



# Community Arts and Humanities Grants

*A joint program of the  
Maine Humanities Council  
and the  
Maine Arts Commission*

*Revised February 19, 2008*

Community Arts and Humanities Grants are designed to assist organizations in Maine as they investigate and present stories and cultural expressions of the state, its communities and its people. These grants support projects and public programs that include or combine **both** arts and humanities disciplines. The humanities explore the nature and value of human experience through literature, history, theology and the disciplines of social and political science. Community arts programs build communities through the arts, helping communities discover their cultural assets and assess their cultural needs.

The range of potential projects under the Community Arts and Humanities Grants is limited only by the community's imagination. The funding partners are particularly interested in projects that explore diverse cultures or represent rural areas of the state. Projects might include a local folk life festival, a community performance of an historical play, a school-based historical mural project, or a project combining oral history and documentary photography. Examples of projects that have been funded under Community Arts and Humanities Grants include:

- *Our Stories, Our Lives*, Denmark Arts Center. A theatre performance involving folklorist and storyteller Jo Radner and members of the Mainstage Readers Theatre. The project included an all-day workshop on developing script materials from letters, journals, and community records. The participants used primary historical sources to create a work of art.

- *The Neighbors Project*, Portland West. The staff of the organization Portland West facilitated the development of a multi-lingual community newspaper, gathering and sharing the stories of immigrants in Portland’s communities. Immigrants told their stories in their own languages, with English translations, using literature as a medium for cultural understanding.
- *Down on the Island, Up on the Main*, South Bristol Historical Society. Grant funds were used to mount an exhibit that presented the history of South Bristol, ME through oral history excerpts, vintage photographs and ephemera, and contemporary photographs. The history of the area was illustrated through the medium of photography and the words of the interviewed sources.
- *Neeburban/Northern Lights: The Story of Molly Dellis*, Penobscot Performer, Belfast Institute of Lifelong Learning. Grant funds were used to development of a 60-90 minute play about Penobscot performer, Molly Dellis. The grantee used theatre as a medium to tell the story of a significant figure in Penobscot history.
- *Demonstrations of the St. John Valley*, Maine Acadian Heritage Council. Grant funds were used to support demonstrations of traditional arts in the St. John Valley. The history and culture of the St. John Valley was illuminated through demonstrations of arts and material culture.
- *Portraits—Maine Natural History*, Hinckley. The L. C. Bates Museum developed an exhibit examining the issues of Maine’s natural history, incorporating the work of artists into the exhibits.

**WHO IS ELIGIBLE TO APPLY?**

Any community organization that is:

- a nonprofit organization, legally established in the State of Maine, and
- has tax-exempt status 501(c)(3) from the Internal Revenue Service, or
- a unit of local, county, state or tribal government, and
- has completed and filed all final reports required for previous Maine Arts Commission and Maine Humanities Council grants.

Applicants must demonstrate a fiscal structure that allows them to legally and responsibly utilize grant funds. An organization may serve as the sponsor for an artist or a community organization that is not a registered nonprofit, but must be responsible for the grant. All contact information should be that of the legal applicants.

**An organization, or a program of the same organization, may only apply once in any fiscal year. The maximum award is \$1,000.**

**DEADLINES**

Applications are accepted throughout the year, but must be received by the Maine Humanities Council at least 60 days prior to the start date of the initiative.

**REVIEW PROCESS**

Community Arts and Humanities Grants are jointly administered by the Maine Arts Commission and the Maine Humanities Council and reviewed once a month throughout the

year. In most cases, decisions on applications are available a few weeks after the application is received.

### **REVIEW CRITERIA**

All grant proposals are considered on a competitive basis using the following criteria:

- Clarity of the proposal and project design.
- Historical interest and/or artistic quality of the proposed project.
- Ability to reach a broad public audience.
- Realistic funding and implementation plans.

Projects should also, wherever appropriate, present a range of viewpoints on an issue.

The strongest project proposals will:

- Include at least one public program.
- Show evidence of cooperation between organizations or groups.
- Present a clear statement of the project.
- Present a clear plan and budget showing how the project will be completed.
- Specify which staff person or organization is responsible for each of the various aspects of the project.
- Provide a reasonable amount of time for planning, publicity and program activities.
- If appropriate, indicate that the applicant has made provision for the materials or findings generated by the project to be preserved for use after the project ends through a library, historical society, local arts agency or other resource.

