DISCUSSION GRANT GUIDELINES FOR
COMMON GOOD READS

massHUMANITIES
A Commonwealth of Ideas

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*Common Good Read*s funds reading and discussion programs – for public libraries, Adult Basic Education programs, or other community organizations – that respond to Mass Humanities' thematic initiative *Negotiating the Social Contract* and make use of Pulitzer Prize-winning literature and journalism (with an emphasis on reading journalism). We ask applicants to create a multi-session public program that uses works from Mass Humanities' Common Good Reads Resource Guide or other Pulitzer Prize winning readings.*

This grant initiative and the Common Good Reads Resource Guide have been developed to encourage small groups of Massachusetts residents to illuminate, gain insight into, and discuss their own thinking about their relationship to society as a whole (at social, local, state, and/or national levels) by asking such questions as:

- What does the phrase "the common good" mean to you?
- What do the ideals of "the common good" look like?
- Is it possible for well-intentioned people to disagree about the nature of "the common good?"
- How might such disagreements be resolved on a personal, local, or national level?
- What does working toward "common good" ideals involve?
- What am I personally willing to do or give for the common good, and what are today's obstacles to achieving it?

THE RULES

Grant funding may be used for:
- Compensation for scholars, facilitators, or A.B.E. teachers, who must be confirmed when the application is submitted (contact Abbye Meyer for scholar-facilitator suggestions; programs are free to engage their own scholar-facilitators).
- The purchase of books or other readings, if necessary. Pulitzer-prize-winning journalism is available for free on the Pulitzer website. Libraries are encouraged to use interlibrary loan for books. Finally, we are exploring possibilities for providing unlimited online access to the materials in the Mass Humanities Common Good Reads Resource Guide of Pulitzer-winning materials that respond to our theme.

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* *Common Good Reads is part of the Pulitzer Prizes Centennial Campfires Initiative, a joint venture of the Pulitzer Prizes Board and the Federation of State Humanities Councils in celebration of the 2016 centennial of the Prizes. The initiative seeks to illuminate the impact of journalism and the humanities on American life today, to imagine their future and to inspire new generations to consider the values represented by the body of Pulitzer Prize-winning work. For their generous support for the Campfires Initiative, we thank the Andrew W. Mellon Foundation, the Ford Foundation, Carnegie Corporation of New York, the John S. and James L. Knight Foundation, the Pulitzer Prizes Board, and Columbia University.*

A WORD ON EVALUATION

Funded programs will receive forms and directions on how to evaluate and report on *Common Good Reads* projects. The required reporting documents include: evaluation report, factual report, financial report, participant evaluations, and facilitator's contributed services and evaluation form. All forms are available online.

DEADLINES AND DECISIONS

Programs must take place during the 2016 calendar year. Applications may be submitted at any time until September 2016. Proposals that meet the thematic and other requirements are funded on a first come first served basis. Notification is within three weeks. Note: Allow at least two months between the submission of your proposal and your first program for adequate preparation and publicity.

GRANT AMOUNTS

Libraries and community organizations:
- Are eligible for $1,500.
- An additional $500 is available to under-resourced organizations, bringing the maximum award to $2,000. These include organizations that demonstrate a need to support a single part-time staff person with additional hours and/or organizations in cities/towns in which 15% or more of its people are living below the poverty line indicated by the most recent available census. Ask a Program Officer whether your organization is eligible.
- There is no cash match requirement, but programs will be asked to demonstrate at least a one-to-one in-kind match. Organizations eligible for the extra funding are not required to meet the entire match but are still encouraged to estimate their matching efforts.

Adult Basic Education Programs and selected social service agencies:
- Are eligible for a maximum of $2,500.
- There is no cash or in-kind match requirement, but all programs will be asked to record and report their matching efforts.

OUTREACH/PUBLICITY

Through experience, we have determined several specific outreach strategies that are effective:
- Partner with local groups and agencies to engage an audience and share information.
- Send press releases to local radio stations and newspapers, well in advance of the first session.
- Make sure the host's website lists the dates of the programs on its events calendar.
- Make sure you update the Mass Humanities Calendar for publication on our website and elsewhere.
- Design fliers to hang as posters and distribute at the circulation desk and have them distributed to local places where people gather, such as general stores.
- For additional guidance in organizing a reading and discussion series, view our Coordinator's Guide.

