

# Key West Literary Seminar, Inc.

**Project Title:** Key West Literary Seminar General Program Support 2023

**Grant Number:** 23.c.ps.110.566

**Date Submitted:** Tuesday, June 1, 2021

## A. Cover Page Page 1 of 12

### Guidelines

Please read the current Guidelines prior to starting the application: 2023-2024 General Program Support Grant Guidelines

### Application Type

**Proposal Type:** Discipline-Based


**Funding Category:** Level 2

**Discipline:** Literature

**Proposal Title:** Key West Literary Seminar General Program Support 2023

## B. Contacts (Applicant Information) Page 2 of 12

### Applicant Information

- a. **Organization Name:** Key West Literary Seminar, Inc. 
- b. **DBA:**
- c. **FEID:** 59-2807058
- d. **Phone number:** 305.293.9291
- e. **Principal Address:** 717 Love Lane Key West, 33040-6830
- f. **Mailing Address:** 717 Love Lane Key West, 33040-6830
- g. **Website:** [www.kwls.org](http://www.kwls.org)
- h. **Organization Type:** Nonprofit Organization
- i. **Organization Category:** Other
- j. **County:**
- k. **DUNS number:** 829591163
- l. **Fiscal Year End Date:** 03/31

### 1. Grant Contact \*

**First Name**

Arlo

**Last Name**

Haskell

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### 2. Additional Contact \*

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### 3. Authorized Official \*

**First Name**

Arlo

**Last Name**

Haskell

**Phone** 305.395.1899

**Email** arlo@kwls.org

**4. National Endowment for the Arts Descriptors**

**4.1 Applicant Status**

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Organization - Nonprofit

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**4.2 Institution Type**

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Cultural Series Organization

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**4.3 Applicant Discipline**

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Literature (includes playwriting)

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## C. Eligibility Page 3 of 12

**5. 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

**6. Project start date: 7/1/2022 - Project End Date: 6/30/2023 \***

Yes (required for eligibility)

No

**7. What is the legal status of your organization?**

Florida Public Entity

Florida Nonprofit, Tax-Exempt

**8. 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)

## D. Quality of Offerings Page 4 of 12

### 9. Applicant Mission Statement - (500 characters) \*

The mission of Key West Literary Seminar is to promote the understanding and discussion of important literary works and their authors; to recognize and support new voices in American literature; and to preserve and promote Key West's literary heritage while providing resources that strengthen literary culture.

### 10. 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.

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Key West Literary Seminar operates several distinct programs in pursuit of its mission.

#### 1. SEMINAR

Established in 1983, the annual Seminar explores a different literary theme each January. Acclaimed writers join readers from around the world for a program of readings, conversations, and lectures. The Seminar attracts the most culturally significant writers in the English-speaking world and is widely viewed as one of the preeminent literary events of its kind. This is KWLS's flagship program and Key West's most high-profile cultural event

(See Support Materials #2, "Reading Between the Lines: Sports & Literature," a PDF version of the 200-page printed program from the 2020 Seminar. Pages 14-88 include the schedule of events, presenter bios, and selected works.)

#### 2. WRITERS' WORKSHOP PROGRAM

Led by esteemed faculty, this program provides writers at all stages of development with opportunities to explore the craft of writing. Its goal is to provide working writers with the community, encouragement, and criticism that can improve their work and strengthen our literary culture.

(See Support Materials #2, pp. 106-129, for class descriptions and faculty bios from the 2020 program.)

#### 3. SCHOLARSHIP PROGRAM

This program provides: full scholarships to teachers and librarians; fee reductions for writers to attend workshops; three Emerging Writer Awards; and nine scholarships for teachers and librarians at the local library, high school, and community college. The scholarship Program is the cornerstone of KWLS's diversity efforts. Since 2008, KWLS has granted scholarships to more than 580 individuals at a value of \$570,000. **NOTE:** *State funds do not directly finance the awards made through this privately-funded program, but do support administrative costs.*

(See Support Materials #2, pp. 130-145, for bios of scholarship recipients.)

#### 4. YOUNG WRITERS

Programming for high school youth includes: Young Writers Studio, an immersive five-day writing program; a one-day college essay-writing workshop; and related efforts to present leading writers to students at local high schools. All programs are free of charge.

(See Support Materials #7.)

## **5. ELIZABETH BISHOP HOUSE**

In 2019, KWLS purchased the former home of celebrated American poet Elizabeth Bishop at 624 White Street. The 19th-century eyebrow house is a registered Literary Landmark and one of Key West's most important literary sites.

(See Support Materials #4.)

## **6. FREE PROGRAMS**

An expanded series of free programs was introduced in 2019, including readings, panel discussions, and speakers that are totally free and open-to-the-public.

(See Support Materials #9.)

## **7. WRITERS-IN-RESIDENCE**

This program provides short-term housing to writers in Key West.

(See Support Materials #2, pp. 146-149, for bios of recent writers in residence.)

## **8. ONLINE PROGRAMS**

Online programs include the Audio Archives Project, which makes recordings of the Seminar available worldwide, and the journal Littoral, which publishes content about Key West's literary history, current KWLS news, and Seminar event coverage. This serves academics and the general public alike with valuable literary resources at no charge.

(See Support Materials #6 and <http://www.kwls.org/audio-archive/> and <https://www.youtube.com/user/kwliteraryseminar>)

## **9. LITERARY WALKING TOUR**

This 90-minute guided tour explores former homes and favorite haunts of some of Key West's famous writers, including Tennessee Williams, Shel Silverstein, Elizabeth Bishop, and Robert Frost.

(See Support Materials #8.)

### **10.1 Programming Goals (2000 characters)**

Please list at least three goals associated with the project or program you are 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.

