

# Maine Humanities Council

## Major Grant Application



Dear Applicant:

Thank you for your interest in a Maine Humanities Council Major Grant. The council offers three types of major grants: for public programs (the maximum amount varies according to available funding; currently up to \$7,500); for planning of public programs (up to \$3,000) and for media scripting or post-production (up to \$3,000). Major grant projects generally expected to have well-developed thematic content, broad public outreach, and strong scholar participation. Applications are accepted and reviewed twice annually, and we ask that you submit a draft proposal approximately 6 weeks in advance of the final proposal deadline.

Major Grant Deadlines occur annually on these dates (or the first business day following them, if they fall on a weekend or a holiday):

- Draft: Postmarked October 10 (Please send us 4 copies of your draft **in as finished a state as possible and on appropriate grant application forms.**)
- Final: Postmarked November 15 (Please send us 8 copies of your proposal.)
  
- Draft: Postmarked April 10 (Please send us 4 copies of your draft.)
- Final: Postmarked May 15 (Please send us 8 copies of your proposal.)

The attached materials contain the forms and guidelines you'll need to complete your application. Before you apply, be sure to discuss your project with me. You can reach me by telephone (207) 773-5051, or by e-mail at [vbonebak@mainehumanities.org](mailto:vbonebak@mainehumanities.org)

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

Sincerely,

Victoria Bonebakker  
Associate Director / Program Officer

# MAINE HUMANITIES COUNCIL

## Major Grant Guidelines

Proposals should include information in the order indicated below. Applicants must submit 4 copies of drafts and 8 copies of final proposals to the Council offices by the deadlines specified. Cover sheets and all application materials are available online at [www.mainehumanities.org](http://www.mainehumanities.org) and may be downloaded as MS-Word documents.

### **I. APPLICATION COVER SHEET**

The Application Cover Sheet Form, located at the back of this packet, should be removed or photocopied, filled out completely and signed by the project director and an authorized representative of the sponsoring organization.

### **II. ASSURANCE**

Please read the Assurance Form carefully (located at the back of this packet), remove or photocopy, sign, and date it.

### **III. PROPOSAL NARRATIVE:**

The Council asks that the narrative be **no more than** 8 pages. In order for the committee to accurately compare your projects with others, it is important that you use the narrative format that follows:

#### **1: Introduction**

This should be a summary overview of your project. Describe the basic components of your project. Tell us what activities will take place. Include a list of sites, a schedule of events and programs and other pertinent information, indicating whether confirmed and/or projected. Describe what final products or other materials will result, as well as any other specific outcomes expected. (Approx. 1 page)

#### **2. Project background**

Briefly describe the project's history, including the planning process that led to the proposal, and identify those involved in planning. (Approx. ½ page.)

#### **3. Case Statement: Project Rationale and Humanities Content**

This is the heart of your proposal and your opportunity to show why your project should be funded by the Council. What is the vision that drives your project, what humanities disciplines are central to the project, and how so the contributions of participating scholars shape the project? (Approx. 2 pages.)

Questions that you might consider in developing your case statement:

- Why is this a humanities project? (See page one on "The Humanities.")
- What subject, ideas, and questions will your project explore, and why are they important, timely, and interesting?
- What will people learn, experience, or gain from the project?
- If this project can serve as a model, how can it be replicated?

- Will there be more activity beyond the grant period? If so, will Council financial support be necessary for this continued effort? Are there other kinds of support (non-financial) support that the Council might provide?

#### 4. Specific Project Types

This is applicable only if your project falls into one of the following categories: media, oral history, exhibits, photodocumentaries, web sites and family literacy projects. However, if your project contains one of these components, it's a helpful guide. See the next section, Guidelines for Specific Project Types, infra, for additional information requested.

#### 5. Audience

Having an audience is essential to the success of your project! In the best projects, program design is created with specific audiences in mind, and outreach and publicity plans are focused on them. (Approx. ½ - 1 page.)

Some questions you might consider:

- **Who** will benefit from this project? If your intended audience is both general and targeted, clearly identify the targeted audience(s).
- **Why** are the program activities appropriate for this audience?
- **How** do you plan to reach the broadest and most diverse audience possible for the project?
- **What** are your plans for promoting and publicizing the project?
- **How** much will your program cost participants?

