



PUBLIC SQUARED ANNUAL CHALLENGE GRANT GUIDELINES & ONLINE APPLICATION MANUAL

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MASS HUMANITIES GRANT PROGRAM STAFF

66 Bridge Street, Northampton, MA 01060
(413) 584-8440 (413) 584-8454 (fax)

Pleun Bouricius x106
Director of Grants & Programs
pbouricius@masshumanities.org

Rose Sackey-Milligan x101
Program Officer
rsackey-milligan@masshumanities.org

Melissa Wheaton x100
Grant Administrator
mwheaton@masshumanities.org

GRANT APPLICATION REVIEW CRITERIA

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

Format, Engagement, and Priorities

- Is the project participatory, and does it include effective provisions for face-to-face conversation or discussion?
- Is the project a collaboration of two or more organizations?
- How does the project promise reach and engage audiences not usually well served by humanities? Please read about our [Engaging New Audiences for the Humanities](#) initiative.
- Is the project designed to respond to our [Negotiating the Social Contract](#) thematic initiative?

Humanities Content

Are the humanities central to the project? Are the issues, concepts, questions, or themes the project seeks to address clearly articulated? Does the project include diverse points of view or approaches to the issues being addressed? How does the project advance the mission of Mass Humanities? (Mass Humanities' mission is to use history, literature, philosophy and the other humanities disciplines to enhance and improve civic life throughout the Commonwealth.)

Plan of Work

Are the project's objectives clearly stated and achievable? Is the format workable and appropriate? Is the schedule realistic?

Audience

Does the applicant have a clear sense of the audience for the project? Does the proposal include an effective plan for attracting the intended audience? Are the topic, format, and schedule of the project appropriate for the intended audience?

Personnel

Are the scholars and other personnel involved well qualified for the roles they will play? Have the scholars been involved in planning the project?

Organizational Capacity and Need

Does the sponsoring organization and the collaborating organization(s) have the capacity to implement the proposed project successfully? Would this project take place without this grant?

Budget & Budget Explanation

Is the budget realistic in terms of the scale of the project and the anticipated results? Are the costs reasonable and justified? Has each line item request been explained? If additional funds are needed to complete the project, does the proposal include a realistic plan for securing them? Has the required match been met?

THE ROLE OF MASS HUMANITIES STAFF

Potential applicants need to create an account or use their existing account in our online application system, and submit an online Inquiry form (LOI) about their project by March 20, at least six weeks prior to the grant deadline of May 1. Staff will determine whether the project is eligible for consideration and will approve or decline the LOI. It is advisable for applicants to consult with a Program Officer in advance of the LOI. If approved, the applicant will receive an email notification and can then access the full application by logging on to their account. If declined, the applicant will receive an email explaining why his or her project is ineligible for consideration.

Projects eligible for funding are assigned to a staff member who works with the applicant as needed to develop an application. The staff member is there to:

- help conceptualize the overall project as a humanities project;
- help 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 detailed questions about budget, procedures, etc.;
- read and respond to the mandatory draft of the proposal.

This document lays out the guidelines to which an application should adhere, and "Online Application Manual" is a brief guide to the online application. Though staff expects to guide and advise, all applicants are expected to read this entire document.

We are here to help.

PUBLIC SQUARED GRANT, DEADLINES, & PROCEDURES

OVERVIEW

Have we lost the ability to talk to each other? When so many of our nation's problems require the give-and-take of conversation, what do we lose if we lose the public squares that have always brought us together? This grant reasserts the necessity and value of the public square in resolving the issues that confront us today. This grant of up to \$25,000* involves the collaboration of two (or more) organizations determined to build a "public square" around an important subject that addresses negotiating the social contract. And in so doing, multiply the impact of conversation on our collective culture.

*15,000 in outright funds, to be matched 1:1 by the applicant and up to \$10,000 in challenge funds, to be matched 2:1 by one or more third parties.

Deadlines and Procedures for Project Grants

- Mass Humanities accepts applications online. There are three parts to the public squared grant online application process.
 - 1) Submit an online Inquiry form (LOI) **six** weeks prior to the application deadline.
 - 2) If LOI is approved, submit a mandatory draft application about three weeks before the final application is due.
 - 3) Submit full application.

