



# Application Guidelines

## Community Project Grants

Updated October 14, 2019

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For questions on these guidelines, please contact:  
Lindsey Morrison | 727-873-2010 | lmorrison@flahum.org

# Community Project Grant Application Guidelines



(updated October 2019)

**Award Amount:** up to \$5,000

## Deadlines:

### 2019 Remaining Deadlines

Deadline	Notification	Contract Period (12 months)
<b>Friday, November 15</b> 12:00 pm EST	January 1, 2020	January 1, 2020 – January 1, 2021

### 2020 Deadlines

Deadline	Notification	Contract Period (12 months)
<b>Wednesday, January 15, 2020</b> 12:00 pm EST	March 1, 2020	March 1, 2020 – March 1, 2021
<b>Wednesday, April 15, 2020</b> 12:00 pm EST	June 1, 2020	June 1, 2020 – June 1, 2021
<b>Wednesday, July 22, 2020</b> 12:00 pm EST	September 1, 2020	Sept. 1, 2020 – Sept. 1, 2021
<b>Wednesday, October 14, 2020</b> 12:00 pm EST	December 1, 2020	Dec. 1, 2020 – Dec. 1, 2021

Community Project Grants provide funding to nonprofits and public institutions across Florida to develop and implement humanities-rich public programs that meet the needs of local communities. At their core, these grants seek to preserve Florida’s diverse history and heritage, promote civic engagement and community dialogue, and provide communities the opportunity to reflect on the future of the Sunshine State.

Applicants may request **up to \$5,000** for proposed projects, which **must** involve humanities scholar(s), attract diverse audiences, bring the public together for discussion, and be free and open to the public (or not cost prohibitive). To help guide you through the application, please see the following definitions:

- **Humanities** include the study of history, literature, culture, languages, law and political science, folklore, gender studies, religious studies, philosophy and sociology, art history, archeology and sociocultural anthropology, and civics. While these disciplines appear broad, humanities at its essence is the process of pursuing an understanding of our shared human experience. Humanities inspire, engage, and enrich both ourselves and our communities.
- A **Humanities Advisor** is an individual with an advanced degree (M.A. or Ph.D.) in a humanities discipline and/or is actively engaged in research, writing, teaching or programming in that field.

These advisors should be designed to provide the core project team with multiple perspectives on the project. Humanities advisors could include individuals such as these:



**Humanities Scholars:** an individual who has an advanced degree in a discipline of the humanities (Example: Anthropology Professor at a College or University)



**Subject Area Experts:** an individual who does not possess an advanced degree, but has a demonstrated record of working, teaching, and/or publishing in a humanities discipline. Such individuals are likely recognized by others as experts in their field. (Example: Director of a Nonprofit or published historical expert)



**Community Experts:** a community member with special knowledge of cultural traditions or local history, and/or who possess specialized skills or specific information related to the locality or target audience (Example: Native American tribal elder or local historians)

## Funding Eligibility

Humanities-rich projects come in all shapes and sizes. Ultimately, these projects should be bold, innovative, and potentially transformative to local communities.

### Who Can Apply:

- Florida nonprofit organizations, municipalities and public intuitions are eligible.
  - Although eligible for grants, colleges and universities are strongly encouraged to partner with and apply through local nonprofit organizations.

### Who are ineligible:

- Individuals and for profit organizations are **ineligible** for Community Project Grants.
- Additionally, organizations with an open Community Project Grant from a previous cycle are **ineligible to apply; all open grants must be closed before submitting a new proposal.**

### 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
  - **Underserved audiences** can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, or disability.
- Projects that build on partnerships between two or more organizations or institutions

### Types of Fundable Programs\*:

- Community conversations
- Digital and audio humanities projects
- Interactive websites that function as public humanities programs
- Museum exhibitions with related programming

- Oral history projects
- Outdoor heritage signage
- Panel Discussions or talk backs following theatrical productions
- Public lectures and panel discussions

\* **Florida Humanities welcomes innovative, new programs.** To discuss a program you have in mind that may not fit in one of the above categories, please contact Grants Coordinator Lindsey Morrison at [lmorrison@flahum.org](mailto:lmorrison@flahum.org).

### **Types of Programs NOT Fundable:**

- Capital improvements or operating expenses
- Construction or restoration
- Costs of entertainment
- Creation of murals or artistic works that do not involve analysis/interpretation
- Profit-making or fundraising projects
- Projects aimed primarily at audiences outside Florida
- Projects by individuals
- Projects that advocate a single point of view or ideology
- Theatrical productions or performances
- Websites, or other materials, used to promote the organization

## **Applying for a Community Project Grant**

Before beginning the application process, applicants are strongly encouraged to review the entire guidelines and contact Florida Humanities staff with any questions or concerns. Please note that all grants are awarded on a competitive basis and are dependent on the availability of federal funds from the National Endowment for the Humanities.

### **To discuss your project, please contact:**

Lindsey Morrison, *Grants Coordinator*  
 Email: [lmorrison@flahum.org](mailto:lmorrison@flahum.org); Office: 727-873-2010

### **Grant Period, Award Payments and Program Dates:**

All projects must be completed within **12 months**. Awarded grantees will receive funds in two installments:

- **90%** at start of project
- **10%** on a reimbursement basis contingent upon receipt and approval of all required final reports.