#### 6. Evaluation & Outcomes

Major grants require an evaluator. An evaluation plan should articulate the goal(s) for the project and the expected outcomes. (E.g., a goal might be to build a more cohesive community in your area; outcomes might include bringing community members together to learn about the subject of your project, exchange views and get to know the subject matter and each other better.) What do you want and what do you expect to have happen? The Council will supply evaluation and final report guidelines for the project director and evaluator. Evaluator expenses and honoraria should be included in the project budget and may be paid from grant funds. (Approx. ½ - 1 page.)

##### Evaluation:

- What is your goal for the project? What are the anticipated outcomes?
- What evaluation activities will you undertake and what criteria will you use to measure the outcomes?

##### Evaluator:

If possible, name the evaluator for your project and describe why this person is appropriate. The Council requires an impartial evaluator with an appropriate background. The evaluator attends a sampling of project activities, reviews program components, and submits a written report at the end of the project. The Council must approve your evaluator and will assist you in finding one if necessary.

## 7. Project Support Information

Staff: List key project staff by their titles, project responsibilities, and any qualifications or experience that make them especially suited to their roles.

Project scholar(s): List key participating scholars by their titles with a one-line description. The Project Scholar must be centrally involved in all phases of the project, from planning and conceptualization (including the writing of this proposal) to implementation and evaluation. The project scholar(s) should attach a brief resume or vita, no more than 2 pages in length as an appendix as well as a letter of commitment and support.

Consultants and other technical support people, such as an exhibit designer, videographer, etc., should be identified by name, title, and brief (one-line) description. Attach brief resumes if appropriate as an appendix as well as a letter of commitment and support..

Sponsoring organization should be described, including its capability to conduct the proposed program. Describe co-sponsors and the nature of any partnerships or collaborations related to the project.

## 8. Appendices

Bibliography should include any major sources (written texts or other media) that shaped the content of this project. (Consult your project scholar for assistance.)

Other appendices such as letters of support as indicated above. Sample materials, etc., should be included only if they significantly add to an understanding of the project. Check with Council staff if you are uncertain.

## III. BUDGET INFORMATION

There is a budget form with completion instructions included in this packet. Our experience has shown that about 90% of our questions to applicants who have submitted proposals relate to lack of clarity in budget forms.

**BUDGET NARRATIVE:** Please attach a narrative detailing your budget items. Also, be sure to explain how you plan to raise any additional funds you might need for your project. If, for example, you plan to charge an admission fee to your programs, how much do you expect to take in? (Approx. ½ page.)

### MAJOR GRANT APPLICATION CHECK LIST

- Cover sheet
- Proposal narrative
- Budget form and budget narrative
- Humanities scholar information
- Certification form
- Appendices

## **GUIDELINES FOR SPECIFIC PROJECT TYPES**

Because the following kinds of projects have unique components, the Council asks for particular kinds of program details, as indicated below. Please be as brief as possible.

### **Exhibitions**

Program details should include a description of the following:

- 1) *Design Plan*: Provide a general sketch of the exhibit layout.
- 2) *Object List*: By category with examples.
- 3) *Script*: Outline of exhibit script – ***Give us a general idea of how you'll tell the story and what the visitor's experience will be.***
- 4) *History*: Description of previous exhibits in Maine on same topic .
- 5) *Sites & schedule information*: Provide confirmed and projected list.
- 6) *Future plans for exhibit*: Expected long-term use of exhibition and related materials. For example, will a travelling version of the exhibit be made available to schools?

### **Photodocumentary Exhibitions**

In addition to the above, applicants should include a description of the following:

- 1) *Examples*: Samples of photographs as well as other works by photographer(s)
- 2) *Community Involvement*: Plan for involving the community being photographed .

