

Expand Massachusetts Stories 2022

Massachusetts Foundation for the Humanities

1) Project Information

Project Title*

Mass Humanities will do public outreach using your title.

Character Limit: 250

Amount Requested*

Use whole dollar amounts only.

Character Limit: 20

Grant Period Start Date*

When will you begin grant-related work on your project? Note: Mass Humanities can only fund work that begins after the award date (September 19, 2022). In addition, funded programs/events cannot begin earlier than one month after the award date.

Character Limit: 10

Grant Period End Date*

When will the grant-related work on your project be complete? Your final report for this project will be due 60 days from the date you choose here. Make sure you leave enough time to complete the report. Typically, Mass Humanities grants are for 16 months or fewer.

Character Limit: 10

Project Statement*

Complete the following: [Short Project Title] is [major project activities and topic]. [Organizations] requests [Amount] for [Mass Humanities funded activities].

Example: "Transforming Town is an exhibit, community archive day, and discussion series on the lives and families of immigrant workers in late 20th century Town. The Town Library request \$8,500 to support research, design, and printing for exhibit panels, and honoraria for speakers."

Character Limit: 500

Expand Massachusetts Stories*

Tell us how the project fits with the Expand Massachusetts Stories Initiative. Try to address the following 1) What stories will the project find, explore, share, and/or interpret and how will the project contribute to a more inclusive understanding of Massachusetts? 2) Why will the project matter to its participants and/or other Massachusetts residents? 3) What will participants or audiences learn about themselves and/or about Massachusetts that they might not have known before?

Character Limit: 4000

Project Narrative*

Tell us what your project is about, what you will create, and who is involved. Try to address 1) What are the final events, programs, materials, or experiences your project will deliver? 2) When and/or where will people access them? 3) How will humanities subjects or methods be important to the project and/or the participants' experiences. 4) What role, if possible, do people or communities represented in the project have in interpretation or final programs?

Character Limit: 5000

Work Plan and Timeline*

Now that you have explained the project, tell us how you will make it happen. Try to address the following: 1) What work will your team do to prepare for, deliver, and/or evaluate those final events, products, or experiences? 2) What is the project's timeline, including key benchmarks, check-in points and/or deliverables? 3) Will Mass Humanities funding cover the project from beginning to end? If not, what part of the project's timeline will Mass Humanities funding cover?

Character Limit: 4000

Expected Audience*

What audiences are you trying to engage in the project? How is the project designed to engage them?

Character Limit: 1000

Total Anticipated Audience/Participants*

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

Character Limit: 10

Event List

If your project involves public or private events happening during the grant period, please list them here. Use the following format:

Event Title

Date

Location

Name of Speakers/Moderator

Answer: Public or Private? - Confirmed or Tentative?

Cost (if free put "free")

Put "TBD" for any responses where you are still undecided.

Character Limit: 500

Outreach and Publicity*

Describe your outreach plan. How will you reach the participants/audiences you wish to attract? How will you publicize the project and grant from Mass Humanities? What materials will you create to publicize your project? What is the timing for your outreach and publicity plan?

Character Limit: 2000

Project Team*

Please list your project's team including project director, humanities advisor(s), key staff, consultants, presenters and describe their major project responsibilities. You will upload their work experience biography or resumes in a later section.

Include any team members for whom you are requesting Mass Humanities funding.

Please use the following format:

Team Member 1 Name

Team Member 1 Title

Major Responsibilities

Character Limit: 5000

Funding*

Please list the funding sources for the project (including any funds coming from your operating budget) and be sure to note how any needed funds will be raised.

Character Limit: 1000

Applicant Organization*

Describe your organization, its mission and its program. What projects has your organization been involved in that demonstrate its capacity to make the project a success?

Character Limit: 2000

Website

Organization's Website address

Character Limit: 2000

2) Applicant Organization Information

Non-profit Status

Choose the description that best matches the organization applying for this grant.

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, school, or town library).

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

Fiscal Sponsor questions below are only required for non-501c3 applicants using fiscal sponsors.

Fiscal Sponsor

Enter the legal name of your fiscal sponsor.

Character Limit: 250

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 sent to this fiscal sponsor address.

Character Limit: 500

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: 1 MB

Other Social Media

Enter any other social media links or handles not in your organization profile.

Character Limit: 50

MH Equity Analysis

Has the organization had a grant from us before?

Choices

Yes

No

I don't know

Annual Operating Expenses*

Enter the annual operating expenses most recently reported on your IRS 990 or in your most recently completed fiscal year. If you file a 990N, enter your cash expenses for fiscal year 2021. If your organization is fiscally sponsored, enter the expense of your program only, not including expenses of your fiscal sponsor's other operations. If your organization is a government or other eligible entity, put the expenses for the department or office applying, if available.

Character Limit: 20

Operating Expenses Upload*

Upload your most recently reported IRS 990. If your organization files a 990N or if your organization is fiscally sponsored upload the total expenses for your programs most recently

completed fiscal year. If your organization is a government or other eligible entity, upload the best equivalent document for your department or office.

File Size Limit: 1 MB

Current Staffing Level*

How many Full Time Equivalent (FTE) employees does your organization currently have?

To calculate the FTE, take the total number of paid hours worked weekly by your staff and divide it by 40 (40 hours is considered full-time for this application). For example, if your organization has a director who works 40 hours a week and a part-time program manager who works 25 hours a week, your FTE would 1.625.

