CALL FOR PROPOSALS
Life, Liberty + Libraries Collaborative Grant
Offered in partnership by:
Florida Humanities and PBS Books

Grant at a Glance:
RFP Released: January 15, 2020
Deadline: Monday, March 16, 2020 @ 12:00 pm (noon)
Contract Amount: up to $2,500

If you have any questions or concerns about this RFP, please contact:
Lindsey Morrison, Grants Coordinator, Florida Humanities
Email | lmorrison@flahum.org
Office | 727-873-2010

Timeline:
RFP Released: January 15, 2020
Application Deadline: March 16, 2020 @ 12:00 pm EST (noon)
Review Period: March 16, 2020 – April 15, 2020
Awards Announced: April 30, 2020
Contract Period: April 30, 2020 – December 31, 2020

How to Apply:
All application materials must be submitted online through Florida Humanities Online Application Portal. Apply at www.floridahumanities.org/apply.

About:
Libraries often serve as a community’s hub for civic engagement. They are places where people come to vote, hear from local candidates, roadmap their path to citizenship, learn from America’s great thinkers, and raise their voices in community conversations.

For the first time, Florida Humanities and PBS Books are proudly partnering to offer libraries across Florida up to $2,500 in funding to purchase democracy and civics-themed books for circulation, utilize templated and high-quality book displays to further engage communities, and plan for humanities-rich public programming to accompany these new resources!

Why does this matter to libraries?
- On August 18, 1920, Tennessee was the final state to ratify the 19th Amendment, officially granting women the right to vote throughout the United States. To mark this
100-year milestone anniversary, PBS will launch a slate of multiplatform content to celebrate the fight for women’s suffrage in the US, and the trailblazing women who ensured victory of this movement. This content will be anchored by the AMERICAN EXPERIENCE documentary titled “The Vote.” Awarded libraries will be notified when this documentary is available to be screened, should you wish to reach out to PBS and bring it to your library.

- On **Tuesday, November 3, 2020**, America will once again have a **United States presidential election**. Since many libraries serve as hubs for civic engagement and voting locations, additional books for circulation and engaging displays that place civics and democracy front-and-center are sure to rev up your community’s enthusiasm for civic engagement!

- In 2026, America will be commemorating its **250th anniversary** – the **“Semiquincentennial.”** From our nation’s capital to our main streets, communities across America will be implementing engaging programming, exhibits, and the like to commemorate our nation’s founding. As a result, there will be an increased focus on civic engagement, a heighten awareness of voting rights, and a greater discussion about American democracy.

**What will libraries receive, if funded?**

**PBS Book Lists:**

**Four Book Lists** produced by PBS Books related to Civic Engagement, Democracy, and Women’s Suffrage. Use these PBS Book Lists to purchase books for your library! Book lists include:

- Adult
- Young Adult
- Children
- Spanish Children

**Promotional Materials:**

**Templated, high-quality promotional materials** that make sharing your new democracy-themed resources a breeze. Materials include:

- Press kit offering a sample press release and images
- Templated, high-quality, and printable poster graphics
- Bookmarks
- Library book display suggestions

**Information about 2020 PBS Programming:**

Awarded libraries will be **notified when PBS is airing special Democracy-themed programming** in 2020: the AMERICAN EXPERIENCE documentary titled “The Vote.”
Eligibility:

Only Florida Public Libraries are eligible to apply for funding. Preference to libraries whose audience includes underserved communities. Underserved communities can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, or disability.

Libraries with open Florida Humanities contracts (Community Project Grants, Florida Talks, Florida Stories, Museum on Main Street, etc.) are eligible to apply.

How to Apply:

Before beginning the application process, applicants are encouraged to review these guidelines and contact Florida Humanities staff with any questions. We’re here to help!

Lindsey E. Morrison  
Grants Coordinator, Florida Humanities  
Email: lmorrison@flahum.org  
Office: 727-873-2010

Contract Period, Award Payments and Program Dates:


All public programs funded through this grant must be no earlier than 6 weeks after the contract start date – meaning, all Florida Humanities-funded public programs, if applicable, must be on or later than June 11, 2020.

All projects must be completed by December 31, 2020. 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.

Narrative:

You must complete each of the following narrative fields before submitting your proposal. An application can be saved and returned to at a later date for completion.

1. Library Information and Target Audience
   Provide detailed information about your library, such as number and location of library branches, if applicable. Describe your current and target audience, and the urgent need for these library resources in your 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.*

2. **Democracy and Civics Books Detail:**
List the books from the PBS Book Lists you intend to purchase with these funds to bring to your community. Please be specific on titles and quantity of each, and organize based on categories (Adult, Young Adult, Children, Spanish). Additionally, detail how these titles will be incorporated into current library programming, such as book clubs or readings.

3. **Marketing and Promotion:**
How does your library plan to market these new books (and supplemental programming, if applicable) to your community, using the templated resources provided by PBS Books and Florida Humanities? Please quantify the reach of each listed marketing outlet or tactic (i.e. Social Media (Facebook) announcement to 5,322 followers or Library Newsletter to 3,402 subscribers)

4. **Supplemental Programming:**
Describe any grant-funded supplementary programming that will be developed around the theme of Civics/Democracy. If you do plan on having supplemental public programming, please describe here how the success of this programming will be measured and evaluated.

- *If you are not applying for funding to support supplemental humanities programming, please enter "N/A."

**Budget:**
Proposal request cannot exceed **$2,500**, but applicants may request less than that amount. The **required** budget form provides line items for the following fundable categories. Applicants may ask for funding in one or all of the categories, depending on your local needs.

Dependent upon programming needs, the following are recommended expenses:

- **Books for Circulation**
  Buying new books for circulation from a pre-selected PBS Book Lists. Please list which books you have chosen.

- **Printing Posters**
  Cobranded, templated marketing materials (posters, additional flyers, rack cards, etc.) provided to libraries.

- **Promotion and Marketing**
  Media placement and social media promotion for events, assisted by PBS Books, local PBS stations, and Florida Humanities.
• **Supplemental Programming**
  Honoraria ($300 max per speaker) and/or travel for qualified humanities experts or scholars on topics that complement the theme of Democracy or Civics.

• **Other**
  Dependent upon individual library needs. Explanation of proposed use of funds required in budget detail.

The following expenses and/or activities are not eligible for funding:

• indirect costs
• 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 (i.e. visual or performing arts that don’t include a strong humanities component)
• scholarly research projects or academic or professional conferences
• publications not directly related to humanities programming
• refreshments or entertainment
• expenses incurred or paid out before a grant award is made
• scholarships and awards

**Cost Share/Match Requirement:**
At least a 1:1 cost share (i.e. match) is required, and matching funds exceeding the amount requested is highly encouraged, showcasing the positive economic impact this project will have in their local community.

Matching funds may include cash or in-kind contributions of staff and volunteer time, materials, facilities and services donated, printing posters and marketing materials, purchasing additional civics/democracy books not on booklist, or other tangible contributions to the project objectives and outcomes.

Cost-share may include indirect costs (overhead) totaling no more than 15% of the requested funds. 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, etc.

**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 to use the form provided.

- **SUPPORTING DOCUMENTS**: Support materials could include letters of commitment from presenters, if applicable; letters of support from partnering agencies; and any items that demonstrate the past success of the library in public engagement. 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.
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.**

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**Grant Questions:**
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**Web/Technical Questions:**
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Florida Humanities

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