

GUIDELINES FOR PROJECT GRANTS

(revised June 27, 2019)



■ CONTENTS

<i>Introduction to Project Grants</i>	1
<i>What Mass Humanities Does & Does Not Fund</i>	2
<i>Types of Project Grants</i>	3
<i>Grant Application Review Criteria</i>	4
<i>Deadlines, Routines, & Procedures</i>	5
<i>How to Apply Online</i>	6
<i>Project Grant Application Materials</i>	7
<i>Project Grant LOI & Application Questions</i>	8

■ Introduction to Project Grants

Mass Humanities makes Project Grants to support public humanities projects—in any format—that benefit and engage Massachusetts residents. All nonprofit and government organizations that serve Massachusetts residents are eligible to apply, and regardless of format, all projects must be firmly grounded in the humanities and involve at least one Humanities Scholar.

The Humanities

Mass Humanities grants support projects that use history, literature, philosophy, and the other humanities disciplines, primarily to deepen public understanding of current social, political, and economic issues, thereby enhancing and improving civic life. More information is available online: masshumanities.org/about/the-humanities/.

Humanities Scholars

A humanities scholar is *usually* an individual with an advanced degree (M.A. or Ph.D.) in a humanities discipline who is actively engaged in research, writing, and/or teaching in that field. More information is available online: masshumanities.org/grants/scholars/.

Mass Humanities encourages collaborations between organizations, interdisciplinary approaches, and capacity building in small organizations. Priority is given to projects that engage audiences with limited contact to humanities programming (*Engaging New Audiences for the Humanities*) and projects that respond to our current theme (*The Vote*).

Engaging New Audiences for the Humanities (ENA)

To receive priority, an application must include a detailed and realistic plan for engaging new and larger audiences for humanities programs. Special consideration will be given to projects that involve audiences with limited access to the humanities, which include: young and working adults, incarcerated people, teens, and nursing home residents. More information is available online: masshumanities.org/grants/ena/.

The Vote: Exploring Voting Rights in America (TV)

Our current theme on *Voting Rights*, which is for Fall 2019 Project Grants and Winter 2019 Discussion Grants, gives priority to projects that explore the subject of voting rights in the United States from a humanities perspective, helping to develop the public's understanding of this moment in our nation's electoral history by situating it in a broader context, whether from the perspective of history, literature, ethics, political philosophy, jurisprudence, identity studies, or other humanities fields. With the centennial of the 19th Amendment approaching in 2020, projects may explore the women's suffrage movement but may also address the many other dimensions of voting rights in the U.S. More information is available online: masshumanities.org/grants/the-vote/.

Project Grants carry a maximum of \$10,000. Film Projects and projects that meet the *ENA* and/or *TV* incentives are eligible for a maximum of \$15,000. All recipient organizations must demonstrate a *cash* cost-share that equals or exceeds 10 percent of the total funds requested and a *total* cost-share (cash *and* in-kind) that equals or exceeds the total funds requested.

■ What Mass Humanities Does & Does Not Fund

Through Project Grants, Discussion Grants, Local History Grants (SIRs and RIGs), and Reading Frederick Douglass Together Grants, the Mass Humanities Grants Program supports public humanities projects that benefit and engage Massachusetts residents.

Mass Humanities Regularly Funds:

- Humanities-based civic conversations
- Public lectures, conferences, and panel discussions
- Discussion events
- Research and inventory projects for local history organizations
- Museum exhibitions and related programming
- Programming to complement theatrical and artistic productions
- Oral history projects
- Walking tours
- Digital and audio humanities projects
- Film pre-production and distribution projects
- Interactive websites that function as public humanities programs
- Content-based professional development workshops for teachers
- Public humanities projects in many other forms

Mass Humanities Rarely Funds:

- Theatrical and artistic productions—unless the performers and production personnel (actors, stage hands, scriptwriters, etc.) are a primary audience benefitting from the project’s humanities content
- Preservation of objects or archival materials—unless directly related to a public program
- Scholarly research or writing—unless directly related to a public program
- Scholarships, fellowships, or travel to professional meetings
- Projects that result in academic credit for participants
- International travel
- Honoraria for speakers over \$500 per person, per event

