

Texas Holocaust and Genocide Commission

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WINTER 2021 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 Winter 2021 grant cycle will be made available at www.thgc.texas.gov during the fall of 2020. Applicants must submit completed applications together with all required attachments and documentation to THGC between December 1, 2020 and January 11, 2021.

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 the required matching funds
- A **current** copy of the organization's IRS determination letter of 501(c)(3) tax-exempt non-profit status;
- Proof of registration with the Texas Secretary of State as a Texas Non-Profit Corporation under Chapter 22 of the Texas Business Organization Code

Applicants must also include professional résumés of individuals responsible for project oversight (demonstrating past experience that is relevant to the proposed grant project) and supplemental materials representing programs 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 Winter 2021 grant cycle, applications must be **complete** and **received** by the THGC no later than **January 11, 2021**. Applications will **not** be accepted if:

- They do not include all the elements listed above;
- They are received by the THGC 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. Applications may be submitted for up to one hundred percent (100%) of the project's cost, for a maximum grant amount of **\$10,000**. Organizations should provide up to 50% of the cost in matching funds, based on need. 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.**

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ELIGIBILITY REQUIREMENTS

The THGC will accept applications from an organization that is a tax-exempt 501(c)(3) nonprofit institution formed under Chapter 22 of the Texas Business Organization Code, and headquartered and doing business in the state of Texas. All grant projects or programs must be open to the public and must 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.

Eligible Projects

The intent of this grant program is to advance public knowledge and the study of the Holocaust and other genocides. The THGC is charged with providing advice and assistance regarding the implementation of Holocaust and genocide education and programming. To accomplish its statutory mission, THGC provides grant funding for a variety of programs and projects, including those that involve classroom education, workshops, recording of oral histories, memorials, and exhibits. THGC also has awarded grants to fund research or scholarly endeavors.

Restrictions

Grants are subject to the Uniform Grant Management Standards (UGMS), issued by the Texas Comptroller of Public Accounts. Whether requesting reimbursement or showing as matching/in-kind contributions, the following items are examples of costs that are not allowable.

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

- Proposals that do not meet general eligibility requirements listed above;
- 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;
- 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?
- How does the project emphasize and educate about 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?
- 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. 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

THGC staff will review grant applications and make recommendations to the THGC governing body. The commissioners will make the final decisions regarding allocation of grant funds at the THGC's February 1, 2021 quarterly meeting.

The THGC may fund multiple grant projects, only one project, or none. Not every grant project can be funded, and those projects that are selected for a grant award may not be funded to the full amount requested.

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 e-mailed 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 for final processing. Project work can begin as soon as possible following notification of the THGC's receipt of the agreement signed by both parties.

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:

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“The program (or project) is supported in part by the Texas Holocaust and Genocide Commission.”

CHANGES IN PROGRAMMING

The Grantee must receive written approval from THGC before it makes any change in the program that is the subject of the grant award.

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 that are consistent with the approved budget. Expenses incurred prior to the commencement date of the grant agreement 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 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;
- 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 THGC 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 **April 30, 2021**. ***After that, quarterly reports are due on July 31, 2021 and October 31, 2021.*** In lieu of a final monthly update in January 2022, the Grant Recipients are required to submit a complete financial report of expenditures and the final reimbursement request for the project no later than **January 31, 2022**.

A final narrative report with photo documentation must be submitted within four weeks after the project's completion. Additionally, the report should show results corresponding to those five elements of the potential impact of the proposed project, as outlined under the Evaluation Criteria described in this document and given again as follows:

- 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?

Failure to complete the funded project in accordance with the requirements of the grant award and to provide timely and complete reports as stated above may result in loss of all or part of the grant funds and may affect the Grant Recipient's eligibility for a future grant award.

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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 with any questions you may have.

Please submit all application materials electronically, by e-mailing them to cheyanne.perkins@thgc.texas.gov.

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BUDGET EXAMPLE

REVENUES	THGC Grant	In-Kind	Other Sources	Total
THGC Grant Funds	\$ 10,000.00			\$ 10,000.00
Fees/Paid Admission Detail				
Workshop attendees – attendance fee		\$ 250.00		\$ 250.00
Applicant Organization Contributions Detail				
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
Secured Grants/Sponsorship Detail				
Smith Foundation			\$ 500.00	\$ 500.00
Partner Organization Detail				
Partner #1			\$ 500.00	\$ 500.00
Partner #2			\$ 250.00	\$ 250.00
Individuals Donors Detail				
Donor			\$ 100.00	\$ 100.00
Other Detail				
Not applicable				\$ 0
TOTAL REVENUES	\$ 10,000.00	\$ 8,650.00	\$ 1,350.00	\$ 20,000.00
EXPENDITURES	THGC Grant	In-Kind	Other Sources	Total
Applicant Organization Staff Salaries				
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
Professional Services: Fees paid for speakers (includes travel)				
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
Space rental: Fees for venues where the project will take place				
Partner #1 donating workshop space in city #1			\$ 500.00	\$ 500.00
Partner #2 donating workshop space in city #2			\$ 250.00	\$ 250.00
Rentals (other than facilities)				
Not applicable				\$ 0
Supplies/Materials: Items necessary to the production of the project				
Binders, nametags, related office supplies		\$ 564.00		\$ 564.00
Specialized workshop supplies needed for instruction	\$ 200.00	\$ 500.00		\$ 700.00
Printing: Fees associated with the production of the project				
Workshop notebook material: 120 @\$10	\$ 1,200.00	n/a		\$ 1,200.00
Donor donating event signage			\$ 100.00	\$ 100.00
Marketing				
Invitation printing and postage fees			\$ 250.00	\$ 250.00
Travel Costs				
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
Other expenses involved in the production or marketing of the project				
Tote bags for workshop attendees: 120 @ \$1.25	\$ 150.00		\$ 250.00	\$ 400.00
TOTAL EXPENDITURES	\$ 10,000.00	\$ 8,650.00	\$ 1,350.00	\$ 20,000.00