

Havana History & Heritage Society, Inc.

Project Title: Havana History Society & Museum, General Operations Support 2024

Grant Number: 25.c.ps.170.283

Date Submitted: Friday, June 23, 2023

Request Amount: \$40,000.00

A. Cover Page Page 1 of 12

Guidelines

Please read the current Guidelines prior to starting the application: **General Program Support Grant Guidelines**

Application Type

Proposal Type: Discipline-Based


Funding Category: Level 1

Discipline: Museum

Proposal Title: Havana History Society & Museum, General Operations Support 2024

B. Contacts (Applicant Information) Page 2 of 12

Applicant Information

- a. Organization Name: Havana History & Heritage Society, Inc. 
- b. DBA: Havana History & Heritage Society
- c. FEID: 81-5290123
- d. Phone number: 850.545.6049
- e. Principal Address: 204 Second Street, NW Havana, 32333
- f. Mailing Address: P O Box 187 Havana, 32333
- g. Website: https://www.facebook.com/havanahistoryheritage/?ref=aymt_homepage_panel
- h. Organization Type: Nonprofit Organization
- i. Organization Category: Historical Organization
- j. County:Gadsden
- k. UEI: P2SQDH7X1JJ1
- l. Fiscal Year End Date: 12/31

1. Grant Contact *

First Name

William

Last Name

Piotrowski

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2. Additional Contact *

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3. Authorized Official *

First Name

William

Last Name

Piotrowski

Phone 850.510.4979

Email wd.piotrowski@outlook.com

4. National Endowment for the Arts Descriptors

4.1. Applicant Status

Organization - Nonprofit

4.2. Institution Type

Other Museum

4.3. Applicant Discipline

Humanities

C. Eligibility Page 3 of 12

1. What is the legal status of your organization?

- Florida Public Entity
- Florida Nonprofit, Tax-Exempt

2. Are all grant activities accessible to all members of the public regardless of sex, race, color, national origin, religion, disability, age or marital status?

- Yes (required for eligibility)
- No

3. Project start date: 7/1/2024 - Project End Date: 6/30/2025 *

- Yes (required for eligibility)
- No

4. How many years of completed programming does your organization have?

- Less than 1 year (not eligible)
- 1-2 years (required for eligibility for GPS and SCP)
- 3 or more years (required minimum to request more than \$50,000 in GPS)

5. Museum *

- Applicant is open to the public for at least 180 days each year.
- Applicant owns or utilizes collections, including works of art, historical artifacts, or other tangible objects (live or inanimate).
- Applicant exhibits these collections, including works of art, historical artifacts, or other tangible objects to the public on a regular schedule.

D. Quality of Offerings Page 4 of 12

1. Applicant Mission Statement - (500 characters) *

The mission of the Havana History & Heritage Society is to preserve and highlight the historical assets & events that have made the Havana area an exceptional community in which to live, have a business, & visit.

The goal of the museum's programs & events is to engage and help visitors appreciate small, rural communities where a strong set of shared values, work ethic, family bonds, working with the land, and a sense of community can contribute significantly to the quality of life.

It is also a priority that the Museum programs engage the diversity of this area & provide strong economic benefits to this area.

2. Programming Description - (2000 characters)

Briefly describe the project or program for which you are requesting funding. If you are an LAA or SSO, please include a statement that describes the services provided to your audience (including membership) and how those services are provided.

Funds from this General Program Support grant will be used for the expansion of programs, events, and youth-adult classes at the Havana History Museum.

General Program Support is requested for three projects:

1. Development & expanding of exhibits (14) which can now be accommodated within the additional 4,600 square feet of adjacent Museum space;

2. Bringing in major visiting exhibits, presentations, and programs which can now be accommodated Increased offerings of high-interest presentations & events in the new "Community room/Auditorium.

3. Adding youth & adult classes and smaller group sessions for Museum programs, classes, and targeted area workforce training. This space will also be made available to other community agencies and education-related groups.

A recent event which is "huge" to our efforts with these funds...

...through a combination of fortuitous events, the Havana History & Heritage Society (HHHS) has gone from being a tenant at a National Registered Historic site to now owning The Planters Exchange landmark historic site (three acres, 35,000 square feet under roof; an outdoor Pavilion; over 1 acre of "green space," parking, and existing rental "tenants") which provide a substantial income contributor for the future operations of the Museum, while adding SPACE for not only Museum programs, but also for shared community uses.

This has enormous implications and potential which relates to the requested funding for a number of significant reasons:

> These proposed expansions have been heartily endorsed in working with area community, agency, cultural historians, and educational leaders.

The design, staging, and implementation within this new site, would not otherwise be possible with current staffing. HHHS has grown substantially largely through exceptional volunteers. However, staffing and expertise to work with exhibits and programs has not kept pace is needed to continue educational and cultural impact for this area.

Also worth noting:

> The area community is excited and has committed donations of both time and cash to match the grant requirements, and

> this newly purchased space also includes over 14,000 SF of fully-leased shop and office rentals that provide substantial continued income (over \$65,000 per year currently) for HHHS programs which will substantially reduce dependencies on donations and grants for basic operations and programs support.

2.1. Programming Goals (2000 characters)

Please list at least three goals associated with the project or program for which you are requesting funding.

Goals: Broad statements that are usually general, abstract, issue oriented with realistic priorities. Goals are a long-term end to which programs and activities are developed and should reflect the organization's mission statement. Goals can be listed in priority order and ranked.

Sample goal: To provide residents and visitors with increased opportunities to view local art and meet local artists.

Overall, our programming goals are intended to engage and provide visitors with an experience such that each visitor will appreciate the significance of the cultural events, history, relationships, and values that have shaped this outstanding community - while also providing experiences intended to further educate and advance communities locally and elsewhere.

Goal 1. The design, staging and updating of existing exhibits - essential for maintaining visitor interest; including the addition of visiting exhibits in working with other cultural agencies with the goal of attracting and further engaging the diversity of this community and its interests.

Goal 2. Continuing development and increased offerings of high-interest presentations, panels, and classes highlighting authors, historians, and civic leaders, focusing on historic events and cultural studies, with the outcome of inspiring individual and community improvements, while encouraging a more involved and "connected" community drawing upon diverse talents, interests, and backgrounds.

The expanded exhibit & presentation space, allows for accommodating large visiting exhibits and presentations not previously possible within the Town limits of Havana.

Goal 3. Development and offering more youth & adult classes with heightened informal interaction opportunities across the diversity of area cultures, families, and ages.

The requested funding will help in providing staffing and expertise to expand Museum programs and events, outreach, and impact both in terms of cultural, as well as economic impact for this area and region.

2.2. Programming Objectives (2000 characters)

Please list the three corresponding objectives for the goals listed above.

Objectives: Specific, measurable ends that are achievable within a time frame and mark progress towards achieving goals.

Sample Objective: At least 300 residents and visitors will view local art and be invited to a “meet the artist reception”

PROGRAMMING OBJECTIVES:

- 1. Updates to existing exhibits (14) and the addition of at least 3 new exhibits and the design and opening of at least one other major exhibit, currently under evaluation: “Historic Havana - the glory days.”**

Surveys, informal reports, and interviews of past attendees reflect the expectation that repeat attendance to museum exhibits warrant changes and “new content.” Updated and new exhibits generate increased likelihood of returning individual and group engagements, tours, and interest from new audiences and groups. This is an important objective as the Museum enters its 5th year.

