

PROJECT GRANT GUIDELINES & APPLICATION MANUAL



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PROJECT GRANT GUIDELINES

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GRANT APPLICATION REVIEW CRITERIA

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

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? If the project involves film, video, or radio, does the applicant have a plan for distribution that includes post- or non-broadcast strategies?

Priorities

Projects that use the [Negotiating the Social Contract](#) thematic initiative (see page 3 for description) are prioritized by the Grant Review Committee.

Projects that reach audiences not usually well served by humanities institutions are prioritized by the Grant Review Committee. Please read more about our [Engaging New Audiences for the Humanities](#) incentive on page 4.

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 & Need

Does the sponsoring organization 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?

THE ROLE OF MASS HUMANITIES STAFF

The Mass Humanities grant application process starts with an online Inquiry Form (LOI) submitted through our online grant management system, which we see as a way to start a conversation about your project. Potential applicants may submit the form at any time, but must do so at least six weeks before the deadline for the grant round in which the proposal is to be submitted (see the [deadline schedule](#)). In most cases, staff will make the application available or respond substantively with questions and/or suggestions to qualify for approval. Only in rare instances will an inquiry be declined immediately (when there is an irresolvable scheduling conflict, for instance).

When 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 the project is either not eligible or highly unlikely to receive a grant.

All applications are assigned to a staff member who works with the applicant as needed to develop the proposal and complete the application forms. 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;
- give feedback on outreach plans and other logistics;
- 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 the “Application Manual” (pages 9-10) 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.

DEADLINES & PROCEDURES

Mass Humanities accepts applications online. Submit an online Inquiry form (LOI) at any time, but at least six weeks prior to the application deadline. Full details are available on pages 9-10, and the [deadline schedule](#) is available online.

Notification is approximately 90 days after submission. Funded events may take place no sooner than 30 days after the date of grant award notification.

Applicants may apply for one grant at a time, and grantees may have one grant open at a time. Mass Humanities’ rule of thumb is that organizations may receive one Project Grant per fiscal year (Nov 1-Oct 31), with the occasional exception of grants for creating humanities-based exhibits.

TYPES OF PROJECT GRANTS

Mass Humanities makes project grants to support public humanities activities for Massachusetts audiences, including lecture series, exhibitions, walking tours, public forums, post or pre-performance discussions, film screenings with discussions, oral history projects, audio projects, and many other formats. In most cases, the maximum award is \$7,500. Film projects, as well as projects that address the *Negotiating the Social Contract* theme and/or the *Engaging New Audiences for the Humanities* initiative are eligible for a maximum of \$15,000. Mass Humanities also gives project grants to enhance K-12 teaching in the humanities, and media (radio or web) projects. All of these grant opportunities are described below. Please be aware that public humanities projects that do not fit within the described subcategories below may still be still eligible for project grants.

In general, Mass Humanities prioritizes funding projects that engage those whose contact with humanities programming is limited (see our [Engaging New Audiences](#) initiative), and programming that responds to our current theme, [Negotiating the Social Contract](#). Please contact a Program Officer if you have questions about Mass Humanities’ strategic priorities.

MASS HUMANITIES PROJECT GRANT PRIORITIES

***Negotiating the Social Contract* Priority**

Our current theme, *Negotiating the Social Contract*, gives priority to public humanities programs that explore how Americans participate in creating and sustaining the basic social and economic relationships that shape our society, both historically and in the present. 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. The maximum grant is \$15,000. All other Mass Humanities grant guidelines and restrictions apply. For more information: <http://masshumanities.org/grants/social-contract/>

Engaging New Audiences for the Humanities Priority

Project grant proposals that include a detailed and realistic plan for engaging new and larger audiences for the humanities may be eligible for a maximum award of \$15,000. Special consideration will be given to proposals describing projects that will engage audiences and participants with limited access to the humanities. Young and working adults are examples, as are prison inmates, teens and nursing home residents. Proposals may use the full range of public program formats. All other Mass Humanities' grant guidelines and restrictions apply. For more information: <http://masshumanities.org/grants/ena/>

SOME PROJECT GRANT OPTIONS

Exhibition Grants

Mass Humanities offers grants up to \$7,500 to support the planning, implementation, and promotion of humanities exhibitions. Applicants should work with program officers if they want to plan accelerated back-to-back proposal submissions for separate phases of a project.

Oral History Grants

Oral history projects are eligible for grants up to \$7,500 if a) a central humanities theme or issue informs the gathering and presenting of information, and b) the process of conducting and recording interviews is a major goal of the project. There are several more requirements to consider for oral history projects; please see [additional details](#).

