

Museum on Main Street- Hometown Teams RFP

(updated May 2018)



- Funding Amount:** Up to \$5,000
A minimum one-to-one match which may be cash and/or in-kind is required
- RFP closing date:** 12:00 PM (noon) on September 28, 2018
- Funding notification:** October 15, 2018
- Project period:** November 1, 2018 – January 31, 2020

Museum on Main Street (MoMS) provides small communities access to Smithsonian Institution traveling exhibits. Funds are available to small museums, libraries, historical societies, and other cultural organizations who are interested in hosting the Smithsonian's *Hometown Teams* exhibit for a pre-selected six-week period. Sites are required to design and present public programs that clearly relate to the theme of the exhibit. Programs should occur before, during, and after the exhibition schedule, be open to the public, serve a broad community audience, and not have fees that present a barrier to public participation.

In addition to costs related to hosting the exhibit and public programs, funds may be expended on the development of complementary resources that extend the reach of the exhibit. The resources must relate to the exhibit theme and may include, but are not limited to:

- Lectures, panel discussions, or reading and discussion programs
- classroom resources and field trips
- maps, guides or brochures (print or on-line)
- audio/video recording of scholar presentations for public broadcast or posting on a website
- local exhibits
- public story collection days

All selected organizations must identify a staff member who will serve as the project director and attend a training workshop in November 2018 as well as an installation workshop in March 2019.

Who is eligible to apply?

Florida non-profit organizations in communities of approximately 20,000 residents or less. Please review the [Program Description and Site Responsibilities](#) document on the FHC website for additional site participation guidelines and venue requirements.

Organizations are selected for participation based on need for the program in the community, geographic distribution of sites, and ability of the organization to provide a minimum cost share equal to the funds provided by FHC.

APPLICATION NARRATIVE

The application narrative must address the following items:

1. Describe your community and its demographics as well as any opportunities and/or challenges your community is currently facing.
2. Provide a mission statement and brief organizational history for the applicant organization. Note any exhibitions your organization has hosted and describe the space where the exhibit would be displayed.
3. Why is *Hometown Teams* a good fit for your community? What are the goals that your community and your organization would like to achieve through hosting this exhibit and related public programs?
4. FHC places a great deal of importance to community collaboration on this project. Identify the community resources that can contribute to your success with this project such as personnel and organizations with which you may collaborate. Be sure to describe what each person/organization will contribute.
5. Briefly describe some preliminary ideas you have for humanities-based public programs and/or resources you may create to enhance the exhibition. Programs and resources should be designed for and target a variety of audiences.

BUDGET

Budget must reflect all costs of hosting the exhibit for a six-week period as well as the creation and implementation of supplemental programs and resources. Request may not exceed \$5,000 and FHC funds may only be used for allowable project expenses incurred during the project period: Nov 1, 2018 – Jan 31, 2020. Please consult the MoMS **Budget Instructions** for a list of allowable expenses. Applicant must also show a cost share amount at least equal to the total requested from FHC.

PROJECT PERIOD and PAYMENT SCHEDULE

All projects must be completed by Jan 31, 2020 and all final reports are due within 30 days of close of project period or final MoMS-related activity; whichever comes first. Selected sites will receive funds in two installments: 90% after attending the project director's training workshop and 10% to be paid on a reimbursement basis upon submission of required final reports.

APPLICATION SUBMITTAL

The Florida Humanities Council only accepts electronic applications. Paper applications will not be accepted.

A complete application consists of the following sections:

1. **Application Narrative** – responses to the five items listed
2. **Project Budget** – Budget must adhere to the listed budget guidelines and include cost share
3. **Attachment A - Project Scholars/Presenters** – Each applicant should complete Attachment A to provide contact information for any scholars/presenters confirmed or contacted for participation in the proposed project.
4. **Attachment B - Partnering Organizations** – Each applicant must complete Attachment B to provide contact information for all organizations confirmed or contacted for participation in the proposed project. These should be local organizations with whom the applicant intends to collaborate with on the creation and implementation of public programs and resources, and/or assist with marketing and outreach.
5. **Support materials** – Support materials may include letters of commitment from participating partners/scholars/presenters; short resumes/bios (no more than 2 pages) for each scholar/presenter; and any items that demonstrate the past success of the applicant organization in organizing/hosting traveling exhibits, and/or developing humanities-based public programs and resources.

Early applications are encouraged and late or incomplete applications will not be accepted. Applicants are strongly encouraged to contact FHC staff to discuss their proposals.

Questions:

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Budget Instructions

(updated May 2018)



Organizations may request up to \$5,000 from the Florida Humanities Council to host the *Hometown Teams* exhibit, conduct public programming, and create complementary humanities resources.

Allowable program expenses include the following:

Honoraria

- Includes stipends, travel, and per diem for scholars and/or presenters to facilitate public programs

Promotion

- Print and electronic marketing
- Exhibit guides or activities

Support Staff (may include, but is not limited to the following)

- Project Director
- Site/facilities staff
- No more than 20% of FHC funds may be used for staffing or other overhead

Facilities

- Facilities rental for off-site public programs

Other

- Funds may be used to support the design and development of resources such as local exhibitions, maps/guides/brochures, video and audio recording of scholar presentations, and other items intended to enhance or complement the exhibit or extend its reach into the community.

Organization Cost Share:

Organizations are required to provide a cash and/or in-kind cost share at least equal to the funds requested of FHC. Cost share should include any program expenses listed above that are not covered by FHC. They may also include, but are not limited to the following:

Support Staff/Volunteers

- Includes any staff costs not covered by FHC in addition to in-kind volunteer support to assist with all aspects of program implementation

Food, Beverages, and Entertainment

- FHC funds may not be used for entertainment (musicians, etc.) or food/beverages served at receptions or public programs. These expenses should be listed as part of the cost share.