file.*

36. Programming or Engagement Expansion or Development Budget Narrative

*If you are requesting funds for 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. Please give a detailed explanation of each cost item on your budget and how you arrived at each cost. Additionally explain how your proposed activities fulfill the primary purpose of ASAP funding to prevent, prepare for, respond to, and recover from the coronavirus. If you are not requesting funds for programming or engagement expansion or development, please reply with "Not Applicable."* *500 words maximum*

37. If you would like to upload your Programming or Engagement Expansion or Development Budget Narrative, you can do so here.

*ASAP Budget Narrative Guidelines*

* *Title your document: ASAP\_YOUR ORGANIZATION\_QUESTION NUMBER example: ASAP\_NMHC\_37*
* *Use Times New Roman, 11 pt. font for the body of the text and double spacing between lines of text.*
* *Charts and tables are allowed within the pdf file.*

38. Equity Assessment and Planning Budget Narrative

*If you are requesting funds for equity assessments and planning related to coronavirus and the economic crisis, give a detailed explanation of each cost item on your budget and how you arrived at each cost. Please explain how the proposed activities fulfill the primary purpose of ARP funding to prevent, prepare for, respond to, and recover from the coronavirus. If you are not requesting funds for equity assessments and planning, please reply with "Not Applicable." 500 words maximum*

39. If you would like to upload your Equity Assessment and Planning Budget Narrative you can do so here.

*ASAP Budget Narrative Guidelines*

* *Title your document: ASAP\_YOUR ORGANIZATION\_QUESTION NUMBER example: ASAP\_NMHC\_39*
* *Use Times New Roman, 11 pt. font for the body of the text and double spacing between lines of text.*
* *Charts and tables are allowed within the pdf file.*

40. Is there additional information we have not requested, but which you feel is important for Northern Marianas Humanities Council in evaluating your application? Please provide it here.

Comment Box

41. Publicity and Recognition

To ensure transparency and the identification of federal funding, all organizations receiving ASAP grants MUST acknowledge both the Council and the National Endowment for the Humanities (NEH). This acknowledgement should be in agreement with your organizational donor recognition levels and policies. If funded, specific wording and logo files will be provided. This may include, but is not limited to:

* Naming the Council / NEH and publishing their logos on your website
* Naming the Council / NEH and publishing their logos in social, digital, and print materials
* Naming the Council / NEH posting specific hashtags tagging on social media informing the public of ASAP grant activities’ impact.

Choice

Yes, I understand I must acknowledge the Council and NEH.

Grant Agreement & Certification

The applicant recognizes that the Northern Marianas Humanities Council is a Pass Through Entity (PTE) and the applicant assumes all responsibilities as Subrecipient of grant funds originating from the National Endowment for the Humanities. In signing and submitting a Grant application, the authorizing official certifies that the applicant organization will ensure that the acceptance paperwork and required reports are submitted on time and will comply with the certifications listed below.

Northern Marianas Humanities Council is required to ask each applicant for certification of compliance with nondiscrimination statutes, debarment, and suspension. By providing your electronic signature below and submitting this form, you are providing these certifications.

Certification Regarding Lobbying (2 CFR 200.450)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, “Disclosure Form to Report Lobbying,” to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and 2 CFR 180)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Audit and Access to Records

Per 2 CFR 200.501-200.521, Subrecipient certifies that it will provide notice of any adverse findings which impact this Subaward and will provide access to records as required by parts 2 CFR 200.336, 200.337, and 200.201 as applicable. If Subrecipient is not subject to the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and provide access to such audits upon request.

Program for Enhancement of Contractor Employee Protections (41 U.S.C. 4712)

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; inform their employees in writing of employee whistleblower protections under 41 U.S.C. §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

Use of Name

Neither party shall use the other party’s name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Acknowledgement of Support

All materials publicizing or resulting from grant funded activities must contain an acknowledgement of support as follows:

“This project was made possible by support from the Northern Marianas Humanities Council, a non-profit, private corporation funded in part by the National Endowment for the Humanities.”

The acknowledgment shall also include the following statement: “Any views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of the National Endowment for the Humanities.”

Electronic Signature (First and Last Name); single text