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The goal of the Key West Literary **Seminar** is to enrich the lives of all who attend by provoking discussion and offering insight into literary works and their contributions to our culture.

The goal of the **Writers' Workshop Program** is to provide working writers with the community, encouragement, and criticism that can improve their work and strengthen our literary culture.

The goal of the **Scholarship Program** is to nourish a vibrant and diverse literary culture while promoting the work of new voices in American literature.

The goal of the **Young Writers** programs is to provide high-school students with world-class educational experiences, exposure to leading contemporary authors, and writing instruction rooted in Key West's literary and cultural history.

The goal of the **Elizabeth Bishop House** is to restore and preserve it to the way it was when Bishop lived there in the 1930s and 1940s. Once completed, the house will become the day-to-day headquarters of our operation and a new focus of programmatic activity around the legacy of Elizabeth Bishop.

The goal of the **Free Programs** is to provide additional engagements with leading American writers to a broad section of the local public.

The goal of the **Writers-in-Residence** is to support the production of compelling literary works and introduce Key West to a new generation of American writers.

The goal of our **Online Programs** is to place important literary content before the broadest possible audience and to promote Key West as a vital center of American literature.

The goal of the **Literary Walking Tour** is to introduce a wide audience of residents and visitors to Key West's unique literary heritage.

## 10.2 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"

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### 1. SEMINAR

Develop, promote, present, and evaluate the 39th annual Key West Literary Seminar, "Singing America," emphasizing black American experiences in fiction, nonfiction, and poetry; from Reconstruction through the Harlem Renaissance, the civil rights movement, today, and the future.

### 2. WRITERS WORKSHOP PROGRAM

Develop, promote, present, and evaluate the 2023 Writers' Workshop Program.

### 3. SCHOLARSHIP PROGRAM

Select three Emerging Writer Award winners, twenty Teacher & Librarian Scholarship winners, and sixteen Workshop Financial Aid recipients.

### 4. YOUNG WRITERS

Review and evaluate the summer 2023 program and develop and execute the 2024 program to include 12 youth sophomores, juniors, and seniors

## **5. ELIZABETH BISHOP HOUSE**

Host the annual Elizabeth Bishop Celebration.

## **6. FREE PROGRAMS**

Execute, review, and evaluate the 2023 series with a goal of at least five events with 1,000 participants.

## **7. WRITERS-IN-RESIDENCE**

Host at least six residents during the grant period.

## **8. ONLINE PROGRAMS**

Produce a complete digital record of the 2023 Seminar. Recordings will be released to the public through our website.

## **9. LITERARY WALKING TOUR**

Walking tours shall be given twice per week for at least six months a year.

### **10.3 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.

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## **1. SEMINAR**

A roster of twenty or more total panelists will be invited, including Paul Beatty, Colson Whitehead, Tayari Jones, Hilton Als, Kevin Young and others.

## **2. WRITERS WORKSHOP PROGRAM**

Eight to ten different workshops faculty will be invited, and KWLS will work with those teachers to develop the theme, requirements, and application process.

## **3. SCHOLARSHIP PROGRAM**

Promote the scholarship program through email blasts, facebook groups, press releases, and word-of-mouth. Prepare the online application and choose the winners.

## **4. YOUNG WRITERS**

Send out email surveys to the 12 youth participants in the summer 2023 program. Invite a leading writer to be the guest lecturer for summer 2024. Promote the 2024 summer program through the school counselors.

## **5. ELIZABETH BISHOP HOUSE**

Plan the Elizabeth Bishop Celebration by inviting panelists and scholars to speak and promote it through emails and press releases.

## **6. FREE PROGRAMS**



Promote the free programs through our Seminar program book (available for free in bookstores, libraries, and other businesses throughout Key West), posters at prominent businesses, and advertising in the local weekly and daily newspapers and on WLRN public radio.

## **7. WRITERS-IN-RESIDENCE**

Evaluate applications and invite a minimum of six resident writers to stay from one week to one month during the months of February through November.

## **8. ONLINE PROGRAMS**

Create high quality digital recordings and videos of all presentations at the 2023 Seminar and hire a professional to edit and prepare them for posting on the KWLS website.

## **9. LITERARY WALKING TOUR**

Manage tour dates, hire and train two tour guides, evaluate tour guide performance and tour participant reviews.

## **10.4 Partnerships & Collaborations**

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.

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Strategic partnerships are essential as KWLS maximizes its value and impact on the local and national communities it serves. Recent successes and proposed examples include:

**Key West High School/The College of the Florida Keys:** KWLS collaborates with local administrators at the high school and college level to increase awareness of the importance of literary arts education through its Young Writers Studio and its scholarship program for local students and teachers to attend the annual Seminar. KWLS also consults with Key West High School administrators when bringing leading writers to the school during the annual Seminar.

**Monroe County Public Library/Friends of the Key West Library:** KWLS partners with the county library system and its affiliated nonprofit, Friends of the Library, to provide acclaimed writers for its speaker series; and assists with logistical and lodging support for various free and open-to-the-public events.

**Books & Books/The Studios of Key West:** KWLS maintains close working ties with this local nonprofit bookstore franchise and its parent nonprofit organization. Events include free/public readings and book signings by acclaimed authors in the bookstore and theater, as well as gallery exhibits inspired by KWLS programming.

**Key West Art & Historical Society:** KWLS routinely partners with this nonprofit to produce seminar and workshop events at its facilities such as the Custom House and Lighthouse & Keepers Quarters.

**San Carlos Institute:** Since 1993, the annual Seminar has been hosted by the nonprofit San Carlos Institute at its historic Duval Street facility. Each year KWLS organizers work closely with San Carlos board members and volunteers to produce a world-class event in this distinctive venue, including free/public events.