Full details are available on pages 8-9.

- Proposals are due on or before the first business day of May. Notification is within 90 days of submission. See deadline chart below for specific deadlines for each part of the application process.
- Funded events may take place no sooner than **60** days after the date of grant award notification.

Public Squared Grant Deadline (one deadline—for one grant—per year)				
	Inquiry Form (LOI) Deadline	Draft Deadline	Application Deadline	Approximate Notification
Public Squared	December 15, 2015	January 8, 2016	February 1, 2016	March 21, 2016

Public Squared Grant Eligibility

Eligible projects will:

- be participatory and include provisions for face-to-face conversation or discussion;
- be a collaboration of two or more organizations;
- pro-actively engage new audiences for the humanities in response to our *ENA* initiative (see below);
- be designed specifically in response to the Mass Humanities thematic initiative, *Negotiating the Social Contract* (see below).

Initiatives Explained

Engaging New Audiences for the Humanities (ENA)

The project must engage new and larger audiences for the humanities with limited access to the humanities. Young and working adults are examples, as are prison inmates, teens and nursing home residents. We have set a high bar for both the "Engaging" and the "New Audiences for the Humanities" aspects of this initiative. However, we have left the specifics open, so that our understanding of *Engaging* and of *New Audiences* may be continually expanded in dialogue with applicants and grantees. For more info: masshumanities.org/grants/ena/

Negotiating the Social Contract

Our current theme, *Negotiating the Social Contract*, gives priority to public humanities programs that explore how Americans in the past and currently participate in creating the basic social and economic relationships that shape our society – and the challenges that this process faces and has faced. Proposals most likely to succeed will be for projects that allow participants to examine today’s social contract negotiations, face to face, in the context of a *particular* issue or set of issues of interest in a *particular* community or place – such as immigration, gun rights/control, casino gambling, sentencing and imprisonment, affirmative action, political stagnation, participation in the democratic process, or environmental responsibilities. For more info: masshumanities.org/grants/social-contract/

Application guidelines for other grants, including Project Grants, Reading & Discussion Grants, Local History Grants, and Proposal Development Grants, can be found at www.masshumanities.org.

APPLICATION OVERVIEW

Below, in APPLICATION MATERIALS EXPLAINED you will find an in-depth explanation of guidelines, requirements, rules, and procedures that should guide you through getting the parts of the application together. Note: A simple step-by-step guide to the online application process (as opposed to application content), is available on pages 9-10 or at masshumanities.org/grants/p2-online/.

The first thing to do is to familiarize yourself with the online application:

[logon to your online grant application account](#)

There are eight sections to the application that must be completed.

- 1) **Project information** fill-in-the-blank fields
- 2) **Sponsoring Organization** and project personnel fill-in-the-blank fields
- 3) **Humanities Scholar Information** fill-in-the-blank fields
- 4) **Project Description** upload completed [description template](#)
- 5) **Project Budget** upload completed [budget form template](#)
- 6) **Project Details** upload your file and completed [web address and sample template](#) if applicable
- 7) **Uploads** upload supporting documentation as required and requested (available template: [Events Listing Form](#))
- 8) **Signatures** upload completed [application contract form](#)

APPLICATION MATERIALS EXPLAINED

1) Project Information – Project title, summary, grant period, amount of grant funds requested, event fees, and attendance. These are all fill-in-the-blank fields.

Summary

Summarize how the project responds to the Public Squared criteria: 1) face-to-face interaction, 2) the collaborating organizations, 3) the engaging of new audiences for the humanities, and 4) the thematic response to our *Negotiating the Social Contract* initiative. Any formatting will not be retained if you cut and paste.

Example summary:

Underground Railway Theater is producing an historical pageant, Roots of Liberty: The Haitian Revolution and the American Civil War, to engage broad, diverse audiences in a commemoration of the 150th anniversary of the Emancipation Proclamation and invite conversation about its hemispheric context. The May 4th, 2013 pageant will be at Boston’s Tremont Temple. Its focus will be Haiti’s revolution and its significance for the American antislavery movement. The project addresses Mass Humanities’ “Negotiating the Social Contract” thematic initiative by foregrounding the demands for legal equality made by Haitian anti-slavery revolutionaries and their powerful effect on abolitionists in the US.

