2019 Community Project Grant Application Guidelines

(updated FEB 2019)

2019 Deadlines	Notification	Contract Period (12 months)
Tuesday, January 15 at 12pm EST	March 1, 2019	March 1, 2019 – March 1, 2020
Wednesday, March 20 at 12pm EST	May 1, 2019	May 1, 2019 – May 1, 2020
Wednesday, May 15 at 12pm EST	July 1, 2019	July 1, 2019 – July 1, 2020
Monday, July 15 at 12pm EST	Sept 1, 2019	Sept 1, 2019 – Sept 1, 2020
Monday, September 16 at 12pm EST	Oct 31, 2019	Oct 31, 2019 – Oct 31, 2020
Friday, November 15 at 12pm EST	Jan 1, 2020	Jan 1, 2020 – Jan 1, 2021

Community Project grants from the Florida Humanities Council (FHC) provide support for the planning and implementation of public humanities programs and resources that meet the needs and interests of local communities. Projects may include lecture series and panel discussions, reading and discussion groups, film series, oral history projects, exhibitions, and the development of cultural resources that complement public programming.

All projects must:
- be rooted in one or more of the disciplines of the humanities
- enlist the participation of humanities scholars and/or experts in the project's planning and execution, and
- engage the public in thoughtful and informed activities that explore humanities topics, including those related to Florida and/or topics of interest to Floridians

Special consideration may be given to the following:
- proposals from organizations with annual budgets of less than $1 million
- projects that reach new and/or underserved audiences
- projects that build on partnerships between two or more organizations or institutions

Before You Apply:
Before beginning the application process, applicants must review the general eligibility guidelines and grant requirements at **www.floridahumanities.org/beforeyouapply**. Any Florida non-profit organization that currently does not have an open FHC grant is eligible to apply. All grants are awarded on a competitive basis and are dependent on the availability of federal funds from the National Endowment for the Humanities.

Grant Period, Award Payments and Program Dates:
All projects must be completed within 12 months and final reports must be submitted within 60 days of the last grant-funded activity or the closing date of the grant period, whichever occurs first. Grantees will receive funds in two installments: 90% at start of project and the final 10% on a reimbursement basis contingent upon receipt and approval of all required final reports.

ALL PUBLIC PROGRAMS SUPPORTED BY GRANT FUNDS MAY NOT BEGIN SOONER THAN 6 WEEKS AFTER THE CONTRACT START DATE.

COMPLETING THE APPLICATION NARRATIVE

Once you have opened a new or saved application, you must complete each of the following narrative fields. An application can be saved and returned to at a later date for completion.

1. **History and Mission of the Organization**. Provide a brief organizational history and mission statement for the applicant organization. Note any prior programmatic history with FHC.
   (limit 2,000 characters)

2. **Humanities Content**. Describe the project you would like to implement and a timeline for all activities. Be sure to include the humanities issues and ideas that will be addressed. Describe any complementary resources that will be developed to extend the reach of the project and how those resources will be made available to the public.
   (limit 3,500 characters)

3. **Target Audience and Marketing**. Describe your target audience and the need for the project in the community. Outline your marketing plan. Specify and describe in detail any fees to be charged to attendees. Preference will be given to projects that are completely free to the general public.
   (limit 2,000 characters)

4. **Project Personnel**. Identify the sponsoring organization staff, including the project director, and all scholars and/or presenters confirmed or contacted for participation in the project. Describe each individual's role in the project and their qualifications for participation.
   (limit 3,500 characters)

5. **Impact and Evaluation**. Describe the expected impact of your project on the target audience. Explain how you will evaluate its success and measure results. A sample evaluation tool developed specifically for your program activities must be attached as a support document.
   (limit 2,000 characters)

UPLOADING SUPPORT MATERIALS

The following **REQUIRED** forms and documents must also be uploaded to complete the application process:
- **BUDGET FORM** – Download and complete the budget and budget summary form provided in the on-line application. **You MUST use the form provided**. Funds may be requested for such reasonable project-related expenses as honoraria and travel for speakers, printing and publicity, equipment/facility rental, postage, and other materials necessary for implementation of the project. Applicants must review the list of ineligible expenses at **www.floridahumanities.org/beforeyouapply** before completing the budget. Indirect costs (overhead) may not be included in grant funds.
  Cost share. FHC requires that all grant funds be matched (cost share) with at least an equal amount of cash and/or in-kind good and services. Cost share includes any cash expenditures for project implementation that are not covered by FHC funds as well as any in-kind goods and/or services to be received. Cost share may also include indirect costs (overhead) totaling no more than 15% of the amount requested. Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Items that would be regarded as indirect costs include the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.
- **OPERATING BUDGET** – Applicant must attach a copy of the organization's current year operating budget. Must not exceed two pages.
- **ATTACHMENT A** – Download and complete the form provided to list the name, title, organizational affiliation, and contact information for all scholars and/or presenters confirmed for participation in the project. **You MUST use the form provided**. Form may be duplicated if needed.

