

Project Grant 2017

Massachusetts Foundation for the Humanities

Grant Number

Proposal/Grant Number for Mass Humanities - Internal Use Only

Character Limit: 15

Responding to MH Theme(s)?

Internal Use Only - to be completed by program officer.

Choices

ENA

NSC

ENA & NSC

No Incentive

Program Officer

select p.o. for this proposal - internal use only

Choices

AM

DT

PB

RSM

Grant Round

For internal use - program officer indicates for which round this is being considered. Handy way to filter applications.

Choices

November

February

May

Staff Recommendation

internal use only -- grant administrator to complete this field after staff meeting.

Choices

fund

do not fund

partially fund

resubmit

no recommendation

Staff Note

internal use only - grant administrator to enter data after staff meeting.

Character Limit: 10000

Type of Project Grant*

Select from list.

Choices

Project

Project-Film

Project Title [DR]*

Title of Project

Character Limit: 100

Amount Requested [DR]*

Enter total funds requested from Mass Humanities. Please note: Funds received from Mass Humanities must be matched equally by your organization. Please see [guidelines](#).

Character Limit: 20

Project Summary [DR]*

Write a project summary of no more than 250 words. The project summary should describe the project's subject matter, format, audience, location, and duration. Most importantly, it should present a clear statement of the project's objectives. See example [here](#).

Character Limit: 10000

1) Project Information

Disciplines [DR]*

Please select relevant discipline(s) for your project. Make sure at least one is a humanities discipline. Non-humanities disciplines are indicated by an asterisk. (maximum allowed disciplines: 3)

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*

Should this project be given priority under Mass Humanities' "Engaging New Audiences" Initiative?

If yes, select at least one option below (find explanations and links to data in the *Guidelines*). Please check ALL that apply:

Choices

Serves residents of a town with a poverty rate greater than MA average.
 Serves residents of a town with income average below MA average.
 Serves residents of a town with more foreign-born residents than MA average.
 Serves residents of a town with more than 10% FLNE public school students.
 Serves residents of a town with high-school dropout rate higher than MA average.
 Serves people who are circumscribed in their movements.
 Is being organized by a public library with only one staff member.
 Involves special outreach methods/collaborations to reach new audiences.
 Other.

"Engaging New Audiences" Explanation

If you checked off any options above, please clarify **briefly** (what town? what audience? how will you reach the audience?)

Character Limit: 2500

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

If yes, please describe. Please refer to the website for details on the [Negotiating the Social Contract](#).

Character Limit: 2500

Grant Period Start Date [DR]*

When will you begin grant-related work on your project?

Character Limit: 10

Grant Period End Date [DR]*

When will the grant-related work on your project be complete?

Character Limit: 10

Project Mission/Goals [DR]*

Introduce your project. Explain the primary goals for the project.

Character Limit: 10000

Project Humanities Issues [DR]*

Discuss the 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? How does the project relate to the mission and purposes of Mass Humanities?

Character Limit: 6000

Project Structure [DR]*

What do you want to do, and how, when, and where will you do it? Please be specific about what you aim to do.

Character Limit: 10000

Project Audience [DR]*

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

Character Limit: 5000

Outreach Plan [DR]*

How will you let the participants or public know about your project, and how will you let the public know about Mass Humanities' support for your project? Be specific. [See example.](#)

Character Limit: 6000

Project Personnel [DR]*

Please list briefly the relevant qualifications, project responsibilities, and tasks of the project director, scholar(s), and other resource people. [See example.](#)

Character Limit: 10000

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: 5000

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: 7000

Project Timeline [DR]*

List major project benchmarks and the dates when they will take place. Be specific. [See example.](#)

Character Limit: 6000

2) Nonprofit Sponsoring Organization Information

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

(Do not include funds from Mass Humanities.)

Choices

Yes

No

DUNS # [DR]*

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 the [Dun & Bradstreet website](#). Here's an [information sheet](#) on how to obtain a DUNS number.

Character Limit: 12

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

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 director and fiscal agent may neither be the same individual nor be related.

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

Character Limit: 100

Project Director's Position/Title [DR]*

Character Limit: 100

Project Director's Mailing Address*

Include street or P.O. Box, city, state, and zip code.

Character Limit: 400

Project Director's Email [DR]*

Enter the email address of the project director.

Character Limit: 254

Project Director's Daytime Phone Number*

Character Limit: 60

The **Project Treasurer** is a person who keeps track of project income and expenses, pays bills and is frequently the CFO or treasurer of the sponsoring organization. The project director and treasurer can neither be the same individual nor related.