Character Limit: 10

Project/Program Leadership – Historically excluded communities A*

Does the project or program for which you are seeking funds currently have leadership from people who identify as Black, Indigenous, or as a person of color (including but not limited to, of Latinx, Asian, Pacific Islander, or South Asian descent or origin) in any of the following roles. Check all that apply.

Choices

Project Director

Program Director

Humanities Advisor

Lead Curator

Lead Designer

Community Engagement

Other leadership role (please describe below)

N/A - We do not have (or do not know if we have) project leads who identify as BIPOC

Project/Program Leadership – Historically excluded communities B*

Does your project or program for which you are seeking currently have leadership from people who identify as being of other historically excluded community, including but not limited to LGBTQIA+ or disabled. The same individual may be counted in both answers. Check all that apply.

Choices

Project Director

Program Director

Humanities Advisor

Lead Curator

Lead Designer

Community Engagement

Other leadership role (please describe below)

N/A - We do not have (or do not know if we have) project leads who identify this way.

Other Leadership Role*

Character Limit: 100

Community Served*

Is your project or program primarily designed to serve any of the following communities? To primarily serve is to chiefly or mainly serve this community before others. Note: We recognize that many communities identify across these categories or do not fit neatly into them. Please check no more than four categories.

Choices

Seniors with limited access or mobility

Rural Communities with limited access to humanities institutions and programming

LGBTQIA Communities

Indigenous Communities

Black or African American Communities

Latinx Communities

Asian, Asian American, Pacific Islander, or South East Asian Communities

Immigrants and/or Refugees

Members of Low-Income Communities and Families

Veterans

People who are or have been incarcerated

People without housing

People with disabilities

People living with addiction or mental illness.

Other communities vulnerable to persistent inequality (please note in your answers below)

No, it does not primarily serve any of the communities listed.

3) Personnel

Project Director's First and Last Name*

The Project Director organizes the project and completes online reporting.

Character Limit: 100

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: 254

Project Director's Daytime Phone Number(s)*

Character Limit: 100

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: 100

Project Treasurer's Position/Title*

Character Limit: 50

Project Treasurer's Address*

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

Character Limit: 125

Project Treasurer's Email Address*

Character Limit: 254

Project Treasurer's Daytime Phone Number(s)*

Character Limit: 125

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: 100

Authorizing Official's Position/Title*

Enter the first and last name of the authorizing official for the applicant organization, or fiscal sponsor if the applicant is fiscally sponsored.

Character Limit: 125

Authorizing Official's Email Address*

Character Limit: 254

Humanities Advisor's First and Last Name*

Character Limit: 125

Humanities Advisor Position/Title

If your Humanities Advisor has a job or volunteer position relevant to their humanities expertise, provide it here.

Character Limit: 100

Humanities Advisor Address*

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

Character Limit: 250

Humanities Advisor Email*

Character Limit: 254

Humanities Advisor Daytime Phone Number(s)*

Character Limit: 30

4) Required Uploads

Tips for Uploading Documents

- You will be able to see that your document has been successfully uploaded only after you save the application.
- 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.

Note: If you do not have these documents in digital form, you may use the Fax-to-File service available in the Tools menu to get your documents in pdf format.

Budget*

Download this budget template and upload a completed version.

File Size Limit: 1 MB

Humanities Advisor Statement*

The Humanities Advisor must prepare a short statement—of about 1000 words—explaining how their humanities expertise will serve the project and how they see the project aligning with the Expand Massachusetts Stories initiative. If you choose to provide more than one Humanities Advisor statement, combine them into one document and upload here.

File Size Limit: 1 MB

Resumes of Major Project Personnel*

Upload one document with the combined resumes of the Project Director, Humanities Advisor, and other major project personnel. Resumes should include the person's relevant credentials, skills, publications and/or experiences. Each resume should be ONLY two pages long.

File Size Limit: 2 MB

Additional Materials

Letters of Commitment/Support

Upload one document with letters from participating and collaborating organizations and venues.

File Size Limit: 2 MB

Existing Materials

Proposals for projects that are building on existing materials, such as museum collections, existing exhibits, existing websites, should upload samples of the project content that already exists. For example:

- Projects that expand existing exhibits should include sample text and floor plans from those exhibits.
- Projects to create exhibits from museum collections should include a list of potential exhibit objects or materials.
- Projects drawing on existing story-collections should provide samples of the story materials.

File Size Limit: 6 MB

Sample Materials for Film Projects

Proposals for short documentaries or for engagement with completed film should include links to sample materials. For short documentaries, please include work samples. For completed films, please include a link to the full film. Note any passwords where necessary.

Character Limit: 1000

Planning Materials

Proposals for projects that need to demonstrate additional planning should upload planning documents here. For example:

- Story collection projects should upload sample training materials for story collectors, or a description of their approach to story collection.
- Projects requiring significant research by the project team should list texts or other research materials the team will consult.

File Size Limit: 1 MB

Additional Upload

Your Program Officer may request, or you may want to provide, additional documents. You may upload images, mock-ups, brochures, additional resumes, writing samples, estimates, appendices, or something else. Combine documents into one file and upload here.

File Size Limit: 4 MB

Sample Materials for Film Projects

Proposals for Film Projects—which result in materials to help with fundraising, crowdsourcing, or distribution—must include a list of relevant films/links/media/websites. This list should include examples of your previous works in—or current inspirations for—filmmaking, as well as crowdsourcing, etc. If this applies to your proposal, please upload the list (with links) here.

File Size Limit: 2 MB

Pre-Award Agreement

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

Yes, I agree.