**Leading Writers:** The most vital partnerships are those that KWLS develops with leading writers

and faculty who create the core programming each year. Every writer who appears at the Seminar or teaches a workshop takes a collaborative role in developing onstage programs and classroom curricula. In 2022-23, with the enthusiastic collaboration of renowned writers, KWLS will create a rich and supportive environment for the understanding and discussion of important literary works and support the development of new voices in American literature.

## **11. Project/Program Evaluation**

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?

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### **Overview**

Through a comprehensive evaluation plan, KWLS obtains a clear and detailed snapshot of its audience. With a focus on understanding their experiences, the organization collects and evaluates data as follows:

### **Data Collection**

For decades, participants in the Seminar, Writers' Workshop Program, and Scholarship Program have been encouraged to complete an anonymous exit survey, which is currently sent out by email. On average, 40-50% of our Seminar audience completes the online survey with more than 70% completing the Workshop survey. They provide demographic information, rank the quality and accessibility of programming, venues, and services, and offer suggestions for improvement. (See Support Materials #9, for examples from this data set.)

Additionally, staff and board members interview various participants and panelists about their experience, review media coverage, and consult audio recordings of Seminar events.

Our Writer-in-Residence Program participants provide feedback through informal conversations and observations and a written "exit report." The results of these findings are distributed to the board.

Raw statistical figures regarding online audience size, participation, and location are gathered with Google's Analytics tool. Additional data about the organization's online audience is gathered from comments posted on the organization's Facebook page, blog and other social media platforms.

### **Analysis**

KWLS staff reviews all data and prepares a summary for the board of directors. Raw data is available to the board upon request.

### **Reporting & Evaluation**

The board of directors discusses all findings. Follow-up meetings with directors and staff consist of self-evaluation, peer critique, and open discussion. After reviewing all material, directors make recommendations to guide planning and execution of future events and initiatives. The relative success in implementing these recommendations is evaluated as necessary, and appropriate measures are taken to ensure accountability.

#### **11.1 Artist Projects only**

Describe the expected outcomes of the project. How will you determine the success of the project?

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## E. Impact - Reach Page 5 of 12

### Instructions

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.

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

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29

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

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121

#### 14. How many Adults will participate in the proposed events?

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1,905

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

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430

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

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42

#### 17. 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.

### 17.1 Number of artists directly involved?

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59

### 17.2 Number of Florida artists directly involved?

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10

### Total number of individuals who will be engaged?

2436

### 18. How many individuals will benefit through media?

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1,000,000

### 19. 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.

**19.1 Race Ethnicity: (Choose all that apply) \***  No specific racial/ethnic group

**19.2 Age Ranges (Choose all that apply): \***  Children/Youth (0-17 years)

Young Adults (18-24 years)

Adults (25-64 years)

Older Adults (65+ years)

**19.3 Underserved/Distinct Groups: \***  No specific underserved/distinct group

### 20. Describe the demographics of your service area.

Key West is an island of less than five square miles, and it has one of the most intriguing literary heritages of any place in America. Ernest Hemingway, Elizabeth Bishop, Charles Olson, Wallace Stevens, Tennessee Williams, Truman Capote, James Leo Herlihy, Thomas McGuane, Richard Wilbur, and James Merrill all lived or wrote on our island. Current writers who call Key West home are Ann Beattie, Judy Blume, Meg Cabot, and Annie Dillard, to name just a few.

With a population of around 25,000, Key West is the largest city in Monroe County and is part of the Florida Keys, a 120-mile island chain between the Atlantic Ocean and the Gulf of Mexico. Key West claims the “Southernmost Point” in the United States. The county borders Collier County to the northwest and Miami-Dade to the northeast.

Key West’s population is approximately 61% white, 24% Hispanic, 12% black, and 3% mixed race, Asian, or American Indian & Alaskan native. Key West High School, one of the populations we serve,

has similar demographics. Approximately 43% of KWHS students are eligible for free or reduced lunches.

Our Seminar and Workshop attendees come from almost every state in the US and several foreign countries. More than two-thirds of our Seminar attendees report a household income of \$100,000+ per year, approximately 75% are 55+ years old, and 60-70% have a master's degree or higher. (See Support Materials #9 for demographic information obtained through our online survey.)

Our scholarship program was created to diversify our audience and serves a different demographic. In 2020, more than 90% of Seminar scholarship recipients were under 45 years old; one third were Black, Hispanic or Asian; and half claimed household incomes under \$100,000 per year, with 25% under \$50,000 per year.

## **21. Additional impact/participation numbers information (optional)**

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

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Our core programming has historically targeted an adult audience that includes a large percentage of seniors. Audience development efforts have targeted younger readers aged 25-45, and we are proud of the fact that our audience is younger today than it was five years ago. Since 2016, visits to Key West High School by authors including George Saunders, Jamaica Kincaid, Rowan Ricardo Phillips, and Amy Bass have served nearly 1,200 local students. Additional youth opportunities have been created through our Young Writers Studio and a new journalism outreach program for student staff of the high school newspaper.

## **22. In what counties will the project/program actually take place?**

Select the counties in which the project/programming will actually occur. For example, if your organization is located in Alachua county and you are planning programming that will take place in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. Please do not include counties served unless the project or programming will be physically taking place in that county.

Monroe

## **23. What counties does your organization serve?**

Select the counties in which your organization provides services. For example, if your organization is located in Alachua County and you provide resources and services in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. This might include groups that visit your facility from other counties.

Monroe

## **24. Describe your virtual programming - (Maximum characters 3500.)**

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.