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

Character Limit: 100

Project Treasurer's Position/Title [DR]*

Character Limit: 50

Project Treasurer's Email Address*

Character Limit: 254

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 Title [DR]*

Enter the title of the authorizing official for the sponsoring organization.

Character Limit: 50

Authorizing Official's Email Address [DR]*

Enter the email address of the authorizing official for the sponsoring organization.

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

Scholars

Your project must have one or more [scholars in a humanities discipline](#) who act as advisors and

are involved in planning and/or programming Provide information about the primary scholar. If applicable, also provide information about a second scholar.

Scholar A's Name [DR]*

First and last name of scholar.

Character Limit: 125

Scholar A's Position/Title [DR]*

Provide professional title or position of scholar.

Character Limit: 100

Scholar A's Academic Discipline [DR]*

Indicate the area of study for scholar.

Character Limit: 125

Scholar A's Address

Please provide mailing address Including street or P.O. Box, city, state and zip code.

Character Limit: 250

Scholar A's Email Address

Character Limit: 254

Scholar B's Name

First and last name of scholar.

Character Limit: 150

Scholar B's Position/Title

Provide professional title or position of scholar.

Character Limit: 100

Scholar B's Academic Discipline

Indicate the area of study for scholar.

Character Limit: 200

Scholar B's Address

Please provide mailing address Including street or P.O. Box, city, state and zip code.

Character Limit: 250

Scholar B's Email Address

Character Limit: 254

4) Uploads

Please note: Your program officer may require additional items to be uploaded for your application in addition to those that are marked by an asterisk.

Important information about upload fields:

- Each field accepts only **one** document. You can replace a document simply by uploading another file from your computer or hitting the 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 and you just have the free [Adobe Reader](#).

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.

Public Humanities Statement*

A public humanities statement is required from at least one humanities scholar. Additional scholars' statements are optional. Be sure that any scholar asked to write a statement receives a copy of the [Public Humanities Statement Form](#). If providing more than one scholar's statement, combine the statements into one document and attach here. Please be sure each statement identifies the scholar.

File Size Limit: 1 MB

Budget [DR]*

Download a budget form ([doc](#) file) to a location on your computer. The document has two parts, a budget and a budget explanation. Complete both parts following these [instructions \(pdf\)](#), save and upload new file here.

Note: Helpful documents for you - [sample budget](#) and a [visual cheat sheet](#).

File Size Limit: 1 MB

Resumes of Major Project Personnel*

Create one document that contains the 2 page CV/résumé for the Project Director, the main scholars, and other major project personnel. **Be sure to adhere to the 2 page limit per person.**

File Size Limit: 2 MB

Letters of Commitment/Support

Create one document which contains the letters of support or commitment from participating and collaborating organizations and venues.

File Size Limit: 2 MB

Events Listing

Download [event\(s\) listing form \(doc\)](#) to a location on your computer. Complete the document, copying more event tables as necessary and upload new file here. Please note that this form is required for all events, including private events.

File Size Limit: 1 MB

Relevant Web Addresses or Sample Material

Please note: Required for all grants that will be used to create a media-based product, along with or instead of programs/events. List of relevant websites that are similar to, informative about, or help proposal readers envision your proposed products: films, videos, signs, websites, etc. Download the [relevant web addresses and sample template](#), save on your computer, complete per instructions on the form, and upload new document here.

File Size Limit: 1 MB

List of Films on the Same Topic for Film Projects

Applicants for a **film 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. Note: This is **not** a list of your finished films.

File Size Limit: 1 MB

Visual Material

Please use this field to upload one file that contains visual materials that may or may not be required but would help your application such as images, brochures, or mock ups. **For Exhibition Implementation Projects** - sample exhibit text and floor plan are **required**.

File Size Limit: 8 MB

Text Material

Please use this upload field for other documents which may be requested by your program officer such as: additional scholar CVs (maximum of 2 pages per CV), writing samples, estimates, and appendices. Combine multiple documents into one file and upload here.

File Size Limit: 4 MB

5) Signature

Signatures Document*

Download the [application contract form](#) to a location on your computer. Complete the document with the three required signatures and information required. Scan as pdf or use the Fax-to-File service available in the Tools menu and attach the completed file here.

File Size Limit: 1 MB

For Draft: Do **NOT** hit "submit." Complete those portions indicated by [DR], hit "save as draft" 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.