

GUIDELINES FOR SCHOLAR IN RESIDENCE GRANTS

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SCHOLAR IN RESIDENCE GRANTS

The *Scholar in Residence* (SIR) grant program funds research by a scholar that advances the interpretation and presentation of Massachusetts history by local historical organizations. The goals are to provide organizations with expertise not ordinarily available to them and to encourage scholars to use the rich resources of the state's many history museums and historical societies. Priority is given to small organizations that do not have professional scholars on staff.

Please contact [Patty Bruttomesso](#), [Abbye Meyer](#), or [Rose Sackey-Milligan](#) if you have questions about Mass Humanities or would like to explore how to develop your proposal.

Eligible Applicants and Grant Amounts:

- Massachusetts museums, historical societies, or other organizations with historical collections and a record of presenting interpretive history programs to the public are eligible for a *maximum \$3,500 Scholar in Residence* grant. Organizations are asked to demonstrate at least a one-to-one in-kind and/or cash match.
- Funds may be used to pay the scholar, as well as other project-related costs. Please see the budget guidelines for specific instructions, and please contact staff for help.

Scholar in Residence Projects:

- SIR projects should be planned collaboratively by the applying organization and the scholar. The scholar and project director work together to define the research topic, to identify the materials to be used, and to plan the final presentation.
- Scholars may initiate the project, but the organization must apply for and administer the grant.
- Upon conclusion of the project, the scholar must provide a written summary of the work performed and an annotated bibliography of primary and secondary sources.
- The project should advance a programmatic goal of the host organization (e.g. help develop an exhibit, lecture series, walking tour, interpretive plan, curriculum unit, or other interpretive program).
- In general, projects should take place over a period of one to six months depending on the scope of research and travel time involved. Arrangements can be flexible, but the application should include an estimate of the amount of time the scholar will spend on the project. For example, a scholar might devote a period during the summer, one day per week over the grant period, or several visits to the project.

Research Guidelines:

- Research should be largely based on items in the collection or resources relevant to the mission of the applying organization; outside collections may be consulted. Preference will be given to research that makes use of more than one type of primary source (e.g., manuscripts *and* artifacts).

Project Personnel:

- **Project Director.** The applicant institution must designate a staff or board member who monitors the progress of the project and ensures that the scholar has access to the collection.
- **Project Scholar.** Ph.D. or master's degree is preferred, but a graduate student in a humanities discipline or an individual who has demonstrated in-depth professional knowledge of the subject matter being studied may also be qualified. Because an important goal is to give small history organizations the benefit of outside expertise, regular volunteers for the host organization are not eligible to be *Scholars in Residence* at their own institution *unless the work falls within the purview of their professional expertise and they are approved in advance by Mass Humanities*. A staff member or volunteer who has developed expertise in a subject may serve as a *Scholar in Residence* at another institution.

Project Deliverables:

- The scholar prepares a written summary (paper) of research and annotated bibliography of primary and secondary sources for the host institution by the end date of the grant period.
- Project results must be made widely available to the public: deposited in a public library or archive, published online, or in a readily available brochure.
- The project should culminate in a public presentation at which the scholar presents her findings.

Application Process:

- *Scholar in Residence* deadlines are four times a year, and notification is within three weeks of submission.
- LOI forms must be submitted [online](#) at least two weeks before the application deadline. You may contact Mass Humanities staff or submit an LOI form [online](#) at any time.
- Submit your online LOI form at least eight weeks ahead of your intended start date, so that you can then submit your [online application](#).

Outreach and Publicity:

- [General publicity requirements](#) for all Mass Humanities grant recipients are available online.
- For guidance in publicizing a *Scholar in Residence* project and the culminating public presentation, feel free to use the [Discussion Grant Coordinator's Guide \(pdf\)](#), using the pages that pertain to your project.

Evaluation:

- All project directors are asked to report volunteer contributions, so you will need to keep track of those.
- Funded projects will receive forms and directions on how to evaluate and report on *Scholar in Residence Grants*. All forms are available online.

