



2024 GUIDELINES COMMUNITY PROJECT GRANT

Revised 01/2024

Florida Humanities' **Community Project Grants** are awarded to nonprofit cultural organizations across Florida to support public humanities programming that strengthens vibrant communities and cultures, promotes civic engagement, sparks thoughtful community dialogue, and reflects on the human experience across the Sunshine State. These grants are designed to support a vast array of bold and innovative projects that are meaningful to local communities, and actively engage the general public in humanities-rooted dialogue and discussion.

AWARD up to \$10,000

ELIGIBILITY Florida nonprofit organizations, local municipalities, and public institutions. A **Unique Entity ID (SAM)** and **Federal-ID** number are required to apply.

DEADLINES

April 3, 2024 @ 12 pm EST	August 7, 2024 @ 12 pm EST	December 4, 2024 @ 12 pm EST
Contract Period: June 1, 2024 - June 1, 2025	Contract Period: October 1, 2024- October 1, 2025	Contract Period: February 1, 2025- February 1, 2026
Notification: Week of May 27, 2024	Notification: Week of Sept. 23, 2024	Notification: Week of January 27, 2025
Public events can start: July 15, 2024	Public events can start: November 15, 2024	Public events can start: March 15, 2025

HOW TO APPLY

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

QUESTIONS?
grants@flahum.org



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

Overview

Florida Humanities' **Community Project Grants** support the development and delivery of humanities-based learning experiences, known as public humanities programming. At their core, these grants embody our mission to preserve, promote and share the history, literature, culture and personal stories that offer Floridians a better understanding of themselves, their communities and their state.

This funding opportunity aims to increase public participation in and access to the humanities by providing relevant, engaging, and meaningful humanities-based programming to all. Programming that fosters connections between different communities or demographic groups, promotes networking and collaboration between institutions and organizations, and links humanities-associated organizations with other community partners and sectors are encouraged.

All Community Project Grants Must:

- Be rooted in one or more disciplines of the **humanities**
- Involve **humanities scholar(s)** and other subject-area experts in all phases of the project
- Deepen public understanding of significant humanities questions by **facilitating constructive dialogue with the public**
- Be **free, or not cost prohibitive**

Award Amount:

Applicants may request **up to \$10,000** for proposed projects.

Grant Period, Award Payments and Program Dates:

All projects must be completed within **12 months**. All public programs supported by grant funds **may not begin sooner than 6 weeks** after the contract start date (see deadline dates on page 1). Awarded grantees will receive funds in two installments:

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

What types of Programming do Community Project Grants Support?

The format of programming should be tailored to and appropriate for the subject matter, the applicant's goals, as well as reflective of the interests and needs of the intended audience(s), particularly underserved communities.

Projects may be implemented using digital and virtual platforms as well as more traditional in-person methods, and neither is necessarily given more weight than the other in the evaluation of proposals.

Florida Humanities encourages innovation and experimentation with new approaches as well as use of time-tested formats such as:

- Media projects including podcasts, film and radio programming
- Community conversations, forums, and dialogues grounded in the humanities
- Interpretive exhibits (permanent or traveling, physical or digital) with significant humanities content and accompanying public programming
- Lectures and presentations grounded in the humanities
- Reading or film-and-discussion programs; cultural festivals incorporating humanities activities
- Oral history projects, story-collection and story-sharing programs, and other activities that produce and share knowledge products.
- Interpretive tours or other types of site- or place-based humanities programming

Community Project Grants do not support:

- Social and humanitarian / human services projects
- Organizational development or general operations (GOS)
- Research and planning without related public programming within the grant period
- Capital improvements
- Creation of a standalone art (murals, paintings, sculptures, et), theatrical or dance performance programming / projects that do not include community conversations around a humanities theme.
- Creative or scholarly work by individuals including research, travel, or residencies
- Regranting, sub-awards, scholarships, prizes, or gifts
- Publication of books
- Activities and projects primarily intended to advance a specific policy goal or political agenda or to influence legislation (advocacy)
- Websites, or other materials, used to solely promote the organization
- Professional development programs, training, conferences, or activities geared for membership organizations, associations, or institutions
- Activities aimed primarily at fundraising, marketing, or institutional advancement

Political Action and Advocacy:

While the humanities can be a vessel to bring the public together for timely and deep conversations, Florida Humanities is a nonpartisan organization. Applicants must be aware that since funds for this grant originate from the National Endowment for the Humanities, the following activities are banned from Florida Humanities-funded projects:

- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular social or political action
- support or opposition of specific public policies or legislation
- lobbying

What are the Humanities?

