

# 2023/08 Museum on Main Street "Voices and Votes"

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*Florida Humanities*

## *Project Title:*

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### **Project Name\***

Please enter the title as "Your Organization Name - Voices and Votes 2024". Example: ABC Historical Society - Voices and Votes 2024

*Character Limit: 100*

## *Sponsoring Organization:*

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### **Sponsoring Organization Information:**

If approved, this is the name of the non-profit organization to which all grant funds would be made payable.

### **Sponsoring Organization Name:\***

*Character Limit: 250*

### **Sponsoring Organization Address Line One:\***

*Character Limit: 250*

### **Sponsoring Organization Address Line Two:**

*Character Limit: 250*

### **Sponsoring Organization City:\***

*Character Limit: 100*

### **Sponsoring Organization State:\***

Use two letter abbreviation.

*Character Limit: 2*

### **Sponsoring Organization Postal Code:\***

*Character Limit: 10*

### **Sponsoring Organization County:\***

**Choices**

Alachua

Baker  
Bay  
Bradford  
Brevard  
Broward  
Calhoun  
Charlotte  
Citrus  
Clay  
Collier  
Columbia  
DeSoto  
Dixie  
Duval  
Escambia  
Flagler  
Franklin  
Gadsden  
Gilchrist  
Glades  
Gulf  
Hamilton  
Hardee  
Hendry  
Hernando  
Highlands  
Hillsborough  
Holmes  
Indian River  
Jackson  
Jefferson  
Lafayette  
Lake  
Lee  
Leon  
Levy  
Liberty  
Madison  
Manatee  
Marion  
Martin  
Miami-Dade  
Monroe  
Nassau  
Okaloosa  
Okeechobee  
Orange  
Osceola  
Palm Beach

- Pasco
- Pinellas
- Polk
- Putnam
- Santa Rosa
- Sarasota
- Seminole
- Saint Johns
- Saint Lucie
- Sumter
- Suwannee
- Taylor
- Union
- Volusia
- Wakulla
- Walton
- Washington

**Sponsoring Organization Business Phone:\***

*Character Limit: 12*

**Sponsoring Organization Website Address:**

*Character Limit: 2000*

**Sponsoring Organization Annual Budget:\***

*Character Limit: 20*

**Sponsoring Organization Federal ID Number:\***

This number is issued by the IRS and is typically a 2-digit number followed by a dash and 7 more digits.

*Character Limit: 10*

**Sponsoring Organization Unique Entity ID (SAM):\***

All applicants are required to have a Unique Entity Identifier (SAM) for the sponsoring organization through the sam.gov website. This is a 12-character alphanumeric ID that replaced the DUNS number in April 2022. Organizations are NOT required to have a full sam.gov registration in order to apply for or receive funding. **Click Here** for a step-by-step guide on how to get a Unique Entity ID (SAM).

*Character Limit: 12*

**Is the Sponsoring Organization in a RAO area?\***

Please refer to <http://www.floridajobs.org/docs/default-source/community-planning-development-and-services/rural-community-programs/redi/raomap1.pdf?sfvrsn=2> **this website** to determine if your county or city is categorized as a Rural Area of Opportunity (RAO).

**Choices**

Yes, this organization is in a RAO area

No, this organization is not a RAO area

**Organization Type:\***

**Choices**

- Arts-related Organization (including art museums)
- Community Organization or Center
- Cultural Heritage Organization
- Festival
- Foundation
- Government - State or Local
- Higher Ed - Four-year College
- Higher Ed - Two-year College
- Higher Ed – Affiliates (Press, radio station, archive, library, etc.)
- Historical Site/House
- Historical Society
- Incarceration or Detention Facility
- Independent Research Library and Center
- Indigenous Tribal Organization or Community
- K–12 School or School System
- Media Organization
- Membership Organization or Association
- Museum – History
- Museum - Other
- Nature Center/Botanical Garden/Arboretum
- Private Business or Organization
- Public Library
- Social Services or Health Organizations
- State or National Park

**Has your organization received funding from Florida Humanities in the past 10 years?\***

**Choices**

- Yes
- No
- I'm not sure

**How did you hear about this opportunity from Florida Humanities?\***

**Choices**

- Returning Applicant
- Independent Research
- Referred by a Colleague/Friend
- Referred by Florida Humanities Staff
- Florida Humanities Email
- Social Media
- Florida Humanities Postal Mailing (i.e. postcard)
- Conference, Webinar, Workshop
- Other

**If other, please specify**

*Character Limit: 250*

***Project Director:***

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**Project Director Salutation:\***

**Choices**

- Dr.
- Ms.
- Mrs.
- Miss
- Mr.