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Key West Literary Seminar has provided online programming since 2008 through our Audio Archives Project, and free, accessible, virtual access to KWLS resources has always been a priority. Our audio archives contain more than 500 unique presentations by the world's most influential writers. Available on our website, enthusiasts from all over the world can download and listen to these recordings completely free of charge, dating back to 1988.

In 2017, we began capturing video coverage of most of our presentations. Our YouTube channel now includes 42 public videos, including keynote speeches from Robert A. Caro, Margaret Atwood, and Jamaica Kincaid.

With the Covid-19-related postponement of the 2021 Seminar, we began to use these materials in new ways to connect with and expand our audience. We presented a virtual introduction to our 2021 Emerging Writer Award winners. We started a podcast. We highlighted past video and audio presentations with relevance to current events. We used our regular email newsletter to inform our audience about the Elizabeth Bishop House and restoration, including a 100-page history of the house by historian Jonathan Lammers, and we curated and published playlists on Spotify and Apple Music of music that Elizabeth Bishop listened to while she was living in Key West in the 1930s and 1940s.

During a year when we didn't see our constituents in person as much as we normally would, KWLS worked diligently to keep our audience informed, entertained, and updated as we all learned to navigate a new world. During this time, we offered all of these programs at no charge and available to all with an internet connection.

We look forward to returning to in-person programming this year, and we also remain committed to virtual and online opportunities.

## **25. Proposal Impact - (Maximum characters 3500.)**

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

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

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Each year, KWLS distributes a survey to collect information on the spending of its audience in Key West. Through this survey, we are proud to report a direct economic impact of \$1.75 million annually in the state of Florida.

In a typical year, approximately 70% of the audience for the annual Seminar travel to Key West from outside Florida and approximately 85% travel from outside Monroe County specifically to attend this event. They spend a minimum of 4 days/3 nights in Key West and spend an average of \$1,800-\$2,000 per person (excluding Seminar fees and airfare).

KWLS Annual Expenditures: \$750,000

Audience Event Expenditures: \$1,000,000

Total Annual Expenditures: \$1,750,000

This spending positively impacts the lodging, restaurant, and retail industries of Key West and the Florida Keys. Taxes paid by KWLS's audience support local and state governments. Now in its 40th year, this is an organization whose self-sufficiency is exemplary. The State of Florida's previous grants to KWLS have proven to be safe investments with substantial economic returns.

## Education and Outreach

At the heart of KWLS's mission is a commitment to fostering lifelong learning opportunities through the exploration and discussion of literature. The initiatives and activities covered by this proposal interlace educational and outreach programming in an effort to present a broad community with compelling and useful material. KWLS promotes education and outreach through each of its programs:

- By presenting acclaimed writers from diverse backgrounds, the annual **Seminar** demonstrates the value of literary culture to individuals from all walks of life, and serves as a reminder of the enormous contributions diverse communities make to Florida's culture. KWLS is proud to provide opportunities to students, faculty, and librarians from the local high school, community college, and public library system. Free passes are provided to students throughout the Seminar via arrangements with department heads at these institutions.
- Through the **Workshop Program**, KWLS fosters the development of emerging writers, matching them with leaders in the field for a powerful learning experience.
- The **Scholarship Program** subsidizes cultural experiences for teachers and librarians who, in turn, will return to their roles as educators with more energy and insight.
- The **Young Writers Studio** provides local high-school students with world-class experiences over the course of a five-day program.
- The **Elizabeth Bishop House** and related programming provide visitors and audiences with an opportunity to see Key West "through the eyes" of an important writer, while illuminating the historical and physical context of her work.]
- **Free-and-open-to-the-public** programs connect the Seminar and Workshop Program with an even broader general audience, featuring marquee writers and bringing literature to life in popular venues at no charge.
- The **Writer in Residence** program provides working writers with an opportunity to focus on their work, making KWLS a close ally in the creation of new literary work.
- **Virtual Programs**, including recordings in the **Audio Archives** and videos on the YouTube channel provide people of all ages and circumstances with barrier-free opportunities for lifelong learning, with the mental and physical health such learning confers.
- The **Literary Walking Tour** provides visitors and residents with a fun, informative, and authentic introduction to Key West's literary history.

## 26. Marketing and Promotion

### 26.1 How are you marketing and promoting your organizations offerings? \*

Brochures

Collaborations

Email Marketing

Magazine

Newsletter

Newspaper

Podcast

Radio

Organic Social Media

Paid Social Media

Other



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

How are you marketing and promoting your organizations offerings?

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### Overview

KWLS's marketing objective is to ensure that the annual Seminar and Writers' Workshop Program are fully attended, while broadening and diversifying its audience, nurturing audience allegiance, and enhancing its national reputation. This is accomplished through three distinct efforts:

#### 1. Inspire Independent Editorial Coverage

KWLS's mission is to preserve and promote Key West's literary heritage while providing resources that strengthen literary culture. Creative exposure of any element of literary Key West is in the organization's best interests, and staff work diligently to inspire independent editorial coverage. Significant resources go toward in-house public relations, website development, and social media activities. These efforts have been rewarded by an array of coverage portraying Key West, its literary history, and the annual events in accurate and flattering light. Highlights from recent years include:

- *Keys Weekly*, "History Unchanged -- the Elizabeth Bishop House on White Street," featuring quotes from Executive Director Arlo Haskell (April 2021)
- *Condé Nast Traveller* (European edition online): KWLS mentioned in article about the best places to visit in the Florida Keys (March 2020)
- *Key West Citizen*, "Sports Writing and Amy Bass at KWHS," by Sadie Dodds (Key West High School student (March 17, 2020)
- *HOB Pirate Post*, "A Visit from Author Sheela Chari" (January 14, 2020)
- *Keys Weekly*, "A Few Final Words ... Key West Literary Seminar Offers Free Lectures by Top Writers" (January 9, 2020)
- *Key West Citizen*, "Reading Between the Lines: Event to explore literature of sports" (January 8, 2020)
- *Garden & Gun* (national magazine focusing on culture in the South): KWLS mentioned in its "24 Places That Keep the Spirit of Old Florida Alive" (December 2019/January 2020)
- *Ocean Home*, "A Literary (and Literal) History of Key West," three-page spread about literary Key West with quotes by KWLS Executive Director Arlo Haskell (October/November 2019)
- *Southbound / Atlanta* magazine, featured KWLS in its article "Unlock the Keys" (October 22, 2019)
- *Singular* (French high-end lifestyle and travel website): features walking tour in its, "Splendeurs naturelles et patrimoniales des Keys" (October 13, 2019)
- Phoenix TV, the "CNN of China" (500,000 households in China and 150,000 in the US), included KWLS's Old Town Literary Walking Tour in its segment "Where America's Most Famous Writers Reside" (April 17, 2019)
- South Florida PBS's *Art Loft*: 5-minute segment about KWLS's Literary Walking Tour (March 29, 2019)
- *Poets & Writers*, "Twenty-Two of the Most Inspiring Writers Retreats in the Country" (February 13, 2019)

(See Support Materials #5 for media coverage examples.)

#### 2. Advertising & Branding

Paid advertising is an important component of the overall marketing plan. KWLS has found measurable success from campaigns that include print ads in the *New York Review of Books*, *Poets & Writers*, the *New York Times Sunday Book Review*, and the *Miami Herald*; and radio ads on WLRN, South Florida's public radio station. These are among the outlets that will be under consideration during the grant period.

Even as marketing initiatives target each year's specific event, long-range branding efforts enhance the allure of literary Key West and attract new visitors in the years ahead. The annual printed program provides a unique literary keepsake that KWLS attendees take home when they leave Key West. This full-color, 100+ page book is professionally designed and edited; it includes original work by panelists, as well as unique artwork and information about Key West's literary history.

KWLS's advertising and branding efforts raise the national visibility of the organization while supporting vital partners within the literary ecosystem. These efforts strengthen audience identification with KWLS, open doors to potential audience members, and brand Florida as a major cultural destination.

### **3. Social Media**

No marketing plan would be complete without a focus on social media and the power of online word-of-mouth. KWLS maintains a regular presence on Facebook, Twitter, and Instagram, where the organization enjoys robust followings. Through social media, KWLS develops existing relationships among its audience members and capitalizes on these connections to expand its reach.

## F. Impact - Diversity, Equity and Inclusion Page 6 of 12

**27. 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 step are you taking to make your programming accessible to persons of all abilities and welcoming to all members of your community?)**

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 <http://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.

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KWLS is committed to providing access to its programs, services, and facilities to individuals with disabilities. Disabled writers have been featured onstage as panelists during the annual Seminar, and a number of individuals with different disabilities are among the audience each year. More than 60 percent of the audience members for this event are over the age of 65, and KWLS has significant experience in identifying and meeting the needs for physical and programmatic accessibility. Specific examples and approaches to accessibility include:

### **Advance Communication**

Attendees are emailed in advance of the Seminar to request specific accessibility needs. KWLS staff collects this information and determines outcomes that will make the event fully accessible to each individual.

### **Wheelchair Access**

A portable ramp is available at the main entrance to the San Carlos, located on the ground floor, to accommodate users of wheelchairs, strollers, or other wheeled devices. The symbol for wheelchair accessibility is employed in prominent signage at the entrance to the building. The ground-floor lobby and theater are accessible to wheelchair users and there is a wheelchair-accessible restroom.

### **Accessibility Station**

A staff person trained in accessibility requirements is seated at the front desk, just inside the building with a clear view of the main entrance, and is available to help as needed. This desk serves as the organization's Accessibility Station and is clearly marked with the accessibility symbols.

### **Assistive Listening Systems**

Assistive Listening Systems (headsets) are available at the Accessibility Station, which is clearly marked with the appropriate accessibility symbol, and where a staff person is trained in their use.

### **Sign Language Interpretation**

Upon request and with sufficient advanced notice, the organization will provide a professionally trained Sign Language Interpreter.

### **Accessibility Symbols**

KWLS's printed program book includes a dedicated "Accessibility" page (See Support Materials #2, pp. 5.), which includes the accessibility symbols, descriptive information about accessibility issues, and

contact information.

### **Accessibility of Other Programs**

KWLS's Writers' Workshop Program takes place in multiple venues throughout Key West, with varying degrees of accessibility. Through advance communication with program participants, staff ensures that fully-accessible sites are chosen for any students with disabilities.

The Audio Archives Project and YouTube channel make audio and video recordings of the Seminar's world-class presentations accessible to anyone with an internet connection. The website's display of text and audio features function properly with all modern browsers and operating systems and allow for magnification of text and amplification of volume to meet user needs.

## **Individual or Solo Artists: Skip questions 2-5 and move on to section H.**

### **28. Policies and Procedures**

Yes

No

### **29. Staff Person for Accessibility Compliance**

Yes

No

**29.1 If yes, what is the name of the staff person responsible for accessibility compliance?**

Arlo Haskell

### **30. 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.

**30.1 If yes, when was the evaluation completed?** 5/1/2021

### **31. Does your organization have a diversity/equity/inclusion statement?**

Yes

No

### **31.1 If yes include here:**

The mission of Key West Literary Seminar is to promote the understanding and discussion of literature. True understanding is only possible when all voices participate in the discussion. We are dedicated to fostering a culture of equity, diversity, and inclusion in our workplace and among the communities we serve.

