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FAIR GRANTS

The *Family Adventures in Reading* (FAIR) program brings children ages 6–10 and adults together to enjoy outstanding and thought-provoking picture books.

Each FAIR series has either 4 or 6 sessions—often, but not always, held weekly—and sessions usually last 90 minutes.

A FAIR grant includes everything you need to host a FAIR series:

- Funds for supplies and for time spent preparing and facilitating
- A web-based training for all facilitators (FAIR Storytellers)
- The option to choose between three syllabus themes: *Character, Relationships, or Community*
- Detailed teaching toolkits with discussion questions
- Publicity materials, including bookmarks and customizable posters
- Books for families to keep

All nonprofit and government organizations that serve Massachusetts families are eligible to apply.

A 4-session grant includes \$2,150, and a 6-session grant \$3,000—no match requirements.

FAIR grant applications follow Discussion Grant deadlines.

With support from Mass Humanities staff, each FAIR grant recipient agrees to recruit and register 10–20 families, submit a book order form well in advance of the series, host the series, and submit a final report with attendance numbers.

Each FAIR series is facilitated by a FAIR Storyteller—you, an educator you know, or an educator introduced to you by Mass Humanities. Though a FAIR grant includes a set syllabus of books, general guidelines, and detailed toolkits with tips for reading and discussing, each FAIR Storyteller makes a series her own.

Please contact Abbye Meyer with questions or for support.

COMPLETING THE LOI

FAIR applicants apply online through our Discussion Grant application. Instructions for registering and applying through the online grant system are available [on the Mass Humanities website](#).

Applications for FAIR grants are intended to be simple. The directions in green will help you know exactly how to respond to each question.

How to Answer Questions on the LOI:

- **Type of Discussion Grant?**
Choose “Family Adventures in Reading.”
- **Project Title?**
Create a title for your project: “Family Adventures in Reading” or something else.
- **Amount Requested?**
Write: “\$2,150” (4-session series) or “\$3,000” (6-session series).
- **Project Summary?**
You only need to include a few pieces of information, perhaps with two simple sentences: “[Organization] is requesting \$[Amount Requested] for [Project Title], a FAIR series that will meet [# of sessions, time of year, location, and/or whatever is most important/notable]. The FAIR Storyteller will be [Name], and we will use the [Character/Relationships/Community] syllabus.”
- **Should this project be given priority under Mass Humanities’ Engaging New Audiences Initiative?**
- **“Engaging New Audiences” explanation?**
- **Should this project be given priority under Mass Humanities’ Negotiating the Social Contract Initiative?**
You may ignore these questions.
- **Timing of the Project?**
Be as specific as possible. Be sure to allow for time to advertise and prepare.
- **Describe the intended audience(s)/participants.**
Note how many families you expect to register (generally 10–20 families), and let us know anything important about the expected group. This response should be brief.
- **Project Scholar/Facilitator**
Write the name of the FAIR Storyteller for the series, or let us know if you would like us to help you find someone.
- **Has the organization had a grant from us before?**
- **How did you learn about Mass Humanities?**
- **Other comments or questions?**
These responses should be brief.

COMPLETING THE APPLICATION

FAIR applicants apply online through our Discussion Grant application. Instructions for registering and applying through the online grant system are available [on the Mass Humanities website](#).

Applications for FAIR grants are intended to be simple. The directions in green will help you know exactly how to respond to each question.

How to Answer Questions on the Application:

- **Type of Discussion Grant?**
- **Project Title?**
- **Amount Requested?**
- **Project Summary?**
- **Should this project be given priority under Mass Humanities' Engaging New Audiences Initiative?**
- **"Engaging New Audiences" explanation?**
- **Should this project be given priority under Mass Humanities' Negotiating the Social Contract Initiative?**
Please see directions on page two (for the LOI).

- **How will the project be organized?**
You may ignore this question.

- **Grant Period Start Date / Grant Period End Date**
Allow time (at least a month) for planning, and allow time (about a month) for reporting.

- **Describe the expected audience(s)/participants.**
Note how many families you expect to register (generally 10–20 families), and let us know anything important about the expected group. This response should be brief.

- **What are the reasons this project seems to be a good idea for your audience?**
This response should be brief.

- **Describe your outreach plan.**
Name the person who will be responsible for publicity. Please include some details for your publicity plan: What materials will you rely on most? How will you 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?

- **Nonprofit Sponsoring Organization Information**
Enter information about the sponsoring organization, including the type of organization and the [DUNS #](#) of the organization.

- **Personnel**
In this section, provide information about the project personnel:
 - **The Project Director** is responsible for organizing the project and completes online reporting.
 - **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.)
 - **The Project Scholar/Facilitator** is a FAIR Storyteller. All FAIR Storytellers must [apply online](#) and be approved before this application is submitted.
 - If the person filling out the application is not the Project Director, you may choose to add an additional name with contact information.

- **Uploads**

This section of the application has five parts, and one is not needed for a FAIR application.

- **Project Schedule:** Download the [events listing form](#) (doc), complete it, and upload it. Please treat each session as a separate event. The “description” of each event may stay the same.
- **Project Scholar/Facilitator CV/Resume:** Upload the CV or resume of the FAIR Storyteller.
- **Budget:** Download the [FAIR budget template](#) (doc), complete it, and upload it. The FAIR budget is predetermined.
- **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.
- **Additional Upload:** Ignore this field.

FAIR BOOK PURCHASE ORDER FORM

As soon as you begin planning—or *at least three weeks* before your FAIR series begins—download and complete the [FAIR Book Purchase Order document](#), and email or fax it to Abby Meyer at Mass Humanities:

Abby Meyer: ameyer@masshumanities.org

Phone: 413-584-8440 x102

Fax: 413-584-8454

Our partners at Booksources.com will ship the books directly to the Project Director and will bill Mass Humanities.

Each FAIR series includes 10-20 families, and each family gets a set of books. You may also order a set of books for your FAIR Storyteller and/or Project Director.