



GRANT AT A GLANCE:

Grant: Community Project Grant
Deadlines: Four deadlines per calendar year:

- January 19, 2022
- April 13, 2022
- July 20, 2022
- October 12, 2022

Award Amount: \$10,000
Contract Period: 1 year
Cost Share: 1:1 match required
Contact: Lindsey Morrison, Grants Director, lmorrison@flahum.org

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:

- Organizations with budgets less than \$1 million
- Applications requesting \$5,000 or less in funding

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

All Community Project Grants MUST

Be rooted in the **humanities**

Involve **humanities scholar(s)** appropriate for the project

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

Be **free, or not cost prohibitive**

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

What Are the Humanities?

The Humanities are those academic disciplines that study human culture, using methods that are primarily critical and have a significant historical perspective. Through the humanities, we learn how to think creatively and critically, to reason, and to ask questions, coming to a broader understanding of our shared human experience.

The term 'humanities' includes **the study and interpretation of: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archeology; comparative religion; ethics; the history, criticism and theory of the arts;** those aspects of **the social sciences** which have humanistic content and employ humanistic methods; and the study and application of the humanities to the **human environment** with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.

What is a Humanities Scholar?

While you should be involving subject area experts and community experts on your project, every project *must* involve at least one humanities scholar whose background is suited for the programming at hand. See below definitions to help determine who qualifies as a humanities scholar, or a subject area expert or a community expert.

- **Humanities Scholars:**

Every project is required to include scholars from humanities disciplines. Someone who has an advanced degree in a discipline of the humanities is generally considered a scholar. These individuals are important for providing context for a project and identifying relevant humanities themes and ideas.

- **Subject Area Experts:**

Projects may also include individuals who do not possess an advanced degree but nevertheless have a demonstrated record of working, teaching, and/or publishing in a humanities discipline. Such individuals will likely be recognized by others in the field as an area expert. These individuals may be important in developing major themes.

- **Community Experts:**

Some projects will find it necessary to include community members with special knowledge of cultural traditions or local history, such as Native American tribal elders, or local historians. Community experts might also possess specialized skills or specific information related to the locality or target audience, such as teachers familiar with the local K-12 curriculum requirements or members of local religious or civic organizations who are familiar with the history, needs, and concerns of a target audience. These individuals may be critical to focusing on the most appropriate theme ideas, developing effective methods of audience engagement, and building successful outreach strategies.

Where do I find a 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.

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, SAM and SAM.gov:

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

Unique Entity ID (SAM):

For future grants through Florida Humanities, all applicants will be required to have a Unique Entity ID (SAM) through the [sam.gov](#) website. The SAM is replacing the DUNS number beginning April 4, 2022.

What is the Unique Entity ID (SAM)?

- The Unique Entity ID (SAM) is a 12-character
- Managed, granted, and owned by the federal government
- Will serve as the authoritative unique entity identifier used by the federal government

How long will it take to get a Unique Entity ID?

- If your entity is already registered in [sam.gov](#), you have been issued a Unique Entity ID (SAM). This includes inactive registrations.
- If requesting a Unique Entity ID only through [sam.gov](#), a successful request will provide the SAM immediately

This short YouTube video from [sam.gov](https://www.youtube.com/watch?v=4Hqs_LOB5kl) describes exactly how to get your SAM, https://www.youtube.com/watch?v=4Hqs_LOB5kl.

POST-AWARD ONLY:

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



This SAM.gov registration is a step further than obtaining a Unique Entity ID (SAM). Only a Unique Entity ID (SAM) is required at time of application.

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

Steps to Apply for Funding

1. Read the Guidelines

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

3. Reach out to Grants Director Lindsey Morrison to discuss your proposal and the application process

4. Apply for funding online through our Online Application Portal

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. (limit 4,000 characters with spaces)

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.

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:

- 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.
- Appropriately acknowledge Florida Humanities support in all print and digital materials
- Submit Event Listing Forms + Contract Change Request Forms
- Submit a Final Report

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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