

# Education Grant Handbook

Texas Holocaust, Genocide, and Antisemitism Advisory Commission

Fiscal Year 2023

Contact: Cheyanne Perkins, THGAAC Grant Specialist  
(512) 463-5674 | [cheyanne.perkins@thgaac.texas.gov](mailto:cheyanne.perkins@thgaac.texas.gov)



# Table of Contents

## I. Program Rules and Regulations

- Legislative Authority for the Texas Holocaust, Genocide, and Antisemitism Advisory Commission's (THGAAC) Grant Program
- Guidelines for the THGAAC Grant Program
- Eligibility Requirements and Criteria for the THGAAC Grant Program

## II. Applying for a Grant

- Announcements of Grant Cycles
- FAQ Meetings for Interested Applicants
- Letters of Intent
- Application Process
- Scoring and Results Process
- Conflict of Interest Policy

## III. Starting the Grant Project

- Notification of Grant Award
- Mandatory Grant Orientation Meeting
- Grant Funding Agreement
- Matching vs In-Kind Expenses

## IV. Project Execution

- Quarterly Reports
- Partial Reimbursements
- Tracking Outcomes and Impact

## V. Project Closing

- Final Report
- Final Reimbursement
- Official Closing
- Audits and Future Eligibility

## VI. Resources

# I. Program Rules and Regulations

## Legislative Authority for the THGAAC Grant Program

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.

## Guidelines for the THGAAC Grant Program

The THGAAC anticipates awarding up to \$315,000.00 in funding during the current cycle which begins March 13 and ends May 8, 2023. The maximum grant award will be \$50,000.00. These funds will support initiatives throughout the state that address the subjects of Holocaust, genocide, and/or antisemitism. All grant programs/projects must be open to the public and must be accessible by individuals with disabilities. The THGAAC reserves the right to deem ineligible any project or institution that it determines does not meet program requirements.

The THGAAC will accept letters of intent for the 2023 grant cycle from March 13, 2023 through March 27, 2023, and will accept full applications from April 10, 2023 through May 8, 2023. A designated scoring committee will assess all applications based on an established rubric (see below) and will present funding recommendations to the THGAAC's Commissioners at the May 31, 2023 quarterly meeting. Commissioner decisions on the recommendations will be presented to the Commissioners of the THC for final acceptance at their July 2023 quarterly meeting. The THGAAC will notify each applicant in writing on the outcome of their grant funding request following this meeting.

Funded THGAAC Grant programs/projects must be completed between August 1, 2023 and July 31, 2025.

## Eligibility Requirements and Criteria for the THGAAC Grant Program

THGAAC grants are subject to the [Texas Grant Management Standards \(TxGMS\)](#), issued by the Texas Comptroller of Public Accounts. Any nonprofit organization headquartered in the State of Texas is eligible to apply for a THGAAC Grant. Eligible applicants/recipients must be certified by the Internal Revenue Service as tax exempt under Internal Revenue Code Section 501(c), (d), (e), (f), or (k), or under Section 521(a), or providing instructional services to individuals through a public or private educational institution. Grant awards will require a 50% match. Applicants persuasively establishing an inability to dedicate funds or other resources to a compelling project that assists the THGAAC in meeting multiple goals may receive a waiver. Waiver requests must be written and submitted with the application form, explaining why the match cannot be provided and all efforts made to identify funds or other resources. All grant funds will be provided as reimbursements for actual incurred expenses (grant recipients may be eligible to submit at least one partial reimbursement during the grant cycle, to help offset up-front costs). A Criteria and Procedures document, which contains detailed information on the grant requirements, will be available on the THGAAC's website for each grant cycle.

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.

THGAAC grant funds and allowable matches may only be used to carry out the goals of the grant-funded 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;
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.

## II. Applying for a Grant

### Announcement of Grant Cycles

Announcements and current information regarding all grant cycles will be available on the THGAAC website, via the [Grants page](#). Periodic updates will also be provided through the THGAAC's social media sites and newsletter.

### FAQ Meetings for Interested Applicants

The THGAAC's Grant Specialist will hold at least one virtual meeting for potential applicants during the application period. The purpose of this meeting will be to provide general information on the THGAAC's grant process, and to answer questions. This meeting will not be mandatory, but participation is highly recommended. Depending on demand and scheduling, more than one meeting may be arranged.

### Letters of Intent

The THGAAC will accept letters of intent prior to accepting full applications. Letters of intent are encouraged, but not required. The THGAAC will provide a template for the letters on their website; these templates are to be used for all letter of intent submissions.

The THGAAC may recommend that a project is not eligible for funding based on its letter of intent. In that case, the THGAAC Grant Specialist will provide consultation to the applicant, if needed, regarding that decision. In this way, the THGAAC hopes to make the application process as efficient as possible for interested organizations.

The THGAAC will accept letters of intent for the 2023 Grant Cycle from March 13, 2023 through March 27, 2023.

### Application Process

Applications will be available on the THGAAC website once the official application period opens for each cycle. The applications will require more detailed information than the letters of intent and will require long-term planning on the part of applying organizations.

