



## Staffing the Humanities Grant Guidelines

*“By far our largest expense is salaries and wages. Everything we do has people – intellectual talent and hard work – behind it.”* – Mass Humanities grantee, field survey response, 2021.

Humanities programs require thoughtful, dedicated staff in order to grow, especially after two years of extraordinary change for organizations that serve the public. Mass Humanities offers “Staffing the Humanities” a grant to support humanities program staff costs for past Mass Humanities grantees with annual operating expenses between \$50,000 and \$350,000 and with five or fewer Full-Time Equivalent Employees (FTE). Mass Humanities is offering this opportunity through funding from the Massachusetts Cultural Council. Funds can support increased staffing costs to grow, create, or bring back humanities programs.

“Staffing the Humanities” responds to needs identified through Mass Humanities pandemic relief grant programs, CARES and SHARP, as well as a 2021 survey of recent applicants and grantees. Forty five percent of SHARP grantees requested funds for staffing. Fifty four percent of survey respondents selected “Staffing the Humanities” as their top choice for a grant program. “Staffing the Humanities” will support the growth and development of humanities programs across the Commonwealth by providing staffing funds to help organizations increase their staff capacity and retention.

### Questions?

Email your questions to [jatwood@masshumanities.org](mailto:jatwood@masshumanities.org). We will respond to your questions and post an updated FAQ, based on common inquiries.

### Amount of funding

#### Grant Snapshot:

Maximum grant: \$20,000

Deadline: April 4, 2022

Date of decision: June 2022

Applications Requirements: excel budget sheet, first two pages of 990, job descriptions or resumes

Eligibility: Past Mass Humanities grantees that are small nonprofit humanities or cultural organizations planning humanities-focused programs in 2022.

**Sound like you? Keep reading**

Applicants should request grant amounts between \$7,000 and \$20,000. Grant funds must be go towards staff costs incurred between June 1<sup>st</sup> 2022 and June 1<sup>st</sup> 2023. There will be an opportunity for successful applicants to apply for renewal of these grant funds the following year.

## Timeline

February 7, 2022	Application opens in online grant portal
February 16 <sup>th</sup> , 2022	Application Workshop (Webinar)
April 4 <sup>th</sup> , 2022	Deadline for Applications
June 2022	Grants announced
June 15, 2023	Grant funds must be spent
September 1 <sup>st</sup> , 2023	Final Reports Due

## Who is eligible to apply?

Applicant organizations must:

- Be a 501(c)(3) or fiscally-sponsored museum, historical society or community cultural organization with humanities programs, state or federally recognized tribe, with operating budgets between \$50,000 and \$350,000 and with five or fewer Full-Time Equivalent Employees (FTE).
  - Organizations that employed seasonal employees that exceeded five employees for 120 days or less in 2021 are still eligible, as long as the organization had five or fewer employees for the remainder of the year and are within the operational budget threshold.
- Be located in Massachusetts.
- Be a past Mass Humanities grantee.
- Be in compliance with state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, or sexual orientation, and which require accessibility for persons with disabilities. Specifically:
  - [The Americans with Disabilities Act of 1990 \(ADA\)](#)
  - [Section 504 of the Rehabilitation Act of 1973 \(Section 504\)](#)
  - [Title VI of the Civil Rights Act of 1964](#)
  - [Title IX of the Education Amendments of 1972](#)
  - [The Age Discrimination Act of 1975](#)

Fiscally sponsored applicants: Ad-hoc groups, and non-profit organizations without 501(c)(3) status must find an eligible 501(c)(3) organization to be their fiscal sponsor. Fiscal sponsors manage the grant funds and are identified in the application. They must also provide a signed fiscal sponsor agreement for upload in the online application.

Mass Humanities does not award funding to individuals.

Applicants need to have completed any past Mass Humanities grant projects and submitted their final report one week before completing an application for the Staffing grant. There are two exceptions to this rule:

- Organizations can have open 2022 Reading Frederick Douglass Together, 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.

Applicants cannot apply for both a “Staffing the Humanities” and “Expand Massachusetts Stories” grant.

Applicants must have humanities programs or a mission that aligns with creating humanities programs to serve its community.

### What can staffing grants fund?

2022 Staffing grants will fund organizations to hire new staff, expand hours of current staff or bring back staff in order to:

- Expand currently existing humanities programming to reach more people or new audiences.
- Create new humanities programming that addresses an organizational need.
- Restore previously existing humanities programming that has been lost due to the COVID pandemic.

