

2024 June Community Project Grant

Florida Humanities

Project Title

Project Title*

Character Limit: 100

Project Overview

Project Overview:

Use the fields below to provide a short description, proposed start and end dates, and requested amount for your project.

Project Abstract*

Successful project abstracts are typically formatted as follows: "[Organization] requests [Amount] to support [detail all major project activities/scope]."

Character Limit: 500

Project Start Date*

Start date must be no sooner than the grant award notification date. Public programs cannot begin sooner than 6 weeks after the grant award date. If you are requesting funds for a single day event/program, please use the program date for your project start and end date.

Character Limit: 10

Project End Date*

End date should be the final date of the last proposed grant-funded activity, or no more than 12 months from award date, whichever occurs first.

Character Limit: 10

Amount Requested*

May not exceed \$10,000.

Character Limit: 20

Did you reach out to a member of the Florida Humanities grants team before applying?*

First time applicants are strongly encouraged to reach out to Florida Humanities' staff at grants@flahum.org to discuss your project and answer any questions regarding the

application process. Please allow up to 3 business days to return your email and contact staff well in advance (**no later than 2 weeks**) of the posted application deadline.

Choices

Yes, I connected with the grants team at least 2 weeks before applying.
No, I did not connect with the grants team.

Sponsoring Organization

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 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. The SAM replaced the DUNS number in April 2022. Your organization's UEI will be no more than 12 alphanumeric characters.

Click Here for a step-by-step guide on how to get a Unique Entity ID (SAM).

Character Limit: 12

Sponsoring Organization Annual Budget*

Character Limit: 20

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

- Archive
- 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

How did you hear about funding opportunities from Florida Humanities?*

Choices

Returning Applicant

Independent Research (i.e. Google)

Referred by Colleague/Friend

Florida Humanities Email

Postal Mailing

Social Media

Word of Mouth

Conference or Workshop

Other

If other, please specify:

Character Limit: 250

Project Director

Project Director Salutation*

Choices

Dr.
Ms.
Mrs.
Miss
Mr.
Mx.

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: 12

Project Director Contact Number Type*

Is this a home, business, or cell number?

Choices

Home

Business

Cell

Federal Representative

U.S. Congressional District Number*

Florida currently has **28** U.S. Congressional districts. Click [here](#) to find the elected official for your community. Only enter a number between 1 and 28.

Character Limit: 2

U.S. Congressional District Representative Name:*

Character Limit: 250

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. Note any prior programmatic history with Florida Humanities.

Character Limit: 3000

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.

Character Limit: 5000

3. Target Audience, Marketing/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. **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.

Character Limit: 4000

4. Fees*

Specify and describe in detail any fees to be charged to attendees. Funding priority may 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.

Character Limit: 1000

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.

Character Limit: 4000

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.

Character Limit: 3000

Budget and Budget Detail

Budget & 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 period. All amounts must be rounded to the nearest dollar.

Applicant must also show a total estimated cost share equal to or greater than the amount requested from Florida Humanities. Cost share should include any cash expenditures by applicant for project implementation that are not covered by Florida Humanities funds as well as any in-kind goods and/or services to be received in support of the project.

*****Click here***** to download the Florida Humanities Budget and Budget Detail form. **This form is required as part of the application.**

Budget & Budget Detail:*

File Size Limit: 1 MB

Operating Budget

Operating Budget:

Attach a copy of the applicant organization's current year operating budget. **Must not exceed two pages.**

Operating Budget*

File Size Limit: 1 MB

Work Plan

Work Plan*

Applicants must create and attach a month-by-month work plan that clearly shows how the project will achieve success, from pre-award planning to post-award announcements, implementation and follow-up. Work plans should demonstrate careful attention to maintaining a schedule and hitting necessary benchmarks.

File Size Limit: 1 MB

Project Scholars and Presenters Form

Project Scholars/Presenters:

Complete **the form provided** with the title, organizational affiliation, and contact information for each scholar and/or presenter who has confirmed participation in your project.

Click here to download a copy of the Scholars and Presenters form. Form may be duplicated if needed and combined into one uploadable file.

Project Scholars and Presenters Form*

File Size Limit: 1 MB

Evaluation Tool

Evaluation Tool:

Attach a sample evaluation tool(s) designed specifically for the proposed activities and/or resources to be created.

Evaluation Tool*

File Size Limit: 1 MB

Supporting Documents

Supporting Documents:

Additional documents are optional but highly recommended. Up to three files may be uploaded, each of which may be multiple pages. These may include:

- NICRA agreement (required for colleges and universities)
- Sample publicity materials
- Letters of support from partnering organizations
- Letters of commitment and brief biography descriptions from key scholars/presenters (a concise paragraph description is preferred)

Support Document One, if applicable

File Size Limit: 2 MB

Support Document Two, if applicable

File Size Limit: 2 MB

Support Document Three, if applicable

File Size Limit: 2 MB

Signature

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

FOR REVIEW ONLY



2024 Community Project Grant Proposed Project Budget

Sponsoring Organization:	
Project Title	

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, Equipment Rental, or Audio-Visual	
4. Publicity and Promotion	
5. Supplies	
6. Exhibit Design/Fabrication (IF APPLICABLE)	
7. Other	
8. Indirect Costs *	
Total Requested Funds:	\$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: Estimated cost share must include all 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, Equipment Rental, or Audio-Visual		
4. Publicity and Promotion		
5. Supplies		
6. Exhibit Design/Fabrication (IF APPLICABLE)		
7. Other		
8. Indirect Costs *		
Estimated cost share totals:	\$0.00	\$0.00

Total Estimated Cost Share (In-Kind + Cash): \$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, Lodging:
3. Facilities, Equipment Rental, or Audio-Visual:
4. Publicity and Promotion:
5. Supplies
6. Exhibit Design/Fabrication (if applicable):
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, Lodging:
3. Facilities, Equipment Rental, or Audio-Visual:
4. Publicity and Promotion:
5. Supplies
6. Exhibit Design/Fabrication (if applicable):
7. Other:
8. Indirect Costs: