

# Texas Holocaust and Genocide Commission

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## FALL 2019 TEXAS HOLOCAUST AND GENOCIDE COMMISSION GRANT Criteria and Procedures

The Texas Holocaust and Genocide Commission (THGC) offers grant funds for Texas-based organizations and projects that assist the THGC's mission to support Holocaust and genocide courses of study and awareness programs.

### APPLICATION INFORMATION

Applications for the Fall 2019 grant cycle will be made available at [www.thgc.texas.gov](http://www.thgc.texas.gov) during the summer of 2019 and completed applications may be submitted between July 29<sup>th</sup>, 2019 and September 9<sup>th</sup>, 2019.

### Required Attachments

In addition to a completed application form (including narrative and budget), submitted application packets must contain one copy of the following (mailed applications may include the following as unbound hard copies):

- Verification of the required matching funds
- A **current** copy of the organization's IRS determination letter or other proof of not-for-profit status

Applicants may also include resumes of individuals responsible for project oversight and supplemental materials representing programs similar to the one for which a grant is being requested.

### Application Deadline

To be considered for the Fall 2019 grant cycle, applications must be **complete** and **received** by the THGC by September 9<sup>th</sup>, 2019. Applications will **not** be accepted if:

- They do not include all the elements listed above;
- They are delivered after the deadline;
- Required elements are submitted separately;
- They are faxed or handwritten.

Delivery and mailing address information for the application package are given at the end of this document. Please retain a copy of all submitted material for your files.

### MATCH REQUIREMENT

Grants may require a one-to-one match. Applications may be submitted for up to one hundred percent (100%) of the project's cost, for a maximum grant amount of \$25,000. Organizations must provide up to 50% of the cost in matching funds, based on need. In-kind services (e.g. volunteer hours) may be counted toward the 50% match. **If you are not able to meet a 50% match requirement, please contact THGC staff to discuss alternatives. Grant funds are payable upon completion of the project as a reimbursement for actual expenses incurred.**

### ELIGIBILITY REQUIREMENTS

The THGC will accept applications from an organization that is an organized and permanent nonprofit institution headquartered in the state of Texas. All grant projects or programs must be open to the public and provide accessibility for individuals with disabilities. The THGC reserves the right to deem ineligible any project or institution that it determines does not meet program requirements.

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## Eligible Projects

The intent of this grant program is to advance public knowledge and study of the Holocaust and genocides. Funding is available for a variety of programs. Among other projects, funds may be used for classroom education, workshops, recording of oral histories, and memorials or exhibits. Funds may also be used for research or scholarly endeavors, at the discretion of the THGC.

## Restrictions

**Whether requesting reimbursement or showing as matching/in-kind contributions, the following expenses are ineligible.**

THGC grants will **NOT** fund the following:

- Proposals that do not meet general eligibility requirements;
- Deficiencies in previously completed projects, or unanticipated costs in ongoing projects;
- Loans, fines, penalties, costs of litigation or associated interest payments;
- Scholarships, internships, staff salaries, administration fees, purchase of awards or cash payments;
- Programs/sites not open to the public or not accessible to individuals with disabilities;
- Fundraising activities/events or political contributions;
- Food and/or beverages;
- Advertising.

Examples of cash transactions that may not be reimbursed, or non-cash transactions that may not be listed as monetary transactions with grant funds:

- 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 Grant Recipient or subcontractors for delinquent payment of invoices;
- Interest accrued and charged for late payment of invoices;
- Food/beverage costs;
- Advertising costs.

## APPLICATION REVIEW

### Evaluation Criteria

Grants will be evaluated using the following criteria during the review process. An application can receive a maximum of one hundred (100) points.

#### 1. RELEVANCE TO THGC MISSION (0-25 POINTS)

- How does the project ensure that resources are available to students, educators, and the general public regarding the Holocaust and genocides?
- Does the project emphasize the responsibility individuals have in upholding human value, especially regarding genocide?