We encourage applicants to pay humanities staff a competitive wage rate\*

\*Please refer to the below chart of median pay rates for different staff positions to consider a competitive wage. You may also take into account cost of living and labor market changes in your area:

*Table 1Based on New England Museum Association's 2020 SALARY AND BENEFITS SURVEY*

Staff Position	Median Full-time Annual Salary Range for Small Orgs	Median Part-time Hourly Wage
Public Programs Manager/Outreach Coordinator	\$41,454 to \$78,000	\$15.29/Hour
Volunteer Coordinator	\$32,250 to \$43,264	\$17.63/Hour
Director of Education	\$43,000 to \$57,405	\$19.62/Hour
Assistant Educator	\$35,853 to \$40,698	\$23.54/Hour
Educational Assistant	\$35,853 to \$40,245	\$15.00/Hour

### What do we mean by program “staff”?

- Full time salaried, temporary and/or part-time staff and/or contract employees (with the exception of consultants) that support humanities programs.
- Organizations can apply for a percentage of a staff position’s time, if the staff position has multiple responsibilities that also includes non-humanities programming. *For example, if a position spends 20 percent of their time on the humanities program and 80 percent on administration, organizations should apply for 20 percent of that position’s salaried position.*
- Organizations can apply for funding to support more than one position if multiple positions support the proposed humanities program.

## What Kind of Programming is Eligible?

**Humanities programs** help us explore who we are as individuals, as members of a society, and as inheritors of the past. According to the National Endowment for the Humanities, the humanities include the following fields of learning: literature, language, history, philosophy, archeology, comparative religion, law, ethics, interpretation of the arts, and social sciences that use humanities methods. New humanities fields and topics emerge all the time. Many go by different names. What they share is a method that values inquiry into individual and shared experience, connection to others' ideas and experiences, and reflection and interpretation.

The humanities engage people in activities in order to make sense of their experiences, understand cultural traditions through sharing of their stories, asking big questions about their values, and learning about civics. Humanities programs help us draw wisdom from the past, understand the present, and think about the kind of world we want to create in the future.

**To be eligible, organizations need to demonstrate that the proposed increase in staffing will be supporting humanities program(s).**

Eligible humanities programs need to:

- Be focused on humanities topics and activities.
- Make the humanities accessible to the public beyond 4-year college students
- Be free or low-cost to participants
- Must take place during the grant period between June 1<sup>st</sup> 2022 and June 1<sup>st</sup> 2023

Potential programming may include:

- Cultural and/or oral-history storytelling
- Historical and/or cultural exhibitions, presentations, discussions
- Historical and/or cultural tours
- Programs that educate about culture and traditions
- Community conversations about values, identity, and big questions about the world we live in
- Education or conversation about books, theater, music, art, media, or history
- Education or conversation about community issues and government
- Education about democracy, ethics, or philosophy
- Writing workshops that focus on humanities topics like history, identity, culture, philosophy
- Other public programs that feature the humanities at its core.

**Priority Programs:** This grant prioritizes humanities programs that serve historically excluded communities and programs that involve the community that they serve in creation, implementation, or oversight of their programs.

## What Staffing Grants Cannot Fund:

The following staff expenses are not eligible for the staffing grant:

- Staff time or positions that only do administration work or non-humanities based programs.
- Staff time or positions that support fundraising and/or advocacy efforts.
- Sustaining currently existing program staff positions without a plan for growing current staff time and number of programs or audiences.
- Work undertaken before or after the grant period between June 1<sup>st</sup> 2022 and June 1<sup>st</sup> 2023.
- “Friends of ...” groups or staffing for government entities.

The following programs are not eligible for the staffing grant:

- Art or handwork classes
- STEM or STEAM classes
- Exercise or sports classes
- Financial management classes
- Leadership classes
- Programs on how to achieve academic success and get into college
- Tutoring and homework help programs
- Media literacy classes focused mainly on teaching technical skills like videography, how to create a website, or how to create a blog
- Direct social service, e.g., counseling, therapeutic, legal, or medical services
- The creation of professional art or artistic performances
- Professional theater productions
- Post-performance discussions

### **Use of Funds:**

Funds are to be used only for program staffing expenses. This includes payroll and benefits expenses for staff only.

Funds may NOT be used for any of the following:

- Supplies, equipment or other program related expenses beyond staffing
- Promotion of a particular political, religious, or ideological point of view
- Advocacy of a particular program of social or political action
- Support for specific public policies or legislation
- Lobbying
- Purchase of land or facilities, or the cost of construction or renovation
- Debt or deficit reduction
- Endowment of capital campaigns
- For research or feasibility studies
- Consultant fees

### **Payment, Reporting, Publicity**

- Funded organizations with awards less than \$10,000 will receive 90 percent of their award upon submitting their grant contract. Remaining funds will be awarded upon completion of a brief final report on outcomes and use of funds.
- Funded organizations with awards of \$10,000 and above will receive 70 percent of their award upon submitting their grant contract. Grantees have the option to request an

additional 20 percent of their award after completing an interim report. All remaining funds will be awarded upon completion of a final report on outcomes and use of funds.