### **32. Accessibility includes other factors besides physical. What efforts has your organization made to provide programming for all?**

Throughout our history, Key West Literary Seminar has made a concerted effort to create programming that expresses multiple perspectives and speaks to diverse audiences. Each year, we seek to present a group of panelists and faculty that are diverse in terms of gender, age, ethnicity, sexual orientation, nationality, and socio-economic background; and we often create programs that are particularly focused on underrepresented groups or themes. For example, in 1997 we explored "Literature in the Age of AIDS"; in 2004 we focused on "The Immigrant Voice in American Literature"; in 2018 we devoted our program to "Writers of the Caribbean"; and in 2022 our "Seminar Named Desire" will focus to a large extent on queer and trans writers.

Our 2023 program, "Singing America" will emphasize Black American experiences in fiction, nonfiction, and poetry; from Reconstruction through the Harlem Renaissance, the civil rights movement, today, and into the future. The title draws inspiration from Langston Hughes' poem "I, too" ("I, too, sing America"), which was a response to Walt Whitman's "I hear America singing..." and speaks to the need for diverse representation in our literature.

Proposed panelists for "Singing America" include: Kevin Young, Victor LaValle, Emily Raboteau, Colson Whitehead, Rowan Ricardo Phillips, Tayari Jones, Jesmyn Ward, Toi Derricotte, Hilton Als, James McBride, Edward P. Jones, and many others.

By presenting acclaimed writers from diverse backgrounds, the annual Seminar demonstrates the value of literary culture to individuals from all walks of life, and serves as a reminder of the enormous contributions diverse communities make to Florida's culture.

We also work continually to diversify our audience, particularly through our scholarship program, which provides access to the Seminar and Workshop program for those who might not otherwise be able to attend for financial reasons. In 2020, more than 90% of Seminar scholarship winners were under 45 years old; one third were BIPOC; and half claimed household incomes under \$100,000 per year, with 25% under \$50,000 per year.

Additionally, KWLS is proud to provide opportunities to students, faculty, and librarians from the local high school, community college, and public library system. Free passes are provided to students throughout the Seminar via arrangements with department heads at these institutions.

### **33. Describe the Diversity of your staff, volunteers, and board members.**

KWLS is dedicated to fostering a culture of equity, diversity, and inclusion in our workplace, through our programming, and among the communities we serve. Our twelve-member board of directors is 40% BIPOC, Latinx, or LGBTQ+. The three members of our year-round staff (one full-time director and two part-time assistants) are white; director Arlo Haskell is a Florida Book Award-winning historian noted for his work on Key West's Jewish and African-American histories. Seasonal volunteers change from year to year, and we seek to provide volunteer opportunities to a diverse constituency.



# G. Track Record Page 7 of 12

## 34. Fiscal Condition and Sustainability

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.

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**The Key West Literary Seminar is in excellent fiscal condition and has successfully weathered the historic disruptions of the Covid-19 pandemic.**

Although the pandemic forced the temporary postponement of nearly all revenue-generating programming from 2020-21 until 2021-22, this shortfall was offset with parallel spending cuts and continued healthy fundraising revenues which were sufficient to meet baseline operating expenses. We completed the fiscal year with a balanced budget and no need to draw down cash reserves. This is a testament to years of sound management. Funding sources are diverse and sustainable; prudent management of assets keeps costs low and ensures sustainability of vital programming; and reserves are maintained in case of emergency.

### **Balanced Income**

For the projected fiscal year:

Earned Revenues will generate 34% of total income. Primary sources are Seminar and Workshop registration fees. Donations will account for 56% of operating income. This is nearly evenly divided between foundation support and private giving.

Grants will account for 6% of income. This includes 2nd-draw Federal PPP funding, as well as State of Florida and Monroe County funding.

### **Secure Assets**

In 2008, KWLS received a gift of property valued at \$1,400,000. This asset is used as administrative office space, live/work space for writers-in-residence, affordable housing for staff, and meeting space for its board.

In 2019, KWLS acquired the historic Elizabeth Bishop House, valued at \$1.2 million. After completion, projected for 2024, this will become new KWLS headquarters and educational center. \$1.1 million has been raised toward capital campaign goal of \$2.25 million. Applicant is also applying for funds from Florida Division of Historic Resources for restoration of the Bishop House.

### **Endowments & Invested Funds**

KWLS's Scholarship Program is the cornerstone of efforts to attract a diverse audience and support emerging writers. A small collection of endowments and invested funds valued at approximately \$450,000 supports fee reductions and support for lodging and travel expenses to teachers and librarians who would not otherwise be able to attend.

## Emergency Reserves

Like many locations in Florida, Key West is at risk of a major hurricane. From the standpoint of KWLS finances, the worst-case scenario would force cancellation of annual programming and eliminate a year's worth of earned income. This risk is offset by unrestricted cash reserves of \$400,000, an amount that would allow KWLS to continue daily operations and perform repairs until earned income could be restored.

The Covid-19 pandemic provided a useful "stress test" of organizational capacity, one which fortunately left the applicant's emergency reserves untouched and intact.

