ABOUT

Florida Humanities awards up to $5,000 in Community Project Grants to nonprofit organizations and public institutions across Florida whose projects strengthen vibrant communities and cultures, promote civic engagement, spark thoughtful community dialogue, and reflect on the human experience across the Sunshine State.

These grants are designed to support a vast array of bold and innovative public humanities projects that are meaningful to local communities - from oral history projects with subsequent panel discussions to digital or on-site interpretive exhibits and timely community conversations.

DEADLINES

<table>
<thead>
<tr>
<th>January 13, 2021 12:00 pm (noon)</th>
<th>April 14, 2021 12:00 pm (noon)</th>
<th>July 21, 2021 12:00 pm (noon)</th>
<th>October 12, 2021 12:00 pm (noon)</th>
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<tr>
<td>Notification Date: March 1, 2021</td>
<td>Notification Date: June 1, 2021</td>
<td>Notification Date: September 1, 2021</td>
<td>Notification Date: December 1, 2021</td>
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<td>Contract Date: March 1, 2021 - March 1, 2022</td>
<td>Contract Date: June 1, 2021 - June 1, 2022</td>
<td>Contract Date: September 1, 2021 - September 1, 2022</td>
<td>Contract Date: December 1, 2021 - December 1, 2022</td>
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<td>Public Programs Can Start After: April 12, 2021</td>
<td>Public Programs Can Start After: July 13, 2021</td>
<td>Public Programs Can Start After: October 13, 2021</td>
<td>Public Programs Can Start After: January 12, 2022</td>
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HOW TO APPLY: Applying is easy (and we're here to help if you get stuck!). Simply sign into the Online Application Portal or create an account at www.FloridaHumanities.org/Apply.

QUESTIONS ON THIS RFP?
Lindsey E. Morrison, Grants Director
Florida Humanities
lmorrison@flahum.org
About
Florida Humanities 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.

All projects must:
1. be rooted in the humanities
2. involve humanities advisors, scholar(s), and/or community experts.
3. attract diverse audiences
4. bring the public together (even if virtually) for discussion
5. be free and open to the public (or not cost prohibitive)

Award Amount:
Applicants may request up to $5,000 for proposed projects.

Funding Eligibility
Humanities-rich projects come in all shapes and sizes. Ultimately, these projects should be bold, innovative, and potentially transformative to local communities. 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 Director Lindsey Morrison at lmorrison@flahum.org.

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.
- 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.

DID YOU KNOW?
These projects can be entirely virtual, and all public programming and engagement can occur in a purely digital format.

(Above) Participants of Vickie O!’s Heritage Productions’ Community Project Grant public event in the Newtown community of Sarasota, FL.
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
- Projects that focus on one or more of our 5 Programmatic Priorities.

### 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 with post-project community engagement
- Outdoor heritage signage with post-development community engagement
- Panel Discussions following theatrical productions
- Public lecture series and panel discussions

### Types of Programs NOT Fundable

- Creation of murals, sculptures or other artistic works, theatrical productions or performances that do not involve analysis/interpretation
- Profit-making or fundraising programs
- Virtual projects aimed primarily at audiences outside Florida
- Projects that advocate a single point of view or ideology
- Websites, or other materials, used to solely promote the organization
- Scholarly research projects or academic or professional conferences

### Programmatic Priorities

Community Project Grants, at their core, meet the needs of local communities. While remaining open to funding locally driven public humanities projects, Florida Humanities may give special consideration to applications that focus on one or more of the following five programmatic priorities:

1. **Racial Injustice**
   
   Sharing stories and perspectives highlighting historical and modern race-based inequities and injustices that disadvantage(d) communities of color, employing the humanities to bring communities together in constructive dialogue.

2. **Civics and Democracy**
   
   Current issues in American democracy and civics including but not limited to voting, suffrage, the power of protest, voting rights, voter suppression, contested elections, and ideological polarization.
3. **Water**
Water as an essential component of life on our planet (environmentally, culturally, and historically), using the humanities to examine a community’s relationship with water as it relates to their cultural history.

4. **Public Health**
The impact of public health issues on the sustainability of Florida’s communities within a diverse, globalizing world, exploring the continuity and change of cultural heritage in relation to public health crises, including global pandemics. Explorations may include the disparities in health access and service for various groups within the community, such as economic resources, sex, and race/ethnicity.

*NOTE:* Public humanities programs focused on health must use the humanities to think critically and provide a deep level of analysis and interpretation. *Social service projects focused on public health and not grounded in the humanities are ineligible for funding.*

5. **Immigrant and Refugee Stories**
Programs that share refugees’ and immigrants’ personal accounts and perspectives, using the humanities to compassionately reflect upon community challenges and triumphs in our increasingly diverse and changing Florida landscape.