The overall diversity of participants attending events is also an important outcome. The objective with the exhibit updates is also to show significant participation in terms of a better match to area population diversity and interests.

The plan is for at least three visiting or jointly developed exhibits in working with other cultural arts groups and sites.

Exhibit development planned in working with other cultural arts groups and sites, and documented with recommendations, design work, and evaluation of the exhibit success in terms of visitor ratings and community response via online comments and ratings.

- 2. At least 8 presentations or programs and at least two major presentations or invited exhibits (intended to attract larger area audiences) will be designed, planned and offered with a target of at least 600 participants and positive coverage in area newspapers, and media.**

- 3. Development of additional classes (3) to be offered at the Museum to attract and engage the wider diversity of this community and area interests.**

Priority class subjects include:

> Area Workforce targets for both youths entering the workforce and adults, in working with Area WorkForce counselors and program managers.

> **Practical life skills (what used to be called "Home Economics") identified by vocational area teachers and social workers.**

> **Employability strategies for youth and adults needing employment identified by job placement, youth counselors, and police consultants.**

Class content and materials will be made available via the Museum archives; with specific postings and distributions to appropriate level and content area teachers (home and school-based).

When possible, classes content will be identified where these relate to course content standards or State course standards.

2.3. Programming Activities (2000 characters)

Please list the project or program activities.

Activities: These are the specific activities that achieve the objectives.

Sample Activities: Work with local arts and tourism organizations to promote art shows.

Communicate with local art teachers to encourage students to attend shows. Schedule artist commentaries and news articles to promote the shows.

Specific Activities:

1. Updates to current exhibits, as well as hosting visiting exhibits

1a. Update, refresh, and expand current exhibits and offer related programs and events specifically highlighting fresh themes and topics of likely interest to our diverse population and youth - examples: WWII, Area Veterans, Native American Artifacts, Area Sports Heroes, Families that shaped this area culturally and economically.

1b. Incorporate new artifacts, high-interest items with "stories to tell" of interest to adults and youth. Update exhibit guide books and develop additional guides and activity sheets for younger visitors (such as scavenger hunts and games with prizes for younger kids).

1c. Schedule at least one major visiting exhibit of regional interest. Spotlight artifacts from our collections.

2. Development of high-interest presentations and programs (15 annually); also opening a major new exhibit: "Havana's Golden Age - growing up during the tobacco years."

2a. Increased scheduled tours. Tours expand open hours and participations.

Events are not only important opportunities for fund raising, but also draw in and engage visitors in a "fun time at the Museum" and build community connections.

2b. Anticipated events will include: Movie Nights at the Museum; "Voices" presentations with video and in-person involvement; community agency social and art events; major area corporation meetings; civic group events; and use by other community associations.

3. Expansion of classes held at the museum. Currently we offer a very popular course on the "100-year History of Shade Tobacco & farm tour."

At least three new classes will be designed and offered, topics discussed include: Practical training topics of interest to youth (how to.. and online productivity topics of interest; Workforce preparation targeting available job options & entry skills; home repair and economics skills/topics.

Decisions on the topics, class timing, and priorities will be determined in consulting with area leaders working with vocational, technical and Workforce; also, in consideration of expertise/sponsors available.

Having increased hours of trained, experienced staff will greatly contribute to the development and achievement of these activities. Current staff hours are too limited.

2.4. Partnerships & Collaborations (2000 characters)

Describe any partnerships and/or collaborations with organizations directly related to General Programming (GPS) or the Specific Cultural Project (SCP). Discuss the responsibilities and benefits of the relationship and whether any formal agreements are in place.

The Havana History & Heritage Society, Inc. (HHHS) is a 501(c)(3) volunteer organization. The organization is run and operated by 48 active volunteers; with 9 part-time staff who work less than 12 hours per week. (see attached list of partners, also shown on websites).

Key Partnerships & Collaborations, individuals and organizations: with existing agreements or contracts*:

- **Howard McKinnon, CPA for HHHS and former 3-term Havana Town Manager, non-profit Accounting Specialist/CPA***
- **Florida Department of State: Historical Preservation & Cultural Arts staff**
- **Gadsden County Administration & Tourism Development***
- **Main Streets: Havana* & Quincy**
- **Florida History Museum, Gadsden Arts, FAMU Anton-Meeks Museum**
- **Havana Town Council***
- **Florida Humanities Council***
- **Smithsonian MOMS***
- **Workforce Development teams (for Gadsden Area); Senate Education Recommendations (via Corey Simon, et al)**
- **Kendrah Wilkerson, Havana, Town Manager**
- **Tracy Smith, Chief of Police (former Interim Town Manager)**
- **David Gardner, Gadsden County Chamber of Commerce**
- **Terri Paul, President, Havana Main Street**
- **Dafni Kirkpatrick, Business & Communications Manager, Florida Trust for Historic Preservation**
- **Chris Rietow, Apalachee Regional Planning Council**
- **Ed Dixon, Gadsden County Manager**
- **Berta Kemp (Civic Leader, Community Cares leader, Minister Society Board member).**
- **Drew Ericson, Florida History Museum**
- **Wilbert Butler, Havana Community Development Center**

The success of HHHS has largely been through the partnerships and dedicated, experienced and knowledgeable volunteers who are typically retired (or nearly so) who bring a level of talent, creativity, and effectiveness to our workgroups and leadership.

The key planning "workgroups" relating to the goals and evaluation of this proposal (see attached organization chart & roles for complete details) including:

- Events Planning;
- Exhibits & Collections;
- Promotions & PR;
- Finance & Strategic Planning;
- HHS Board;
- Procedures & Policies

These Work Group Leads are some of our strongest, experienced, and effective implementers and are at the core of HHS program success.

Last, but not least, is the oversight, documentation, & input from the historic site preservation and reconstruction design team (RDT) and the HHS Board who provide planning expertise and input from key, established members across all community interests.

3. Project/Program Evaluation (2000 characters)

How will you determine if your Goals and Measurable Objectives are achieved? Who will conduct the evaluation, and who will the evaluation target? What methods will be used to collect participant feedback? (Surveys, evaluation forms, interviews, etc.) When will you collect the information, and how will it be used to inform future programming?

EVALUATION OF OBJECTIVES - KEY PERFORMANCE INDICATORS, DATA COLLECTION, ACCOMPLISHMENT CRITERIA, & OUTCOMES TO BE ACHIEVED:

1. Updates to existing exhibits (14) and the addition of at least 3 new exhibits and one major exhibit: "Historic Havana - the glory days."

> Provide specific documentation & description of each exhibit improved.

> The overall visitor counts, tour requests, and the quality of visitor experiences (via exit surveys at the Museum, informal observations, comments and web site postings); also match to area population diversity and interests.

A report to the HHS Board will be prepared by an independent evaluation consultant, with recommendations/"next steps" (also made available for sponsors, developers, and State staff).

2. At least 8 presentations or programs and at least two major presentations or invited exhibits will be documented.

> show 600 participants and positive coverage in area newspapers, and media.

> Participation levels.

