Preservation & Access Grant—Application Deadline: October 26, 2022, at 5 PM

Hawaii Council for the Humanities

APPLICATION INFORMATION

Preservation & Access Grants (up to $10,000)
Deadline: October 26, 2022, at 5 PM
These grants go towards funding projects that mālama our history, and preserve existing resources that are important to a community, and to make them publicly accessible to researchers, students, and the general public.

Ours is a competitive grant award process, and if you are interested in a consultation or want us to review your application, we encourage you to contact Director of Community Grants Stacy Hoshino at shoshino@hihumanities.org, (808) 469-4551, no later than two weeks before the grant application deadline.

Note: Incomplete or inaccurate information may disqualify your application.

NONPROFIT STATUS AND FEDERAL COMPLIANCE

Organization is a 501(c)(3) Nonprofit*
Choices
Yes
No. Proceed to "If NO, we will be partnering with a Sponsoring Organization" section

If awarded a Hawaiʻi Council for the Humanities Grant, you will be required to submit an IRS W-9 form to prove your IRS 501(c)(3) nonprofit status.

If NO, we will be partnering with a Sponsoring Organization
because we do not have 501(c)(3) status.
Please upload a letter from the sponsoring organization that explains and confirms the bulleted requirements below:

The Sponsoring Organization:

- Assumes all programmatic, financial, and legal responsibilities associated with the award.

- Must make substantive contributions to the success of the project.

- <u>May not function solely as a fiscal agent or sponsor</u>. An organization that functions solely as a fiscal agent or fiscal sponsor is not eligible for an award or a subaward.
- Has a UEI (SAM), and in compliance with federal grant and contract requirements.

TIP: Cut and paste the bulleted list so the sponsoring organization can answer each requirement.
Upload a PDF file.
File Size Limit: 2 MB

UEI (SAM)*
Character Limit: 12

UEI (SAM) Public Search Access*
Note: If we cannot access your UEI (SAM) account to verify that it is active at the time of application submission, it will be disqualified because this is required. Be sure to check that your account allows for public searches.
We confirm that our organization's non-sensitive information is included in the public search results on SAM.gov and the SAM public data file.

Choices
Yes

CAGE Code*
In your SAM.gov account, find your 5-alpha-numeric CAGE (Commercial And Government Entity) code next to your UEI.
Enter it below
Be sure to accurately enter it
Character Limit: 5

Federal Employer Identification Number (EIN)*
Every organization must have a nine-digit employer identification number (EIN) even it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. More information: https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers

Enter your nine-digit employer identification number (EIN)
Character Limit: 9

Nonprofit Organization Single Audit Status*
If your organization or institution received more than $750,000 in federal funds during the most RECENT fiscal year, you are required to have a Single Audit.

For more information about Single Audits, please refer to this link:

https://www.councilofnonprofits.org/nonprofit-audit-guide/federal-law-audit-requirements
If you are unclear about this, we recommend that you seek professional guidance from your finance office.

Is your Organization required to file a Single Audit?

Choices
Yes
No

If Yes, a Single Audit is Required
Please upload your most recent Single Audit here.

File Size Limit: 3 MB

ORGANIZATION INFORMATION

Your Organization's Website*
What is your website address?

Character Limit: 500

Mission Statement*
Please write your Mission Statement here.

Character Limit: 1000

Organization Headquartered in Hawaiʻi and Serves the Community of Hawaiʻi*
Is your organization headquartered in Hawaiʻi and serves the Hawaiʻi community?

Choices
Yes
No

If awarded a Hawaiʻi Council for the Humanities Grant, you will be required to submit an IRS W-9 form to show your IRS 501(c)(3) nonprofit status.

Which Hawaiʻi city or town is your organization located in?*
Character Limit: 20

Island*
Choices
Hawaiʻi
Maui
Lanaʻi
Molokaʻi
Oʻahu

Kauaʻi

Your Community*

Briefly answer the following:

- What communities do you work with and provide programing for?

- Also, please describe any under-resourced communities your organization serves, or is led by.

Tip: Cut and paste the above list in the text box to guide your answers,

Character Limit: 2000

Hawaiʻi Congressional District*

HIHumanities annually reports to NEH and Congress about the use of federal funds to create exciting humanities programs in our state.

Which Congressional District is your organization located within? Locate your Congressional District here.

