Mass Humanities SHARP Grants

Massachusetts Foundation for the Humanities

Check Your Eligibility

MASS HUMANITIES: SUSTAINING THE HUMANITIES THROUGH THE AMERICAN RESCUE PLAN

Welcome to Mass Humanities Online Application Portal.

Use this section to double check your eligibility for SHARP grants.

Mass Humanities SHARP grants cannot be made to any of the following types of organizations: a for-profit entity, municipal entity or government agency (Exception: libraries may apply but only through their a 501(c)3 support group); unincorporated association; college or university or academic department; political or advocacy organization; organizations whose mission and programs are the creation or performance of art; organization's applying as fiscal sponsors; foreign entity or individual.

If awarded, Mass Humanities SHARP grants cannot be used for any of the following prohibited expenses:

- travel - domestic or otherwise
- pre-grant award costs incurred before October 1, 2021
- cancellation costs
- competitive re-granting
- fundraising activities
- equipment costs that exceed 20% of total grant request
- construction, purchase of real estate, major alteration, renovation, or environmental sustainability improvements
- collections acquisition
- overlapping project costs with any other pending or approved applications(s) for federal funding and /or approved federal awards.
- funds for activities supported by other non-NEH federal funds, such as the Institute for Museums and Libraries
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- fundraising activities
- the creation or performance of art or performing arts

**Check Your Eligibility**
Check the boxes next to statements that are true for your organization. All the boxes must be checked to be eligible for a grant award.

**Choices**
Your organization is physically located in Massachusetts.
Your organization is a 501(c)3 nonprofit in Massachusetts, or a federally-recognized tribal govt.
Prior to COVID-19, your organization provided public humanities programming in Massachusetts.
Your organization is not one of the organization types listed above.
If awarded, the grant will not be used for prohibited expenses listed above.

If you did not check all the boxes your organization is **not eligible for funding**. If you checked all the boxes, please proceed.

**Humanities Focus**
Per the NEH, SHARP grants for operating support must be awarded to organizations whose missions and programs are primarily focused on the humanities.

"The term 'humanities' includes, but is not limited to, the study and interpretation of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life."

--National Foundation on the Arts and the Humanities Act, 1965, as amended.

Is the mission of your organization primarily focused on the humanities, as described above.

**Choices**
Yes
No

If you answered "No," consider these other funding sources.

- If you are an arts or performing arts organization seeking funds, contact the Mass Cultural Council about their programs: www.massculturalcouncil.org
• If you are a library without a 501(c)3 support group and are seeking funds, contact the Massachusetts Board of Library Commissioners: https://mblc.state.ma.us

• For more information about other Mass Humanities grant opportunities click this link: Grant Programs - Current Grants | Mass Humanities Grants

**Organization and Project Information**

**Project Name**
Mass Humanities will conduct public outreach using your title. If you are applying for a SHARP grant, title your project "Sustaining the Humanities at [your organization's name]."
*Character Limit: 100*

**Authorizing Official Information**

*TIP*: an authorizing official is a person who has been given the right to process, approve, and sign documents on behalf of an organization. If a grant is awarded, the authorizing official will sign the online grant agreement.

**Authorizing Official Name**
*Character Limit: 200*

**Authorizing Official Title**
*Character Limit: 200*

**Authorizing Official Phone Number**
*Character Limit: 18*

**Authorizing Official Email**
*Character Limit: 254*

**Date of 501(c)3 incorporation**
*Character Limit: 10*

**DUNS Number**
NEH requires all recipients of SHARP grants to provide a Data Universal Number System (DUNS) number. If your organization does not have one, click here: Obtaining a DUNS Number (irs.gov) for instructions on how to register. Registering for a DUNS number is free of charge. If you encounter any organizations or websites charging a fee to acquire a DUNS number it is probably a scam or fraudulent.
TIP: As of June 2021, it can take up to two weeks to get a number. Contact mjenkins@masshumanities.org if you are having trouble getting a DUNS number.