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

### 36. Operating Budget Summary

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
1. Personnel: Administrative	\$153,473	\$218,652	\$223,000
2. Personnel: Programmatic	\$1,595	\$179,300	\$184,000
3. Personnel: Technical/Production		\$22,600	\$23,100
4. Outside Fees and Services: Programmatic	\$5,255	\$229,425	\$219,950
5. Outside Fees and Services: Other	\$31,624	\$77,217	\$76,544
6. Space Rental, Rent or Mortgage	\$94,034	\$96,920	\$97,000
7. Travel		\$4,000	\$4,000
8. Marketing	\$11,004	\$21,000	\$21,000
9. Remaining Operating Expenses	\$52,092		
<b>A. Total Cash Expenses</b>	<b>\$349,077</b>	<b>\$849,114</b>	<b>\$848,594</b>
<b>B. In-kind Contributions</b>			



<b>C. Total Operating Expenses</b>	<b>\$349,077</b>	<b>\$849,114</b>	<b>\$848,594</b>
<b>Income</b>	<b>Previous Fiscal Year</b>	<b>Current Fiscal Year</b>	<b>Next Fiscal Year</b>
10. Revenue: Admissions	\$3,130	\$290,375	\$290,375
11. Revenue: Contracted Services	\$2,092	\$11,000	\$11,000
12. Revenue: Other			
13. Private Support: Corporate			
14. Private Support: Foundation	\$137,000	\$265,000	\$240,000
15. Private Support: Other	\$146,965	\$213,135	\$240,858
16. Government Support: Federal	\$31,800	\$31,800	
17. Government Support: State/Regional	\$28,090	\$23,804	\$52,361
18. Government Support: Local/County		\$14,000	\$14,000
19. Applicant Cash			
<b>D. Total Cash Income</b>	<b>\$349,077</b>	<b>\$849,114</b>	<b>\$848,594</b>
<b>B. In-kind Contributions</b>			
<b>E. Total Operating Income</b>	<b>\$349,077</b>	<b>\$849,114</b>	<b>\$848,594</b>

### 37. Additional Operating Budget Information - (Maximum characters 500.)

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."

Previous fiscal year diverged significantly from recent years as a result of the Covid-19 pandemic. Current year budget and projected year reflect anticipated return to normal operations.

**38. 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

**39. Hours \***

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

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

- Yes
- No

# H. Track\_Record Page 8 of 12

## 41. Rural Economic Development Initiative (REDI) Waiver

Yes

No

## 42. 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 <http://dos.myflorida.com/cultural/grants/grant-programs/>. Proposal Budget expenses must equal the Proposal Budget income.

The expense section contains three columns:

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

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).

### 42.1 Personnel: Administrative \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Wages	\$40,000	\$140,600	\$0	\$180,600
2	Benefits	\$0	\$36,152	\$0	\$36,152
<b>Totals:</b>		<b>\$40,000</b>	<b>\$176,752</b>	<b>\$0</b>	<b>\$216,752</b>

### 42.2 Personnel: Programmatic \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Seminar Presenters	\$12,361	\$95,939	\$0	\$108,300
2	Workshop Faculty	\$0	\$60,000	\$0	\$60,000
<b>Totals:</b>		<b>\$12,361</b>	<b>\$169,939</b>	<b>\$0</b>	<b>\$182,300</b>

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
3	Writers in Schools	\$0	\$9,000	\$0	\$9,000
4	Tour Guides	\$0	\$5,000	\$0	\$5,000
<b>Totals:</b>		<b>\$12,361</b>	<b>\$169,939</b>	<b>\$0</b>	<b>\$182,300</b>

#### 42.3 Personnel: Technical/Production \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Set, sound, lights	\$0	\$15,500	\$0	\$15,500
2	Video	\$0	\$7,500	\$0	\$7,500
3	Staffing	\$0	\$3,000	\$0	\$3,000
<b>Totals:</b>		<b>\$0</b>	<b>\$26,000</b>	<b>\$0</b>	<b>\$26,000</b>

#### 42.4 Outside Fees and Services: Programmatic \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Publications	\$0	\$18,500	\$0	\$18,500
2	Sem + Wkshp Supplies	\$0	\$7,700	\$0	\$7,700
3	Residencies	\$0	\$3,000	\$0	\$3,000
4	Podcast	\$0	\$10,000	\$0	\$10,000
5	Bishop Programs	\$0	\$16,000	\$0	\$16,000
6	Web Content	\$0	\$2,000	\$0	\$2,000
7	Merchandise	\$0	\$7,500	\$0	\$7,500
8	Writers in Schools	\$0	\$14,000	\$0	\$14,000
<b>Totals:</b>		<b>\$0</b>	<b>\$78,700</b>	<b>\$0</b>	<b>\$78,700</b>

#### 42.5 Outside Fees and Services: Other \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Insurances	\$0	\$1,844	\$0	\$1,844
2	Admin & Systems	\$0	\$43,000	\$0	\$43,000
3	Fundraising Expense	\$0	\$31,700	\$0	\$31,700
<b>Totals:</b>		<b>\$0</b>	<b>\$76,544</b>	<b>\$0</b>	<b>\$76,544</b>

#### 42.6 Space Rental (match only) \*

#	Description	Cash Match	In-Kind Match	Total
1	Venue Rents	\$33,000	\$0	\$33,000
2	Maintenance	\$63,000	\$0	\$63,000
<b>Totals:</b>		<b>\$96,000</b>	<b>\$0</b>	<b>\$96,000</b>

#### 42.7 Travel (match only) \*

#	Description	Cash Match	In-Kind Match	Total
1	Professional Development	\$4,000	\$0	\$4,000
<b>Totals:</b>		<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>

#### 42.8 Marketing \*

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Design & Placement	\$0	\$21,000	\$0	\$21,000
<b>Totals:</b>		<b>\$0</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$21,000</b>

#### 42.9

**Amount of Grant Funding Requested: \$52,361**

**Cash Match: \$648,935**

**In-Kind Match:**

**Match Amount: \$648,935**

**Total Project Cost: \$701,296**

### 43. 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.

#### 43.1 Revenue: Admissions \*

#	Description	Cash Match	Total	
1	Seminar admissions	\$219,375	\$219,375	
2	Workshop admissions	\$57,000	\$57,000	
3	Walking Tour admissions	\$10,000	\$10,000	
4	Other admissions	\$4,000	\$4,000	
<b>Totals:</b>		<b>\$0</b>	<b>\$290,375</b>	<b>\$290,375</b>

#### 43.2 Revenue: Contracted Services \*

#	Description	Cash Match	Total	
1	Ad sales & App fees	\$11,000	\$11,000	
<b>Totals:</b>		<b>\$0</b>	<b>\$11,000</b>	<b>\$11,000</b>

43.3

43.4

#### 43.5 Private Support: Foundation \*

#	Description	Cash Match	Total	
1	Foundation partners	\$165,000	\$165,000	
<b>Totals:</b>		<b>\$0</b>	<b>\$165,000</b>	<b>\$165,000</b>

#### 43.6 Private Support: Other \*

#	Description	Cash Match	Total
1	Patrons Circle donations	\$168,560	\$168,560
<b>Totals:</b>		<b>\$0</b>	<b>\$168,560</b>

43.7

43.8

**43.9 Government Support: Local/County \***

#	Description	Cash Match	Total
1	TDC Monroe County	\$14,000	\$14,000
<b>Totals:</b>		<b>\$0</b>	<b>\$14,000</b>

43.10

**Total Project Income: \$701,296**

**43.11 Proposal Budget at a Glance**

Line	Item	Expenses	Income	%
A.	Request Amount	\$52,361	\$52,361	7%
B.	Cash Match	\$648,935	\$648,935	93%
	Total Cash	\$701,296	\$701,296	100%
C.	In-Kind	\$0	\$0	0%
	Total Proposal Budget	\$701,296	\$701,296	100%

**44. Additional Proposal Budget Information (optional)**

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.

**Note on budgeting of State funds**

At the advice of Division staff, State funds are budgeted toward administrative and programmatic personnel costs in order to simplify financial reporting to the State throughout the award management process.

# 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.

## 45. Required Attachment List

Please upload your required attachments in the spaces provided.

45.1

### Substitute W-9 Form

File Name	File Size	Uploaded On	View (opens in new window)
substituteW-9.pdf	33 [KB]	5/26/2021 11:14:08 AM	<a href="#">View file</a>

## 46. Support materials (required)

File	Title	Description	Size	Type	View (opens in new window)
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File	Title	Description	Size	Type	View (opens in new window)
1_WhoWeAre_WhatWeDo.pdf	Who We Are and What We Do	Brief bios of board officers, directors, and key staff and an overview of our organization.	624 [KB]		View file
2_ProgramBook2020.pdf	"Reading Between the Lines" 2020 Printed Program Book	Lo-res PDF version of the printed program for the 2020 Seminar. See pp.2 for text and logo crediting DCA; pp.5 for accessibility symbols. Highlights include: schedule of events (pp.15- 19); a 'magazine section' featuring original works by KWLS writers (pp.20-49); and profiles of the Teacher & Librarian Scholarship winners (p.138-143).	8808 [KB]		View file
3_HighlightPhotos_5year.pdf	Highlight Photos from the Past Five Years of Key West Literary Seminars	Selected photo coverage of the 2016-2020 Key West Literary Seminars.	33715 [KB]		View file
4_ElizabethBishopHouse.pdf	Elizabeth Bishop House Publicity and Updates	Media coverage from the New York Times and Poets & Writers magazine and recent email updates about the Elizabeth Bishop House	40707 [KB]		View file

File	Title	Description	Size	Type	View (opens in new window)
5_MediaCoverage18-21.pdf	Select Media Coverage 2018-2021	Selected media coverage includes articles from Poets & Writers, Travel + Leisure, WLRN (South Florida's NPR affiliate), the Associated Press, and local publications.	34890 [KB]		View file
6_VirtualPrograms.pdf	Virtual Programs	Examples of KWLS's ongoing virtual programs, including Audio Archives, YouTube channel, and podcasts.	12359 [KB]		View file
7_YoungWriters.pdf	Young Writers Studio & High School Outreach Programs	Young Writers in Key West find an "Island in the Works" article, flyer for Writer Talk at High School, and thank you letters from Key West High School and Marathon High School.	6703 [KB]		View file
8_LiteraryWalkingTour_PBSArtLoft.pdf	PBS Video Coverage of the Literary Walking Tour on ArtLoft	South Florida PBS's WPBT featured a two-minute segment on the Literary Walking Tour on ArtLoft.	503 [KB]		View file
9_FreePrograms.pdf	2020 Free Programs	Schedule of Events for the 2020 Free Programs.	84 [KB]		View file

File	Title	Description	Size	Type	View (opens in new window)
10_IRSForm990.pdf	IRS Form 990	Most recently completed tax return (FY 2020)	479 [KB]		<a href="#">View file</a>

**46.1**

## **J. Notification of International Travel** Page 10 of 12

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.

### **47. 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 Department of Economic Opportunity.

# K. Florida Single Audit Act Page 11 of 12

## Florida Single Audit Act

In accordance with 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 (insert FEIN here) 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 Florida Single Audit Act. You will be required to complete a separate certification form in [dosgrants.com](https://dosgrants.com) following the close of your fiscal year.

### 48. Florida Single Audit Act

I hereby acknowledge that I have read and understand the above statement and will comply with 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

## 49. Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program outlined under section 265.701, Florida Statutes and incorporated by reference into Rule 1T-1.039, Florida Administrative Code.

## 50. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Key West Literary Seminar, 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.

### 50.1 Signature (Enter first and last name)

Arlo Haskell

