

PROJECT GRANT GUIDELINES & APPLICATION



REVISION: 12/2010

CONTENTS

Mass Humanities Staff	2
Grant Review Criteria	3
The Role of Mass Humanities Staff	3
Types of Project Grants, Deadlines, and Procedures	4
Project Grants	4
"Crisis, Community and Civic Culture" theme	4
Engaging New Audiences Incentive	5
Exhibition Grants	5
K-12 Grants	5
Subvention Grants	5
Media Grants	6
Project Grant General Instructions/Checklist	7
Project Grant Application Cover Page	8
Project Grant Cover Page Instructions	9
Project Grant Summary	9
Project Grant Description	9
Project Grant Official Budget Request Form	11
Project Grant Budget Form Instructions	12
Project Grant Budget Explanation	13
Event Listing Form	14
Project Grants: Other Requirements	15
Project Grant Guidelines for Scholar's Statement	16

MASS HUMANITIES STAFF

66 Bridge Street
Northampton, MA 01060
(413) 584-8440 (phone)
(413) 584-8454 (fax)

David Tebaldi x105
Executive Director
dtebaldi@masshumanities.org

Pleun Bouricius x106
Assistant Director
pbouricius@masshumanities.org

John Sieracki x103
*Development & Communications
Director*
jsieracki@masshumanities.org

Hayley Wood x102
Senior Program Officer
hwood@masshumanities.org

Rose Sackey-Milligan x101
Program Officer
rsackey-milligan@masshumanities.org

Anne Rogers x110
Systems Manager
arogers@masshumanities.org

Brendan Tapley x104
Communications Officer
btapley@masshumanities.org

Melissa Wheaton x100
Grant Administrator
mwheaton@masshumanities.org

Deepika Fernandes x111
Fiscal Officer
dfernandes@masshumanities.org

Carlin Weirick x108
Development Assistant
cweirick@masshumanities.org

Website
www.masshumanities.org

Mass Humanities
receives support from



GRANT REVIEW CRITERIA

Grants are awarded in open competition on the basis of the following criteria:

Humanities Content

Are the issues, concepts, questions, or themes the project seeks to address clearly articulated? Does the project include diverse points of view or approaches to the issues being addressed? Are the humanities central to the project? Will the project advance the mission and purposes of Mass Humanities? Mass Humanities' mission is to: use history, literature, philosophy and the other humanities disciplines to enhance and improve civic life throughout the Commonwealth.

Plan of Work

Are the project's objectives clearly stated and achievable? Is the format workable and appropriate? Is the schedule realistic?

Audience

Does the applicant have a clear sense of the audience for the project? Are the topic, format, and schedule of the project appropriate for the intended audience? Will the project reach an audience not well served by humanities institutions? Does the proposal include an effective plan for attracting the intended audience? If the project involves film, video, or radio, does the applicant have a plan for distribution that includes post- or non-broadcast strategies?

Please read more about our "Engaging New Audiences" incentive on page 5.

Priorities

Projects that utilize the "Crisis, Community & Civic Culture" thematic initiative (see page 4 for description) are prioritized by the Grant Review Committee.

Personnel

Are the scholars and other personnel involved well qualified for the roles they will play? Have the scholars been involved in planning the project?

Organizational Capacity and Need

Does the sponsoring organization have the capacity to implement the proposed project successfully?

Budget & Budget Explanation

Is the budget realistic in terms of the scale of the project and the anticipated results? Are the costs reasonable and justified? Has each line item request been explained? If additional funds are needed to complete the project, does the proposal include a realistic plan for securing them?

THE ROLE OF MASS HUMANITIES STAFF

Applicants are **required** to discuss their ideas with a staff member before submitting a draft proposal. Applicants must call, e-mail or submit the [project grant inquiry form](#) found on www.masshumanities.org to Mass Humanities at least six weeks before the deadline for the grant round in which the proposal is to be submitted. Staff will determine whether the project is eligible for consideration by Mass Humanities before an applicant is invited to proceed.

Projects eligible for funding are assigned to a staff member who works with the applicant as needed to:

- help conceptualize the overall project within the framework of the humanities;
- provide names of humanities scholars who can help plan and implement the project;
- make connections to other individuals and groups who might be helpful;
- answer detailed questions about budget, procedures, etc.;
- read and respond to a draft of the proposal.