URT seeks support from MA Humanities for activities designed to engender vital conversations in the Haitian community in Boston. Conversations are woven into the pageant’s creation, with workshops to get feedback on the script-in-process while involving community members in the making of a giant Louverture puppet, on which will be collaged their reflections. Conversations at the pageant will be instigated by actors in role and continue after the show over food, and at a May 18th Haitian Flag Day event. The pageant will include primary texts, with original material to represent less-frequently documented voices and raise questions. Actors will perform from speeches and writings of abolitionists, as well as dramatize black soldiers from the Union Army. Voices of those who found inspiration from the Haitian Revolution will be juxtaposed with those who were fearful of it. Attention will be paid to Boston’s unique role. Participation of Haitian musicians and dancers will contribute to the event’s epic sweep and offer opportunities to involve up to 50 community members.

Amount requested is the total funds requested from Mass Humanities, including both outright and challenge funds requested.

Outright amount requested is the total of outright funds, up to \$15,000, to be matched 1:1 by the applicant in cash and in-kind.

Challenge amount requested is the total of challenge funds, up to \$10,000, to be matched 2:1 by one or more third parties in cash.

Grant period: Mass Humanities-funded public activities may not begin until at least **60** days after grant award notification. Grant award notification occurs approximately six weeks after the application deadline. In determining the project period ending date, include 30 days for preparation of final reports. Projects are usually completed within one year. Funds may not be requested for expenses incurred before the start date. The standard project start date is two months after the application deadline.

2) Sponsoring Organization – Information about the primary sponsoring organization including the DUNS # of the organization, the organization’s 501©3 status, and how much, if any, federal funding the organization expects to expend in the current fiscal year. Here you also provide information about the project personnel (authorizing official, project director, and fiscal agent). These are also fill-in-the-blank fields.

DUNS #: The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. 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, visit Dun & Bradstreet Web site. 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.

Project Personnel: The project director is a person who acts as overall manager for the project. The fiscal agent keeps track of project income and expenses, pays bills, and is responsible for financial documentation. The fiscal agent is frequently the CFO or treasurer of the sponsoring organization. The project director and the fiscal agent must be unrelated individuals; the project director may not also serve as the fiscal agent.

3) Humanities Scholar Information – Your project must involve the efforts of one or more scholars in a humanities discipline, at least one of whom provides a scholar statement. Provide information about the primary scholar. If applicable, also provide information about an additional scholar. These are fill-in-the-blank fields, although the application does require at least one scholar statement and one scholar CV (see “Upload” section).

4) Project Description – Create the description in the [description template](#) provided. **Note:** The project description should not exceed 3,000 words (five single-spaced pages). Please keep in mind that a successful application communicates its purpose and format to the reader within seconds: we encourage frequent use of bulleted lists and other reading aids. Required content as reflected in the [description template](#):

- **Public Squared Statement:** Summarize how the project responds to the Public Squared initiative, including four points: 1) face-to-face interaction, 2) the collaborating organizations, 3) the engaging of new audience for the humanities, and 4) the thematic response to our *Negotiating the Social Contract* initiative.
- **What, how, when, and where:** What do you want to do, and how, when, and where will you do it? Please be as specific as possible, particularly about the face-to-face aspects of the project. Break the description into sections with appropriate headings, corresponding to the areas of information listed here.
- **Issues, concepts, questions or themes:** Discuss the [Negotiating the Social Contract](#) 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?
- **Audience:** What [new audiences](#) are you trying to engage in the project? Explain how the project will reach and involve them.
- **Personnel and their roles:** Identify the project director, the leading collaborators in each organization, 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?
- **Collaborative Process:** Describe the roles and relationships of the partnering organizations in the project. Explain how the collaboration involves or adds to the reach or capacity of the separate organizations. How is each organization an appropriate collaborator?
- **Collaborating Organization(s):** Describe the sponsoring organization and the main partnering organization(s). What projects have the organizations been involved in (separately) that demonstrate their capacity to make the project a success?

