

Reading Frederick Douglass Together - 2022

Massachusetts Foundation for the Humanities

Applicant Organization

Tax-Exempt Status*

Select the description that best matches your organization.

Choices

My organization is a currently tax-exempt 501(c)(3).

My organization is not a 501(c)(3) but it is fiscally sponsored by a currently tax-exempt 501(c)(3).

My organization is a state or federally recognized tribe.

My organization is a government entity (e.g. a town government or town library).

My organization does not match any of the above (it may not be eligible).

Applicant Organization

Briefly describe the mission and work of the applicant organization.

Character Limit: 1000

Fiscal Sponsor

Only applicants using fiscal sponsors are required to complete the following questions. If your organization is 501c3 or other tax-exempt entity, skip these questions.

Fiscal Sponsor

Enter the legal name of your fiscal sponsor.

Character Limit: 100

Fiscal Sponsor Mailing Address

Enter the mailing address of your fiscal sponsor (Street Address or P.O. Box, City, Zip Code)

Note: if you are awarded a grant and choose to have a check mailed instead of direct deposit, it will be send to this fiscal sponsor address.

Character Limit: 500

Fiscal Sponsor Tax Identification Number

Enter the 9-digit Tax Identification Number for your fiscal sponsor.

Character Limit: 9

Federal Unique Entity ID

Enter your fiscal sponsor's federal Unique Entity ID (UEI).

Note: The federal government has changed the number required for receiving sub-awards of federal funds. In the past, the federal government requested a DUNS number. Starting in April of 2022, the federal government will no longer accept DUNS numbers. The good news is, if your fiscal sponsor has a DUNS number it can quickly get its new number by creating a user account at SAM.gov (it does not need to complete full SAM registration) and following a few simple steps.

If your fiscal sponsor does not have a DUNS number, it will take a few more steps and require some additional documentation.

Watch this 8-minute video to learn more about the process:

https://www.youtube.com/watch?v=4Hqs_L0B5kl.

If you have questions, contact Mass Humanities at grants@masshumanities.org.

Character Limit: 20

Fiscal Sponsor Agreement

Upload your agreement with your fiscal sponsor.

If you need a Fiscal Sponsor, here is a sample Fiscal Sponsor Agreement and here is a list of Fiscal Sponsors in Massachusetts.

Note that finding a fiscal sponsor can take time and you need to have a Fiscal Sponsor Agreement signed by the application deadline. If you are new to Fiscal Sponsorship, here is a brief description and here are some questions to ask potential Fiscal Sponsors.

File Size Limit: 10 MB

Project Information

Project Title*

Example: Reading Frederick Douglass Together on Boston Common

Character Limit: 250

Amount Requested*

Use whole dollar amounts only. The maximum grant amount for Reading Frederick Douglass Together is \$1,200.

Character Limit: 20

Use the following calendar to make sure you choose the right dates for your grant period and event. Funded events must take place in 2022.

- Your grant period start date must be after the award announcement date.
- Your event date should be at least 2-3 weeks after the award announcement date.

Application Submitted By

January 31, 2022

February 28, 2022

March 28, 2022

April 25, 2022

July 11, 2022

August 15, 2022

Award Announcement Date

February 28, 2022

March 30, 2022

April 25, 2022

May 23, 2022

August 15, 2022

September 12, 2022

Grant Period Start Date*

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

Character Limit: 10

Grant Period End Date*

When will the grant-related work on your project be complete? Your final report will be due 60 days after the end date you choose.

Character Limit: 10

Proposed Reading Date*

Enter the date you plan to host your reading.

Character Limit: 10

Project Summary*

Briefly describe your Reading Frederick Douglass Together event(s). Where and when will the event(s) happen? Why is your organization interested in hosting a reading? Who do you anticipate will attend the reading? What goal(s) do you have for the event?

Character Limit: 3000

Outreach and Publicity*

How will you reach out to, or collaborate with, your intended audience? If awarded a grant, how will you recognize Mass Humanities support?

Character Limit: 2000

Total Anticipated Audience/Participants*

Enter the sum total of audience members/participants you think will attend your grant-related event(s).

Character Limit: 10

Partnerships

Many Reading Frederick Douglass Together programs also use partnerships to bring together a community of readers and promote the event. If your organization is partnering with another, please describe the partners involved and their responsibilities.

Character Limit: 2000

Humanities Discussion

Many Reading Frederick Douglass Together programs engage participants in considering the speech's historical and contemporary context through opening or closing remarks, or facilitated discussion, by a knowledgeable leader. We call this person the "Project Scholar." If your program will include any of these activities, please describe them and the Project Scholar's relevant qualifications or experience.

Character Limit: 2000

Project Scholar's Statement

If your program features a Project Scholar, the Project Scholar must prepare a short statement—of 200-500 words and explaining their approach.

Please upload a statement (word doc, email, pdf, or other format) from you scholar including the following information:

- The humanities questions and/or issues that audiences will learn about or explore.
- A short description of strategies for contextualizing the speech and, if applicable, leading and moderating a discussion, whether a small-group discussion or a panel discussion with a large audience.
- The knowledge and experience you will use as the project scholar.

File Size Limit: 2 MB

Budget*

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

File Size Limit: 5 MB

Project Personnel

Authorizing Official's First and Last Name

The Authorizing Official is the person empowered to sign contracts on behalf of the applicant organization. The Authorizing Official must be from the applicant organization or its fiscal sponsor. The Authorizing Official and the Project Director can be the same person but only if the Project Treasurer is an unrelated to them.

Character Limit: 50

Authorizing Official's Position/Title*

Character Limit: 100

Project Director's First and Last Name*

The Project Director organizes the project and completes online reporting. The Project Director can be the same person as the Authorizing Official but cannot be the same person, or related to, the Project Treasurer.

Character Limit: 125

Project Director's Position/Title*

Character Limit: 75

Project Director's Email*

Character Limit: 125

Project Director's Daytime Phone Number(s)*

Character Limit: 100

Project Director's Address

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

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 Email****Character Limit: 125***Project Treasurer's Daytime Phone Number(s)****Character Limit: 30***Project Treasurer's Address**

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

Character Limit: 250

Pre-Award Agreement

For Submission: Fields marked with * are required. Click on the "submit" button to send your completed application to Mass Humanities.

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

Pre-Award Agreement*

By selecting "I agree" below, I certify the following:

1. The statements contained herein are true, complete, and accurate to the best of my knowledge, and I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
2. The applicant organization assumes all responsibilities as grantee and may not operate simply as a fiscal agent (though the applicant may itself have a fiscal sponsor).
3. Any funds granted as a result of this application will be used in accordance with the plans and budget described in this request; any significant changes in activities, personnel, or budget will require prior approval by Mass Humanities.
4. The applicant organization's Authorizing Official, who is empowered to accept the terms of an award agreement if a grant is made, certifies that the applicant organization agrees to submit a final grant report, including a final budget and information about the impact of these funds.

Choices

I agree