> interviews, visitor surveys, observed audience reactions and comments,

Note: One of the advantages of smaller communities, is that comments, feedback, and opinions are not difficult to illicit or collect.

> Responses to presentation topics and speaker quality via interviews and individual reports from local restaurants, shops, and businesses.

> A “close-out report” on each new presentation or program will be shared with the HHHS Board and planning committees (also to be included as part of the State reporting).

> documentation of not less than 60 scheduled tours in 2024, with 300+ participants, daily attendance increases of 15%.

3. Development of additional classes (3) to be offered at the Museum to attract and engage the wider diversity of this community and area interests.

Surveys and interviews of attendees are expected to reflect strongly positive experiences and increased likelihood of returning visitor class participations.

Class end reports will include attending “student” feedback and observations, as well as feedback from representatives from the class developers/monitors.

Class content and materials will be made available via the Museum archives; and distributions to appropriate level and content area teachers (home and school-based). Class content will be identified where these relate to course content standards or State course standards.

4. Collection Summary (5250 characters)

Provide a summary of the collection (live or inanimate) and the collection policy including: 1) Size and scope of collection(s) the museum owns or uses; 2) Conservation and care; and 3) Overview/brief list of Inventory/registration methods. If you are not a collecting institution answer Not Applicable

HHHS Collections Overview:

Collections Policies & Procedures, have been and continue as one of our most important priorities. As stated in the first part of the HHHS Mission: "The mission is to preserve ... the historical assets and events that have made Havana, Florida, and the surrounding area an exceptional community..."

Our belief is that the orderly collection, inventory, conservation, and care of our artifacts is essential to the preservation of our history; further, that demonstrating this care and responsibility is essential to our creditability with contributors and the sustainability of our museum.

The Museum currently has 24 major exhibits and displays:

1. a major exhibit highlighting the Shade Tobacco years (this area was known as "the Shade tobacco capital of the World" for over 80 years) with 6 major displays (“seed-to-cigars”) of artifacts, implements, photos, and videos:
 - Cultivation;
 - Harvesting;
 - Stringing;
 - Curing;
 - Packing Houses; and
 - Fine Cigar Making.
2. 9 Exhibits highlighting Business & Agriculture: Rural Electricity (this area was one of the first major Rural Electrical Cooperatives and remains a national leader); the Spanish Trail

(Havana was a designated "stop" - 1922); the Coca Cola story (residents of this area are the largest collection of private investors in Coke stock among all counties nationally); the Cannery (an early cannery that was a significant contributor nationally and during the war years); The Planters Exchange, founded in 1928 provided goods, services, farming supplies, and fertilizer- as much as 200,000 lbs. a year, to area farms for over 60 years); The May Family Nurseries- 180 years of farming, representing the resilience & adaptability of those who work the land; Florida Cattle – the first state to breed imported cattle; IFAS Agricultural Research Station – committed to advancing Florida's agricultural endeavors and income for over 100 years; and Fuller Earth Production (one of the largest mining sites nationally);

3. 2 major exhibits on Historic Churches & Schools (which shaped the development of this community since the very start of the town creation); a kiosk, developed in working with the Smithsonian staff, for visitors to access historic church and school site photos & descriptions.
4. Displays relating to Sports, Civic Events and major families/individual histories which make up a "very connected" community. Most recently, a display of the Museum Expansion & Reconstruction plans.

The Museum Shop & Library has a collection of area history books (including many out of print) and publications; local area art and artists' work; and other works including artifacts, crafts, cookbooks, photos, videos, and site histories.

> There are both printed and audio visitor tour guides for these exhibits.

> The Museum has an extensive digital archive (developed using software donated from and tailored for our use in a joint project with the Smithsonian). These files are available via a kiosk for visitors to independently browse and study from the Museum's extensive text, photo, and video files which currently exceed 5 TB.

Size and scope: The Museum exhibits, library, and displays currently occupy 3,250 square feet; the expansion which will add 4,648 SF, including preservation of the "Tower"- a complete 3-story fertilizer production facility; as a major exhibit in itself relating to farming & agricultural themes. HHHS currently has over 400 archived items in storage or as part of the displays & exhibits.

Conservation & Care: HHHS procedures relating to conservation and care include accessioning, inventory, maintenance, and collections processing match all recommended AAM and AASLH guidelines and standards at least at the level of "good."

HHHS has been actively engaged in formally confirming compliance on all national accreditation standards relating to COLLECTIONS & ASSESSING for Museums. HHHS is currently certified on the 2020 AASLH standards.

The Museum has a secure, climate-controlled Collections Room for the purpose of processing, archiving, and storage of all collections not currently involved in exhibits, displays, or training (one of the first improvements made possible with the recent site acquisition).

Inventory/registration methods: We maintain and update as a continuing priority, comprehensive collection policies and procedures relating to accessioning, collections conservation and care. These are documented with the AASLH accreditation report and in our Operations & Accounting Manuals.

HHHS currently has collection policies and procedures relating to: accessioning, both donated and loan items; collections review – acceptance and disposal/sale; inventory, care and maintenance processes; inventory of artifacts, books & publications, art and crafts collections (including sale items offered in the Museum Shop)'; specific location tracking; and disposal/removal.

Procedures & Policies are contained in the HHHS Operations and Accounting Manuals.

INVENTORY & CONTROLS: procedures include collections processing of all donated and loan items, maintenance, collections security, and release/disposal.

Included in our inventory is the collection and archiving of video history interviews, records, and photos which continue as a major activity. These have been very popular, effective as a means of sharing this area's history, and help to further engage more current generations of families.

The video interviews, the majority of which have been accomplished through funding from the Florida Department of State, Cultural Arts division, are extensive. These are regularly used in exhibits, displays, tours, presentations, and events relating to particular topics or themes, and through online sharing via the two Museum websites. (Examples of these are included in the attachments to this grant.)

Major grant and donation-funded development over the past three years, "Voices 1 & Voices 2," have resulted in the collection of over 70 video area history interviews as told by those who lived our history.. Copies of videos are made available to the families and relatives and are also available via both the Museum library and the Museum Shop.

See "Collections Procedures" section of the attached HHHS Accounting Manual for specific accessioning, collection review, inventory, preservation and conservation procedures.

E. Impact - Reach Page 5 of 12

For questions 1-6, do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Total number of individuals who will be engaged?

12231

1. What is the estimated number of events related to this proposal?

81

2. What is the estimated number of opportunities for public participation for the events?

1,380

3. How many Adults will participate in the proposed events?

11,000

4. How many K-12 students will participate in the proposed events through their school?

800

5. How many individuals under the age of 18 will participate in the proposed events outside of their school?

400

6. How many artists will be directly involved?

Enter the estimated number of professional artists that will be directly involved in providing artistic services specifically identified with the proposal. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. This figure should reflect a portion of the total individuals benefiting. If no artists were directly involved in providing artistic services enter 0.

6.1. Number of artists directly involved?

31

6.2. Number of Florida artists directly involved?

27

7. Proposed Beneficiaries of Project

Select all groups of people that your project intends to serve directly. For each group, you can select more than one answer if applicable. If your project/program served the general public without a specific focus on reaching distinct populations, then select the "No Specific Group" options.

7.1. Race Ethnicity: (Choose all that apply) *

- Black or African American
- White
- Other racial/ethnic group

7.2. Age Ranges (Choose all that apply): *

- Children/Youth (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

7.3. Underserved/Distinct Groups: *

- Individuals with Disabilities
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- Other underserved/distinct group

8. Describe the demographics of your service area. (2000 characters)*

Demographics are distinct characteristics of a population. Examples include but are not limited to: age, race, ethnicity, religion, gender, income, family status, education, veteran, disability status, and employment.

Gadsden is a rural educational depressed (REDI) county, but with an exceptional history and potential for growth.

Race: Gadsden County is Florida's only minority/majority county (55.5% African-American; 10.9% Hispanic; 32.5% White).

Gadsden County has population of 43,967 (as of April 2022); while the town of Havana has a population of 2,700. There are over 8,600 within the Havana zip code area. Programs and events draw strongly for the Leon County area (a population of approximately 390,000).

Gadsden also adjoins the "Tallahassee Metropolitan Area" which favorably impacts the visitor counts, program participation base, and provides expert resources and cultural support from the State offices, universities, and capital businesses and residents of this area.

Havana, is located approximately 16 miles north of the State Capital; 8 miles from the Georgia border, along a major highway entrance to Florida with over 18,700 passenger cars passing daily.

Race: Gadsden County is Florida's only minority/majority county (55.5% African-American; 10.9% Hispanic; 32.5% White).

Income: Gadsden is one of Florida's earliest counties, created in 1823. Gadsden was the original site of the State capital. Gadsden's early settlers were engaged in farming which dominated the economy of the county for over 150 years. The end of tobacco farming in the 1970's lead to unemployment of a labor force skilled in growing and curing tobacco. Since that time, some farms, a growing number of large businesses, poultry and egg producers, distribution centers, and a prison are major in-county employers. The mean travel time to work for Gadsden is 31 minutes, indicating that many work outside the county.

Gadsden is one of Florida's poorest counties, ranking 59 of 67 counties, with 24% in poverty; and a median household income of \$36,000.

Education: 81.4% graduated from high school; 18.2% have a BA or higher; 78.8% homes have computers, 64.4% with Internet connectivity.

Age: residents over 65 make up 17.9% of the population.

Ethnicity & religion: north Florida, rural

A complete listing of county demographic and census information is available at: U.S. Census Bureau QuickFacts: Gadsden County, Florida .

A popular and impressive site for visitors, photos, survey & map data, and area statistics are available online via the National Register of Historic Sites (<https://npgallery.nps.gov/NRHP/GetAsset/c22b4ea3-26b8-4850-afd8-0b400d44d70e>) OMB Approval No. 1024-0018.

9. Additional impact/participation numbers information (optional) (1500 characters)

Use this space to provide the panel with additional detail or information about the impact/participation numbers. Describe what makes your organization/programming unique.

As can be seen by the range of talented volunteers and area sources, there is substantial community interest, support (and even excitement) for these program and area community improvements.

Networking and relationships with museum and cultural arts sites, associations, and utilization of State, County, & university resources have been very significant in our planning and development, and promotion efforts, these sources have included:

- > the Gadsden Interchange, Chamber of Commerce, Tourism Development Council,
- > advising from the Florida Association of Museums, the FHC, State Art & Culture and Historical Preservation staff, COCA;
- > working with area cultural agencies and organizations, including “sister” Museums in other states (Georgia, Connecticut, and Washington, DC – the Smithsonian MOMS program staff have been partners in a two major development projects); and
- > consultants & staff/grant resources from Florida State University, FAMU, and TCC.

The prior success and “reputation” of the HHHS Museum events, exhibits, classes, and presentations are reflected through local and regional press coverage, online ratings, donors and sponsors, and major partner commitments and references – both regionally and nationally.

The Havana History & Heritage Society, Inc. (HHHS) is run and operated by 42 active volunteers; with 7 part-time staff who work less than 12 hours per week. All Director and Lead positions, Work Committees are volunteers and reflect the diversity of this area community.

Museum scheduled tour groups frequently outnumber the regular Museum visitors, which reflect our involvement with community organizations (Main Streets, Farm Bureau, Cattlemen Association, IFAS...) in this area and regionally. Our visitor counts are projected to expand by 15% annually.

10. In what counties will the project/program actually take place? (Select a minimum of one) *

- Gadsden
- Leon

11. What counties does your organization serve? (Select a minimum of one)*

- Alachua
- Escambia
- Franklin

- Gadsden
- Jefferson
- Leon
- Liberty
- Madison
- Wakulla

12. Describe your virtual programming. Only for applicants with virtual programming. (2500 characters)

Briefly describe any virtual programming that you provide to the public. This information should include who is able to access the programming and any payment structure.

Audio Tours: Via a major development grant, the Museum offers audio tours of the 14 major exhibits. Also available in print/large print programs.

One of the most impactful programming is the extensive video library of persons, families, businesses, civic and sports leaders who represent the growth and energy for continuing development of our area. All videos are professionally edited and are available as special programs such as "the Women of WWI," "Farm families who have worked the land successfully for over 80 years," Stories of Shade Tobacco workers, managers, and owners and how the quality and scope was so successful for so long.

HHHS has two active websites:

A Facebook website (www.facebook/havanahistoryheritage) and a Portalbuzz website (<http://havanahistoryheritage.portalbuzz.com>).

Both are used extensively for promotions and PR relating to events/programs/exhibits, items of interest, history sharing, association and site information.

Links to a wide variety of video films, audio and photo history items are continually added and rotated to match themes and current programs.

The Portalbuzz is a website designed expressly for non-profit organization operations, management, and communications support. This site allows access to public records, events, calendars, and general public postings of organization information.

This site includes significant organization functions, specific to large non-profit functions including:

- **The organization calendars: public and internal committees use.**
- **The HHHS permanent records repository including secure, comprehensive records relating to all aspects of the organization functions, corporate information, promotions, events, projects, and workgroups.**
- **HHHS Directory Information: membership, staff & lead individual listings; with individual contact information, roles & responsibilities online (for those with appropriate permissions); membership and staff/worker directories.**
- **Distribution groups for all major committees and work groups: records sharing, archives, and individualized calendars for unlimited events, work groups, and committees.**
- **Portalbuzz offers comprehensive organization and online services designed expressly for non-profit functions, promotions, sales, and reporting.**

Networking and sharing relationships with museum and cultural arts sites and resources have been very significant in planning and development, and promotion efforts.

There have been significant grants (4 to date) supporting video and digital capture and professional editing of local history of families, civic leaders, farms and business leaders, sport teams, and events (WWII, the Planters Exchange years, the Shade Tobacco culture, home ec training - see *attached*). There have been numerous programs and presentations associated with these which have drawn and widely involved community members across all demographics.

Films and interviews are available via the HHHS websites and through continuing programs, tours, and classes held at the Museum.

13. Proposal Impact (3500 characters)

How is your organization benefitting your community .What is the economic impact of your organization?

