



Mini Grant Application **PREVIEW**

This document is to preview questions before moving on to the final application. **Do not attempt to submit your application using this document.** You may complete your application via the link on our website.

General Information

- **Project Title**
- **Brief Project Abstract**
(Please explain your project in a few short sentences)
- **Amount Requested**
(Up to \$2000)
- **Project Start Date**
(Please note: project activity must not begin until 8 weeks after the application close date)
- **Project End Date**

Please note: **organizations with 501c3 status, government organizations** (such as a federally recognized Indian tribal governments or organizations or state/local/city governments), **churches**, or **education organizations** (such as schools or school districts, or public or private institutions of higher education) are eligible to apply without fiscal sponsorship.

If your organization is **NOT** a 501c3, or equivalent (listed above) you will need a **FISCAL SPONSOR** for your project. For more information, please visit the [Maine Community Foundation's page on fiscal sponsorship](#).

Applicant Information

- **What is your organization's annual operating budget?**
- **What is your organization's mission?**

Both MHC and the NEH are interested in reaching audiences that are traditionally underrepresented in the humanities. Please indicate all types of involvement that apply to your organization (or to your project if you are applying as an individual) for each community listed below.

- **We would like to know in which capacities each community is represented in regards to your work:** Among **Board Members, On Staff** for your organization (or project), **Among Volunteers, In Decision-Making Roles, In Leadership, Served by** your organization (or project), or if you are **Unsure** of the involvement of the specific community. Check the box for each type of involvement that applies. Leave blank if there is no involvement from that community.

Black, Indigenous, People of Color
LBGTQ+
People with Disabilities
Recent Immigrants
Incarcerated Individuals (current or recent)
Poor People
People Who Live in Rural Areas
Veterans or Active Duty Military

- **Which traditionally underrepresented groups in your community are you engaging and how are you engaging them?**

About your project

- Describe your project and its goals.
- Describe the role of the humanities in your project.
- What content experts will be involved with this project and how will they be contributing?
- Will a fee be charged for any public activities associated with your event?
(Yes/No)
 - If yes, please explain the fees
- Who is your intended audience for this project and why?

Project Budget

- The grant request must be matched 1:1 by either cash or in-kind support, or a combination of both. In-kind contributions may include time and materials, office space and equipment, travel, donated services, and other non-cash donations. Please include ALL match, even when it is more than 50%. **Break down project costs and contributions in the following categories:**

Budget Category	MHC Funds	Cash Match	In-kind Match
Admin costs			
Consultants			
Facilities			
Books/Texts			
Other Supplies			
PR/Communications			
Travel			
Other			
Total			

Description of Budget Categories:

Administrative Costs: Time spent by people overseeing this project. We prefer to see an organization's administrative costs as cash or in-kind.

Consultants: Scholars, content experts, speakers, etc.

Facilities: Office/meeting/event space

Books and Other Texts

Other Supplies: this might include materials such as DVDs, folders, exhibit materials, audio recorders, etc.

PR/Communications: This might include printing/design costs, web, postage, telephone, and duplication.

Travel: Mileage, tolls, or other forms of travel, and accommodation/meals. MHC cannot pay for liquor or entertainment.

Other: Please describe in your budget narrative

- **Please include a brief narrative supplement to the budget, explaining the items in the project's budget for which you will be requesting funding.**
- **Do any of the cash funds come from federal sources? (Yes/No)**
- **Do any of the in-kind funds come from federal sources? (Yes/No)**

Additional Information (OPTIONAL)

- **We are interested in amplifying the projects our grantees are working on. Is there a publicity plan for your proposed project? If so, how might MHC help extend the publicity reach?**
- **Is there anything else we should know?**