

# Florida Humanities Community Project Grant 2023 Guidelines

## Table of Contents:

<b>Overview</b>	<b>3</b>
Award Amount	
Grant Period	
Fundable Activities	
Defining the Humanities	
<b>Eligibility</b>	<b>6</b>
Unique Entity ID (SAM)	
<b>Application</b>	<b>7</b>
Steps to Apply	
Narrative Questions	
Budget	
Ineligible Expenses	
Cost Sharing	
Indirect Costs	
Required/Supplemental Documents	
<b>Awarded Grantee Responsibilities</b>	<b>11</b>
<b>Application Assistance</b>	<b>11</b>

## Overview:

Florida Humanities' **Community Project Grants** support the development and delivery of humanities-based learning experiences, known as public humanities programming. 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.

### All Community Project Grants Must:

- Be rooted in one or more disciplines of the **humanities**
- Involve **humanities scholar(s)** and other subject-area experts in all phases of the project
- Deepen public understanding of significant humanities questions by **facilitating constructive dialogue with the public**
- Be **free, or not cost prohibitive**

### 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 active community engagement in and with the humanities. The format 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

### **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

### **Political Action and Advocacy:**

While the humanities can be a vessel to bring the public together for timely and deep conversations, Florida Humanities is a nonpartisan organization. Applicants must be aware that since funds for this grant originate from the National Endowment for the Humanities, the following activities are banned from Florida Humanities-funded projects:

- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular social or political action
- support or opposition of specific public policies or legislation
- lobbying

## What Are the Humanities?

The Humanities are 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; Aspects of the social sciences which have humanistic content and employ humanistic methods; The 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:** Florida-based public agencies (including libraries, museums, schools, and tribal governments) and Florida-based nonprofit organizations constituted for nonprofit purposes.

**Universities and colleges are directed to apply through [Greater Good: Humanities in Academia](#).**

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

Special consideration may be given to:

- Organizations with budgets less than \$1 million
- Applications requesting \$5,000 or less in 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 *fully* close out their current Community Project Grant prior to submitting another proposal.
  - To close out your current grant, please submit a Final Report at least 60 days prior to the deadline you wish to apply for, and work with Florida Humanities staff to answer any questions on the report. Florida Humanities will send a letter notifying you that your grant is fully closed, and final funding dispersed.

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.

### Unique Entity ID (SAM) and SAM.gov

A **Unique Entity ID (SAM)** and **Federal-ID** number are required to apply. Applicant organizations are processed through GuideStar Charity Check with their Federal-ID to ensure they are in good fiscal standing. All applicants will be required to have a Unique Entity ID (SAM) through the SAM.gov website. This 12-character number replaced the DUNS number as of April 4, 2022.

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](https://www.youtube.com/watch?v=4Hqs_LOB5kl).

## Application:

Before beginning the application process, applicants are strongly encouraged to review the entire guidelines and contact Florida Humanities staff to discuss your proposed project. Applications must be received by the deadline. Incomplete or ineligible applications will not be considered for funding.

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 apply, interested applicants are highly encouraged to reach out to **Grants Director Lindsey Morrison** to discuss their proposed project.

**Lindsey Morrison**  
Grants Director  
Florida Humanities  
[lmorrison@flahum.org](mailto: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 Questions:

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. 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.

<b>Travel, Per Diem, Lodging:</b>	Mileage, lodging, and meals for both the project director and staff. Please refer to the state of Florida approved mileage calculations.
<b>Facilities/Equipment or A/V:</b>	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.
<b>Publicity and Promotion:</b>	Creation of brochures, invitations, flyers, posters and costs associated with mailings, paid advertising online or through print, radio, and television.
<b>Supplies:</b>	Detailed materials costs for aspects such as book discussions, exhibits, pens, paper, printer ink, etc.
<b>Exhibit Design/Fabrication:</b>	Creation or fabrication of exhibit panels or interpretive elements that will be part of the exhibition.
<b>Other:</b>	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.

### **Ineligible Expenses:**

Florida Humanities funds cannot be used to cover the following expenses:

- Costs that are incurred before the contract start date (i.e. funds cannot be applied retroactively to pre-award costs)
- Capital improvements, building construction, maintenance, restoration, renovation, or preservation, or purchase of real property
- Entertainment (i.e. dance or musical performances)
- Refreshments (i.e. food and drink)
- Scholarships and awards
- Personnel time that is reasonably within salaried responsibilities of sponsoring organization

### **Cost Sharing:**

Cost share is the portion of the project costs not paid by Florida Humanities funds. Applicants are required to record all eligible cost share, while a minimum 1:1 cost share (i.e. match) is required to be eligible. All cash and in-kind contributions are acceptable as the recipient's cost sharing when such contributions meet the following criteria:

- they must be verifiable from the sponsoring organizations records;
- they must not be included as contributions for any other federally-assisted program;
- they must be necessary and reasonable for the proper and efficient accomplishment of project objectives;
- they must be used to support activities that are included in the approved project workplan; and
- they must be incurred during the award period

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.

### **Indirect Costs:**

Indirect costs are also known as “administrative costs”, “overhead” or “general operating costs”. These are costs necessary for keeping your organization running on a day-to-day basis and include expenses such as insurance, rent or mortgage, utilities, and salaries and benefits associated with executive or administrative personnel who are not directly involved in your proposed project.

As part of your grant request, Florida Humanities allows organizations to include indirect costs **up to 10%** of your total project cost as part of your grant request. Applicants with a federally negotiated indirect cost rate agreement (NICRA), may elect to request their approved NICRA rate from Florida Humanities funds. All applicants using a full NICRA rate are required to upload a copy of their NICRA agreement showing that the proper rate is being used. If you elect to use the rate of 10%, no additional documentation is needed

### **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.
- **PRESENTERS/SCHOLAR FORM:** 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.

### **Evaluation Panel:**

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 members of the Florida Humanities Board of Directors. Award decisions will be announced on the Contract Start Date/Notification Date. Decisions are final and unsuccessful applicants are kindly encouraged 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.

## Awarded Grantee Responsibilities:

Soon after the notification of award, Florida Humanities will host a Project Director orientation meeting via Zoom to go over post-award expectations and duties. Duties of Project Director and Sponsoring Organization include:

- Sign the Contract Agreement
- Submit Cash Request Form requesting 90% of award
- Send letters to legislators announcing your award.
- Appropriately acknowledge Florida Humanities support in all print and digital materials
- Submit Event Listing Forms at least 6 weeks prior to each public-facing and grant-funded event
- Submit Contract Change Request Forms for any budgetary or programmatic changes, to be approved.
- Submit a Final Report and request final 10% of award

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."*

## 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 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.



**Lindsey E. Morrison**  
Grants Director, Florida Humanities  
599 Second Street South  
St. Petersburg, FL 33701  
Email: [lmorrison@flahum.org](mailto:lmorrison@flahum.org)

