

# Expand Massachusetts Stories 2022

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*Massachusetts Foundation for the Humanities*

## *Inquiry form*

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### How Mass Humanities Uses This Form

The answers you write in this form will help Mass Humanities staff decide whether your project idea is a good fit for the Expand Massachusetts Stories application process.

Mass Humanities staff will review Letters of Inquiry forms for eligibility and, if applicable, selection into the Advancing Equity Track (see explanation at the bottom of this form). All eligible proposals will be able to complete a full application.

### **Preparation\***

Have you read the grant guidelines? Find them on our grants page.

#### Choices

Yes

No

### **Project Title\***

Mass Humanities will do public outreach using your title.

*Character Limit: 250*

### **Amount Requested\***

*Character Limit: 20*

### **Timing of Project\***

When will the project begin and end? Here's why we ask: 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: 1000*

### **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 or "Other"

If your organization is fiscally sponsored, please write the fiscal sponsor's name and IRS Tax Identification Number below.

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.

If your organization did not match any of the descriptions above, please tell us about it.

*Character Limit: 500*

### Open Grants\*

To be eligible, applicants need to have submitted final reports for open grants (with three exceptions - see below) by **July 1, 2022**.

- Organizations can have open 2022 Reading Frederick Douglass Together, and 2022 Bridge Street Sponsorship Grants, and Sustaining the Humanities through the American Rescue Plan (SHARP) grants.
- Organizations can be fiscal sponsors on more than one Mass Humanities grant at a time.
- Colleges and universities can have more than one grant open at a time if those grants are for different departments or institutes.

Does your organization have any open grants that are not among the exceptions listed above?

#### Choices

No

I don't know

Yes = \* your LOI cannot be accepted at this time \*

Yes = you must submit the final report for your project by July 1

### Letter of Inquiry Narrative Questions

**NOTE:** Some of the questions we ask here are the same as the questions on the full application. At this stage of your project planning, you may not be able to answer every question fully. That is ok. We do not expect application-level answers at this stage. If you are invited to complete a full application, you will be able to update any answers from your LOI.

## Project Statement\*

Complete the following: [Short Project Title] is [major project activities and topic]. [Organization] 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*

## Humanities Advisor\*

Who is your project's humanities advisor. Explain what humanities expertise they have and how it will help you achieve your project goals. If you do not have an advisor yet, what humanities expertise does your project need to achieve its goals?

*Character Limit: 1500*

## Prospective Budget\*

List your best approximation, in dollar amounts, of the major project costs Mass Humanities will be asked to fund. If accepted into the application stage, you will be able to change your answers.

*Character Limit: 1000*

## *MH Equity Analysis*

**Advancing Equity Track Eligibility:** Expand Massachusetts Stories projects that have leadership roles for people of color or other communities historically excluded from humanities leadership, and that meet 2 of the 4 following criteria are eligible for the Advancing Equity Track:

- The applicant organization has an annual operating budget of \$300,000 or less.
- The applicant organization has 2 or fewer full time equivalent staff.
- The applicant organization has never received a grant from Mass Humanities.
- The applicant organization is based in and supports communities of color.

**What is the benefit of the track?** Applicants in the track have their projects pre-recommended for funding approval when they work with a Mass Humanities program officer and humanities experts to prepare their application.

**Why a track?** Projects that surface or share the people's stories, especially stories of historically excluded communities, take time and care to prepare. For small organizations, and projects led by people from such communities, the time it takes to prepare a project and application is a significant investment. Through the track, Mass Humanities will honor that investment in time with application support and a commitment to fund Advancing Equity Track projects that meet Mass Humanities criteria. Mass Humanities will select up to 15 organization into the track.

Note: Projects that are not eligible for the Advancing Equity Track are still welcome to apply for Expand Massachusetts Stories grants!

### **Advancing Equity Track\***

If you think your organization is eligible, do you want to be considered for the Advancing Equity Track in the EMS Application Process?

For a description of eligibility and the Advancing Equity Track, see above.

#### **Choices**

Yes – Please answer the additional LOI questions below.

No

### **Has the organization had a grant from us before?**

#### **Choices**

Yes

No

I don't know

### 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 funds 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*

### 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.

*Character Limit: 20*

### 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 two part-time program managers who each work 20 hours a week (40+20+20) your FTE would be 2. Round your answer to the nearest whole number.

*Character Limit: 10*

## Community Served

Are your programs 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.

## Communities Served - Other

*Character Limit: 100*

## Optional Questions

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### Other comments or questions?

*Character Limit: 2000*

### How did you learn about Mass Humanities?

Tell us how you found us.

*Character Limit: 1000*