***Organizations:* Include education and outreach activities.**

***Solo or Individual Artists:* Include any positive social elements and community engagement anticipated from the project.**

hese improvements will directly & significantly impact:

- **Educational & cultural programs expansion for all of Gadsden County & surrounding regions (including visitors from all of Florida and the southeastern US);**
- **Educational activities and presentations which focus on the appreciation of area history and how this heritage relates to continuing success and reputation of this community;**
- **The area economy with significant direct re-investment of funds into this area and visitor spending and economic impact (calculated at over \$2.00 returned to the county for each \$1.00 budgeted, donated, and raised via programs and events, or provided via grants); and**
- **Helping meet high-priority needs for this area including a 5,000 SF Community Auditorium/Exhibition Room, youth & adult classrooms, and meeting rooms which will be available to service non-profit agencies, community groups, and expanded educational programs.**

The Community Auditorium is also a project that will yield immediate positive educational and social impacts by hosting of major, larger programs, presentations, and events... programs which also generate income for the sponsoring agencies/organizations as well as income to support the Museum.

The expansion of this site to include a Community Center and Auditorium has been identified by town Leaders as a major need for Havana and a project that will yield immediate positive impacts for organizations and residents of this area.

Gadsden is a rural educational depressed (REDI) county, with an exceptional history and potential for growth. However, this site and it's programs have changed that image and continues to increase cultural and educational benefits for all (*see attachments for a collage of annual events from the past five years*).

Activities at this site are a strong contributor to the continued growth and maintenance of strong family and smaller community values, appreciation for the unique area culture (as well as direct economic benefits for this area).

> The museum is a Smithsonian Award recipient.

> Visitor counts (over 9,000 in 2019, about to increase to over 11,000 in 2023) in 2019-20, and online reviews reflect the overall quality of these programs and exhibits: 5 Stars on Trip advisor and Facebook.

ECONOMIC IMPACT: The economic impact of the Museum programs and activities bring in over \$240,000 annually to area business; with \$37,800 annually in taxes. (using formulas for non-profits impact in Florida).

As the programs and share community uses expands, so will the economic (as well as the educational) impact on this areas community grow... across all segments and demographics.

This historic site also provides rental options for offices and shops; and a very large (9,000 square feet) "Antiques & Artisans Shop" which has been recognized as the "Best of the Tallahassee Area" in three of the past five years.

Also significant, is that the NET INCOME from these space rentals at this site, exceed \$68,000. annually - all of which goes to off-setting operational expense and facility maintenance... this reduces the dependence upon area community donations, while adding visitor traffic to the downtown shops and restaurants.

Often, the events and hosted programs (the FAMU Jazz Quartet, Anna's Nashville Preview, the Havana Cigar Days event, Pancake Breakfasts, Cookouts, and hosted celebrations) not only contribute greatly to income across many organizations; but also add to the "fun" times available in Havana: sometimes recognized as "the best parties in Havana."

14. Marketing and Promotion

14.1. How are your marketing and promoting your organizations offerings? *

- Billboards**
- Brochures**
- Collaborations**
- Direct Mail**
- Email Marketing**
- Magazine**
- Newsletter**
- Newspaper**
- Radio**
- Television**
- Other**

14.2. What steps are you taking in order to build your audience and expand your reach? (3500 characters)

How are you marketing and promoting your organizations offerings?

We believe that the quality of the visitors experience, via engaging displays, high interest exhibit themes, interactive media (both audio & printed guide books), on-demand video presentations, user managed historic archive access, and opportunities for interaction with Docents and Museum volunteers from this area who truly appreciate and readily represent the values, traditions, and benefits of community connectivity, contribute to the high visitor rankings: Facebook (5 Stars); TripAdvisor (5 Stars).

Tours:

The Museum offers TOURS at most ANY TIME. These have been popular with school groups, classes, Garden Clubs, Veterans, Community & Church Groups, Rotary & Kiwanis Clubs visiting families, and reunions... Word of Mouth, within our area and regionally has been impressive. Most weeks incorporate 3-5 tours. It is not unusual that tour counts equal or exceed 3-day weekend open-hours visitors. We have exceeded over 9,000 visitors annually.

Marketing & Promotions:

Promotions are guided by a 40-year veteran newspaper editor and area historian; who produces very readable and engaging articles, newsletters, and publications.

Promotions are effective:

> through local and area newspapers: where advertisements on Museum programs and events; follow-up articles with photos/interviews on events, presentations, exhibit openings.

> by word of mouth from tour groups.

> radio and TV spots; special section spreads.

Through Events:

Presentations by popular authors, artists, and special topic panels: "the Swisher Family," "Farm Workers & Owners",

Adult classes via FSU's OLLI Courses: "100-years of Shad Tobacco, with visits to historic farm sites," interactive class sessions and panels, on proposed ordinances, improvement grants...

> via recurring "signature events:" the Farm Bureau Annual Luncheon, the Cattlemen's Association Steak Cook-outs, participation in all the Havana Town Events & Holiday Festivals (frequently exceeding 3,000 - 5,000 visitors 3-4 times a year).

> Hosted Family groups & special occasion celebrations, School Reunions, Association Benefits & Celebrations; artist & Music events... are popular at the Museum: outside in the Pavilion and grounds, "on the porch" at the Museum, within the Museum and Exhibition Hall and Auditorium (currently without air conditioning, but popular in the cool months - this is very much NORTH Florida).

Through affiliated Partner Institutions: with whom we host and jointly offered events: Pancake Breakfasts, Plein Air Competitions, October fest, Open Shops, Concerts, Annual Golf Tournament, Havana Cigar Days - hosted by JCNewman, Corona Cigar, and Oliva Tobacco ...

Our successes to date well reflect the importance and effectiveness of relationships.

Collaborative partnerships and working relationships with other cultural arts groups and professional associations, regionally and nationally; relationships with community agencies, other non-profits, and municipalities, and relationships with Department of State and post-secondary and K-12 educators & staff.

Our “partners” are wide ranging, each having distribution lists, advertising and Internet based options that have worked for HHHS in reaching the diverse audience targets and meeting participation goals for exhibits, programs and events.

Additional opportunities however remain:

- **Further expanding use of online and Internet advertising, promotions,**
- **Sales of event ticket with appropriate discounts for members and donors (particularly annually renewing donors);**
- **Expanding area community advertising with libraries, restaurants, MainStreet, Farm Bureau, and other community groups and agencies. Museum Shop items focusing on area artists, crafts, and authors.**
- **Continuing use of distribution lists, tailored to local and regional associations and interests (for example, the FAM, COCA,), membership and sponsor lists; and**
- **“showing off” new exhibits, renovations, shared-use space – via tours and Museum visitors encourages new visitor and group contacts and tours, partnerships, volunteers, and donations.**
-

F. Impact - Access for All Page 6 of 12

1. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility. In addition to your facility, what specific step are you taking to make your programming accessible to persons of all abilities and welcoming to all members of your community? (3500 characters)

For example, explain use of accessibility symbols in marketing materials, accessibility of facilities and programming and/or target population. You can find resources on accessibility at dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility. We encourage all applicants to include images in the support materials showing the use of accessibility symbols in marketing materials.

The Havana History & Heritage Museum is accessible to all audiences and will be fully accessible to people who use mobility aids.

Parking, walkways, ramps, and restrooms have been constructed to comply with ADA guidelines. This will remain a priority as construction is planned and implemented. There are continuing efforts underway to further enhance the museum for people with disabilities and to continue to ensure accessibility to all visitors.