Character Limit: 9

Has your organization received a Mass Humanities grant in the last 3 years?*
The answer to this question will not affect your eligibility.

Choices
Yes
No or Not Sure

Past Grantee

Past Grant from Mass Humanities*
This section is only for organizations that have received grants from Mass Humanities in the past three years.

Please check the box/es for the Mass Humanities grant program your organization received funds from.

Choices
Digital Capacity Grant
Bridge Street Sponsorship
Reading Frederick Douglass Together Grant
2020 Support Grant
Mass Humanities CARES Grant
Project Grant
Discussion Grant
Research Inventory Grant
Scholar in Residence Grant

Humanities Mission and Programs

Organization Type*
Click the drop down menu and select the description that best fits your organization.

Choices
Archive
Community Organization or Center
Cultural Heritage Organization
Education non-profit
Historical Site/House
Historical Society
Indigenous Tribal Organization or Community
Media Organization
Membership Organization or Association
Museum – Art
Museum – History
Museum - Other
Public Library
Other

If you select "other organization" type, please explain.
Character Limit: 250

Priority Community Served*
Does your organization primarily serve any of the following communities? Note: We recognize that many communities identify across these categories or do not fit neatly into them. Use your narrative answers in the mission and program sections to explain more fully.

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)

Priority Communities Served - Other
If you selected "Other communities" above, please provide more detail below.
Character Limit: 250

Priority Community Programs*
Does your organization frequently design humanities programs for any of the following communities? Note: we recognize that many communities identify across these categories or do not fit neatly into them. Use your narrative answers in the mission and program sections to explain more fully.

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)

**Priority Community Programs - Other**
If you selected "Other communities" above, please provide more detail below.

*Character Limit: 250*

**TIP:** The system automatically saves your work as you move from one question to the next and will save every 100 characters in longer text responses. Auto-save is noted by the border of the question highlighting in green. If you are worried about losing your work, we recommend using a word processor to draft and back up your responses.

**TIP:** Character counts include spaces. They are maximums. Use as many or as few characters as you need.

**Your Organization's Mission**
Describe the mission of your organization.

*Character Limit: 1000*

**Organization Website**

*Character Limit: 2000*

**Your Organization's Projects and Programs**
Describe your organization’s core humanities projects or programs in the past four years. If you selected any of the priorities audiences above, please provide information in your response here.

*Character Limit: 2000*

**Total Audience Served in the Previous Fiscal Year**
Estimate the total number of people served by your organization in your previous fiscal year.

*Character Limit: 20*

**Does your organization operate a facility?**
This question does not affect your eligibility.
**Choices**
Yes
No

**Pandemic Impact**

**Budget Information**

*TIP:* Use the tax year – January 1 through December 30 – to answer this section. Check your financial paperwork before entering the information.

- **Annual Operating Expenses as of December 31, 2019***
  *Character Limit: 20*

- **Annual Operating Expenses as of December 31, 2020***
  *Character Limit: 20*

- **Annual Projected Budget for 2021/22***
  *Character Limit: 20*

**2019 Staffing**

- **Total Full-Time Employees as of December 31, 2019***
  *Character Limit: 5*

- **Total Part-Time Employees as of December 31, 2019***
  *Character Limit: 5*

- **Total Volunteer Staff as of December 31, 2019***
  *Character Limit: 6*

**2020 Staffing**

- **Total Full-Time Employees as of December 31, 2020***
  *Character Limit: 5*

- **Total Part-Time Employees as of December 31, 2020***
  *Character Limit: 5*

- **Total Volunteer Staff as of December 31, 2020***
  *Character Limit: 6*
2021/22 Staffing

Projected Full-Time Employees 2021/22*  
*Character Limit: 5

Projected Part-Time Employees 2021/22*  
*Character Limit: 5

Projected Volunteer Staff 2021/22*  
*Character Limit: 6

Choose the response(s) that describes your organization’s greatest need post COVID-19.*

Choices
Adjusting programming in response to the coronavirus
Future program costs
Monthly fixed payments
Outreach and marketing
Replace revenue from admissions
Replace revenue from product sales and/or franchise income
Replace revenue from services and fees
Research
Research monthly fixed payments
Staff training
Staffing

Operating Support Grant: Narrative and Budget

The operating support grant is targeted at five areas of operation. You may apply in any of the five areas, or focus your application on one or more.

You may apply for up to $20,000 in total across the five categories except in the Organizational Capacity category which is limited to a total of no more than $5,000.

Determine which category or categories to apply in based on your organization’s area/s of greatest need.

Indicate here which category/categories you are applying for*  

Choices
Revenue
Staffing
Rebuilding Audiences
Training
Organizational Capacity

**TIPS for completing this section:**

- The grant request must not exceed 50% of your organization’s total operating expenses as itemized in the financials you submitted as part of this application.
- Equipment costs cannot total more than 20% of the total expenses.
- Matching funds are not required.
- Total itemized amounts and the requested grant amount must be equal.
- Enter 0 in the total box/es for any category that is not relevant to your application.
- Provide an explanation for the amounts listed. Be specific.
- **Check your numbers carefully. The answers do not autosum.**

**TIP:** The system automatically saves your work as you move from one question to the next and will save every 100 characters in longer text responses. Auto-save is noted by the border of the question highlighting in green. If you are worried about losing your work, we recommend using a word processor to draft and back up your responses.

**TIP:** Character counts include spaces. They are maximums. Use as many or as few characters as you need.

---

**REVENUE**

(Enter N/A if you are not using this category)

In light of the impact of COVID-19 on your organization, such as lost admissions or program fees, what do you want the grant funds for, and how are you going to use the funds to help restore operations? Be concrete and specific. Include information about the impact of COVID-19 and your plan for recovery. Needs in this category may be for, but are not limited to: basic operating and maintenance costs such as utilities or supplies, changes in the type of programming and programming costs. Note: SHARP grants cannot support fundraising activities.

*Character Limit: 1500*

**Revenue - Breakdown of Expenses**

For example: $4000 - Pay for software for audience data collection

If not applicable to your application, please enter N/A.

*Character Limit: 500*
**Revenue Total**
If not applicable to your application, please enter 0.
*Character Limit: 20*

**STAFFING**
(Enter N/A if you are not using this category)

In light of the impact of COVID-19 on your organization, what do you want the grant for, and how are you going to use an award to maintain, re-employ, replace, or hire new key full or part-time positions in the organization and/or increase diversity in your workforce?
*Character Limit: 1500*

**Staffing - Breakdown of Expenses**
For example: $7000 – Education Staff at @$25 for 10 hours per week

If not applicable to your application, please enter N/A.
*Character Limit: 500*

**Staffing Total**
If not applicable to your application, please enter 0.
*Character Limit: 20*

**REBUILDING AUDIENCES**
(Enter N/A if you are not using this category)

In light of the impact of COVID-19 on your organization, what do you want the grant for, and how are you going to use an award to re-engage the communities you serve, develop relationships with new audiences, and re-position your organization in response to the effects of the pandemic? This may include, but is not limited to, community outreach, and redefining your organization’s public profile. Expenses may include the cost of advertising, and digital and print marketing.
*Character Limit: 1500*

**Rebuilding Audiences - Breakdown of Expenses**
For example: $3000 - Pay for advertising to convey “we are open” message

If not applicable to your application, please enter N/A.
*Character Limit: 500*

**Rebuilding Audiences Total**
If not applicable to your application, please enter 0.
*Character Limit: 20*
TRAINING*
(Enter N/A if you are not using this category)

In light of the impact of COVID-19 on your organization, what do you want the grant for, and how are you going to use an award to develop and increase staff and/or volunteer awareness and capability? This may include equity, inclusion and diversity procedures and policy training. It may also include: training programs in all areas of operations; trainer costs; educational classes, off-site training or certification programs.

*Character Limit: 1500

Training Description*
For example: $2,500 - Hire an IDEA trainer for in-house training

If not applicable to your application, please enter N/A.