5) Project Budget and Budget Explanation – Use the Public Squared Budget Form to summarize your project expenses. Round off all figures to the nearest dollar. Download [budget form template](#) (doc). The document format has two parts, a **budget** and a **budget explanation**. The budget form instructions below are also available in a [separate document](#).

General Instructions

Outright funds received from Mass Humanities must be matched equally by your organization. \$15,000 is the maximum that can be requested. The total cost-share (cash plus in-kind) must equal or exceed the total Mass Humanities funds requested, but line items need not be matched equally. The exception is line A (project director); **the cost-share must equal or exceed the requested funds for line A.**

Funds may not be requested for expenses incurred before the beginning of the grant period, nor may expenditures made before the start date be used as cost-sharing.

The **budget explanation** is a line-by-line explanation of how you calculated each item on the budget request form. *Be as specific as possible.* Make sure to provide the basis for all cost estimates—for example, the estimated number of hours or days a person will work on the project and the rate per hour or day. Identify the sources of your match, both cash and in-kind.

Outright Funds Cost-Sharing may be achieved by combining cash (at least 10%) and in-kind contributions:

Cash Cost-Sharing: At least 10 percent of the funds requested must be matched in cash. In cash cost-sharing, actual money changes hands and must be documentable with canceled checks and/or receipts. Expenditures that may be counted toward the cash cost-share include salaries, travel costs, or other project-related expenses paid from your operating budget, registration fees, or other funding sources (except NEH).

In-Kind Cost-Sharing: Examples of in-kind cost-sharing include donations of time by people participating in the project (e.g., members of the planning committee); the use of facilities (e.g., an office or lecture hall) or equipment (e.g., a film projector or tape deck); or other donations of goods or services for which a fair market value can be determined, e.g. childcare.

Challenge Funds Requested and Matching Gifts

Challenge funds must be matched 2:1 by third parties in cash only and raised during the grant period. \$10,000 is the maximum that can be requested. For example, if you request \$10,000 in challenge funds, you need to raise an additional \$20,000 from third parties. This is in addition to the 10% cash match requirement for the outright funds. Challenge funds will be released as grantees demonstrate the match has been raised, certified by copies or scans of signed and dated donor letters, indicating the amounts of the contributions and naming your project as beneficiary. Note: a third party organization is any organization except the sponsoring organization.

Line by Line Budget Instructions

Line A – Project Director: For this line only, the cost-share must equal or exceed the requested funds.

Lines A, B and C – Project Administration: Mass Humanities funds **may not** be requested for services that are part of the normal duties for which an individual is paid by the organization. Mass Humanities funds **may** be used to compensate part-time employees who are increasing their hours to work on a project.

Project salaries paid out of an organization’s operating budget or by another funder should be counted as a **cash** cost-share. Contributed volunteer time is counted as an **in-kind** cost-share.

The amount requested to administer a project (lines A+B+C) may not exceed one-half of the total amount requested from Mass Humanities. **Note:** If one person performs more than one task, such as project administration and research, the tasks should be allocated to the respective budget lines.

Line D – Planning Committee: Individuals who volunteer their time to work on the project (e.g., as members of a planning committee) are making an in-kind contribution. Estimate the value of their services based on what an individual would be paid for rendering them.

Line E – Speakers, Panelists, and Scholars: Mass Humanities sets no firm limits on stipends and honoraria, but rarely approves requests exceeding \$1,000 as compensation for a single presentation.

Line J – Travel, Meals, and Lodging: Mass Humanities funds may be requested to pay travel expenses for project personnel. Expenses should be calculated at the rate of \$.505 per mile for car and economy fare for plane, train, or bus. Mass Humanities’ share of costs for meals and lodging cannot exceed \$200 per day.

According to federal regulations, Mass Humanities funds may not be used to pay for audience refreshments at funded events. However, Mass Humanities funds may be requested to cover meals for traveling consultants (including scholars and other project advisors), such as working lunches.

Line M – Indirect Costs: Mass Humanities funds may not be used to pay indirect costs. However, such costs may be counted toward the project’s cost share. For colleges, universities, and museums, Mass Humanities accepts the sponsoring organization’s negotiated federal indirect cost rate. Otherwise, applicants must itemize indirect costs in the budget explanation.

