



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES

## GRANT AT A GLANCE:

<b>Grant:</b>	Community Project Grant
<b>Deadlines:</b>	Four deadlines per calendar year: January 9, 2021; April 13, 2021; July 20, 2021; October 12, 2021
<b>Award Amount:</b>	\$10,000
<b>Contract Period:</b>	1 year
<b>Cost Share:</b>	1:1 match required
<b>Contact:</b>	Lindsey Morrison, Grants Director, <a href="mailto:lmorrison@flahum.org">lmorrison@flahum.org</a>

## OVERVIEW:

Florida Humanities' Community Project Grants support the development and delivery of humanities-based learning experiences, known as public humanities programming, for Floridians to encourage thoughtful reflection, analysis, and consideration of important topics relevant to local communities, and the state writ large. At their core, these grants embody our mission to preserve, promote and share the history, literature, culture and personal stories that offer Floridians a better understanding of themselves, their communities and their state.

This funding opportunity aims to increase public participation in and access to the humanities by providing relevant, engaging, and meaningful humanities-based programming to all. Programming that fosters connections between different communities or demographic groups, promotes networking and collaboration between institutions and organizations, and links humanities-associated organizations with other community partners and sectors are encouraged.

Special consideration may be given to proposals that come from organizations with annual budgets of less than \$1 million, or projects that actively involve underserved communities in the creation or dissemination of the programming. **Underserved audiences** can be defined as those communities whose access to the humanities is limited by geography, ethnicity, economics, or disability.

### **Award Amount:**

Applicants may request **up to \$10,000** for proposed projects.

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

All projects must be completed within **12 months**. All public programs supported by grant funds **may not begin sooner than 6 weeks** after the contract start date. 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.

## What types of Programming do Community Project Grants Support?

Community Project Grants support an array of public humanities programming that encourage community engagement in and with the humanities. The mode of programming should be tailored to and appropriate for the subject matter, the applicant's goals, as well as reflective of the interests and needs of the intended audience(s), particularly underserved communities.

Projects may be implemented using digital and virtual platforms as well as more traditional in-person methods, and neither is necessarily given more weight than the other in the evaluation of proposals.

Florida Humanities encourages innovation and experimentation with new approaches as well as use of time-tested formats such as:

- Community conversations, forums, and dialogues grounded in the humanities
- Interpretive exhibits (permanent or traveling, physical or digital) with significant humanities content and accompanying public programming
- Lectures, podcasts, and presentations grounded in the humanities
- Community-wide reads, or reading- or film-and-discussion programs; Book, film, and cultural festivals incorporating humanities activities
- Oral history projects, story-collection and -sharing programs, and other activities that produce and share knowledge products.
- Interpretive tours or other types of site- or place-based humanities programming

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### All Community Project Grants MUST

Be rooted in the humanities

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Involve humanities scholar(s) appropriate for the project

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Be made available to the general public and actively foster constructive dialogue

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Be free, or not cost prohibitive

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### Humanities Scholar:

Every project must involve at least one humanities scholar. Scholars are often faculty members, librarians, museums professionals, or independent experts whose research and studies are firmly grounded in a humanities discipline.

Before you submit your application, you and your scholar should, discuss the project and formulate ways to strengthen the humanities aspects, consider the involvement of other scholars to add diverse perspectives, and review the application to help clarify goals and ensure the project meets the requirements.

Humanities are 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.

**Community Project Grants Do Not Support:**

- Organizational development or general operations (GOS)
- Research and planning without related public programming within the grant period
- Programming focused primarily on out-of-state audiences
- Capital improvements
- Creation of murals, sculptures or other artistic works, theatrical productions or performances that do not involve analysis/interpretation
- Creative or scholarly work by individuals including research, travel, or residencies
- Regranting, sub-awards, scholarships, prizes, or gifts
- Publication of books
- Activities and projects primarily intended to advance a specific policy goal or political agenda or to influence legislation (advocacy)
- Websites, or other materials, used to solely promote the organization
- Professional development programs, training, conferences, or activities geared for membership organizations, associations, or institutions
- Activities aimed primarily at fundraising, marketing, or institutional advancement

**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:

**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.

**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.

**Water/Environmental Humanities**

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.

**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.***

### **Immigrant/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.

## **ELIGIBILITY:**

Applicants may request **up to \$10,000**. Florida Humanities funds may be used to support eligible project-related activities and expenses within the **one-year grant period**.

**Eligible Organizations:** Applications will be accepted from Florida-based public agencies (including libraries, museums, schools, and tribal governments) and Florida-based nonprofit organizations constituted for nonprofit purposes. Universities and colleges are encouraged to apply through [Greater Good: Humanities in Academia](#).

**Ineligible Entities:** Individuals, for-profit organizations and foreign governments/organizations are not eligible for funding.

### **Eligible applicant organizations must:**

- Be in good standing with Florida Humanities (i.e. if a prior grantee, have submitted a final report and not violated any terms of the award).
- Not have another Florida Humanities Community Project Grant open. Organizations must close out their current Community Project Grant prior to submitting another proposal.

An organization may have an open Community Project Grant simultaneous with other grants or programs offered by Florida Humanities, including but not limited to Greater Good: Humanities in Academia Grants, Broadcasting Hope Public Media Grants, Florida Talks, English for Families, and Museum on Main Street. Grant funds may not overlap between funding opportunities, and may not be stacked to support one project.

### **DUNS and SAM.gov**

A DUNS and Federal-ID number are required to apply. To obtain a DUNS number, contact Dun & Bradstreet. Applicant organizations are processed through GuideStar Charity Check to ensure they are in good fiscal standing.

All successfully awarded organizations must maintain active **System for Award Management (SAM)** registration with current information at all times during which they have a Community Project Grant award.