The Museum is committed to providing individuals with disabilities the same benefits from the museum as any other person. This includes continuing upgrades to the facilities in the next five months in consultation with the State of Florida Management Services DMS staff to ensure compliance with the ADA Standards for Accessible Design and the Florida Accessibility Code.

Our community is diverse, with significant proportions of minority groups. Minority labor was instrumental in and essential to the cultivation and harvesting of shade tobacco in the Havana area. There were minority owners of tobacco farms. African Americans comprised most of the tobacco cultivation workforce. With this history, it is particularly important that minority groups and the elderly will benefit from museum exhibits.

Displays and exhibits are designed with the goal of engaging and educating younger generations about the role of their parents, grandparents and other ancestors in the tobacco industry. Minorities & age group representatives are included in the design and implementation of all exhibits, events and educational programs in the museum.

Accessibility Symbols:

Efforts continue in including appropriate symbols in marketing materials, facilities and programming. Since HHHS now owns the facilities (versus prior tenant leasing) major improvements have been initiated to consistently include symbols in signage, promotions, and event communications consistent with accessibility guidelines and resources (dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility)

Also significant is the current involvement of representatives from the entire community and efforts to ensure the inclusion of community leaders and area representatives, and the recognition of historic places (communities, schools, churches, social groups) from across all

areas of the community. The Havana History & Heritage Society Museum is an active member of the Gadsden Interchange, the Gadsden Arts & Cultural Alliance, and the Chamber of Commerce; and has strong collaborative working relationships with the area Main Street organizations, Town and County Councils/Commissions, the Florida History Museum, the American Association of Schools & Libraries, the Florida Association of Museums, and VISIT FLORIDA, all who share a commitment to and provide support and help to ensure accessibility and inclusion of those with disabilities and to encourage participation by the diverse populations to the fullest extent possible.

2. Policies and Procedures

Yes

No

3. Staff Person for Accessibility Compliance

Yes

No

3.1. If yes, what is the name of the staff person responsible for accessibility compliance?

Berta Kemp

4. Section 504 Self Evaluation

Yes, the applicant has completed the Section 504 Self Evaluation Workbook from the National Endowment for the Arts.

Yes, the applicant completed the Abbreviated Accessibility Checklist.

No, the applicant has not conducted an accessibility self-evaluation of its facilities and programs.

4.1. If yes, when was the evaluation completed? 5/1/2022

5. What efforts has your organization made to provide programming for all? (2000 characters)

HHHS policy and procedures recognize the importance of accessibility. Accessibility is a major focus in the design of programs, exhibits, and planning of improvements to this site (while maintaining the historic character) and in program offerings.

Specific strategies and efforts:

Being sensitive to accessibility in the design, presentation, access to and delivery of content: access from parking to seat (or wheelchair space). Consideration of walk ways, access to appropriate visuals (large print, CC), signage, reading materials

We recognize that successful accessibility requires the participation and direct involvement of at those that understand and who are themselves handicapped in the design and evaluation process; at the Board level, among staff, among the design professionals, among the trainers and docents....

It seems that having a variety of events and types of presentations often works more effectively than trying to be all-inclusive in individual events.

Our emphasis on pre-scheduled tours, specific to the needs and interests of each group are consistently more successful.

We continually evaluate and recognize what works in terms of participant feedback, observations, participant enjoyment of the experience, and likely return of the various segments targeted, and utilizing these insights in future programs, access, and facility or presentation adaptations.

G. Management and Operating Budget Page 7 of 12

1. Organization History (2000 characters)

Briefly describe your organization's history including founding dates and significant changes in management, location, mission, etc. Also, include major accomplishments and program growth, adaptation to external factors and significant relationships and partnerships.

The Planters Exchange historic site, is a symbol representing the work ethic, agricultural prowess, family values, civic leadership, and community connectiveness which have made Havana a truly special place to live, raise a family and work. The subject of many notable artist renderings, historic photos, post cards, videos, and movies (video and photos are attached).

During the peak years (1940 - 1982), the site manufactured and provided fertilizers, and sold agricultural supplies to farms within approximately a 40-mile radius. In addition to being a full farmer's supply center, it was one of the most advanced fertilizer manufacturing plants between 1930 – 1980. Fertilizer production exceeded 200 tons annually. Ingredients were supplied from sources within and outside of the US. The facility is located along a major railway.

2022: Most significantly, the Havana History Museum was able to save this historic site from foreclosure, purchased in December, 2022 with donations from the area families and community.

A major impact educationally and economically for this area.

Volunteer participation, including many with exceptional skills in planning, management, accounting, and events support, has been a major reason for our success.

The HHHS was awarded a Museum on Main Street (MoMS) Smithsonian grant that engages small town audiences and brings revitalized attention to underserved rural communities. The training, large exhibit experience, and continuing projects with the Smithsonian, as well as other area museums, State and University resources have contributed greatly to our development.

One of the more significant multi-year projects has been "Voices, a collection of professionally edited video interviews of this area's history. Stories of "Those Who Were There" to record the history and culture of Havana's past, captured in well-edited and entertaining video formats.

The Voices project and the Smithsonian project and the 63+ events, presentations, and programs held at the Museum in the past four years, have successfully generated excitement and interest and draw a wider number of visitors to the Museum, with notable improvements in diversity. (see attached collage of recent events)

Further information is available via the organization websites at <http://havana-history--heritage-society.portalbuzz.com/> and www.facebook.com/havanahistoryheritage/ .

2. Fiscal Condition and Sustainability (2000 characters)

Describe the fiscal condition of the organization as it relates to the successful completion of the proposal. Also describe plans to sustain the proposal activities after the grant period.

The fiscal condition and improved sustainability potential of the Havana History & Heritage Society (HHHS) is one of the more notable and enabling accomplishments of the first five years.

This statement applies to the HHHS fiscal condition, policies, procedures, and likely future sustainability of the organization, programs, as well as continued educational and economic impact benefit to this area.

Current Status:

The Museum budget, starting with a first full year (2018) operations annual budget of \$67,000 is now over \$195,000 in 2022 (including grants and donor funding), in spite of COVID impacts on fundraising events.

This is our third year of having a contracted accountant and experienced bookkeeper to not only handle State and Federal reporting and documentation, but to also provide by-event, by-project, by-grant, and donor/membership funding. This has been an enormous enabler in terms of oversight, on-going evaluations and refinements. We are compliant, at "good" or better on all national accreditation requirements in accounting (AAM & AASLH).

Our Financial Policies & Procedures continue to evolve, with particular emphasis on optimizing outcomes and longer-term sustainability of operations and programs (the HHHS Finance & Accounting Policies/Procedures Manual is attached). HHHS maintains over \$22,000. in reserve fund accounts as of June, 2023.

HHHS has completed improvements necessary to meet all 2020 AASLH national accreditation management standards, with formal AAM certification expected within the next fiscal year.

Area Economic Benefits:

The Museum generates over \$184,000. annually in economic impact for the area businesses and community; as well as generating local government and state tax revenue (over \$34,000. annually). This translates to over \$2 for each \$1 investment in Museum operations and programs. HHHS is committed to spending (supplies, service and construction contracts, & materials) within Gadsden County. Visitors (9,000 annually) spending in area shops, restaurants, gas, and services is significant and a huge benefit to this area community (Arts & Economic Prosperity 5 Calculator).