6) Project Details

Work Plan with Timeline – Create and upload your own document (acceptable formats: doc, xls, pdf, jpg, gif), listing major project benchmarks and the dates when they will be achieved, from notification of the grant award to the final report.

Relevant Web Addresses or Sample Material

List of relevant web sites that are similar to your proposed activities or products, visual aids, etc.
Download [relevant web addresses and sample template](#), complete and upload final document.

7) Uploads – required and explanatory materials in separate documents.

Statement(s) by Scholar(s) in the Humanities (required for all projects) gathered into one document or file (see creating [one pdf](#)). Get the required scholar’s statement from the primary scholar. Additional scholar statements are optional and should be gathered into one document with the first. Be sure that any scholar asked to write a statement receives a copy of the [Scholar’s Statement Form](#) (also provided on page 9).

Résumés of major project personnel (required for all projects) gathered into one document or file (see creating [one pdf](#)). Include résumés or CVs of **no longer than two pages** for all major project personnel, including the project director and scholar(s) listed on the cover page, arranged in alphabetical order. Résumés should present credentials for involvement in the project, including earned degrees, employment, relevant publications, and previous experience with similar projects.

Letters of Support (required for all projects) gathered into one document or file (see creating [one pdf](#)). Gather letters of support and/or commitment from co-sponsoring or collaborating organizations, indicating collaborators’ familiarity with the project and their role in it.

Additional supporting materials as requested by your Program Officer, or as needed to explain your project, such as sample photographs for a photography project:

Text supporting material gathered into one document or file (see creating [one pdf](#)).

Visual supporting material gathered into one document or file (see creating [one pdf](#)).

Event Listing Form – If the project includes public or private events, download [Events Listing Form](#) and complete for each separate event.

8) Signatures – download and complete signature page. Signatures of the project director, fiscal agent, and authorizing official are required on the [application contract form](#).

Financial Statement and Background Information

If this is your first application to Mass Humanities or if it has been more than three years since you last applied, please provide one copy of your most recent financial statement and background information on your organization to **your program officer**. This does **not** get uploaded to your application. Forms of financial information Mass Humanities accepts, in order of preference: audited financial statement, filed IRS Form 990 for most recent fiscal year, profit & loss statement for most recent fiscal year, annual report for most recent fiscal year, or current or most recent annual organizational budget showing income and expenses.

Scholar’s Statement Form

To the applicant:

Please ask any scholar who is preparing a statement for your proposal to read and use this [form](#).

To the humanities scholar:

Your statement is not merely an endorsement of the project or letter of commitment. The people who will review the proposal need to know:

- 1) why you want to be part of this project;
- 2) what you think the project will contribute to the humanities in Massachusetts;
- 3) what specific expertise or research interests you bring to the project;
- 4) what your role has been in the planning of the project;
- 5) what your role will be in the implementation of the project; for example, will you be a speaker, panelist, workshop leader, discussion leader, or consultant? Speakers should indicate their topics and how their presentations will be tailored to the project’s target audience. Consultants should describe the nature and frequency of their involvement in project activities.

Scholar’s Statements should not exceed two single-spaced pages, or about 1,000 words.

ONLINE APPLICATION MANUAL

APPLYING FOR A GRANT ONLINE

BEFORE YOU START:

A. Check to see if your organization meets the qualifications. If you can answer ‘yes’ to all five of these questions, you may be eligible to apply for a grant.

- i. Is your organization a nonprofit?
- ii. Are the humanities a key component to your project?
- iii. Have you identified humanities scholars or other experts to support the project?
- iv. Will your project engage and benefit Massachusetts participants?
- v. Will the project be participatory and include provisions for face-to-face conversation or discussion?
- vi. Will there be a collaboration of two or more organizations?
- vii. Will the project pro-actively *Engage New Audiences for the Humanities*?
- viii. Is the project responding to the Mass Humanities thematic initiative, *Negotiating the Social Contract*?
- ix. Do you have matching funds or volunteer effort to support the project?