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. A Criteria and Procedures document, which explains each portion of the application, will be available on the THGAAC's website. The THGAAC recommends that each applicant review this document closely, to ensure that they meet all requirements.

The THGAAC will accept applications for the 2023 Grant Cycle from April 10, 2023 through May 8, 2023.

## Scoring and Results Process

All eligible applications will be independently reviewed and scored by a designated scoring committee, using an established rubric. The rubric includes the following:

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?
  - 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?

During the review process, scoring committee members may not discuss application proposals with anyone other than THGAAC staff. The THGAAC's Grant Specialist will compile the reviewers' scores and

develop a report listing the applications in score order. Reviewers will discuss their scores and finalize recommendations at a scheduled meeting. The THGAAC's Grant Specialist will present the recommendations to THGAAC Commissioners at their next quarterly meeting, where the Commissioners will vote on final approval. The approved recommendations will then be presented to the THC's Commissioners at their next quarterly meeting, for final acceptance. Applicants will be notified in writing of the actions taken on their applications. Unsuccessful applicants may be counseled by THGAAC staff.

## Conflict of Interest Policy

A conflict of interest occurs when financial or other personal considerations may compromise or bias professional judgment and objectivity. Individuals with a conflict of interest will not be permitted to review applications in any grant round where their conflict applies. THGAAC or THC commissioners associated with entities with grant applications being considered will recuse themselves from voting on those applications.

# III. Starting the Grant Project

## Notification of Grant Award

Upon the approval of the scoring committee's recommendations by THGAAC Commissioners, and the acceptance of these by THC Commissioners, the THGAAC's Grant Specialist will notify successful applicants of their awards and next steps. The THGAAC will also post a list of all funded projects on their website.

## Mandatory Grant Orientation Meeting

All THGAAC Grant recipients will be required to attend a virtual orientation meeting, to be led by the THGAAC's Grant Specialist. The purpose of this meeting will be to familiarize recipients with the THGAAC's processes and requirements. It will also provide an opportunity for recipients to ask questions. Depending on demand and scheduling, more than one meeting may be arranged. After attending the orientation meeting, grant recipients will receive their funding agreements.

## Grant Funding Agreement

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. Once the funding agreement has been prepared, a copy will be emailed to the grant recipient. The grant recipient is expected to review the agreement carefully, and to ensure that the person signing the agreement has signature authority. The grant recipient must return the signed agreement to the THGAAC's Grant Specialist for final processing.

Grant recipients must receive written approval from the THGAAC before making any changes to the grant program/project. Upon approval, the THGAAC's Grant Specialist will draft an amendment to the funding agreement, which will update the relevant section within the agreement.

The funding agreement outlines the entire grant process and all its expectations and will be useful as a reference document throughout the grant cycle. The information included in the funding agreement will be taken from the applications submitted by the grant recipients, since these applications include the information that was specifically approved by THGAAC and THC Commissioners.

## Matching vs. In-Kind Expenses

The matching requirements for THGAAC Grants may be met by either cash contributions or in-kind items. In the case of in-kind items, proof of the established value of these items must be provided in writing.

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.

# IV. Project Execution

## Quarterly Reports

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.

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 support acknowledgement clause:

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

## Partial Reimbursements

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. Partial reimbursement requests must include an itemized list of expenses for the period of reimbursement, relevant invoices, and proof of payment for all expenses. The final 10% of the grant award amount will be held until the final report is processed.

## Tracking Outcomes and Impact

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.

# V. Project Closing

## Final Report

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.

## Final 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 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.

## Official Closing

Upon the processing of the final reimbursement by the THC, the THGAAC's Grant Specialist will send a closing letter to all grant recipients, stating the final reimbursement amount and date. This will officially close the grant.

## Audits and Future Eligibility for THGAAC Grants

Grant recipients are subject to audit by the State of Texas and/or by an external auditor employed by the THGAAC or the THC, in compliance with state audit standards.

The THGAAC and/or the THC has the right to use grant-funded resources in any educational or promotional materials.

THGAAC grant recipients are expected to comply with the requirements outlined in their legally binding funding agreement. If a recipient does not understand a requirement, or has questions about how to meet that requirement, they should contact the THGAAC's Grant Specialist as soon as possible. Failure to meet the requirements of the funding agreement may result in future ineligibility to apply for a THGAAC grant.

# VI. Resources

All current THGAAC grant materials are available on the Commission’s website. These include:

1. The THGAAC Grant Handbook;
2. The Criteria and Procedures document;
3. The template for letters of intent; and
4. The Grant application form.

The [Texas Grant Management Standards](#) (TxGMS) are available through the website of the [Texas Comptroller of Public Accounts](#). The TxGMS provide the foundation for the THGAAC’s Grant Program.

The THGAAC Grant Specialist is available to answer any questions regarding the Grant Program. Please contact Cheyanne Perkins by email ([cheyanne.perkins@thgaac.texas.gov](mailto:cheyanne.perkins@thgaac.texas.gov)) or phone ([512] 463-5674).