

Texas Holocaust, Genocide, and Antisemitism Advisory Commission

Education Grant Application Criteria and Procedures

The Texas Holocaust, Genocide, and Antisemitism Advisory Commission (THGAAC) was established on September 1, 2021 by [House Bill 3257](#) and is advisory to the Texas Historical Commission (THC). It is through this bill that the THGAAC is authorized to maintain a grant program for the purpose of assisting the implementation of our goals and objectives.

APPLICATION INFORMATION

Application materials for the 2023 grant cycle will be made available at www.thgaac.texas.gov during the spring of 2023. The THGAAC will accept letters of intent from March 13-27, 2023, and applications from April 10-May 8, 2023. Applicants must submit completed applications together with all required attachments and documentation.

FAQ Meetings will be held virtually at the following times:

1. Thursday, March 16, 2023 at 10:00 AM
2. Tuesday, April 11, 2023 at 6:00 PM
3. Saturday, April 15, 2023 at 10:00 AM

Applicants are encouraged to attend one of these meetings, but attendance is not required. Please visit www.thgaac.texas.gov to register.

REQUIRED ATTACHMENTS

In addition to a completed application form (including narrative and budget), submitted application packets must contain one copy of each of the following:

- Verification of matching funds
- Current proof of nonprofit status
- Résumés of individuals responsible for project oversight

Applicants may also include supplemental materials representing programs/projects similar to the one for which a grant is being requested. **Applications that do not include all required materials will not be eligible for evaluation.**

APPLICATION DEADLINE

To be considered for the 2023 grant cycle, applications must be **complete** and **received** by the THGAAC no later than **May 8, 2023**. Applications will **not** be accepted if:



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- They do not include all the elements listed above
- They are received by the THGAAC after the deadline
- Required elements are submitted separately
- They are faxed or handwritten

Instructions for submission of the application package are given at the end of this document. Please retain a copy of all submitted material for your files.

MATCH REQUIREMENT

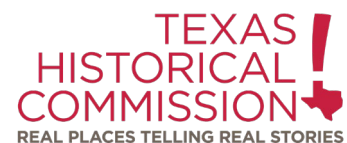
Grants require up to a one-to-one match, unless a waiver is being requested. Applications may be submitted for up to one hundred percent (100%) of the program or project's cost, for a maximum grant amount of \$50,000.00. Organizations should provide up to 50% of the cost in matching funds. In-kind services may be counted toward the 50% match. **Grant funds are payable upon completion of the project as a reimbursement for actual documented allowable costs incurred.** Recipients may be eligible to submit at least one partial reimbursement request during the grant cycle, to help offset up-front costs.

Expenses eligible for reimbursement and/or matching include:

1. Materials and supplies purchased specifically for this project, if outright purchase is less expensive than renting them;
2. Programming costs, including costs related to educating partners such as speaker fees and travel costs, program supplies, and facility fees;
3. Contractual services, including consultant fees, materials, design fees, accounting fees, or other services that you have purchased through a contract (the grant recipient must provide documentation in support of such costs, including a copy of the signed contract and related invoices);
4. Invoices, which must contain basic cost information, such as cost of materials per unit, quantity of materials, hours of labor worked, labor rates, and mark-ups; and
5. Costs associated with outreach related to the grant program/project, such as creating and distributing flyers or eblasts;
6. Staff salaries, provided that the work completed is specific to the grant project and outside of an employee's regular job duties.

ELIGIBILITY REQUIREMENTS

The THGAAC will accept applications from an organization that is certified by the Internal Revenue Service as tax exempt under Internal Revenue Code Section 501(c), (d), (e), (f), or (k), or under



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Section 521(a), or providing instructional services to individuals through a public or private educational institution. All grant programs or projects must be open to the public and must provide accessibility for individuals with disabilities. The THGAAC reserves the right to deem ineligible any program, project, or institution that it determines does not meet program requirements.

ELIGIBLE PROJECTS

THGAAC grants are subject to the [Texas Grant Management Standards \(TxGMS\)](#), issued by the Texas Comptroller of Public Accounts.

Funded programs/projects must address Holocaust, genocide, and/or antisemitism directly, and grants may be awarded to support one or more of the following goals of the THGAAC:

1. To combat antisemitism and to implement Holocaust and genocide courses of study and awareness programs;
2. To support volunteers who have agreed to share, in classrooms, seminars, exhibits, or workshops, their verifiable knowledge and experiences regarding the Holocaust or other genocides;
3. To support events memorializing the Holocaust and other genocides;
4. To support events designed to enhance public awareness of the fight against antisemitism and continuing significance of the Holocaust and other genocides; and
5. To support efforts to recognize International Holocaust Remembrance Day.

RESTRICTIONS

THGAAC grant funds and allowable matches may only be used to carry out the goals of the grant-funded program/project, which may include costs associated with providing or acquiring equipment, supplies, professional services, associated travel expenses, or employee costs for grant project work that is outside of the employee's regular job description.