We are here to help.

TYPES OF PROJECT GRANTS, DEADLINES & PROCEDURES

PROJECT GRANTS

Mass Humanities makes project grants to support lecture series, exhibitions, public forums, post or pre-performance discussions, film screenings with discussions, reading and discussion programs, oral history projects, audio projects, and other public humanities activities in Massachusetts. In most cases, the maximum award is \$5,000. Projects that address the “Crisis, Community and Civic Culture” theme, “Expanding New Audiences” initiative, and pre-production media projects and Social Media Outreach projects are eligible for a maximum of \$10,000. Mass Humanities also gives project grants to enhance K-12 teaching in the humanities, publishing subventions, and media (radio, film, or web) projects. All of these project grant opportunities are described below. Please be aware that public humanities projects that do not fit within the described subcategories below are still eligible for project grants.

Deadlines and Procedures for Project Grants

- Applicants must consult with Hayley Wood or Pleun Bouricius before submitting a draft. This consultation must occur at least six weeks before the deadline of the grant round—e.g., for proposals to be submitted on November 1, the preliminary conversation must take place before September 15. Please, submit [online project grant inquiry form](#), call or e-mail inquiries to grants@masshumanities.org.
- Use the *Project Grant General Instructions* (page 8) and Application (beginning on page 9).
- A draft (one copy) of the project summary, project description, budget request form, budget explanation and schedule of grant-related activities must be sent, preferably by e-mail, to the Program Officer established as the applicant’s main contact three weeks before the final application deadline.
- Proposals are due on or before the first business day of February, May, and November. Notification is within 90 days of submission. Media proposals are accepted on the May and November deadlines only.
- Funded events may take place no sooner than 30 days after the date of grant award notification.

Project Grant Deadlines (three grant rounds per year)					
	Consultation Deadline	Draft Deadline	Application Deadline	Notification	Type
<i>February Round</i>	December 15	January 11	February 1	March 15	no "Media Grants"
<i>May Round</i>	March 22	April 11	May 1	June 15	includes "Media Grants"
<i>November Round</i>	September 15	October 11	November 1	December 15	includes "Media Grants"

Mass Humanities Project Grant Priorities

Proposals that utilized the following priorities: the Crisis, Community & Civic Culture thematic initiative and the Engaging Audiences incentive are eligible for up to \$10,000.

Crisis, Community and Civic Culture

Our current theme, “Crisis, Community and Civic Culture,” gives priority to public humanities programs that encourage participants to explore the confluence of challenges that has led to today’s fraying social contract as well as the history and promise of collective action. Today’s challenges include (but are not limited to) the impact of global climate change on the world; our unsustainable health care system; and the crisis in our public education system.

History teaches that if the challenges we face today are to be resolved, we must find ways to reach consensus on the underlying causes of the problems and develop responses to them grounded in the best available information and in mutual trust and collaboration.

How do we accomplish this? One way is to apply the insights and methods of the humanities, to invite multiple perspectives and illuminate the values that were at stake in past crises and those at stake today. We can examine assumptions, establish priorities, and better understand what it takes to foster the empathy and sense of common purpose that are needed for collective action.

As humanists, we ask:

- What is the role of the humanities in confronting the challenges of our time?
- What can we learn from our own past, and from the experiences of other societies?
- Which are matters of personal responsibility, and which are matters of collective responsibility?
- What insights can we glean from imaginative literature or other works of art, or from the various religious traditions?
- How can the arts and humanities be brought into an invigorating dialogue with science and technology?

This list of questions is merely suggestive, not directive or exclusive. Whatever the topic, the primary purpose of the program must be *inquiry* and not *advocacy*.

The foundation is especially interested in supporting projects that engage underserved audiences, expand audiences for humanities programming, and involve collaboration between one or more humanities organizations (colleges, universities, museums, libraries) and one or more appropriate non-humanities organizations (e.g., environmental and other public interest groups; business, public interest or social service organizations, government agencies, professional associations, etc.).

