

# Maine Humanities Council

## Humanities Infrastructure Grants



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 **long-term or permanent infrastructure projects**. They are not intended to support general building construction, maintenance or renovation.

All projects funded by these grants must be from non-profit entities in Maine and long-term in nature. These grants, which currently range up to \$10,000, can be used for infrastructure that supports public humanities programming. Such infrastructure might include:

- (1) **Interpretive Signage** – for permanent interpretive signs to assist communities in sharing their history and culture for a specific site or trail, for tourists, local residents and the general public.
- (2) **Long-Term Museum Exhibitions / Infrastructure** – for the design and construction of museum projects with a planned lifespan of ten years or more – Examples include the development of an orientation film and related projection equipment at a historic site, or creation of a permanent or semi-permanent exhibit at a museum or historic house, or the purchase of collections management tools and exhibit furniture, such as display cases.
- (3) **Museum Interpretive Equipment** – for the purchase and development of visitor-service equipment – Examples include audio systems, data projection systems, public address systems, or touch screen computers for use in museum exhibits.
- (4) **Websites** – these must be content focused and permanent. Applicants should show why the proposed site is needed and how it differs from (or complements) the Maine Memory Network.

### THESE GRANTS CANNOT FUND:

- Short term or “operational” projects
- A total equipment purchase valued at under \$500
- General building construction, restoration or renovation projects
- Salaries of your organization's staff, administrative expenses, or overhead
- Projects that are primarily related to arts, arts exhibits, or arts performance.

**MATCHING REQUIREMENT:** All grants must be matched with at least a 1:1 **cash** match.

**TEST CRITERIA:** Because these grants originate with bonded funds from the state of Maine, applicants will be required to certify 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 ten years.

**DEADLINES:** Currently there are two periods for grant applications per year. **In the spring, 4 paper copies of *required* drafts must be postmarked by April 1st; 8 paper copies of the final application must be postmarked by May 15th. In the fall, 4 paper copies of *required* drafts must be postmarked by October 1st; 8 paper copies of the final applications must be postmarked by**

**November 15th.** No applications will be accepted by email. Organizations that receive an Infrastructure Grant must wait two full years before submitting another application.

CONTACT INFORMATION: If you have any questions, please feel free to contact Victoria Bonebakker ([vbonebak@mainehumanities.org](mailto:vbonebak@mainehumanities.org)) or Martina Duncan ([mduncan@mainehumanities.org](mailto:mduncan@mainehumanities.org)) at the Maine Humanities Council, 207-773-5051.

Rev. 10/09

# MAINE HUMANITIES COUNCIL

## Humanities Infrastructure Grant Application

Proposals should include information in the order indicated below. Applicants must submit 4 copies of the draft and 8 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. 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 an authorized representative of the sponsoring organization.

### **II. CERTIFICATION**

Please read the Certification Form carefully (located at the back of this packet), remove or photocopy it. The person with authority for overseeing the project (such as a director, board president, etc) should sign and date it.

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

The Council asks that the narrative be no more than 5 pages (plus attachments) and urges you to be brief in your discussion of project components. In order for the committee to accurately compare your projects with others, it is important that you use the narrative format that follows:

#### **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 a specific interpretive project, such as an exhibit, please describe that exhibit in detail. If it is for a infrastructure in a facility where humanities will be presented, please describe the nature of the programming, and how frequently you expect it to take place, and examples of the types of programs you expect to present.

#### **3. Audience**

In the best projects, program design is created with specific audiences in mind, and 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?

#### 4. 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.

#### 5. 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, such as an exhibit designer, humanities scholar (if appropriate for project), videographer, etc., should be identified by name, title, and brief description of how they will be used in the project. Attach brief resumes or letters of commitment if appropriate as an appendix.

**6. Project-Specific Questions** - If your project is interpretive (such as an exhibit or signage) or if it is a media project, please answer the relevant questions below.

##### 6A. Exhibitions & Signage Projects

1. Program details should include a description of the following: *Design Plan:* Provide a general sketch of the exhibit or signage program.
2. *Object List (if appropriate).*
3. *Script:* Outline of exhibit or signage script – Give us a general idea of how you'll tell the story. What will the visitor/viewer experience be like?
4. *Research:* What sources are you using to research your project? What scholars or experts are participating in the project, and what is their role?

##### 6B. Media Projects

If the project includes a media component, such as an orientation film, audio component, or web site development for your organization, please include a description of the following:

1. *Rationale:* Why film or video is an appropriate medium for the subject matter and how the project will enhance the long-term success of your organization
2. *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.
3. *Qualifications:* Description of director's other films (If this is included in project director resume, simply state "see resume.")
4. *Research:* What sources are you using to research your project? What scholars or experts are participating in the project, and what is their role?

#### **IV. 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 relate to lack of clarity in their budget. Please attach an extra page detailing your budget items, and if you have questions, please contact us. Also, be sure to explain how you plan to provide any additional funds needed for the match requirement for your project.

***Unlike our other grant programs, which can be matched in kind, the source of these funds requires a minimum of a 1 to 1 CASH match. In other words, if you request a grant of \$5,000, the total cash cost of your project must be at least \$10,000. In-kind match is welcome, too, but cannot be used in place of cash.***

**MAINE HUMANITIES COUNCIL APPLICATION COVER SHEET – INFRASTRUCTURE GRANTS**

**1. Project Title:**

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**2. Sponsoring Organization**

(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)**

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**5. Project Duration** (from, to; must be a minimum of 10 years)

**6. Size of Anticipated Audience:**

**7. Your State Representative:**

**Your State Senator:**

**8. Has your organization received MHC funding in the past? If so, please list the titles, dates and grant amounts of any projects for which you have received funds:**

**9. Project Summary:** Please provide a concise description of your project that we can use in our records, newsletter and reporting.

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**10. Budget :**

**a. Requested from MHC:** \$

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**b. Applicant's Match**

**Cash:** \$

**In-Kind:** \$

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**C. Total Project Cost:** \$  
(MHC + Applicant)

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

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

## Maine Humanities Council: Infrastructure 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. 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 Project 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)


<b>TOTAL</b>			
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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 APPLICANT AND INCLUDED 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 \_\_\_\_\_