Hispanic Heritage Literature Organization Corp. - Non Compliance

Project Title: Ferias Internacionales de Libros (FILS)
Grant Number: 21.c.ps.110.735
Date Submitted: Monday, June 3, 2019

A. Cover Page  Page 1 of 10

Guidelines

Please read the current Guidelines prior to starting the application: 2021-2022 General Program Support Grant Guidelines

Application Type

Proposal Type: Discipline-Based
Funding Category: Level 1
Discipline: Literature
Proposal Title: Ferias Internacionales de Libros (FILS)
### Applicant Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Name:</strong></td>
<td>Hispanic Heritage Literature Organization Corp.</td>
</tr>
<tr>
<td><strong>FEID:</strong></td>
<td>47-3179293</td>
</tr>
<tr>
<td><strong>Phone number:</strong></td>
<td>305.772.6577</td>
</tr>
<tr>
<td><strong>Principal Address:</strong></td>
<td>1541 Brickell Avenue, C706 Miami, 33129</td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
<td>1541 Brickell Avenue, C706 Miami, 33129</td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.milibrohispano.org">www.milibrohispano.org</a></td>
</tr>
<tr>
<td><strong>Organization Type:</strong></td>
<td>Nonprofit Organization</td>
</tr>
<tr>
<td><strong>Organization Category:</strong></td>
<td>Cultural Organization</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Miami-Dade</td>
</tr>
<tr>
<td><strong>DUNS number:</strong></td>
<td>080709484.</td>
</tr>
</tbody>
</table>

### 1. Grant Contact *

- **First Name:** Carlos  
  - **Last Name:** Zepeda  
  - **Phone:** 786.484.4931  
  - **Email:** carlos@oma-global.com

### 2. Additional Contact *

- **First Name:** Pilar
3. Authorized Official *

First Name
Pilar

Last Name
Velez

Phone
305.772.6577

Email
miliprohispano@gmail.com

4. National Endowment for the Arts Descriptors

4.1. Applicant Status
Organization - Nonprofit

4.2. Institution Type
Performing Group

4.3. Applicant Discipline
Literature (includes playwriting)

5. Department Name
C. Eligibility  Page 3 of 10

1. What is the legal status of the applicant? *
   ○ Public Entity
   ○ Nonprofit, Tax-Exempt
   ○ Solo or Individual artists or unincorporated performing company
   ○ Other (not an eligible response)

2. Are proposed activities accessible to all members of the public? *
   ○ Yes (required for eligibility)
   ○ No

3. Do proposed activities occur between 7/1/2020 - 6/30/2021? *
   ○ Yes (required for eligibility)
   ○ No

4. How many years of completed programming does the applicant have? *
   ○ Less than 1 year
   ○ 1-2 years
   ○ 3 or more years (required minimum to request more than $50,000 in GPS)
1. Applicant Mission Statement - (Maximum characters 500.) *

To promote Spanish literature to all generations, introduce new emerging literature artists, and use literature as a pillar of support for children in difficult situations and environments.

2. Proposal Description

Describe the project or program for which you are requesting funding. Include goals, fully measurable objectives, activities, partnerships/collaborations, and a timeline. 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.

2.1. Goals, Objectives, and Activities - (Maximum characters 5000.)

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.

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

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

The organization will present 8 events beginning in July 2020 and June 2021.

Goals

To promote Spanish literature to all generations, introduce new emerging literature artists, and use literature as a pillar of support for children in difficult situations and environments.

Objectives

To increase the involvement of Hispanic authors in Florida's literary circles.

To help young and emerging Hispanic poets and writers reach new levels of creative development.

Activities

Complete 4 Ferias Internacionales del Libro (FIL) (International Book Fairs). One in each quarter program of the year. Each fair will have the characteristic of focusing on authors of a specific Latin American country and offering creative writing workshops in English and Spanish. Workshops will include how to become a published author, writing for social purposes, and book presentations. The initial four FILs will feature authors from Colombia (FILCOL), Venezuela (FILVEN), Mexico (FILMEX), and United States (FILUSA).