*Character Limit: 500

Training Total*
If not applicable to your application, please enter 0.

*Character Limit: 20

Organizational Capacity*
(Enter N/A if you are not using this category)

Note that the grant limit in this area is up to $5,000.

In light of the impact of COVID-19 on your organization, what do you want the grant for, and how are you going to use an award to conduct assessment activities that will resolve, build upon and maintain organization-level infrastructure and governance? This may include activities to improve your organizations:

- Assessment of inclusion, diversity, equity, and access
- Financial stability
- Strategic planning
- Governance, policies and procedures
- Program evaluation
- Research and analysis

TIP: This category is not intended to support hiring staff positions (see the staffing category above).

Describe the activity or activities your organization is seeking to undertake. Include why the
activity or activities are important at this point in time and how they will aid your organizations recovery.

*Character Limit: 1500*

**Organizational Capacity - Breakdown of Expenses**
For example: $3,500 – Hire an IDEA consultant to assess your organization

If not applicable to your application, please enter N/A.

*Character Limit: 500*

**Organizational Capacity Total**
*TIP: For this category, the grant request can only be up to $5,000*

If not applicable to your application, please enter 0.

*Character Limit: 20*

**Total Expenses**

*Total the dollar amount in each category and enter below.*

*TIP: Total expenses must be the same as the Grant Amount Requested below.*

*Character Limit: 20*

**Grant Amount Requested**
You may apply for up to $20,000 in total.

*Character Limit: 20*

**Documents - Upload documents here**

**Proof of 501(c)3 Status**
Please upload ONE of the following:

- A PDF copy of the organization’s confirmation that you are a 501(c)3 incorporated in Massachusetts. This may be your IRS determination letter.

- A PDF copy confirming that you are listed on the IRS’s Tax Exempt Organization List. Confirm your organization is listed by clicking here.

*File Size Limit: 2 MB*
Form 990 Upload*
Please upload your most recently filed Form 990, 990EZ, or 990N. We will use this form for additional information about your mission, core programs, and budget.

**TIP:** If you are submitting a 990N, add a breakdown of annual expenses on an additional page before uploading.

*File Size Limit: 10 MB*

---

**Legislative Information**

**Region***
Please enter the region where your organization is located according to this document.

**Choices**
Berkshires  
Cape and Islands  
Central  
CT Valley  
Greater Boston  
Metro West  
Northeast  
Southeast

**Congressional District***
Enter the U.S. Congressional District number for the address of the organization applying. If you do not know the district of your representative, find it here.

**Choices**
District 1  
District 2  
District 3  
District 4  
District 5  
District 6  
District 7  
District 8  
District 9  
NOT LISTED

**Massachusetts House District***
Enter the Massachusetts House district for the address of the organization applying. If you do not know the organization’s Massachusetts House district, find it here.

