

# Mass Humanities SHARP Grants

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*Massachusetts Foundation for the Humanities*

## *Check Your Eligibility*

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### 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](http://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*

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### **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](mailto: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*

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### **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*

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### **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*

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### 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 organizations 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*

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**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.

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**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*

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### 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

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### 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  
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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*

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**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*

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