

Maine Humanities Council

Humanities Infrastructure Grants



Form Revised 4/12

Dear Applicant:

Thank you for your interest in a Maine Humanities Council Humanities Infrastructure Grant. These grants, funded through the New Century Community Program's bond funds, are designed to support **permanent or long-term (10 year minimum) infrastructure projects that support public humanities programming**, *but they do not support general building construction, maintenance, or renovation.* These grants range up to \$10,000, and **must be matched by cash.**

Before you start to work on an Infrastructure Grant application you should have

- reviewed all the MHC Grants program material on the MHC web site <http://mainehumanities.org/grants/index.html> This will include information about eligibility for an Infrastructure Grant and the two annual draft and final proposal deadlines.
- spoken to a MHC staff member about your project. (Anne Schlitt or Lizz Sinclair at 207- 773-5051)

Infrastructure Grant applications consist of five parts:

- The **Cover Sheet** (attached). **Please include your telephone number.**
- The **Budget Form** (attached). Please also attach a budget narrative if there are any items that are not self-explanatory. Most MHC questions are about budget items that are unclear.
- The **Certification 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. Infrastructure Grant applicants must respond to specific topic areas, as detailed on the next page. (6 pages max., 12 pt. type, 1” margins)
- **Appendices** – Scholar and project director bios, bibliography, and/or other relevant material. *If you are purchasing equipment or having it made, please include a specifications form, invoice, or other appropriate documentation.*

**Please submit your completed application (both draft and final) by mail to
Maine Humanities Council, 674 Brighton Avenue, Portland, ME 04102
10 copies are required (5 copies of draft proposal).**

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

Sincerely,

Anne Schlitt
Assistant Director

Lizz Sinclair
Program Director

MAINE HUMANITIES COUNCIL

Humanities Infrastructure Grant Application

Proposal Narrative

The narrative should be **no more than 6 pages**. For the committee to accurately compare your project with others, it is important that your proposal responds to the topics below in the order they are listed. Please use the following headings as your proposal headings in the order indicated below. Applicants must submit 5 copies of the draft and 10 complete copies of the final application. Applications may be delivered to the Council Offices or postmarked by the deadline date specified, but they **may not** be submitted via email.

1. Overview: About the Organization and the Project

Describe the mission of your organization and the basic components of the project for which you are seeking funding.

2. Case Statement: Humanities Content or Humanities Services

In this section, please describe why this project deserves to be supported by a humanities award. What impact will it have on your organization? If the project is for infrastructure in a facility, please describe the nature of the humanities programming it will support, and how frequently it will be used. Examples are helpful.

3. 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. See www.mainehumanities.org/grants/index.html for guidance.

4. Audience

In the best projects, program design is created with specific audiences in mind, so that outreach and publicity plans are focused on them. 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).
- How** will this project serve 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 or services cost participants?

5. Maine Jobs

These grants originate from a bond fund intended to stimulate Maine jobs. Please describe whether your project will contribute to Maine jobs through the use of Maine consultants, suppliers, and contractors.

6. 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.

Consultants, Scholars and other technical support people: This might include an exhibit designer, humanities scholar, videographer, etc., as appropriate, who should be identified by name, title, and brief description of how he or she will be used in the project. Attach brief biographies, resumes, or letters of commitment if appropriate as an appendix.

7. Appendices

All intended purchases and/or contracted work must be documented. For example, for equipment, indicate exact specifications and price with invoice, and/or for carpentry work, include proposal from carpenter.

INFRASTRUCTURE GRANT APPLICATION CHECK LIST

- Cover sheet
- Proposal narrative (6 pgs.)
- Budget form and budget narrative (2 pgs.)
- Certification form
- Appendices (specifications, e.g.)

Maine Humanities Council

COVER SHEET: INFRASTRUCTURE 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. **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:**

8. **State (not Federal) Representative:**

State (not Federal) Senator:

9. **Your project incorporates: (check all that apply)**

History

Religion

Cultural Studies

Literature

Languages

Classics

Philosophy

Art History

Other (Please specify): _____

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

11. **BUDGET**

Requested from MHC: \$

Grantee Cost-share

Cash: \$

In-kind: \$

Total Project Cost: \$
(MHC + Grantee)

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

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

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

Maine Humanities Council

BUDGET FORM: INFRASTRUCTURE GRANTS

Please outline the costs of your project. By double-clicking on this chart, you can open it in Excel and fill it out digitally. Use an extra sheet if you have unusual expenses you wish to explain, *and for your budget narrative*. 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 (you **must** have at least a 1:1 cash match) and/or in-kind contributions; and in Column D, add A through C for a total project cost. In addition, in your budget narrative, 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? Please also detail any other income you anticipate generating for the project, either from other funders or through earned sources, and what you will do if those funds don't materialize. **If you are requesting funding for equipment, you must include detailed specifications and costs.**

A. Your Request	B. Your Cash Match	C. In-Kind Match	D. Total Cost
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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. Equipment			
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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(Maximum of \$10,000) (Must be equal to or greater than grant request)

* 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

While funds for this program originate from the state of Maine as opposed to the Federal government, all MHC grantees are required to certify that they will make all reasonable efforts to comply with the following nondiscrimination and ineligibility provisions, as well as the Bond Fund certification #3 below:

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.

3. Certification Regarding use of Bond Funds

The applicant certifies, by submission of this proposal, that no grant funds will be used to pay for organizational operating expenses, and that the anticipated lifespan for projects funded with these grants is at least 10 years.

Signature of Authorized Representative: _____
Name (print) _____
TITLE _____ DATE _____