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**Maryland Humanities**

***The Way We Worked***

**Opportunity Grant Guidelines & Application**

To foster creative public humanities programming for sites hosting *The Way We Worked* in 2017, Maryland Humanities is making funds available to *The Way We Worked* host sites. *The Way We Worked* host sites may designate this funding to one specific community partner who is planning public programs directly connected to the exhibit.  If a community partner applies in lieu of the named host site, a letter of authorization from the host site must accompany the application. These opportunity grants of up to $800.00 are not competitive and can be used for exhibit development and public humanities programs related to *The Way We Worked* programming.

Host sites may also apply for competitively awarded Maryland Humanities Mini Grants of up to $1,200 or Major Grants of up to $10,000 in the Maryland Humanities’ regular grant rounds. However, only one grant award will be made to a host site/partner for *The Way We Worked* and all rules for Major and Mini grant rounds apply.

**Deadlines:**

Deadlines to apply for opportunity grant funding are January 2, March 1, May 1, July 1, September 1. **You must apply in advance of any intended expenses and/or programming.**

**Criteria:**

* Requesting organization must be a Maryland nonprofit, library, or postsecondary school.
* The funded program/event must be free and open to the general public and must relate to *The Way We Worked* programming.
* **Up to $800.00 may be requested and all funds must be expended by November 1, 2017.**
* A budget must be submitted with your application outlining specific anticipated expenditures using the form provided with the application.
* Funding recipients must complete and submit a final expense report, with receipts, indicating how the money was spent.

**Funding Restrictions**

* Programming funds cannot be used for the following:
  + Salary and wages
  + Refreshments and/or alcohol
  + Giveaways such as notebooks, pens, pencils, magnets, bags, etc.
  + Advertising
  + Contests and/or prizes

**Funding Notification**

You will receive notification regarding your funding request within two weeks of applying.

**Opportunity Grant Application**

Project Coordinator’s Name & Title: Click here to enter text.

Organization: Click here to enter text.

Mailing Address: Click here to enter text.

Phone Number: Click here to enter text.

Fax Number: Click here to enter text.

Email Address: Click here to enter text.

Federal Tax ID Number: Click here to enter text.

**Request Narrative**

Please provide a detailed description of your proposed program(s). Be sure to highlight humanities content, specific scholars, speakers, performers, etc., in your narrative as well as program format, target audience, proposed location, and tentative day/date/time.

**Your description should not exceed 500 words.**

Click here to enter text.

**Mini Grant Budget Request**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Requested Program Support Funds from Maryland Humanities** | **Local**  **Funds\*** | **TOTAL** |
| **Salary & Wages**  *e.g. salary for staff working on Journey Stories programming* | **N/A** |  |  |
| Notes/Explanation: |  |  |  |
| **Contracted Services**  *e.g. speakers, facilitators, panel members, historian, etc.* |  |  |  |
| Notes/Explanation: |  |  |  |
| **Materials & Supplies**  *e.g. exhibition materials, program supplies, program venue, etc.* |  |  |  |
| Notes/Explanation: |  |  |  |
| **Other Costs** |  |  |  |
| Notes/Explanation: |  |  |  |
|  |  |  |  |
| **GRAND TOTAL** |  |  |  |

\*Your match does not have to be 1:1.

**Please submit completed application and budget to:**

Theresa Worden via email [tworden@mdhumanities.org](mailto:tworden@mdhumanities.org)

For additional information contact Theresa via email or call 410-685-0303.