Choices
District 1
District 2

CONTACT INFORMATION

Project Director Name*

The project director administers the entire project and is responsible for submitting a fund requests and the final report to Hawaiʻi Council for the Humanities (HIHumanities) at the end of the grant period.

Character Limit: 200

Project Director Telephone*
Character Limit: 100

Project Director Email Address*
Character Limit: 100

Nonprofit Organization's Executive Director or Executive Administrator Overseeing Project*

Please enter the nonprofit organization's executive's name who will be signing documents pertaining to this project. The person listed will be responsible for oversight.

Character Limit: 100

Executive Director or Executive Administrator Telephone*
Character Limit: 100

Nonprofit Organization's Executive Director or Executive Administrator Email*
If awarded, this person will be included in emails concerning the grant.

Character Limit: 100

Project and Grant Administration Experience*
Because project management and grant administration are key to accomplishing project goals and understanding HIHumanities federal grant compliance:

- Briefly describe both the Project Director's and Executive Administrator's experience with project and grant management
- Briefly explain their roles and responsibilities with this project and its grant administration.

Note: Both Project Director and Executive Administrator as written in the application may be contacted at anytime to discuss the project and grant.

Tip: Cut and paste the bulleted list in the text box to help guide your answers. Label each section with the respective person's name.

Character Limit: 1500

PROJECT INFORMATION

Project Name*
What is the name of your Project?

Character Limit: 40

Project Start Date*
When does your project officially start?

A <u>start date</u> should reflect when your project has confirmed funding and is ready to execute.

You have up to one year from your Project Start Date and Project End Date to complete your project.

The first possible start date is 8 weeks after the grant deadline you submitted under, to give HIHumanities time to review your proposal and get approval from our board.

Character Limit: 10

Project End Date*
When does your project officially end?
The <u>end date</u> is when you have completed all aspects of the project which includes public program(s), data collection, and closing the budget after all payments are made and your accounting is closed. You have up to one calendar year to complete your project.

At the end of the project you will be required to complete a Final Report and after approved, 10% of grant funds witheld will be distributed.

Character Limit: 10

Plan and Timeline*
Include an estimated timeline/schedule with project details on what will be achieved on the timeline/schedule for preservation and access activities.

Be sure to include the dates of the preservation and access activities, and date and time of the required public program(s), and include the planned venue locations for in-person programs, online platforms, etc.

<u>Please use a timeline format, for example:</u>
January 202X
Work with project team to commence planning of project as soon notice of grant is received. Consult with leadership on what supplied are needed.

February 202X
Start scanning materials and creating meta data.
Upload first scanned files into database.

Please keep in mind that the earliest project start date is 8 weeks after the grant deadline, since HIHumanities will need that time to approve your grant with our board.

Character Limit: 5000

SIGNIFICANCE TO THE HUMANITIES
Please answer the following:*
- What resources are you preserving and briefly explain the subject of the collection?
- Why is it important to the humanities community, and what historical or other information can researchers derive from it?

- What community need is the project addressing, and will a specific community benefit from this project?

Tip: Cut and paste the bulleted question list into the text box to help guide your answers.

Character Limit: 2000

PRESERVATION AND ACCESS LEADERSHIP

A strong Preservation & Access project includes project personnel that can provide professional guidance, rigor, and analysis, and apply archival preservation standards and develop universal access using humanities indexing and cataloguing methods. This is your project's Preservation & Access Leadership.

The Project Director can also be the Preservation & Access Leadership.

If Preservation & Access Leadership does not possess a MLIS degree, any equivalent combination of education, training, and/or progressively responsible professional experience with responsibilities for preservation and access activities in a library or archival setting which provides the required education, knowledge, skills and abilities will be considered.

If you do not have Preservation & Access Leadership, and need to find someone, contact Stacy Hoshino at shoshino@hihumanities.org or (808) 469-4551.

Is the Project Director Also the Preservation & Access Leadership?*
Choices
Yes, Project Director is Preservation & Access Leadership
No, Project Director is not Preservation & Access Leadership

If YES, Project Director is Also the Preservation & Access Leadership
Please tell us about your Preservation & Access Leadership to the project, in a brief bio.

Be sure to explain your expertise and role and responsibilities for the project.
Character Limit: 5000

Project Director's Résumé (if also Preservation & Access Leadership)
Please upload a PDF file.
File Size Limit: 2 MB

If No, Project Director is not the Preservation & Access Leadership
What is the name of the Preservation & Access Leadership?

Please tell us about your Leadership, include professional title(s) and a brief bio.

Be sure to explain their expertise, roles and responsibilities for the project.

Character Limit: 5000

Preservation & Access Leadership Letter of Commitment and Résumé

If No, Project Director is not the Preservation & Access Leadership, they are required to submit a Letter of Commitment and should include, what are the roles and responsibilities, interest and expertise, preservation and access methods, and commitment to the project. The Leadership will also serve to evaluate the project in the final report.

Also, upload a brief résumé that includes professional degrees and experience.

Please upload a PDF file.

File Size Limit: 2 MB

HUMANITIES SUBJECT EXPERT

A Humanities Subject Expert can provide the following: guidance, rigor, analysis, and indexing knowledge. Also, Humanities Subject Expert can assist in developing a larger context of the collection, and connect it to history, and can assist with developing the required public program that features your Preservation & Access Grant-funded project.

Note: The Project Director can also be the Humanities Subject Expert but if you need assistance with adding humanities context to the project please list a Humanities Subject Expert who will be working with you.

Are You Including a Humanities Subject Expert as Project Staff?*
Choices
Yes, I will be including a Humanities Subject Expert to evaluate and advise the project.
No, the Project Director will serve as the Humanities Subject Expert.

Humanities Subject Expert Bio*
Please tell us about the Humanities Subject Expert, include professional title(s), affiliations, and a brief bio.

Be sure to explain their expertise, role and responsibilities for your project.

If Project Director will serve as the Humanities Subject Expert, include the same information above to tell us about their experience.

Character Limit: 5000

If Yes, I will be including a Humanities Subject Expert to evaluate and advise the project.

A Humanities Subject Expert name and a Letter of Commitment to the project is required. The letter should explain the resource's humanities significance, the Humanities Subject Expert's expertise, role, support, and commitment to the project. The Humanities Subject Expert will also evaluate the completed project.

Upload the Humanities Subject Expert's Letter of Commitment. PDF file is accepted.

File Size Limit: 2 MB

PRESERVATION ACTIVITIES

Why Resources Need to be Preserved?*

Explain briefly why the resources need to be preserved.

Provide examples such as overuse and access have caused damage, deterioration over time, among other reasons specific to your materials.

Character Limit: 2000

Preservation Activities*

Explain how you will be preserving the resources, for example through archival processing, preservation and conservation, using new storage and housing methods, or scanning and digitization.

Character Limit: 2000

ACCESS TO RESOURCE

Because of the Preservation & Access Grantline's objectives are to preserve a public resource and create access to the resource, and the grant's funding origin is federal, public access is important and required for the resources preserved.

Whether online or in-person, public access is required to have the following:

- The resources created for this project should have long-term website hosting and long-term management and maintenance service of the digitized materials or hard copies.

- A project overview, the collection's humanities significance and context, a user guide to the collection, access to project's searchable database, and other supplemental

information and links. This can be in the form of a webpage, library guide, hard copy, etc. Guides can be hard copy, digital, or a combination thereof.

Public Access*

Whether access is online or in-person, the resources created for this project should have long-term website hosting and long-term management and maintenance service of digitized materials or hard copies.

Please briefly explain the following:

- How will you make the preserved materials accessible to researchers and the general public?
  - Be sure to describe your plans for a public-facing introduction page that includes a project overview, the collection's humanities significance and context. Also, include user guide to the collection, information about access to project's searchable database, and other supplemental information and links. The introduction page can be in the form of a webpage, library guide, hard copy, etc.
- What software, database, and industry standards will be used?
- What is your long-term website hosting and long-term management and maintenance service information and plan?

Tip: Cut and paste the bulleted list into the text box to guide your answer.

Character Limit: 2000

PUBLIC PROGRAM ACTIVITIES

Because Preservation & Access Grant-funded projects are created to be used by researchers and lifelong learners, we <u>require</u> that you host a <u>public</u> program activity to introduce the project, explain its humanities significance and its preservation activities, and how to access the materials.

Some program examples are: a public-facing presentation with the project director and project leadership; a discussion panel to bring context to the project and subject matter; a recorded program and tutorial to explain the project and explain how to search the resource; etc.

Public Program Activity Plans*

- Explain your Public Program Activity, include presenter names and brief bios.
- Also, include whether the Public Program Activity will be:
  - Live (In-Person or Live-Streaming) Activity

- o   Non-Live (Recorded) Activity.
- o   If you plan to record a Live Activity and upload it for public access within your project period, that is considered a separate Non-Live (Recorded) Activity, and describe it below.