Proposals may utilize the full range of public programs formats. The maximum grant is \$10,000. All other Mass Humanities grant guidelines and restrictions apply. For a more detailed description of this initiative, please visit the MH website:

www.masshumanities.org.

Engaging New Audiences

Project grant proposals that include a detailed and realistic plan for engaging new and larger audiences may be eligible for a maximum award of \$10,000. Special consideration will be given to proposals describing projects that will engage audiences and participants with limited access to the humanities. Young and working adults are examples, as are prison inmates, teens and nursing home residents. Proposals may utilize the full range of public program formats. All other Mass Humanities' grant guidelines and restrictions apply.

PROJECT GRANT SUBCATEGORIES

Exhibition Grants

Mass Humanities offers grants to support the planning, implementation, and promotion of humanities exhibitions.

Planning and Development Grants

Applicants may request up to \$5,000 for the planning phase of a humanities exhibition. Exhibit planning grants result in an outline, sample labels, schematic design, and strategy for securing implementation funds. Receipt of a planning grant does not guarantee subsequent funding from Mass Humanities.

Production Grants

Exhibit production grants are given for a maximum of \$5,000 to support implementation of a humanities exhibit. Allowable costs include fabrication, loan fees, installation, transportation and promotion.

Programming and Outreach Grants

Applicants may request up to \$5,000 to support public humanities programs and/or outreach activities related to an exhibition, including the printing of a brochure or catalogue, direct mail, advertising, or honoraria for speakers. It is not necessary to have received previous funding from Mass Humanities to apply for a programming and outreach grant.

K-12 Grants

Collaborative Education Projects

Applicants may request up to \$5,000 to support the planning or implementation of a collaboration between one or more teachers and either an individual humanist (a living history performer, scholar, or writer) who works with students on one or more occasions, or a cultural institution that provides outreach programming in the classroom and/or field study at the institution. All projects must have a strong connection to the curriculum. Schools, cultural institutions, and individual humanists with a nonprofit sponsor are eligible to apply. Teachers must be involved in the planning.

Note: This is the only category in which programs aimed primarily at in-school student audiences will be considered.

Professional Development

Applicants may request up to \$5,000 to furnish professional development opportunities, such as teacher institutes, to humanities educators.

Subvention Grants

Mass Humanities offers subvention grants to university or other non-profit publishers. The proposed book must 1) be about a humanities subject; 2) be written for a general reader; and 3) represent a group effort rather than the work of a single individual.

Subventions are awarded only when the book would not be published otherwise, such as when production costs are extraordinary or the work is unlikely to find an audience beyond Massachusetts. Applicants for subvention grants should follow the project application guidelines and procedures.

Self-published book projects are not eligible for Mass Humanities funding.

Media Grants

Mass Humanities makes a limited number of grants each year to support films that explore humanities themes and in which humanities scholars are actively involved. Media grants are available in two categories: pre-production and distribution.

Pre-production

Applicants may request up to \$10,000 for pre-production projects at the May and November deadlines. Pre-production projects result in a script treatment, an edited trailer, and a strategy for securing production funds. Receipt of a pre-production grant does not guarantee subsequent funding from Mass Humanities.

Distribution

Applicants may request up to \$5,000 for media distribution projects, including the development of promotional and instructional material, subtitling, television broadcast, public screenings with discussion, festival fees, and other outreach activities. It is not necessary to have received previous funding from Mass Humanities to apply for a distribution grant.

Social Media Outreach

Filmmakers, during any phase of their film project, may request up to \$10,000 for web-based projects at the May and November deadlines. These projects may include but are not limited to the development of a project website, the production of short films or film excerpts (under ten minutes in length) to be made available on a project website, and the creation of an interactive web and social media outreach strategy and work plan incorporating the use of Web-based social tools, such as Facebook, YouTube, and on-line film festivals. The web products for these grants must include substantial original material, both products of humanities-based research and video files. These grants are for web-based projects that will accompany films and will be formatted and distributed by other means than streaming media available on a website.