APPLICATION OVERVIEW

Create and submit your Inquiry Form (LOI) for a Discussion Grant. If your LOI is approved, you will be given access to the grant application. Complete and submit the application. Once you have begun the application, you may click on "print question legend" to generate a pdf file that provides you a list of all the fields and their instructions for the application. This may be helpful to organize the information you need for the application while offline.

There are <u>four</u> sections to the application that must be completed:

> **1) Program Information** – Title, summary, and amount of grant funds requested.
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> > **Amount requested** – is simply the total funds requested from Mass Humanities.
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> **2) Sponsoring Organization** – Information about the sponsoring organization including the DUNS # of the organization. Also needed in this section is how much federal money the organization expects to expend this fiscal year.
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> > **DUNS #**: The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. 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, visit Dun & Bradstreet Website. Information on how to obtain a DUNS number can be found at masshumanities.org/files/grants/duns.pdf. Your grant application <u>cannot</u> be submitted without this number.
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> **3) Personnel** – Here you provide information about the program personnel (project director and project treasurer). The treasurer keeps track of project income and expenses, pays bills, and is responsible for financial documentation. The project director and treasurer must be unrelated individuals; the project director may <u>not</u> also serve as the treasurer. The project director completes online reporting.
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> **4) Uploads** – Download the program schedule template, complete and upload final schedule which includes space to list the confirmed scholar-facilitators. Upload the resume/CV of the discussion facilitator. Download the budget template, complete and upload final budget (see budget instructions below). Download application contract form. An application is not considered complete without names and signatures of all parties. Once both signatures have been obtained, scan or use the available "fax to file" tool and upload the signed contract form.

BUDGET GUIDELINES & SAMPLE BUDGET

On the next page find a sample budget and explanation for a five-session series at a library that is eligible for the additional $500. Use the actual estimated costs in your community (not those in the sample budget) for printing, phone, and other expenses as well as estimates of time corresponding to your experience with similar programs and your publicity plans.

SAMPLE BUDGET & EXPLANATION

Category	Explanation	MH Funds Requested	Matching Amounts		Source of Matching Amounts	Line Totals
			Cash	In-kind		
A. Personnel (salaries, honoraria) 1. Teachers/ facilitators/ humanities scholars	$300 per class taught by Susan Smith x 5 ($1,500); $300 for preparation	$1,500	0	$300	facilitator	$1,800
2. Other Personnel	Program Management (Jeff Brown): 60 hrs @ $25/hr; eligible $500 additional hours for part-time staff person	$500	$1,500	$0	Staff salary	$2,000
B. Travel	Facilitator travel 5x30=150@ .575	$0	$0	$86	$0	$86
C. Supplies	30 books @ $10.00 each; Copied packets of articles and poems @ $26	$0	$26	$300	Library copies; interlibrary loan for books	$326
D. Postage	40 first class stamps @ $0.49	$0	$20	$0	Operating budget	$20
E. Rental (space & equipment)	Classroom space for program at library 5 @ $100	$0	$0	$500	library	$500
F. Telephone	Monthly base charge, 6 months @ $25	$0	$0	$150	Operating budget	$150
G. Publicity	Design and layout ($50) printing of 300 flyers and 300 bookmarks ($100)	$0	$100	$50	library	$150
H. Other (please specify)	Childcare: 5 classes (1.5 hours each) @ $20/hour	$0	$150	$0	library	$150
TOTALS		**$2,000**	**$1,796**	**$1,386**		**$5,182**
TOTAL COST SHARE			$3,182			
TOTAL PROJECT COST (MH funds + cash match + in-kind)		$5,182				

BUDGET GUIDELINES

A few words about matching:

All programs will be asked to demonstrate at least a one-to-one in-kind match (unless they have demonstrated eligibility for extra funding or are Adult Basic Education programs). There is no <u>cash</u> cost-share requirement.

Determining your match: Please estimate all of your cash and in-kind efforts towards this program. The easiest way to count in kind contributions is to list everything and everyone contributing to the series, and estimate costs as if all items or volunteer time had to be paid for. Some common items used as in-kind contributions are: use of meeting facilities, copying and duplication, and use of a phone. Some services generally contributed are the coordinating and outreach work by program staff and/or volunteers. Paid staff time dedicated to the project but not covered by the grant should be recorded in the cash match column; all volunteer time should be recorded in the in-kind match column.