**IMPORTANT:** All public programs supported by grant funds **may not begin sooner than 6 weeks** after the contract start date. So, if your contract start date is March 1, 2020, funded programs may not begin sooner than April 12, 2020.

## **Narrative:**

All applicants must complete each of the following narrative fields:

### **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 Florida Humanities.

(limit 2,000 characters with spaces)

### **2. Humanities Content:**

Describe the project you would like to implement, and how the project is firmly rooted in the humanities. Outline the issues or themes 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 with spaces)

### **3. Work Plan and Marketing/Promotion:**

Provide a detailed work plan from the initial planning state to project completion. Include herein (or further detail) your marketing and promotion plan.

(limit 2,000 characters with spaces)

### **4. Target Audience and Reaching Underserved Communities:**

Describe your target audience and the need for the project in the community. Describe how your project or programming engages diverse audiences or impacts an underserved community. Underserved communities can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, or disability across Florida, or the country writ large.

(limit 2,000 characters with spaces)

### **5. Fees:**

Specify and describe in detail any fees to be charged to attendees. Funding priority may be given to projects that are free to the general public, but if attendance fees are charged, they must not present a barrier to participation.

(limit 500 characters with spaces)

### **6. Project Personnel:**

List and describe the project staff, including the project director and all humanities scholars and/or presenters confirmed or contacted for participation in the project. Expand upon each individual's role in the project and their qualifications for participation.

(limit 3,500 characters with spaces)

### **7. 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 with spaces)

## **Budget:**

Budget and budget detail must reflect all costs of implementing your project. Request may not exceed \$5,000 and Florida Humanities funds may only be used for eligible project expenses incurred during the grant period.

The **required** budget form provides line items for the following fundable categories. If uncertain if your proposed budget includes only allowable expenses, please reach out to Florida Humanities staff.

- **Honoraria**
- **Travel, Per Diem, Lodging:**
- **Facilities/Equipment Rental or Audio/Visual**
- **Publicity and Promotion**
- **Supplies**
- **Exhibit Design/Fabrication**
- **Other**

### **The following expenses are not eligible for Florida Humanities funding:**

- political action or advocacy
- fundraising events or products
- purchase of real property
- building construction, maintenance, renovation or preservation
- major acquisitions that are not essential to the success of the project
- projects not available to the general public
- projects or programs with fees that present a barrier to public participation
- visual or performing-arts programs that do not include opportunities for analysis and interpretation
- scholarly research projects or academic or professional conferences
- publications not directly related to humanities programming
- refreshments (i.e. food and drink) or entertainment
- expenses incurred or paid out before a grant award is made
- scholarships and awards

### **Cost-Share/Match Requirement:**

**A one-to-one cost share (i.e. match) is required for all Community Project Grants.** For example, if you request \$5,000, you must provide a match greater than or equal to \$5,000 in your proposed budget. The match can be met by either in-kind services (such as volunteer hours or donated services like facilities use rentals) or cash. The match can be entirely in-kind, entirely cash, or a combination of the two.

Cost-share may include **indirect costs (overhead) totaling no more than 15%** of the expended funds. 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, clerical or fiscal managers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

## A Note on SAM.gov:

Because Florida Humanities is a federally-funded agency, all organizations requesting support are also required to have a DUNS number and be registered in the System for Award Management (SAM.gov), a website used by entities doing business with funds from the U.S. government. Organizations are strongly encouraged to begin the registration process or have an active SAM.gov account prior to submitting their grants application.



No awarded funds may be distributed to organizations without an active SAM.gov account. Creating and maintaining a SAM.gov account is completely free. **Download** this quick start guide for registering or renewing with SAM.gov.

## Required Supporting Materials:

The following **REQUIRED** forms and documents must be uploaded to complete the application process:

- **BUDGET FORM:** Download and complete the budget and budget summary form provided in the online application. **All applicants are REQUIRED use the form provided.** Funds may be requested for such reasonable project-related expenses as honoraria and travel for speakers and humanities experts, printing and publicity, exhibit design and fabrication, equipment/facility rental, postage, and other materials necessary for implementation of the project. Applicants must review the list of ineligible expenses before completing the budget. Indirect costs (overhead) may not be included in proposed grant funds, but can be met as a match (cost-share) in the final summary financial report.
- **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:** Support materials should 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, please review your entire packet by clicking "Application Packet," to ensure all documents uploaded properly, and are therefore able to be evaluated. It is very important that applicants **review thoroughly** and make any changes before submitting. Once submitted, applicants will no longer be able to make any changes without contacting a Florida Humanities staff member to revert the application back to draft. The Application Packet should be saved as a pdf file and kept by you as your official copy of the final application.

## Application Tips and Tricks:

- 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 or have a few questions? Florida Humanities staff is here to help!

Florida Humanities staff is happy to provide guidance via phone or email on completing an application, determining eligibility, discussing project ideas, addressing budgetary questions, as well as troubleshooting technical difficulties with electronic forms. Please allow for 24-48 hours to return your call or email, and please contact staff well in advance (at least one week) of an application deadline.

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.**

### Grant Questions:

**Lindsey E. Morrison, M.A.**

*Grants Coordinator*

Office: 727-873-2010

Email: [lmorrison@flahum.org](mailto:lmorrison@flahum.org)

### Web/Technical Questions:

**Lisa Lennox**

*Website Administrator*

Office: 727-873-2018

Email: [lennox@flahum.org](mailto:lennox@flahum.org)



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