Deadlines for Media Grants

Applications for Pre-production Grants and Social Media Outreach Grants are accepted only at the November and May deadlines. Applications for Distribution Grants may be submitted at the February, May, and November deadlines. Proposals are due on or before the first business day of the month. Notification is within 90 days of submission. As with all project grants, applicants must consult with Hayley Wood or Pleun Bouricius before submitting a draft. This consultation must occur at least six weeks before the deadline of the grant round—e.g., for proposals to be submitted on November 1, the preliminary conversation must take place before September 15. Please, submit online [project grant inquiry form](#), call or e-mail inquiries to grants@masshumanities.org.

Application guidelines for other smaller grants, including Reading & Discussion Grants, Local History Grants, and Proposal Development Grants, can be found on www.masshumanities.org or requested by phone.

PROJECT GRANT GENERAL INSTRUCTIONS/CHECKLIST

Samples of successful grant applications are available upon request.

All proposals must

- use 11 point type or larger;
- have pages numbered consecutively, starting with the first page of the project description and including all attachments. Please number pages in upper right hand corner; be copied two-sided and stapled in the left-hand corner. Do not bind or insert applications in folders of any kind.

A completed application includes, in this order

- cover page
- project summary—maximum of 250 words
- project description—maximum of 2,250 words (four single-spaced pages)
- official budget request form
- budget explanation
- event listing form
- financial statement of sponsoring organization and background information (**one copy**, first time applicants only)
- schedule of grant-related activities
- scholar's statement; Note: A scholar's statement is not merely a letter of commitment. Please see **Guidelines for Scholar's Statement** on page 15.
- résumés of all major project personnel, including scholars providing statements, arranged in alphabetical order. Résumés and CVs should not be longer than two pages.
- letters of support from cooperating or collaborating organizations

For media pre-production projects: (November and May deadlines only)

- 3 copies of sample DVD, with description in body of proposal
- distribution plan
- filmography: a list of existing films on the same topic or related topics, with a brief description of each, that shows how the film project under consideration will differ from existing works

For media distribution projects:

- 3 copies of sample DVD, with description in body of proposal

For exhibition production projects:

- sketch of exhibit design
- sample label text

Mailing Instructions

Completed applications must arrive at Mass Humanities' office before 5:00 pm on or before the day of the deadline.

- Send the original (with all original signatures) and 12 two-sided copies.

Mass Humanities
66 Bridge Street
Northampton, MA 01060

PROJECT GRANT APPLICATION COVER PAGE

Proposal # _____
[for MH use only]

Project Title _____

Nonprofit Sponsor _____

Address _____

Phone/Fax _____

Website _____ DUNS # _____

Authorizing Official in Sponsoring Organization _____ Position _____

Project Director _____

Phone/Fax/Email _____

Preferred Address _____ Relationship to Sponsor _____

Fiscal Agent _____ Phone/Fax/Email _____

Address _____ Relationship to Sponsor _____

Project Period _____ to _____

Funds Requested:

MH Funds \$ _____

Cost-share: Cash \$ _____ In-kind \$ _____ Total Cost-share: \$ _____

Do you plan to charge a fee? Yes No If yes, probable amount: \$ _____ Estimated attendance _____

How much federal money do you expect your organization to expend during your current fiscal year? _____

Humanities scholars and their disciplines: _____

Has the Project Director or Sponsoring Organization ever applied for a grant from Mass Humanities before? Yes No

If yes, when and for what: _____

Agreement: It is understood that any funds granted as a result of this request are to be used for the purposes set forth herein. Moreover, the applicant certifies that he/she has read Mass Humanities' Grant Application Guidelines.

Sponsoring Organization Authorizing Official Signature Print Name Date

Project Director Signature Print Name Date

Fiscal Agent Signature Print Name Date

PLEASE BE SURE THE ORIGINAL IS SIGNED BY THE AUTHORIZING OFFICIAL, PROJECT DIRECTOR, AND FISCAL AGENT. SUBMIT 12 TWO-SIDED COPIES PLUS THE ORIGINAL TO THE OFFICE.



PROJECT GRANT COVER PAGE INSTRUCTIONS

Please use the application cover page provided. The cover page is also available on Mass Humanities' website, www.masshumanities.org.

DUNS

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization and is required to received federal dollars. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website. Information on how to obtain a DUNS number can be found at masshumanities.org/files/grants/duns.pdf.

Project Leadership

The fiscal agent keeps track of project income and expenses, pays bills, and is responsible for financial documentation. The fiscal agent is frequently the CFO or treasurer of the sponsoring organization. The project director and the fiscal agent must be unrelated individuals; the project director may not also serve as the fiscal agent.

Grant Period

Mass Humanities-funded public activities may not begin until at least 30 days after grant award notification. Grant award notification occurs approximately eight weeks after the application deadline. In determining the project period ending date, include 30 days for preparation of final reports. Projects are usually completed within one year. Funds may not be requested for expenses incurred before the start date. The standard start date is two months after the application deadline.

Funds Requested

The funds requested are simply the total funds requested from Mass Humanities. The cash cost-share must equal or exceed 10 percent of Mass Humanities funds requested.

Signatures

The authorizing official in the sponsoring organization, the project director, and the fiscal agent must all sign the application cover page. Please note that the fiscal agent must be an individual and not an organization. An application is not considered complete without identification and signatures of all parties.

PROJECT GRANT SUMMARY

On a separate sheet, write a project summary of no more than 250 words. The project summary should describe the project's subject matter, format, audience, and location. Most importantly, it should present a clear statement of the project's objectives.

Sample:

The Pilgrim Monument and Provincetown Museum (PVPM) is seeking funds to support an honorarium for a humanities scholar, research travel expenses, and the printing, mounting, and laminating of 14 large display panels for the exhibit, *The Playwright of Peaked Hill Bars: Eugene O'Neill in Provincetown*. The focus of the exhibit will be O'Neill and the nurturing of his creative spirit while visiting, then living, in Provincetown, Massachusetts from 1916 to 1924. With this presentation, PVPM will exhibit, through the display of panels and artifacts, O'Neill's formative years as a playwright, beginning with the Provincetown Players' presentation of his play *Bound East for Cardiff* in the summer of 1916 and covering his writing of 29 plays in Provincetown. The public will also be able to see displays on O'Neill's life and marriage in Provincetown to his second wife, Agnes Boulton, in the converted Peaked Hill Lifesaving Station located in the sand dunes surrounding Provincetown. His life here at land's end gave him the isolation and surroundings that helped to bring forth arguably his best work, which earned him two of his four Pulitzer Prize awards. This exhibit will be presented from May 26 through November 30, 2005.

PROJECT GRANT DESCRIPTION

- The project description should not exceed 2,250 words (four single-spaced pages).
- Describe the project. What do you want to do, and how, when, and where will you do it? Please be specific. Break the description into sections with appropriate headings, corresponding to the areas of information listed here.
- Discuss the issues, concepts, questions, or themes the project seeks to address and explain why they are important. What is the role of the humanities in the project? How does the project relate to the mission and purposes of Mass Humanities?

- What audiences are you trying to engage in the project? Explain how the project will reach or involve them.
- Identify the project director, scholar(s) and other resource people who will be involved in the project, and explain what each will do. How have the scholar(s) and resource people been involved in the planning of the project?
- Describe your organization. Why is your organization an appropriate sponsor? What projects has your organization been involved in that demonstrate its capacity to make the project a success?
- Explain how you plan to secure the funds needed to complete the project. List all funding sources for the project and the amount to be raised from each source.

PROJECT GRANT OFFICIAL BUDGET REQUEST FORM

Please round off figures to the nearest dollar.

	MH FUNDS REQUESTED [1]	COST-SHARE Cash [2]	COST-SHARE In-kind [3]	LINE TOTAL [4]
A. Project Director	_____	_____	_____	_____
B. Fiscal Agent	_____	_____	_____	_____
C. Secretary, Other Staff	_____	_____	_____	_____
D. Planning Committee	_____	_____	_____	_____
E. Speakers, Panelists	_____	_____	_____	_____
Humanities Scholars	_____	_____	_____	_____
Other	_____	_____	_____	_____
F. Researchers, Consultants, Writers, Technicians	_____	_____	_____	_____
G. Telephone, Postage, Shipping	_____	_____	_____	_____
H. Supplies, Printing, Duplicating	_____	_____	_____	_____
I. Promotion, Publicity	_____	_____	_____	_____
J. Travel, Meals, Lodging	_____	_____	_____	_____
K. Equipment Rental, Materials	_____	_____	_____	_____
L. Rental of Space, Custodial Service	_____	_____	_____	_____
M. Indirect Costs (please itemize)	██████████	_____	_____	_____
N. Evaluation	_____	_____	_____	_____
O. Other (explain)	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____

Attach a budget explanation that explains each line item for the first three columns and the sources of the cost-share.

