

GUIDELINES FOR PROJECT GRANTS

(revised December 12, 2018)



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■ Introduction to Project Grants

Mass Humanities makes Project Grants to support public humanities projects—in any format—that benefit and engage Massachusetts residents. All nonprofit and government organizations that serve Massachusetts residents are eligible to apply, and regardless of format, all projects must be firmly grounded in the humanities and involve at least one Humanities Scholar.

The Humanities

Mass Humanities grants support projects that use history, literature, philosophy, and the other humanities disciplines, primarily to deepen public understanding of current social, political, and economic issues, thereby enhancing and improving civic life. More information is available online: masshumanities.org/about/the-humanities/.

Humanities Scholars

A humanities scholar is *usually* an individual with an advanced degree (M.A. or Ph.D.) in a humanities discipline who is actively engaged in research, writing, and/or teaching in that field. More information is available online: masshumanities.org/grants/scholars/.

Mass Humanities encourages collaborations between organizations, interdisciplinary approaches, and capacity building in small organizations. Priority is given to projects that engage audiences with limited contact to humanities programming (*Engaging New Audiences for the Humanities*) and projects that respond to our current theme (*Negotiating the Social Contract*).

Engaging New Audiences for the Humanities (ENA)

To receive priority, an application must include a detailed and realistic plan for engaging new and larger audiences for humanities programs. Special consideration will be given to projects that involve audiences with limited access to the humanities, which include: young and working adults, incarcerated people, teens, and nursing home residents. More information is available online: masshumanities.org/grants/ena/.

Negotiating the Social Contract (NSC)

Our current theme, *Negotiating the Social Contract*, gives priority to projects that explore how Americans participate in creating and sustaining basic social and economic relationships that shape our society, both historically and in the present. Most successful projects ask participants to examine contemporary social-contract negotiations, in the context of a *particular* issue of interest to a *particular* community—such as immigration, gun rights/control, or participation in the democratic process. More information is available online: masshumanities.org/grants/social-contract/.

Project Grants carry a maximum of \$7,500. Film Projects and projects that meet the *ENA* and/or the *NSC* incentives are eligible for a maximum of \$15,000. All recipient organizations must demonstrate a *cash* cost-share that equals or exceeds 10 percent of the total funds requested and a *total* cost-share (cash *and* in-kind) that equals or exceeds the total funds requested.

■ What Mass Humanities Does & Does Not Fund

Through Project Grants, Discussion Grants, and Local History Grants (SIRs and RIGs), the Mass Humanities Grants Program supports public humanities projects that benefit and engage Massachusetts residents.

Mass Humanities Regularly Funds:

- Humanities-based civic conversations
- Public lectures, conferences, and panel discussions
- Discussion events
- Research and inventory projects for local history organizations
- Museum exhibitions and related programming
- Programming to complement theatrical and artistic productions
- Oral history projects
- Walking tours
- Digital and audio humanities projects
- Film pre-production and distribution projects
- Interactive websites that function as public humanities programs
- Content-based professional development workshops for teachers
- Public humanities projects in many other forms

Mass Humanities Rarely Funds:

- Theatrical and artistic productions—unless the performers and production personnel (actors, stage hands, scriptwriters, etc.) are a primary audience benefitting from the project’s humanities content
- Preservation of objects or archival materials—unless directly related to a public program
- Scholarly research or writing—unless directly related to a public program
- Scholarships, fellowships, or travel to professional meetings
- Projects that result in academic credit for participants
- Purchase of supplies/equipment (over \$250 for a single project)
- Purchase of food/refreshments (over \$250 for a single project)
- International travel
- Honoraria/stipends over \$500 for single events

Mass Humanities Does Not Fund:

- Projects by individuals
- Websites, or other materials, used to promote the organization
- Capital improvements
- Construction or restoration
- Profit-making or fundraising projects
- Costs of entertainment or alcohol
- Professional theatrical productions
- Projects that advocate a single point of view, ideology, or specific program of social action
- Projects for which the direct beneficiaries are primarily college students
- Projects aimed primarily at audiences outside Massachusetts
- Honoraria/stipends over \$1,000 for single events

All projects related to Native Americans must, whenever possible and reasonable, engage the agreement, advice, and cooperation of members of the Native community and follow NEH’s Code of Ethics for Projects Related to Native Americans, which is available online: www.neh.gov/grants/manage/code-ethics-related-native-americans.

