

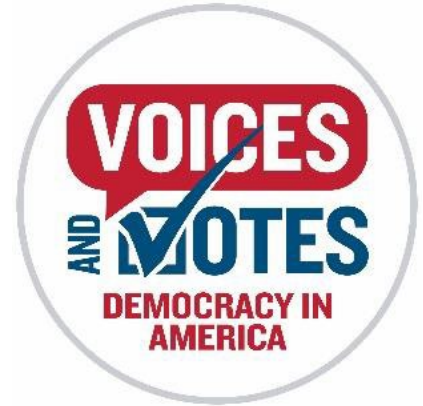
## Overview

**Museum on Main Street (MoMS)** is a collaboration between the Smithsonian Institution and Florida Humanities to bring traveling exhibitions and engaging public programs to small towns across our state. With its impassioned focus on local history, education and community redevelopment, Museum on Main Street is one of the Smithsonian’s most inspirational and enduring outreach programs. Florida Humanities has been a Museum on Main Street affiliate since 2012, providing support for more than 64 exhibitions statewide.

## About the Exhibition

When American revolutionaries waged a war for independence they took a leap of faith that sent ripple effects across generations. They embraced a radical idea of establishing a government that entrusted the power of the nation not in a monarchy, but in its citizens. That great leap sparked questions that continue to impact Americans:

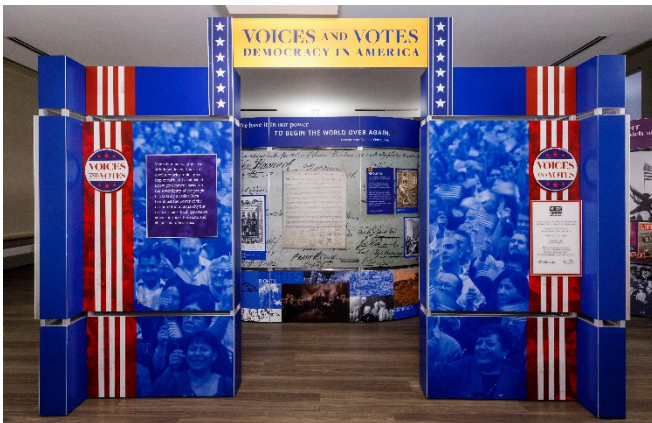
- Who has the right to vote?
- What are the freedoms and responsibilities of citizens?
- Whose voices will be heard?
- How do you participate as a citizen?
- How do we encourage more people to participate in our democracy?



“Voices and Votes: Democracy in America” is a springboard for discussions about these very questions and how they are reflected in local stories. Our democracy demands action, reaction, vision, and revision. From revolution and suffrage, to civil rights and casting ballots, everyone in every community is part of this ever-evolving story – the story of democracy in America.

“Voices and Votes” includes six easy-to-assemble, free-standing kiosks with many dynamic features including historical and contemporary photos; educational and archival video; engaging multimedia interactives with short games and additional footage, photos, and information; and historical objects like campaign souvenirs, voter memorabilia, and protest material. The exhibit also includes one free-standing sponsor recognition banner and a variety of support materials including a publicity kit, docent handbooks, and classroom resources.

Learn more about the exhibition at: [museumonmainstreet.org/VoicesVotes](http://museumonmainstreet.org/VoicesVotes)



*“Voices and Votes: Democracy in America” is part of Museum on Main Street, a collaboration between the Smithsonian Institution and State Humanities Councils nationwide. It is based on an exhibition by the National Museum of American History called “American Democracy: A Great Leap of Faith.” Support for Museum on Main Street has been provided by the United States Congress.*

## Eligibility Requirements

Florida nonprofit organizations, cultural agencies, municipalities and public institutions are eligible to apply for funding. Although eligible for grants, colleges and universities are strongly encouraged to partner with and apply through a local non-profit organization. Individuals, foreign, or for-profit entities are ineligible for support. All organizations that apply for funding must be constituted for nonprofit purposes in Florida.

Priority consideration will be given to the following:

- proposals from rural communities and/or communities with a population size less than 25,000
- proposals from organizations with annual budgets of less than \$1-million
- projects that reach new or underserved audiences. Underserved audiences can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, and/or disability.
- projects that build on partnerships between two or more organizations or institutions
- a final selection of sites that collectively represent a broad geographic reach statewide

## Exhibition Dates and Venue Requirements

As part of the application process, applicants will be asked to select their preferred exhibition tour dates. Florida Humanities cannot guarantee that approved applicants will receive their first choice of exhibition dates.

“Voices and Votes” will be hosted in five communities statewide according to the following schedule:

Venue 1:	March 23 – May 18, 2024 (8 weeks)
Venue 2:	May 25 – July 13, 2024 (7 weeks)
Venue 3:	July 20 – September 7, 2024 (7 weeks)
Venue 4:	September 14 – November 2, 2024 (7 weeks)
Venue 5:	November 9, 2024 – January 4, 2025 (8 weeks)

The exhibition will open and close at each venue on a Saturday. In-coming delivery of the exhibit will occur on the Monday prior to the exhibition opening date. Out-going shipping will occur on the Monday following the exhibition closing date. Florida Humanities is responsible for scheduling and payment of exhibition transportation to and from each venue as well as the exhibition rental fee for each venue.

The exhibition must be open to the public a minimum of 20 hours per week.

All host sites must identify a venue with 650-700 square feet of available exhibition space, a minimum of 8' ceiling height clearance, and be ADA compliant. Exhibition space does not need to be climate-controlled, but does need to be clean, cool (below 75 degrees F) and dry.

Exhibition host sites must also make accommodations to store the exhibition shipping crates, 16 total, with each measuring approximately 31”W x 51”L x 60”H in size. Sites should plan for no less than 200 square feet of cool, dry, and clean storage space. All crates are all on wheels, roll easily, and are designed to fit through a single standard doorway. When packed, the crates weigh between 150 and 350 pounds each. Crates may be stacked once they are empty and placed in storage.

## Programming Requirements

Requested grant funding must be directed at the development and implementation of **public humanities programs and/or resources** that complement the themes of the “Voices and Votes” exhibition. As the exhibition shows, a healthy and vibrant democracy depends upon an informed and engaged citizenry. Host sites have an opportunity through locally created programming and exhibitions to create dialogue and avenues for understanding, offering opportunities for bringing people together to exchange ideas. Programs may tackle the same questions past Americans have faced: Who will be included? Whose voices will be heard? What does it mean to be a citizen?

Examples of program and resource formats include:

- public lecture series, panel discussions, and community conversations
- reading and discussion groups
- classroom resources and field trips
- digital and audio humanities projects such as podcasts and interactive websites
- local exhibitions that explore the MoMS theme from a local and/or regional perspective
- story collection and oral history projects with opportunities for community engagement
- guided walking tours, maps, guides or brochures (print or digital)

Public programs should be designed for a broad general public audience and may be presented in-person or virtually. Programming may occur before, during, or after the exhibition is hosted locally.



## Required Training and Site Support

All applicants must identify a project director who will be required to attend a series of **four virtual training sessions** to be held in October and November 2023. These training sessions will cover exhibition content, ideas for developing local programs and resources, tour logistics, marketing strategies, and grant management and reporting. The project director and up to one additional staff member will also be required to attend a **two-day in-person exhibition installation workshop** led by the Smithsonian Institution **the week of March 18, 2024** at the first venue of the statewide tour. Travel reimbursements will be provided to each venue for participation in the exhibition installation workshop.

## Contract Period and Award Payments

All programming must take place during the contract period. All contracts will begin on October 1, 2023 and will end 60 days past each venue's exhibition closing date.

Funds will be dispersed in 2 installments:

- **90%** upon receipt of signed contract and cash request and participation in the first required virtual project directors' meeting
- **10%** to be paid as a reimbursement upon completion of all programming and submission and approval of required final reports



## Unique Entity ID and SAM.gov

All sponsoring organizations must have a verifiable **Unique Entity ID (SAM)** through the **SAM.gov** website and a **Federal-ID** number in order to apply. The Unique Entity ID 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 or receive funding. All applicant organizations are also processed through **GuideStar Charity Check** with their Federal-ID to ensure they are in good fiscal standing.

## How to Apply

Before beginning an application, organizations must thoroughly **review the entire Grant Guidelines** including specific eligibility and venue requirements. Applicants are also strongly encouraged to contact Florida Humanities staff for guidance on the application process including questions related to general eligibility, public programming plans, preparing your budget, or other exhibition logistics. Email is the preferred and quickest method of communication with staff. Please contact staff well in advance (at least two weeks) of an application deadline with any questions you have about the application process. Please note that adherence to staff guidance and suggestions does not guarantee funding.

All applications must be submitted electronically via our online portal. To apply with an existing user account or to create a new user account, go to **[www.FloridaHumanities.org/Apply](http://www.FloridaHumanities.org/Apply)**. Applications must be received by 12pm (EST) on the posted deadline. Incomplete, late, 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.

### For application questions, please contact:

Patricia Putman, Associate Director  
Florida Humanities  
[pputman@flahum.org](mailto:pputman@flahum.org)



## Application

All applicants must complete each of the following narrative fields in the online application:

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.

