



Reading Frederick Douglass Together Grant Guidelines

Reading Frederick Douglass Together Grants support public readings and discussions in Massachusetts of Frederick Douglass’s famous Fourth of July address, “What to the Slave is the Fourth of July?”

Readings can take place anywhere, from community centers to historical societies to town greens. At each event, people take turns reading parts of the speech until it is completed. Each community considers the meaning of the speech in the past and its resonances in the present. Readings typically take place around the Fourth of July, but communities also host readings on other days of remembrance or significance.

Resources to prepare your program, both virtual and in-person programs, are available on Mass Humanities’ [website](#).

Timeline

Applications will open January 25, 2022. Applications will be reviewed and awards made on the following schedule. Readings can take place anytime within 6 months *after* the award announcement date, provided your application demonstrates that you will have enough time to include Mass Humanities in publicity about your reading (typically 2 weeks).

Application and Awards Calendar

Application Submitted By	Award Announcement Date
January 31, 2022	February 28, 2022
February 28, 2022	March 30, 2022
March 28, 2022	April 25, 2022
April 25, 2022	May 23, 2022
July 11, 2022	August 15, 2022

August 15, 2022	September 12, 2022
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Make sure you submit your application in time for your reading to be funded. Mass Humanities can't fund readings that happen before the scheduled award date.

For example, if you want to host your program on July 4th, you will need to submit an application by April 25th at the latest.

Amount of Funding

Applicants can request up to \$1200 in funds. For applicants awarded grants, Mass Humanities will award requests in full.

Who is Eligible to Apply?

All nonprofit, government organizations, and state or federally recognized tribes, that serve Massachusetts residents are eligible to apply. Nonprofits can either have 501(c)(3) status or have begun the registration process. Mass Humanities does not award funding to individuals.

Ad-hoc groups must find an eligible organization to be their fiscal sponsor. Fiscal sponsors are nonprofit organizations that manage the grant funds and have signed fiscal sponsor agreements with the group that will host the reading.

What we cannot fund

- Work undertaken or supplies purchased before or after the grant period
- Fundraising activities, capital campaigns, or organizational strategic planning
- Readings that do not primarily serve Massachusetts residents
- Re-grants to other organizations
- The promotion of a particular political, religious, or ideological point of view
- Lobbying or advocacy for specific public policies or legislation
- Direct social service, e.g., counseling, therapeutic, legal, or medical services
- The creation of professional art or artistic performances
- Ticket costs if the revenue from ticket sales goes to the applicant organization
- Cost of entertainment or alcohol
- Scholarships or prizes

What we require

Applications must:

- Have a plan for gathering a community of readers, either virtually or in-person, or both.
- Complete an accurate budget (see "Budget Limits" for details).
- Have a project budget that matches Mass Humanities funding with an equal amount of support in volunteered time or services, operating funds, or cash donations. This is often called a one-to-one match (see "Matching Funds" for details).

Budget Limits:

- Reusable Equipment: We fund up to \$1,000 for the purchase of reusable equipment needed for the project. Equipment cost requests should be kept to a reasonable percentage of the total Mass Humanities funds requested.
- Receptions: We fund food costs for receptions up to \$300 per project.
- Lodging: We fund lodging up to \$250 per person, per day.
- Travel: Reasonable travel costs for project personnel, such as out-of-town speakers, are allowed. Mass Humanities rarely funds international travel (originating outside of Canada, Mexico, the U.S., and U.S. territories and possessions).

Matching Funds:

Matching funds or “cost-shares” are project costs not covered by Mass Humanities. There are two different kinds of cost-shares, depending on how the support is given:

Cash-share: Cash-share support is when actual money changes hands — when someone pays for things like work, supplies, external venue rentals, travel costs or fees. The cash can come from your organization, from ticket sales or registration fees, and from other funding sources.

In-kind-share: In-kind support is a cash-less donation. It includes things like free use of facilities, supplies donated to the project, and volunteered time. In your budget, you’ll be asked to determine the cash-value of these donations. For example, in Massachusetts, volunteer time is valued at approximately \$30/hour.

One-to-One Match: Your total cost-share (cash and in-kind combined) must at least equal the costs you ask Mass Humanities to cover. Reading Frederick Douglass Together Grants can be matched completely in volunteer time or donated services. For example, if you request \$1000 from Mass Humanities, your project must require at least \$1000 in additional costs. These costs can all be met through donated services or volunteered time. In this example, those additional costs might be \$600 for an outreach coordinator (20 hours volunteered) and \$400 in donated services by a tech assistant to enable a hybrid program.

Cost shares must:

- Only cover costs during the grant period.
- Not use funds from other Mass Humanities grants or federal grants as part of your matching cash cost-share.

Reporting and Publicity

- Funded projects will receive 90% of their award upon submitting their grant contract. Remaining funds will be awarded upon completion of a brief final report on project outcomes, public engagement, and use of funds.
- Funded projects will be required to submit attendance numbers from their events.
- Funded projects that need to make major changes to the scope, timeline, format, key project staff, or budget changes of more than \$500 per-line item should submit a “change request” form in the online grants system for approval.
- Funded projects will acknowledge Mass Humanities and the National Endowment for the Humanities in publicity.

How to Apply

If your organization is a 501(c)(3), government entity, or state or federally recognized tribe, and you have applied for a Mass Humanities grant on its behalf in the past, log in to the system and start the application. Make sure you update your organization's profile with a Unique Entity ID (see below).

If you or your organization is new to Mass Humanities, you will need to create an account. To create an account, you will need to know your organization's address, tax-ID number, and federal Unique Entity ID (see below).

Fiscally sponsored organizations should enter their organization's information during the account creation stage (not their fiscal sponsors). In the application, space will be provided for entering your fiscal sponsors' tax-ID, address, and Unique Entity ID.

Unique Entity ID (UEI): This year funds, for Reading Frederick Douglass Together are being provided by the National Endowment for the Humanities. Federal funding now requires that recipient organizations have a UEI provided by the federal government via SAM.gov.

Getting your UEI does not require full registration in SAM.gov, but it does require having a user account to log into SAM.gov and retrieving your UEI. If you already have a DUNS number, the UEI process takes just a few simple steps, if you complete the process before April, 2022. If your organization or fiscal sponsor does not have DUNS number contact grants@masshumanities.org and we will assist you.

This 8-minute video explains the UEI and shows you what the online process will look like. https://www.youtube.com/watch?v=4Hqs_L0B5kl. You can skip the section on SAM.gov registration. It is not required (1:19-1:59).

If you're ready to get your UEI, go to sam.gov and selected "Get Started" under "Get a Unique Entity ID"

Getting a number is free. Avoid any website that charges a fee.

Log in to the application system [here](#).