■ Types of Project Grants

Standard project formats include but are not limited to:

Humanities-Based Civic Conversations
Public Lectures, Conferences, and Panel Discussions
Discussion Events
Walking Tours
Digital and Audio Humanities Projects
Interactive Websites that Function as Public Humanities Programs
Content-Based Professional Development Workshops for Teachers
Public Humanities Projects in Many Other Forms

Project formats with additional and/or specific requirements include:

Museum Exhibitions and Related Programming

Mass Humanities offers Project Grants to support the planning, implementation, and/or promotion of humanities-based exhibitions. Applicants may plan back-to-back proposal submissions for separate phases (planning, implementation, or promotion) of an exhibition project, and if so, each proposal/phase must have distinct goals and products. Project Grants are also made to support humanities-based programming around other kinds of exhibitions.

Programming to Complement Theatrical and Artistic Productions

Mass Humanities generally does *not* fund theatrical and artistic productions—unless the performers and production personnel (actors, stage hands, scriptwriters, etc.) are a primary audience benefitting from the project’s humanities content. However, Project Grants may support humanities-based programming, often in the form of pre- and post-performance discussions, to accompany such productions.

Oral History Projects

An oral history project may be eligible for a Project Grant if a central humanities theme/issue informs the gathering and presenting of information, and if the process of conducting and recording interviews is a major goal of the project. Oral history projects carry a number of additional requirements, including the involvement of oral history specialists, which are available online: masshumanities.org/files/grants/onlineapp/pg_oralhistoryguidelines.pdf.

Film Pre-Production and Distribution Projects

Mass Humanities makes a limited number of grants each year to support films that explore humanities themes. Project Grants support the involvement of humanities scholars in film projects, the viability of humanities-based documentaries, and the distribution and use of such films. As a result, Mass Humanities supports discrete parts of larger film projects, most of which are *not* considered film “production.”

Film Projects—eligible for up to \$15,000—include but are not limited to:

- Pre-production development that results in initial footage- and research-based products (a trailer, a web page, or other format) to help with fundraising.
- Development of crowdsourcing and/or audience engagement practices for the project.
- Distribution projects that result in the production of promotional and instructional materials.

Film Projects must involve at least one humanities scholar and must result in substantial original material, such as a script development, a trailer or short, or an interactive website.

Original pre-production and crowdsourcing materials may include but are not limited to: interactive web and social media outreach strategies, using 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 discussions; or the development of an interactive or crowdsourcing page of a project website where an outreach plan is already present.

Original distribution materials may include but are not limited to: trailers, shorts, interactive websites, subtitles, television broadcasts, public screenings with discussions, festivals, and other products designed for outreach.

■ 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? Does the proposal clearly articulate the issues, questions, or themes to be addressed? Does the topic have current relevance, given the audience and location? Does the project allow for diverse points of view or responses?

Mass Humanities Priorities

Mass Humanities prioritizes projects that engage audiences with limited contact to humanities programming (through our *Engaging New Audiences for the Humanities* initiative) and projects that respond to our current theme, *Negotiating the Social Contract*. How well does the project respond to *ENA* and/or *NSC*?

Personnel

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

Audience

Do the applicants have a clear sense of the audience they are trying to engage in the project? Are the topic, format, venue, and schedule appropriate for the intended audience?

Outreach

Does the proposal include a clearly outlined and effective plan and adequate budget for attracting the intended audience? Do the outreach methods suit the intended audience? Is the plan realistic?