**Project Director First Name:\***

*Character Limit: 250*

**Project Director Last Name:\***

*Character Limit: 250*

**Project Director Business Title:\***

*Character Limit: 250*

**Project Director Organizational Affiliation:\***

*Character Limit: 250*

**Project Director Address Line One:\***

*Character Limit: 250*

**Project Director Address Line Two:**

*Character Limit: 250*

**Project Director City:\***

*Character Limit: 100*

**Project Director State:\***

Use two letter abbreviation.

*Character Limit: 2*

**Project Director Postal Code:\***

*Character Limit: 11*

**Project Director Address Type:\***

Is this a home or business address?

**Choices**

- Home
- Business

**Project Director Email:\***

Florida Humanities communicates heavily through email. Please provide an email address you check frequently.

*Character Limit: 254*

**Project Director Email Type:\***

Is this a personal or business email address?

**Choices**

- Personal
- Business

**Project Director Contact Number:\***

*Character Limit: 11*

**Project Director Contact Number Type:\***

Is this a home, business, or cell number?

**Choices**

- Home
- Business
- Cell

***State and Federal Representatives:***

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For help with finding your Representatives, [click here](#).

**State House District Number:\***

*Character Limit: 250*

**State House District Representative Name:\***

*Character Limit: 250*

**State Senate District Number:\***

*Character Limit: 250*

**State Senate District Representative Name:\***

*Character Limit: 250*

**U.S. Congressional District Number:\***

*Character Limit: 250*

**U.S. Congressional District Representative Name:\***

*Character Limit: 250*

***Preferred Exhibit Dates:***

Please select the preferred dates for hosting the Voices and Votes exhibit. Indicate your 1st, 2nd, and 3rd choices.

**First Choice:\***

**Choices**

- March 23 - May 18, 2024 (8 weeks)
- May 25 - July 13, 2024 (7 weeks)
- July 20 - Sept. 7, 2024 (7 weeks)
- Sept. 14 - Nov. 2, 2024 (7 weeks)
- Nov. 9, 2024 - Jan. 4, 2025 (8 weeks)

**Second Choice:\***

**Choices**

- March 23 - May 18, 2024 (8 weeks)
- May 25 - July 13, 2024 (7 weeks)
- July 20 - Sept. 7, 2024 (7 weeks)
- Sept. 14 - Nov. 2, 2024 (7 weeks)
- Nov. 9, 2024 - Jan. 4, 2025 (8 weeks)

**Third Choice:\***

**Choices**

- March 23 - May 18, 2024 (8 weeks)
- May 25 - July 13, 2024 (7 weeks)
- July 20 - Sept. 7, 2024 (7 weeks)
- Sept. 14 - Nov. 2, 2024 (7 weeks)
- Nov. 9, 2024 - Jan. 4, 2025 (8 weeks)

***Narrative:***

**Narrative:**

Use the form fields below to answer each narrative question.

## 1. History and Mission of the Organization\*

Provide a brief organizational history and mission statement for the applicant organization and note any prior funding history with Florida Humanities. Also, please identify the project director who will be responsible for oversight of the Museum on Main Street exhibition and the design and implementation of complementary public programming and/or resources.

*Character Limit: 2000*

## 2. Exhibition Venue\*

Describe the venue where the exhibition will be installed. Be sure to address the exhibition size requirements, ADA compliance, and your organization's ability to store the exhibit crates. Note the hours the venue is open to the public.

*Character Limit: 3500*

## 3. Humanities Programming and Resources\*

Describe how your community connects to the exhibition's major themes and how that will be reflected in the public programming you would like to implement. Identify any scholars or content-area experts that you have asked to provide public presentations or engage in the overall implementation of your project. Programs may be presented in-person or virtually and may occur before, during, and/or after the exhibition is hosted locally. Describe any other resources you plan to create. These may include local exhibitions as well as print or digital resources.

*Character Limit: 5000*

## 4. Fees\*

Please detail any admission fees for the exhibition venue and any fees that may be associated with your public programming. Priority is given to projects that are free to the general public, but modest fees may be charged if they do not present a barrier to participation.

*Character Limit: 1500*

## 5. Target Audience and Reaching New and Underserved Communities\*

Describe your target audience and the need for the project in the community. Describe how your programming will engage diverse audiences or impact new and/or underserved audiences. Underserved audiences can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, and/or disability.

*Character Limit: 3500*

## 6. Marketing and Promotion

Describe what methods you intend to utilize (i.e. print, digital, social media, etc.) to publicize the exhibition as well as the related public programming. Describe any specific strategies for reaching underserved audiences. (Please note that all host sites will receive a variety of marketing materials from the Smithsonian Institution to assist with publicity efforts.)

*Character Limit: 3500*



## 7. Impact and Evaluation

Describe the expected impact of your overall project on your community and identified target audience(s). Explain what tools you will use to evaluate its success and measure results.

*Character Limit: 2000*

### *Required Support Documents:*

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#### 1. Operating Budget\*

Upload a copy of the sponsoring organization's current year operating budget. Must not exceed two pages. Preferred file format is pdf.

