



2021 Florida Talks



Request for Proposals

2021 Florida Talks

Do you know the ten foods that define Florida? Or the story behind a black-market orchid-smuggling scheme in Miami? Or the culture of the Florida Seminoles, and the history (and myth) of Chief Osceola? These are just a few examples of more than 80 compelling topics available through our Florida Talks program.

Non-profit organizations may request \$1000 to host up to three informative and thought-provoking presentations selected from our current directory. Programs may be presented virtually or in-person and must occur between January 1 and December 31, 2021.

How to Apply:

Applying is easy (and we're here to help if you get stuck!). Simply sign into our Online Application Portal or create an account at www.FloridaHumanities.org/Apply.

Questions on this RFP:

Lisa Lennox
Digital Media Manager and Program Manager
Florida Humanities Council
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Deadlines:

November 13, 2020

at 12:00 pm (noon) (EDT)

- **For programs occurring between Jan. 1 – May 31, 2021**
- **Notification:** Nov. 20, 2020

June 25, 2021

at 12:00 pm (noon) (EDT)

- **For programs occurring between Sept. 1 – Dec. 31, 2021**
- **Notification:** July 16, 2021

(updated September 2020)

About

The Florida Talks program provides funding to nonprofits and public institutions across Florida to host humanities-rich presentations in their community or virtually. Organizations selected as a Florida Talks partner will receive:

- up to \$1,000 to host up to three in-person or virtual programs
- access to state-wide scholars and presenters via the 2021 Florida Humanities Speakers Directory
- templated marketing materials to help promote their programming
- templated evaluation tools

All selected organizations must identify a staff member or volunteer who will serve as the project director that will administer the project and submit required reporting. All presenters must come from Florida Humanities' approved Speakers Directory.

Funding Eligibility

Florida non-profit organizations, municipalities and public institutions are eligible to apply. Although eligible for funding, colleges and universities are strongly encouraged to partner with and apply through local nonprofit organizations.

Priority will be given to non-profit organizations with operating budgets less than \$500,000. Organizations will also be selected for participation based on geographic distribution of potential partners across the state and ability of the organization to attract a diverse and/or underserved audience. Underserved audiences can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, or disability.

How to Apply

Before beginning an application, organizations must review the entire guidelines and contact Florida Humanities staff with any questions. Please note that all funds are awarded on a competitive basis and are dependent on the availability of federal funds from the National Endowment for the Humanities.

All applications must be submitted electronically via our online portal. Paper applications will not be accepted.

To Apply now, sign in or create an account at www.FloridaHumanities.org/Apply

A Note on SAM.gov

Because Florida Humanities is a federally-funded agency, all organizations requesting support are 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 Florida Talks 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.

Contract Period, Award Payment and Program Dates

All programming must take place during the contract period: January 1-May 31, 2021 for applications approved in November 2020; September 1-December 31, 2021 for applications approved in July 2021.

Organizations will receive 100% of approved funds within 30 days of award notification and upon receipt of electronically signed contract and cash request form and confirmation of SAM.gov status. All project directors will also be required to participate in a brief program administration webinar prior to receiving their grant award. Webinar dates and times will be sent to all project directors with their grant contract.

Application 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 and identify the project director. Note any prior programmatic history with Florida Humanities.
- 2. Program Format:**
Briefly describe if public programming will be conducted in-person, virtually, or a combination of both. For in-person programs, please describe the program venue including seating capacity, compliance with ADA requirements, and audio/visual capabilities. Please also address your organization's health and safety protocols for in-person programs. For virtual programs, please indicate the software platform that will be utilized to host your program(s) and if there any limitations for attendee registration/participation. Please indicate if you intend to video record your program(s) and how that recording will be made available to the public.
- 3. Target Audience and Reaching Underserved Communities:**
Describe your target audience and the need for the proposed programming whether presented in-person or virtually. Indicate if your programming will target diverse and/or underserved audiences. Underserved audiences can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, or disability.
- 4. Marketing and Promotion:**
Florida Humanities attaches great importance to a program's marketing and promotional plans. Describe what methods you will utilize (i.e. print, digital, social media) to publicize your program(s). Describe any specific strategies for reaching underserved audiences.
- 5. Impact and Evaluation:**
Describe the expected impact of your program(s) on the target audience. Explain how you will evaluate its success and measure results.
- 6. Fees:**
Will there be any fees to attend your in-person program(s)? If so, how much? Partners may charge a modest attendance fee, but it may not present a barrier to public attendance.