Plan of Work

Are the project's objectives clearly stated and achievable? Is the format workable and appropriate? Is the scheduling realistic? Are there enough people to pull it off, and is the ratio of volunteer to professional labor reasonable?

Budget

Do the project costs seem reasonable and justified? If additional funds are needed to complete it, is the plan for securing them feasible? Is the budget realistic in terms of the scale of the project and the anticipated results?

Organization Capacity

Does the sponsoring organization appear to have the capacity to implement the project successfully? Would this project take place without this grant? If a collaboration is involved, have both/all organizations made a commitment to the project?

■ Deadlines, Routines, & Procedures

Mass Humanities awards Project Grants three times each year, and the deadline schedule is available online: masshumanities.org/grants/deadlines/.

Applicants may submit an online inquiry form (LOI) at any time, but a Project Grant LOI is due at least six weeks prior to the application deadline. If the project is eligible, staff will respond to the LOI with questions and suggestions.

Once approved, each LOI/application is assigned to a staff member who works with the applicant as needed to develop the project and complete the application forms. The staff member is there to help:

- conceptualize the overall project as a humanities project;
- 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 questions and give feedback on outreach plans, budgets, and other procedures and logistics; and read and respond to the mandatory draft of the proposal.

All nonprofit and government organizations are eligible to apply. A nonprofit does not need to be a 501(c)(3), but it must have begun the registration process with the IRS or have a fiscal sponsor. If using a fiscal sponsor, the applicant should list the fiscal sponsor as the “sponsoring organization” in the online application system.

Applicants may apply for only one grant at a time, and grantees may have only *one* grant open at a time. If you have an open grant, the final report must be submitted and approved *no later* than the application deadline. Generally, an applicant does not receive more than one Project Grant per year.

Applications from one organization—especially for the same or similar programs—submitted in successive years will be reviewed each time in competition with other proposals; continued funding cannot be promised.

Applicants must provide a copy of a recent financial statement and information on the sponsoring organization’s background—unless the information has been submitted within the past three years. Forms of financial information that Mass Humanities accepts, in order of preference, are: an audited financial statement, a filed IRS Form 990 for the most recent fiscal year, a Profit & Loss Statement for the most recent fiscal year, an Annual Report for most recent fiscal year, or a current or most recent annual organizational budget showing income and expenses.

Notification of a Project Grant award is approximately 60 days after submission. Funded events may take place no sooner than 30 days after the date of grant award notification. Project Grant projects are usually completed within one year.

Mass Humanities has publicity requirements for all grant recipients, which are available here: masshumanities.org/grants/publicity/.

If you have any questions about Project Grants, please contact Jennifer Hall-Witt (jhall-witt@masshumanities.org / 413-584-8440 ext. 102) , Katherine Stevens (kstevens@masshumanities.org / 413-584-8440 ext. 101) Melissa Wheaton (mwheaton@masshumanities.org / 413-584-8440 ext. 100) for support.

■ How to Apply Online

The Mass Humanities online grant application process has four parts: federal regulation compliance, an inquiry form (LOI), a draft, and a final application.

Step 1: Apply for DUNS and SAM numbers

As soon as you know you're ready to apply for a grant, make sure you apply for [DUNS & SAM Registrations](#). Both are required by the federal government before we can release grant funding to any organization. If you have previously registered, make sure both are up to date. Grant funds will not be awarded to organizations without current valid DUNS and SAMs registrations. Please note SAMs registrations must be renewed annually.

Step 2: Submit an LOI

Next, go to the Online Grant Application. If you don't already have an account, register by selecting the "Create New Account" button. You are prompted to enter your contact information, including a required email address, information about the organization, and its authorizing official. Your email address and password that you set up on the next screen will be your account logon. Please write your logon information down for future reference.