- **EVALUATION TOOL** – Attach a sample evaluation tool *designed specifically for the proposed activities and/or resources to be created*.
- **SUPPORTING DOCUMENTS** – Please review the attached **"Guidelines for Specific Project Types"** for recommendations on supporting materials. In addition to those items listed, support materials should also include letters of commitment and resumes (no more than 2 pages each) from participating scholars/presenters; letters of support from partnering agencies who may assist with the development and/or marketing of the project; and any items that demonstrate the past success of the applicant organization in organizing/hosting public programs or developing public resources. Up to three files may be uploaded, each of which may be multiple pages.

REVIEWING AND SUBMITTING THE FINAL APPLICATION

IMPORTANT: Before submitting your final application, you must click on the **"Application Packet"** button at the top of the application form. The packet will include your entire application with all uploaded documents. **Review thoroughly** and make any changes before clicking the "**Submit Form**" button. Once submitted, you will no longer be able to make any changes. The Application Packet should be saved as a pdf file and kept by you as your official copy of the final application.

Any application not submitted by 12pm (EST) on the due date will be deleted from the system and declared ineligible for consideration.

HELPFUL TIPS

- **All uploaded files cannot exceed 1mb each. Preferable file format is Word doc or pdf.**
- Save your application often by clicking on the **"Save"** button at the bottom of the form.
- Type your narrative responses in a Word document and copy and paste into the application form. Some formatting such as bold, underlining, bullets and numbers may look different or be deleted once pasted into the application.
- Keep support documents to a minimum and only include those which enhance your application. You may also combine multiple support documents into one saved file (i.e. resumes and letters of support from multiple scholars may all be saved and attached as a single pdf file)
- Review the final Application Packet thoroughly for any errors, particularly with uploaded files.
- Submit your final application well in advance of the deadline to allow time for troubleshooting any technical difficulties that may occur.

NEED HELP?

FHC staff is happy to provide guidance via phone on completing an application, determining eligibility, discussing project ideas, addressing budgetary questions, as well as troubleshooting technical difficulties with electronic forms. Staff comments and suggestions are based solely on prior experience with grant review sessions that include board members. Adherence to staff suggestions does not guarantee funding.

Please contact staff well in advance of an application deadline to ensure a prompt reply.

General grant questions:	**Technical questions for the on-line application:**
Lindsey Morrison, Grants Coordinator	Lisa Lennox, FHC Website Administrator
727/873-2010	727-873-2018
lmorrison@flahum.org	llennox@flahum.org

GUIDELINES FOR SPECIFIC PROJECT TYPES

Because the following types of projects have unique components, FHC **highly recommends** the inclusion of additional information <u>in the application narrative and/or as uploaded supporting documents</u> to enhance your proposal. If your project does not fall into one of these categories, FHC staff will be happy to suggest appropriate supporting materials.

Public Programs
- Attach a detailed timeline/schedule of all proposed public programs including date, time, location, topic overview and confirmed presenters. Note the size of the venue and the expected number of attendees.
- Include letters of commitment from each scholar/presenter.
- Describe how audience participation will be facilitated and encouraged.

Exhibitions
- Describe the qualifications of those responsible for developing the content of the exhibit.
- Describe how the exhibit will be constructed and by whom.
- Provide a quote or estimate from the exhibit fabricator.
- Include any preliminary images, photographs or sketches of the exhibit concept and layout as well as samples of any artwork, photographs or artifacts that may be included in the exhibit. Images of similar exhibits developed by the organization may also be included.
- Describe any expected long-term plans for use of the exhibit and related materials such as development of a traveling version of the exhibit.

Media Projects (Film/Radio)
- Identify and describe the qualifications of the filmmaker or production company.
- Include a project timetable from pre-production through post-production.
- Attach a letter of support from at least one public television station, radio station, or other media outlet expressing interest in broadcasting the completed project.

Websites
- Identify and provide the qualifications of those involved in the design and creation of the site.
- Provide an outline or summary of the site's content and navigation.
- Describe the site's planned interactive features and links to other sites.
- Describe how the website will be maintained and the qualifications of the site administrator.

Oral History Projects
- Identify and describe the qualifications of the individual(s) who will be conducting interviews.
- Identify who will be interviewed and how they will be recruited or selected for participation.
- Describe any public programs and/or products that will result from the interviews and your long-term plans/strategies for assuring continued public access to the project.

Outdoor Heritage Signage
- Provide an outline of the signage text that addresses content for each major section or sign.
- Include draft sketches of at least one section or sign.
- Describe how the signage will be constructed and include a brief explanation of the fabricator's experience with other similar projects.
- Provide a quote or estimate from the fabricator.