THGAAC grant funds and allowable matches may not be used for the following purposes:

1. To acquire equipment that will have a useful life beyond the term of the project if similar equipment can be rented for less than the cost of acquisition;
2. To administer the grant itself, such as costs associated with preparing and submitting deliverables, maintaining communications with program staff, or ensuring that work is carried out in accordance with the project's scope of work and budget;
3. For construction-related costs, including building renovation;
4. For food, beverages, awards, honoraria, prizes, or gifts;



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5. For costs associated with advertising or public relations efforts;
6. Deficiencies in previously completed projects, or unanticipated costs in ongoing projects;
7. Loans, fines, penalties, costs of litigation, or associated interest payments;
8. Scholarships, internships, administration fees, purchase of awards, or cash payments;
9. Programs or sites not open to the public or not accessible to individuals with disabilities;
10. Fundraising activities/events or political contributions;
11. To cover the full amount of goods or services that were reduced or discounted;
12. Costs associated with advocacy, lobbying, or political activities;
13. Late fees incurred by the grant recipient or subcontractors for delinquent payment of invoices;
14. Interest accrued and charged for late payment of invoices.

APPLICATION REVIEW

The application must clearly and adequately show how an organization's proposed program/project will address the Holocaust, genocide, and/or antisemitism. It must also give detailed projections regarding feasibility, timeline, estimated budget, and measurable outcomes and impacts.

Applications that do not address all required items, or that are received after the deadline, may be disqualified. THGAAC staff will provide application advice as time permits.

EVALUATION CRITERIA

1. Relevance to the THGAAC Mission (0-25 points)

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

2. Qualifications of the Applying Organization (0-20 points)

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

3. Potential Impact of Proposed Project (0-20 points)

- What audience will the project reach?
- What are the goals and desired outcomes of the project?



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- How many individuals will this project reach?
 - What is the urgency and need for this project?
 - How will you measure your results and/or outcome?
- 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 timelines contained in the submitted proposal?
- 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. Urgency of Need and Public Support (0-25 points)**
- Is there a demonstrated need for the program/project?
 - Will the public benefit from the program/project?
 - Has the public requested this program/project?
- 7. Timetable for Project (0-5 points)**
- Is the timetable for this project reasonable?
 - Are the goals and deadlines on the timetable clear?
- 8. Geographic Diversity (0-5 points)**
- Will this project reach Texans in rural/smaller areas?
- 9. Applicant's Past Performance (pass/fail)**
- Has the applicant received a THGAAC grant in the past? If so, did they satisfactorily meet all the grant obligations as outlined in their funding agreement?

GRANT SELECTION

All eligible applications will be independently reviewed and scored by a designated scoring committee, using the aforementioned rubric. The recommendations of the scoring committee will be presented to the THGAAC Commissioners at the May 31, 2023 quarterly meeting, and then to the THC Commissioners at their July 20-21, 2023 quarterly meeting. Applicants will be notified in writing of the actions taken on their applications. Unsuccessful applicants may be counseled by THGAAC staff.

All grant recipients will be required to attend a virtual orientation meeting at the beginning of the grant cycle. The schedule for these meetings will be announced after the THGAAC's May 31, 2023 quarterly meeting.

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 THGAAC and the grant recipient. Grant recipients must receive written approval from the THGAAC before making any changes to the grant program/project. Proofs or working drafts of all project materials must be approved by the THGAAC prior to fabrication or publication. Materials must include the THGAAC's logo, which will be provided, and the following



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support acknowledgement clause:

“This program (or project) is supported in part by the Texas Holocaust, Genocide, and Antisemitism Advisory Commission.”

FINANCIAL REIMBURSEMENT, REPORTING, AND RECORD KEEPING

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 that are consistent with the approved budget contained in the funding agreement. Grant recipients may be eligible to submit at least one partial reimbursement during the grant cycle, to help offset up-front costs, provided the match requirement is met for the partial amount and all documentation is submitted. The final 10% of the grant award amount will be held until the final report is processed and accepted.

Once the final report has been processed and accepted, the THGAAC will submit a reimbursement request to the THC. The THC will process the reimbursement.

Expenses incurred prior to the commencement date of the grant cycle, or after the deadline of the grant cycle, are not eligible for reimbursement. The 2023 Grant Cycle will be August 1, 2023 through July 31, 2025.

REPORTING

Grant recipients must submit quarterly reports on the progress of the grant program/project (the dates will vary by cycle and will be specified in the funding agreements). These reports must include current information on the status of work and finances. The THGAAC's Grant Specialist will provide a reporting template for grant recipients to use.

Grant recipients are required to submit for review any proposed contracts for professional services, prior to their finalization.

Outcomes and impact are considered part of the status of a program/project. All grant recipients will have submitted projected figures in their applications, and these projections will be included in the funding agreements. In each quarterly report, the grant recipient must compare relevant projections to the actual current results of outcomes and impact.

A final narrative report with photo documentation must be submitted within four weeks of the project's completion. This report should also show the comprehensive results corresponding to the five elements of potential impact in the grant application. These elements are:

- 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?
- How will you measure your results and/or outcome?

The results of the outcomes and impact of each program/project will be used to determine whether or not the program/project was successful and will be included in Commission reports.

The final report must be accompanied by a final itemized list of expenses, along with invoices (when available) and proof of payment for each item that has not been previously reimbursed.



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CONTACT INFORMATION

The THGAAC recommends contacting staff to discuss the eligibility of your project prior to applying. THGAAC 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@thgaac.texas.gov with any questions you may have.

Please submit all application materials electronically, by emailing them to cheyanne.perkins@thgaac.texas.gov.