Once you have registered and created a new account, proceed to the "Applicant Page" and select the type of grant for which you're applying. An "LOI Page" will open; provide the necessary information on that page and click the "Submit Form" button. Your work on the LOI can be saved and returned to; it does not need to be completed in one sitting.

The information provided in the LOI helps staff determine if the project is eligible for MH funding in this grant category. If approved, you will receive an email notification and can then access the full application by logging on to the account. If declined, you will receive an email explaining why your project is ineligible for consideration, and will not be able to access the full application at that time.

Step 3: Create a Draft

Drafts are *required* for Project Grant applications. Please refer to the deadline schedule for draft due dates. The application questions marked with **[DR]** are required for the draft. 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, who will review your draft application and provide you with feedback.

Step 4: Submit a Full Application

When the application, including all the supporting materials, is complete and ready for submission, press the "submit" button. Fields marked with * are required. Applications are due by midnight on the deadline date. In fairness to all applicants, all deadlines for grant applications are firm.

The above instructions appear online at: masshumanities.org/grants/applying-online/.

The online grant application system is available here: www.grantinterface.com/Process/Apply?urlkey=masshumanities.

■ Project Grant Application Materials

The final section of this document includes lists of questions for both the *Project Grant LOI* and the *Project Grant Application*. While the LOI asks preliminary questions, the application includes four in-depth sections: *Project Information*, *Nonprofit Sponsoring Organization Information*, *Personnel*, and *Uploads*. The *Uploads* section includes the following materials, explained here in detail:

Budget and Budget Explanation

The Budget Form (masshumanities.org/files/grants/onlineapp/pg_budgettemplate.doc) has two parts, a budget and a budget explanation, and both parts must be completed.

Funds may *not* be requested for expenses incurred before the beginning of the grant period, and expenditures made before the grant period may *not* be used in the cost-share.

Organizations must provide at least a one-to-one total cost-share. The *cash* cost-share must equal or exceed 10 percent of the MH funds requested, and the total cost-share (cash *and* in-kind) must equal or exceed the MH funds requested.

- Cash contributions—when actual money changes hands—may include paid staff time, travel costs, or expenses paid from the organization’s operating budget, registration fees, or other funding sources (except NEH).
- If the cash cost-share is equivalent to more than 200 percent of the total MH funds requested, 80 percent of that cash cost-share must be secured before receiving grant payments.
- In-kind contributions may include the use of facilities, supplies donated to the project, and volunteer time. In Massachusetts, volunteer time is valued at approximately \$30/hour.

Most line items need not be matched, but Lines A and B (Project Administration) carry additional restrictions:

- MH funds on Line A must be matched, at least equally, in cash on line A.
- MH funds on Lines A and B (together) may not exceed 50 percent of the total MH funds requested.
- MH funds may be used to compensate full- or part-time employees who are devoting paid time specifically to the project *only* if the organizations’ s maximum annual budget is lower than \$500,000. Use of salaries for the project must be documented on the Final Expenditures Report. If the annual budget is more than \$500,000, MH funds may *not* be used for regular paid employee time.
- Whatever the annual budget, MH funds may be used to pay for additional hours for part-time employees who increase their hours to work on a project.

Other restrictions to MH funds:

- MH rarely approves stipends/honoraria over \$500. MH funds may not exceed \$1,000 for a stipend/honorarium for one person at one event.
- MH funds may not exceed \$250 for costs of food for project audiences/participants.
- MH funds may not exceed \$250 for the purchase of reusable equipment needed for the project.
- MH funds may not be used for tickets if the revenue from ticket sales goes to the sponsoring organization, but such costs may be included in the cost-share.

MH funds may be used to pay for reasonable travel (transportation, lodging, and subsistence) expenses for project personnel (usually scholars and other speakers). MH rarely funds international travel (originating outside of Canada, Mexico, the U.S., and U.S. territories and possessions). MH funds may not exceed \$250/day for meals and lodging.

