

MASS HUMANITIES GRANT PROPOSAL DRAFT

DUE three weeks before the final application deadline

Please be aware that only applicants who have received a go-ahead from a Mass Humanities program staff member should submit a draft.

The draft should include these 7 items:

- 1) Draft Application Cover Sheet, with all spaces filled with names, no signatures needed in draft (please remember that the fiscal agent is an individual, not an organization)
- 2) Project Summary (usually one paragraph)
- 3) Project Description (usually four pages). Please use the following guidelines for this section):
 - The project description should not exceed 2250 words (four single-spaced pages).
 - Describe the project. What do you want to do, and how, when, and where will you do it?
 - 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 the Foundation?
 - 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 and the individuals who will be responsible for implementing the project. 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 prospects and the amount to be raised from each source.
- 4) Budget (using form)
- 5) Budget explanation: a line-by-line break down of the figures in the proposed budget, corresponding exactly to the budget form. Be as specific as possible.
- 6) Schedule of grant related activities: a time line of what will be accomplished, when. *** (see below)
- 7) If your scholar(s) is/are not employed by a college or university, include their CVs with the draft.

NOTE: Be sure to read the proposal guidelines, which can be downloaded from the Mass Humanities website: masshumanities.org/?p=project#guidelines. There are other items required in your final proposal that we don't ask to see at the draft stage, including: scholar statements and résumés or CVs for scholars and major project organizers.

DRAFTS ARE DUE three weeks before the final application deadline.

*****An important aspect to consider is timing.** If you are successful in receiving a grant, the final funding decision will have been made at our board meeting about six weeks after the proposal deadline. You would receive your award letter by the end of that month and your grant period would begin on that day (8 weeks after proposal deadline). The budget and timeline can only reflect activity that happens within the grant period, not before. And even though a great deal of time will go into this before the grant period starts, the proposal budget and timeline may not include these efforts as part of your in-kind matching contribution. Of course, any time someone planned to donate after the beginning of the grant period could count toward your in-kind match. Do not forget that public events cannot take place until 30 days after the date of notification (approximately 10 weeks after proposal deadline).