

# Maine Humanities Council Community Outreach Grants



Form Revised 2/12

Dear Applicant:

Thank you for your interest in a Maine Humanities Council Community Outreach Grant. The goal of this program is to provide matching grants, up to \$1000, for public programs in the humanities.

Before you complete this application – or submit it – you should have

- reviewed all the MHC Grants program material on the MHC web site  
<http://mainehumanities.org/grants/index.html>
- spoken to a MHC staff member about your project. (Anne Schlitt or Lizz Sinclair at 207- 773-5051)

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

Applications are accepted and reviewed on a rolling basis, and they consist of four parts:

- **Cover Sheet** (attached). **Please include your telephone number.**
- **Budget Form** (attached). Please attach a budget narrative to explain other sources of income, contingency plans, and details of salaries etc. Most of MHC questions are about budget items that are unclear or incomplete.
- **Certification Form** (attached). This must be signed by an authorized representative of your organization.
- **Narrative** (questions attached). This is where you tell us what you are planning to do. Please answer the questions in order and provide enough detail to explain the project and its components, including your plans for publicity. (3 pages max., 12 pt. type, 1” margins)

**Please submit 4 copies of your completed application 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

## 1. Narrative: Application Questions

Your responses to these questions form the heart of your grant request. The more we know about your project, the better we can judge its merits. If an important aspect of your project does not seem to fit any of the questions, please feel free to add any necessary information – and, of course, to contact MHC staff.

### **1. The idea behind the project**

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 scholars shape the project? How does it fit with your organization's mission? What subject, ideas, and questions will your project explore, and why are they important, timely, and interesting? What are the goals and desired outcomes of your project? What will people learn, experience, or gain?

### **2. What will happen or be produced in this project, and when?**

Think about each step in this project, from planning to completion, and describe when you plan to complete each, giving specific dates and locations wherever possible. Describe your public program(s), and describe any final product(s) and whom they will reach. If appropriate, describe what will happen to any project products to ensure that work is available in the future. See <http://mainehumanities.org/grants/index.html> for guidelines for Exhibitions, Photodocumentary Exhibitions, Visual Media Projects, Web Sites, Oral History and other Audio Projects, and Family Literacy Projects.

### **3. How will you publicize your project for the broadest community involvement and exposure?**

Is the project intended to reach a specific audience, or the general public? Please describe how the members of your community and other interested people will learn about your project.

### **4. Who will carry out the project?**

Please name the key personnel and organizations involved with the project. Describe their function and qualifications. Identify the scholars or local experts who will serve as advisers.

### **5. How will you evaluate the project?**

Please describe your plans for determining whether or not your project is successful. MHC staff may be able to assist you in developing an appropriate and inexpensive evaluation strategy.

# Maine Humanities Council

## COVER SHEET: COMMUNITY OUTREACH GRANTS

**1. Project Title:**

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**2. Sponsor:**  
(name, address, phone,  
e-mail, principal officer)

**3. Co-Sponsor (If applicable):**  
(name, address, phone, e-mail, principal officer)

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**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.

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**13. BUDGET**

**14. Fiscal Agent (If different from #2 above):**  
(name, institution, address, phone, e-mail)

**Requested from MHC: \$**

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Grantee Cost-share  
Cash: \$  
In-kind: \$

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**Total Project Cost: \$**  
(MHC + Grantee)

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

# Maine Humanities Council

## BUDGET FORM: COMMUNITY OUTREACH 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 grants or donors or through earned sources, and what you will do if those funds don't materialize.

A. MHC Funds	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/Meeting Space

1. Rental / In-Kind			
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### C. Supplies

1. Books			
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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(Must not Exceed \$1,000)

\* 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: \_\_\_\_\_