Owning our own space, having significant tenant and facility rental income, (estimated at over \$65,000. for this current year), as well as substantial building fund and donor support, municipal, and events fee income allows for a much more diversified and sustainable outlook.

3. Completed Fiscal Year End Date (m/d/yyyy) * 12/31/2021

4. Operating Budget Summary

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
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1. Personnel: Administrative	\$29,288	\$23,500	\$43,500
2. Personnel: Programmatic	\$21,000	\$21,630	\$24,000
3. Personnel: Technical/Production	\$19,856	\$21,842	\$24,400
4. Outside Fees and Services: Programmatic	\$4,600	\$5,060	\$6,500
5. Outside Fees and Services: Other	\$4,500	\$3,200	\$3,800
6. Space Rental, Rent or Mortgage	\$2,400	\$24,000	\$34,200
7. Travel			
8. Marketing	\$4,754	\$6,500	\$6,500
9. Remaining Operating Expenses	\$15,900	\$17,490	\$19,200
A. Total Cash Expenses	\$102,298	\$123,222	\$162,100
B. In-kind Contributions	\$41,290	\$47,973	\$55,000
C. Total Operating Expenses	\$143,588	\$171,195	\$217,100
Income	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
10. Revenue: Admissions	\$8,000	\$9,000	\$12,000
11. Revenue: Contracted Services			
12. Revenue: Other	\$48,000	\$50,000	\$85,000
13. Private Support: Corporate	\$5,000	\$5,000	\$5,000
14. Private Support: Foundation		\$5,000	\$7,500

15. Private Support: Other	\$110,000	\$130,000	\$140,000
16. Government Support: Federal			
17. Government Support: State/Regional		\$30,500	\$60,200
18. Government Support: Local/County	\$7,500	\$7,500	\$15,000
19. Applicant Cash			
D. Total Cash Income	\$178,500	\$237,000	\$324,700
B. In-kind Contributions	\$41,290	\$47,973	\$55,000
E. Total Operating Income	\$219,790	\$284,973	\$379,700

5. Additional Operating Budget Information (1000 characters)

Use this space to provide the panel with additional detail or information about the operating budget. Please explain any deficits, excess revenue, or major changes to any line items or budget totals. If not applicable, then write "not applicable."

On December 20, 2021 the Havana History & Heritage Society, Inc. (HHHS), formerly a lessee/tenant at The Planters Exchange, through a combination of fortuitous circumstances became the owner of The Planters Exchange.

This acquisition included existing tenants with current NET rental income of \$4,200 per month. Rentals income is sufficient to cover mortgage, insurance, and maintenance costs; with some reserve.

As property improvements are made, it is anticipated that rental income will provide a significant continuing and increasing source of operating income for HHHS.

A "Building Fund" campaign is now in it's second year, with anticipated donations of \$150,000.

Note: already this year, the Tower has been saved! The most distinctive feature of this site is the 3-story fertilizer blending & production Tower. This structure has a "new" historically matched roof, with all structural and exterior damage repaired.

There are plans for expanding exhibit and classroom space; a large (5,800 square feet) auditorium for use for Museum events & programs, as well as use for area community functions and associations.

Expanded storage & processing space, a major priority, is also included in the planned scope of work.

6. Paid Staff

- Organization has no paid management staff.
- Organization has at least one part-time paid management staff member (but no full-time)
- Organization has one full-time paid management staff member
- Organization has more than one full-time paid management staff member

7. Hours *

- Organization is open full-time
- Organization is open part-time

8. Does your organization have a strategic or long range plan?

- Yes
- No

H. Management and Proposal Budget Page 8 of 12

1. Rural Economic Development Initiative (REDI) and Underserved Waiver

Yes

No

2. Proposal Budget Expenses:

Detail estimated proposal expenses in the budget categories listed below. Include only expenses that specifically related to the proposal. You can find a list of non-allowable and match only expenses at dos.myflorida.com/cultural/grants/grant-programs.

The expense section contains three columns:

- a. Grant funds (these are the funds you are requesting from the state)
- b. Cash Match (these are earned or contributed funds supplied by your organization)
- c. In-kind (the value of donated goods and services)

Save each individual line within the budget.

To update budget totals, save each page.

Do not include any non-allowable expenses in the proposal budget. (See: non-allowable expenses).

For General Program Support the Proposal Budget should match the operating budget minus any non-allowable expenses (see non-allowable expenses).

For Specific Cultural Projects the Proposal Budget expenses must equal the Proposal Budget income.

2.1. Personnel: Administrative *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Associate Director	\$12,500	\$4,500	\$4,500	\$21,500
Totals:		\$12,500	\$4,500	\$4,500	\$21,500

2.2. Personnel: Programmatic *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Exhibits Curator	\$12,000	\$1,500	\$3,000	\$16,500
Totals:		\$15,800	\$3,500	\$7,800	\$27,100

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
2	Grants Writer/Researcher	\$2,000	\$2,000	\$3,000	\$7,000
3	Assistant Curator	\$1,800	\$0	\$1,800	\$3,600
Totals:		\$15,800	\$3,500	\$7,800	\$27,100

2.3. Personnel: Technical/Production *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Archivist	\$5,700	\$1,200	\$1,200	\$8,100
Totals:		\$5,700	\$1,200	\$1,200	\$8,100

2.4. Outside Fees and Services: Programmatic *

2.5. Outside Fees and Services: Other *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Bookkeeping/Accounting	\$3,000	\$3,000	\$1,500	\$7,500
Totals:		\$3,000	\$3,000	\$1,500	\$7,500

2.6. Space Rental (match only) *

2.7. Travel (match only) *

2.8. Marketing *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Marketing/PR	\$3,000	\$1,200	\$1,200	\$5,400
Totals:		\$3,000	\$1,200	\$1,200	\$5,400

2.9. Remaining Proposal Expenses *

2.10. Amount of Grant Funding Requested:

\$40,000

2.11. Cash Match:**\$13,400****2.12. In-Kind Match:****\$16,200****2.13. Match Amount:****\$29,600****2.14. Total Project Cost:****\$69,600****3. Proposal Budget Income:**

Detail the expected source of the cash match (middle column) your organization will be using in order to match the state funds (first column) outlined in the expense section. Use the budget categories listed below. Do not include your grant request (first column) or in-kind (third column). Include only income that specifically relates to the proposal. The Proposal Budget income must equal to the Proposal Budget cash match in the expenses.