MH funds may be used to cover indirect costs. Calculate indirect costs as a percentage of the total you are requesting from MH. If your organization has a federally negotiated rate, you can use that. If not, you may use up to 10% of your total MH-requested direct costs. Note: costs specific to the project, like renting a space that is not your own and hiring a custodian for the space, are direct costs and should be listed as such.

Project Scholar’s Statement

The Project Scholar must prepare a short statement, using the Project Scholar’s Statement Form (masshumanities.org/files/grants/onlineapp/pg_scholarstatement.doc), explaining how the project will function as a public humanities project. The statement is *not* merely an endorsement of the project or a letter of commitment.

Resumes/CVs of Major Project Personnel

Include resumes/CVs of the Project Director, Project Scholar, and other major project personnel. Please limit each person’s resume/CV to two pages. Resumes/CVs should present credentials for involvement in the project, including earned degrees, employment, relevant publications, and previous experience with similar projects.

Events Listing (if applicable)

If the project includes public or private events, you must upload the completed Events Listing Form (masshumanities.org/files/grants/onlineapp/pg_eventtemplate.doc). If funded, your public events will be included on our website and in our monthly emails, so you must update Mass Humanities with any changes to your event(s) as soon as possible.

Letters of Commitment/Support (if applicable)

Gather—and upload in one document—letters of support/commitment from co-sponsoring or collaborating organizations, indicating each collaborator’s familiarity with and role in the project.

Sample Materials (for film projects)

Proposals for Film Projects—which result in materials to help with fundraising, crowdsourcing, or distribution—must include an uploaded list of relevant films/links/media/websites. This list should include examples of your previous works in—or current inspirations for—filmmaking, as well as crowdsourcing, etc.

List of Existing Resources (if applicable)

Proposals for projects that include a tangible product—a film, video, curriculum, website, etc.—must include assurances that a similar resource does not already exist. You must upload an annotated list of existing resources that deal with your proposed topic, along with an explanation of how your project is different.

Exhibition Materials (if applicable)

Proposals for projects that result in an exhibition must include sample text and a floor plan (or comparable information).

Application Contract

The Application Contract Form (masshumanities.org/files/grants/onlineapp/pg_contractform.doc) must be uploaded with signatures from the Project Director, Project Treasurer, and Authorizing Official.

All forms are available in the online grant application system and here: masshumanities.org/grants/downloads/. A sample budget is available here: masshumanities.org/files/grants/onlineapp/pg_budgetsample.pdf.

■ Project Grant LOI & Application Questions

Below are complete lists of questions for both the *Project Grant LOI* and the *Project Grant Application*.

You can also generate these lists by clicking on “Question List” when in the online application system (www.grantinterface.com/Process/Apply?urlkey=masshumanities).

Project Grant - 2018

Massachusetts Foundation for the Humanities

Inquiry form

Type of Project Grant*

Choose one from the list below.

Choices

Project-No Priority
Project-ENA
Project-NSC Project-
FILM

Preparation*

Have you read about Mass Humanities' program priorities and about the humanities on the Mass Humanities website?

Choices

Yes
No

Project Title [DR]*

Mass Humanities will do public outreach using your title.

Character Limit: 100

Amount Requested [DR]*

Character Limit: 20

Timing of Project*

Tell us when your project will begin and end. Most Project Grant projects are completed within a year.

Character Limit: 1000

Project Summary*

Describe your project. Name the organization, the amount of money being requested, and the type of project for which the money will be used. Describe the format of the project, the purpose of the project, and the intended audience(s). Include a brief introduction to the humanities topics—as well as any non-humanities topics—that the project will ask audiences to consider.

Character Limit: 2000

Expected Audience*

What audiences are you trying to engage in the project? Explain how the project will reach or involve them.

