

# Other Required Forms

**YOU SHOULD PHOTOCOPY APPLICATION FORMS AS OFTEN AS NECESSARY, THEN  
DUPLICATE THE COMPLETED FORMS FOR THE REQUIRED NUMBER OF COPIES.  
DO NOT USE ORIGINALS, AS YOU MAY NEED THEM FOR SUBSEQUENT APPLICATIONS.**

## MHC Grant Application Resume Sheet

Every member of the project staff, all consultants, and all humanities scholars to be paid honoraria from MHC funds must complete and sign this form. This page may be photocopied as many times as necessary. Each person's resume should be as detailed as possible and supply specific information describing his or her role in the project, as well as providing background information on qualifications. Resume attachments are limited to two (2) pages per person.

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### Personal Information

Name:

Title:

Mailing Address:

Home Telephone:

Work Telephone:

Social Security Number (required for all paid participants):

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### Professional Information

Education/Degrees:

Area(s) of Expertise:

Current Position:

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### Pertinent Publications or Activities

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### Project Participation

Please describe how your expertise will be applied to the proposed project and outline what your role will be.

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Signature (use ink):

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

## GRANT APPLICATION CHECKLIST

(To be completed and returned as a cover sheet for application)

- \_\_\_ 1. MHC grant application guidelines were read prior to completion.
- \_\_\_ 2. MHC staff were consulted regarding project viability.
- \_\_\_ 3. Application is typed. Responses are limited to the space provided, and application is fully completed on the forms provided. Appendices may be added for clarification.
- \_\_\_ 4. Applicant is a non-profit organization.
- \_\_\_ 5. Humanities scholars/project committee are acquainted with project and capable of responding to questions regarding the program. Evidence of community representation on project committee.
- \_\_\_ 6. Resume sheets are included for all paid program participants.
- \_\_\_ 7. Project totals listed on budget page equal the MHC grant request on front of application. (All math verified.)
- \_\_\_ 8. A budget narrative, specifically listing all anticipated expenses and who is to be paid what amount for what, is included.
- \_\_\_ 9. A copy of the evaluation form to be distributed at the program is enclosed.
- \_\_\_ 10. Applications for grants are postmarked by the application deadline.
- \_\_\_ 11. Application is submitted at least 8 weeks in advance of the proposed program or event for minigrants and planning grants, at least 12 weeks in advance for regular grants.
- \_\_\_ 12. Money for evaluator's honorarium and expenses is included in MHC budget request.
- \_\_\_ 13. No honorarium has been requested for an employee of applicant organization.
- \_\_\_ 14. Two applications with original signatures and dated by appropriate official are enclosed.
- \_\_\_ 15. Project director and fiscal agent are not the same person.
- \_\_\_ 16. All copies collated and stapled. (25 copies for regular grants and 7 copies for minigrants.)
- \_\_\_ 17. Signed and completed checklist is attached to front of application.

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 Signature of Authorizing Official

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 Date