Examples of Funded Scholar in Residence Projects:

- *Rediscovering Hawley's Old Town Common, Sons and Daughters of Hawley*, project director Raymond Gotta; scholar John Sears: The scholar examined deeds, archival collections, and late 19th century research to explore the creation and history of the Hawley Common, which now consists of a half dozen cellar holes surrounding a stone commemorating the original site of the Hawley meetinghouse. Sears used these resources to examine the tension between church and state that played out over a century and resulted in a failed town – the town that time passed by. The following year the Society received a project grant from Mass Humanities to create a historic site at the location of the old Town Common by adding paths and signage as well as stabilizing cellar holes and dug wells that surrounded the old Meetinghouse.
- *Inquiry into the role of African-Americans at Old North*, Old North Foundation of Boston, project director Elisabeth Nevins, scholar Chernoh Sesay, Jr.: The scholar researched the lives of enslaved and free Africans and African-Americans who were members of the Old North congregation during and after the time of the American Revolution. Old North incorporated the findings into its general public tours and into the materials for the educational website, [Tories, Timid, or True Blue?](#)

- *Native American Occupation of Pamet River Drainage: Analysis of Stone Tools from Rose Farm Site*, Truro Historical Society, project director Deborah Minsky, scholar Robin Robertson: Faced with over 1,500 artifacts from various sources including a local archeological dig from the 1940s, Robertson examined the collection and determined that its best use would be as a teaching collection that would provide information about the Native American occupation of Truro. By careful examination and documentation, the collection yielded new information about Native American-Pilgrim interaction. In the subsequent two years the Society received two grants from Mass Humanities to plan and install a permanent hands-on exhibit based on the society's collection of Native American artifacts.

DIRECTIONS FOR COMPLETING THE APPLICATION

Create an account, and then submit your LOI form for a Local History Grant. If your LOI form is approved, you will be given access to the grant application, which closely resembles the LOI form but requests more detailed information. Once you have begun the application, click on “print question legend” to generate a pdf with a list of all fields and their instructions for the application. Please contact [Abbye Meyer](#) or [Melissa Wheaton](#) for support.

There are four sections of the application that must be completed, and these directions provide requirements and suggestions specific to a *Scholar in Residence* grant application:

- 1) Project Information:** This section of the grant application asks about the form and content of your *Scholar in Residence* project.
 - **Title of Project:** Please create a title for your project. (Mass Humanities will do outreach using your title.)
 - **Amount Requested:** This amount is simply the total funds requested from Mass Humanities. The maximum for a *Scholar in Residence* is \$3,500.
 - **Project Summary:** The Project Summary is the first text about your proposed project that readers will encounter, and it generally starts with one or two very clear sentences that provide basic information (including the organization, amount of money requested, the issues and materials being researched/inventoried, and whatever else might be important for a reader to know right away). The first sentence could take this form: “[Organization] is requesting \$[Amount Requested] for [Project Title], for [name of scholar] to investigate [materials, theme].” Then you can get into more detail about your proposed project, specifically including a sentence about the questions and issues the project tackles.
 - **How will the project be organized?** You should explain how and when the scholar will have access to the collections; what the deliverables the project entails (a paper, a list of readings, and resources); how the project results will be used and disseminated; and any other pertinent logistical details.
 - **Timing of the Project:** Tell us when the project will begin and end.
 - **Describe the expected audience(s)/participants for the culminating public presentation by the scholar.** Feel free to answer this question briefly.
 - **Why are you taking on this project?** How does this project relate to your organization’s mission and how is it part of your current five-year plan? (Please be sure to include your mission statement and activities.) The project has to be a step in developing your organization’s programs (such as an exhibit, tour, or public event). How specifically will it lead to the development of a program?

What is the occasion for taking on this particular question/collection? How does the theme/issue matter to the organization?

- **Describe your outreach plans.** Mass Humanities grant guidelines ask that you publicize having received a grant for this project. *SIR* guidelines stipulate that you hold a public presentation. How will you do either/both? Provide some information about your publicity plan and names of people responsible for or willing to help with publicity. What materials will you create and rely on most? How will you create and replicate them? When will you begin your publicity plan?

2) Sponsoring Organization:

- **DUNS number:** 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 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. It is easy to get one but may take a few days.
- **Does your organization receive \$750,000 or more each year in federal funding?** The answer to this question does not bear on the grant in any way.

3) Personnel: In this section, provide information about the project personnel.

- **The Project Director** is responsible for organizing the project and completes online reporting.
- **The Project Treasurer** 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; the Project Director may *not* also serve as the Project Treasurer.)
- **The Project Scholar** for a *Scholar in Residence* project is preferably someone with a Ph.D. or master's degree, but a graduate student in a humanities discipline or an individual who has demonstrated in-depth professional knowledge of the subject matter being studied may also be qualified. In general, the scholar should not be part of the organization.
- If the person filling out the application is not the Project Director, you may choose to add an additional name with contact information.

4) Uploads: This section of the application has five parts.