Tip: Cut and paste the bulleted question list into the text box to help guide your answers.

Be sure your Public Program Activities are also detailed in the <u>Project Information section</u> above within the <u>Plan and Timeline</u> text box.

Character Limit: 3000

Admission*

A majority of the programs we fund are free and open to the public so access is inclusive and available to as many people as possible. For-profit or fundraising events are not allowable for this grantline. Minimal and reasonable admission fees are allowable to support basic costs.

We encourage that your public program is free-to-the-public, has a wide reach, and not be focused mainly on library and archives professionals but to researchers and people who have interest in the subject and resource.

Please explain how you will create public access to your program (free admission, support for those with different abilities, translation or language support, rebroadcast or reposting of the event online, etc.) to your audience and to a public that may include people of different abilities.

**If an admission fee is required:

- Please explain why it is necessary for your public program;
- Enter admission fee in your Budget under Applicant Cost Sharing--In-kind "Operational."

TIP: Cut and paste the bulleted question list into the text box to help guide your answers.

If no admission fees, enter None

Character Limit: 2000

HOSTING PARTNERSHIP

Sometimes an organization does not have the capacity to house their preservation activities, and to host a searchable database, and they partner with an organization or institution that has those capabilities. Examples of Hosting Partnerships are: libraries, archives, nonprofit organizations, community groups, schools, etc.

The partnership can include a combination of professional roles and responsibilities for processing and archiving activities, and public access creation, as long as the processing activities and public access meet universal library and archive standards.

If plans include a hosting partnership with another organization or institution to process, host, and make your project accessible, please explain the work you have agreed to do with the hosting partner, your plans, and their role and responsibilities as a hosting partner.

Agreed sharing of intellectual property rights, and long-term hosting responsibilities should also be explained.

Hosting Partnership*

Will all or some parts of the project include a Hosting Partnership?

Choices

Yes, all or some parts of the project will include a Hosting Partnership.
No, the project will not have a Hosting Partnership.

If Yes, Project will Include a Hosting Partnership

Briefly explain who your Hosting Partner is, and their agreed preservation activities and public access role and responsibilities.

Character Limit: 2000

Hosting Partner's Agreement and Commitment

Hosting Partner's Agreement and Commitment show that negotiations are completed at the time of applying, and if awarded, the grant-funded project can proceed without delay.

Because Hosting Partnerships involve at least two parties, the applicant organization and the hosting partner, a Memorandum of Agreement, or other contractual form, shows commitment and establishes agreed upon roles, responsibilities, activities and goals. Also, it confirms sharing of intellectual property, long-term hosting responsibilities, and that project timeline and deadlines are feasible and will be met.

Upload the Hosting Partner's Memorandum of Agreement. PDF file is accepted.

File Size Limit: 2 MB

HUMANITIES AND EDUCATIONAL PRODUCTS

Will this Project Create Any Humanities / Educational Products?*

Examples include in-depth handouts or guides, videos or other media, curriculum, etc. These can be digital, hard copy, or any combination thereof.

Acknowledgment of HIHumanities and National Endowment for the Humanities grant support on such products is required. More information about Publicity Requirements and Acknowledgements here.

Please describe your educational products.

Character Limit: 2000

OUTREACH, PUBLICITY, COMMUNITY PARTNERSHIPS

Outreach and publicity of your HIHumanities Grant-funded project are important for visibility, attendance, resource use, etc. We encourage projects to perform outreach to new and diverse communities as well as professional development organizations.

For public programing, you are required to inform HIHumanities in advance of your public program information with date(s), time(s) and venue(s), so we can promote and share them on our social media, community calendar, etc.

We may need to contact you for additional information, photos, images about your public program.

Publicizing Public Program and Newly Created Resources*

What are your plans for attracting an audience for the event(s), resources(s), and/or product(s) associated with this project?

Include which media platforms you will be using. Which communities will you focus publicity on?

Character Limit: 2000

Community Partnership*

Partnering with another organization, institution, professional development organization, etc., can contribute to your project's mission, and help to publicize, access and extend your project's reach.

Do you have any confirmed or planned partnerships?
Please list the people or organizations and status on whether they are confirmed or you plan to approach.

To strengthen your application please submit up to two letters of commitment from confirmed partnering organizations explaining their roles and responsibilities.

