

Florida Talks Application Instructions

(updated April 2019)



Funding Amount:	Up to \$500 A minimum one-to-one match is required.
Due date:	Applications accepted on a rolling basis. Proposed programs may not occur sooner than 8 weeks after application submission.
Funding notification:	Within 2 weeks of submitting your application
Project period:	April 1 – December 31, 2019

The Florida Humanities Council (FHC) is seeking statewide partners to broaden its reach and strengthen its mission across the state. Utilizing the Council's Speakers Directory, selected partners will receive funding to host a single high-quality public program in their community.

Organizations selected to host a *Florida Talks* will receive:

- Up to \$500 to support a single public event
- Access to state-wide scholars and experts via the FHC's Speakers Directory

What are the host organization's responsibilities?

- Identify a project director (staff or volunteer) to coordinate the project and submit required reporting
- Contact the speaker to discuss proposed program details and potential travel costs before submitting your application
- Plan, promote, and execute the event
- Properly credit FHC in all publicity
- Provide a minimum 1-to-1 match of the funds provided by FHC
- Partners may charge an admission fee, as long as it does not present a barrier to public participation. Any admission fee must be approved in writing by FHC.

Who is eligible to apply?

Florida non-profit organizations with operating budgets less than \$500,000 are eligible to host a *Florida Talks* program. Organizations must have an active DUNS number to apply. If awarded, you will need to register your organization with SAM.gov. You are still eligible to apply for funding without having an active SAM account, but you may need to register before funds can be distributed. Organizations are strongly encouraged to begin the SAM registration process before applying. Organizations are selected for participation based on geographic distribution of potential affiliates across the state and ability of the organization to attract a diverse and/or underserved audience.

APPLICATION and REPORTING SUBMITTAL

Applications and reporting must be submitted electronically via our online system. Paper applications/reports will not be accepted.

APPLICATION NARRATIVE

In addition to providing information on the proposed program's speaker, topic, date, and address, applicants must respond to the following:

1. **Organizational Information-** Provide a mission statement and brief organizational history for the applicant organization. Please note the number of staff and volunteers of your organization. Describe any prior history your organization has with FHC.
2. **Venue Information-** Briefly describe venue of the proposed program. Be sure to include maximum seating capacity, ADA compliance, and audio/visual capabilities.
3. **Publicity-** FHC attaches great importance to a program's planned publicity. Please briefly describe how you will publicize the program. Will the event reach a diverse and/or under-served audience?

4. **Fees-** Will there be any fees to attend your event? If so, how much? Partners are able to charge a modest attendance fee, but it may not present a barrier to public attendance.

PROJECT PERIOD and PAYMENT SCHEDULE

Applications are accepted on a rolling basis until funds are depleted. All funded events must take place before December 31, 2019. Funds will be paid on a reimbursement basis upon receipt of your final report and budget. Organizations must have an active account in the SAM.gov system before funds can be released.

BUDGET

Budget must reflect all costs of hosting you event. Request may not exceed \$500 and FHC funds may only be used for allowable project expenses incurred during the project period. Allowable expenses for FHC funds include the following:

- **Honoraria/Speaking Fees**
- **Travel** - Travel expenses for your speakers. Discuss travel costs with speakers as you contact them for programs.
- **Promotion of Your Event**

Organization Cost Share:

Organizations are required to provide a 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:

- **Honoraria/Travel/Promotion/Staff** - Any of these expenses not covered by FHC funds
- **Unpaid Volunteers** - Unpaid volunteer hours are considered an in-kind contribution
- **Facilities** - Use of your own facility, or one that is donated to you, is considered an in-kind contribution valued at fair-market value for the space
- **Other** - A/V equipment, video recording, food, beverages, or other expenses related to the project

Questions:

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