## HOW TO APPLY:

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](mailto:lmorrison@flahum.org)

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### Steps to Apply for Funding

**1. Read** the Guidelines

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**2. Attend** a live webinar or **watch** a free, on-demand webinar through GrantEd: Resources that Empower

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**3. Reach out** to Grants Director Lindsey Morrison with any questions about your proposal or the application process

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**4. Apply** for funding online through our Online Application Portal

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### 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 3,000 characters with spaces)

**2. Humanities Content:**

Describe the project you would like to implement, and how the project is firmly rooted in the humanities, and is classified as public humanities programming. 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 5,000 characters with spaces)

**3. Target Audience, Promotion Plan and Reaching Underserved Communities:**

Describe your target audience and the need for the project in the community. Provide a detailed marketing/promotion plan with relevant outreach metrics (i.e. how many people

will be reached by each promotion outlet?). Describe how your project or programming specifically engages underserved communities.

**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 4,000 characters with spaces)

**4. 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 1,000 characters with spaces)

**5. Project Personnel:**

Detail the humanities advisors and scholars and other project participants. Florida Humanities strongly requests that all key project personnel should be confirmed at the time of application.

**Humanities Scholars/Advisors:**

- Provide short descriptions for the humanities scholars/advisors involved in the project, including their areas of expertise, scholarship, and institutional affiliation.
- Describe the project role of each humanities professional (such as content advisor, researcher, or interview subject).

**Project Personnel:**

- For the primary project personnel (e.g. project director, event coordinator, etc.) provide a bio that includes relevant skills and education and their specific role in the project.

(limit 4,000 characters with spaces)

**6. 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 3,000 characters with spaces)

**Budget:**

A downloadable budget form is provided within the online application and is required. Budget and budget detail must reflect all costs of implementing your project. Florida Humanities funds may only be used for eligible project expenses incurred during the grant period. Please be aware that budgets are weighed as part of the review process and awards may be made for reduced amounts (if so, we will request a revised budget).

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 staff.

**Honoraria:**

Value of time for people who administer the project, both paid and volunteer, and humanities scholars that serve as speakers, panelists or consultants. Funds may not be

directed at salaries for full-time staff employed by the sponsor organization. Fiscal officer's services and fringe benefits must be shown as cost share.

- Travel, Per Diem, Lodging:** Mileage, lodging, and meals for both the project director and staff. Please refer to the state of Florida approved mileage calculations.
- Facilities/Equipment or A/V:** Rental costs for meeting rooms, public venues, sound equipment, projectors, etc. Refer to fair market value for recording rented or purchased equipment as cost share.
- Publicity and Promotion:** Creation of brochures, invitations, flyers, posters and costs associated with mailings, paid advertising online or through print, radio, and television.
- Supplies:** Detailed materials costs for aspects such as book discussions, exhibits, pens, paper, printer ink, etc.
- Exhibit Design/Fabrication:** Creation or fabrication of exhibit panels or interpretive elements that will be part of the exhibition.
- Other:** Costs essential to the project but not identified above. Applicants must be specific in these costs, as we do not award funds for unknown items. Refer below to what costs cannot be covered with grant funds.

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

- Salaries for full-time staff employed by the sponsor organization
- Capital improvements, building construction, maintenance, restoration, renovation, or preservation of buildings
- Costs of political action or advocacy
- Performance pieces such as plays, musical performances, etc. that are not intrinsically connected to the public humanities programming
- Expenses incurred or paid out before a grant award is made
- Purchase of real property
- Refreshments (i.e. food and drink)
- Scholarships, awards, or prizes

**Cost-Share/Match Requirement:**

A minimum 1:1 cost share (i.e. match) is required for all Community Project Grants. For example, if you request \$10,000, you must provide a match greater than or equal to \$10,000 in your proposed budget.

The match can be met by either in-kind services or cash from either the sponsoring organization or from outside partner organizations or institutions. 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 use the form provided.
- **WORK PLAN:** Applicants must create and attach a month-by-month work plan that clearly shows how the project will achieve success.
- **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.

### **Application Review:**

All submitted Community Project Grant proposals are reviewed by an evaluation committee comprised of a diverse representation of Florida Humanities staff, expert outside humanities scholars, and/or Florida Humanities board members.

Award decisions will be announced before on or before the Contract Start Date. Decisions are final and may not be appealed but unsuccessful applicants may seek evaluation comments if they wish to revise their proposals and apply again in the future. Reviewer feedback will be provided to all applicants on request.

## **GRANTEE RESPONSIBILITIES:**

Along with notification of award, successful applicants will receive detailed Grant Administration Checklist with reporting instructions. Awardees are expected to familiarize themselves with all requirements as outlined in the grant agreement and supplemental grant administration materials, which include:

- Sign the Contract Agreement
- Ensure your Organization is Registered in SAM.gov
- Send back a signed Cash Request Form (requesting 90% of your award)
- Send letters to legislators announcing your award.

If partial funding is awarded, applicants will be asked to submit a revised budget.

The Florida Humanities logo must appear on all printed and digital materials connected with projects supported by Florida Humanities. If this logo is being used by a grant recipient, you must also include the following acknowledgment:

*“Funding for this program was provided through a grant from the Florida Humanities with funds from the National Endowment for the Humanities. Any views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of Florida Humanities or the National Endowment for the Humanities.”*

### **Submitting the Final Application:**

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. 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.

## **APPLICATION ASSISTANCE:**

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 for 24-48 hours to return your email, and please contact staff well in advance (at least one week) of an application deadline.

Applicants are highly encouraged to attend a live webinar or watch an on-demand free recording through GrantEd: Resources that Empower. This webinar is meant to supplement the information within the Guidelines.

**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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