### **How to Apply - Please review the following guidelines carefully.**

Before developing the application, applicants are asked to discuss the project with Victoria Bonebakker at the Maine Humanities Council, 207/773-5051, or [vbonebak@mainehumanities.org](mailto:vbonebak@mainehumanities.org), or Kathy Ann Shaw at the Maine Arts Commission, 207/287-2750, toll-free 877/887-3878, TTY/NexTalk User ID: kathy.shaw or [kathy.shaw@maine.gov](mailto:kathy.shaw@maine.gov). In some instances, it may be useful to speak with both.

Applicants should submit **FOUR** copies of each proposal. Proposals should include:

1. Community Arts and Humanities Grant Application Form.
2. One Application Budget Form, providing evidence of cash or in-kind match, or volunteer resources (a cash commitment strengthens the application.)
3. A short budget narrative outlining how the funds will be used and clarifying any expenses that might not be easily understood from the budget form.
4. Project Narrative. This is the central part of the grant request. While it need not be lengthy, it should be clear and as detailed as necessary to explain your project fully. It should not exceed five pages. If an important aspect of the project does not seem to fit any of the questions, feel free to add necessary information. Please answer each of the questions below, sequentially and by letter.

A Provide a two or three line description of the project. (Is it an event, an exhibit, a panel discussion? What is the central component of the project?).

B. What is the central theme of the project? Describe both the arts and the humanities elements of the project. Consider the central stories or ideas of the project, and why they are important. If appropriate, describe how the project will include a variety of views (if applicable), and ways in which the project relates to other local, regional, national or international issues/events. Describe how the humanities will be used to put the subject matter into context. Describe how the arts are used to illuminate the subject.

C. What is the end product/goal of this project and when will it be complete? Consider each step in this project, from planning to completion. Applicants may create a timeline showing approximate completion dates for each item, giving specific dates and locations wherever possible. Describe the public program(s), and describe any final product(s) (such as performances, publications, videotapes, web sites, etc.) and whom they will reach. Finally, if applicable, please describe what will happen to ensure that the work is available to future researchers.

D. How will the project be publicized to ensure the broadest community involvement and exposure? Is the project intended to reach a specific audience, or the general public? Please describe how the members of the community and other interested people will learn about the project.

E. Who will carry out the project? Please name the key personnel and organizations involved with the project. Describe their function and qualifications. Indicate any scholars or local experts who will serve as advisors.

F. If the project includes an oral history or folk life component, please provide an outline of the questions to be asked and a description of the technical equipment that will be used (tape recorders, video cameras, etc.)

G. Why is this project important to the organization, co-sponsors (if any), and community? How will the success of the project be assessed?

5. Appropriate supporting materials: These might include letters of support, clippings regarding earlier projects, brief biographies or resumes of project participants.

***Please do not submit work in elaborate file folders or packaging. Keep copies of all submissions for your reference; they will not normally be returned. Please keep it readable – we suggest you use type fonts of 12-point print or above. Faxed, emailed, or incomplete applications cannot be accepted.***

Please address any question about a Community Arts and Humanities Grant application to Victoria Bonebakker at the Maine Humanities Council, 207/773-5051, or [vbonebak@mainehumanities.org](mailto:vbonebak@mainehumanities.org), or Kathy Ann Shaw at the Maine Arts Commission, 207/287-2750, or [kathy.shaw@maine.gov](mailto:kathy.shaw@maine.gov).

**MAINE ARTS COMMISSION & MAINE HUMANITIES COUNCIL  
COMMUNITY ARTS & HUMANITIES GRANT APPLICATION FORM**

Name of Applicant/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Telephone \_\_\_\_\_ FAX \_\_\_\_\_ TTY/TDD \_\_\_\_\_

e-mail \_\_\_\_\_ Website \_\_\_\_\_

State Legislative Districts: Senate \_\_\_\_\_ House \_\_\_\_\_ U.S. Congressional District \_\_\_\_\_

Federal tax ID # \_\_\_\_\_ Project Budget \$ \_\_\_\_\_ Grant Request \$ \_\_\_\_\_

Fiscal agent if different from applicant: ( Name, address, phone, email.)

Has your organization received MHC or MAC funding in the past? If so, please list the project titles and grant amounts received since 2003.

**Project Title:**

**Abstract:** *please provide a one or two-sentence description of the project:*

Project start date \_\_\_\_\_ Project end date \_\_\_\_\_

## ASSURANCE FORM

Because a portion of the grant funds may originate with the federal government, applicants must certify that they will make all reasonable efforts to comply with the following federal nondiscrimination and ineligibility requirements.