Mass Humanities Does Not Fund:

- Projects by individuals
- Websites, or other materials, used to promote the organization
- Capital improvements
- Construction or restoration
- Profit-making or fundraising projects
- Costs of entertainment or alcohol
- Professional theatrical productions
- Projects that advocate a single point of view, ideology, or specific program of social action
- Projects for which the direct beneficiaries are primarily college students
- Projects aimed primarily at audiences outside Massachusetts

All projects related to Native Americans must, whenever possible and reasonable, engage the agreement, advice, and cooperation of members of the Native community and follow NEH’s Code of Ethics for Projects Related to Native Americans, which is available online: www.neh.gov/grants/manage/code-ethics-related-native-americans.

■ Types of Project Grants

Standard project formats include but are not limited to:

Humanities-Based Civic Conversations
Public Lectures, Conferences, and Panel Discussions
Discussion Events
Walking Tours
Digital and Audio Humanities Projects
Interactive Websites that Function as Public Humanities Programs
Content-Based Professional Development Workshops for Teachers
Public Humanities Projects in Many Other Forms

Project formats with additional and/or specific requirements include:

Museum Exhibitions and Related Programming

Mass Humanities offers Project Grants to support the planning, implementation, and/or promotion of humanities-based exhibitions. Applicants may plan back-to-back proposal submissions for separate phases (planning, implementation, or promotion) of an exhibition project, and if so, each proposal/phase must have distinct goals and products. Project Grants are also made to support humanities-based programming around other kinds of exhibitions.

Programming to Complement Theatrical and Artistic Productions

Mass Humanities generally does not fund theatrical and artistic productions—unless the performers and production personnel (actors, stage hands, scriptwriters, etc.) are a primary audience benefitting from the project’s humanities content. However, Project Grants may support humanities-based programming, often in the form of pre- and post-performance discussions, to accompany such productions.

Oral History Projects

An oral history project may be eligible for a Project Grant if a central humanities theme/issue informs the gathering and presenting of information, and if the process of conducting and recording interviews is a major goal of the project. Oral history projects carry a number of additional requirements, including the involvement of oral history specialists, which are available online: masshumanities.org/files/grants/onlineapp/pg_oralhistoryguidelines.pdf.

Film Pre-Production and Distribution Projects

Mass Humanities makes a limited number of grants each year to support films that explore humanities themes. Project Grants support the involvement of humanities scholars in film projects, the viability of humanities-based documentaries, and the distribution and use of such films. As a result, Mass Humanities supports discrete parts of larger film projects, most of which are *not* considered film “production.”

Film Projects—eligible for up to \$15,000—include but are not limited to:

- Pre-production development that results in initial footage- and research-based products (a trailer, a web page, or other format) to help with fundraising.
- Development of crowdsourcing and/or audience engagement practices for the project.
- Distribution projects that result in the production of promotional and instructional materials.

Film Projects must involve at least one humanities scholar and must result in substantial original material, such as a script development, a trailer or short, or an interactive website.

Original pre-production and crowdsourcing materials may include but are not limited to: interactive web and social media outreach strategies, using web-based social tools such as Facebook, YouTube, online film festivals, and other platforms; the production of short films or film excerpts to be made available on a project website or used in discussions; or the development of an interactive or crowdsourcing page of a project website where an outreach plan is already present.

Original distribution materials may include but are not limited to: trailers, shorts, interactive websites, subtitles, television broadcasts, public screenings with discussions, festivals, and other products designed for outreach.

■ Grant Application Review Criteria

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

Humanities Content

Are the humanities central to the project? Does the proposal clearly articulate the issues, questions, or themes to be addressed? Does the topic have current relevance, given the audience and location? Does the project allow for diverse points of view or responses?

Mass Humanities Priorities

Mass Humanities prioritizes projects that engage audiences with limited contact to humanities programming (through our *Engaging New Audiences for the Humanities* initiative) and projects that respond to our current theme, *The Vote: Exploring Voting Rights in America*. How well does the project respond to ENA and/or TV?