Character Limit: 1000

Should this project be given priority under the "Engaging New Audiences" initiative? [DR]

If yes, please describe the ways your project will attract and engage audiences that are considered “new” to public humanities programming. If the project is NOT responding to this initiative, please leave blank. *Character Limit: 2500*

Humanities Issues [DR]*

Summarize the humanities-based theme(s) of your project. What issues and questions will be posed to audience members? Why are these issues and questions important? How does the project relate to the mission and purposes of Mass Humanities?

Character Limit: 1000

Should this project be given priority under the "Negotiating the Social Contract" initiative? [DR]

If yes, please describe here. If the project is NOT responding to this initiative, please leave blank.

Character Limit: 1000

Project Scholar*

Tell us about who will be involved in planning and/or implementing the project, or let us know if you would like us to help you find someone. If more than one humanities scholar will be involved, please designate one the primary Project Scholar, who will advise the entire project. (The Project Scholar must provide a statement to include in the final application.) *Character Limit: 1500*

Has the organization had a grant from us before?

Choices

Yes

No

I don't know

How did you learn about Mass Humanities?

Tell us how you found us.

Character Limit: 1000

Mass Humanities Program Officer*

Have you spoken with a Program Officer about this particular project? Tell us who by selecting from the pull-down list.

Choices

Jennifer Hall-Witt

Rose Sackey-Milligan

Katherine Stevens

I don't remember the name

I have not spoken with a program officer yet

Other comments or questions?

Character Limit: 2000

Project Grant - 2018

Massachusetts Foundation for the Humanities

1) Project Information

Project Title [DR]*

Mass Humanities will do public outreach using your title.

Character Limit: 100

Amount Requested [DR]*

Character Limit: 20

Grant Period Start Date [DR]*

When will you begin grant-related work on your project? Grant-related work cannot begin until after the award notification.

Character Limit: 10

Grant Period End Date [DR]*

When will the grant-related work on your project be complete? Include about a month for reporting.

Character Limit: 10

Project Summary [DR]*

Describe your project. Name the organization, the amount of money being requested, and the type of project for which the money will be used. Describe the format of the project, the purpose of the project, and the intended audience(s). Include a brief introduction to the humanities topics—as well as any non-humanities topics—that the project will ask audiences to consider.

Character Limit: 2000

Disciplines [DR]*

Please select up to three relevant disciplines for your project. Make sure at least one is a humanities discipline. Non-humanities disciplines are indicated by asterisks.

Choices

African American Studies

African Studies

American Studies

Anthropology*
Archaeology
Architecture*
Arts: Criticism*
Arts: Fine & Visual (non-humanities)*
Arts: History
Asian Studies
Civics
Classics
Communications*
Comparative Literature
Criminology*
Economics*
Education
Environmental Studies
Ethics
European/Russian Studies
Film Studies
Folklore
Foreign Languages*
Gender Studies
General Humanities and Theory
Geography*
Geology*
Health & Medicine*
History
History: American
History: Local
History: Massachusetts
History: World
Immigration Studies
International Studies
Islamic Studies
Jewish Studies
Journalism
Jurisprudence
Labor Studies
Latin American Studies
Latino Studies
Library, Archive, Museum Studies
Linguistics
Literature
Literature in English (not American)
Literature: American
Literature: American (not in English)
Literature: Children's and Young Adult
Literature: Non-English
Literature: World

Lusophone Studies (Portuguese)
Media Studies
Medieval Studies
Middle Eastern Studies
Musicology
Native American Studies
Natural Sciences*
Other Ethnic Studies
Performing Arts*
Philosophy
Physical Education*
Poetry
Political Science*
Psychology*
Public Administration*
Religion
Rhetoric
Science, Technology & Society*
Sociology*
Storytelling*
Theater (playwriting or dramaturgy)
Urban Studies
Women's Studies
Writing*

Organization and Structure [DR]*

What do you want to do? How, when, and where will you do it? Include information about preparation, implementation, events, and culminating products. Please also include information on ticket costs or other charges to audiences.