- Funded organizations that need to make major changes to the scope, timeline, format, key program staff should submit a “change request” form in the online grants system for approval.
- Funded organizations will acknowledge Mass Humanities and the Mass Cultural Council in publicity.

Mass Humanities requires grantees to complete a final report no later than September 1, 2023 listing how the grant funds were expended and the impact of those funds on constituents.

## Review Criteria

Every application is unique. When writing your application, help us envision your programming by giving illustrative examples and specific details. These are the criteria we look for when reviewing applications:

**Humanities Content and/or Methods:** The humanities are central to the mission and programs. The proposal demonstrates sound approaches to humanities content and/or methods. The program allows for diverse perspectives among participants and/or audiences.

**Need for additional staffing:** The proposal demonstrates that there is a need for additional staffing in order for the organization to implement its program and meet its organizational goals. The proposal demonstrates how additional staffing will have a significant impact on the public humanities field and the organization’s community.

**Priority Communities** The proposed program has a meaningful impact on a historically excluded community and the planning involves that community at all levels of planning and over-site for the program.

**Program Plan:** The proposal demonstrates a plan for using the grant funds in order to restore or develop a strong humanities program. The program plan aligns with the organization’s mission and goals. The program plan is realistic and achievable.

**Budget:** The Mass Humanities-funded staffing costs are reasonable and justified. The budget proposal is clear, realistic, and aligns with the stated needs, proposed activities and organizational priorities. The budget proposal includes a competitive wage rate. Mass Humanities funding will make an impact on this organization.

In addition to these criteria, Mass Humanities also considers regional diversity and organizational diversity in review.

## How to Apply

### Starting your online application

If your organization already has an account in [Mass Humanities online grant system](#), log in and make sure that all of the contact information is up to date.

If you are new to your organization and do not have the previous account login information contact [jatwood@masshumanities.org](mailto:jatwood@masshumanities.org).

If your organization has previously applied for a Mass Humanities Project, Discussion, Local History, or Reading Frederick Douglass Together grant using a fiscal sponsor as the applicant, you will also need to create an account. This new account will be for your organization not your fiscal sponsor. In the application, you will provide information about your fiscal sponsor.

### **Creating an Account**

To create an account in the online grants system you will need to provide the following information:

Name and IRS Tax Identification Number of the applicant organization.

Note: If your organization does not have a Tax Identification Number you may enter 99-9999999. In the application you will be asked to provide the Tax Identification Number of your fiscal sponsor.

Address and phone number of the applicant organization.

Name, address, phone number, and email address of the person completing the application. The email address you enter here is important for two reasons:

- The email address will become the primary contact for your grant application. All notifications about the progress of your application, and all information should you be awarded a grant, will be sent to this address.
- The email address and password you enter at this stage will become your account login. You will need them whenever you want to log in to the online grants system. Make sure you save them for future use.

### **Completing the Application**

- 1. Accessing the Online Application Form: When you log in to your online account, go to the "Apply" page and select the "Staffing" grant. The application form will open. Work on answering the questions. Your responses save automatically so that you can work on the form over a few sittings. You can also click the "Save Draft" button to receive confirmation that your answers are saved.
- 2. Submit Online Application Form: Make sure you've answered all of the questions marked with a \*. Double-check any additional documents you've uploaded and press "Submit." As always, leave time to troubleshoot technical glitches. When you're done, click the "Submit" button. Your application is due by 11:59 pm on the application deadline.
- 3. Application Review: Mass Humanities review panel will review your application. After review you will receive notification of your award status. If your application is not approved, we are happy to provide feedback.

- Final Application Notification: Staffing grant applicants will be notified of their award in June 2022.

## **Requirement for Budgets**

Mass Humanities funds can cover program-related staffing costs including:

- A percent of salaried positions that support humanities programming.
- Full or Part-time positions\* that support programming.
- Temporary or Contract\*\* positions that support programming.

\*A part-time job is a form of employment that carries fewer hours per week than a full-time job. Workers are considered to be part-time if they commonly work fewer than 40 hours per week

\*\*A contract worker, also known as an independent contractor or 1099 employee (based on the 1099 tax form they receive), is an individual who enters into a contractual agreement in order to provide a service in exchange for a fee

On our budget forms, you explain the costs of the staffing during the grant period, how much of those costs you are asking Mass Humanities to cover, and how you plan to cover the rest of your program costs.

While there are no matching requirements for this grant, applicants are encouraged to show how additional funds will be used to meet their staffing needs.