

Maine Humanities Council

Major Grant Application



Form Revised 8/11

Dear Applicant:

Thank you for your interest in a Maine Humanities Council Major Grant. Before you start to work on a Major Grant application, you should have

- reviewed all the MHC Grants program material on the MHC web site <http://mainehumanities.org/grants/index.html> This includes information about the three types of Major Grants offered by MHC 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)

Remember, your FINAL application must be submitted at least 8 weeks before your project begins!

Major 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 to explain other sources of income, contingency plans and details of salaries etc. Most of our 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. Major 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.

**Please submit your completed application (both draft and final) by mail to
Maine Humanities Council, 674 Brighton Avenue, Portland, ME 04102**

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

Proposal Narrative

The narrative should be **no more than 6 pages**. In order 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 topic headings as your proposal headings.

1. Introduction

This should be a *summary* overview of your project. Describe the basic components of your project. Tell us what activities will take place, where and when, indicating whether confirmed and/or projected. Describe what final products or other materials will result, as well as any other specific outcomes expected. Please also briefly describe the project's history, including the planning process that led to the proposal, and identify those involved in planning.

2. Case Statement: Project Rationale and Humanities Content

This is the heart of your proposal and your opportunity to show why your project should be funded by the Council. *What is the idea or vision that drives your project, what humanities disciplines are central to the project, and how do the contributions of participating humanists shape the project?*

Questions that you might consider in developing your case statement:

- Why is this a humanities project?
- What subject, ideas, and questions will your project explore, and why are they important, timely, and interesting?
- What is the project goal and hoped-for outcome? E.g., what will people learn, experience, or gain from the project?
- If this project can serve as a model, how can it be replicated?
- Will there be more activity beyond the grant period? If so, will Council financial support be necessary for this continued effort? Are there other kinds of support (non-financial) that the Council might provide?

3. Specific Project Types

This is applicable only if your project falls into one of the following categories: media, oral history, exhibits, photo documentaries, web sites and family literacy projects. See www.mainehumanities.org/grants/index.html for guidance.

4. Audience & Publicity

Having an audience is essential to the success of your project! The best projects are designed 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).
- **Why** are the project activities appropriate for 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 you charge participants?

5. Evaluation & Outcomes

Major grants require an evaluator. An evaluation plan should articulate the goal(s) for the project and the expected outcomes. What do you want, and what do you expect to have happen? MHC will supply evaluation and final report guidelines for the project director and evaluator. Evaluator expenses and honoraria should be included in the project budget and may be paid from grant funds. This section should address:

- What is your goal for the project? What are the anticipated outcomes? (E.g., a goal might be to build a more cohesive community in your area; outcomes might include bringing community members together to learn about the subject of your project, exchange views and get to know the subject matter and each other better.)
- What evaluation activities will you undertake and what criteria will you use to measure the outcomes?

Outside Evaluator:

If possible, name the evaluator for your project and describe why this person is appropriate. MHC requires an impartial, outside evaluator with an appropriate background. The evaluator attends a sampling of project activities, reviews program components, and submits a written report at the end. MHC must approve your evaluator and can assist you in finding one.

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.

Project scholar(s): List key participating scholars by their titles with a one-line description. The Project Scholar must be centrally involved in all phases of the project, from planning and conceptualization (including the writing of the proposal) to implementation and evaluation. As an appendix, the project scholar(s) should attach a brief resume or vita, no more than 2 pages in length, as well as a letter of commitment and support.

Consultants and other technical support people: This might be an exhibit designer, videographer, etc., who should be identified by name, title, and brief (one-line) description. Attach brief resumes if appropriate as an appendix as well as a letter of commitment and support.

Sponsoring organization: It should be described, including its capability to conduct the proposed program. Describe co-sponsors and the nature of any partnerships or collaborations related to the project.

7. Appendices

Bibliography should include any major sources (written texts or other media) that shaped the content of this project. (Consult your project scholar for assistance.)

Other appendices such as letters of support as indicated above. Sample materials, etc., should be included only if they significantly add to an understanding of the project. Check with MHC staff if you are uncertain.

MAJOR GRANT APPLICATION CHECK LIST

- Cover sheet
- Proposal narrative (6 pgs. max.)
- Budget form and budget narrative (2 pgs.)
- Certification form
- Appendices

Maine Humanities Council

COVER SHEET: MAJOR 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. **Dates, Times, Locations of public programs for which you are seeking funds:**

8. **Size of Anticipated Audience:**

9. **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:**

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

State (not Federal) Senator:

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

History **Religion** **Cultural Studies**
 Literature **Languages** **Classics**
 Philosophy **Art History** **Other (Please specify):** _____

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

13. **BUDGET**

Requested from MHC: \$

Grantee Cost-share

Cash: \$

In-kind: \$

Total Project Cost: \$
(MHC + Grantee)

14. **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: MAJOR 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, 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, 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.

A. MHC Funds	B. Your Cash Match	C. Your In-Kind Match	Total Cost
--------------	--------------------	-----------------------	------------

A. Salaries & Fees

1. Administrative			
2. Consultant Fees *			

B. Office/MeetingSpace

1. Rental / In-Kind			
---------------------	--	--	--

C. Supplies

1. Books			
2. Other materials			

D. Publicity / Communications

1. Postage			
2. Telephone			
3. Duplication			
4. Printing			

E. Travel

1. Mileage			
------------	--	--	--

F. Other (List below and explain on another sheet)

TOTAL			
--------------	--	--	--

Must not exceed \$7500

* 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: _____