Character Limit: 2000

Expected Audience [DR]*

What audiences are you trying to engage in the project? Explain how the project will reach or involve them.

Character Limit: 2000

Should this project be given priority under the "Engaging New Audiences" initiative? [DR]

If yes, please describe the ways your project will attract and engage audiences that are considered "new" to public humanities programming. If the project is NOT responding to this initiative, please leave blank. *Character Limit: 2500*

Humanities Issues [DR]*

Explain the humanities-based theme(s) of your project. What issues and questions will be posed to audience members? Why are these issues and questions important? How does the project relate to the mission and purposes of Mass Humanities?

Character Limit: 2000

Should this project be given priority under the "Negotiating the Social Contract" initiative? [DR]

If yes, please describe here. If the project is NOT responding to this initiative, please leave blank.

Character Limit: 1000

Personnel [DR]*

Please list the project responsibilities and tasks, along with relevant qualifications, of the Project Director, Project Scholar, other humanities scholars, and other major project personnel. See example.

Character Limit: 2000

Outreach and Publicity [DR]*

How will you publicize the project and grant from Mass Humanities? How will you let the public know about your project? What materials will you create and rely on most? What sources are you able to use to get information to potential audiences? When will you begin your publicity plan? See example.

Character Limit: 2000

Timeline [DR]*

List major project benchmarks and the dates when they will take place. Be specific. See example.

Character Limit: 2000

Sponsoring Organization [DR]*

Describe your organization. Why is your organization an appropriate sponsor? What projects has your organization been involved in that demonstrate its capacity to make the project a success?

Character Limit: 1000

Funding [DR]*

Please list the funding sources for the project (including any funds coming from your operating budget) and be sure to note how any needed funds will be raised.

Character Limit: 1000

2) Nonprofit Sponsoring Organization Information

Organization's DUNS #*

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, please see the DUNS information sheet.

Character Limit: 10

Is your organization registered with SAM*?

Your organization must be currently registered with SAM to receive federal dollars. If you need to register with SAM, please refer to SAM information sheet. (add link)

Choices

Yes

No

In process

Does your organization receive \$750,000 or more each year in federal funding?*

Do not include funds from Mass Humanities. The answer to this question will NOT affect your chances of receiving funding.

Choices

Yes

No

501(c)3 Status*

Does the sponsoring organization have 501(c)3 certification?

Choices

Yes

No

Pending

Website

Organization's Website address

Character Limit: 2000

3) Personnel

Project Director's First and Last Name [DR]*

The Project Director organizes the project and completes online reporting.

Character Limit: 100

Project Director's Position/Title [DR]

Character Limit: 100

Project Director's Address [DR]*

Provide a mailing address that includes the city, state, and zip code.

Character Limit: 250

Project Director's Email [DR]*

Character Limit: 254

Project Director's Daytime Phone Number(s) [DR]*

Character Limit: 100

Project Treasurer's First and Last Name [DR]*

The Project Treasurer is the person who 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.

Character Limit: 100

Project Treasurer's Position/Title [DR]*

Character Limit: 50

Project Treasurer's Address [DR]*

Provide a mailing address that includes the city, state, and zip code.

Character Limit: 125

Project Treasurer's Email Address [DR]*

Character Limit: 254

Project Treasurer's Daytime Phone Number(s) [DR]*

Character Limit: 125

Authorizing Official's First and Last Name [DR]*

Enter the first and last name of the authorizing official for the sponsoring organization.

Character Limit: 100

Authorizing Official's Position/Title [DR]*

Character Limit: 125

Authorizing Official's Email Address [DR]*

Character Limit: 254

Name & Email Address of the Person Submitting this Application

If you are submitting this application and are NOT the project director of the proposed project, provide your first and last name and your email address. Otherwise, leave blank.

Character Limit: 200

Project Scholar's First and Last Name [DR]*

The Project Scholar works in a relevant humanities discipline and serves in an advisory role. If applicable, you may provide information about additional humanities scholars who are involved in the project.