A. Personnel

    1. A.B.E. Teachers or humanities scholars/facilitators

(a)   Cash column: We suggest a flat fee of $300 per session.

(b)   In-kind column: If teachers/scholars will be putting in additional time for which they will not be compensated (for preparation, for example), please value this time at their current hourly rate and indicate the total value of volunteered time here.

    2. Others

(a)   Cash column: Program directors or other relevant program staff members should value their time at their current hourly rate, determine how much of their time will apply to the program for which they seek funding, and indicate the total value of contributed, institution-paid time here.

    Extra $500 eligibility:
    <u>Libraries or community organizations</u> that demonstrate a need for additional funds to support oversight of the program will be eligible for an additional $500 for additional hours for a part-time staff person. These include libraries with only one part-time adult services librarian <u>and/or</u> libraries from towns or cities in which 15% or more of inhabitants are living below the poverty line indicated by the most recent available census. Organizations that fit into this category may also waive the 1:1 cost-share matching requirement.
    <u>ABEs and select social service agencies</u> may request $500 for personnel without meeting eligibility requirements above, and also waive the matching requirement.

(b)   In-kind column: If volunteers are involved in running this program, indicate the value of their time here. Applicants will need to keep track of volunteers' donated time; for purposes of the application, estimate based on the number of hours worked at $27 per hour.

B. *Travel*

(1) Cash column: In exceptional circumstances, travel funds may be requested for teachers/scholars/facilitators *after explicit permission from a program officer*.

(2) In-kind column: Travel for teachers/scholars/facilitators from within the state may be counted as in-kind match. The rate is 57.5¢ per mile.

C. *Supplies*
Funds to cover duplicating of series-related reading material, books, or printing of evaluation forms may requested from Mass Humanities, or they may be counted as in-kind or cash contributions. Cost of refreshments may be counted as cash or in-kind contribution only (no grant funds may be used).

D. *Postage*
Postage expenses for outreach or communication with participants can be charged to the grant or considered a cash or in-kind contribution.

E. *Rental (space and equipment)*
If the meeting space is not free to the project, charges for rental may be requested as a grant expense. Otherwise, the estimated rental value may be included as in-kind contributions. Use reasonable rates for your area.

F. *Telephone*
For a five-program series, toll charges could approach $30-40. Calls made before the application is approved may not be charged to the grant or be counted as in-kind contributions. Monthly base charges during the project may be counted as in-kind.

G. *Publicity*
Time spent on promotion may be counted as in-kind. Cash expenses for publicizing the program, such as the printing of posters, flyers, and bookmarks, may be charged to the grant. You can get an estimate from a printer and include it in the cash column. News releases or stories carried in newspapers, announcements broadcast on radio and TV, notices in newsletters, etc., can count as in-kind match. You can generally assume that, with normal publicity, at least $300 worth of this free publicity will be contributed to the project.

H. *Other*
Child care services and janitorial costs may be included in the grant budget as cash request or match, or as in-kind match if volunteered.

Mass Humanities funds **may not** be used for food and refreshments. Costs for these items should be listed as part of a cash match.

HOW TO APPLY ONLINE

Read this entire document before beginning the application process.

Discussion Grant application for *Common Good Reads* may be submitted at any time between now and September 2016. Please follow the instructions described below. We encourage you to watch the 10-

minute [applicant tutorial video](#) which is a good overview of the online application system before proceeding.

Submit an Application

To submit an application, click on the application link at the bottom of this document. Register by selecting the "Create New Account" button if you don't already have an account. You are prompted to enter your contact information including a required email address, information about the organization, and its authorizing official. Your email address entered on this form along with the password you set up on the next screen will be your account login. Please write your login information down for future reference. Once registered proceed to the "Applicant Page" and select "Discussion Grant." An Inquiry Form (LOI) will open; provide the necessary information on that page and click the "Submit Form" button. Once the LOI has been approved, you will be given access to the application. Complete the application. The application may be saved and returned to; it does not need to be completed in one sitting. Fields marked with ***** are required. Your application will be submitted to an MH staff member.

If approved or declined, the applicant will receive an email notification.

go to online grant application

Questions? Contact Abbye Meyer (413-584-8440 x102) or Melissa Wheaton (413-584-8440 x100)