GUIDELINES FOR SCHOLAR IN RESIDENCE GRANTS

(revised October 1, 2018)

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■ Introduction to SIR Grants

The Scholar in Residence (SIR) grant program supports small organizations in welcoming a scholar to research their historical collections—ultimately producing a paper, a bibliography, and a public presentation—in order to advance the organization's historical interpretation and visibility.

With the benefit of outside expertise, small organizations will be able to advance programmatic goals; they will be prepared to develop exhibits, lectures, tours, curricula, or other tools for enhancing visitor experience. Additionally, the culminating public presentation—usually a talk by the visiting scholar, though other small events to engage public audiences are certainly considered—will allow small organizations to increase visibility and attract attention to their collections.

What May Be Researched
- A specific collection—or portion of a collection—of archival records and/or artifacts.
- The collection must be owned by the applicant organization or by another cooperating public institution. Privately owned collections are not eligible for SIR projects.
- The collection must be relevant to the applicant organization's mission and organized around a specific topic/theme/event, and the scholar will frame research around a question or set of questions.
- Preference will be given to research that makes use of more than one type of primary source (for example, both manuscripts and artifacts).

What Will Be Produced
- The final product of a SIR project, which is prepared by the scholar, is a written summary (paper) of research, accompanied by an annotated bibliography of primary and secondary sources.
- The final product is meant to benefit the applicant organization and must be made widely available to the public.
- A SIR project must also culminate in a public presentation, talk, or small event at which the scholar presents findings and engages audiences.

All nonprofit and government organizations that serve Massachusetts residents are eligible to apply, and priority is given to small historical organizations. The Project Scholar for a SIR project is usually from an outside institution, has an advanced degree in a relevant humanities field, and has in-depth knowledge of the subject matter. More information is available online: masshumanities.org/grants/scholars/.

SIR Grants carry a maximum of $3,500. All recipient organizations must demonstrate a cost-share (cash and/or in-kind) that equals or exceeds the total funds requested. *There is no cash match requirement*.

■ 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 or operating expenses
- Construction or restoration
- Indirect costs of institutions
- Profit-making or fundraising projects
- Costs of entertainment
- 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.

■ 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?

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 they 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 SIR 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 SIR Grant LOI is due at least two 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.

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. 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.

Notification of a SIR Grant award is approximately three weeks after submission. Funded events may take place no sooner than 30 days after the date of grant award notification. SIR Grant projects are usually completed within six months.

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

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

■ How to Apply Online

The Mass Humanities online grant application process has three parts: an inquiry form (LOI), an optional draft, and a final application.

Step 1: Submit an LOI
First, 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 2: Create a Draft (Optional)
Drafts are *optional* for SIR Grant applications. If you would like to submit a draft, communicate directly with your Program Officer. 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 3: 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.

■ SIR Grant Application Materials

The final section of this document includes lists of questions for both the *SIR Grant LOI* and the *SIR 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
The Budget Form (masshumanities.org/files/grants/onlineapp/sir_budget.doc) 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 (as a means of building capacity).
- 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).

- 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.
- Line items need not be matched equally.
- No more than $1,000 of MH funds may be used for a stipend/honorarium for a single person at a single event. MH rarely approves stipends/honoraria over $500.
- MH funds may not exceed $250 for costs of food for project audiences/participants.
- MH funds may not be used to pay indirect costs, but such costs may be included in the cost-share.
- 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.

Project Scholar's Statement

The Project Scholar must prepare a short statement, using the Project Scholar's Statement Form (masshumanities.org/files/grants/onlineapp/sir_statement.doc), explaining research questions, methodology, materials, and other relevant research. The statement is *not* merely an endorsement of the project or a letter of commitment.

Resume/CV of the Project Scholar

Include a resume/CV of the Project Scholar. Please limit it to two pages. The resume/CV should present credentials for involvement in the project.

Events Listing

You must upload the completed Events Listing Form (masshumanities.org/files/grants/onlineapp/eventtemplate.doc) with information on the culminating public presentation. 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.

Application Contract

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

All forms are available in the online grant application system and here: masshumanities.org/grants/downloads/.

■ SIR Grant LOI & Application Questions

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

You can also generate these lists by clicking on "Question List" when in the online application system (http://www.grantinterface.com/masshumanities/common/logon.aspx).

Local History Scholar in Residence Grant - 2019

Massachusetts Foundation for the Humanities

Inquiry Form

Preparation*

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

Choices
Yes
No

Project Title*

Mass Humanities will do public outreach using your title.

Character Limit: 100

Amount Requested*

Character Limit: 20

Timing of Project*

Tell us when your project will begin and end. Most SIR projects take between one and six months to complete.

