



2023 Staffing Recovery Grant Guidelines

“Staffing is our, and I am sure all humanities organizations greatest need--and the paucity of positions in the field also means that many talented young humanities professionals can't find work. – Mass Humanities grantee, field survey response, 2022.

Mass Humanities offers “Staffing Recovery” grants for organizations with COVID-19 recovery needs.

Made possible by a Pandemic Recovery grant from Mass Cultural Council, “Staffing Recovery” grants support staff costs for humanities organizations with annual operating expenses up to \$500,000 and with five or fewer Full-Time Equivalent Employees (FTE).

“Staffing Recovery” responds to needs identified through Mass Humanities pandemic relief grant programs, CARES and SHARP, as well as 2021 and 2022 surveys of recent grantees. Seventy one percent of survey respondents selected “Staffing” as their top choice for a grant program.

Organizations that were awarded more than \$25,000 from Mass Cultural Council’s Cultural Sector Recovery Grant program or through [Chapter 102 of the Acts of 2021§1599-2043](#) (COVID-19 recovery) are not eligible for this opportunity. [See here.](#)

Questions?

Email your questions to jatwood@masshumanities.org. We will respond to your questions and post an updated FAQ, based on common inquiries.

Amount of funding

Applicants should request grant amounts between \$14,000 and \$40,000 Grant funds must go towards staff costs incurred between June 1, 2023 and June 1, 2025.

Grant Snapshot:

Award amounts: Between \$14,000 and \$40,000

Deadline: May 1, 2023

Date of decision: June 2023

Applications Requirements: first two pages of 990 or last completed year of operational expenses, job descriptions, resumes (optional)

Eligibility: Small humanities or cultural organizations planning humanities-focused programs

Sound like you? Keep reading!

Timeline

March 6, 2023	Application opens in online grant portal
April 6, 2023	Webinar
May 1, 2023	Deadline for Applications
June 2023	Awards Announced
September 2025	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 an annual operating budget up to \$500,000 and with five or fewer Full-Time Equivalent Employees (FTE).
 - Organizations that have received a single one-time capital (non-operations) grant within the past year that puts their annual budget over the \$500,000 threshold are still eligible.
 - Organizations that employed seasonal employees that exceeded five employees for 120 days or less in 2022 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 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 have an eligible 501(c)(3) organization as 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. Applicants applying with a fiscal sponsor should have an existing fiscal sponsor relationship prior to applying.

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

Who is not eligible to apply?

Organizations that were awarded more than \$25,000 from Mass Cultural Council's Cultural Sector Recovery Grant program or through [Chapter 102 of the Acts of 2021§1599-2043](#) (COVID-19 recovery) are not eligible for this opportunity. This grant opportunity prioritizes organizations that were not awarded funds through Mass Cultural Council's Cultural Sector Recovery Grant program, however if your organization received less than \$25,000, your organization is still eligible and encouraged to apply.

Mass Humanities does not award funding to individuals.

“Friends of ...” groups or staffing for government entities.

Private non-profit K-12 schools.

Recipients of Mass Humanities 2022 Staffing Grants are not eligible for 2023 Staffing Recovery Grant.

Applicants with Mass Humanities open grants that were awarded prior to 2020 need to have completed their grant projects and submitted their final report one week before completing an application for the Staffing Recovery grant.

What can staffing grants fund?

Staffing Recovery grants will fund organizations to sustain current staff, provide cost of living increases to current staff, expand the hours of current staff, hire new staff, or bring back staff in order to:

- Sustain successful humanities programs for the next two years.
- Create, bring back or grow humanities programs with new or expanded staff positions

We encourage applicants to compensate staff at competitive rates.

*Please refer to the below chart of median pay rates for different staff positions to consider a competitive wage. Please keep in mind the dollar had an average inflation rate of 7.09% per year between 2020 and 2022, producing a cumulative price increase of 14.68%. You may also take into account cost of living and labor market changes in your area:

Table 1 Based 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 “staff”?

Eligible staff positions include programmatic, administrative, fundraising, and marketing positions.

- Full time salaried, temporary and/or part-time staff and/or contract employees (including consultants) at humanities organizations.
- Organizations can apply for a percentage of a staff position’s time or full salaries.
- Organizations can apply for funding to support more than one position.
- See “use of funds” for exclusions on staff time used for advocacy.

What are public humanities programs?

Eligible organizations will need to demonstrate that the organization provides strong public humanities programming that is core to the organization's mission and goals.

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.

To be eligible, an organization's 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 2023 and June 2025

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
- 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 Recovery grant:

- Work undertaken before or after the grant period between June 1, 2023 and June 1, 2025.

The following programs are not eligible for the Staffing Recovery 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 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
- Staff time engaged in advocacy.*
- 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

*If the staff position includes advocacy as part of their time, only the amount of non-advocacy related time for the staff position is eligible. For example, if a Director spends 10% of their time doing advocacy, the other 90% of their salary is eligible for this opportunity.

Payment, Reporting, Publicity

- Grantees will receive the full award amount upon submitting their grant contract.
- A final report is due no later than September 1, 2025, listing how the grant funds were expended and the impact of those funds on constituents
- Funded organizations will acknowledge Mass Humanities and the Mass Cultural Council in publicity.

Review Criteria

Every application is unique. When writing your application, help us envision your organization and its 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 align with the mission of the organization and are central to their programming. The proposal demonstrates sound approaches to humanities content and/or methods. The programs allows for diverse perspectives among participants and/or audiences.

Need for staffing support: The proposal demonstrates that there is a need for staffing support in order for the organization to implement its programs and meet its organizational goals. The proposal demonstrates how staffing support will have a significant impact on the public humanities field and the organization's community. The proposal demonstrates that the grant will help the organization or community recover from the pandemic.

Program Plan: The proposal demonstrates a plan for using the grant funds to support the organization's humanities work. The program plan aligns with the organization's mission and goals. The 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.

Priority Communities: The proposed humanities programming has a meaningful impact on a historically excluded community and involves that community at all levels of planning and oversight for the program.

Additional Criteria

In addition to these criteria, Mass Humanities will also consider the following:

- Priority for organizations that were not awarded funds from Mass Cultural Council's Cultural Sector Recovery Grant program or other line item in [Chapter 102 of the Acts of 2021§1599-2043](#).
- Priority for organizations that are located in municipalities with higher than average percentages of people living at or near poverty outside of Boston. [See the full list of priority municipalities here.](#)
- Overall geographic diversity.

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

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. You will be asked to provide the Tax Identification Number of your fiscal sponsor in the application.

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 Recovery” 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.
4. Final Application Notification: Staffing grant applicants will be notified of their award in June 2023.

Requirement for Budgets

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

- A percent of salaried positions
- Full or Part-time positions*
- Temporary or Contract** positions

*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

In the application, you will explain the costs of the staffing during the grant period and how much of those costs you are asking Mass Humanities to cover.

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.