



REQUEST FOR PROPOSALS LIFE, LIBERTY + LIBRARIES

ABOUT

Libraries often serve as a community's hub for civic engagement. They are places where people come to vote, road map their path to citizenship, learn from America's great thinkers, and raise their voices in community conversations.

Florida Humanities and PBS Books proudly partner in Life, Liberty + Libraries, offering Florida libraries, K-12 libraries, educational institutions and cultural organizations with widely accessible literary collections **up to \$2,500** in funding to purchase **print or digital democracy and civics-themed books for circulation**, utilize high-quality, templated promotional materials to further engage communities, and plan for humanities-rich public programming to accompany these new resources!



APPLICATION DEADLINE

Wednesday, September 23, 2020
at 12:00 pm (noon)

GRANT AMOUNT

up to \$2,500

CONTRACT PERIOD

October 14, 2020 -
October 14, 2021

HOW TO APPLY

Ready to apply? It's easy (and we're here to help if you get stuck!). Simply sign into the **Online Application Portal** at www.FloridaHumanities.org/Apply.

QUESTIONS ON THIS RFP?

Lindsey Morrison, M.A.
Grants Coordinator, Florida Humanities
lmorrison@flahum.org



About:

Florida Humanities and PBS Books are proudly partnering in **Life, Liberty + Libraries**, a collaborative grant program that offers **Florida libraries, K-12 libraries, educational institutions and cultural organizations with widely accessible literary collections up to \$2,500** in funding to purchase print or digital copies of democracy and civics-themed books for circulation, utilize templated and high-quality promotional materials to further engage communities, and plan for humanities-rich public programming to accompany these new resources!

Why does this matter?

- 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 heightened awareness of voting rights, and a greater discussion about American democracy.

Grant Opportunity Extended Beyond Public Libraries!

Following a successful inaugural round of Life, Liberty + Libraries, Florida Humanities and PBS Books is proud to extend this grant opportunity to Florida libraries, K-12 libraries, educational institutions, and cultural organizations with widely accessible literary collections

Not sure if your organization qualifies? Contact:
Lindsey Morrison,
Grants Coordinator
lmorrison@flahum.org.

What will awarded applicants receive?

PBS Book Lists:

Four Book Lists (Adult, Young Adult, Children and Spanish Language Children) produced by PBS Books related to Civic Engagement, Democracy, and Women's Suffrage.

[Take a look at the full PBS Books Book List](#) to see which books you can use requested grant funds to purchase (either print or digital copies!)



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 organizations will be notified on any new or existing PBS programming that they can weave into their public-humanities programming or complement their new Life, Liberty + Libraries materials.

Eligibility:

Florida libraries, K-12 libraries, educational institutions and cultural organizations with widely accessible literary collections are eligible to apply.

Preference to libraries and organizations 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.

Examples of eligible applicants include:

- Libraries
- Associated library friends groups or fiscal agents
- College/University Libraries
- K-12 Libraries
- Community Libraries
- Other Florida nonprofit cultural organizations that have literary collections widely accessible (either in-person or digitally) for the general public OR the community they serve.

Applicants with open Florida Humanities contracts (Community Project Grants, Florida Talks, Florida Stories, Museum on Main Street, etc.) are eligible to apply. Applicants with currently open Life, Liberty + Libraries grant contracts are not eligible to re-apply until their current grant is closed in good order.

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

Contract Period, Award Payments and Program Dates:

The contract period for all grants awarded through Life, Liberty + Libraries is **October 14, 2020 – October 14, 2021**.

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 **November 25, 2020**.

All projects must be completed **by October 14, 2021**. Awarded grantees will receive funds in two installments:

- **90%** at start of project and **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 or organization's literary collection. Describe your current and target audience, and the urgent need for these resources in your community. Describe how your project or programming engages diverse audiences or impacts an underserved community. *Underserved communities = those whose access to the humanities is limited by geography, ethnicity, economics, or disability across Florida.*

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.



(Above): Book display for Taveras Public Library using high-quality templated promotional materials. Taveras Public Library was awarded a Life, Liberty + Libraries contract in April 2020.

3. Marketing and Promotion:

How does your organization 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.

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.

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 the categories, depending on your local needs. Dependent upon programming needs, the following are recommended expenses:

- **Books for Circulation**
Buying new books for circulation (digital or print) 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**
Supplementary programming that will be developed around the theme of Civics/Democracy. Examples include honoraria (\$300 max per speaker) and/or travel for qualified humanities experts or scholars on topics that complement the theme.
- **Other**
Dependent upon individual organizational 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. 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 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.

CONTACT

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

Web/Technical Questions:

Lisa Lennox
Website Administrator
Office: 727-873-2018
Email: llennox@flahum.org

This grant opportunity is made possible through a partnership between:

