



MARYLAND
HUMANITIES
COUNCIL

Exploring the HUMAN Experience

**OPPORTUNITY GRANT PROGRAM
INFORMATION AND APPLICATION GUIDE**

Revised 11 July 2007

OPPORTUNITY GRANT PROGRAM DEADLINES

Opportunity grant proposals are accepted at any time. However, the package of grant proposals (one original and ten copies) must be received in the Council's offices by 5:00pm Eastern Time at least six weeks before project activities begin.

MARYLAND HUMANITIES COUNCIL

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MARYLAND HUMANITIES COUNCIL GRANT PROGRAM

The Maryland Humanities Council stimulates and promotes informed dialogue and civic engagement on issues critical to Marylanders. The Council's grant program supports this work by encouraging both large and grassroots organizations to develop programs that use the humanities to engage their communities in thoughtful conversations about important issues.

This new mission was the outcome of a year-long strategic planning process in 2005-2006 that examined the role of the Council and the impact that it has on the lives of Marylanders. In implementing this new mission, our programs will use the insights, knowledge, and wisdom of the humanities to inform discussions about issues that we face in our daily lives. Too often, conversations about complex issues are reduced to sound bites in the popular media or short opinion pieces in a newspaper. These simplistic dialogues do not explore the deeper history, thinking, and traditions that are often intertwined with the different sides of an issue. The Council is beginning to phase-in grant categories and criteria that encourage discussions, forums, and other interactive formats using the humanities as the central tools to explore and understand the complexity of an issue.

General Goals for the Maryland Humanities Council Grant Program

- Support public programs that use the humanities as the central resource to engage diverse audiences in discussions about the critical matters in their communities;
- Promote high quality public programs that effectively engage Maryland residents;
- Support programs throughout Maryland, including projects by institutions and organizations not previously involved with the Council;
- Reach the public of Maryland, including audiences and communities (socio-economic, ethnic, and geographic) that are not served by other Council programs; and
- Establish the Council's role as the leading organization that uses the humanities to stimulate and inform civic discourse.

WHAT ARE THE HUMANITIES?

The humanities comprise those disciplines that explore the human experience — our ideas, our history, our literature, and our values. These include: history; philosophy; languages; literature; ethics; linguistics; archaeology; comparative religion; jurisprudence; the history, theory, and criticism of the arts and architecture; and those aspects of the social sciences employing historical or philosophical approaches.

WHO IS ELIGIBLE FOR A GRANT?

Any nonprofit organization. Most organizations receiving Council grant funds have IRS tax-exempt status, but small nonprofit groups which have not received this status are also eligible for Council support. We do not fund individuals or for-profit organizations.

WHAT KIND OF PROJECTS ARE ELIGIBLE FOR FUNDING?

Grant projects should reach the general public of Maryland and engage them in discussions about a critical issue or an enriching humanities experience. Projects activities must be handicapped accessible and open to the public without regard to race, color, religion, handicap, national origin, sex, disability, or age.

The Council does not support scholarly symposia directed toward a limited or specialized audience; scholarships, fellowships, or regular course offerings; book publishing; research projects; activities in the creative or performing arts; general operating expenses; construction and/or renovation projects; museum or library acquisitions; direct social action or political advocacy; or fundraising or profit making activities.

LET US HELP YOU!

We want to help you develop the best project — and thus grant application — possible. Call us with your ideas, and we can work with you through the initial planning period and during the preparation of the proposal. We can provide assistance by identifying prospective scholars or facilitators, suggesting possible partners, or offering budget advice.

Conversations on controversial issues have the potential to become heated and degrade into argument. A facilitator — an independent person who can provide assistance and guidance to keep conversations on track and civil — is often useful in a discussion project. During the spring and summer of 2007, the Council will be training facilitators who have a background in the humanities, and we would be happy to recommend one to participate in your project.

The Council staff will gladly read and comment on draft proposals; for the most useful feedback, please allow six weeks before the final due date for Major Grants or two weeks before the due date for Opportunity Grants. While the Council staff can provide lots of helpful advice, they do not vote on proposals and their suggestions do not guarantee favorable action.