The Humanities are academic disciplines that study human culture, using methods that are primarily critical and have a significant historical perspective. Through the humanities, we learn how to think creatively and critically, to reason, and to ask questions, coming to a broader understanding of our shared human experience.

The term 'humanities' includes the study and interpretation of: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archeology; comparative religion; ethics; the history, criticism and theory of the arts; aspects of the social sciences which have humanistic content and employ humanistic methods; and, the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.

Who is considered a Humanities Scholar or Expert?

While you should be involving subject area experts and community experts on your project, every project must involve at least one humanities scholar whose background is suited for the programming at hand. See below definitions to help determine who qualifies as a humanities scholar, or a subject area expert or a community expert.

- **Humanities Scholars:** Every project is required to include scholars from humanities disciplines. Someone who has an advanced degree in a discipline of the humanities is generally considered a scholar. These individuals are important for providing context for a project and identifying relevant humanities themes and ideas.
- **Subject Area Experts:** Projects may also include individuals who do not possess an advanced degree but nevertheless have a demonstrated record of working, teaching, and/or publishing in a humanities discipline.

Such individuals will likely be recognized by others in the field as an area expert. These individuals may be important in developing major themes.

- **Community Experts:** Some projects will find it necessary to include community members with special knowledge of cultural traditions or local history, such as Native American tribal elders or local historians. Community experts might also possess specialized skills or specific information related to the locality or target audience, such as teachers familiar with the local K-12 curriculum requirements or members of local religious or civic organizations who are familiar with the history, needs, and concerns of a target audience. These individuals may be critical to focusing on the most appropriate theme ideas, developing effective methods of audience engagement, and building successful outreach strategies.

Where do I find a Humanities Scholar?

Scholars are often university faculty members, librarians, museum professionals, or independent experts whose research and studies are firmly grounded in a humanities discipline. Before you submit your application, you and your scholar should discuss the project and formulate ways to strengthen the humanities aspects, consider the involvement of other scholars to add diverse perspectives, and review the application to help clarify goals and ensure the project meets the requirements.

Eligibility

Applicants may request **up to \$10,000**. Florida Humanities funds may be used to support eligible project-related activities and expenses within the **one-year grant period**.

Eligible organizations:

Florida-based public agencies (including libraries, museums, schools, and tribal governments) and other cultural or civic organizations constituted for nonprofit purposes.

Special consideration may be given to:

- small to mid-sized organizations with budgets of less than \$1 million
- applicants located in a [Rural Area of Opportunity](#)

Higher education departments (i.e. Department of History), humanities centers, institutes, and programs associated with Florida **colleges and universities** are eligible to apply for Community Project Grants. Colleges and universities may submit up to three applications from their institution per deadline, however, each application must come from a different department. Although eligible to apply for Community Project Grants, colleges and universities are strongly encouraged to partner with and apply through a local nonprofit organization.

Ineligible entities:

Individuals, for-profit organizations and foreign governments/organizations are not eligible for funding.

All applicants may not have another Florida Humanities Community Project Grant open and must fully close out their current Community Project Grant before submitting a new proposal. To close out your current grant, **please submit a Final Report at least 60 days prior to the new deadline** you wish to apply for, and work with Florida Humanities staff to answer any questions on the report. Florida Humanities will send a letter notifying you that your grant is fully closed, and final funding dispersed. An organization may have an open Community Project Grant simultaneous with another Florida Humanities grant. Grant funds may not be stacked to support one project.

Unique Entity ID (SAM) 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 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

1. Thoroughly review the grant guidelines
2. 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.
3. Apply for funding online through our Online Application portal: **www.floridahumanities.org/apply**
Applications must be received by 12pm (EST) on the posted deadline. Incomplete 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. Incomplete, ineligible, or late applications will not be considered for funding.

Application

All applicants must complete each of the following narrative fields:

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.
(limit 3,000 characters with spaces)

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.
(limit 5,000 characters with spaces)

3. Target Audience, 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.
(limit 4,000 characters with spaces)

4. Fees:

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

(limit 1,000 characters with spaces)

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.

(limit 4,000 characters with spaces)

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**.

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.

