

SPECIAL INSTRUCTIONS FOR PROJECT GRANTS AWARDED IN MARCH 2020

Congratulations again on being awarded a grant. We realize your plans may need to change as a result of COVID-19. We are committed to supporting you and your project amidst these challenging circumstances. Please read below for changes made to our processes.

Upcoming processes now that you are a grantee: In response to Governor Baker's call for no public events with audiences greater than 25 people for the next two months and to the possibility that the period of social distancing will be extended further, we have adjusted our processes for the Project Grants awarded by Mass Humanities' Board of Directors on March 13, 2020. We realize that some of the plans you outlined in your application may no longer be viable, that your budget may need to be adjusted to take into account potential changes to your project, and that you may need a longer grant period to account for the uncertainty about when public events can take place. Here is how we are proceeding in response to these circumstances:

1. **Grant Agreement Form:** If you are not sure your project can proceed, please contact your Program Officer before signing the Grant Agreement Form. If you are sure your project can proceed, please sign the "Mass Humanities Grant Agreement" form you will soon receive from your Program Officer and upload it in our online system.

You do NOT need to get approval from your Program Officer for potential changes to your project, timeline, or budget at this stage. We plan to approve extensions to your grant period if your timeline needs to be adjusted because of COVID-19-related restrictions. We also want to support you as you figure out how to adjust your plans for the project and potentially your budget. Please know that you are welcome to contact your Program Officer at any time if you want to talk through some of the changes you are envisioning to your project.

2. **First payment:** Once you have uploaded the Grant Agreement form in our online system, we will send you your first payment. Our standard guidelines allow you to receive from 45% to 90% of your total grant in the first payment, depending on the size of your grant. Because there is so much uncertainty about the future, we have altered the amount of the first payment. All awardees in this round, no matter the amount awarded, will receive a check for 30% of their award. We want to avoid issuing the bulk of your funds before you have time to make any adjustments to your plans and budgets.
3. **Interim report:** We are requiring all grantees in this round to submit an Interim Report, no matter the amount awarded. This is the formal point at which you will tell us about any changes to your project.
 - a. We recommend submitting your Interim Report once you have spent 20-30% of your award and have a better sense of how you will adjust your project to account for any ongoing restrictions on public events or the possibility of schools and other organizations being closed.

Please note that the date for your Interim report in our online system will be the same as the date for your Final Report. That is because we cannot predict when you will be about a third of the way through your project.

Also note that you do NOT need to fill out an Extension/Change Request form for any major changes to your project or budget BEFORE your Interim Report is submitted. If you want to make major changes to the scope of your project or to the budget AFTER you have submitted your Interim report, then you should fill out an Extension/Change Request form, which you can find in our online system.

- b. In your Interim Report, we will ask you to do 4 things:
 - i. Provide an update on how your project has been proceeding so far.
 - ii. Explain any plans for adjusting the project if your original plans are no longer viable. Please explain your new plan in some detail.
 - iii. Include a revised budget if you are changing the scope of your project.
 - iv. Specify the amount you would like us to send you for the second payment. You may request up to 60% of the amount awarded. However, if your revised budget includes a total figure that is lower than the awarded amount, please contact your Program Officer to adjust your second payment.

Please know that your awarded amount is NOT changing and if you end up spending the full amount of your award, despite foreseeing a lower amount in your Interim Report, you will receive what is left of your award at the end of the funded period.

4. **We review changes to the project and budget:** we will then review your Interim Report. If we have any questions about your proposed changes, your Program Officer will contact you.
5. **Second payment:** Once we have approved your Interim Report, we will send you your second payment. Although we try to move this process along quickly, please know that it could take a month from the time you submit your Interim report to the time we send out your check.
6. **Final report:** Once your project is complete, you will fill out and submit your Final Report in our online system and you will ask your scholar to fill out an evaluation of the project.
7. **Approval of Final Report and final payment:** Once we approve your Final Report, you will receive your final payment. Your Final Report will include a budget that details what you actually spent on the project. The total amount you have requested from Mass Humanities over the course of the project cannot exceed the amount you were awarded originally, but that figure may be lower if you do not spend the full amount awarded.

Funded events: For every grant, Mass Humanities asks that you keep us up-to-date about your events so that we can help publicize your event to those in our networks. Even if you already submitted an Event form in your application, we ask you to **submit an Event form on our online calendar for each public event we are funding**. The link to do so is ([here](#)); you can also find it on our “For Grantees” page on our

website. Please note that you will need to create a new account – different from the one you created for your online application – to submit your event information.

Given the potential disruptions to your project timeline and event dates, please feel free to refrain from submitting any events until you have submitted your Interim Report. We don't expect you to create calendar entries before you are certain about your event dates.

Revisions to events if you have already submitted your Event form: If you submitted an Event form on our website and then any details about your event change, please email Kris Badertsher, our Content Manager, and she will make the changes for you: kbadertsher@masshumanities.org.

Publicity: You will also receive an email from Kris Badertscher about ways we can help you publicize your project. You will find information for grantees on our website [here](#). Especially pertinent are the links to our publicity guidelines ([here](#)) and our logo page ([here](#)). If you have any news or event images to share, now or in the future, please send them to Kris.

Congratulations again! We are here to support you through this difficult time. Please contact your Program Officer with any questions. We do recommend that you save this document in your files for future reference.