K-12 Grants

Collaborative Education Projects: Applicants may request up to \$7,500 to support the planning or implementation of a collaboration between one or more teachers and either an individual humanist (a living history performer, scholar, or writer) who works with students on one or more occasions, or a cultural institution that provides outreach programming in the classroom and/or field study at the institution. All projects must have a strong connection to the curriculum. Schools, cultural institutions, and individual humanists with a nonprofit sponsor are eligible to apply. Teachers must be involved in the planning. **Note:** This is the only category in which programs aimed primarily at in-school student audiences will be considered.

Professional Development Projects: Applicants may request up to \$7,500 to furnish professional development opportunities, such as teacher institutes, to humanities educators.

Film Grants

Mass Humanities makes a limited number of grants each year to support films that explore humanities themes and in which humanities scholars are actively involved. Our goals in doing so are: to support the involvement of humanities scholars in film projects, to support the viability of documentaries that explore humanities questions and issues, and to facilitate the distribution and use of such films. As a result, we support specific aspects of film projects, most of which are **not** what is usually seen as film "production." However, filmmaking is no longer a linear activity with a beginning, middle, and end, so we offer the following guidance for those who wish to explore whether a project is a good fit for Mass Humanities funding. Additional questions should be directed towards one of our program officers. We encourage filmmakers to simply submit an LOI form early to start a conversation with a program officer.

Applicants may request up to \$15,000 for projects that pursue the following objectives (formats are suggestive rather than restrictive):

- Development of the project's contours in conversation with a humanities scholar or scholars, as well as initial footage and research-based products (be they a trailer, a web page, or other format) that help with fundraising.
- Development of crowdsourcing and/or audience engagement practices for the project.
- Third, the building and implementation of distribution possibilities through websites, distribution materials, shorter or school versions, shorts for discussion, discussion guides, and teacher training.

Deliverables for these grants must include substantial original material, both products of humanities-based research and video files, such as script development, trailers or shorts, or interactive websites. They can include the creation of interactive web and social media outreach strategies and work plans incorporating the use of web-based social tools such as Facebook, YouTube, online film festivals, and other platforms; the production of short films or film excerpts to be made available on a project website or used in discussion; or the development of an interactive or crowdsourcing aspect of a project website where an outreach plan is already present. Distribution materials can include but are not limited to the development of promotional and instructional material, subtitling, television broadcast, public screenings with discussion, festival fees, and other outreach activities.

Application guidelines for other smaller grants, including Discussion Grants and Local History 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 <http://masshumanities.org/grants/applying-online/>

The first thing to do is to familiarize yourself with the online application. There are five sections to the application that must be completed.

- 1) **Project Information:** fill-in-the-blank fields
- 2) **Sponsoring Organization:** fill-in-the-blank fields
- 3) **Project Personnel, including the Humanities Scholar:** fill-in-the-blank fields
- 4) **Uploads:** upload supporting documentation as required and requested (available templates: [Events Listing Form](#), [budget form template](#), [web address and sample template](#))
- 5) **Signatures:** upload completed [application contract form](#)

[go to online grant application](#)

APPLICATION MATERIALS EXPLAINED

1) Project Information – Project title, summary, amount of grant funds requested, Mass Humanities initiatives, grant period, project mission/goals, humanities issues, structure, audience, outreach plan, personnel, sponsoring organization, additional sources of funding, and a project timeline. These are all fill-in-the-blank fields.

Summary

Write a project summary of no more than 250 words and paste into the field. The project summary should describe the project’s subject matter, format, audience, and location. Most importantly, it should present a clear statement of the project’s objectives. Any formatting will not be retained if you cut and paste.

Example Summary:

The American Textile History Museum seeks \$10,000 for the exploration of crisis, conflict, and civic culture in the design and label text of the exhibition *Homefront & Battlefield: Quilts & Context in the Civil War*. Commemorating the sesquicentennial of the Civil War (1861–65), the exhibit explores how and why Americans allowed sectional discord to escalate to a pitch that threatened, and eventually fractured, the nation’s political and social compact. The project will result in a lay-out for the exhibition label text, and a list of objects to be included. Each will be designed to foster reflection and conversation among visitors as they explore how and why issues of crisis and community play out in civic culture. Textiles were integral to the Civil War, physically, economically, ideologically, and emotionally. They linked soldiers and civilians in a complex interdependence. These objects— not generally construed as ‘threatening’—offer an unusual path to examine contentious and difficult history, as the stories they tell connect private memory with public history. We expect a wide range of visitors, including quilt, textile, and Civil War enthusiasts as well as students and the general public. Visitors will have opportunities throughout the exhibition to consider the divisiveness of today’s political disagreements and social conflicts in light of the nation’s past experience. The *Homefront & Battlefield* project includes the exhibition, a book, and public programming. The exhibition will run June–November 2012 at ATHM and then travel to additional venues March 2013–September 2014.

Amount requested is simply the total funds requested from Mass Humanities. The cash cost-share must equal or exceed 10 percent of Mass Humanities funds requested, but the total cost-share (cash and in-kind) must equal or exceed the grant request.