To further assist organizations in developing innovative and engaging projects, the Council also holds grant workshops around Maryland during the year. Please check our website or contact us for more information.

OPPORTUNITY GRANT PROGRAM

The Opportunity Grant program provides small grants (up to \$1,200) that give priority to the programming needs of small institutions and underserved audiences. The Opportunity Grant program also supports new and innovative programs in the humanities. This competitive program is flexible and responsive, assuring easy access to support for high-quality programs.

Goals for the Opportunity Grant Program

- Reach Maryland audiences and communities (socio-economic, ethnic, or geographic) that are not served by other Council programs;
- Support Maryland organizations not previously involved with the Council;
- Nurture innovative practices;
- Encourage the use of the humanities in new or innovative ways;
- Provide expertise or resources for high quality public programs.

Criteria for Opportunity Grants

1. **Opportunity Grant Goals:** Does the project support the goals of the Opportunity Grant program?
2. **Intellectual Content:** What are the project's goals? Is the proposed project well grounded in the humanities?
3. **Audience:** Will the project draw in and engage the targeted audience?
4. **Format:** Will the format(s) effectively convey the ideas and themes of the project to the intended audience?
5. **Project Team:** Do the project participants have the necessary skills and humanities expertise to complete the project?
6. **Budget:** Is the budget reasonable?
7. **Publicity:** Will the publicity plan effectively attract and engage the intended audiences? How does the plan acknowledge Council support?
8. **Evaluation:** Does the evaluation plan address the project goals?

Opportunity Grant Program Priorities

The Opportunity Grant program gives priority support to projects that:

1. Use the humanities to stimulate informed and thoughtful discussions and civic engagement on issues and matters critical to Marylanders;
2. Reach audiences and communities (socio-economic, ethnic, and geographic) not normally reached by Council programs and grant-funded programs;
3. Involve developing institutions or institutions that have not received Council grants in the past;
4. Involve an established institution or former Council grantee that is reaching a new or underserved audience;
5. Use the humanities in a new and unique way or incorporate innovative practices for engaging the public in the humanities; or
6. Provide expertise and resources not normally available to an organization.

Because of the demand for grant monies, projects that do not directly address one of the six priorities above have little chance of being funded.

APPLICATION

There is no application form. The Opportunity Grant application consists of four parts: **1. APPLICATION SUMMARY; 2. NARRATIVE; 3. BUDGET; and 4. APPENDIX.**

1. APPLICATION SUMMARY

The items needed in the Application Summary are given on the last three pages of this packet.

2. NARRATIVE

The most important part of the application, the narrative explains the details of the project and should have the following sections:

- a. **Organization Information:** Briefly describe the history and mission of your organization and explain how the proposed project relates to the mission.
- b. **Project Description:** Describe the goals of the project, and discuss its humanities themes. Describe the project format, how it was selected, and how it will convey the project's ideas and themes. Describe the project activities in detail. Explain how the project supports one or more goals of the Opportunity Grant program.

Identify and briefly describe the humanities scholars and resource people who are involved in the project and explain their role(s). Humanities scholars may be teachers, researchers, writers, editors, librarians, archivists, curators, independent consultants, or persons otherwise professionally engaged in the humanities. It is the role of the scholars to explain, analyze, or interpret ideas, beliefs, and cultural contexts implicit in the program.

Public humanities programs can take many forms. They might be lectures, seminars, symposia, interpretive exhibits, films, media projects, reading/ discussion programs, teacher institutes, local histories, living histories, public archaeology, distance learning, or any other format that effectively engages residents of Maryland in the humanities.

- c. Audience: Describe the nature and size of the anticipated audience.
- d. Publicity: Describe the specific publicity methods that will be used to attract the intended audience. Also describe how the Council's support of the project will be acknowledged.
- e. Evaluation: Clearly and specifically explain how you will evaluate the project. Explain how you will assess the project relative to its stated goals.

Special Requirements and Notes:

Repeat Funding. If a program or a program format has been previously supported by a Council grant to an organization, it generally will not be funded for a second time. However, if the program involves a new target audience, it will be considered for funding.

