



TEXAS HOLOCAUST AND GENOCIDE COMMISSION

2019 – 2020 Friends of the THGC Educator Grant

Criteria and Procedures

The Friends of the Texas Holocaust and Genocide Commission (THGC) offers grant funds to Texas educators and educational institutions for projects relating to the Holocaust and/or genocides that help accomplish the THGC's mission of bringing awareness of the Holocaust and other genocides to Texas students, educators, and the general public by ensuring availability of resources.

This Educator Grant is generously funded annually by the Friends of the Texas Holocaust and Genocide Commission, however it is administratively overseen and managed by the Outreach Coordinator of the Texas Holocaust and Genocide Commission in Austin, Texas. All correspondence and documentation will be filed through THGC staff and not directly with the Friends of the THGC Executive Board. *Scoring and funds allocation decisions are, however, overseen by various members of the Friends of the THGC.*

APPLICATION INFORMATION

Applications will be made available at <http://thgc.texas.gov/> in September 2019 and completed applications must be submitted by Wednesday, October 16th, 2019 at 5:00 p.m. C.S.T.

REQUIRED ATTACHMENTS

Applicants should only submit the required application form, budget, and project narrative. All materials need to be submitted electronically, via e-mail, preferably in PDF format.

APPLICATION DEADLINE

To be considered, applications must be **complete and received** by the THGC by **no later than 5:00 p.m. C.S.T. on Wednesday, October 16th, 2019.**

Applications will not be considered if they do not include a complete application form or if they are timestamped/received after the deadline. No applications should be submitted via mail, however if there are extenuating circumstances, please contact Christian Acevedo at christian.acevedo@thgc.texas.gov or 512.463.7998.

REQUIREMENTS

Applications may be submitted for grant amounts up to \$1,000 per project per educator. Educator Grant applicants must show a complete breakdown of incoming funds and how they are being utilized for the various components of their project. The budget must show each expenditure that the project is comprised of, and then show how the Educator Grant, Applicant Cash, and/or In-Kind Contributions will pay for each listed expenditure. The Friends of the THGC Educator Grant Application has a blank chart available to help generate a proposed budget. Please see the following page for a sample budget.

BUDGET EXAMPLE

EXPENDITURES	Friends of the THGC Grant	Applicant Cash	In-Kind Contributions
Tickets for Admission to Dallas Holocaust and Human Rights Museum			
32 Students @ \$12/ea. & 4 Adults @ \$16/ea.	\$448.00		
Buses for Transportation to and from DHHRM			
2 Buses for 6 hours each @ \$28 per hour	\$336.00		
Substitutes for English II Teachers			
2 Substitutes @ \$110/day	\$216.00	\$54.00	
Parent Chaperones			
2 Parent Volunteers @ \$20/hour for 6 hours per standard volunteer rate			\$240.00
TOTAL EXPENDITURES	\$1,000.00*	*Grant covers \$1,000 so this entire budget is partially covered by Friends of the THGC Grant.	

ELIGIBILITY REQUIREMENTS

The THGC will accept applications from Pre-K through 12th grade educators and educational institutions headquartered in the state of Texas and providing education to Texas students. Examples of acceptable institutions are public schools, private schools, charter schools, private nonprofit schools, school districts, and home-schooling teachers and organizations.

The Friends of the THGC reserves the right to deem ineligible any project or institution that it determines does not meet program requirements.

ELIGIBLE PROJECTS

The intent of this grant program is to allow Texas educators an opportunity to provide a rich learning experience for the students when teaching about the Holocaust and/or genocides. Past projects have included:

- supplying classroom sets of texts such as Night, Maus, or Friedrich when school districts have been unable to purchase them;
- paying for Holocaust museum admission fees;
- funding transportation for schools to get to a Holocaust museum in their metropolitan area;
- and helping create oral history projects with World War II veterans and/or Holocaust and genocide survivors.

Of interest to the Friends of the THGC are projects in Spanish or that work with Spanish-speaking students, and those that involve parents, families, and community members.

The Texas Holocaust and Genocide Commission supports the guidelines set by the [United States Holocaust Memorial Museum](#) (USHMM) in Washington, D.C. There are [Guidelines for Teaching about the Holocaust](#) as well as [Guidelines for Teaching about Genocide](#). **All projects that are to be considered for potential grant funding must adhere to these guidelines or they will be disqualified.**

RESTRICTIONS

The THGC Educator Grant will **NOT** fund the following:

- Proposals that do not meet general eligibility requirements
- Proposals that do not follow the USHMM's [Guidelines for Teaching about the Holocaust](#)
- Proposals that do not follow the USHMM's [Guidelines for Teaching about Genocide](#)
- Proposals from former grant recipients whose grant cycles have not been closed or were terminated due to breaches of Funding Agreement contracts
- Deficiencies in previously completed projects or for unanticipated costs in ongoing projects
- Loans, fines, penalties, costs of litigation or associated interest payments
- Scholarships, internships, staff salaries, administration fees, purchase of awards/cash payments
- Fundraising activities/events or political contributions
- Research and/or scholarly endeavors

APPLICATION REVIEW

EVALUATION CRITERIA

Grants will be evaluated using the following criteria during the review process. An application can receive a maximum of sixty-five (65) points. If your project receives a “No” for Number 2, your application will automatically be disqualified.

