Reading Frederick Douglass Together - 2024

*Massachusetts Foundation for the Humanities*

# *Applicant Organization*

## Tax-Exempt Status\*

Select the description that best matches your organization.

### 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 entity. My organization is a state or federally recognized tribe.

My organization is a government entity (e.g. a town government or town library). My organization does not match any of the above (it may not be eligible).

## Applicant Organization

Briefly describe the mission and work of the applicant organization.

*Character Limit: 1000*

# *Fiscal Sponsor*

Only applicants using fiscal sponsors are required to complete the following questions. If your organization is 501c3 or other tax-exempt entity, skip these questions.

## Fiscal Sponsor

Enter the legal name of your fiscal sponsor.

*Character Limit: 100*

## 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 send to this fiscal sponsor address.

*Character Limit: 500*

## Fiscal Sponsor Tax Identification Number

Enter the 9-digit Tax Identification Number for your fiscal sponsor.

*Character Limit: 9*

## Fiscal Sponsor Agreement

Upload your agreement with your fiscal sponsor.

If you need a Fiscal Sponsor, [here](https://masshumanities.org/wp-content/uploads/2021/12/2022-Fiscal_Sponsorship_Agreement_Sample.pdf) is a sample Fiscal Sponsor Agreement and [here](https://fiscalsponsordirectory.org/?page_id=1768) 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](https://fiscalsponsordirectory.org/?page_id=247) is a brief description and [here](https://www.fiscalsponsors.org/10-questions-projects-should-ask) are some questions to ask potential Fiscal Sponsors.

*File Size Limit: 10 MB*

# *Project Information*

## Project Title\*

Example: Reading Frederick Douglass Together on Boston Common

*Character Limit: 250*

## Amount Requested\*

Use whole dollar amounts only. The maximum grant amount for Reading Frederick Douglass Together is $2,000.

*Character Limit: 20*

## Grant Period Start Date\*

When will you begin grant-related work on your project? Grant-related work cannot begin until after the award announcement.

### Funded events must take place in 2024.

Use the following calendar to ensure you choose the correct dates for your grant period and event

* Your **grant period start date** must be after the award announcement date.
* **Your event date** should be at least 2-3 weeks after the award announcement date,

### Application Submitted By Announcement Date

January 5, 2024 January 22, 2024

February 2, 2024 February 19, 2024

March 9, 2024 March 18, 2024

April 5, 2024 April 22, 2024

May 10, 2024 May 28, 2024

June 7, 2024 June 17, 2024

*Character Limit: 10*

## Grant Period End Date\*

When will the grant-related work on your project be complete? Your final report will be due 60 days after the end date you choose.

*Character Limit: 10*

## Proposed Reading Date\*

Enter the date you plan to host your reading.

*Character Limit: 10*

## Proposed Reading TIme

*Character Limit: 8*

## Project Summary\*

Briefly describe your Reading Frederick Douglass Together event(s). Where and when will the event(s) happen? Why is your organization interested in hosting a reading? Who do you anticipate will attend the reading? What goal(s) do you have for the event?

*Character Limit: 3000*

## Outreach and Publicity\*

How will you reach out to, or collaborate with, your intended audience? If awarded a grant, how will you recognize Mass Humanities support?

*Character Limit: 2000*

## Total Anticipated Audience/Participants\*

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

*Character Limit: 10*

## Partnerships

Many Reading Frederick Douglass Together programs also use partnerships to bring together a community of readers and promote the event. If your organization is partnering with another, please describe the partners involved and their responsibilities.

*Character Limit: 2000*

## Humanities Discussion

Mass Humanities encourages Reading Frederick Douglass Together programs to engage participants in considering the speech's historical and contemporary context through opening or closing remarks or facilitated discussion by a knowledgeable leader. We call this person the "Project Scholar." If your program will include any of these activities, please describe them and the Project Scholar's relevant qualifications or experience.

*Character Limit: 2000*

## Project Scholar’s Statement

If your program features a Project Scholar, the Project Scholar must prepare a short statement—of 200-500 words and explaining their approach.

Please upload a statement (word doc, email, pdf, or other format) from you scholar including the following information:

* + The humanities questions and/or issues that audiences will learn about or explore.
  + A short description of strategies for contextualizing the speech and, if applicable, leading and moderating a discussion, whether a small-group discussion or a panel discussion with a large audience.
  + The knowledge and experience you will use as the project scholar.

*File Size Limit: 2 MB*

## Budget\*

Upload the completed Program Budget Form here.

*File Size Limit: 5 MB*

## Would you like complimentary Frederick Douglass T-shirts?

Mass Humanities will provide 10 T-shirts for your event. They can be gifted or worn by team members. T-shirts will be shipped approximately 2 weeks after the award date.

### Choices

YES NO

## Please indicate the number of T-shirts

Mass Humanities will provide up to 20 T-shirts per event site.

*Character Limit: 20*

## Shipping Address for T-shirts

Please provide the name and shipping address ( city, state and zip code).

*Character Limit: 250*

# *Project Personnel*

## 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: 50*

## Authorizing Official's Position/Title\*

*Character Limit: 100*

## Project Director's First and Last Name\*

The Project Director organizes the project and completes online reporting. The Project Director can be the same person as the Authorizing Official but cannot be the same person, or related to, the Project Treasurer.

*Character Limit: 125*

## Project Director's Position/Title\*

*Character Limit: 75*

## Project Director's Email\*

*Character Limit: 125*

## Project Director's Daytime Phone Number(s)\*

*Character Limit: 100*

## Project Director's Address

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

*Character Limit: 250*

## 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: 125*

## Project Treasurer's Position/Title\*

*Character Limit: 125*

## Project Treasurer's Email\*

*Character Limit: 125*

## Project Treasurer's Daytime Phone Number(s)\*

*Character Limit: 30*

## Project Treasurer's Address

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

*Character Limit: 250*

# *Pre-Award Agreement*

**For Submission:** Fields marked with \* are required. Click on the “submit” button to send your completed application to Mass Humanities.

**For your records:** For a complete finished application for your records, click on "print packet." A pdf will be generated of your entire application.

## 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

I agree