Character Limit: 2000

Upload Community Partnership Letter of Commitment
File Size Limit: 2 MB

New Outreach*
Are you doing New Outreach, and who is the new community(s)?
What is your outreach plan to communities that you have not yet reached, or would like to reach?

Character Limit: 2000

EVALUATING YOUR PROJECT

Evaluation*
User feedback is important for evaluating your project for you, your organization, and HIHumanities and National Endowment for the Humanities.

Evaluations, either through database visits, audience surveys, internal assessment, and other methods give insights to the success of the project and if goals were accomplished.

Please answer the following:

- How would you determine that your project is a success?
- What methods will you use to evaluate your grant-funded project?
- How will you record visitors to your resource?

If awarded a Preservation & Access Grant, you will be responsible for collecting public program audience attendance and feedback; visitor hits and feedback about the resource created; and Congressional District information for the location of your project. These will be part of your Final Report.

Tip: Cut and paste the bulleted list into the text box to guide your answer.

Character Limit: 2000

BUDGET

For more information about what kinds of programs are funded and not eligible for funding please refer to Grant FAQs.

Please note: The total amount of HIHumanities grant funds which may be requested during the project's duration is 90%, and the amount which shall be withheld by HIHumanities until the submittal of all required project reports is 10%. In accordance with federal guidelines, requests for grant fund advances are limited to what you will need for a three-month period.

If charging admission fees:
The term "program income" means net income received by the grantee that is directly generated by the grant-project or earned only as a result of a grant award during the grant period. Program income includes, but is not limited to, income from fees for services performed, from the use or rental of personal property acquired with grant funds, from the sale of commodities or items fabricated under the grant award, and from license fees and royalties and patents and copyrights. It does not include interest earned on advances of grant funds, rebates, credits, discounts, refunds, etc. or the interest earned on any of these.

Grantees will use the program income received during the grant period as the Applicant's Cost Share—In-kind cost sharing under Other Expenses and explain. Income earned after the grant period may be disposed in any way the grantees choose.

Equipment costs are limited to $5,000.
Please contact Grants Director Stacy Hoshino to consult about Equipment.

Project Budget and Allocation*

- Please use our Budget and Allocations table to tell us how you will expend your Public Humanities Grant. Also, please include your Cost Share.

- Use this downloadable HIHumanities Budget Template Form and fill in your project budget and allocations.

- Be sure to accurately itemize budget $ and each allocation in the Description Columns.

     o $ amounts should be accurately calculated, and itemized.

- When finished, please save the Budget file as a PDF to secure your information and click on the Upload-a-file button below.

Please refer to your Budget Template when writing your Budget Narrative.
Failure to follow Project Budget and Allocation instructions to accurately itemize and calculate $ amounts may disqualify your application.

File Size Limit: 2 MB

HIHumanities Grant Request*

Requests of up to $10,000 for a Preservation & Access Grant.
Be sure this $ amount is the same in your Budget and Allocations table.

Character Limit: 20

HIHumanities Grant Budget Narrative*

Using your Budget Template, accurately itemize how you plan to expend the grant funds for each of the budget entries.

Cut and paste the budget entries list and itemize and see examples for the format to explain how the $ amounts will be expended.

PERSONNEL:
TRAVEL:
PROMOTION:
PROGRAM MATERIALS:
FACILITIES:
OPERATIONAL:
MEDIA OR EXHIBIT COMPONENT:
OTHER EXPENSES:
INDIRECT COSTS:

EXAMPLE:
PERSONNEL: $1,000 honoraria for John Smith, Leadership #1
TRAVEL: $250 for inter-island travel RT airfare from Maui to Oʻahu for John Smith to attend and present at the March 3 event.
PROMOTION: $100 for Star-Advertiser newspaper and website advertisement of event.

Character Limit: 2000

A minimum 1:1 Cost Share is required.
Refer to the Budget Template for Applicant Cost Share definitions.

Applicant Cost Share--In Kind*

From the Grant Budget Template, enter the Applicant Cost Share--<u>In Kind</u> and enter the $ amount here.
Be sure this $ amount is the same in your Budget and Allocations table

If none, enter 0

Character Limit: 20

Applicant Cost Share--In Kind Narrative*

Using your Budget Template, accurately itemize your Applicant Cost Share—<u>In Kind</u> for each of the budget entries.

Cut and paste the budget entries list and itemize and see examples for the format to explain how the $ amounts will be expended.