1. RELEVANCE TO THGC MISSION (0-10 POINTS)

- The project encourages students to learn about the Holocaust and/or genocides. (10)

2. UNITED STATES HOLOCAUST MEMORIAL MUSEUM GUIDELINES

- The project follows the USHMM's Guidelines for Teaching about the Holocaust and/or Genocide. (Yes/No)

3. POTENTIAL IMPACT OF PROPOSED PROJECT (0-20 POINTS)

- Project includes substantial pre-teaching in order to ensure better understanding. (5)
- This project will reach an audience underserved by current projects. (5)
- This project will reach a significant number of individuals. (5)
- There is a high need and urgency for this project. (5)

4. PROJECT FEASIBILITY (0-5 POINTS)

- The size and scope of the proposal are appropriate for the project. (5)

5. GEOGRAPHIC DIVERSITY (0-10 POINTS)

- This project will reach Texans in rural/smaller urban settings. (10)

6. ESTIMATED COST (0-5 POINTS)

- The cost and budget expenses are reasonable. (5)

7. TIMETABLE FOR PROJECT (0-15 POINTS)

- The timetable for the project is reasonable. (3)
- The goals and deadlines on the timeline are clear. (2)
- The applicant can properly complete the proposed project within the required timeline. (10)

GRANT RECIPIENT PROCESSES

GRANT SELECTION

Representatives from the Friends of the THGC and THGC staff will score grant applications and make the final decisions regarding allocation of grant funds. Applicants will be notified via e-mail whether their applications have been granted or denied by **Friday, November 1st, 2019**.

The THGC intends to fund up to eight (8) grant projects per cycle, however not every grant project will be funded. It is also important to note that while a project may be funded, Friends of the THGC and THGC staff may recommend funding only portions of the grant project. In addition, if no qualified applications are received, the Friends of the THGC may choose not to fund any grant projects.

GRANTING PROCEDURES

The formal award of funds to support the work detailed in the grant application will be made through a legally binding Funding Agreement between the Friends of the Texas Holocaust and Genocide Commission and the Grant Recipient. Once the funding agreement has been prepared, the THGC Outreach Coordinator will send all parties concerned an invitation via DocuSign[®] to complete the Funding Agreement. Once all parties have completed the DocuSign[®] process, the final PDF version will be sent to the Grant Recipient to have on file. **Please review the agreement carefully.** Once processed, the Friends of the THGC will mail a check to the Grant Recipient. Grant Recipients will be required to sign, scan and return a "Check Received" document showing that they received their grant funds check. *If your school district will be making the purchases on your behalf, ensure that your campus accountant receives the check.*

Proofs or working drafts of all project materials must be submitted for review prior to fabrication or publication. Materials must include the THGC logo, which will be provided, and the following support acknowledgment clause:

"The program (or project) is supported by the Friends of the Texas Holocaust and Genocide Commission."

RECORD KEEPING

Expenses Not Eligible for Funding

Examples of cash transactions that may not be funded:

- Goods or services donated at no cost to the Grant Recipient
- Amount of goods or services reduced or discounted (report only actual amount paid)
- Cost associated with advocacy, lobbying, or political activities
- Late fees incurred by the Grant Recipient or subcontractors for delinquent payment of invoices
- Interest accrued and charged for late payment of invoices

REPORTING

Grant recipients must provide a **Progress Report** updating the Texas Holocaust and Genocide Commission on project progress and finances, due by **Friday, February 14th, 2019**. (A template of the Progress Report will be e-mailed to Grant Recipients upon receipt of their grant check.) The Final Report is due by **Friday, June 26th, 2019**. Grant recipients are required to submit a complete financial report of expenditures, **including receipts for all project expenses**. Permissible use forms for all students featured on photographs or videos associated with the project are also due at this time.

A final narrative report with photos or 2-3-minute video documentation must be submitted with the final report. Any videos featuring student work on the project and final results should be in

.wmv, .avi, .mov, or .mpg format. The Grant Recipient will submit permissible use forms/student releases allowing the THGC unrestricted use of all material.

FINAL REPORTING BUDGET EXAMPLE

EXPENDITURES	Friends of the THGC Grant	Applicant Cash	In-Kind Contributions	Total
Tickets for Holocaust Museum – Donated by Holocaust Museum				
130 students + 14 chaperones @ \$5/ea.			\$720.00	
Buses for Transport to and from Holocaust Museum				
3 buses @ \$230/each	\$690.00			
Substitutes for English 8 Teachers				
2 substitutes @ \$110/each used to cover classes for 4 teachers	\$95.00	\$125.00		
Parent and other Volunteer Chaperons				
In-kind donations of vacation day pay to go on fieldtrip – 1 chaperone			\$225.00	
TOTAL EXPENDITURES	\$785.00	\$125.00	\$945.00	

**This grant was only funded up to \$785.*

CONTACT INFORMATION

The Friends of the Texas Holocaust and Genocide Commission generously funds this Educator Grant annually; however, it is Texas Holocaust and Genocide Commission staff who administratively oversee all grant processes. The Texas Holocaust and Genocide Commission is available to help answer questions you may have about the application, review process, or implementation phases of this program. The primary contact is:

Christian Acevedo
 Outreach Coordinator
christian.acevedo@thgc.texas.gov
 512.463.7998

The e-mail address for application submittal, return of funding agreements, reimbursement requests, and final reports can be found below:

christian.acevedo@thgc.texas.gov
 Subject: Educator Grant Program