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:

- 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>).
- 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>).
- 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>).

- 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).
- 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).
- 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.
- Project is being organized by a public library with only one staff member.
- Project involves special outreach methods and/or collaborations to reach new audiences. Please describe below.
- Other. Please describe below. Please make a case for why the people served by your project *should* be considered new audiences for the humanities.

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 project will address.

Grant period: Mass Humanities-funded public activities may not begin until at least 30 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 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 project treasurer). 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 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.

3) Project Personnel: The **Project Director** (pd) is a person who acts as overall manager for the project, and is the main contact for Mass Humanities staff during the grant period. The pd organizes schedules of activities and project goals; has an active role in the mounting of programs; and is responsible for the completion of grant-related reports, delegating responsibilities, and gathering reporting information from other project participants. The **Project Treasurer** keeps track of project income and expenses, pays bills, and is responsible for financial documentation. The project treasurer is frequently the CFO or treasurer of the sponsoring organization. The project director and the project treasurer must be unrelated individuals; the project director may not also serve as the project treasurer.

- **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) Uploads: Required and Explanatory Materials in Separate Documents.

- **Public Humanities Statement(s) by Scholar(s) (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 10).
- **Project Budget and Budget Explanation:** Use the 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](#). A visual budget form “cheat” sheet, which you may find helpful, is available in [a separate document](#).

General Budget Instructions

Funds received from Mass Humanities must be matched equally by your organization. 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. 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.

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 be used to compensate full or part-time employees who are devoting time specifically to the project, but only under the following conditions:

- The organization’s maximum annual budget is lower than \$500,000.
- The use of salaries for the project must be documented in the final expenditures report, certified by the project treasurer and the authorizing official.
- Project management costs that are based on employee salaries (direction, fiscal oversight, and administrative work, represented on the project budget on lines A, B, and C) must be matched at least equally, in cash. All other budget rules apply as delineated below.

In all other cases, 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 increase their hours to work on a project. Project-related salaries paid out of an organization’s operating budget should be counted as a cash cost-share. Contributed volunteer time is an in-kind cost share. All other budget rules apply as delineated below. 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 federal rate 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.

- **Resumes 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 Commitment/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.
- **Events Listing Form** – If the project includes public or private events, download the required [Events Listing Form](#) and complete for each separate event.
- **Relevant Web Addresses or Sample Material:** Download [relevant web addresses and sample template](#), complete, and upload final document. Applicants for film grants must give access to online sample(s) of the applicant’s previous work in the medium and a description of the sample(s) provided. A piece that is similar in format and genre is best. If the producer, director, writer, and/or camera person are different individuals who have not collaborated previously, it may be necessary to submit an online sample for each of them. Consult with staff for details. The sample description should explain the roles of the relevant people

involved in the production of the sample and their roles in the proposed project and note how the proposed film will be similar to, or different from, the sample in format, style, or approach. Distribution projects should provide a link to the entire film. (**This upload is required for Film Projects.**)

- **List of Films on the Same Topic** Applicants for pre-production media grants should provide assurances that a similar or comparable resource does not already exist. Please attach to your proposal an annotated list of existing films, videos, or radio documentaries, as appropriate, that deal with your proposed topic, including title, producer, date produced, length, and brief description. Explain how your project is different. (**This upload is required for Film Projects.**)
- **Visual supporting material gathered into one document or file** (see creating [one pdf](#)).
- **Text supporting material gathered into one document or file** (see creating [one pdf](#)).

Additional materials required for specific kinds of projects. Additional materials may be required as below, or requested by your program officer, for specific types of projects, which should be uploaded in the appropriate fields as noted:

- **For Exhibition Implementation Projects:** A diagram or plan of the exhibit design – upload via visual field.
- **For Exhibition Implementation Projects:** A document with samples of label text – upload via text field.
- **For Film Projects: Distribution Plan:** All media project proposals must include a plan for distribution. How do you plan to distribute your work if it is not broadcast or after it is broadcast? Be specific. Upload via text field.

5) Signatures – Signatures of the project director, project treasurer and authorizing official are required on the [application contract form](#).

NOTE: 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.

APPLICATION MANUAL

APPLYING FOR A GRANT

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 residents?
 - v. Do you have matching funds and/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 your 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 a Mass Humanities staff member. (Download the [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](#), and it indicates with [DR] which application items are required for the draft and with * 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 information on page 2.*

THE PARTS OF A 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 five 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	fill-in-the-blank fields – no templates
3) Project Personnel, including Humanities Scholar	fill-in-the-blank fields – no templates
4) Uploads of supporting documentation as required and requested	upload your files (available templates: budget form template , relevant web addresses and sample template , Events Listing Form)
5) Signatures	Upload completed application contract form