#### 2. QUALIFICATIONS OF THE APPLYING ORGANIZATION (0-20 POINTS)

- What experience does your organization have in working with Holocaust and genocide-related projects?
- What are the qualifications of those individuals within your organization who will be working on the project?

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3. **POTENTIAL IMPACT OF PROPOSED PROJECT (0-20 POINTS)**
  - What audience will this project reach?
  - What are the goals and desired outcomes of the project?
  - How many individuals will this project reach?
  - What is the urgency and need for this project?
4. **PROJECT FEASIBILITY (0-15 POINTS)**
  - Is the size and scope of the proposal appropriate for this project?
  - Can the applicant properly complete the proposed project within the required timelines?
5. **ESTIMATED COST (0-10 POINTS)**
  - Is the applicant able to fund the matching portion of the project costs?
  - Are the cost and budget expenses reasonable?
  - Does the estimated budget offer a detailed, itemized list for what costs will be included?
6. **TIMETABLE FOR PROJECT (0-5 POINTS)**
  - Is the timetable for this project reasonable?
  - Are the goals and deadlines on the timetable clear?
7. **GEOGRAPHIC DIVERSITY (0-5 POINTS)**
  - Will this project reach Texans in rural/smaller urban settings?

## **Grant Selection**

Commission staff will review grant applications and make recommendations to the full THGC commission. The commissioners will make the final decisions regarding allocation of grant funds at the THGC's October 2019 quarterly meeting.

The THGC may fund multiple grant projects or choose only one. Not every grant project can be funded, and those that are may not be funded to the full amount requested. If no qualified applications are received, 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 THGC and the Grant Recipient. Once the funding agreement has been prepared, a copy will be emailed to the Grant Recipient. Please review the agreement carefully. In order to avoid delays, make sure that the person signing the agreement has signature authority and that all the information requested (full legal name, position/title and Federal ID Number) has been given.

Obtain all appropriate signatures for the project and return the original funding agreement(s) to the THGC office via email for final processing. Project work can begin as soon as possible following notification of the THGC's receipt of the signed agreement.

**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 in part by the Texas Holocaust and Genocide Commission.”**

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## FINANCIAL REIMBURSEMENT, REPORTING, AND RECORD KEEPING

### Reimbursement

All payments of grant funds are made on a reimbursable basis upon completion of the project, submission of a project report, and acceptable proof of incurred allowable expenses. Expenses incurred prior to formal approval by the THGC at its October 2019 quarterly meeting are not eligible for reimbursement.

### Expenses Eligible for Reimbursement

- Materials and supplies purchased specifically for this project;
- Programming costs, including costs related to educating partners such as speaker fees and travel costs, program supplies, and facility fees;
- Contractual services including consultant fees, materials, design fees, accounting fees, or other services which you have purchased through a contract; documentation for contractual services should include a copy of the signed contract;
- Invoices, which must contain basic cost information, such as cost of material per unit, quantity of materials, hours of labor worked, labor rates, and mark ups;
- Marketing costs may be eligible, but must have prior approval for reimbursement;
- Researching and scholarly costs may be eligible but must have prior approval for reimbursement.

### Reporting

Grant Recipients must provide quarterly reports updating the commission on project progress and finances, with the first report due by **January 31<sup>st</sup>, 2019**. *After that, monthly reports are due on April 30<sup>th</sup> and July 31<sup>st</sup>*. In lieu of a final monthly update in October 2020, the Grant Recipients are required to submit a complete financial report of expenditures and the final reimbursement request for the project no later than **October 31<sup>st</sup>, 2020**. A final narrative report with photo documentation must be submitted within four weeks of the project's completion. Failure to provide these documents by the deadlines stated above may result in loss of all or part of the grant funds and may affect the Grant Recipient's eligibility to apply for a grant in the next cycle.

## CONTACT INFORMATION

The Texas Holocaust and Genocide Commission recommends contacting staff to discuss the eligibility of your project prior to submitting an application. THGC staff is available to help answer questions you may have about the application, review process, or implementation phases of this program. Please contact Cheyanne Perkins at 512.463.5674 or [cheyanne.perkins@thgc.texas.gov](mailto:cheyanne.perkins@thgc.texas.gov) with any questions you may have.