PERSONNEL:
TRAVEL:
PROMOTION:
PROGRAM MATERIALS:
FACILITIES:
OPERATIONAL:
MEDIA OR EXHIBIT COMPONENT:
OTHER EXPENSES:
INDIRECT COSTS:

EXAMPLE:
PERSONNEL: $1,000 honoraria for John Smith, Humanities Leadership #1
TRAVEL: $250 for inter-island travel RT airfare from Maui to Oʻahu for John Smith to attend and present at the March 3 event.
PROMOTION: $100 for Star-Advertiser newspaper and website advertisement of event.

If none, enter None
Character Limit: 2000

Applicant Cost Share--Third Party Cash*
From the Grant Budget Template, enter the Applicant Cost Share--Third Party Cash and enter the $ amount here.
Be sure this $ amount is the same in your Budget and Allocations table

If none, enter 0
Character Limit: 20

Applicant Cost Share--Third Party Cash Narrative*
Using your Budget Template, accurately itemize your Applicant Cost Share—Third Party Cash for each of the budget entries.

- Cut and paste the budget entries list and itemize and and see examples for the format to explain how the $ amounts will be expended.

- List who are the sources / contributors of the Third Party Cash for each allocation. See Examples in Red.

PERSONNEL:
TRAVEL:

PROMOTION:
PROGRAM MATERIALS:
FACILITIES:
OPERATIONAL:
MEDIA OR EXHIBIT COMPONENT:
OTHER EXPENSES:
INDIRECT COSTS:

<u>EXAMPLE:</u>
PERSONNEL: $1,000 honoraria for John Smith, Humanities Leadership #1 contributed by the King Foundation
TRAVEL: $250 for inter-island travel RT airfare from Maui to Oʻahu for John Smith to attend and present at the March 3 event contributed by a board director
PROMOTION: $100 for Star-Advertiser newspaper and website advertisement of event contributed by Johnson & Takeno Law Firm

If none, enter None
Character Limit: 2000

ADDITIONAL SUPPORT MATERIALS

Upload Support Materials

If you have additional materials that add more information to your applications, such as images, manuscripts, treatment, etc., upload it as one PDF here.
File Size Limit: 8 MB

ACKNOWLEDGEMENT OF HIHUMANITIES AND NEH

Because HIHumanities Grants are federal in origin coming from the National Endowment for the Humanities, Publicity Requirements include acknowledgement of Hawaiʻi Council for the Humanities and the National Endowment for the Humanities, preferably using the logo or a written statement.

Required is the statement: Any views, findings, conclusions, or recommendations expressed in this (article, book, exhibition, film, program, database, report, Web resource), do not necessarily represent those of the National Endowment for the Humanities. Publicity Requirements information here.

How will you acknowledge HIHumanities and NEH support should you receive a grant?*

Character Limit: 2000

CERTIFICATION AND AGREEMENTS

This federal funding is made available via the National Endowment of the Humanities (NEH).

Hawai'i Council for the Humanities is required to ask each applicant for certification of compliance with nondiscrimination statutes, debarment, and suspension.

Nondiscrimination Statutes and Regulations:

(a.) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

(b.) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

(c.) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance;

(d.) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute; and

(e.) The Americans with Disabilities Act (ADA) of 1990.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (45 CFR 1169):

a.) The applicant organization certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

(b.) Where the applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

ELECTRONIC SIGNATURE AND CERTIFICATION

Signature and Certification*

By entering my name and position title below I certify that:

- I am an authorizing official for my organization, and that to the best of my knowledge and belief, the statements provided in this grant application are true and correct.

- If awarded, I agree to the following:
  - I agree to administer the grant and submit a final report in accordance with the Hawaiʻi Council for the Humanities Grant Contract.
  - I agree to acknowledge Hawaiʻi Council for the Humanities and National Endowment for the Humanities on all public promotions.
  - I understand that Hawaiʻi Council for the Humanities grant funds are federal in origin and may not be spent on unallowable costs, including: purchase of land, construction or renovation, overlapping project costs with any other pending or approved applications for federal funding, lobbying, alcohol, and other unallowable costs per 2 CFR 200.
  - I understand that Hawaiʻi Council for the Humanities retains non-exclusive rights to use the final products produced under the grant for its own educational purposes. All other rights and copyrights are retained by the grantee.

Enter name and position title below:

Character Limit: 250