Confirmation of Florida Talks Program(s)

ATTACHMENT A: Download and complete the form provided to list all presenters who have agreed to provide a program for your organization. The form must include the speaker's name, program title, and anticipated date of the program(s). You must also indicate if the program(s) will be presented in-person or virtually. All programs must be selected from the 2021 Florida Humanities Speakers Directory.

Budget

Requests may not exceed \$1,000 and Florida Humanities funds may only be used for allowable expenses incurred during the project period. Allowable budget expenses for Florida Humanities funds include the following:

- Speaking Fees: Speakers listed in the Florida Humanities Speakers Directory have agreed to honoraria of no more than \$300 to conduct either in-person or virtual programs.
- Travel: Mileage, lodging, and per diem for speakers traveling for in-person programs. Be sure to discuss travel costs with speakers as you contact them.
- Promotion: Print, radio, and electronic marketing of your program.
- Postage: Florida Humanities will provide a mailing list of its local membership if partners plan for a bulk-mailing
- Other: Rental of venues other than your own for in-person programs. Software subscriptions for virtual programs, rental of A/V equipment and/or program video recording.

Cost Share

Organizations are also required to provide a cost share at least equal to the funds requested of Florida Humanities. Cost share may include, but is not limited:

- Speaking fees/Travel/Promotion: Any of these expenses not completely covered by Florida Humanities funds.
- Support Staff/Volunteers: Staff/volunteer time directly dedicated to planning, promoting, and implementing your programs.
- Other: Food, beverages, or other expenses directly related to the project and not completely covered by Florida Humanities funds.

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 especially 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 Florida Humanities staff. 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 questions?

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

Note: Due to the coronavirus crisis, all Florida Humanities staff are working remotely. It is best to send an email first, requesting a time to discuss your Florida Talks application on the phone. Staff comments and suggestions are based solely on prior experience with application review sessions that include board members. Adherence to staff suggestions does not guarantee funding.

Florida Talks Questions:

Lisa Lennox, Digital Media and Programs Manager

Office: 727-873-2018

Email: lennox@flahum.org



Florida Talks FAQs



Who Can Apply?

Any Florida organization constituted for non-profit purposes may apply for funding. It is not necessary that organizations be incorporated or have tax-exempt status. Please see the additional requirements in the guidelines regarding organizational DUNS and sam.gov accounts.

We give priority funding to:

- Organizations with operating budgets of less than \$500,000.
- Organizations that direct programming toward underserved audiences. Underserved audiences can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, disability, or other special factors.
- Proposals representing a wide geographic spread of programming. In general, if multiple proposals come from the same area (city or county), only one proposal may be funded.
- Organizations who are new applicants to Florida Humanities or who have successfully partnered with us on prior programming.
- Programs that are free and open to the public.

How much honoraria do speakers charge?

It will vary speaker to speaker, however, all speakers on our Directory have agreed to charge no more than \$300 per in-person or virtual program. This amount does not include travel expenses.

How much funding should we request?

While \$1,000 is the maximum award, you should only request what you need for your programming. A project using only one speaker should not request the maximum amount.

Do Florida Talks funds require a match?

All Florida Humanities funds must be matched at a minimum with an equal amount of cash and/or in-kind services. Approved matches include staff/volunteer time, equipment/facility usage, publicity, and other program related expenses not covered by Florida Humanities funds.

Can we use funding for staffing or facilities?

None of the requested funds can be used for staffing or use of your own facilities. However, these items can go towards your match.

Can I apply if I have an open grant or other Florida Humanities-funded project?

Yes, you are still eligible for a Florida Talks program.

Can we charge admission to a program?

Priority will be given to programs that are free and open to the public. However, nominal admission fees that do not present a barrier to public participation may be charged.

Can we book speakers that aren't on your Speakers Directory?

No, not at this time. All speakers must come from our pre-approved directory.

If you are interested in creating your own speaker series please consider applying for a Florida Humanities [Community Project Grant](#).

Can I join the Florida Humanities Speakers Directory?

[Click here](#) to apply to join our Speakers Directory.

Does our facility need to be ADA compliant?

Yes, all partners must adhere to state accessibility guidelines. For more information about accessibility please visit the Florida Division of Cultural Affairs accessibility website [here](#).