



Arts and Humanities 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. Maximum 300 characters.)
- **Amount Requested**
(Up to \$1000)
- **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?**

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.

	Board	Staff	Volunteers	Decision Making	Leadership	Served	Unsure
Black, Indigenous, People of Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LGBTQ+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recent Immigrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incarcerated Individuals (current or recent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People Who Live in Rural Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterans or Active-Duty Military	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

About your project

- **Tell us about your organization. Please provide your mission and a brief history.**
- **Tell us about your project. Please provide a description of the project and a project timeline. Let us know how/if the intended audience has been involved in the development of the project. Describe both the Arts and Humanities elements of the project.**
- **Please provide a brief bio for all personnel involved with this project.**

Supplemental Materials

You may add any supplemental materials you wish to be included with your application. We are especially interested in artistic samples, but you may also include letters of support, video or audio links, or other materials that would help to clarify your proposal request.

There is space to attach up to 5 separate files in the upload section in addition to an area to paste any links to online materials (we recommend this for large files). The following file types are accepted for upload: jpg, jpeg, gif, png, pdf, doc, docx, csv, xls, xlsx, mp3, wav, avi, mpg, mpeg, zip. For video and audio samples, please observe a 5-minute maximum. If the recording is longer than 5 minutes, include time stamps in the description. **Please note that the TOTAL file size upload for this application is 25MB.**

- **Is there anything else we should know about these materials?**

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?**