Character Limit: 125

Project Scholar's Position/Title [DR]

Provide the professional title and/or position of the Project Scholar. Include the academic field/discipline.

Character Limit: 100

Project Scholar's Address [DR]*

Provide a mailing address that includes the city, state, and zip code.

Character Limit: 250

Project Scholar's Email [DR]*

Character Limit: 254

Project Scholar's Daytime Phone Number(s) [DR]*

Character Limit: 30

Additional Humanities Scholar(s) [DR]

If applicable, you may provide information about additional humanities scholars who are involved in the project. Please include their first and last names, professional titles and/or positions, academic fields/disciplines, emails and mailing addresses.

Character Limit: 1000

4) Uploads

Note: Uploaded documents show as uploaded only after you save the application. **Important information about upload fields:**

- Each field accepts only **one** document. You can replace a document previously uploaded simply by uploading another file (there is no delete button).
- 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 file before uploading.
- Creating PDF files: If you need one, you can download a recommended free PDF creator.
- Combining PDF files: Instructions can be found here if you need to combine multiple PDF files into one file for uploading.

Note: If you do not have these documents in digital form, you may use the Fax-to-File service available in the Tools menu to get your documents in pdf format.

Budget [DR]*

Upload the completed budget form (doc) in this field. This document has two parts, a budget and a budget explanation, and both parts must be completed.

File Size Limit: 1 MB

Project Scholar's Statement*

The Project Scholar must prepare a short statement—of about 1000 words and following the PG Statement Form (doc)—explaining how the project will function as a public humanities project. If you choose to provide more than one scholar's statement, combine them into one document and upload here.

File Size Limit: 1 MB

Resumes of Major Project Personnel*

Upload one document with the resumes/CVs of the Project Director, Project Scholar, and other major project personnel. Please limit each person's resume/CV to two pages.

File Size Limit: 2 MB

Events Listing (private and public)

Upload the completed events listing (doc) in this field. Update Mass Humanities with any changes to your event(s) as soon as possible.

File Size Limit: 2 MB

Letters of Commitment/Support

Upload one document with letters from participating and collaborating organizations and venues.

File Size Limit: 2 MB

Sample Materials for Film Projects

Proposals for Film Projects—which result in materials to help with fundraising, crowdsourcing, or distribution—must include a list of relevant films/links/media/websites. This list should include examples of your previous works in—or current inspirations for—filmmaking, as well as crowdsourcing, etc. If this applies to your proposal, please upload the list (with links) here.

File Size Limit: 2 MB

List of Existing Resources

Proposals for projects that include a tangible product—a film, video, curriculum, website, etc.—must include assurances that a similar resource does not already exist. If this applies to your proposal, please upload an annotated list of existing resources that deal with your proposed topic. Explain how your project is different.

File Size Limit: 1 MB

Exhibition Materials

Proposals for projects that result in an exhibition must include sample text and a floor plan. If this applies to your proposal, please upload this material here.

File Size Limit: 4 MB

Additional Upload

Your Program Officer may request, or you may want to provide, additional documents. You may upload images, mock-ups, brochures, additional CVs, writing samples, estimates, appendices, or something else. Combine documents into one file and upload here.

File Size Limit: 4 MB

Signatures Document*

Download the application contract form to your computer. Complete the document with the signatures and information required. Scan as PDF or use the Fax-to-File service available in the Tools menu and upload the completed file here.

File Size Limit: 1 MB

For Draft: Do **NOT** hit "submit."

Complete those portions indicated by [DR], hit "save" and notify your program officer that the draft is complete.

For Submission: Complete the application including all the supporting materials. Fields marked with * are required. Click on the "submit" button to send your completed application to Mass Humanities by the deadline.

For your records: For a complete finished application for your records, click on "print packet." A pdf will be generated of your entire application.