3.1. Revenue: Admissions *

#	Description	Cash Match	Total
1	Museum & Major Event Fees	\$2,400	\$2,400
Totals:		\$0	\$2,400

3.2. Revenue: Contracted Services ***3.3. Revenue: Other ***

#	Description	Cash Match	Total
1	Pavilion, Auditorium, Exhibit Hall Rentals	\$1,200	\$1,200
Totals:		\$0	\$1,200

3.4. Private Support: Corporate ***3.5. Private Support: Foundation *****3.6. Private Support: Other ***

#	Description	Cash Match	Total
1	Sponsor Donations	\$4,800	\$4,800
Totals:		\$0	\$4,800

3.7. Government Support: Federal *

3.8. Government Support: Regional *

#	Description	Cash Match	Total
1	Gadsden Tourism Development	\$2,500	\$2,500
Totals:		\$0	\$2,500

3.9. Government Support: Local/County *

#	Description	Cash Match	Total
1	town of Havana	\$2,500	\$2,500
Totals:		\$0	\$2,500

3.10. Applicant Cash *

3.11. Total Project Income:

\$69,600

3.12. Proposal Budget at a Glance

Line	Item	Expenses	Income	%
A.	Request Amount	\$40,000	\$40,000	57%
B.	Cash Match	\$13,400	\$13,400	19%
	Total Cash	\$53,400	\$53,400	76%
C.	In-Kind	\$16,200	\$16,200	23%
	Total Proposal Budget	\$69,600	\$69,600	99%

4. Additional Proposal Budget Information (optional) (1000 characters)

Use this space to provide the panel with additional detail or information about the proposal budget. For example, if you have more in-kind than you can include in the proposal budget you can list it

here.

With lessened COVID restrictions, we are seeing much higher participation again from our group of very talented volunteers (in-kind hours). Building Fund donations for reconstruction work needed to preserve the site have been very encouraging.

With HHHS now owning our historic site, we have the advantage of stable income from tenant rentals - sufficient to cover mortgage and site maintenance costs. There will also have additional event rentals income (from the Community Room/Auditorium, the classrooms & Conference Room/Library) as we look forward to 2023 and beyond.

A Pavilion & landscaped lawn areas have allowed us to host events outside, for use with major donors (the annual Farm Bureau luncheon, Cattlemen's Barbeque, concerts, presentations), with additional rental income for use of this space.

A bright future ahead: we look forward to greater stability within the next two years, with a more diversified income base from donations, sponsors, events, municipal support, and tenant income. We anticipate having a Director within the next two years; two part-time Curators, and accountant/CPA services, all of which is likely to further increase our fundraising & "annual giving" income; & further programs.

I. Attachments and Support Materials Page 9 of 12

Complete the support materials list using the following definitions.

- **Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DAC credit statement and/or logo.
- **File:** The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
Images	.jpg, .gif, .png, or .tiff	5 MB
documents	.pdf, .txt, .doc, or .docx	10 MB
audio	.mp3	10 MB
video	.mp4, .mov, or .wmv	200 MB

MacOS productivity files such as Pages, Keynote, and Numbers are not acceptable formats. Please save files into .pdf format before submission.

1. Required Attachment List

Please upload your required attachments in the spaces provided.

1.1. Substitute W-9 Form

File Name	File Size	Uploaded On	View (opens in new window)
HHHS Substitute W-9 updated July 2019.pdf	33 [KB]	6/17/2023 12:24:24 AM	View file

1.2. Federal 990 Form (most recently completed)

File Name	File Size	Uploaded On	View (opens in new window)
IRS 990 EZ for 2021.pdf	376 [KB]	6/17/2023 12:25:41 AM	View file

2. Support materials (required)*

File	Title	Description	Size	Type	View (opens in new window)
accounting fiscal management - hhhs policies and procedures as updated by accountant review & accreditation standards compliance considerations dec 2022 f.doc	HHHS Accounting, Collections, & Fiscal Management Manual - policies & procedures	pp 16 - 18, COLLECTIONS & ASSESSIONING: Appropriate management and preservation of donations, collections, and archival assets (paper and digital) are essential and fundamental to the HHHS organization's reputation, trust and reputation.	385 [KB]		View file
Org Chart, with Functions UPDATE May 2023 for Board & Bylaws preparation.xlsx	HHHS Organization, Goals, Priorities 2023	Org Chart, Goals & Priorities, Committee Assignments - 2023	49 [KB]		View file
2023 MUSEUM Budget STATTUS - as of April 30 2023 rr.xlsx	HHHS Annual Budget Overview - 2021-2023	Annual Budgets - as approved; NOTE: 2023 reflects anticipated INCOME HOLD-BACK pending 2023 Q2 Update on Facilities & Grants Income	74 [KB]		View file
National Register Photos 99001147_Photos.pdf	National Register - Site History, Surveys, Photos	STE PHOTOS - from National Register History & Photos	3135 [KB]		View file
Events Collage 2023.pdf	HHHS Events & Programs - 2023 Collage	Major HHHS Events & Programs - 2023 Pictorial of Flyers	3862 [KB]		View file
Newsletter - Spring 2022.pdf	Fall 2022 Newsletter	HHHS Purchase of The Planters Exchange Article & Events	3125 [KB]		View file

File	Title	Description	Size	Type	View (opens in new window)
Front view - The Planters Exchange, a National Registered Historic Site in Havana, FL.JPG	Front View - The Planters Exchange Complex	Front view - The Planters Exchange, a National Registered Historic Site in Havana, FL	2560 [KB]		View file
Community Room Hall - as it is now... Mar 2023 (1).jpg	Auditorium/Community Room - 2023	Auditorium/Community Room PHOTO 2023	711 [KB]		View file
Letter from the HHS Leadership, June 2023.docx	Letter from HHS Leadership	Summary & Letters of Reference, further support information...	441 [KB]		View file
HHHS VIDEO HISTORY - samples via links... 2019 -2023.docx	VIDEO HISTORY SAMPLES - first hand recounts, etc.	Some of our most popular video history productions.. professional edited & produced; used in classes, tours, on regular display at the Museum...	442 [KB]		View file

2.1.

J. Notification of International Travel Page 10 of 12

Notification of International Travel

In accordance with Section 15.182, Florida Statutes, the grantee shall notify the Department of State of any international travel at least 30 days before the date the international travel is to commence or, when an intention to travel internationally is not formed at least 30 days in advance of the date the travel is to commence, as soon as feasible after forming such travel intention. Notification shall include date, time, and location of each appearance.

1. Notification of International Travel

I hereby certify that I have read and understand the above statement and will comply with Section 15.182, Florida Statutes, International travel by state-funded musical, cultural, or artistic organizations; notification to the Division of Arts and Culture.

K. Single Audit Act Page 11 of 12

Single Audit Act

In accordance with 2 CFR 200, Subpart F - Audit Requirements; Section 215.97(2)(a) and 215.97(8)(a), Florida Statutes; and the policies and procedures established by the Division of Arts and Culture, the grantee is required to certify annually if your organization with FEIN 81-5290123 expended \$750,000 or more from all combined state sources and all combined federal sources during your organization's fiscal year. If your organization has exceeded the threshold of \$750,000, your organization will be required to comply with the Single Audit Act. You will be required to complete a separate certification form in dosgrants.com following the close of your fiscal year.

1. Single Audit Act

I hereby acknowledge that I have read and understand the above statement and will comply with: 2 CFR 200, Subpart F - Audit Requirements; Section 215.197, Florida Statutes, Florida Single Audit Act; and the policies and procedures established by the Division of Arts and Culture.

L. Review & Submit Page 12 of 12

1. Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program outlined under section 265.286, Florida Statutes and incorporated by reference into Rule 1T-1.036, Florida Administrative Code.

2. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Havana History & Heritage Society, Inc. and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third-degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

2.1. Signature (Enter first and last name)

William Piotrowski

