



Grant Program Guidelines

Who Should Apply

Any Maine town, city, village, or other community is invited to apply to the program. Two-town partner applications are also accepted. Collaboration between a library, a historical society/archive, and educational institution is required; more organizations may be involved in addition to these three core partners. Educational partners might be public schools, private schools, adult education departments, community colleges, or other student-focused institutions.

One of the required organizations (library, historical society/archive, or educational institution) must take the lead on forming the team and directing the application process.

The *Local & Legendary* project requires a significant commitment of time and effort by your local team. Participation will enable your community to immerse itself in its history; discover new ways to come together; collaborate and share resources; and to develop significant skills and capacity. Our staff is available to discuss your community's interest, team, and application.

What Are the Humanities?

Your team will be taking part in a multi-disciplinary humanities project that includes history, literature, and cultural heritage, among other subjects.

The humanities explore the human experience by encouraging reflection on its nature and value through literature, history, philosophy, and culture. The humanities encompass time-tested methods of inquiry—dialogue, historical and logical analysis, critical interpretation, and scholarly investigation.

Humanities projects such as this bring historical, cultural, or ethical perspectives to bear on topics and issues of interest to our communities. These may take many different forms, but they often share the following characteristics. They:

- Engage participants in thinking critically about fundamental questions of value, purpose, and meaning.
- Promote better understanding of others, and ourselves, past and present.
- Are conducted in a spirit of open and informed inquiry, providing multiple viewpoints, where applicable.
- Involve partnerships between community organizations, cultural institutions, and scholars in the humanities.

Program Activities

Each community selected for the program will participate in, organize, and host a number of activities to engage participants in local, state, and national themes related to the Civil War. These include the following:

- Attending a one-day symposium and program kick-off. In 2014, this will be held on Saturday, May 10, at the Morgan Hill Event Center in Hermon. Event time and details are forthcoming. (Leaders from each of the three partnering organizations on a given team are required to attend; attendance is optional for other team members.)
- Attending a two-and-a-half-day program orientation at Bowdoin College, dates TBA. An orientation agenda and lodging details will be made available in the spring. (Leaders from each of the three required partnering organizations on a given team are required to attend; attendance is optional for other team members.)
- Attending monthly team meetings and work sessions in the local community from August to May.
- Digitizing 30-50 Civil War related historic items from local collections, cataloging them, and uploading them to Maine Memory Network.
- Creating on Maine Memory Network a Civil War-related exhibit (text and images) or series of exhibits that draws on the community's historical documents, photographs, and artifacts. This exhibit will be added to the [Maine and the Civil War: The Homefront and the Battlefield](#) section of Maine Memory Network.
- Organizing and hosting a series of *One Book, One Community* reading and discussion programs and extension activities using a book, movie, or other text(s) related to the Civil War. A Maine Humanities Council discussion facilitator will be provided to each community.
- Hosting a public celebration at the end of your project to unveil the team's work. This event will also include a production by the *Theatre of Ideas* drama group that has been customized to reflect the Civil War history of your community.

Program Support

Your community team will receive extensive support, guidance, and technical training throughout the project from MHC and MHS staff. This includes:

- A \$2,000 grant to support program activities. Funds can be used to purchase equipment, books and other resource materials, staff and volunteer time, substitute teachers, school transportation, refreshments for events, and/or miscellaneous services and supplies in support of the project.
- Two group trainings for team leaders for which room, board, and travel expenses are covered.
- Attendance by MHC and MHS staff at most monthly team meetings and activities.
- Extensive technical training from MHS staff in how to digitize historic items for inclusion on Maine Memory Network, and how to research, write, illustrate, and construct a robust online MMN exhibit about your community's Civil War history.
- Extensive instruction from MHC staff in how to plan, organize, and carry out your community's *One Book* activities, including assistance with choosing a text and identifying non-traditional populations to include in the project.
- An experienced MHC discussion facilitator to lead *One Book* discussions in your community.
- Assistance in designing and hosting a celebration event at the end of the project.
- A customized Theatre of Ideas production based on some aspect of the Civil War history of your community.
- Substantial readings, manuals, and other resources to help guide your team through the project year and learn more about the Civil War era. A deadline-driven timeline of project activities will also be provided to the team.

Local Teams

Work in each local community will be planned and coordinated by a local planning team, the group that should submit its community's application. Each planning team should include at least one representative from a local library, historical organization, and educational institution. The planning team may also include students. Each team will designate a team coordinator to serve as its local point person and to help coordinate project activities. The planning team will meet monthly, often with MHC and/or MHS staff in attendance, to coordinate project activities, monitor progress, and discuss opportunities and issues that arise, and to facilitate communication with MHC and MHS. Maine Historical and Maine Humanities staff will help teams organize their work, identify specific project tasks, set priorities, define specific roles and responsibilities for team members and other local participants, and assist in all phases of the project. We anticipate that each team will be organized a little differently, and reflect the particular interests, needs, talents, and temperaments of its community.

There will be many opportunities for additional members of each community to get involved and contribute. The planning team, in fact, should form the nucleus of a larger team of local participants—historical society members, teachers, students, librarians, retirees, service club members, civically-engaged individuals, and other volunteers—who will contribute to the project in a variety of ways according to their time, interest, and ability. Some of these opportunities might include mentoring students, helping with research, sharing information and knowledge, organizing events, handling publicity, leading extension activities, transcribing documents, scanning photographs, writing, editing, or participating in interviews.

Expectations for Local Teams

Successfully completing the program requires a significant commitment of time and effort by your local team. Local teams will be expected to meet formally at least once a month to plan and monitor project activities and to get together regularly as needed throughout the program year to complete program activities. One representative from each partnering organization is required to attend the mandatory project orientation at Bowdoin College in Brunswick (dates TBA), and a mid-year training at MHS in Portland in January 2015 (date TBA). Each partner is expected to contribute to the team and remain engaged throughout the program year. Team members must be prepared to participate in a series of program evaluation interviews prior to beginning the project, during the project, and upon completion of the project. Not every team will be chosen for this process necessarily, but all teams must be willing to participate if selected. Please discuss these expectations as a team prior to applying and contact program staff with any questions.

Benefits of participation

Participating in *Local & Legendary* can help your community to:

- Develop or fine-tune approaches, relationships, programs, and skills that will help leaders and staff of local cultural and community organizations become vibrant 21st century institutions.
- Develop and strengthen relationships within your community by finding common cause, sharing resources, planning and implementing projects effectively, and gaining practical experience working together.
- Provide a model for how other communities can explore and understand their historical experience.
- Celebrate local history and people community-wide.
- Support a sense of community in your town.
- Support the mission and increase the community's awareness of your organization.

APPLICATION COMPLETION AND SUBMISSION INSTRUCTIONS

Our application process is designed to be open and supportive, and MHC/MHS staff members are available to help you plan your proposal. Don't hesitate to contact us to discuss your project, partners, or other components of your application. Evaluation will be based on applicants' demonstrated interest, enthusiasm, and commitment to the goals of this program, as well as their ability to successfully complete their project.

Suggestions For Successful Applications

- Each participant in your project should read the application guidelines and discuss the goals of your project prior to completing and submitting the application.
- Explore Maine Memory Network (<http://www.mainememory.net>) and all that it has to offer. Pay particular attention to the Civil War section (<http://civilwar.mainememory.net>). This is where your digital history exhibit will be displayed.
- Explore Maine Humanities Council resources on reading and discussion programs, which are similar in spirit to the *One Book, One Community* programming that your community will plan: *One Book, One Community* programs (<http://mainehumanities.org/onebook/>), *Let's Talk About It* (<http://mainehumanities.org/programs/talk.html>), and *New Books, New Readers* (<http://mainehumanities.org/programs/new.html>).
 - One Book, One Community programming requires outreach to at least one specific audience in your community. You may not realize who is "hidden" in your community—who isn't being served in your community through this type of cultural programming, and how can you reach them? Examples: veterans and/or military families, immigrants, single parents, incarcerated populations, low-literacy adults, at-risk youth, people with disabilities.
- Prospective applicants MUST contact MHS and MHC staff (at MHC: Janet Lyons, janet.lyons@outlook.com; at MHS: Larissa Vigue Picard, lvpicard@mainehistory.org) in advance of submitting their application to discuss project ideas.
- Applications must be complete and on time. Incomplete or late applications will not be reviewed.

Instructions for Completing the Application

- All application materials should be typed in size 12 font and single-sided.
- Type into the Word document of the application, or print the PDF application form and manually type on the hard copy. You may choose to handwrite in some of the short answer questions, but longer narrative sections must be typewritten.
- Please complete narrative questions on separate pages.
- Do not forget to sign the application. Signatures must be done manually.
- Please do not staple application materials.
- Please provide three complete copies of the application.

Submitting Your Application

Word Version

Download a copy of the application form to your computer and save under a new file name. Enter responses directly into the form where lines or spaces are provided (you may delete the lines if you wish); for narrative questions, insert responses immediately following the questions or attach separate pages. Upon completion, attach the file to an email and submit to info@mainehumanities.org with the subject heading "Local & Legendary Grant" or submit via USPS to Janet Lyons, Maine Humanities Council, 674 Brighton Avenue, Portland, ME 04102. Application must be postmarked no later than March 3, 2014.

PDF Version

This is **not** a writeable PDF. If you wish to type onto a hard copy of the application, and/or fill in some sections by hand, print this PDF version of the application. For the narrative sections requiring longer responses, type those responses on a separate sheet. Upon completion, return via USPS as above, or scan and email to info@mainehumanities.org.

PLEASE NOTE: The signature page cannot be filled out electronically. Please have team members sign the form in person and then either send via USPS, fax to 207-773-2416, or scan and email with the main part of the application.

Once your application has been received, you will be sent an email confirmation. Please be in touch with us if you do not receive a confirmation within two days of submitting online or four days of sending by mail. Late or incomplete applications may not be reviewed.

Application Checklist

Please complete and include the following sections in order. Incomplete applications will not be reviewed.

- ✓ Project Summary
- ✓ Lead Organization Information
- ✓ Fiscal Agent (if applicable)
- ✓ Technology Resources and Experience
- ✓ Public Programming Experience
- ✓ Project Narrative (form and attached narrative sections)
- ✓ Agreement to Terms/Authorizing Signatures
- ✓ Project Partner Forms—a separate form for each partner