Dates: 2nd Thursday of the month between July 2020 and April 2021
Luis Alberto Ambroggio International Poetry Contest and is open to English/Spanish writers. The topics are traditions, customs, celebrations, food, transport and the environment of Spanish-speaking countries. The goal is to enhance the opportunities for local and foreign writers of all genres to enter the US literary market. The organization intends to print 125 copies of the 300-page book and will make available 75 copies to participants. Fifty will be distributed to local public schools and libraries. The contest and publication materials will be curated by US and foreign professional writers. The cost of submitting an entry is $15.00. The organization will also make available digital copies of the book. The book will be free to all.

Venue: 2173 NW 99th Avenue, Doral, FL 33172

Dates: October 2020

Escritura para Todos (Writing for All) will consist of a 90-minute writing workshop for writing and literature enthusiasts of all ages. The workshop will be facilitated by local Miami-Dade writers and will take place at the Consulate General of Mexico. Artists include Jorge Mejia, Pilar Valdez, Maria Elena Lavaud, and Oscar Montoto. These professional writers will share their techniques and challenges they faced as creative writers, narrators, prose writers, poets and environmental journalists. The organization expects 50 persons. The workshop will be conducted in English and Spanish. The event is free.

Venue: 5975 Sunset Dr. S-301, Miami, FL 33143

Dates May 2021

Noche de Poesía/Poetry Night at Altamira Books is a night, the organization has prepared for local writers to meet and present their books. The organization will also invite members of a publishing company to discuss the opportunities available for Hispanic writers in South Florida. The free event is expected to attract 50-75 persons.

Venue: 1865 Brickell Ave Apt: 2111, Miami, FL 33129

Writing for Purpose is an innovative event dedicated to promoting environmental literature and violence prevention as important causes in our communities. Last year, the organization successfully coordinated and international gathering of women writers that welcomed 300 authors and poets from 15 countries.

Venue: Doral in collaboration with Fundacion Latinoamericanos Unidos.

Date: April 2021

V Shorty Story Competition Nota Latina. An interactive contest where writers will feature their skills as creative authors in Spanish and English.

Venue: 4000 West Flagler Street, Miami, Florida 33134

Date: 10/11/20

Publication of 50 copies of a special edition of the organization's annual literary magazine Poetas y Escritores de Miami. The magazine includes new works of local writers. The organization will also create a digital copy of the magazine.
Date: 03/2021

Miami Book Fair activities will include 25 book presentations and readings during the entire weekend.

Venue: Miami Dade College Wolfson Campus, Downtown Miami

Dates: 11/2021

Events are free and open to the general public.

2.2. Partnerships & Collaborations - (Maximum characters 2000.)

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

The partner venues are the Downtown Miami Dade County Library. This venue will host one of the FIL events.

Urbe University is an academic institution that offered conference room space as in-kind to host one of the FIL events and workshops.

Snow fountain publishing house is a partner business assisting in workshops to become published authors.

Thanks to these collaborations we expected that our promotional infrastructure will assist us in reaching 1500 persons.

2.3. Timeline - (Maximum characters 2000.)

List timeline of activities during the grant period.

The organization program activities begin on July 15, 2020, and end on May 1st, 2021.

The book fairs will take place on the first week of August 2020, October 2020, April 2020, and June 2020. Each fair lasts one day.

A Hispanic Heritage Poetry Festival will take place on October 12, 2020.

The workshop and enrichment/development opportunities will take place in different venues on specific dates listed here:

Venue: 1865 Brickell Ave Apt: 2111, Miami, FL 33129

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Dates: 11/2021
E. Impact Page 5 of 10

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.

Applicants to the UCCD Salary Assistance category should calculate the number of individuals benefitting based on the number of jobs the grant funds in the application is supporting. If it is only one (1) position, then the number of individuals benefitting should be one (1).

1. What is the estimated number of proposal events? *

4

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

12

3. How many Adults will be engaged? *

1,500

4. How many school based youth will be engaged? *

100

5. How many non-school based youth will be engaged? *

50

6. How many artists will be directly involved? *

30
Total number of individuals who will be engaged?
1680

7. Select all categories that make up 25% or more of population directly benefitting (excluding broadcasts and online programming): *
- Young Adults (19-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

8. Select all categories that make up 25% or more of population directly benefitting (excluding broadcasts and online programming): *
- Hispanic/Latino
- White

9. Additional impact/participation numbers information (optional) - (Maximum characters 500.)
Use this space to provide the panel with additional detail or information about the impact/participation numbers.