Character Limit: 500

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. Briefly describe the collection(s) to be researched, the questions/issues to be investigated, and the planned final products (a publicly available paper with an annotated bibliography and a public presentation).

Character Limit: 2000

Describe the expected audience.*

SIR projects are meant to advance the interpretation of collections and to increase the visibility of small historical organizations. Research findings must be publicly available, and SIR projects culminate in a public presentation (usually a talk by the scholar, though comparable presentations/events may be considered). What audiences will this project attract? How will the project attract these audiences?

Character Limit: 1000

Project Scholar*

Tell us about who is going to do the research and give the presentation. (The Project Scholar must submit a short statement to include in the final application.)

Character Limit: 1000

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: 1000

Local History Scholar in Residence Grant - 2019

Massachusetts Foundation for the Humanities

1) Project Information

Project Title*

Mass Humanities will do public outreach using your title.

Character Limit: 100

Amount Requested*

Character Limit: 20

Grant Period Start Date*

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*

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

Character Limit: 10

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. Briefly describe the collection(s) to be researched, the questions/issues to be investigated, and the planned final products (a publicly available paper with an annotated bibliography and a public presentation).

Character Limit: 2000

Disciplines*

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*

How will the project be organized?*

Please explain when and where the research will be done; how the scholar will have access to the collection(s); how the scholar will organize anticipated hours of work; plans for creating, as well as disseminating, the paper and annotated bibliography; plans for the culminating presentation; and any other pertinent logistical details.

Character Limit: 2000

Describe the expected audience.

SIR projects are meant to advance the interpretation of collections and to increase the visibility of small historical organizations. Research findings must be publicly available, and SIR projects culminate in a public presentation (usually a talk by the scholar, though comparable presentations/events may be considered). What audiences will this project attract? How will the project attract these audiences?

Character Limit: 1000

Why are you taking on this project?*

How does this project relate to your organization's mission? Please include your organization's mission statement and activities. The project should advance historical interpretation and increase visibility. Why should this collection be researched, explored, and presented? How might this project lead to the development of programming?

Character Limit: 2000

Describe your outreach and distribution plans.*

How will you publicize the project and grant from Mass Humanities? How will you make the project's results available to the public? How will you use this project (and the paper and annotated bibliography) to advance the interpretation and presentation of the collection(s)? What is your publicity plan for the public presentation? What materials will you create?

Character Limit: 2000

2) Nonprofit Sponsoring Organization Information

Organization's Size and Need

SIRs support Massachusetts organizations in working with their collections, and priority is given to small historical organizations that do not have professional scholars on staff. Please explain why your organization, department, or division is in need of this grant and/or why it should be considered a small historical organization.

Character Limit: 2000

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

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

3) Personnel

Project Director's First and Last Name*

The Project Director—usually a staff or board member—organizes the project and completes online reporting.

Character Limit: 200

Project Director's Position/Title*

Character Limit: 100

Project Director's Address*

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

Character Limit: 250

Project Director's Email*

Character Limit: 125

Project Director's Daytime Phone Number(s)*

Character Limit: 100

Name & Email Address of the Person Submitting this Application

If you are submitting this application and are NOT the Project Director, provide your first and last names and your email address. Otherwise, leave blank.

Character Limit: 250

Project Treasurer's First and Last Name:*

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: 125

Project Treasurer's Position/Title

Character Limit: 125

Project Treasurer's Address*

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

Character Limit: 250

Project Treasurer's Email*

Character Limit: 125

Project Treasurer's Daytime phone number*

Character Limit: 125

Project Scholar's First and Last Name*

The Project Scholar—usually from an outside institution—has an advanced degree in a relevant humanities field and in-depth knowledge of the subject matter.

Character Limit: 125

Project Scholar's Position/Title*

Provide a professional title and/or position of the Project Scholar.

Character Limit: 100

Project Scholar's Address*

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

Character Limit: 250

Project Scholar's Email*

Character Limit: 125

Project Scholar's Daytime Phone Number*
Character Limit: 30

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.

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

Project Scholar's CV/Resume*

Upload a resume or CV for Project Scholar.

File Size Limit: 2 MB

Project Scholar's Statement

The Project Scholar must prepare a short statement—of about 500 words and following the SIR Statement (doc)—explaining research questions, methodology, materials, and other relevant research.

File Size Limit: 2 MB

Budget*

Upload the completed budget form (doc) in this field.

File Size Limit: 2 MB

Additional Upload

Your Program Officer may request, or you may want to provide, additional documents.

File Size Limit: 2 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: 2 MB

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.