*(limit 2,000 characters with spaces)*

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.

*(limit 3,500 characters with spaces)*

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.

*(limit 5,000 characters with spaces)*

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.

*(limit 1,500 characters with spaces)*

5. Target Audience and Reaching New and Underserved Audiences

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.

*(limit 3,500 characters with spaces)*

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.)

*(limit 3,500 characters with spaces)*

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.

*(limit 2,000 characters with spaces)*

## Budget

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. The required budget form is available for download in the online application and provides line items for the following eligible expenses:

1. **Honoraria:** Stipends or honoraria for humanities scholars and advisors, subject area experts and other community experts to assist with or present public programs. Please note that any presenters offering programs from Florida Humanities' current Florida Talks Speakers Program may not charge more than \$300 per program.
2. **Travel, Per Diem, Lodging:** Flights, gas, mileage and per diem for humanities scholars or subject area/community experts.
3. **Facilities Rental and Audio-Visual:** Rental of facilities that are not your own. Rental of audio/visual equipment for recording public programs and making them accessible to larger audiences or for hosting virtual programs.
4. **Publicity and promotion:** Social media, print or digital advertisements, fliers, banners brochures or other promotional materials.
5. **Supplies, Software or Equipment:** You may purchase equipment if an analysis demonstrates that it is more economical than leasing. Fees for hosting programs via a virtual platform such as Zoom or costs associated with recording programs may be included.
6. **Design and fabrication of local exhibitions** to complement the "Voices and Votes" exhibit
7. **Other:** This may include costs directly associated with the design and implementation of public programs and resources that are not included above. Other costs may also include salaried staff or contracted consultants' time directly spent on program planning or implementation. All staff and contractor compensation must be clearly defined in the budget narrative as reasonable and necessary for the actual services performed. Any salary costs that can be identified as overhead must be included in indirect costs.
8. **Indirect Costs.** See explanation on next page.

The following expenses and activities are not eligible for Florida Humanities funding:

- visual or performing-arts programs that do not include opportunities for analysis and interpretation
- political action or advocacy
- fundraising events or products
- purchase of real property
- building construction, maintenance, renovation or preservation
- major acquisitions that are not essential to the success of the project
- projects not available to the general public
- projects or programs with fees that present a barrier to public participation
- scholarly research projects or academic or professional conferences
- publications not directly related to humanities programming
- refreshments (i.e. food and drink) or entertainment
- expenses incurred or paid out before a grant award is made
- scholarships and awards

**Cost Share.** Applicants are required to estimate all eligible cost share which is the portion of project costs not covered by Florida Humanities funds. A minimum 1:1 cost share (i.e. match) is required. All cash and in-kind contributions are acceptable as the recipient's cost sharing when such contributions meet the following criteria:

- they must be incurred during the award period and used to support activities that are included in the approved project application
- they must be verifiable from the sponsoring organization's records

- they must not be included as contributions for any other federally-assisted program
- they must be necessary and reasonable for the efficient accomplishment of project objectives

The match can be entirely in-kind, entirely cash, or a combination of the two and can be provided by the grant recipient or from other partners or organizations.

**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. 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 agreement (NICRA), may elect to request their approved NICRA rate from grant funds or include as cost share. All applicants using a NICRA rate are required to upload a copy of their NICRA agreement in the support documents showing that the proper rate is being used. If you elect to use the rate of 10%, no additional documentation is needed.

## Support Documents

The following support documents are **REQUIRED** uploads to your application:

- Budget and Budget detail
- Photos of the exhibition venue

These additional items are **OPTIONAL** and may enhance your application:

- Letters of support/commitment from community partners
- Marketing materials or other evidence of prior public programming or hosting of traveling exhibitions
- Resumes/bios (no more than 2 pages each) for presenting scholars or speakers

## 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. 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.

## Application Evaluation

All submitted proposals are reviewed by an evaluation committee comprised of a diverse representation of Florida Humanities staff, expert outside humanities scholars, and/or members of the Florida Humanities Board of Directors. Award decisions are expected to be announced the week of September 25, 2023. Decisions are final and reviewer feedback will be provided to applicants upon request.

## Application Tips

- All uploaded files cannot exceed 1mb each. Preferable file format is Word doc or pdf.
- Save your application often by clicking on the “Save” button at the bottom of the form.
- Type your narrative responses in a Word document and copy and paste into the application form.
- Keep support documents to a minimum and only include those which enhance your application. You may also combine multiple support documents into one saved file.
- Review the final Application Packet thoroughly for any errors, particularly with uploaded files.
- Submit your final application well in advance of the deadline to allow time for troubleshooting any technical difficulties that may occur.