The program activities are expected to significantly impact the Hispanic population in South Florida. It is expected that 70% of the audience will be Hispanic adults living in Miami-Dade County. The bilingual feature of our programs will also attract a significant percentage of the white-anglo community.

We also seek to have an impact in an estimated 100 children living in foster care facilities, refugee resettlement housing, and in schools.

10. 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. State Service Organization applicants: Select all counties that will be served by your programming.
- Broward
- Miami-Dade

11. Proposal Impact - (Maximum characters 3500.) *
Describe the economic impact of your organization as a whole and of the proposal in particular on your local community. Include a description of your proposal’s education and outreach activities.

Organizations: Include the economic impact of your organization as a whole.

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

The program activities are expected to significantly impact the Hispanic population in South Florida. It is expected that 70% of the audience will be Hispanic adults living in Miami-Dade County. The bilingual feature of our programs will also attract a significant percentage of the white-anglo community. The organization provides consumers with increased access to arts activities estimated at $150,000.

12. Marketing and Promotion - (Maximum characters 3500.) *

Describe the marketing/promotion/publicity plans and audience development/expansion efforts as related to the proposal. For example, include information on advertising, social media, collaboration with local organizations, brochures, etc.

Our outreach occurs through our website (www.milibrohispano.org) and our Facebook page. The leader of the organization is also very active on LinkedIn and participates in events with other organizations in the United States and overseas.

The organization prints an average of 200 colorful programs per event. These flyers include brief bios of the presenters, information about their published works, and other accomplishments.

In addition to the programs, the team creates two youtube videos (one in English and one in Spanish) to market the events. The videos are available in youtube entering the links below:
https://www.youtube.com/watch?v=8IkiHs2WfK4 (English)
https://www.youtube.com/watch?v=-gc3QcTg-fs (Spanish)
The videos are between 30 seconds and 1 minute.

The flyers are 8.5 X11 trifolds with colorful images. An example is included in the attachments. There were 500 copies of the flyers (English/ Spanish) were prepared for this event organization.

To reach the educational community, the head of the organization has already secured space to conduct the events at two local educational institutions. Both are centrally located (one in Little Havana, and one in downtown Miami). In addition to these venues, the organization will host events in two venues frequented by literature and reading enthusiasts.
The organization will also send flyers and copies of the conference’s book to local schools and libraries after the event.

The website www.milibrohispano.com offers the latest news and changes to the conference program features.

The marketing plan starts in August 2020 and ends in March 2021.

This year, the organization will revamp its social media tools and update all printed collateral material.
1. Fiscal Condition and Sustainability - (Maximum characters 1750.) *

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 organization is a 501(c)(3) organization and has been a grantee of the county's Department of Cultural Affairs. It is sustainable through receipt of private corporate and individual support. The organization is current with all the reporting requirements to the IRS and Florida's Department of Agriculture.

The current funding sources include grants from Miami Dade County, support from sponsorships from Snowfoundation press, private donations, and fundraising activities.

2. Evaluation Plan - (Maximum characters 1750.) *

Briefly describe your methods and processes for gathering, analyzing, and reporting data to evaluate your programming with the purpose of improving, deciding to continue, or stopping.

The monitoring and evaluation method of the organization is currently based on a system of post-event/feedback and surveys. The indicators of operational and program success, quality, and appeal are:
• audience size
• number of entries to contests
• satisfaction with venues and presenters
• reviews by presenters and outside artists
• feedback from audience members who have attended multiple events in a season
• feedback from audience members who attend the same events in multiple years
• post event briefings with assigned project coordinator or committee head
• new followers of the organization
• request to participate in events in other cities or counties

The financial indicators of success are:

Income from memberships
New funding sources
Change in grant funding
New sponsors
Increase in in-kind funding
A new indicator added this year will be the ratio of income to expenses.