(limit 3,000 characters with spaces)

Budget:

A downloadable budget form is provided within the online application and is required. Budget and budget detail must reflect all costs of implementing your project. Florida Humanities funds may only be used for eligible project expenses incurred during the grant period. The required budget form provides line items for the following fundable categories. If uncertain if your proposed budget includes only allowable expenses, please reach out to staff.

Honoraria:

Value of time for people who directly design and implement the proposed project, and humanities scholars/experts who serve as speakers, panelists or consultants.

Travel, Per Diem, Lodging:

Mileage, lodging, and meals for individuals directly involved in administering the proposed project.

Facilities/Equipment or A/V:

Rental costs for meeting rooms, public venues, sound equipment, projectors, etc. Refer to fair market value for recording rented or purchased equipment as cost share (may not include cost of applicant’s own venue / space).

Publicity and Promotion:

Creation of brochures, flyers, posters and costs associated with mailings, social media, and other paid advertising either online or through print, radio, and television.

Supplies:

Requests must be fully detailed and essential to the execution of the program / project.

- Exhibit Design/Fabrication:** (If applicable) Creation or fabrication of exhibit panels or interpretive elements that will be part of the exhibition.
- Other:** Costs essential to the project but not identified above. Applicants must be specific in these costs, as we do not award funds for unknown items.
- Indirect Costs:** See below for explanation.

Ineligible Expenses:

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

- Costs that are incurred before the contract start date
- Capital improvements, building construction, maintenance, restoration, renovation, or preservation, or purchase of real property
- Entertainment (i.e. dance or musical performances)
- Refreshments (i.e. food and drink)
- Swag and giveaways
- Scholarships and awards
- Personnel time that is considered indirect cost (see “Indirect Cost” section below)

Cost Sharing:

Cost share is the portion of the project costs not paid by Florida Humanities funds. Applicants are required to record all eligible cost share, while a minimum 1:1 cost share (i.e. match) is required to be eligible. All cash and in-kind contributions are acceptable as the recipient’s cost sharing when such contributions meet the following criteria:

- they must be verifiable from the sponsoring organizations records;
- they must not be included as contributions for any other federally-assisted program;
- they must be necessary and reasonable for the proper and efficient accomplishment of project objectives;
- they must be used to support activities that are included in the approved project workplan; and
- they must be incurred during the award period

The match can be met by either in-kind services or cash from the sponsoring organization or from outside partner organizations or institutions. The match can be entirely in-kind, entirely cash, or a combination of the two. **No federal funds from any other sources may be used to meet the cost share requirement.**

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 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.

Support Materials:

The following required forms and documents must be uploaded to complete the application process:

- **BUDGET FORM:** (Required) Download and complete the budget and budget summary form provided in the online application. All applicants are required to use the form provided.
- **WORK PLAN:** (Required) Applicants must create and attach a month-by-month work plan that clearly shows how the project will achieve success.
- **OPERATING BUDGET:** (Required) Applicant must attach a copy of the organization's current year operating budget. Must not exceed two pages.
- **PRESENTERS/SCHOLAR FORM:** (Required) Download and complete the form provided to list the name, title, organizational affiliation, and contact information for all scholars and/or presenters confirmed for participation in the project. You must use the form provided. Form may be duplicated if needed.
- **EVALUATION TOOL:** (Required) Attach a sample evaluation tool designed specifically for the proposed activities and/or resources to be created.
- **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. Do NOT upload multi-page resumes as short narrative bios (one-two paragraphs) are preferred.

Evaluation Panel:

All submitted Community Project Grant proposals are reviewed by an evaluation committee composed of a diverse representation of Florida Humanities staff, expert outside humanities scholars, and members of the Florida Humanities Board of Directors. Award decisions will be announced on the posted Notification Date. Decisions are final and unsuccessful applicants are encouraged to seek evaluation comments if they wish to revise their proposals and apply in the future. Reviewer feedback will be provided to all applicants on request.

Have questions? We're here to help!

Florida Humanities staff are happy to provide guidance on completing an application, determining eligibility, addressing budgetary questions, as well as troubleshooting technical difficulties with electronic forms.

Adherence to staff suggestions and comments does not guarantee funding.

For questions regarding this funding opportunity, please email grants@flahum.org. Please allow up to 3 business days to return your email and contact staff well in advance (**at least two weeks**) of an application deadline.