INSTRUCTIONS FOR FILLING OUT THE PROJECT GRANT BUDGET FORM

General Instructions

Use the Official Budget Request Form to summarize your project expenses. Round off all figures to the nearest dollar.

Funds received from Mass Humanities must be matched equally by your organization. The total cost-share (cash plus in-kind) must equal or exceed the total Mass Humanities funds requested, but line items need not be matched equally. The exception is line A (project director); **the cost-share must equal or exceed the requested funds for line A.**

Funds may not be requested for expenses incurred before the beginning of the grant period, nor may expenditures made before the start date be used as cost-sharing.

Cost-Sharing

Cost-sharing may be achieved by combining in-kind and cash contributions.

Cash Cost-Sharing

In cash cost-sharing, actual money changes hands and must be documented with canceled checks and/or receipts. Expenditures that may be counted toward the cash cost-share include salaries, travel costs, or other project-related expenses paid from your operating budget, registration fees, or other funding sources (except NEH).

At least 10 percent of the funds requested must be matched in cash.

In-Kind Cost-Sharing

Examples of in-kind cost-sharing include donations of time by people participating in the project (e.g., members of the planning committee); the use of facilities (e.g., an office or lecture hall) or equipment (e.g., a film projector or tape deck); or other donations of goods or services for which a fair market value can be determined, e.g. childcare.

Specific Instructions

Lines A, B and C—Project Administration

Mass Humanities funds **may not** be requested for services that are part of the normal duties for which an individual is paid by the organization. Mass Humanities funds **may** be used to compensate part-time employees who are increasing their hours to work on a project.

Project salaries paid out of an organization's operating budget or by another funder should be counted as a **cash** cost-share. Contributed volunteer time is counted as an **in-kind** cost-share.

The amount requested to administer a project (lines A+B+C) may generally not exceed one-half of the total amount requested from Mass Humanities.

Line A—Project Director:

For this line only, the cost-share must equal or exceed the requested funds.

Line D—Planning Committee:

Individuals who volunteer their time to work on the project (e.g., as members of a planning committee) are making an in-kind contribution. Estimate the value of their services based on what an individual would be paid for rendering them.

Line E—Speakers, Panelists, and Scholars:

Mass Humanities sets no firm limits on stipends and honoraria, but rarely approves requests exceeding \$1,000 as compensation for a single presentation.

Line J—Travel, Meals, and Lodging:

Mass Humanities funds may be requested to pay travel expenses for project personnel. Expenses should be calculated at the rate of \$.505 per mile for car and economy fare for plane, train, or bus. Mass Humanities' share of costs for meals and lodging cannot exceed \$200 per day. The cost of bus transportation may be requested.

According to federal regulations, Mass Humanities funds may not be used to pay for audience refreshments at funded events. However, Mass Humanities funds may be requested to cover meals for traveling consultants (including scholars and other project advisors), such as working lunches.

Line M—Indirect Costs:

Mass Humanities funds may not be used to pay indirect costs. However, such costs may be counted toward the project's cost share. For colleges, universities, and museums, Mass Humanities accepts the sponsoring organization's negotiated federal indirect cost rate. Otherwise, applicants must itemize indirect costs in the budget explanation.

PROJECT GRANT BUDGET EXPLANATION

The budget explanation is a line-by-line explanation of how you calculated each item on the budget request form. ***Be as specific as possible.*** Make sure to provide the basis for all cost estimates—for example, the estimated number of hours or days a person will work on the project and the rate per hour or day. Identify the sources of your match, both cash and in-kind.

EVENT LISTING FOR MASS HUMANITIES CALENDAR

If funded, your program will be listed on our website. If publishing deadlines permit, your program will also be included in our publication *Mass Humanities*, which is mailed to 8,000 people. Please complete ALL the areas below. (Make copies of this form as needed.) Please indicate whether the particulars are tentative or confirmed. If they are tentative, tell us the date you expect to have them confirmed. Please update Mass Humanities with any changes to your event(s) as soon as possible. You may submit your event online at masshumanities.org; go to events calendar.

Title of Program:	
Description:	
When (day, date, year, time):	
Where (include place, address, city, zip):	
Phone for more info (include area code):	
Web address:	
Cost (if applicable):	
Event Status:	<input type="checkbox"/> tentative (firm by ___/___/___) <input type="checkbox"/> confirmed (info will be used in MH publications)

Title of Program:	
Description:	
When (day, date, year, time):	
Where (include place, address, city, zip):	
Phone for more info (include area code):	
Web address:	
Cost (if applicable):	
Event Status:	<input type="checkbox"/> tentative (firm by ___/___/___) <input type="checkbox"/> confirmed (info will be used in MH publications)

duplicate form as necessary

PROJECT GRANTS: OTHER REQUIREMENTS

Schedule of Grant-Related Activities

List major project benchmarks and the dates when they will take place, from notification of the grant award to the final report.

Statement(s) by Scholar(s) in the Humanities

A scholar's statement is required from the primary scholar. Additional scholar statements are optional. Be sure that any scholar asked to write a statement receives a copy of the *Guidelines for Scholar's Statement* (page 16).

Résumés

Provide résumés or CVs of **no longer than two pages** for all major project personnel, including the project director and scholar(s) listed on the cover page, arranged in alphabetical order. Résumés should present credentials for involvement in the project, including earned degrees, employment, relevant publications, and previous experience with similar projects.

Letters of Support

Letters of support from co-sponsoring or collaborating organizations should be submitted, indicating their familiarity with the project and their role in it.

Financial Statement and Background Information

If this is your first application to Mass Humanities, please provide one copy of your most recent financial statement and background information on your organization.

For Exhibition Implementation Projects Only

Exhibition implementation proposals must include

- a diagram or plan of the exhibit design;
- samples of label text.

For Media Projects Only

Distribution Plan

All media project proposals must include a plan for distribution. How do you plan to distribute your work if it is not broadcast or after it is broadcast? Be specific.

Sample

All media project proposals must be accompanied by three copies of a sample of the applicant's previous work in the medium. A finished piece that is similar in format and genre is best. If the producer, director, writer, and/or camera person are different individuals who have not collaborated previously, it may be necessary to submit a sample for each of them. Consult with staff for details. Samples should be submitted on DVDs or CDs (for audio projects).

Sample Description

The written sample description should explain the roles of the relevant people involved in the production of the sample and their roles in the proposed project and note how the proposed film will be similar to, or different from, the sample in format, style, or approach.

Filmography

Applicants for pre-production media grants should provide assurances that a similar or comparable resource does not already exist. Please attach to your proposal an annotated list of existing films, videos, or radio documentaries, as appropriate, that deal with your proposed topic, including title, producer, date produced, length, and brief description. Explain how your project is different.

Website URLs

Applicants for media grants (in particular social media outreach grants) are advised to include URLs to websites that they have designed, been involved with, are relevant examples, or were designed and/or programmed by people involved in the project for which they are seeking funding.

PROJECT GRANT GUIDELINES FOR SCHOLAR'S STATEMENT

To the applicant:

Please ask any scholar who is preparing a statement for your proposal to read and follow these guidelines.

To the humanities scholar:

Your statement is not merely an endorsement of the project or letter of commitment. The people who will review the proposal need to know:

- 1) why you want to be part of this project;
- 2) what you think the project will contribute to the humanities in Massachusetts;
- 3) what specific expertise or research interests you bring to the project;
- 4) what your role has been in the planning of the project;
- 5) what your role will be in the implementation of the project; for example, will you be a speaker, panelist, workshop leader, discussion leader, or consultant? Speakers should indicate their topics and how their presentations will be tailored to the project's target audience. Consultants should describe the nature and frequency of their involvement in project activities.

Scholar's Statements should not exceed two single-spaced pages, or about 1,000 words.

Questions?

Please contact:

Hayley Wood
(413) 584-8440
grants@masshumanities.org

Thank you.