The tools used to measure indicators and outcomes include phone calls, emails, Likert scale surveys, and other reviews. Regularly, the head of the organization receives all the emails, reviews them and shares feedback with the board members. The past several years, the feedback shows that the audience satisfaction rate is more than 90%. A typical post-event week will see between 10-100 emails or phone calls about an event. The surveys are administered by hand or email and written in two languages (English/Spanish). The organization also uses the online and social media sources (LinkedIn, Facebook, website, blogs) to request and receive feedback about the organization, programming, and representatives.

Based on a review of internal reports and feedback, the organization accomplished the following milestones in the last three years:
1. Impacted the lives of 2400 persons age 10 and over
2. Completed 40 presentations by established and emerging artists.

3. Completed Fiscal Year End Date (m/d/yyyy) *
12/31/2018

4. Operating Budget Summary

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Previous Fiscal Year</th>
<th>Current Fiscal Year</th>
<th>Next Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel: Administrative</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$3,600</td>
</tr>
<tr>
<td>2. Personnel: Programmatic</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>3. Personnel: Technical/Production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Outside Fees and Services: Programmatic</td>
<td>$4,500</td>
<td>$5,000</td>
<td>$8,000</td>
</tr>
<tr>
<td>5. Outside Fees and Services: Other</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>6. Space Rental, Rent or Mortgage</td>
<td>$1,600</td>
<td>$1,800</td>
<td>$2,400</td>
</tr>
<tr>
<td>7. Travel</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td>Previous Fiscal Year</td>
<td>Current Fiscal Year</td>
<td>Next Fiscal Year</td>
</tr>
<tr>
<td>-----</td>
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<td>---------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>8.  Marketing</td>
<td>$3,600</td>
<td>$4,800</td>
<td>$6,400</td>
</tr>
<tr>
<td>9.  Remaining Operating Expenses</td>
<td>$16,500</td>
<td>$21,500</td>
<td>$17,500</td>
</tr>
<tr>
<td>A.  Total Cash Expenses</td>
<td>$34,200</td>
<td>$41,100</td>
<td>$43,900</td>
</tr>
<tr>
<td>B.  In-kind Contributions</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>C.  Total Operating Expenses</td>
<td>$59,200</td>
<td>$66,100</td>
<td>$68,900</td>
</tr>
<tr>
<td>Income</td>
<td>Previous Fiscal Year</td>
<td>Current Fiscal Year</td>
<td>Next Fiscal Year</td>
</tr>
<tr>
<td>10. Revenue: Admissions</td>
<td>$1,600</td>
<td>$4,600</td>
<td>$6,600</td>
</tr>
<tr>
<td>11. Revenue: Contracted Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Revenue: Other</td>
<td>$12,600</td>
<td>$12,600</td>
<td>$15,400</td>
</tr>
<tr>
<td>13. Private Support: Corporate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Private Support: Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Private Support: Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Government Support: State/Regional</td>
<td>$6,500</td>
<td>$6,000</td>
<td></td>
</tr>
<tr>
<td>18. Government Support: Local/County</td>
<td>$6,600</td>
<td>$7,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>19. Applicant Cash</td>
<td>$2,900</td>
<td>$10,400</td>
<td>$8,900</td>
</tr>
<tr>
<td>D.  Total Cash Income</td>
<td>$23,700</td>
<td>$41,100</td>
<td>$43,900</td>
</tr>
<tr>
<td>B.  In-kind Contributions</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
5. Additional Operating Budget Information (optional) - (Maximum characters 500.)

Use this space to provide the panel with additional detail or information about the operating budget. For example, if you have a budget deficit or there has been a large change in your operating budget compared with last fiscal year.

6. Paid Staff

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

7. Hours *

- Organization is open full-time
- Organization is open part-time
G. Management and Proposal Budget

1. Rural Economic Development Initiative (REDI) 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 http://dos.florida-arts.org/grants/guidelines/2017-2018.gps.guidelines.cfm#budget.

