

Expand Massachusetts Stories--Promises of the Revolution

Massachusetts Foundation for the Humanities

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 - Promises of the Revolution grant opportunity.

Some of the questions we ask here are the same as the questions on the full application. If you cannot answer all of the questions at this stage, explain as much as you can. Your answers are used to determine if your proposal will be asked to complete a full application. If you are selected to complete an application you will be able to copy your answers and update them.

Program Officers will review your answers in this form for eligibility, alignment with the initiative, and likelihood of completing a successful full application. A select number of applicants will move to the proposal stage and be asked to submit a full application

Mass Humanities will notify applicants by July 7, 2025 of their acceptance to the full application stage.

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*

Choices

I'm seeking funding for work that will begin after November 1, 2025

Project will have products/programs available for the public in 2026 (prioritized but not required)

Project will have products or programs available for the public by February 2027

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: "'Revolutionary Worlds' is an exhibit, community archive day, and discussion series highlighting Town residents' memories, experiences, and histories of Independence movements in their countries of origin. 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 "Promises of the Revolution" opportunity. 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 and the promises of the American Revolution? 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 and the promises of the American

Revolution that they might not have known before?

See our Grant Guidelines for more information about the theme "Promises of the Revolution."

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 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 Cohort*

Mass Humanities will provide application and project development support for up to 15 small organizations, or organizations new to Mass Humanities, whose projects are shaped by and supporting the communities whose stories are centered. If selected into the cohort, projects will:

- Develop and submit final applications that are non-competitively reviewed and approved

- Meet one on one with a Mass Humanities Program Officer for support on your project design (i.e., assembling a project team, budget planning, finding humanities advisors, meeting application criteria)
- Attend virtual workshops as a cohort and receive group feedback
- Receive outreach/PR support for activities that take place as part of 250th commemorations in MA
- Matching requirement waived

Would you like to be considered for this cohort?

If you select yes, you allow Mass Humanities to review your responses to the equity survey questions for organization size, staffing, development capacity, and community served in considering selection in the cohort. Please also respond to the "Cohort Participation" question below.

Choices

Yes-I am interested and I allow MH to review my responses to the equity survey questions.

No-I am not interested in, or my project is not eligible for, consideration.

Cohort Participation

If you selected "yes" above, tell us why you'd like to be considered for this cohort. How is your project shaped by the communities whose stories are centered?

Character Limit: 2000

Equity Survey Questions

Mass Humanities collects information about applicants to assess our grant opportunities and outreach. Unless you selected that you would like to be considered for the Advancing Equity cohort, your answers here will not be used to evaluate your Letter of Inquiry.

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

Development Capacity*

How does your organization staff or support grant application, program development, and fundraising?

Choices

One or more staff whose job is focused only on fundraising or grant writing

Hire temporary grant writing consultants or staff

Project director or executive director is primarily responsible for grant writing or fundraising

Volunteers or board members are tasked with grant writing

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. 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

Has the organization had a grant from us before?*

Choices

Yes