

Response Summary:



LOYOLA
UNIVERSITY

Grant Proposal Form

Use this form to apply for a general grant from the Center for the Humanities. Faculty members of all ranks, administrators, or academic program or departments in the University may submit proposals to the Center. All proposals must involve projects in keeping with the mission and purpose of the Center. All fields are required unless otherwise noted. Please include enough information for the committee to properly assess your proposal. The committee's judgment is based on these criteria:

- The academic excellence of the proposed program;
- The contribution of the program to its discipline;
- The contribution of the program to interdisciplinary exchange (Does the program involve more than one department? Does it address interdisciplinary topics?);
- The probable interest of the program to the Loyola community and/or a wider audience;
- Whether funding from other sources has been secured;
- The extent to which the proposal has followed the guidelines and procedures set forth in this document.

Q33. Which general grant program are you applying to?

- Small grants (\$1,500 and under)

Q1. Faculty sponsor 1: last name, first/preferred name

Sondra Guttman

Q26. Faculty sponsor 1 email address

sfguttman@loyola.edu

Q7. Faculty sponsor 2: last name, first/preferred name (leave blank if no faculty sponsor 2)

Stephan Park

Q27. Faculty sponsor 2 email address (leave blank if no faculty sponsor 2)

smpark@loyola.edu

Q2. Faculty sponsor's department
English

Q12. Have you consulted your chair?
• Yes

Q3. Event or project title
Douglass Day 2024

Q4. Event date (write N/A if not applicable)
02/14/2024

Q5. Abstract: please summarize your event or project in 100 words or less

Douglass Day takes place on campuses across the nation each year on Valentine's Day—the day Frederick Douglass chose as his birthday. Run by the Center for Black Digital Research at Penn State, Douglass Day celebrates the history of anti-racist activism and creates new resources for understanding African American history by crowdsourcing the transcription of digitized historical materials. Our campus has held a Douglass Day celebration since 2018. This year's event will benefit the humanities by bringing the English, History, American Studies, and African and African American Studies programs together to celebrate and learn about Black activism and to help make historical documents accessible to researchers. The event will be open to all Loyola students, staff, and faculty.

Q6. Proposal: please describe your event or project in 750 words or less

Our event will have two parts:

10:00am-12:00pm, Outdoor Classroom: Educate and Gather

We will have tables set up to serve hot chocolate and other treats in this central location on the quad. Students will run a Frederick Douglass trivia game and encourage their peers and other members of the campus community to stop by, grab refreshments and swag, and learn about Frederick Douglass and nineteenth-century black political activism.

12:00-3:00pm, LNDL Library, Cyber Café: Transcribe-a-thon

Participants will transcribe the papers from Douglass' correspondence, housed at the Library of Congress. Participants will log into LOC's "By the People" server, get an image of a document from Douglass' papers, and then type the contents electronically, making it accessible for scholarship. As the transcribe-a-thon is happening, we will stream national Douglass Day celebration programming and enjoy a birthday cake made by a local black-owned bakery.

Q8. Supplemental material (optional; limit one file per upload box)

For evidence of an invited speaker's credentials, the committee prefers to see a CV or résumé, which can be uploaded here.

N/A

Q36.
N/A

Q37.
N/A

Proposed Budget

Reminders

If offering honoraria to multiple speakers, please explain in the detailed budget box at the bottom of this page. The CFH suggests that speakers for smaller events ordinarily be paid an honorarium of around \$500 and speakers for larger events ordinarily be paid an honorarium of around \$1,000. These guidelines, however, do not preclude an event organizer from offering a reasonable honorarium that matches a speaker's stature and the nature of the event. *Event organizers should make a brief case for any honorarium that is above or below these guidelines in the detailed budget box.*

The CFH limits the number of people that can accompany a guest speaker to a meal to 4 and limits the amount that can be spent per person per meal to \$75.

Q32. Budget

Required. In the following boxes, enter the total numerical amount for each expense category. All fields are required. If an expense category does not apply to your event or project, leave it as "0."

<i>Honorarium/a</i>	0
<i>Travel</i>	0
<i>Lodging</i>	0
<i>Food</i>	435
<i>Advertising</i>	0
<i>Other</i>	175
<i>Total</i>	610

Q30. Funding requests

Required. Total in this box should equal total in box above. *The CFH requires that proposals requesting \$1,500 or less have financial support from one or more other sources of funding; proposals requesting more than \$1,500 must have financial support from two or more other sources of funding.* A list of possible funding sources is available upon request. List other sources of funding in detailed budget box.

<i>Funds requested from CFH</i>	610
<i>Planned or requested funds from other sources</i>	50
<i>Total</i>	660

Q21. Detailed budget

Required. Explain multiple honoraria, list other sources of funding with amounts, provide a more in-depth breakdown of your budget, or include anything else budget-related that does not fit in the above boxes.

English department contribution: \$50 (swag: stickers and buttons purchased at DouglassDay.org)

GRANT REQUEST

Catering/Hot Chocolate Bar: \$235

Food (cake, candy) \$200

Trivia game prizes \$100

Decorations \$75

TOTAL REQUEST \$610

Additional Information

Q22. Publicity

Please answer the following questions in addition to providing any other relevant information:

- Who is the intended audience and how will they be reached?
- How do you plan to reach students, faculty, and administrators outside of your department?
- Does your intended audience include members of the larger Baltimore community? If so, how will they be reached?

We will poster the campus, possibly utilizing the large printer at LNDL. We will also distribute posters electronically. The event will be publicized on The Bridge. We will reach out to student groups: BSA, ALANA students, etc.

Q25. Diversity, equity, and inclusion

Please explain how your proposed event or project advances the Center's and the University's DEI goals. If your event or project does not advance these goals, write N/A.

This celebration of Black accomplishment during Black History Month advances DEI on our campus in many ways. Douglass is one of the most prominent African Americans in history, both internationally and locally. His story of self-realization and advocacy continues to inspire racial justice activism today. Our event spotlights his story and celebrates his achievements and their lasting impact. Transcribing his correspondence can help us learn how effective activism works, empowering participants to forge their own paths towards positive change in the spirit of Ignatian citizenship.

End of Survey

Please check all of your responses before hitting the forward button to submit your proposal. You may use the back button to review and edit your responses on previous pages. Upon submission, you will receive a confirmation email with a copy of your proposal.
