

# Maine Humanities Council

## Community Outreach Grants

Form Revised 5/08

**Welcome to the Maine Humanities Council's New Century Community Outreach Grant program. Funded by the Maine Legislature through the New Century Community Program, these grants have been designed to assist organizations in Maine in developing public projects in community history and other humanities disciplines.**

**Never written a grant before? Don't worry! We have tried to make this an easy application, with straightforward guidelines, rolling (i.e. no) deadlines, and funding possibilities for a broad range of projects. We look forward to your participation! *Please do note that applications must be submitted 8 weeks before the start of project activities***

### **WHO MAY APPLY?**

Any non-profit organization in Maine may apply, including schools, churches, community service groups, educational programming organizations, museums, historical societies, libraries, colleges, town governments, television stations, and even ad hoc organizations formed to carry out specific projects. While we welcome proposals from individual organizations, collaborations between groups often result in more exciting projects, so we are especially interested in proposals that draw in two or more community organizations.

### **WHAT TYPES OF PROJECTS MIGHT RECEIVE GRANTS?**

We expect and encourage a very wide range of public projects, from the simple to the sophisticated. Possibilities include lectures, exhibitions, oral histories, community scrapbooks, photographic projects, reading and discussion groups, photo and diary days, historical inventories, newspaper projects, web sites, mini-courses, and community celebrations. **We do ask that all projects include a public element to assure that you share your work with the broadest possible audience.**

Our experience has shown that the best projects are those that make connections. These might include connections between organizations; connections between generations; connections between past and present; or connections between local stories and regional, national or international ones.

Good projects do not happen by chance; they are the result of careful planning. To assist you in developing your project, we ask that all projects include a scholar or other person with relevant expertise who can work with project personnel to help frame and conceptualize the project. If you are not sure whom to consult, MHC staff can assist you in finding an appropriate expert.

Grant funds can also be applied to technical areas of your project. These might include training in transcription and indexing of oral history, training in the use of video, or bringing in a professional photographer to document your project.

### **WHAT CAN'T WE FUND?**

- Arts performances or projects, unless their primary role is to foster analysis or interpretation using humanities disciplines (The Council does offer a separate Arts and Humanities Grant Program in conjunction with the Maine Arts Commission for projects that combine both areas).
- Projects that are intended as fund-raising events.
- Publications, unless integral to public programs.
- Projects that engage in advocacy or discriminate against persons or groups.
- Capital expenditures, construction, or restoration costs. (Do review the guidelines for our Humanities Infrastructure Grants if you have these kinds of needs.)
- Equipment valued in excess of \$100 (except in extraordinary circumstances). (Again, see our Humanities Infrastructure Grants.)
- Normal organizational operating costs not related to the project.
- **Grants to individuals.**

### **HOW LARGE ARE THE GRANTS AND WHAT ARE THE APPLICATION DEADLINES?**

Community Outreach grants range up to \$1,000 and are adjudicated and awarded on a rolling deadline. **However, applications must be submitted 8 weeks before the start of project activities.** Smaller grants, with faster turnaround times are also available, as are larger, more competitive grants. These larger awards require a more involved application, and there are only two deadlines annually. All Council grants must be matched on a 1:1 basis. All or a portion of this match may be in the form of in-kind (non-cash) contributions of services or materials.

### **HOW ARE APPLICATIONS EVALUATED?**

All Community Outreach grants submitted to the Council are reviewed by the Council chair or his designee. Projects will be judged on a number of criteria, including clarity of the proposal, humanities content, and project design; historical interest; ability to reach a broad public audience; realistic funding and implementation plans. Projects should also, wherever possible, present a range of viewpoints on an issue.

As you develop your project, please review the attached section on tips for a strong application. We want to help you develop the best proposal possible, **and** we want your project to be a smashing success.

## **TIPS FOR DESIGNING A STRONG PROJECT**



### **The Strongest 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 to accomplish the goal.
- Provide a general script or an outline for any oral history questions being asked.
- Describe any displays or exhibits, and how they will be created.
- Provide a reasonable amount of time for planning, publicity and program activities.
- Indicate that you have made provision for the materials or findings generated by your project to be preserved for use after the project ends through your library, historical society or other resource.



### **You Plan to Use Oral History...**

Many Community Outreach projects include gathering oral interviews or other information. One essential part of any history project is thinking of ways in which a larger audience can see your stories. Use your imagination! Past projects by community organizations in Maine have included:

- Writing a series of local history articles for a local newspaper.
- Transforming oral histories into an exhibit in a local museum.
- Printing oral history stories on place mats in local restaurants.
- Using edited oral history tapes for walking or automobile tours of a community
- Painting historical murals in schools or on downtown buildings.
- Showing edited oral histories on local TV.



