Call for Proposals

Programs in the Public Humanities Grants (2020-2021)

Deadlines: Friday, February 14, 2020 (Statement of Intent)

Friday, March 13, 2020 (Invited Proposals)

GUIDELINES

A. Grant Description

The Center for the Humanities and the Public Sphere (CHPS), with the support of the Robert and Margaret Rothman Endowment for the Humanities, is making available to teams of UF and Community partners grants up to the amount of $3,500 to support public programs rooted in one or more humanities disciplines. Although the Center is on the University of Florida’s (UF) campus and sponsors a range of UF programs and events, this grant is designed to encourage on- and off-campus individuals, groups, or institutions to collaborate in the creation and implementation of humanities programs beyond the UF campus. The Humanities Center expects to fund up to two grants at up to $3,500 each.

For the purposes of this grant, a public humanities program would attempt to understand, evaluate, and communicate human experiences, values, and aspirations in order to improve the human condition. While the humanities have traditionally flourished in the disciplines of history, philosophy, literatures, and languages, they help to inform every human inquisitive endeavor in one way or another. These public programs in the humanities, therefore, need not be grounded explicitly in one of these disciplines, but should draw clear inspiration from them. We particularly encourage projects that build dialogues on significant issues.

B. Eligibility

Proposals to this program should be submitted by teams of UF and Community partners who collaboratively will realize a particular event, activity, or program. UF partners may be current undergraduate or graduate students, staff, or faculty (excluding courtesy faculty). UF partners must have permission from an administrative unit on campus (such as their department/school) to accept and administer the grant funds if awarded and be at the University of Florida during the time of the proposed activities.

All applicants must first be pre-approved through the statement of intent process described below before being invited to submit a full proposal. Applicants may only apply once per grant-cycle, even if working with different UF or Community partners.

C. Activities

Proposed activities must be scheduled between 1 May 2020 and 30 June 2021. Funds in the grant may be used for material costs incurred in the purchase and processing of supplies and materials, related travel expenses and modest stipends for speakers, space rental or reservation fees, and refreshments. The Center is limited in who may directly receive funds; please keep in mind that these grants must pay
for these types of services only. Although these grants are for public programs, projects must be housed financially within a UF unit to facilitate the transfer of funds from the Center.

Proposed activities may include activities such as but not limited to:

- an off-campus speaker series and/or workshop open to the public
- a physical or online exhibit or presentation that addresses a humanities topic
- moderated panels that address a public performance, exhibit, or literary work
- the creation of documentary films or other products that are relevant to the humanities
- an off-campus component of a service-learning course

This grant may not be used for projects that are not open to the general public (RSVPs are allowable) or which charge fees that make public participation difficult; or for the purchase of real estate or the support of existing cultural resources or recurring activities. The grant may not be charged overhead fees by UF units, but overhead charges are permitted by Community partner organizations. Any infrastructure purchases made with grant funds – e.g., computing technology – must be retained as property of the University of Florida. For questions about possible expenses, please inquire with the Humanities Center’s Director, Dr. Barbara Mennel, at mnenel@ufl.edu.

D. Deliverables

Project teams are required to share final publicity details of the funded activities as soon as possible, but no later than two weeks before each event. Following the funded activities, organizers will supply a brief final report with a budget of expenditures, numbers of audience members at public events, description of the activities conducted, and summary of the event evaluation so that they are eligible for future funding from the Humanities Center. The report must be submitted within two months following the completion of the funded activity.

APPLICATION

**This grant requires a two-step application process:

1. **Statement of intent due Friday, February 14, 2020 via this online form:**
   

   In order to be eligible, prospective applicants must complete a short statement of intent that includes the aim of the project, the nature of the collaboration between UF and off-campus partners, budgetary needs, and each grant partner’s professional position (including name, address, and website of organizations) and proposed role in the project. It is not necessary to have a full-fledged proposal or even a UF/Community partner at this stage. The Humanities Center can provide feedback on possibilities for expanding eligible project ideas into full proposals.
2. For applications invited to submit a full proposal following the statement of intent process, final proposals are due Friday, March 13, 2020

Please submit proposals as a single document through the online submission process at: http://forms.humanities.ufl.edu/. Applicants must provide the following information in the online submission form:

- Name of Applicant, UF Department/School and College, Rank, and Email
- Name of Co-applicant(s), Community Organization, and Email
- Name and Email of UF Applicant’s Chair or Director
- Project Title
- Amount Requested (up to $3,500)
- Abstract (100-200 words, written for a general audience)

The following materials should be uploaded to the online submission form as one single PDF in the order listed below:

1. **PROJECT NARRATIVE** (max. 1,000 words), including:
   
   A. A description of the public humanities project  
   B. The significance of this project for the local community  
   C. An outline of the activities that explore humanities topics, including the motivations of the proposed activities and how they intersect with the humanities to explore questions and debates  
   D. A summary of the potential public constituencies that will benefit from the proposed activities and description of how the proposed project will engage members of the public  
   E. A depiction of the expected outcomes of the project, including community and/or scholarly impact  
   F. A timeline for the proposed work  
   G. Short (max. 50 words) biography of each grant partner and a statement what each of the UF and off-campus collaborators will contribute to the project  
   H. A brief evaluation plan

2. **DETAILED BUDGET** of how award funds will be spent. The budget should include all expenses related to the proposed project, and indicate which of these expenses would be met by the funds in the Public Humanities Grant. Include a statement about how any remaining expenses will be funded.

3. **LETTER OF SUPPORT FROM UF UNIT**
   Include an email or letter from the UF partner’s Chair, Director, or Supervisor supporting the application and ensuring the availability of the UF partner to undertake the collaboration and the willingness of the unit to accept and administer the grant funds if awarded.

4. **ADDITIONAL DOCUMENTS** may be necessary in some instances:
   A. In the case of UF graduate or undergraduate students acting as UF partners, they must include an additional email of support from their adviser.
B. Letters of commitment from third party contributors are welcome (letters of commitment from the two UF and Community partners are not required).

CRITERIA OF EVALUATION

1. Significance of the project for the community
2. The project’s potential to explore core questions in the humanities and/or use the humanities to open dialogues and explore questions and debates
3. The project’s ability to engage the public
4. The feasibility of expected outcomes for the community and/or the project’s scholarly impact
5. The value of the campus/community partnership to carrying out the proposed work
6. The feasibility of the budget
7. The feasibility of the timeline
8. Appropriateness of the evaluation plan

If proposals are of equal quality based on the outlined criteria, a proposal by applicants who have not received funding previously in this category of grant, will be given priority over applicants with a previously funded proposal. Applicants will be notified in April 2020 regarding the status of their proposals.

PROPOSAL ASSISTANCE

We invite applicants to write to the Assistant Director for Programming and Public Engagement, Alexandra Cenatus, at acenatus@ufl.edu in advance with queries about the grant process, requests to locate potential UF or Community collaborators, or to review a draft proposal. All drafts must be submitted no later than a week prior to the deadline.

An example of a previously awarded proposal for a Programs in the Public Humanities Grants is available here: https://ufdc.ufl.edu/IR00010782/00001