READING FREDERICK DOUGLASS TOGETHER GRANT GUIDELINES

(revised 08/10/2015)

Reading Frederick Douglass Together gathers a wide spectrum of community residents and civic, cultural, public and service organizations in a public space taking turns reading parts of a Frederick Douglass speech. The speech delivered by Douglass on July 5th 1852, *What to the Slave is the Fourth of July*, opens up discourse on citizenship, race and race relations in America, and raises awareness of the influential role slavery continues to play in our history and national conversation.

Applicants of *Reading Frederick Douglass Together* may apply for a grant up to $500 to cover printing, audio-visual equipment or space rental, supplies, performance artist or humanities scholar stipends, publicity and other programming costs, except food and refreshments. Applicants must have the collaboration of at least two local civic, cultural, service, or religious organizations, public schools, libraries and other municipal agencies. The event must be free and open to the public.

A WORD ON EVALUATION

If funded, you will receive a form and directions on how to report on your project. The reporting document is a simple one page report due (final report preview) within 30 days after the event. Upon receipt of the form, the last 10% of the grant award will be released.

DEADLINES AND DECISIONS

You may submit an application for a grant up to $500 by first business day of May. Notification is within three weeks of submission. **Note:** Allow at least <u>two months</u> between the submission of your proposal and your first program for adequate preparation and publicity.

APPLICATION OVERVIEW

Mass Humanities accepts applications online. Full details are on page 4. Once you have begun the online application, you may click on "print question legend" to generate a pdf file that provides you 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 <u>six</u> sections to the application that must be completed:

1) Program Information – Title, summary, and amount of grant funds requested.

> **Amount requested** – The total funds requested from Mass Humanities. Maximum request is $500.

2) Nonprofit (Primary) Sponsoring Organization – Information about the sponsoring organization including the DUNS # of the organization.   Also needed in this section is how much federal money the organization expects to expend this fiscal year.

> **DUNS #**: The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS number identifies your organization and is required to receive federal dollars. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet Web site. Information on how to obtain a DUNS number can be found at masshumanities.org/files/grants/duns.pdf. Your grant application <u>cannot</u> be submitted without this number.

3) Personnel from the (Primary) Non Profit Organization – Here you provide information about the program personnel (project director and authorizing official). The project

director must submit all required information in the final report ([final report preview](#)) which includes but is not limited to attendance at event, volunteer hours spent, photos from event, and total cash spent. The project director and authorizing official must be unrelated individuals; the project director may <u>not</u> also serve as the authorizing official.

4) Co-Sponsoring Organization(s) Information – Provide information on the other co-sponsoring organizations collaborating on the project. At least one co-sponsoring organization is required for this application.

5) Project Information – Provide answers to a few questions about the program.

6) Uploads –Download the [budget template](#), complete and upload final budget (see budget sample on page 3).   Download [application contract form](#). An application is not considered complete without names and signatures of all parties. Once both signatures have been obtained, scan or use the available "fax to file" tool and upload the signed contract form.

S A M P L E   B U D G E T

On the next page find a sample budget. Use the actual estimated costs in your community (not necessarily those in the sample budget) for printing, phone, and other expenses as well as estimates of time corresponding to your experience with similar programs and to your publicity plans.

Primary Organization: Town Public Library

Projected Expenses

	Explanation	Amount
1. Administrative stipend	Library director and branch librarian	300.00
2. Scholar Stipend	Discussion leader at event	200.00
3. Space rental		
4. Printing/Copying	Speeches	50.00
5. Promotion/ Publicity	Posters	50.00
6. Supplies		
7. Equipment rental	Sound system rental	125.00
8. Other		
	Total Projected Expenses	**$725.00**

Projected Income (Cash and In-Kind)

How will you cover the cost of the project? Please list all income sources and amounts, including amount requested from Mass Humanities.

Cash Income Sources	Amount
Mass Humanities grant (scholar stipend, posters, sound system rental)	375.00
Total Projected Cash Income	**$375.00**

In-Kind Donation Sources (Goods and Services)	Dollar Value
Library for library director and branch library time	300.00
Local copy shop donating copies of speeches	50.00
Volunteers to organize, network, poster, and help at event (4 people @ $30/hr for a total of 25 hrs)	750.00
Total Projected In-Kind Donations	**$950.00**

HOW TO APPLY ONLINE

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

- Is the organization who will act at the "primary" organization on the application a nonprofit?
- Are there at least two organizations involved in the program?
- Will your project engage and benefit Massachusetts residents?
- Do you have matching funds to support project costs?

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

Reading Frederick Douglass Together applications may be submitted until the first business day of May. Please follow the instructions 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.

Submit an Application

To submit an application, click on the online application link at the bottom of this document. 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 "Reading & Discussion Grant." An application will open; provide the necessary information on that page and click the "Submit Form" button when the application is complete and ready for submission. The application may be saved and returned to; it does not need to be completed in one sitting. Fields marked with ***** are required. Your application will be submitted to an MH staff member.

If approved or declined, the applicant will receive an email notification.

go to online grant application

Questions?
Contact Rose Sackey-Milligan (413-584-8440 x101) or Melissa Wheaton (413-584-8440 x100)