Personnel

Are the humanities personnel right for this project, and are the scholars and other personnel involved well-qualified for the roles they will play? Have the scholars been involved in planning the project?

Audience

Do the applicants have a clear sense of the audience they are trying to engage in the project? Are the topic, format, venue, and schedule appropriate for the intended audience?

Outreach

Does the proposal include a clearly outlined and effective plan and adequate budget for attracting the intended audience? Do the outreach methods suit the intended audience? Is the plan realistic?

Plan of Work

Are the project's objectives clearly stated and achievable? Is the format workable and appropriate? Is the scheduling realistic? Are there enough people to pull it off, and is the ratio of volunteer to professional labor reasonable?

Budget

Do the project costs seem reasonable and justified? If additional funds are needed to complete it, is the plan for securing them feasible? Is the budget realistic in terms of the scale of the project and the anticipated results?

Organization Capacity

Does the sponsoring organization appear to have the capacity to implement the project successfully? Would this project take place without this grant? If a collaboration is involved, have both/all organizations made a commitment to the project?

■ Deadlines, Routines, & Procedures

Mass Humanities awards Project Grants three times each year.

Applicants may submit an online inquiry form (LOI) at any time before the deadline listed on our website:

<http://masshumanities.org/grants/deadlines/>. Whether an LOI is accepted or denied will depend both on eligibility and the project's viability. Not all projects that are eligible are guaranteed to have their LOI accepted.

Once an LOI is approved, the applicant will be able to access the full application and will be assigned a staff member who works with the applicant as needed to develop the project and complete the application forms. The staff member is there to help:

- conceptualize the overall project as a humanities project;
- identify names of humanities scholars who can help plan and implement the project;
- make connections to other individuals and groups who might be helpful;
- answer questions and give feedback on outreach plans, budgets, and other procedures and logistics; and read and respond to the mandatory draft of the proposal.

All nonprofit and government organizations are eligible to apply. A nonprofit does not need to be a 501(c)(3), but it must have begun the registration process with the IRS or have a fiscal sponsor. If using a fiscal sponsor, the applicant should list the fiscal sponsor as the "sponsoring organization" in the online application system.

Applicants may apply for only one grant at a time, and grantees may have only *one* grant open at a time (with the exception of Reading Frederick Douglass Together grants). If you have an open grant, the final report must be submitted *no later* than two weeks prior to the LOI deadline and approved by the Program Officer. Generally, an applicant does not receive more than one Project Grant per year.

Applications from one organization—especially for the same or similar programs—submitted in successive years will be reviewed each time in competition with other proposals; continued funding cannot be promised.

Applicants must provide a copy of a recent financial statement and information on the sponsoring organization's background—unless the information has been submitted within the past three years. Forms of financial information that Mass Humanities accepts, in order of preference, are: an audited financial statement, a filed IRS Form 990 for the most recent fiscal year, a Profit & Loss Statement for the most recent fiscal year, an Annual Report for most recent fiscal year, or a current or most recent annual organizational budget showing income and expenses.

Notification of a Project Grant award is about three months after submission of the LOI. Funded events may take place no sooner than 30 days after the date of grant award notification. Project Grant projects are usually completed within one year.

Mass Humanities has publicity requirements for all grant recipients, which are available here: masshumanities.org/grants/publicity/.

If you have any questions about Project Grants, please contact Jennifer Hall-Witt (jhall-witt@masshumanities.org / 413-584-8440 ext. 102), Katherine Stevens (kstevens@masshumanities.org / 413-584-8440 ext. 101) Melissa Wheaton (mwheaton@masshumanities.org / 413-584-8440 ext. 100) for support.

■ How to Apply Online

The Mass Humanities online grant application process has four parts: federal regulation compliance, an inquiry form (LOI), a draft, and a final application.

Step 1: Register with DUNS and SAM

As soon as you know you're ready to apply for a grant, make sure you register with [DUNS & SAM](#). Both are required by the federal government before we can release grant funding to any organization. If you have previously registered, make sure both are up to date. Grant funds will not be awarded to organizations without current valid DUNS and SAMs registrations. Please note SAMs registrations must be renewed annually.

Step 2: Submit an LOI

Next, go to the Online Grant Application. If you don't already have an account, register by selecting the "Create New Account" button. You are prompted to enter your contact information, including a required email address, information about the organization, and its authorizing official. Your email address and password that you set up on the next screen will be your account logon. Please write your logon information down for future reference.

Once you have registered and created a new account, proceed to the "Applicant Page" and select the type of grant for which you're applying. An "LOI Page" will open; provide the necessary information on that page and click the "Submit Form" button. Your work on the LOI can be saved and returned to; it does not need to be completed in one sitting.

The LOI helps staff determine (1) if the project is eligible for MH funding in this grant category and (2) the relative strength and viability of the project. If your LOI is approved, you will receive an email notification within 10 days after the submission deadline and can then access the full application by logging on to your account. If your LOI is declined, you will not be able to access the application. Not all eligible projects will be accepted into the application stage.

Step 3: Create a Draft

Drafts are *required* for Project Grant applications. Please refer to the deadline schedule for draft due dates. The application questions marked with **[DR]** are required for the draft. The draft is, essentially, an application without supporting materials. To assemble your draft, log on to your account, click "edit application," and complete those portions indicated by **[DR]**. Work on the application draft can be saved and returned to; it does not need to be completed in one sitting.

During the draft stage, do not click on the "submit" button. The "submit" button is reserved for the time when the final application is complete and ready to be submitted for consideration. Once the draft portion is complete, notify your Program Officer, who will review your draft application and provide you with feedback.

Step 4: Submit a Full Application

When the application, including all the supporting materials, is complete and ready for submission, press the "submit" button. Fields marked with * are required. Applications are due by midnight on the deadline date. In fairness to all applicants, all deadlines for grant applications are firm.

The above instructions appear online at: masshumanities.org/grants/applying-online/.

The online grant application system is available here: www.grantinterface.com/Process/Apply?urlkey=masshumanities.

■ Project Grant Application Materials

The final section of this document includes lists of questions for both the *Project Grant LOI* and the *Project Grant Application*. While the LOI asks preliminary questions, the application includes four in-depth sections: *Project Information*, *Nonprofit Sponsoring Organization Information*, *Personnel*, and *Uploads*. The *Uploads* section includes the following materials, explained here in detail:

Budget and Budget Explanation

The Budget Form (masshumanities.org/files/grants/onlineapp/pg_budgettemplate.doc) has two parts, a budget and a budget explanation, and both parts must be completed.

Funds may only be requested for activities related to the project that occur during the grant period. Expenditures that occur before the grant period may not be used in the cost-share.

Organizations must provide at least a one-to-one total cost-share. The *cash* cost-share must equal or exceed 10 percent of the MH funds requested, and the total cost-share (cash *and* in-kind) must equal or exceed the MH funds requested.

- Cash contributions—when actual money changes hands—may include paid staff time, travel costs, or expenses paid from the organization’s operating budget, registration fees, or other funding sources (except NEH).
- In-kind contributions may include the use of facilities, supplies donated to the project, and volunteer time. In Massachusetts, volunteer time is valued at approximately \$30/hour.
- *You may not use funds from other federal grants as part of your matching cost-share, nor may you use Mass Humanities grant funds as matching for any other federal grant award.*

Most line items need not be matched, but Lines A and B (Project Administration) carry additional restrictions:

- MH funds on Line A must be matched, at least equally, in cash on line A.
- MH funds on Lines A and B (together) may not exceed 50 percent of the total MH funds requested.

Other restrictions to MH funds:

- MH rarely approves stipends/honoraria over \$500 per person, per event.
- The budget may include reasonable food costs for program participants (such as lunch at a teacher’s institute or food for youth in an after-school program). Food costs for receptions are limited to \$300 per project grant.
- MH funds may not exceed \$1,000 for the purchase of reusable equipment needed for the project. Equipment cost requests should be kept to a reasonable percentage of the total MH funds requested.
- MH funds may not be used for tickets if the revenue from ticket sales goes to the sponsoring organization, but such costs may be included in the cost-share.