K-12 Education Projects. Projects relating to K-12 education must strongly justify the need for the project, demonstrate a partnership with the public schools by curriculum coordination and system support, and provide for dissemination of results and lessons learned.

Oral History Projects. The Council does not fund projects whose primary purpose is the collection and preservation of oral histories. The Council does encourage the interpretation and dissemination of oral history information to public audiences.

Media Projects. The Council will only fund media projects (video, radio, website, etc.) undertaken by organizations with demonstrated experience within the particular media area; applicants are encouraged to include with the proposal examples of completed work and evidence of collaborations and partnerships that ensure ultimate production. Proposals should contain the time-frame and budget for completing the entire media project, describe the plan for raising required funds, and indicate the source and amount of other funding that has been committed to the project.

Proposals must include a sample script, treatment, use and distribution plan for the completed product, and specific plan for reaching Maryland audiences. The final product must acknowledge the Council's support for the media project. All video and film projects that receive Council funding must be closed or open captioned, as required by Section 504 of the Rehabilitation Act of 1974.

3. BUDGET

The budget should reflect the cost of the activities associated with the project. A sample budget is included in this packet.

Council funds may be requested to cover many project-related expenses such as honoraria; per diem and travel costs; or costs for printing, publicity, and supplies. Each line of the budget should indicate how the figures were calculated.

The following costs cannot be supported by Council grant funds:

- Any costs incurred before the beginning of the grant period
- Activities in the creative or performing arts
- General operating expenses
- Construction and/or renovation projects
- Museum or library acquisitions
- Direct social action or political advocacy
- Food, refreshments, alcohol, or entertainment
- Fundraising or profit making activities

The Council strongly believes that funded projects should be free and open to the public. However, small admission or registration fees may be charged if necessary to offset project expenses not covered by grant funds. Such fees cannot result in a profit for the sponsoring organization.

Matching Funds

Sponsoring organizations are required to provide financial support for their projects. The matching funds must be at least equal to the grant amount requested from the Council. It can be made up of cash and contributions from the sponsoring organization, cash and contributions from third parties, in-kind contributions from third parties, or program income.

For each budget line item, indicate whether it will be using Council funds, sponsoring organization cash and contributions, third-party cash, and/or third-party in-kind, and give the total for that line.

The following items cannot be used as matching:

- Grants from the National Endowment for the Humanities, the National Endowment for the Arts, the Institute of Museum and Library Services, or other state humanities councils.
- Monies that are being used to meet the matching or cost-sharing requirements of another federal grant.
- Costs that cannot be supported by Council grant funds (listed above).

Budget Categories

The budget should list the categories, with the supporting detail, in the order below.

- a. Salaries and Wages: Include the costs for personnel such as project directors, grant administrators, researchers, and clerical support staff. Other project participants should be listed under “Project Participant Fees.” Provide name, title, and basis for calculation for each person.

The Council will not support heavy administrative costs. The Council will not fund a salaried person to perform his/her routine duties; the value of such services can be used as matching. This includes university and college faculty participating in programs at their home institution during the school year. However, Council funds can be used to pay for the services of a faculty member who does not have duties during the summer and is not paid during that time.

- b. Benefits: Council funds may not be used to pay fringe benefits (such as contributions for social security, employee insurance, pension plans, etc), but these costs can be used for matching. Please give the rate and base of compensation.
- c. Project Participant Fees: Scholars can receive from \$100 to \$250 in Council funds for a single presentation at a program. At the discretion of the Council, a nationally-known scholar may receive up to \$500. Panelists, respondents, discussion leaders, and moderators can receive stipends ranging from \$50 to \$150 in Council funds depending on the time involved in preparation and presentation.

The Council recognizes that many scholars deserve honoraria greater than its limited funding will permit. Should a sponsoring organization wish to pay a scholar/project participant more than the honorarium allowed by the Council, it may pay the additional expense and include it as a part of matching.

Staff and board members of the Maryland Humanities Council, and their immediate families, as well as many public officials and employees of federal and state agencies are prohibited from accepting honoraria paid from Council funds. The value of his/her services may be used as matching.