**Choices**
10th Bristol
10th Essex
10th Hampden
10th Middlesex
10th Norfolk
10th Plymouth
10th Suffolk
10th Worcester
11th Bristol
11th Essex
11th Hampden
11th Middlesex
11th Norfolk
11th Plymouth
11th Suffolk
11th Worcester
12th Bristol
12th Essex
12th Hampden
12th Middlesex
12th Norfolk
12th Plymouth
12th Suffolk
12th Worcester
13th Bristol
13th Essex
13th Middlesex
13th Norfolk
13th Suffolk
13th Worcester
14th Bristol
14th Essex
14th Middlesex
14th Norfolk
14th Suffolk
14th Worcester
15th Essex
15th Middlesex
15th Norfolk
15th Suffolk
15th Worcester
16th Essex
16th Middlesex
16th Suffolk
16th Worcester
17th Essex
17th Middlesex
17th Suffolk
17th Worcester
18th Essex
18th Middlesex
18th Suffolk
18th Worcester
19th Middlesex
19th Suffolk
1st Barnstable
1st Berkshire
1st Bristol
1st Essex
1st Franklin
1st Hampden
1st Hampshire
1st Middlesex
1st Norfolk
1st Plymouth
1st Suffolk
1st Worcester
20th Middlesex
21st Middlesex
22nd Middlesex
23rd Middlesex
24th Middlesex
25th Middlesex
26th Middlesex
27th Middlesex
28th Middlesex
29th Middlesex
2nd Barnstable
2nd Berkshire
2nd Bristol
2nd Essex
2nd Franklin
2nd Hampden
2nd Hampshire
2nd Middlesex
2nd Norfolk
2nd Plymouth
2nd Suffolk
2nd Worcester
30th Middlesex
31st Middlesex
32nd Middlesex
33rd Middlesex
34th Middlesex
35th Middlesex
36th Middlesex
3rd Barnstable
3rd Berkshire
3rd Essex
3rd Hampden
3rd Hampshire
3rd Middlesex
3rd Norfolk
3rd Plymouth
3rd Suffolk
3rd Worcester
4th Barnstable
4th Berkshire
4th Bristol
4th Essex
4th Hampden
4th Middlesex
4th Norfolk
4th Plymouth
4th Suffolk
4th Worcester
5th Barnstable
5th Bristol
5th Essex
5th Hampden
5th Middlesex
5th Norfolk
5th Plymouth
5th Suffolk
5th Worcester
6th Bristol
6th Essex
6th Hampden
6th Middlesex
6th Norfolk
6th Plymouth
6th Suffolk
6th Worcester
7th Bristol
7th Essex
7th Hampden
7th Middlesex
7th Norfolk
7th Plymouth
7th Suffolk
7th Worcester
8th Bristol
8th Essex
8th Hampden
8th Middlesex
8th Norfolk
8th Plymouth
8th Suffolk
8th Worcester
9th Bristol
9th Essex
9th Hampden
9th Middlesex
9th Norfolk
9th Plymouth
9th Suffolk
9th Worcester

Barnstable, Dukes and Nantucket
NOT LISTED

**Massachusetts Senate District**
Enter the Massachusetts Senate district for the address of the organization applying. If you do not know the organization’s Massachusetts Senate district, find it here.

**Choices**
Berkshire, Hampshire, Franklin & Hampden
Bristol & Norfolk
Cape & Islands
Fifth Middlesex
First Bristol & Plymouth
First Essex
First Essex & Middlesex
First Hampden & Hampshire
First Middlesex
First Middlesex & Norfolk
First Plymouth & Bristol
First Suffolk
First Suffolk & Middlesex
First Worcester
Fourth Middlesex
Hampden
Hampshire, Franklin & Worcester
Middlesex & Suffolk
Middlesex & Worcester
Norfolk & Plymouth
Norfolk & Suffolk
Norfolk, Bristol & Middlesex
Norfolk, Bristol & Plymouth
Plymouth & Barnstable
Plymouth & Norfolk
Second Bristol & Plymouth
Second Essex
Second Essex & Middlesex
Second Hampden & Hampshire
Second Middlesex
Second Middlesex & Norfolk
Second Plymouth & Bristol
Second Suffolk
Second Suffolk & Middlesex
Second Worcester
Third Essex
Third Middlesex
Worcester & Middlesex
Worcester & Norfolk
Worcester, Hampden, Hampshire & Middlesex
NOT LISTED

Funding 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 the fiscal agent for the project.

3. 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 spend the grant funds during the grant period, ending December 1, 2022.
   - If funds cannot be spent during the grant period, the applicant organization will return all remaining funds.

4. The applicant organization agrees to submit a final grant report by December 30, 2022, including a description of the ways grants funds were spent and the impact of these funds.

5. The applicant agrees to credit Mass Humanities and the National Endowment for the Humanities. This may include, but is not limited to:
   - Naming and MH / NEH logos on your website.
   - Naming and MH / NEH logos in social, digital, and print materials.
• Informing your elected officials you received this federal funding via letter, email, or phone call (for informational purposes only. No lobbying communications should be made with this funding.)

If funded, specific wording and logo files will be provided.

Funding Agreement*

Choices
I Agree.

Your name:*  
*Character Limit: 30