DISCUSSION GRANT GUIDELINES FOR
CIVIL RIGHTS DISCUSSION GRANTS

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CIVIL RIGHTS DISCUSSION GRANTS

The *Civil Rights Discussion* grant program is named after Mass Humanities' popular *Reading Frederick Douglass Together* program. During June and July, groups of people gather in a public space and communally read Douglass' fiery 1852 speech, in which he challenges the United States to live up to the promise of the Declaration of Independence and takes the country to task for enslaving millions of Africans. These events happen in a public place. People stand up or step to a microphone, taking turns, reading paragraph by paragraph, everyone else reading along. Local leaders and groups of children oftentimes participate in such readings. It is a powerful experience that brings people together and leads to insight and conversation.

The *Civil Rights Discussion* grant is intended to stimulate, through similarly shaped programs, informed and open conversation around racial conflict and relations in the United States. Held in a public space or at a public venue, events funded through this small grant are shared readings of a short text (a speech, petition, letter, poem, or excerpt) by an American civil rights leader, such as Martin Luther King or Ida B. Wells. Since one of the purposes of the program is to encourage collaboration between diverse groups of people of one town or neighborhood in creating a shared experience, Mass Humanities encourages individuals and organizations from a particular town or neighborhood (for instance libraries, community centers, museums, public schools, community organizations, or simply groups of people) to form a loose partnership to design, plan, and execute the event. Readings are often introduced by a historian or other scholar and/or followed by moderated discussion.

Organizations may apply for up to $500 toward defraying costs for organizing a *Civil Rights Discussion* event as a shared reading by itself, as an event that includes music or other entertainment, or as part of a larger festival or event. We ask that two or more organizations collaborate, with one organization taking the lead, and that a humanities scholar be involved in the project.

Applicants who wish to create a *Reading Frederick Douglass Together* project should use this *Civil Rights Discussion* grant. Applicants who wish to modify a *Civil Rights Discussion* project into something that does not fit these guidelines may want to apply for an *Open Discussion* grant instead. Please contact Rose Sackey-Milligan if you have questions.

Eligible Applicants:
- All nonprofit and government organizations that serve Massachusetts residents are eligible to apply for *Civil Rights Discussion* grants.

Grant Amounts:

- All nonprofit and government organizations are eligible for a *maximum $500* for a one-time *Civil Rights Discussion* event. Organizations are asked to demonstrate at least a one-to-one in-kind and/or cash match.

Projects and Participants:
- *Civil Rights Discussion* grant applicants develop their own themes and procure their own materials. Applicants planning a *Reading Frederick Douglass Together* event are invited to use [Mass Humanities resources](#), including copies of the 1852 "What to the Slave is the Fourth of July?" speech and discussion questions.
- *Civil Rights Discussion* grant applicants ensure at least 8-12 discussion participants.
- Funds may be used for all reasonable project-related expenses, with the exceptions of food, travel, salaries, and capital expenses. Please see the budget guidelines for specific instructions, and please contact staff for help.
- *Civil Rights Discussion* projects must involve a humanities scholar who plans (and perhaps also facilitates) readings and discussions.
- All discussions must be moderated or facilitated, and Project Directors are free to engage their own scholars and facilitators. Please contact [Rose Sackey-Milligan](#) for suggestions of and referrals to scholars.

Application Process:
- Discussion Grant deadlines are bimonthly, and notification is within three weeks of submission.
- LOI forms must be submitted [online](#) at least two weeks before the application deadline. You may contact Mass Humanities staff or submit an LOI form [online](#) at any time.
- Submit your online LOI form at least ten weeks ahead of your intended event, so that you can then submit your [online application](#) and prepare your outreach plan.
- For guidance in scheduling a discussion project, please see our *[Discussion Grant Coordinator's Guide](#) (pdf)*.

Outreach and Publicity:
- For guidance in publicizing a discussion project, please see our *[Discussion Grant Coordinator's Guide](#) (pdf)*.
- [General publicity requirements](#) for all Mass Humanities grant recipients are available online.
- If you are organizing a *Reading Frederick Douglass Together* event, you are invited to use additional [Mass Humanities resources](#), including flyer and poster templates. You can print in color or in black and white.

Evaluation:
- All discussion project directors are asked to report audience counts and to distribute and collect participant surveys, so you will need to begin planning evaluations before your project ends.
- Funded projects will receive forms and directions on how to evaluate and report on *Civil Rights Discussion* events. All forms are available online.

DIRECTIONS FOR COMPLETING THE APPLICATION

Create an account, and then submit your LOI form for a Discussion Grant. If your LOI form is approved, you will be given access to the grant application, which closely resembles the LOI form but requests more detailed information. Once you have begun the application, click on "print question legend" to generate a pdf with a list of all fields and their instructions for the application. Please contact [Rose Sackey-Milligan](#) or [Melissa Wheaton](#) for support.

There are four sections of the application that must be completed, and these directions provide requirements and suggestions specific to a *Civil Rights Discussion* application:

1) **Project Information**: This section of the grant application asks about the form and content of your *Civil Rights Discussion* event.

- o **Title of Project:** Please create a title for your project, which may also serve as a title for the discussion event or series. (Mass Humanities will do outreach using your title.)

- o **Amount Requested:** This amount is simply the total funds requested from Mass Humanities. The maximum for a *Civil Rights Discussion* event is $500, and you will figure out your needs by writing a budget (see below).

- o **Project Summary:** The Project Summary is the first text about your proposed series that readers will encounter, and it generally starts with one or two very clear sentences that provide basic information (including the organization, amount of money requested, the audience, the issues and materials being discussed, and whatever else might be important for a reader to know right away). The first sentence could take this form: "[Organization] is requesting $[Amount Requested] for a shared reading of [text] on [date] at the [place]." Then you can get into more detail about your proposed project, including the name(s) of the collaborating organization(s).

- o **Should this project be given priority under Mass Humanities' Engaging New Audiences Initiative?** Mass Humanities gives priority to projects that fit into the *Engaging New Audiences* initiative. In this field, please note the ways your project will serve audiences that are considered "new" to public humanities programming. If your intended audience does *not* fit into the initiative, you may simply skip this field.

  The easiest way to make the case for priority is to select at least one of the provided options to show that your participants likely lack easy access to programs because they live in a community with high poverty rates, because they are new to the United States, or because they cannot or do not leave their residences. Links are provided for checking towns and cities against Massachusetts averages—according to 2014 numbers published by the United States Census Bureau—and for using 2007 numbers published by the Massachusetts Department of Public Health. Please check ALL that apply:

  - o Project serves residents of a MA city/town that has a poverty rate greater than the MA average—11.6% in 2014 (data at http://www.census.gov/quickfacts/table/POP645214/25,00).
  - o Project serves residents of a MA city/town that has an average per capita income below the MA average—$36,441 in 2014 (data at http://www.census.gov/quickfacts/table/POP645214/25,00).
  - o Project serves residents of a MA city/town that has more foreign-born residents than the MA average—15.3% in 2014 (data at http://www.census.gov/quickfacts/table/POP645214/25,00).
  - o Project serves residents of a MA city/town in which more than 10% of public school students qualify as FLNE (First Language Not English) students—list at FLNE document (pdf).
  - o Project serves residents of a MA city/town with a district high-school dropout rate that is higher than the MA average—1.9% in 2015 (data at http://profiles.doe.mass.edu/state_report/dropout.aspx).
  - o Project serves people who are circumscribed in their movements, such as residents of a MA correctional facility, nursing home, assisted living center, hospice center, or hospital.
  - o Project is being organized by a public library with only one staff member.
  - o Project involves special outreach methods and/or collaborations to reach new audiences. Please describe below.
  - o Other. Please describe below. Please make a case for why the people served by your project *should* be considered new audiences for the humanities.

- o **Should this project be given priority under Mass Humanities' Negotiating the Social Contract Initiative?** Mass Humanities also gives priority to projects that fit into the *Negotiating the Social Contract* initiative. In this field, you may want to consider specific themes and topics your event will address.

- o **How will the project be organized**? You should explain when and where the event or the series will be held, how you and the facilitator will organize the time (each discussion event/session is generally 90 minutes to three hours), and how participants will be able to access materials and texts or other sources of content.

- o **Timing of the Project: Tell us when the project will begin and end.** You should note the date of the event or the dates of all of the series' sessions, along with any other relevant information.

- o **Describe the expected audience(s)/participants.** Even if an event or series is "open to the general public," you may have an idea of which people in the community may attend, and you may target specific groups. This is the place to explain those goals and expected outcomes.

- o **What are the reasons this project seems to be a good idea for your audience?** In this text box, provide the information to answer the question.

- o **Describe your outreach plan.** Provide some information about your publicity plan and names of people responsible for or willing to help with publicity. What materials will you create and rely on most? How will you create and replicate them? What lists or news sources are you able to use to get information to potential participants? When will you begin your publicity plan?

2) **Sponsoring Organization**: Enter information about the sponsoring organization, including the type of organization and the DUNS # of the organization.

- o **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 *cannot* be submitted without this number.

- o **Does your organization receive $750,000 or more each year in federal funding**? The answer to this question does not bear on the grant in any way.

3) **Personnel:** In this section, provide information about the project personnel.

- o **The Project Director** is responsible for organizing the project and completes online reporting.

- o **The Project Treasurer** 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; the Project Director may *not* also serve as the Project Treasurer.)

