

Expand Massachusetts Stories - Advancing Equity Track 2024

Massachusetts Foundation for the Humanities



Advancing Equity Track Eligibility

You are completing an LOI for the Expand Massachusetts Stories - Advancing Equity Track.

What is the Advancing Equity Track?

The Advancing Equity Track is a non-competitive review and approval process that includes cohort workshops and application development support with Mass Humanities staff and additional advisors. Up to 15 applicants whose projects are led by people from historically excluded communities, and whose organizations meet additional criteria will be selected to participate in the track.

To be eligible for the Advancing Equity Track projects must: have leadership roles for people of color or other communities historically excluded from humanities leadership, and meet 2 of the 4 following criteria.

- The applicant organization has an annual operating budget of \$300,000 or less.
- The applicant organization has 2 or fewer full time equivalent staff.
- The applicant organization has never received a grant from Mass Humanities.
- The applicant organization is based in and supports communities of color.

Note: Projects that are not eligible for the Advancing Equity Track, or are not selected for the Advancing Equity Track, are still welcome to apply for the Expand Massachusetts Stories - Open Track.

Answer the questions below to determine your organization's eligibility for the Advancing Equity Track.

Has the organization had a grant from us before?

Choices

Yes

No

I don't know

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 funds 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

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 2023. If your organization is fiscally sponsored, enter the expense of your program only, not including expenses of your fiscal sponsor's other operations.

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 two part-time program managers who each work 20 hours a week (40+20+20) your FTE would be 2. Round your answer to the nearest whole number.

Character Limit: 10

Community Served

Are your programs 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

Inquiry form

How Mass Humanities Uses this Letter of Inquiry (LOI) Form

The answers you write in this form will help Mass Humanities decide whether your project idea is a good fit for the Expand Massachusetts Stories - Advancing Equity Track application process.

Some of the questions we ask here are the same as the questions on the full application. At this stage of your project planning, you may not be able to answer every question fully. That is ok.

Do what you can. If you are selected for the Advancing Equity Track, you will develop your answers.

The Advancing Equity Track selection committee will review your answers in this form for eligibility, alignment with the initiative, and likelihood of completing a successful full application.

Preparation

Have you read the grant guidelines? Find them on our grants page.

Choices

Yes

No

Project Title*

Mass Humanities will do public outreach using your title.

Character Limit: 250

Amount Requested*

Character Limit: 20

Timing of Project*

When will the project begin and end? Here's why we ask: Mass Humanities can only fund work that begins after the award date (August 30, 2023). In addition, funded programs/events cannot begin earlier than one month after the award date.

Character Limit: 1000

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 Information

If your organization is fiscally sponsored, please write the fiscal sponsor's name and IRS Tax Identification Number below.

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.

Character Limit: 500

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

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 interpretation or final programs?

Character Limit: 5000

Project Team

Please list your project team so far, including project director, humanities advisor(s), key staff, consultants, presenters and describe their major project responsibilities. Note any project positions where you are still looking for personnel.

Please use the following format:

Team Member: Name

Team Member: Title

Major Responsibilities:

Experience/Expertise:

Character Limit: 5000

Prospective Budget*

List your best approximation, in dollar amounts, of your major project costs. Note which costs you'll cover with Mass Humanities (MH) funds.

Example:

Exhibit design and printing: \$4000 - MH

Staff time: \$10,000

Discussion facilitation training: \$2000 - MH

Character Limit: 1000

Advancing Equity Track Workshop*

June 21, 2024, Mass Humanities will host a workshop and convening in Holyoke for applicants selected into the Advancing Equity Track. The workshop is an opportunity for applicants to get to know each other, share their project ideas, and workshop ideas and plans with other experienced project directors and advisors.

Mass Humanities will provide transportation reimbursement. Will 1-2 key members of your project team be able to attend?

Choices

Yes

No

Not Sure

Optional Questions

Other comments or questions?

Character Limit: 2000

How did you learn about Mass Humanities?

Tell us how you found us.

Character Limit: 1000