- d. Travel: The Council discourages heavy travel costs. The budget should list the name of each person traveling and indicate the number of days s/he will be in travel status, departure and destination points and the total transportation and per diem for the trip.

Mileage should be calculated at the rate of \$.36 per mile for privately-owned vehicles; include the estimated number of miles. Airfare must be calculated at economy rates; travel must be undertaken on U.S. flag carriers. A maximum of \$78 per night is allowed for lodging. The Council allows up to \$17 per diem for half-a-day’s meals, and \$34 per diem for a full day’s meals.

- e. Materials, Supplies, & Services: The budget should specifically enumerate the materials, supplies, and services to be used in the project. Accommodations for people with disabilities—for example, cassette recordings of printed materials, large

print labeling, or sign language interpreters—are eligible project costs and should be included here. The Council does not fund the purchase of permanent equipment.

- f. Indirect Costs/Overhead: The Council does not fund indirect costs/overhead. These costs may be included in the budget as a part of matching. Include the method of cost computation. Sponsoring organizations that do not have an established, federally approved rate may use ten percent of the total direct project costs as the rate of indirect costs.

4. APPENDIX

This section should contain a resume or biographical sketch for each project participant. Each resume should not exceed two pages. Also provide evidence of commitment from each of the key participants indicating that s/he has agreed to participate in the project. The appendix should also contain other attachments that are relevant to the project; including large amounts of extraneous material in the appendix will not help a proposal.

SUBMITTING THE APPLICATION

Assemble the proposal in the order described above. Provide a heading for each section and number all pages. There is no page limit. All sections should be submitted on 8 1/2” x 11” paper using 12 point standard font.

Proposals should be held together with binder clips. PLEASE DO NOT STAPLE THEM or use title pages, dividers, or elaborate bindings.

Submit the original and ten copies of the Opportunity Grant application to the Council. To be eligible for funding, the proposal must be received in the Council’s offices by 5:00 pm Eastern Time at least SIX WEEKS before the project activities are to begin. Material received after this deadline cannot be considered as part of the grant proposal.

SAMPLE OPPORTUNITY GRANT BUDGET

	MHC FUNDS	MATCHING			TOTAL
		Sponsoring Org. Cash	3 rd Party Cash	3 rd Party In-Kind	
SALARIES AND WAGES					
a. June Kim, Project Director (1 month x 50% @ \$3,000)		1,500			1,500
d. Don Jones, Grant Administrator (1 month x 10% @ \$30,000/yr)		250			250
FRINGE BENEFITS (matching only)					
15% of a & b		263			263
PROJECT PARTICIPANT FEES					
<i>NAME</i>	<i>ROLE</i>	<i>DAYS</i>	<i>RATE</i>		
John Jones	Historian/Speaker	2	\$100	200	200
Marvella Smith	Folklorist/Moderator	2	\$100	200	200
James River	Historian/Panelist	2	\$100	200	200
Jane Strong Eagle	Linguist/Panelist	2	\$100	200	200
TRAVEL					
Name	Type	From	# Days	Trans.	Food/Lo
Jones	Train	New York, NY	2	\$98	\$ 224
Smith	Air	Cleveland, OH	2	\$200	\$224
River	Car	Annapolis	2	\$24	\$224
Eagle	Car	Baltimore	2	\$16	\$224
				200	
				98	224
				24	224
				16	224
					224
					240
MATERIALS, SUPPLIES, & SERVICES					
Meeting Space	XYZ University 5 days @ \$150/day				750
Publicity Flyer	1,000 copies @ .25 ea			125	125
Mailing Costs	1,000 pieces @ \$.11/ea				110
TOTAL DIRECT COSTS:				1,125	2,386
INDIRECT COSTS/OVERHEAD (matching only)					
10% of total direct costs				239	90
TOTALS PROJECT COSTS				1,125	2,625
					986
					825
					5,561