MH funds may be used to pay for reasonable travel (transportation and lodging) expenses for project personnel such as out-of-town speakers, but may not exceed \$250 per person, per day for lodging. MH rarely funds international travel (originating outside of Canada, Mexico, the U.S., and U.S. territories and possessions).

MH funds may be used to cover indirect costs. Calculate indirect costs as a percentage of the total you are requesting from MH. If your organization has a federally negotiated rate, you can use that, but you must supply us with your Negotiated Indirect Cost Rate Agreement (NICRA) showing that the proper rate is being used. If you are not using a federally negotiated rate, you may use up to 10% of your total MH-requested direct costs. Note: costs specific to the project, like renting a space that is not your own and hiring a custodian for the space, are direct costs and should be listed as such.

Project Scholar’s Statement

The Project Scholar must prepare a short statement, using the Project Scholar’s Statement Form (masshumanities.org/files/grants/onlineapp/pg_scholarstatement.doc), explaining how the project will function as a public humanities project. The statement is *not* merely an endorsement of the project or a letter of commitment.

Resumes of Major Project Personnel

Include resumes of the Project Director, Project Scholar, and other major project personnel. Please limit each person’s resume to two pages. Resumes should present credentials for involvement in the project, including earned degrees, employment, relevant publications, and previous experience with similar projects.

Events Listing (if applicable)

If the project includes public or private events, you must upload the completed Events Listing Form (masshumanities.org/files/grants/onlineapp/pg_eventtemplate.doc). If funded, your public events will be included on our website and in our monthly emails, so you must update Mass Humanities with any changes to your event(s) as soon as possible.

Letters of Commitment/Support (if applicable)

Gather—and upload in one document—letters of support/commitment from co-sponsoring or collaborating organizations, indicating each collaborator’s familiarity with and role in the project.

Sample Materials (for film projects)

Proposals for Film Projects—which result in materials to help with fundraising, crowdsourcing, or distribution—must include an uploaded list of relevant films/links/media/websites. This list should include examples of your previous works in—or current inspirations for—filmmaking, as well as crowdsourcing, etc.

List of Existing Resources (if applicable)

Proposals for projects that include a tangible product—a film, video, curriculum, website, etc.—must include assurances that a similar resource does not already exist. You must upload an annotated list of existing resources that deal with your proposed topic, along with an explanation of how your project is different.

Exhibition Materials (if applicable)

Proposals for projects that result in an exhibition must include sample text and a floor plan (or comparable information).

Application Contract

The Application Contract Form (masshumanities.org/files/grants/onlineapp/pg_contractform.doc) must be uploaded with signatures from the Project Director, Project Treasurer, and Authorizing Official.

All forms are available in the online grant application system and here: masshumanities.org/grants/downloads/. A sample budget is available here: masshumanities.org/files/grants/onlineapp/pg_budgetsample.pdf.

■ Project Grant LOI & Application Questions

Below are complete lists of questions for both the *Project Grant LOI* and the *Project Grant Application*.

You can also generate these lists by clicking on “Question List” when in the online application system (www.grantinterface.com/Process/Apply?urlkey=masshumanities).

Project Grant - 2020

Massachusetts Foundation for the Humanities

Inquiry form

Type of Project Grant*

Choose one from the list below.

Choices

Project-No Priority
Project-ENA
Project-FILM
Project - The Vote

Preparation*

Have you read about the humanities and reviewed the grant guidelines on the Mass Humanities website?

Choices

Yes
No

Project Title [DR]*

Mass Humanities will do public outreach using your title.

Amount Requested [DR]*

Timing of Project*

When will the project begin and end? Note: project programs cannot begin earlier than one month after the award notification date.

Organization Status*

Is the sponsoring organization a 501c3, non-federal government entity, or institution of higher learning?

Choices

- Yes
- Pending 501c3
- No

Fiscal Sponsor*

If your organization is not a 501c3, non-federal government entity, or institution of higher learning, do you have a Fiscal Sponsor?

Choices

- N/A
- Yes
- Not yet

Open Grants*

Does the sponsoring organization currently have an open grant with Mass Humanities (other than Reading Frederick Douglass Together)?

Choices

- No
- I don't know
- Yes = * your LOI cannot be accepted at this time *

Project Statement*

Complete the following: [Organization] requests [Amount] for [Project]. Mass Humanities funding will support [major project activities]. Example: "The Town Library requests \$3,500 for a traveling exhibit and lecture series on immigrant workers on the Town's Historic Transportation Project." Mass Humanities funding will support shipping the exhibit panels and honoraria for speakers."

Project Narrative*

Tell us what your project is about and what you will create: What is the main story, idea, or context we need to know to understand your project? Why are you doing it? What are the final events, products, or experiences your project will deliver? When and/or where will people access them? Note if there are ticket charges or entry fees.

Work Plan*

What work will your team do to prepare for and deliver those final events, products, or experiences? How will that work be organized?

Expected Audience*

What audiences are you trying to engage in the project? How is the project designed to engage them?

Should this project be given priority under the "Engaging New Audiences" initiative? [DR]

If yes, tell us how your project makes humanities accessible and engaging to a specific audience that is underrepresented in humanities programs. If the project is NOT responding to this initiative, please leave blank.

Humanities Issues [DR]*

Describe the key questions your project will raise. Tell us what humanities-based knowledge or perspectives your audience or participants will gain.

Should this project be given priority under the "The Vote" initiative? [DR]

If yes, please describe here how your project fits within the parameters of this initiative. If the project is NOT responding to the initiative, please leave blank.

Project Scholar*

Who is your Project Scholar? List their credentials and/or experience. Explain what humanities expertise they have and how it will help you achieve your project goals. If you do not have a scholar yet, what humanities expertise does your project need to achieve its goals?

Prospective Budget*

List your best approximation, in dollar amounts, of the major project costs Mass Humanities will be asked to fund.

Has the organization had a grant from us before?

Choices

Yes

No

I don't know

How did you learn about Mass Humanities?

Tell us how you found us.

Mass Humanities Program Officer*

Have you spoken with a Program Officer about this particular project? Tell us who by selecting from the pull-down list.

Choices

Jennifer Hall-Witt

Katherine Stevens

Yes, but I'm not sure who

I have not spoken with a Program Officer yet

Other comments or questions?

PLEASE NOTE: New federal rules require all applicants to have a valid SAM registration in order to receive grant funding from us. In order to register with SAM, you must already have a DUNS number. Follow these instructions to register for either or both.

We suggest beginning the process right away so that you will have a SAM number before your final application is due.

FISCAL SPONSORSHIP: If you are using an organization other than your own as a fiscal sponsor, you will need to provide us with a copy of your agreement with the sponsor. Read about the requirements here.

Grant Number

internal use only

Character Limit: 15

Program Officer

internal use only

Choices

JHW

KS

Grant Round

internal use only

Choices

November

February

May

MH Priorities

internal use only

Choices

ENA

The Vote

No Priority

Project Grant Application - 2020

Massachusetts Foundation for the Humanities

1) Project Information

Type of Project Grant*

Choose one from the list below.

Choices

Project-No Priority

Project-ENA

Project-FILM

Project - The Vote

Project Title [DR]*

Mass Humanities will do public outreach using your title.

Amount Requested [DR]*

Grant Period Start Date [DR]*

When will you begin grant-related work on your project? Grant-related work cannot begin until after the award notification.

Grant Period End Date [DR]*

When will the grant-related work on your project be complete? Include about a month for reporting.

Project Statement [DR]*

Complete the following: [Organization] requests [Amount] for [Project]. Mass Humanities funding will support [major project activities]. Example: "The Town Library requests \$3,500 for a traveling exhibit and lecture series on immigrant workers on the Town's Historic Transportation Project." Mass Humanities funding will support shipping the exhibit panels and honoraria for speakers."

Project Narrative*

Tell us what your project is about and what you will create: What is the main story, idea, or context we need to know to understand your project? Why are you doing it? What are the final events, products, or experiences your project will deliver? When and/or where will people access them? Note if there are ticket charges or entry fees.

Disciplines [DR]*

Please choose one to three relevant disciplines for your project.