- **Events Listing:** Please download the [events listing template](#) (doc) (which includes space to list the confirmed facilitator(s)), complete it with information about the culminating event and any other events, and upload.
- **Project Scholar/Inventory Taker CV/Resume:** Upload the CV or resume of the scholar.
- **Budget:** Download Local History Grants [budget template](#) (doc), complete it, and upload final budget (see budget instructions below).
- **Signatures Document:** Download [application contract form](#) (doc). 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.

- **Additional Upload:** Please upload the [SIR Scholar Statement](#) in this field. If your program officer requested any additional documents, or if you wish to submit additional documents, this is the place to upload them.

DIRECTIONS FOR COMPLETING THE BUDGET

Organizations are asked to demonstrate at least a one-to-one in-kind and/or cash match. There is no cash cost-share requirement. Use the actual estimated costs in your community (not those in the sample budget) for printing, phone, and other expenses.

Please estimate all of your cash and in-kind efforts. The easiest way to count in-kind contributions is to list everything and everyone contributing to the project, and estimate costs as if all items or volunteer time had to be paid for. Some common items considered in-kind contributions are: use of meeting facilities, copying and duplication, archival supplies the organization contributes to the project, use of a phone, website fees, fees for Collections Management Software, and the cost of such items as scanners or printers if they are obtained for the project. Some services generally contributed are: the coordinating, inventory or other project work by volunteers, outreach work by program staff and/or volunteers. Paid staff time dedicated to the project but not covered by the grant should be recorded in the cash match column; all volunteer time should be recorded in the in-kind match column.

A) Personnel

- **Scholars and Inventory Takers**
 - MH Funds and/or Cash Match.
 - In-Kind Match: If scholars or inventory takers will be putting in additional time for which they will not be compensated (for additional preparation, for example), please value this time at their current hourly rate and indicate the total value of volunteered time here.
- **Other Personnel**
 - MH Funds and/or Cash Match: Project directors and/or other contributors to the project should value their time at their current hourly rate, determine how much of their time will apply to the project, and indicate the total value of contributed paid time here.
 - In-Kind Match: If volunteers are involved, indicate the value of their time here (use the current federal rate). Applicants will need to keep track of volunteers' time.

B) Travel

- MH Funds and/or Cash Match: Only in highly exceptional circumstances, may travel funds be requested for scholars/facilitators *with explicit permission from a Program Officer*.
- In-Kind Match: Travel for scholars from within the state (or nearby areas) may be counted as an in-kind match. Use the current federal rate.

C) Supplies

- Funds for supplies may be requested from Mass Humanities, or they may be counted as in-kind of cash contributions.
- MH funds *may not* be used for food and refreshments for any events. Costs for these items should be listed as part of a cash match.

D) Postage

- Postage expenses for outreach or communication with participants can be charged to the grant or considered a cash or in-kind contribution.

E) Rental (space and equipment)

- Rental for space and/or equipment may be counted as part of the match, the cash match if it is paid for rather than valued.

F) Telephone

- Calls made before the application is approved may not be charged to the grant or be counted as in-kind contributions. Monthly base charges during the project may be counted as part of the match.

G) Publicity

- MH Funds and/or Cash Match: Cash expenses for publicizing the project may be included as funds requested or as cash matching contributions. You can get an estimate from a printer and include it in the budget.
- In-Kind Match: Time spent on promotion may be counted as an in-kind contribution. News releases or stories carried in newspapers, announcements broadcast on radio and TV, notices in newsletters, etc., can count as in-kind matches.

Below is a sample budget for a *SIR* project.

Category	Explanation	MH Funds Requested	Matching Amounts		Source of Matching Amounts	Line Totals
			Cash	In-kind		
A. Personnel 1. Scholars and Inventory Takers	John Williams \$65 x 50 hours	\$3,250				\$3,250
2. Other Personnel	Eunice Williams (Curator) Project Director 4 hours @50	\$200		235	EW: 5 hours @ 50; Treasurer 2 hours @ 27; volunteers for event 3 hours	\$435
B. Travel (from MH only in exceptional cases)						
C. Supplies						
D. Postage						
E. Rental (space & equipment)						
F. Telephone						
G. Publicity	PR design and outreach: Paul Revere; printing flyers	\$50		162	PR 6 hours @ \$ 27	212
H. Other (please specify)						
TOTALS		\$3,500		\$397		
TOTAL COST SHARE			\$397			
TOTAL PROJECT COST (MH funds + cash match + in-kind match)		\$3,897				3,897