

# Expand Massachusetts Stories - Open Track 2023

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*Massachusetts Foundation for the Humanities*

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## *1) Project Information*

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### **Project Title\***

Mass Humanities will do public outreach using your title.

*Character Limit: 250*

### **Amount Requested\***

Use whole dollar amounts only.

*Character Limit: 20*

### **Grant Period Start Date\***

When will you begin grant-related work on your project? Note: Mass Humanities can only fund work that begins after the award date (September 19, 2023). In addition, funded programs/events cannot begin earlier than one month after the award date.

*Character Limit: 10*

### **Grant Period End Date\***

When will the grant-related work on your project be complete? Your final report for this project will be due 60 days from the date you choose here. Make sure you leave enough time to complete the report. Typically, Mass Humanities grants are for 16 months or fewer.

*Character Limit: 10*

## Project Statement\*

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

## Applicant Organization\*

Describe your organization, its mission and its programs. What projects has your organization been involved in that demonstrate its capacity to make the project a success?

*Character Limit: 2000*

## Project Check\*

Does your project include any of the following elements. If so, make sure you include information about them in the project narrative, workplan, or methods sections below.

### Choices

Public benefit: outcomes of the project are for the public

Community input: communities are involved in project design or implementation.

Free event or program

Free or low-cost option for event or program

Low-cost event or program

## 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 project design or implementation?

*Character Limit: 5000*

## Work Plan and Timeline\*

Now that you have explained the project, tell us how you will make it happen. Try to address the following: 1) What work will your team do to prepare for, deliver, and/or evaluate those final events, products, or experiences? 2) What is the project's timeline, including key benchmarks, check-in points.

*Character Limit: 4000*

## (Optional) Methods and Research

If applicable, describe your methods for collecting or researching Massachusetts stories.

Proposals for projects that include interviews or oral histories should describe their approach to story collection including: any training materials or sessions for participants, how many times the subjects will meet with interviewers, will translation be included, will interview subjects be compensated (not required).

Projects requiring significant research by the project team should describe materials the team will consult.

*Character Limit: 4000*

## Event List

If your project involves public or private events happening during the grant period, please list them here. Use the following format:

Event Title  
Date  
Location  
Name of Speakers/Moderator  
Answer: Public or Private? - Confirmed or Tentative?  
Cost (if free put "free")

Put "TBD" for any responses where you are still undecided.

*Character Limit: 500*

## Outreach and Publicity\*

How will you publicize the project and grant from Mass Humanities? What materials will you create to publicize your project? Who are the audience(s) you intend to reach? What is the timing for your outreach and publicity plan?

*Character Limit: 2000*

## Project Team\*

Please list your project's team including project director, humanities advisor(s), key staff, consultants, presenters and describe their major project responsibilities. You will upload their work experience biography or resumes in a later section.

Include any team members for whom you are requesting Mass Humanities funding.

Please use the following format:

Team Member 1 Name

Team Member 1 Title

Major Responsibilities

*Character Limit: 5000*

### **Funding\***

List major additional sources of fund for your project, including operating budget and volunteered time and services. Note if you have the funds already (in-hand) or are anticipating them (pending).

Example:

\$5000 Family Foundation Grant (in-hand)

\$2000 Local Cultural Council Grant (pending)

\$7000 total volunteer time at \$30/hr

*Character Limit: 1000*

### **Website**

Organization's Website address

*Character Limit: 2000*

## *2) Applicant Organization Information*

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### **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 org.

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).

### **Non-Profit Status - "Other"**

If your organization does not match any of the descriptions above, please describe it and note if it has tax-exempt status.

*Character Limit: 250*

Fiscal Sponsor questions below are only required for non-501c3 applicants using fiscal sponsors.

## Fiscal Sponsor

Enter the legal name of your fiscal sponsor.

*Character Limit: 250*

## Fiscal Sponsor Tax Identification Number

Enter your fiscal sponsor's 9-digit Tax ID number in this format XXXXXXXXX

Find 501c3 Tax ID numbers via: <https://apps.irs.gov/app/eos/allSearch>

*Character Limit: 9*

## 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 sent to this fiscal sponsor address.

*Character Limit: 500*

## Fiscal Sponsor Agreement

Upload your agreement with your fiscal sponsor.

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.

*File Size Limit: 1 MB*

## Other Social Media

Enter any other social media links or handles not in your organization profile.

*Character Limit: 50*

## 3) Personnel

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

The Project Director organizes the project and completes online reporting.

*Character Limit: 100*

### Project Director's Position/Title

*Character Limit: 100*

### Project Director's Address\*

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

*Character Limit: 250*

### **Project Director's Email\***

*Character Limit: 254*

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

*Character Limit: 100*

### **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: 100*

### **Project Treasurer's Position/Title\***

*Character Limit: 50*

### **Project Treasurer's Address\***

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

*Character Limit: 125*

### **Project Treasurer's Email Address\***

*Character Limit: 254*

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

*Character Limit: 125*

### **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: 100*

### **Authorizing Official's Position/Title\***

Enter the title of the authorizing official.

*Character Limit: 125*

### **Authorizing Official's Email Address\***

*Character Limit: 254*

### **Humanities Advisor's First and Last Name\***

*Character Limit: 125*

### Humanities Advisor Position/Title

If your Humanities Advisor has a job or volunteer position relevant to their humanities expertise, provide it here.

*Character Limit: 100*

### Humanities Advisor Address\*

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

*Character Limit: 250*

### Humanities Advisor Email\*

*Character Limit: 254*

### Humanities Advisor Daytime Phone Number(s)\*

*Character Limit: 30*

## 4) Required Uploads

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### Tips for Uploading Documents

- You will be able to see that your document has been successfully uploaded only after you save the application.
- Each field accepts only **one** document. You can replace a document previously uploaded simply by uploading another file (there is no delete button).
- You may need to combine multiple documents prior to uploading. If they are all of the same type, such as Word, you can combine them in Word before uploading. If they are mixed formats, you may need to turn them into PDF files and then combine them into one file before uploading.
- Creating PDF files: If you need one, you can download a recommended free PDF creator.
- Combining PDF files: Instructions can be found here if you need to combine multiple PDF files into one file for uploading.

**Note:** If you do not have these documents in digital form, you may use the Fax-to-File service available in the Tools menu to get your documents in pdf format.

### Budget\*

Download this budget template and upload a completed version.

*File Size Limit: 1 MB*

## Humanities Advisor Statement\*

The Humanities Advisor must prepare a short statement—of about 1000 words—explaining how their humanities expertise will serve the project and how they see the project aligning with the Expand Massachusetts Stories initiative. If you choose to provide more than one Humanities Advisor statement, combine them into one document and upload here.

*File Size Limit: 1 MB*

## Resumes of Major Project Personnel\*

Upload one document with the combined resumes of the Project Director, Humanities Advisor, and other major project personnel. Resumes should include the person's relevant credentials, skills, publications and/or experiences. Each resume should be ONLY two pages long.

*File Size Limit: 2 MB*

## *Additional Materials*

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### Letters of Commitment/Support

Upload one document with letters from participating and collaborating organizations and venues.

*File Size Limit: 2 MB*

### Existing Materials

Proposals for projects that are building on existing materials, such as museum collections, existing exhibits, existing websites, should upload samples of the project content that already exists. For example:

- Projects that expand existing exhibits should include sample text and floor plans from those exhibits.
- Projects to create exhibits from museum collections should include a list of potential exhibit objects or materials.
- Projects drawing on existing story-collections should provide samples of the story materials.

*File Size Limit: 6 MB*

### Sample Materials for Film Projects

Proposals for short documentaries or for engagement with completed film should include links to sample materials. For short documentaries, please include work samples. For completed films, please include a link to the full film. Note any passwords where necessary.

*Character Limit: 1000*

## Additional Upload

Your Program Officer may request, or you may want to provide, additional documents. You may upload images, mock-ups, brochures, additional resumes, writing samples, estimates, appendices, or something else. Combine documents into one file and upload here.

*File Size Limit: 4 MB*

## MH Equity Analysis

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Mass Humanities collects information about applicants to assess our grant opportunities and outreach. Your answers here will not be used to evaluate your application.

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

#### Choices

Yes

No

I don't know

### 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 2022. If your organization is fiscally sponsored, enter the expense of your program only, not including expenses of your fiscal sponsor's other operations. If your organization is a government or other eligible entity, put the expenses for the department or office applying, if available.

*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 a part-time program manager who works 25 hours a week, your FTE would be 1.625. Please round to the nearest whole numbers. In the case of the example, you would enter "2".

All volunteer organizations may enter 0.

*Character Limit: 10*

### 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 - No one on our project team has identified themselves as BIPOC and/or we have not asked

### Project/Program Leadership – Historically excluded communities B\*

Does your project or program for which you are seeking 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 - No one or our team has identified this way and/or we have not asked.

### Other Leadership Role\*

*Character Limit: 100*

### Community Served\*

Is your project or program 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*

## *Pre-Award Agreement*

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### **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**

Yes, I agree.