B. Read this entire document before beginning the application process.

C. Determine which type of project grant best fits your needs by reading the *Guidelines* section of this document.

APPLYING FOR A GRANT:

There are **three** parts to the Mass Humanities (MH) project grant application process. For specific deadline dates for each of the steps refer to the [deadline schedule](#). Please follow the steps 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.

Step 1: Submit an online Inquiry form (LOI)

Use the online Inquiry form (LOI) to initiate a conversation with program staff about your project. You may submit one at any time, however, all applicants *are required* to complete and submit an LOI at least six weeks prior to the application deadline.

To submit an LOI, click on the online application link at the bottom of this section. 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 logon. Please write your logon information down for future reference. Once registered proceed to the “Applicant Page” and select “Project Grant.” An “LOI Page” will open; provide the necessary information on that page and click the “Submit Form” button to complete the LOI. Your work on the LOI can be saved and returned to; it does not need to be completed in one sitting. The LOI, once submitted, will go to an MH staff member. ([Download LOI question legend.](#))

The information provided in the LOI helps Mass Humanities staff to determine if the project is eligible for funding for this grant category. The program staff will engage in a substantive conversation by phone or email, perhaps requesting more information or changes, and/or approve or decline the LOI. Once an LOI is approved, you will receive an email notification and can then access the full application by logging on to the account via the online application system and clicking on “status.” If your project does not suit our funding categories, or is deemed to have no chance at receiving funding, you will receive an email explaining why we will not invite you to proceed, and will not be able to access the full application.

Step 2: Create a Draft

Mass Humanities requires a draft before submission of the full proposal, approximately three weeks before the application deadline. Please refer to the [deadline schedule](#) for draft due dates. The application question legend is available [here](#) which indicates with [DR] which application items are required for the draft. * indicates which fields are required for final application submission (step 3). 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 by phone or email, that the draft is complete. Your program officer will review your online draft application and provide you feedback within one to two weeks.

Step 3: Submit a Full Application

Upon approval of the draft, the program officer will give a final go-ahead. After receiving approval, applicants can complete the final step of the project grant application process. The applicant returns to the online application, makes any changes, and completes the application. Fields marked with * are required. When the application, including all the supporting materials, is complete and ready for submission, press the “submit” button by midnight on the application deadline date. In fairness to all applicants, all deadlines for grant applications are firm.

[go to online grant application](#)

Questions? *See staff contact info on page 2.*

THE PARTS OF AN ONLINE GRANT APPLICATION

A list of all the fields and requirements in the application can be found [here](#) or simply click on “print question legend” when in the online application to generate a pdf file that provides 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 eight sections to the application that must be completed. Descriptions of the materials you create to complete these sections are in the *Guidelines* section of this document.

Some documents need to be created in our templates, others can be created by you (acceptable formats for upload are: doc, xls, pdf, jpg, gif).

Important notes about upload fields:

- Acceptable file formats: doc, xls, pdf, jpg, and gif
- Each field accepts only **one** document. You can **replace** a document previously uploaded simply by uploading another file (there is no delete button).
- Since each upload field only accepts one document 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 pdf file before uploading. See below.
- Creating PDF files: If you need one, you can download a recommended free pdf creator [here](#).
- Combining PDF files: Instructions can be found [here](#) if you need to combine multiple pdf files into one file for uploading and you just have the free [Adobe Reader](#).
- If you do not have a document in digital form, you may use the Fax-to-File service available in the Tools menu of the online application. This allows you to fax a document that you need digitized and returned to you in pdf format. You must be logged in to access the Fax-to-File service. It is quick and easy to use.

Guide to the materials you need:

Section of the application	Materials you need
1) Project Information	fill-in-the-blank fields – no templates
2) Sponsoring Organization and project personnel	fill-in-the-blank fields – no templates
3) Humanities Scholar Information	fill-in-the-blank fields – no templates
4) Project Description	fill-in-the-blank field + upload completed description template
5) Project Budget	upload completed budget form template
6) Project Details	upload your file + upload completed web address and sample template if applicable
7) Uploads of supporting documentation as required and requested	upload your own files or our template as required (available template: Events Listing Form)
8) Signatures	Upload completed application contract form