The Applicant Hereby gives Assurances to the Maine Humanities Council and the Maine Arts Commission That:

- The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
- Any funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.
- The Grantee will promote, publicize, and make all necessary arrangements to insure the success of the project. The following credit line must be used with all advertising, promotion, and other publicity, and presented orally at events at which no printed program is used: "Funded in part by a grant from the Maine Arts Commission, and the Maine Humanities Council. The Maine Arts Commission logo can be downloaded at [www.mainearts.com/news/logos/index.shtml](http://www.mainearts.com/news/logos/index.shtml) and the Maine Humanities Council logo can be downloaded at <http://www.mainehumanities.org/downloads.html>. Both logos should be used in printed materials related to this initiative.
- The applicant and any organization assisted by it will make all reasonable efforts to comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1991, and the Age Discrimination Act of 1975 which bar discrimination in federally-assisted projects on the basis of race, color, national origin, age, handicap or sex.
- The applicant will comply with the Drug-Free Workplace Act of 1988 which requires that employees of the grantee not engage in the unlawful manufacture, dispensation, possession, or use of controlled substances in the grantee's workplace or work site.
- The applicant will maintain an adequate financial management system to provide efficient and effective accountability and control of all property, funds and assets.

I, \_\_\_\_\_ (signature of authorizing official) have been authorized to sign this compliance form on behalf of the applicant in connection with its application to the Maine Humanities Council and the Maine Arts Commission, and do hereby give assurances that the organization I represent will comply with the above federal regulations. *(If a public school or district is the applicant, the authorizing official must be the principal or superintendent.)*

Name and title of authorizing official. \_\_\_\_\_

Date. \_\_\_\_\_

## BUDGET FORM

Please itemize the costs of your initiative in the spaces below. For instance, if you are paying consultants or others with grant funds, describe who they are, and show how the cost is to be split between the grant and the applicant. You may match a grant with cash or the value of in-kind (non-cash) contributions to your project. Compute in-kind contributions by estimating what it *would* cost you or your organization if you had to purchase the material or services being donated. **The total values in columns D and E must be equal or greater to the amount you request (column C).**

If your project’s expenses fall into categories not shown below, please detail them under “other.”

*On a separate page*, please provide descriptions of the items in the budget as well as any additional details, especially information on sources and amounts of other anticipated income, anticipated revenues from ticket sales, etc.

A. Category	B. Budget Item	C. This Grant	D. Applicants Share (cash)	E. Applicants Share (in-kind)	F. TOTAL
1. Salaries & Fees	Administration, consultants, etc.				
2. Space	Office & Meeting Space				
3. Communications	Postage				
	Phone				
	Printing				
	Duplication				
4. Travel	Mileage, Tolls, Etc.				
5. Other					
<b>TOTAL</b>					

## **HOW TO COMPLETE THE BUDGET FORM**

Your MHC and MAC staff contacts are happy to assist you in completing the budget form if you have any questions!

### **COST-SHARING**

Total costs for any project must be shared between the amount of the grant and the applicant. Applicants can meet this requirement in one of three ways: 1) by applying *cash* to the project, including gifts, grants, salaries, fees, etc; 2) by estimating *in-kind* (non-cash) contributions to the project; or 3) by combining *cash* and *in-kind* values in their cost share. The total amount of cost share must at least equal the amount of the grant being applied for. Remember: in kind values must be based on what a product or service would *realistically* cost if you had to purchase it.

### **SALARIES & FEES**

This can include the coordinator or other individual overseeing the project. Please figure percentage of time devoted to project and reasonable hourly, daily, or flat rate. We normally cannot pay for general operating expenses such as salaries for your organization's staff, although in many small projects, these services are used as either cash or in-kind cost share. Consultants can include scholars, writers, folklorists, performers, researchers or any other specialists needed to pursue the project. Compensation can be figured on an hourly basis or a flat fee.

### **SPACE**

Applicants normally include the value of office and meeting space as part of their in-kind contribution. (example, office space used for project 25% of time for six months at a rental rate of \$100/month = \$150.00).

### **EQUIPMENT USE & MATERIALS**

Materials are things that will be *used up* in the course of the project, like computer disks, paper, paper clips, tape, etc. Equipment use is the cost of using equipment that may need to be rented for the project.

### **COMMUNICATIONS & PUBLICITY**

In each area describe as precisely as possible. Compute estimated cost of telephone calls for your project, postage and printing by estimate based on size of audience.

### **TRAVEL**

Necessary travel expenses for key participants can include economy air and ground transportation and incidentals such as parking and tolls (figure auto mileage at 35¢ mile). You may also include a portion of the cost of lodging for key project personnel who must travel as part of the project. We cannot reimburse the cost of liquor or entertainment.