2.3. Personnel: Technical/Production *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Program direction and production</td>
<td>$3,500</td>
<td>$10,000</td>
<td>$0</td>
<td>$13,500</td>
</tr>
</tbody>
</table>

Totals: $3,500 | $10,000 | $0 | $13,500

2.8. Marketing *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Grant Funds</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printing and translation of workshop materials and promotional tools</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$0</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Totals: $5,000 | $5,000 | $0 | $10,000

Amount of Grant Funding Requested:
$8,500

Cash Match:
$15,000

In-Kind Match:

Match Amount:
Total Project Cost:
$23,500

3. Proposal Budget Income:
Detail the expected source of the cash match recorded in the expenses table in the budget categories listed below. Include only income that specifically relates to the proposal. The Proposal Budget income must equal the Proposal Budget expenses.

### 3.3. Revenue: Other *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revenue from sponsorship and fundraising activities</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

Totals: $0 $1,500 $1,500

### 3.5. Private Support: Foundation *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carnival Foundation</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Totals: $0 $5,000 $5,000

### 3.9. Government Support: Local/County *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Community Grants</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

Totals: $0 $2,000 $2,000

### 3.10. Applicant Cash *

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cash on hand</td>
<td>$6,500</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

Totals: $0 $6,500 $6,500
Total Project Income:
$23,500

3.11. Proposal Budget at a Glance

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Expenses</th>
<th>Income</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Request Amount</td>
<td>$8,500</td>
<td>$8,500</td>
<td>36%</td>
</tr>
<tr>
<td>B.</td>
<td>Cash Match</td>
<td>$15,000</td>
<td>$15,000</td>
<td>64%</td>
</tr>
<tr>
<td></td>
<td>Total Cash</td>
<td>$23,500</td>
<td>$23,500</td>
<td>100%</td>
</tr>
<tr>
<td>C.</td>
<td>In-Kind</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Total Proposal Budget</td>
<td>$23,500</td>
<td>$23,500</td>
<td>100%</td>
</tr>
</tbody>
</table>

4. Additional Proposal Budget Information (optional) - (Maximum characters 500.)

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.
H. Accessibility

1. Describe how the facilities and proposal activities are accessible to all audiences and any plans that are in place to improve accessibility. *(Maximum characters 2500.)*

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.

A member of the Board supervises all matters associated with ADA. The organization announces via the website and other online social media resources that if a guest requires special accommodations, the person needs to contact the organization with at least a 48-hours notice to be able to satisfy the special needs. If a complaint arises from an access issue or for failure to comply with an ADA requirement, the President/CEO meets with the person to address the reason for the complaint and looks for a satisfactory solution. The Board is involved if the CEO is unable to address the issue individually.

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?

Pilar Velez

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?

5/1/2019
1. Attachments and Support Materials

I. Attachments and Support Materials

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 DCA credit statement and/or logo.
- **File**: The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Format/extension</th>
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</thead>
<tbody>
<tr>
<td>Images</td>
<td>.jpg or .gif</td>
<td>5 MB</td>
</tr>
<tr>
<td>Documents</td>
<td>.pdf or .txt</td>
<td>10 MB</td>
</tr>
<tr>
<td>Audio</td>
<td>.mp3</td>
<td>10 MB</td>
</tr>
<tr>
<td>Video</td>
<td>.mp4, .mov, or .wmv</td>
<td>200 MB</td>
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</table>

1. Required Attachment List

Please upload your required attachments in the spaces provided.

1.1. Substitute W-9 Form

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2. Support materials (Optional)

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<tbody>
<tr>
<td>ABOUT HHLO.pdf</td>
<td>Organization's Programs</td>
<td>210 [KB]</td>
<td></td>
<td></td>
<td>View file</td>
</tr>
<tr>
<td>File</td>
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<td>Artist Bios</td>
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<td>Past promotional videos (1).pdf</td>
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<td>Letter of certification</td>
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<td>Social oriented cultural arts programs</td>
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</tbody>
</table>

2.1.
J. Review & Submit  Page 10 of 10

1. Review and Submit

☑️ I hereby certify that I am authorized to submit this application on behalf of Hispanic Heritage Literature Organization Corp. 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.

1.1. Guidelines Certification

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

1.2. Signature (Enter first and last name)

Pilar Velez