### **Publicity: Bringing People In**

Whatever the nature of your project, careful planning for publicity is essential. From press releases to community television and radio public service announcements, there are a number of inexpensive ways to help spread the word. In addition to other publicity, we encourage you to share your project with your elected representatives, who made this program possible.

MHC staff members are happy to assist you in identifying publicity opportunities.

## **Maine Humanities Council COMMUNITY OUTREACH GRANT APPLICATION**

A complete application consists of three parts:

**1. Cover Sheet**

(Please complete the form provided and attach to the top of your completed application.)

**2. Your Project Description**

(Please answer the application questions on your own paper.)

**3. Your Project Budget and Certifications Form**

(Please complete the form provided; instructions attached.)

When you have completed your proposal, send FOUR copies of the items listed above to:

**Maine Humanities Council**

674 Brighton Avenue  
Portland, Maine 04102 – 1012

*We're here to help! Before you begin to write your proposal, be sure that you've contacted us to discuss your project. We are happy to provide assistance in person at our office (call for an appointment), by telephone (we can call you if cost is an issue), or by e-mail. Please contact our office at 207-773-5051 and ask to speak with our program officer; Victoria Bonebakker ([vbonebak@mainehumanities.org](mailto:vbonebak@mainehumanities.org))*



## **1. PROJECT DESCRIPTION / APPLICATION QUESTIONS**

These questions form the heart of your grant request. **While your answers need not be lengthy, they should be as comprehensive as possible.** The more we know about your project, the better we can judge its merits. If an important aspect of your project does not seem to fit any of the questions, please feel free to add any necessary information

### **1. Describe the idea of the project**

Consider the central stories or ideas of the project and why they are important. If appropriate, describe how your project will approach your topic from a variety of viewpoints (if applicable), and ways in which the idea you are exploring relates to other local, regional, national, or international issues / history / events. If applicable, please describe any historical evidence you'll be gathering and where you plan to find it. Sources might include documents, artifacts, oral histories, photographs, or written historical accounts. Consider whether you will be using any special community resources.

### **2. What will happen or be produced in this project, and when?**

Think about each step in this project, from planning to completion, and consider creating a time line showing approximately when you plan to complete each item, giving specific dates and locations wherever possible. Describe your public program(s), and describe any final product(s) (publications, videotapes, web sites, etc.) and whom they will reach. **If your project includes oral history components**, please provide an outline of the questions to be asked and a description of the technical equipment you plan to use (tape recorders, video cameras, etc).

Finally, if appropriate, please describe what will happen to the products to ensure that your work is available to future researchers.

### **3. How will you publicize your project for 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 your community and other interested people will learn about your project.

### **4. Who will carry out the project?**

Please name the key personnel and organizations involved with the project. Describe their function and qualifications. Indicate the scholars or local experts who will serve as advisers.

### **5. How will you evaluate the project?**

Please describe your plans for determining whether or not your project is successful. Will you survey participants? The Council staff can assist you in developing an appropriate and inexpensive evaluation strategy.

### **6. Why is this project important to your organization, the co-sponsors (if any), and your community?**

## **2. COMPLETING THE BUDGET FORM...**

### **Matching**

Total costs for any project must be shared between MHC and the sponsoring organization. Sponsors can meet this requirement in one of three ways: 1) by applying CASH to the project, including gifts, grants, 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 should at least equal the amount of the grant being applied for.

### **Salaries & Fees**

*Administration* can include the leader, coordinator, or other people overseeing the project. Please figure percentage of time devoted to project and reasonable hourly, daily, or flat rate. In many small projects, these services are donated as an in-kind cost share. *Consultants* can include scholars, writers, researchers or any other specialists needed to pursue the project. Compensation can be figured on an hourly basis or a flat fee. Please give names and details on consultants as requested on the form.

### **Space**

Sponsors 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 disks, paper, paper clips, tapes, etc. Equipment use is the cost of using equipment that may need to be rented for the project. We do not normally allow equipment purchases above \$100.00.

### **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 \$0.27 / mile). You may also include a portion of the cost of lodging for key project personnel who must travel as part of the project. Sorry: we cannot pay for the cost of liquor or entertainment.

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## COVER SHEET: COMMUNITY OUTREACH GRANTS

**1. Project Title:**

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**Sponsor**

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

**3. Co-Sponsor (If applicable)**

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

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**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? If so, please list the titles and grant award amounts of projects for which you have received funds within the past three years:**

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

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**10. Budget :**

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

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

**Requested from MHC: \$**

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Grantee Cost-share

Cash: \$

In-kind: \$

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Total Project Cost: \$

(MHC + Grantee)

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## BUDGET FORM: COMMUNITY OUTREACH 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)


<b>TOTAL</b>				
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(Must not Exceed \$1,000)

\* 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 \_\_\_\_\_