**Items to be included in the
“APPLICATION SUMMARY”
of the Opportunity Grant Application**

**ALL ITEMS BELOW MUST APPEAR IN THE APPLICATION SUMMARY,
OR THE GRANT APPLICATION WILL BE RETURNED.**

1. Project Title
2. Name of Sponsoring Organization
3. Address of Sponsoring Organization
4. Telephone Number of Sponsoring Organization
5. Fax Number of Sponsoring Organization [if available]
6. Federal Employer Identification Number of Sponsoring Organization
7. County in which the Sponsoring Organization is located
8. Congressional District in which the Sponsoring Organization is located
9. State Senate and Delegate Districts in which the Sponsoring Organization is located

10. Name of Authorizing Official*, with preferred salutation
11. Title/Position of Authorizing Official
12. Address of Authorizing Official
13. Work Telephone Number of Authorizing Official
14. Home Telephone Number of Authorizing Official
15. Fax Number of Authorizing Official [if available]
16. E-mail Address of Authorizing Official [if available]

17. Name of Project Director**, with preferred salutation
18. Address of Project Director
19. Work Telephone of Project Director
20. Home Telephone of Project Director
21. Fax Number of Project Director [if available]
22. E-mail Address of Project Director [if available]

23. Name of Grant Administrator***, with preferred salutation
24. Address of Grant Administrator
25. Work Telephone of Grant Administrator
26. Home Telephone of Grant Administrator
27. Fax Number of Grant Administrator [if available]
28. E-mail Address of Grant Administrator [if available]

29. Total Project Budget
30. Maryland Humanities Council Funds Requested
31. Total Matching (Sponsoring Organization cash, third-party cash, third-party in-kind, and program income)

32. List the Source, Amount, and Date of other funds the project has received. [If none, list "None". May be multiple lines]
33. List the Source, Amount, and Date of other funds the project anticipates receiving. [If none, list "None". May be multiple lines]
34. Project Abstract (MUST NOT EXCEED 100 WORDS)
35. Overall Project Date(s)
36. For each part of the project, list Location, County, Congressional District, State Senate and Delegate Districts, Date(s), Projected Audience Size, and Entrance Fee, if any (if none, list "None"). [May be multiple lines.]
37. The following certification statement must be included:

I certify that the statements herein are true and correct to the best of my knowledge and belief. By signing and submitting this application, I am providing the applicable certifications regarding debarment and suspension and regarding compliance with non-discrimination and handicapped accessibility statutes as set forth by the Maryland Humanities Council in the "General Grant Information and Application Guide" packet.
38. Signature of Authorizing Official
39. Date signed

[The Federal Employer Identification Numbers is required solely for tracking purposes.]

*The Authorizing Official is the person who submits the grant application on behalf of the nonprofit organization. S/he accepts responsibility for the overall management of the grant.

For most nonprofits, the authorizing official is either the chair of the board of directors, the executive director, or the president. For a college or university, the authorizing official is the president or his/her designee.

By signing the grant application the authorizing official certifies that the statements contained in the grant application are true and correct to the best of his/her knowledge and belief. The signature also certifies that the sponsoring organization is in compliance with the provisions of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1973; Labor Standards under Sections 5(i) and 7(g) of the National Foundation on the Arts and Humanities Act of 1965; and the regulations issued pursuant thereto by the National Endowment for the Humanities (Code of Federal Regulations, Title 45, Chapter XI).

The signature further certifies that the sponsoring organization is not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs in violation of the regulations implementing Executive Order 12549, “Debarment and Suspension.”

**The Project Director is responsible for the overall management of the project. The project director is responsible for informing the Council of program dates and times; preparing written requests for programming changes; planning for audience evaluation of the program; and preparing the final narrative report. The project director may serve as one of the participating scholars, although one need not be a scholar to be the project director. The project director may also be the authorizing official, but the project director cannot also serve as the grant administrator.

***The Grant Administrator is responsible for requesting, receiving, and disbursing grant funds; keeping auditable accounting records; and preparing the final financial report. The grant administrator should be an accountant, a college or university business officer, the treasurer of the sponsoring organization, or a similarly qualified person.

The sponsoring organization must maintain financial records consistent with generally accepted accounting principles. Any costs paid with Council funds under the grant which are subsequently disallowed under audit must be refunded to the Council. The grant administrator may also be the authorizing official, but the grant administrator cannot also serve as the project director.