*File Size Limit: 2 MB*

#### 2. Budget and Budget Detail\*

Budget and budget detail must reflect all costs of implementing your project. Request may not exceed **\$10,000** and Florida Humanities funds may only be used for eligible project expenses incurred during the grant contract period. Applicants must also include an ESTIMATED total cost share at least equal to the amount requested from Florida Humanities. Cost share may include any estimated cash expenditures by applicant for project expenses that are not covered by Florida Humanities funds as well as any estimated in-kind goods and/or services to be received in support of the project.

If volunteer hours are included as part of your estimated cost share, the federal hourly volunteer rate is \$28.54.

REQUIRED Budget Form | [Click here to download the Museum on Main Street Budget Form](#)

*File Size Limit: 2 MB*

#### 3. Photo(s) of the exhibition venue\*

Please provide at least one photo of the venue space where the exhibition will be installed. Preferred file format is pdf.

*File Size Limit: 5 MB*

### *Optional Support Documents:*

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The following items are **OPTIONAL** and may enhance your application. Preferred file format is pdf.

- Sample marketing and publicity materials or other evidence of prior public programming or hosting of traveling exhibitions.

- Letters of support/commitment from community partners that may assist with the development and implementation of public programming and/or the marketing and promotion of the exhibition and related events
- Resumes/bios (no more than 2 pages each) for presenting scholars or speakers.

### Support Document One:

*File Size Limit: 3 MB*

### Support Document Two:

*File Size Limit: 3 MB*

### Support Document Three:

*File Size Limit: 3 MB*

### *Signature:*

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**Important:** Before signing and submitting your final application, click on the "Application Packet" button at the top of the page. The packet will include your entire application with all uploaded documents. Review thoroughly and make any changes before clicking the "Submit Form" button. Once submitted you will no longer be able to make any changes. The Application Packet should be saved and kept by you as your official copy of the final application.

### **Electronic Signature:\***

By entering your name below, you certify that the information contained in the application is true to the best of your knowledge and that any funds awarded as a result of this request will only be used for the purposes set forth herein.

*Character Limit: 250*



## Museum on Main Street Proposed Project Budget

<b>Sponsoring Organization:</b>	
<b>Project Title</b>	

**Requested Funds:** Budget must reflect all costs of implementing your project. Request may not exceed **\$10,000** and funds may only be requested for project expenses incurred during the grant period. *Please round to whole numbers.*

	Florida Humanities Requested Funds
1. Honoraria	
2. Travel, per diem, lodging	
3. Facilities rental and audio-visual	
4. Publicity and promotion	
5. Supplies, software or equipment	
6. Design and fabrication of local exhibition	
7. Other	
8. Indirect Costs *	
<b>Total Requested Funds:</b>	\$0.00

**\*Indirect Cost Rule:**  
Florida Humanities allows organizations to include indirect costs of **up to 10% of the total requested funds** as part of your grant request or to help meet the cost share requirement. Applicants with a federally negotiated indirect cost rate (NICRA) may elect to request their **approved NICRA rate** from Florida Humanities funds or include as cost share.

*Totals do not auto calculate.*

**Estimated Cost Share:** Cost share must include all **estimated cash expenditures** for project implementation that are not covered by Florida Humanities funds, as well as all **estimated in-kind goods and/or services** to be received in support of the project. Applicants are required to provide a **minimum 1:1 cost share** (i.e. match) for requested funds. *Please round to whole numbers.*

	Estimated IN-KIND Cost Share	Estimated CASH Cost Share
1. Honoraria		
2. Travel, per diem, lodging		
3. Facilities rental and audio-visual		
4. Publicity and promotion		
5. Supplies, software or equipment		
6. Design and fabrication of local exhibition		
7. Other – including grants, gifts or other expected sponsorships		
8. Indirect Costs *		
<b>Estimated cost share totals:</b>	\$0.00	\$0.00
<b>Total Estimated Cost Share (In-Kind + Cash):</b>	\$0.00	

*Totals do not auto calculate.*

### Requested Funds Detail

Provide a detailed description of **each** of the line items listed in the **Requested Funds**.  
Text is **NOT** limited to visible area.

1. Honoraria:
2. Travel, per diem and lodging:
3. Facilities rental and audio-visual:
4. Publicity and promotion:
5. Supplies, software or equipment:
6. Design and fabrication of local exhibition:
7. Other:
8. Indirect Costs:

### Estimated Cost Share (In-Kind and Cash) Detail

Provide a detailed description of **each** of the line items listed in **Estimated Cost Share (In-Kind and Cash)**.  
Text is **NOT** limited to visible area.

1. Honoraria:
2. Travel, per diem and lodging:
3. Facilities rental and audio-visual:
4. Publicity and promotion:
5. Supplies, software or equipment:
6. Design and fabrication of local exhibition:
7. Other:
8. Indirect Costs: