



SUMMER READING PROGRAM FUNDING OPPORTUNITY

2024 GUIDELINES

Florida Humanities invites public libraries and library systems to apply for funding to support **2024 Summer Reading Programs** that complement the Collaborative Summer Library Program's (CSLP) 2024 theme "Adventure Begins At Your Library". Programming must be designed for early literacy, children, and/or teens in order to be eligible for support. This funding opportunity is offered in support of the Florida Division of Library and Information Services' Florida Library Youth Program (FLYP) and their membership in CSLP.

FUNDING AMOUNT

up to \$ 3,000

ELIGIBILITY

Florida public and municipal libraries and library systems. A friends group, library association, foundation, city or county government, or municipality may apply on behalf of a library or library system.

IMPORTANT DATES

Application Deadline:
March 6, 2024 at 12 PM

Notification Date:
Late March 2024

Funding Distribution:
April 2024

HOW TO APPLY

Application is online. If your organization has an existing account, sign into our **Online Portal** or create a new account at FloridaHumanities.org/Apply.

CONTACT:

April Myerscough
Grants Coordinator
amyerscough@flahum.org
727-873-2001



About

Florida Humanities' 2024 Summer Reading Program funding opportunity provides support to public libraries and library systems for the development and hosting of summer reading programs designed for early literacy, children, and/or teens. Programs may be implemented virtually or in person. Bilingual programming is also encouraged.

To be eligible for support, programming must complement Collaborative Summer Library Program (CSLP)'s annual theme. CSLP is a nonprofit, charitable organization that works to develop interest in reading and library use by supporting summer reading events in public libraries across the United States. CSLP's 2024 theme "Adventure Begins at Your Library" encourages readers of all ages to explore new stories and viewpoints with a curious and open mind. The 2024 theme encourages exploration, innovation, and discovery in public libraries.

This funding opportunity is offered in support of the Florida Division of Libraries and Information Services' Florida Library Youth Program (FLYP) and their membership in CSLP. For more information about FLYP and CSLP resources, click [here](#).

Funding Amount and Project Period

Libraries may request up to \$3,000 in support of their 2024 summer reading programs. All programs must occur between May 1 and August 31, 2024. Approved applicants will receive funding in one installment in April 2024.

A brief final report must be submitted by September 16, 2024 or within 30 days of the final funded activity. Please note that funding is limited and not all requests can be approved.

Funding Priorities

Applicants can apply for funding to support for engaging, interactive public programming for early literacy, children, and/or teens that complements the 2024 theme. All programming must connect to the humanities by inviting the exploration of new stories and viewpoints and providing engagement opportunities with public library services. Applicants are encouraged to review the 2024 CSLP manual for inspiration and programming ideas.

Virtual and in-person programming may include:

- Author conversations or discussions of thematic and humanities-related titles
- Reading and discussion groups
- Thematically-related or humanities-focused external presenters
- Humanities-focused programs hosted by storytellers, authors, book club discussion leaders, interpreters, and content-area experts.

Previously funded programming include:

- Book conversation kits
- Author storytime with hands-on activities
- Folklore and storytelling groups
- Writing workshops

A portion of requested funding may also be used to purchase titles for public circulation or distribution for summer reading participants. Titles for circulation and distribution must be selected from the lists inside the 2024 CSLP manual.

Eligibility

Florida public and municipal libraries and library systems are eligible to apply. A friends group, library foundation, city or county government, or library association may apply on behalf of a library or library system. Individual branches are encouraged to apply through their county or city library system when possible but may apply independently. Individuals, for-profit organizations and foreign governments/organizations are not eligible for funding. Fiscal sponsors are ineligible to apply.

Libraries located in Rural Areas of Opportunity and those with programs that target underserved audiences will be given priority consideration. Underserved audiences can be defined as those whose access to the humanities is limited by geography, ethnicity, economics, and/or disability.

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

Before beginning the application process, applicants are strongly encouraged to review all guidelines and contact Florida Humanities staff with any questions. Incomplete, late, or ineligible applications will not be considered for funding. All applications must be submitted electronically via our online portal at FloridaHumanities.org/Apply.

Application Narrative

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

1. Funding Request:

Describe how the requested funds will be used to support your 2024 summer reading program. How does your programming connect to the CSLP 2024 theme “Adventure Begins at Your Library” and the humanities? Provide examples, if available, of confirmed programming planned for 2024 showcasing humanities and/or thematic connections. If requesting funding for books, detail how many books your organization plans to purchase and a circulation or distribution plan. (Limit 3000 characters)

2. Target Audience and Outreach:

Describe the target audiences for your proposed summer reading programming and what marketing strategies will be used to encourage participation. Identify any underserved audiences to be served via summer reading programming. (Limit 2000 characters with spaces)

3. Evaluation and Outcomes:

Describe what methods your organization will use to evaluate the programs' successes and impact on the target audiences. (Limit 1000 characters with spaces)

Budget

Florida Humanities funds may only be used for eligible expenses incurred during the project period (May 1- August 31, 2024). Requested funds may not overlap with funding received or anticipated from other public or private sources.

Eligible expenses include:

- **Presenter Fees:** Libraries may request funding for fees for presenters (non-library staff or volunteers) whose in-person or virtual programs connect to the 2024 CSLP theme. Suggested presenters include local, state, and national authors and illustrators; book club discussion leaders; storytellers; interpreters; and, content-area experts.
- **Book Giveaways and Circulation:** Books for distribution to early literacy, children, and/or teen summer reading participants or for public circulation. All titles for distribution and circulation must be selected from the 2024 CSLP manual.

In-eligible expenses

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

- Costs that are incurred before the project period (May 1-August 31, 2024)
- Programs classified only as entertainment (i.e. comedy shows, musicians, magicians), skill-building, arts and crafts, and STEM programming with no humanities elements
- Refreshments
- Incentive and prize items such as personal technology devices, attraction tickets, gift cards, toys, restaurant vouchers, clothing, etc.
- Supplies for programming
- General operating support, including staffing

Cost Share

Cost share is the portion of your total project costs not paid by Florida Humanities funds. A minimum 1:1 cost share (match) is required of applicants. The match can be met by either in-kind services or cash from either the applicant organization or outside partner organizations. The match can be entirely in-kind, entirely cash, or a combination of the two. Eligible cost share may include, but is not limited to:

- Library staff and volunteer time directly related to the development and implementation of proposed programming. The current Florida state volunteer rate is \$28.54/hour.
- Supplies for programming
- Travel and per diem for presenters
- Venue rental for spaces not owned by the library
- Marketing and publicity (print and digital) costs for proposed programming
- Technology, equipment rental, or A/V support for proposed programming
- Any eligible costs noted above but not covered by Florida Humanities funding or other source of funding
- Any ineligible costs noted above

Supporting Documents

Applicants are encouraged, but not required, to submit support documents to supplement and enhance their application. These documents may include:

- Past summer reading program schedules or booklets
- Marketing or publicity samples from previous summer reading programs
- Marketing or publicity samples from other public programming for youth and teens
- Letters of support from community partners, confirmed presenters, etc.

Questions? We're here to help!

Florida Humanities staff are happy to provide guidance on completing an application, determining eligibility, and addressing budgetary questions.

Contact

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