

PrimeTime Partnership Grant RFP

Award amount:	up to \$10,000 All grants require a minimum one-to-one match which may be cash and/or in-kind
RFP closing date:	May 14, 2010
Award notification:	June 10, 2010
Grant period:	June 15, 2010 – May 31, 2012

FHC is currently offering Partnership grants to library systems interested in hosting PrimeTime Family Reading Time programs. Grants of up to \$10,000 are available to cover expenses for hosting three PrimeTime programs in three different library branches in a two-year period. Programs may be presented in English or in a bilingual Spanish/English format.

Libraries are selected for participation based on geographic distribution of potential sites, need for the program in the community, availability of qualified scholars and storytellers in the area, and ability of the library system to provide a minimum cost share match equal to the grant award.

Applicants approved for funding in June 2010 may begin programming in Fall 2010 or Spring 2011. All PrimeTime team members (library coordinator, scholar, and storyteller) must attend a two-day training session in New Orleans prior to participation in the PrimeTime program. Training is held in January and July annually.

Who is eligible to apply?

Any Florida public library system that currently does not have an open FHC grant, is eligible to apply. Community organizations interested in hosting PrimeTime programs must first contact FHC before submitting an application. Recipients of PrimeTime Partnership grants will not be eligible to apply for any additional FHC funds during grant award period.

APPLICATION NARRATIVE

The application narrative of no more than seven double-spaced pages must address the following items in the order listed:

1. What is the need for PrimeTime in your community? Briefly describe the area demographics and the target audience for your program.
2. What is your library's history of working with family literacy and/or humanities programs? Describe any past relationship with the Florida Humanities Council.
3. Identify the library branch that will host the first PrimeTime program and describe your plans for publicizing the program and recruiting families in that area. Please note any partnering agencies that will assist with family recruitment, providing transportation to/from the program, and/or offering volunteer support. Letters of commitment may be attached.
4. Identify your PrimeTime team members (Library Coordinator, Scholar and Storyteller) and note any specific past experience of each individual in similar literacy programs. Describe additional staffing resources of the library system that will be committed to ensuring the success of the PrimeTime program. Please explain if a scholar and/or storyteller are yet to be identified.
5. Provide a detailed description of each line item in the Application Coversheet Budget Summary including cost share. Cost share should include any cash expenditures by applicant for program implementation that are not covered by FHC funds as well as any in-kind goods and/or services received. In-kind contributions may include volunteer hours, transportation services, meals, supplies and materials, and/or door prizes.

BUDGET

Budget Summary on Application Coversheet must reflect all costs of implementing three PrimeTime programs over a two-year period. Request may not exceed \$10,000 and FHC funds may only be used for allowable project expenses incurred during the grant period: June 15, 2010 – May 31, 2012. Please consult the PrimeTime Partnership Grant budget (pdf) for a list of allowable expenses.

Applicant must also show a minimum cost share amount equal to the total requested from FHC.

GRANT PERIOD and PAYMENT SCHEDULE

Applicant must complete three six-week PrimeTime programs during the 24 month grant period and submit all required final reports within 60 days of close of grant period. Grantees will receive funds in three installments: 45% at start of project; 45% as an interim payment; and final 10% to be paid on a reimbursement basis.

APPLICATION SUBMITTAL

FIVE sets of the completed application, including one with original signatures, must be received by 5pm on the posted RFP closing date.

Each application must be stapled in the following order:

1. Cover sheet with budget summary
2. Application narrative – responses to the items listed for a total of no more than seven double-spaced pages
3. Support materials which should include letters of commitment from confirmed PrimeTime team members (library coordinator, scholar, storyteller) as well as from partnering agencies who will assist with program implementation.

Mail completed application package to:

Florida Humanities Council
Attn: Grants Program
599 2nd Street South
St. Petersburg, FL 33701

Applications must be RECEIVED by 5pm on RFP closing date. Late applications will not be accepted.

Questions:

Patricia Putman, Associate Director
Florida Humanities Council
727/873-2004
pputman@flahum.org