### **Visual Media Projects**

Due to the substantial cost of film productions, the Council normally funds only pre-production (scripting / treatment) or post-production (finishing, distributing and programming related to) elements of film and media projects. These grants are normally limited to \$3,000, and use this form. In the narrative, applicants should include a description of the following:

- *Rationale*: Why film or video is an appropriate medium for the subject matter
- *Treatment*: Approach(es) to subject and themes, and length of film with specific details on script or, if no script is anticipated, on how the film will be conceptualized. Provide enough detail for the committee to assess the humanities content of the project. If you are applying for a scripting grant, this section may be somewhat skeletal (because the funds, if awarded, will support development of the concept), but you should clearly indicate which areas you plan to develop, and how you plan to develop them.
- *Qualifications*: Description of director's other films (If this is included in project director resume, simply state "see resume.")
- *Distribution*: Expected use and need for film, distribution outlets & promotion plan
- *Public Program*: Plans for attracting audience and engaging them in discussion
- *Business Plan*: Budget for all phases of film production, indicating projected sources of funding.

### **Web Sites**

- *Rationale* – How will it be used?
- *Audience*

- *Visitor experience* – how will it serve the visitor?
- *Qualifications* of those involved in design and creation of the site.

### **Oral History and other Audio projects**

Oral Histories are a popular form of history project. The most successful are developed carefully around a theme, and represent far more than simple conversations with an informant. When evaluating oral history proposals, our committee looks for the following:

- 1) *Interviewers*: Who will be conducting oral history interviews and what training they have, or will be given, in recording technologies as well as in taking oral histories
- 2) *Interviewees*: Who will be interviewed and on what basis they will be selected/recruited
- 3) *Content*: Sample questions and themes to be explored
- 4) *Results*: Public programs and/or products that will result from oral history research
- 5) *Recording instruments*: Indicate whether video or audio recorders will be used and describe
- 6) *Additional documentation*: Indicate any activities that will be undertaken to additionally document the oral histories (such as photographs)
- 7) *Long-term Plans*: Show how you will develop transcripts and make provisions for archival storage to assure continued public access to the project

If you have an oral history project in conjunction with an exhibit, please provide information requested for both categories.

### **Family Literacy**

Applicants should include a description of:

- 1) *Age Group*: Programming and outreach for children ages 0-5 and their families/caregivers
- 2) *Training*: Topics to be covered
- 3) *Book Component*: Method for book distribution and associated costs. List sample titles.
- 4) *Collaboration*: Partnership efforts with local library and literacy service providers
- 5) *Sustainability*: Plans to ensure program's sustainability

### **Publications**

The Council does not often fund major publication projects, unless they are the result of a special collaborative effort and/or tied to a specifically identified audience need. Please consider whether a public program and/or exhibit could provide an equally effective vehicle for introducing your subject matter to the public.

**MAINE HUMANITIES COUNCIL APPLICATION COVER SHEET – MAJOR GRANTS****1. Project Title:****2. Project Director** (name, address, **PHONE**, e-mail):**3. Project Scholar** (name, address, **phone**, e-mail):**4. Sponsoring Organization**(name, address, **phone**, e-mail, principal officer):**5. Co-Sponsor (If applicable)**(name, address, **phone**, e-mail, principal officer):**6. Project Duration** (from, to)**7. Dates, Times, Locations of public programs for which you are seeking funds:****8. Size of Anticipated Audience:****9. Your Maine State Representative:****Your Maine State Senator:****10. Has your organization received MHC funding in the past 5 years? If so, please list the titles, dates and grant amounts of any projects for which you have received funds:****11. Summary:** Please provide a concise description of your project that we can use in our records, newsletter and reporting.**12. Budget :****a. Requested from MHC:** \$**b. Applicant's Match****Cash:** \$**In-Kind:** \$**c. Total Project Cost:** \$  
(MHC + Applicant)**13. Fiscal Agent (If different from #2 Above)**

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

## Maine Humanities Council: Major Grant BUDGET

**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? Also, if applicable, please provide us with information on anticipated income for your project, such as ticket sales, contributions and other grants.

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

1. Administrative				
2. Consultant Fees *				

### B. Office/MeetingSpace

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)


<b>TOTAL</b>				
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Must not exceed \$7500

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

**CERTIFICATIONS – TO BE SIGNED BY APPLICANT AND INCLUDED  
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 \_\_\_\_\_