- o **The Project Scholar/Facilitator** for a *Civil Rights Discussion* project must be a humanities scholar who plans (and perhaps also facilitates) readings and discussions.

- o If the person filling out the application is not the Project Director, you may choose to add an additional name with contact information.

4) **Uploads:** This section of the application has five parts.

- o **Project Schedule:** Download the [events listing form](#) (doc) (which includes space to list the confirmed facilitator(s)), complete it, and upload final listing.

- o **Project Scholar/Facilitator CV/Resume:** Upload the CV or resume of the project scholar/facilitator.

- o **Budget:** Download the [budget template](#) (doc), complete it, and upload final budget (see budget instructions below).

- o **Signatures Document:** Download [application contract form](#) (doc). 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.

- o **Additional Upload:** No additional uploads are needed for a *Civil Rights Discussion* application. You may simply ignore this field!

DIRECTIONS FOR COMPLETING THE BUDGET

Organizations are asked to demonstrate at least a one-to-one in-kind and/or cash match. There is no cash cost-share requirement. Use the actual estimated costs in your community (not those in the sample budget) for printing, phone, and other expenses.

Please estimate all of your cash and in-kind efforts. The easiest way to count in-kind contributions is to list everything and everyone contributing to the project, and estimate costs as if all items or volunteer time had to be paid for. Some common items considered 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**
  - o **Scholars and Facilitators**
    - ▪ MH Funds and/or Cash Match: Fees for scholars/facilitators who are facilitating or planning.
    - ▪ In-Kind Match: If scholars or facilitators will be putting in additional time for which they will not be compensated (for additional preparation, for example), please value this time at their current hourly rate and indicate the total value of volunteered time here.
  - o **Other Personnel**
    - ▪ MH Funds and/or Cash Match: Project Directors and/or other contributors to the project should value their time at their current hourly rate, determine how much of their time will apply to the project, and indicate the total value of contributed paid time here.
    - ▪ In-Kind Match: If volunteers are involved, indicate the value of their time here (use the current federal rate). Applicants will need to keep track of volunteers' time.
- **B) Travel**
  - o MH Funds and/or Cash Match: In exceptional circumstances, travel funds may be requested for scholars/facilitators *with explicit permission from a Program Officer*.
  - o In-Kind Match: Travel for scholars/facilitators from within the state (or nearby areas) may be counted as an in-kind match. Use the current federal rate.
- **C) Supplies**
  - o Funds to cover duplicating or printing books, reading materials, and survey forms may be requested from Mass Humanities, or they may be counted as in-kind or cash contributions.
  - o MH funds *may not* be used for food and refreshments. Costs for these items should be listed as

part of a cash match.

D) Postage
- o 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)
- o If the meeting space is not free to the project, MH funds may be used for rental, or estimated rental value may be included as in-kind contributions. Use reasonable rates for your area.

F) Telephone
- o 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
- o MH Funds and/or Cash Match: Cash expenses for publicizing the program, such as the printing of posters, flyers, and bookmarks, may be included as funds requested or as cash matching contributions. You can get an estimate from a printer and include it in the budget.
- o In-Kind Match: Time spent on promotion may be counted as an in-kind contribution. News releases or stories carried in newspapers, announcements broadcast on radio and TV, notices in newsletters, etc., can count as in-kind matches. You can generally assume that, with normal publicity, at least $300 worth of this free publicity will be contributed to the project.

H) Other
- o 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.

Below is a sample budget for an event at a community center.

Category	Explanation	MH Funds Requested	Matching Amounts Cash	In-kind	Source of Matching Amounts	Line Totals
A. Personnel 1. Scholars and Facilitators	$300 facilitation by Name (Scholar).	$150	$0	$150	Facilitator's contribution.	$300
2. Other Personnel	Name (Project Director) organization and planning: 12 hours at $25/hour ($300); Name (Musician) performance: 2 hours at $150.	$150	$0	$300	Project Director's contribution.	$450
B. Travel (from MH only in exceptional cases)	Name (Scholar) travel: 120 miles at .575/mile ($69).		$0	$69	Facilitator's contribution.	$69
C. Supplies	100 copies of speech for participants ($50).	$50	$0	$0		$0
D. Postage		$0	$0	$0		$0
E. Rental (space & equipment)	Space at community center (room rental @ $50).	$50	$0	$0		$50
F. Telephone		$0	$0	$0		$0
G. Publicity	Designing (1 hour at $30) and printing of 200 flyers ($20).	$50	$0	$0		$50
H. Other (please specify)		$0	$0	$0		$0
TOTALS		$450	$0	$519		
TOTAL COST SHARE			$519			
TOTAL PROJECT COST (MH funds + cash match + in-kind match)		$969				