**Please submit all application materials electronically, by emailing them to [cheyanne.perkins@thgc.texas.gov](mailto:cheyanne.perkins@thgc.texas.gov).**

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## BUDGET EXAMPLE

REVENUES	THGC Grant	In-Kind	Other Sources	Total
<b>THGC Grant Funds</b>	\$ 10,000.00			\$ 10,000.00
<b>Fees/Paid Admission Detail</b>				
Workshop attendees – attendance fee		\$ 250.00		\$ 250.00
<b>Applicant Organization Contributions Detail</b>				
Project director salary		\$ 3,000.00		\$ 3,000.00
2 Other staff salary		\$ 1,500.00		\$ 1,500.00
3 Volunteer staff		\$ 936.00		\$ 936.00
Invitation printing and postage fees		\$ 250.00		\$ 250.00
Office supplies for workshops		\$ 564.00		\$ 564.00
Travel Costs		\$ 2,150.00		\$ 2,150.00
<b>Secured Grants/Sponsorship Detail</b>				
Smith Foundation			\$ 500.00	\$ 500.00
<b>Partner Organization Detail</b>				
Partner #1			\$ 500.00	\$ 500.00
Partner #2			\$ 250.00	\$ 250.00
<b>Individuals Donors Detail</b>				
Donor			\$ 100.00	\$ 100.00
<b>Other Detail</b>				
Not applicable				\$ 0
<b>TOTAL REVENUES</b>	<b>\$ 10,000.00</b>	<b>\$ 8,650.00</b>	<b>\$ 1,350.00</b>	<b>\$ 20,000.00</b>
EXPENDITURES	THGC Grant	In-Kind	Other Sources	Total
<b>Applicant Organization Staff Salaries</b>				
Project Director 120 hours @ \$25/hr		\$ 3,000.00		\$ 3,000.00
2 staff 75 hours total @\$20/hr		\$ 1,500.00		\$ 1,500.00
3 volunteer staff 40 hours total @\$22.40/hr		\$ 936.00		\$ 936.00
<b>Professional Services: Fees paid for speakers (includes travel)</b>				
Workshop 1: 2 guest speakers @\$900 each	\$ 1,800.00			\$ 1,800.00
Workshop 2: 2 guest speakers @\$900 each	\$ 1,800.00			\$ 1,800.00
Workshop 3: 2 guest speakers @\$900 each	\$ 1,800.00			\$ 1,800.00
Workshop 4: 2 guest speakers @\$900 each	\$ 1,800.00			\$ 1,800.00
<b>Space rental: Fees for venues where the project will take place</b>				
Partner #1 donating workshop space in city #1			\$ 500.00	\$ 500.00
Partner #2 donating workshop space in city #2			\$ 250.00	\$ 250.00
<b>Rentals (other than facilities)</b>				
Not applicable				\$ 0
<b>Supplies/Materials: Items necessary to the production of the project</b>				
Binders, nametags, related office supplies		\$ 564.00		\$ 564.00
Specialized workshop supplies needed for instruction	\$ 200.00	\$ 500.00		\$ 700.00
<b>Printing: Fees associated with the production of the project</b>				
Workshop notebook material: 120 @\$10	\$ 1,200.00	n/a		\$ 1,200.00
Donor donating event signage			\$ 100.00	\$ 100.00
<b>Marketing</b>				
Invitation printing and postage fees			\$ 250.00	\$ 250.00
<b>Travel Costs</b>				
Airline tickets	\$ 1,250.00	\$ 1,457.00		\$ 2,707.00
Hotel room charge		\$ 460.00		\$ 460.00
Rental car and fuel costs		\$ 233.00		\$ 233.00
<b>Other expenses involved in the production or marketing of the project</b>				
Tote bags for workshop attendees: 120 @ \$1.25	\$ 150.00		\$ 250.00	\$ 400.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,000.00</b>	<b>\$ 8,650.00</b>	<b>\$ 1,350.00</b>	<b>\$ 20,000.00</b>