**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 Director: lmorrison@flahum.org

**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.

(Above) TEN Global Executive Director Dr. Charlene Desir, project director of “Demystifying Haitian Vodou and Culture to Improve Educational and Health Outcomes of Haitian Americans.” TEN Global, in partnership with the Vodou Holistic Center in Broward County, FL, was awarded a $5,000 Community Project Grant in 2019.
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:**
   Florida Humanities attaches great importance to a program's marketing and promotional plans, as well as a thoughtful work plan. Describe what methods you will utilize (i.e. print, digital, social media) to publicize your program(s). Provide a detailed work plan from initial planning to project completion.
   (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.
   (limit 2,000 characters with spaces)

5. **Fees:**
   Specify and describe in detail any fees to be charged to attendees. Funding priority will 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

**What types of expenses are NOT eligible to be covered with Florida Humanities funding?**

- Capital improvements, building construction, maintenance, restoration, renovation, or preservation
- Costs of political action or advocacy
- Entertainment (i.e. dance or musical performances)
- Expenses incurred or paid out before a grant award is made
- Purchase of real property
- Refreshments (i.e. food and drink)
- Scholarships and awards

**Cost-Share/Match Requirement:**
A minimum 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 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 awarded/expended funds.
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.
- **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 from participating scholars/presenters; letters of support from partnering organizations; and any items that demonstrate the past success. 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. The Application Packet should be saved as a pdf file and kept by you as your official copy of the final application.

Need help or have a few questions? We are here to help!

Florida Humanities staff are happy to provide guidance via phone or email on completing an application, determining eligibility, addressing budgetary questions, as well as troubleshooting technical difficulties with electronic forms.

Please allow for 24-48 hours to return your 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.
What are the humanities?
Humanities is the process of pursuing an understanding of our shared human experience. Through exploration of the humanities, we learn how to think creatively and critically, to reason, and to ask questions. 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.

What is public humanities programming?
Public humanities programming involves actively engaging with the public and fostering constructive dialogues grounded in humanities disciplines (see “What are the humanities?”), typically in conversation or consultation with a humanities advisor.

Is my project social services or public humanities programming?
This is an important distinction, as Florida Humanities does not fund social service projects.

Social service/humanitarian projects (i.e. education, medical care, and housing) aim to promote the welfare of others, typically for the benefit of a community. While similar in name and concept, public humanities programming is grounded in scholarship, analysis/interpretation, and that "ah-ha!" moment about a broader truth and understanding of our shared human experience.

Does Florida Humanities fund the arts, such as music, art, or dance?
No, Florida Humanities does not directly fund the arts, including the creation of art (murals, paintings, sculptures), theatrical performances, or dance as a standalone program.

Florida Humanities, however, would be able to support complementary public humanities programming for artistic works, such as panel discussions with humanities scholars following performances or community conversations and lectures around a humanities theme brought forth through an art exhibit.
What are the duties/expectations of a project director?
The Project Director is the point of contact for the grant and should oversee its success, and to bring up any issues that arise. They will receive all communications related to the grant proposal, contract, payments, etc. and will be charged with writing the final report.

Who is a Humanities Advisor?
A Humanities Advisor is an individual with a high level of experience in a humanities discipline and/or is actively engaged in research or programming in that field. Humanities advisors could include individuals such as these:

- **Humanities Scholars**: an individual who has an advanced degree in a discipline of the humanities. Having a humanities scholar participate in programming is strongly encouraged. *(Example: 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)*

How do I find humanities advisors/scholars?
Start by thinking about how a scholar could best contribute to your project. What kind of expertise is needed for that role? Humanities advisors can likely be found right in your community at related nonprofit organizations, or in Universities or Colleges. There is no limit to the number of qualified scholars you bring onto your project – in fact, the more the merrier.

**Have you checked out our Speakers Directory?**
Florida Humanities maintains a [Speakers Directory](#) (mainly used for our [Florida Talks](#) program), that Community Project Grant applicants can look to for expert speakers or humanities advisors to contribute to their public humanities programming.

We are collaborating with another nonprofit. How do we apply?
Florida Humanities strongly encourages collaborations. For your application, one organization must be the Sponsoring Organization, taking responsibility for applying for the grant and managing grant funds. Make sure to identify any partnering organizations in your application, explaining their role in the project and their relationship with the Sponsoring Organization. You should also upload letters of commitment from your partner organizations.
What is cost share, and why do we need it?
Cost share (also known as a “match”) is that portion of the project or program costs that are not paid by the funding agency (which would be Florida Humanities, if you are applying for our grants). Cost share includes all contributions, including cash and in-kind, that can be directly contributed to the project. A minimum 1-to-1 match is required for Community Project Grants.

What is SAM.gov?
System for Award Management (SAM.gov) is a website used by entities doing business with funds from the U.S. government. Your organization does not need to be registered in SAM.gov at the time of application. Your organization does, however, need to be registered in SAM.gov to be distributed any awarded funds. It is best to start the registration process at time of application, as this can take time. See our Quick Start Guide for SAM.gov to get started, or if you get stuck. Remember, registering in SAM.gov is free, and to seek help is free.

I have a grant from Florida Humanities. When can I apply for another grant?
If you have an open Community Project Grant, you cannot apply for another Community Project Grant until that grant is closed out (i.e. the Final Report has been submitted and the grant has been closed by Florida Humanities staff, which can take up to 30 days). If you have an open grant or program other than Community Project Grants, you may apply for a Community Project Grant.

How do I apply?
Head on over to our Online Application Portal and log-in with your organization’s information (create an account only if this is your organization’s first time applying). All applications must be submitted online through this portal.

Have a different question? Reach out!
For all Community Project Grant questions, please contact:

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