Miami Book Fair

2023 GUIDELINES
BOOK FESTIVAL GRANTS

Florida Humanities' Book Festival Grants provide funding to eligible Florida nonprofit organizations to support events that celebrate the joy of reading, encourage thoughtful interactions between authors and their readers, and reflect on how literature conveys the human experience.

AWARD

up to $ 10,000

ELIGIBILITY

Florida-based organizations constituted for nonprofit purposes and public agencies including libraries, museums, schools, tribal governments, as well as colleges and universities

IMPORTANT DATES

Application Deadline: Letters of Intent are due **six months before first day of proposed programming.**

LOI Notification Date: Within **30 days** of submission

Application Notification Date: Within **30 days** of submission

HOW TO APPLY

Submit a Letter of Intent at least six months before the first day of proposed programming. The letter of intent is accessible at **floridahumanities.org/apply.**

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Florida
HUMANITIES

GRANT AT A GLANCE

Letter of Intent :   At least six months before the first day of proposed programming
Application: Within 30 days of Letter of Intent approval.

Award Amount: Up to $10,000
Cost Share: Minimum 1:1 match required

OVERVIEW

Florida Humanities' Book Festival Grants support the execution of public book festivals across the state that celebrate the joy of reading, facilitate interaction between authors and their readers, and encourage an appreciation of Florida's literary landscape. This funding opportunity aims to increase public participation in and access to the humanities by providing engaging and meaningful connections with all genres of literature.

Grant Period and Award Payments
Organizations will or will not be approved to apply after submission of a Letter of Intent. If approved, applications must be received within 30 days of letter of intent approval. Applications will be reviewed within 30 days of submission. Grantees will receive funds in two installments:

- **90%** at start of the project
- **10%** on a reimbursement basis contingent upon receipt and approval of all required final reports.

Contract end dates will be set for **30 days** after the last grant-funded activity. All final reports must be received by this date.

What is a Book Festival?

Book festivals give the general public opportunities to interact with authors and illustrators who have meaningfully contributed to Florida's literary landscape. Book festivals should be free to attend; however, if an attendance fee is required, it should be a nominal amount and plans must be in place for reduced or free admission to target audiences. Events may include authors from or residing in Florida as well as those from outside the state. A book festival may occur over a single day or multiple days. Events can occur virtually, in person, or in a hybrid format.

Eligible festivals should include some or all of the following elements:

- Author and Illustrator Talks and Signings
- Author and Illustrator Panels and Discussions
- Writing Workshops
- Keynote Addresses

ELIGIBILITY

Applications will be accepted from Florida-based organizations constituted nonprofit purposes and public agencies, including libraries, museums, schools, and tribal governments as well as colleges and universities. Individuals, for-profit organizations and foreign governments/organizations are not eligible for funding. Fiscal sponsors are ineligible to apply.

Festivals in their first year of operation must be organized and hosted by or partnered with an established sponsoring organization that can demonstrate significant experience or a long-term commitment to literary-focused programming. Events ineligible for funding include fundraisers; celebrations of one author or cultural figure's literary achievements; music/art/cultural festivals where literature is not the main focus; and conferences that require a registration fee to attend and are not open to the public.

Unique Entity ID (SAM) and SAM.gov

A federal ID number is required of all applicants and will be utilized to conduct a GuideStar Charity Check to ensure they are in good fiscal standing. 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).

HOW TO APPLY

Step One: Thoroughly read the guidelines and eligibility requirements and watch the on-demand informational video.

Step Two: Complete a Letter of Intent via the online system. The Letter of Intent (LOI) is an online form that requests information about your proposed programming. Letters of Intent are due at least six months before the first day of your proposed program. LOIs received less than six months before the first day of your proposed programming will be marked ineligible.

The Letter of Intent provides Florida Humanities staff with information to determine if the proposed programming meets the grant requirements. Letters of Intent are reviewed on a rolling basis and within two weeks of submission. Florida Humanities staff does not provide feedback on denied or ineligible letters of intent.

Step Three: Complete a Full Application. If your LOI is approved, you will be invited to submit a full application. Full applications are due within 30 days of LOI approval. Please note that an invitation to submit an application does not guarantee funding.

Eligible applicants must complete each of the following narrative fields:

1. **History and Mission of the Festival and Sponsoring Organization**
   Provide a brief organizational history and mission statement for the applicant organization. Include programmatic and event history from prior festivals or related literary events. (limit 3000 characters with spaces)
2. **Festival's Connection to the Public Humanities**
   Describe how the event uses literature to share the humanities with the public. Connections can include direct references and discussions on humanities topics or use of literature as a platform for discussing the humanities with the authors and the public. (limit 3000 characters, with spaces)
3. **Festival Overview**
   Describe the festival's goals and the need in the community for the event. Provide the format festival events will occur in: virtual, in person, or hybrid. Describe the festival venue(s) or, if virtual, what meeting platforms will be used. Share information about prior attendance for the festival or literary events and expected attendance for this festival. Provide a summarized timeline for all proposed activities and their implementation. A detailed schedule of events is required as a supporting document. (limit 5000 characters with spaces)
4. **Target Audience and Admission Fees**
   Describe your target audience(s). Explain how festival events will appeal to these audiences. Include information about any event(s) that require an admission fee. Funding priority will be given to events that are free to the public, but if an attendance fee is required, it should be non-prohibitive and have plans in place to offer reduced or free admission to target audiences. (limit 3000 characters with spaces)
5. **Promotional Plans**
   Provide a detailed promotional plan with anticipated metrics and platforms used to advertise the festival. (limit 3000 characters with spaces)
6. **Festival Vendors and Exhibitors**
   Describe all vendors and exhibitors that will sell or give away items during the events. Festival vendors and exhibitors can include book publishers, local businesses, booksellers, food, auxiliary entertainment and activities, etc. Detail any exhibitor fees that will be charged. (limit 3000 characters with spaces)
7. **Community Partners**
   Provide a list of any community and nonprofit partners and how they will be contributing to the success of the event, such as providing logistics, volunteer support, marketing and media support, etc. Include any organizations and businesses that are expected to provide cash or in-kind support. (limit 5000 characters with spaces)
8. **Evaluation**
   Describe the expected impact of your project on the target audience(s). Explain how you will evaluate its success and measure results. (limit 3000 characters with spaces)

Budget:
A downloadable budget form is provided within the online application. Budget and budget detail must reflect all costs of implementing your festival. Florida Humanities funds can only be used for eligible expenses incurred during the grant period. Budget allocation should be weighted towards costs incurred for direct public engagement activities.

The required budget form provides line items for the following fundable categories:

Honoraria: Honoraria for authors, illustrators, moderators, or other literary panelists and presenters.

Travel and Per Diem: Costs related to the travel of presenters to and from the festival, including air fare, auto rental, per diem, and lodging. This includes in-state, domestic, and international travel.

Technology: Costs related to the execution of virtual, hybrid, or filmed and edited festival events. These include digital meeting subscriptions, such as Zoom, and fees for contracted services to execute virtual events or technology needs for in-person events, such as livestreaming.

Venue/Equipment Rental: Rental costs for meeting rooms, public venues, sound equipment, projectors, tables and chairs, etc. not already owned by your organization

Publicity and Promotion: Creation of brochures, invitations, flyers, programs, posters, and costs associated with mailings, paid advertisements online or through print, radio, and television.

Other: Costs essential to the festival but not identified above. Please discuss with Florida Humanities staff.

Indirect Costs: See explanation below.

Ineligible expenses include:

- Salaries for full-time and part-time staff employed by the sponsoring organization. This is an indirect cost and should be included in cost-share.
- Refreshments for attendees
- Creation and printing of materials for sale
- Awards, scholarships, and prizes
- Expenses incurred or paid out before a grant is made

Cost Share/Match Requirement

A minimum 1:1 cost share (i.e. match) is required for all Book Festival Grants. For example, if you request $5,000, you must provide an estimated match greater or equal to $5,000 in your proposed budget.

In-kind services or cash either from the sponsoring organization or outside partner organizations can meet the match. The match can be entirely in-kind, entirely cash, or a combination.

Eligible cost share items include:

- Staff and volunteer hours directly related to the development and execution of the festival. The current Florida state volunteer rate is $28.54/hour.
- Cash and/or in-kind support received from other organizations
- Vendor and exhibitor fees
- Operational needs such as security, insurance, maintenance, licenses, etc.
- Admission fees
- All eligible expenses not fully covered by Florida Humanities
- All expenses considered not eligible for Florida Humanities' funding that are necessary to conduct the festival

 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 Florida Humanities 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.

Required Support Materials:
The following materials must be uploaded to complete the application process:

- **BUDGET FORM:** Download and complete the budget and budget detail form provided in the online application.
- **EVENT SCHEDULE AND PARTICIPATING AUTHORS LIST:** Applicant must submit a complete schedule of events for the festival. List all activities, participating authors, illustrators, panelists, and presenters. The schedule should identify confirmed versus pending participants in the schedule and the format of each event.

- **BIOGRAPHIES OF CONFIRMED PARTICIPATING AUTHORS:** Provide one-paragraph biographies of confirmed participating authors.
- **PROMOTIONAL MATERIALS:** Provide examples of marketing materials (flyers, social media posts, press releases, etc.) for past festivals or literary events. This submission may be multiple pages.
- **SAMPLE EVALUATION TOOLS:** Include an example of an evaluation tool, such as a survey, designed specifically for the festival. Evaluation tools should include how humanities themes or topics were addressed during festival events.

Optional Support Materials

Three upload fields are available if applicants would like to submit supplementary examples of any required support materials, letters of support from participating organizations, etc.

SUBMITTING THE FINAL APPLICATION

Before submitting your final proposal, please review your entire application by clicking "Application Packet", to ensure all documents uploaded properly. Once submitted, applicants will no longer be able to make any changes.

Application Review:

All submitted proposals are reviewed by an evaluation committee comprised of a diverse representation of Florida Humanities staff, board members, and outside experts in the literary world.

Award decisions will be made within 30 days of submission. Unsuccessful applicants may seek evaluation comments upon request to Florida Humanities.

Proposals may be funded in full, offered partial support, or denied funding outright. Some applicants may also be required to submit additional information before a final funding decision can be made.

CONTACT
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