Choices

American Studies
Anthropology/Sociology
Archaeology
Art History
Civics
Classics
Comparative Literature
Cultural/Ethnic/Gender/Identity-Based Studies
Dramaturgy
Environmental Studies
Ethics
Film Studies
History: Local
History: American
History: World
History: Science/Medicine
History: Other
Immigration/Migration Studies
Journalism and Current Events
Jurisprudence
Labor Studies
Library, Archive, Museum Studies
Linguistics
Literature: American
Literature: Children's and Young Adult
Literature: World

Literature: Other
Media Studies
Medieval Studies
Musicology
Pedagogy
Philosophy
Religion
Rhetoric
Theory of Science, Social Science, Art, and Humanities Fields Urban/Place-
Based Studies

Work Plan [DR]*

What work will your team do to prepare for and deliver those final events, products, or experiences? How will that work be organized?

Expected Audience [DR]*

What audiences are you trying to engage in the project? How is the project designed to engage them?

Should this project be given priority under the "Engaging New Audiences" initiative? [DR]

If yes, tell us how your project makes humanities accessible and engaging to a specific audience that is underrepresented in humanities programs. If the project is NOT responding to this initiative, please leave blank. *Character Limit: 2500*

Humanities Issues [DR]*

Describe the key questions your project will raise. Tell us what humanities-based knowledge or perspectives your audience or participants will gain.

Should this project be given priority under the "The Vote" initiative? [DR]

If yes, please describe here how your project fits within the parameters of this initiative. If the project is NOT responding to the initiative, please leave blank.

Project Personnel [DR]*

Please list the names of major project personnel, including the Project Director, Project Scholar, and other humanities scholars. Note their role and summarize their main qualifications for this project.

Outreach and Publicity [DR]*

Describe your outreach plan. How will you reach the participants/audiences you wish to attract? How will you publicize the project and grant from Mass Humanities? What materials will you create to publicize your project? What is the timing for your outreach and publicity plan? <http://masshumanities.org/grants/project/project-grant-application-sample-items/> - outreach
Character Limit: 2000

Timeline [DR]*

List major project benchmarks and the dates when they will take place. Be specific. See example.

Sponsoring Organization [DR]*

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?

Funding [DR]*

Please list the funding sources for the project (including any funds coming from your operating budget) and be sure to note how any needed funds will be raised.

2) Nonprofit Sponsoring Organization Information

Organization's DUNS #*

A DUNS number identifies your organization and is required to receive federal dollars. If your organization does not know its DUNS number or needs to register for one, please see the DUNS information sheet.

Is your organization registered with SAM?*

Your organization must be currently registered with SAM to receive federal dollars. If you need to register with SAM, please see the SAM Information Sheet.

Choices

Yes

No

Pending

Does your organization receive \$750,000 or more each year in federal funding?*

Do not include funds from Mass Humanities. The answer to this question will NOT affect your chances of receiving funding.

Choices

- Yes
- No

501(c)3 Status*

Does the sponsoring organization have 501(c)3 certification?

(Only non-profit organizations, government entities or educational institutions are eligible to receive grants from MH.)

Choices

- Yes
- No
- Pending

Website

Organization's Website address

3) Personnel

Project Director's First and Last Name [DR]*

The Project Director organizes the project and completes online reporting.

Project Director's Position/Title [DR]

Project Director's Address [DR]*

Provide a mailing address that includes the city, state, and zip code.

Project Director's Email [DR]*

Project Director's Daytime Phone Number(s) [DR]*

Project Treasurer's First and Last Name [DR]*

The Project Treasurer is the person who keeps track of project income and expenses, pays bills, and is responsible for financial documentation. The Project Director and Project Treasurer must be unrelated individuals.

Project Treasurer's Position/Title [DR]*

Project Treasurer's Address [DR]*

Provide a mailing address that includes the city, state, and zip code.

Project Treasurer's Email Address [DR]*

Project Treasurer's Daytime Phone Number(s) [DR]*

Authorizing Official's First and Last Name [DR]*

Enter the first and last name of the authorizing official for the sponsoring organization.

Authorizing Official's Position/Title [DR]*

*the Authorizing Official must be from the sponsoring organization

Authorizing Official's Email Address [DR]*

Name & Email Address of the Person Submitting this Application

If you are submitting this application and are NOT the project director of the proposed project, provide your first and last name and your email address. Otherwise, leave blank.

Project Scholar's First and Last Name [DR]*

The Project Scholar works in a relevant humanities discipline and serves in an advisory role. If applicable, please provide information about additional humanities scholars who are involved in the project below.

Project Scholar's Position/Title [DR]

Provide the professional title and/or position of the Project Scholar. Include the academic field/discipline.

Project Scholar's Address [DR]*

Provide a mailing address that includes the city, state, and zip code.

Project Scholar's Email [DR]*

Project Scholar's Daytime Phone Number(s) [DR]*

Additional Humanities Scholar(s) [DR]

If applicable, list the your additional humanities scholars here. Please include their first and last names, professional titles and/or positions, academic fields/disciplines, and emails.

Character Limit: 4000

For Draft: Do **NOT** hit "submit." Complete those portions indicated by [DR], hit "save" and notify your program officer that the draft is complete.

For Submission: Complete the application including all the supporting materials. Fields marked with * are required. Click on the "submit" button to send your completed application to Mass Humanities by the deadline.

For your records: For a complete finished application for your records, click on "print packet." A pdf will be generated of your entire application.

4) Uploads

Note: Uploaded documents show as uploaded only after you save the application. **Important information about upload fields:**

- Each field accepts only one document. You can replace a document previously uploaded simply by uploading another file (there is no delete button).
- You may need to combine multiple documents prior to uploading. If they are all of the same type, such as Word, you can combine them in Word before uploading. If they are mixed formats, you may need to turn them into PDF files and then combine them into one file before uploading.
- Creating PDF files: If you need one, you can download a recommended free PDF creator.
- Combining PDF files: Instructions can be found here if you need to combine multiple PDF files into one file for uploading.

Note: If you do not have these documents in digital form, you may use the Fax-to-File service available in the Tools menu to get your documents in pdf format.

Budget [DR]*

Upload the completed budget form (doc) in this field. This document has two parts, a budget and a budget explanation, and both parts must be completed.

Project Scholar's Statement*

The Project Scholar must prepare a short statement—of about 1000 words and following the PG Statement Form (doc)—explaining how the project will function as a public humanities project. If you choose to provide more than one scholar's statement, combine them into one document and upload here. * The statement must be written by the scholar and must use the form provided.

Resumes of Major Project Personnel*

Upload one document with the combined resumes of the Project Director, Project Scholar, and other major project personnel. Resumes should include the person's relevant credentials, skills, publications and/or experiences. Each resume should be ONLY two pages long.

Events Listing (private and public)

Upload the completed events listing (doc) in this field. Update Mass Humanities with any changes to your event(s) as soon as possible.

Letters of Commitment/Support

Upload one document with letters from participating and collaborating organizations and venues.

Sample Materials for Film Projects

Proposals for Film Projects—which result in materials to help with fundraising, crowdsourcing, or distribution—must include a list of relevant films/links/media/websites. This list should include examples of your previous works in—or current inspirations for—filmmaking, as well as crowdsourcing, etc. If this applies to your proposal, please upload the list (with links) here. *File*

List of Existing Resources

Proposals for projects that include a tangible product—a film, video, curriculum, website, etc.— must include assurances that a similar resource does not already exist. If this applies to your proposal, please upload an annotated list of existing resources that deal with your proposed topic. Explain how your project is different.

Exhibition Materials

Proposals for projects that result in an exhibition must include sample text and a floor plan. If this applies to your proposal, please upload this material here.

Additional Upload

Your Program Officer may request, or you may want to provide, additional documents. You may upload your **Fiscal Sponsorship Agreement**, images, mock-ups, brochures, additional CVs, writing samples, estimates, appendices, or something else. Combine documents into one file and upload here.

Signatures Document*

Download the [application contract form](#) to your computer. Complete the document with the signatures and information required. Scan as PDF or use the Fax-to-File service available in the Tools menu and upload the completed file here.