

Maine Humanities Council

Discretionary / Planning Grant Application



Dear Applicant:

Thank you for your interest in a Maine Humanities Council Discretionary Grants. The Goal of this flexible program is to provide small matching grants, up to \$500.00, for public programs in the humanities or for planning larger programs. Applications are accepted and reviewed on a rolling basis, and they consist of four parts:

- The **Cover Sheet** (attached) provides information for our records on the project. It consists of your project's title, contact information for yourself and your fiscal agent (the organization which will receive the funds and maintain the records on the grant, if different from your organization), addresses of primary participants, a short abstract (or summary) of the project, and the amount you are requesting. **Please include your telephone number.**
- The **Budget Form** (attached), asks you to break down your grant request into categories, and show how it will be matched by cash or in-kind contributions. Please attach a budget narrative if there are any items that are not self-explanatory.
- The **Assurance Form** (attached), This must be signed by an authorized representative of your organization.
- The **Narrative** – This is where you tell us what you are planning to do. Simply write a detailed letter explaining the project, what will happen, who will do what, and why you need the funding. This letter does not need to be lengthy, but it should contain enough detail to explain the project and its components, including your plans for publicity. Be sure to provide the dates of any public events.

In submitting your application, please be sure that you send, by mail, four copies of your proposal at least six weeks before your project is to begin. Also, be sure to discuss your project with us before you start to write. You can reach us by telephone (207) 773-5051, or by e-mail at mduncan@mainehumanities.org or ybonebak@mainehumanities.org. We ask that you apply at least six weeks before your project activities are scheduled to begin.

If you have any questions, please feel free to contact us – we're here to help!

Sincerely,

Victoria Bonebakker
Associate Director

Martina Duncan
Assistant Director

COVER SHEET: DISCRETIONARY AND PLANNING GRANTS

1. Project Title:

2. Sponsor

(name, address, phone, e-mail principal officer):

3. Co-Sponsor (If applicable)

(name, address, phone, e-mail, principal officer):

4. Project Director (name, address, phone, e-mail):

5. Submission Date:

6. Project Duration (from, to)

7. Dates, Times, Locations of public programs for which you are seeking funds:

8. Has your organization received MHC funding in the past 5 years? If so, please list the titles and grant award amounts of projects for which you have received funds within the past three years:

9. Narrative (on separate page, see instructions in letter)

10. Abstract Please provide a concise single- or two-sentence description of your project that we can use in our records, Newsletter and reporting.

10. Budget :

11. Fiscal Agent (If different from #2 Above)

(name, address, phone, e-mail, institution):

Requested from MHC: \$

Grantee Cost-share

Cash: \$

In-kind: \$

Total Project Cost: \$

(MHC + Grantee)

Mail To: Maine Humanities Council • 674 Brighton Avenue • Portland, ME 04102-1012

Maine Humanities Council

BUDGET FORM: DISCRETIONARY & PLANNING GRANTS

Please outline the costs of your project. Use an extra sheet if you have unusual expenses you wish to explain, or if you want to provide us with any additional details. In column A, show the funds you are requesting from us; in columns B&C, show us how you will match the grant using cash and/or in-kind contributions; and in Column D, add A through C for a total project cost. In addition, please provide specific details on any salaries and fees that you want this grant to pay for. Who will be paid, and what will they be doing for the project? Finally, please detail any other income you anticipate generating for the project, either from other funders or through earned sources.

A. MHC Funds	B. Your Cash Match	C. In-Kind Match	D. Total (A&B&C)
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A. Salaries & Fees

1. Administrative				
2. Consultant Fees *				

B. Office/Meeting Space

1. Rental / In-Kind				
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C. Supplies

1. Books				
2. Other materials				

D. Publicity / Communications

1. Postage				
2. Telephone				
3. Duplication				
4. Printing				

E. Travel

1. Mileage				
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F. Other (List below and explain on another sheet)

TOTAL				
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(Must not Exceed \$500)

* please provide a description of the roles, qualifications and costs of any consultants used in your project.

CERTIFICATIONS: TO BE SIGNED BY THE APPLICANT AND SUBMITTED WITH YOUR PROPOSAL

Because a portion of Maine Humanities Council 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 provisions:

1. Certification Regarding Nondiscrimination

(a). Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

(b). Section 504 of the Rehabilitation Act of 1973. As amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

(c). Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and

(d). the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

(a). The applicant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b). Where the applicant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Representative: _____

Name (print) _____

Title _____

Date _____