

Bookleggers Library Inc.

Project Title: Specific Cultural Project 2022 - Bookleggers Library

Grant Number: 22.c.pr.110.617

Date Submitted: Monday, June 1, 2020

A. Cover Page Page 1 of 12

Guidelines

Please read the current Guidelines prior to starting the application: [2021-2022 Specific Cultural Project Grant Guidelines](#)

Application Type

Proposal Type: Discipline-Based


Funding Category: N/A

Discipline: Literature

Proposal Title: Specific Cultural Project 2022 - Bookleggers Library

B. Contacts (Applicant Information) Page 2 of 12

Applicant Information

- a. **Organization Name:** Bookleggers Library Inc. 
- b. **FEID:** 47-2009293
- c. **Phone number:** 305.297.8837
- d. **Principal Address:** 561 NW 32nd St Miami, 33127
- e. **Mailing Address:** 1900 MERIDIAN AVE #401 Miami Beach, 33139
- f. **Website:** <http://www.bookleggerslibrary.com/>
- g. **Organization Type:** Nonprofit Organization
- h. **Organization Category:** Cultural Organization
- i. **County:** Miami-Dade
- j. **DUNS number:**
- k. **Fiscal Year End Date:** 12/31

1. Grant Contact *

First Name

Nathaniel

Last Name

Sandler

Phone

Email

info@bookleggerslibrary.com

2. Additional Contact *

First Name

Lauren

Last Name

Monzon

Phone

305.343.0982

Email

lauren@bookleggerslibrary.com

3. Authorized Official *

First Name

Nathaniel

Last Name

Sandler

Phone

Email

nathaniel@bookleggerslibrary.com

4. National Endowment for the Arts Descriptors

4.1. Applicant Status

Organization - Nonprofit

4.2. Institution Type

Historical Society

4.3. Applicant Discipline

Literature (includes playwriting)

5. Department Name Multipurpose Institutions only (universities, cities, colleges, counties, etc.)

Bookleggers Library

C. Eligibility Page 3 of 12

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 7/1/2021 - 6/30/2022? *

- Yes (required for eligibility)
- No

4. How many years of completed programming does the applicant 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. Excellence Page 4 of 12

1. Applicant Mission Statement - (Maximum characters 500.) *

Bookleggers is a nonprofit, mobile community library whose mission is to permeate Miami with books.

Through events and installations that place books in unexpected places, Bookleggers creates dynamic cultural experiences that increase book access and build literary community.

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.

Funds are requested to grow Bookleggers' artist-driven programs that emphasize reading in captivating ways while also responding to the shifting literary access needs of the Miami community amidst COVID-19. With leading epidemiologists reporting the coronavirus pandemic is likely to last as long as two years, Bookleggers has adapted goals, objectives, activities, and partnerships for FY 2021-2022 to ensure the continued safety and impact of programming.

Bookleggers' Library program **GOALS AND OBJECTIVES** are:

Goal 1: Increase book access across South Florida's under-resourced communities.

- Objective 2.a: Grow book access within South Florida prison systems to encompass x3 Booked Libraries by Q2 2022.
- Objective 2.b: Host at least 50% of Bookbike Tours in South Florida low-income neighborhoods throughout our 2021-2022 season.
- Objective 2.c: Build x3 new Bookboxes in partnership with City of Miami Parks for South Florida Latinx, Caribbean, and African-American communities featuring multilingual titles.

Goal 2: Provide a platform for regional artists to gain both exposure & financial support to forward South Florida's creative economy.

- Objective 2.a: Produce x52 digital programs, x4 Bookboxes, and x6 Bookbike Tours showcasing South-Florida artists and providing a paid avenue for their work.
- Objective 2.b: Increase submissions to Bookleggers' Requests for Programming Proposals by 20%, catalyzing artists to use the infrastructure of our Library collection for outreach and creative

output.

- Objective 2.c: Expand total programmatic audience and media reach by 10% over year prior.

Goal 3: Expand Bookleggers' Collection to sustain the growth of our library and continue meeting the access needs of South Florida's diverse communities.

- Objective 3.a: Double the linear feet of Spanish-language books in Bookleggers' Collection.
- Objective 3.b: Grow the repository of Creole-language books in Bookleggers' Collection to encompass 20-40 linear feet.
- Objective 3.c: Establish x2 new drop-off sites in Miami-Dade County for book donations to our library.
- Objective 3.d: Cultivate x2 institutional donations from leading South Florida cultural organizations.

Goal 4: Establish nimble, resilient financial and administrative infrastructures to advance Bookleggers' scaling as a leading cultural institution.

- Objective 4.a: Explore creative funding options to increase Bookleggers' earned income by 25%.
- Objective 4.b: Amplify the number of audience surveys collected across Bookleggers programs by 30% over our most recent measured year.

ACTIVITIES

Bookboxes

Bookboxes place free books in unexpected places. Collaborating with leading artists to design and curate these semi-permanent libraries, Bookbox installations function as public access points for art and literature. In addition to monthly maintenance of our bookboxes across Holtz Children Hospital, Everglades Correctional Institute, Mana Contemporary, Bakehouse Art Complex, Dorsey Memorial Library, & more, Bookleggers will build three additional bookboxes between July 2021–June 2022. To grow our program impact, this season will see an expanded partnership with the City of Miami Parks and Recreation Department to install these new bookboxes at county parks accompanied by murals from world-class local artists.

BookBike Tours

Bookbike Tours are immersive cultural events that reinvent book distribution. Combining multimedia, artist-driven programming alongside a thematic selection of free books, BookBike Tours build literary community and inspire new audiences to engage with literature.

Bimonthly, Bookleggers will invite local artists to take over our Bookbike—equipped with a hitch, generator, speakers, shelving system, as well as complimentary wifi capabilities—and create captivating cultural programming for neighborhood residents while distributing complimentary books.

Storytime for Grown-Ups

Where traditional storytime programs orient toward engaging children as readers, Bookleggers' Storytime for Grown-Ups invites local artists to go LIVE on Instagram and broadcast their favorite piece of literature alongside a tailored background. Hosted every Thursday at 10pm then uploaded to IGTV at the start of the following week, Storytime expands the reach of our literary community-building while bolstering the voices of South Florida artists to an unlimited and diverse digital audience.

Importantly, selection criteria for Bookleggers programming includes unconventional metrics like “unique visions” (projects that could only be made by the people submitting them) and “prospects of institutional funding” (works that others would not be likely to fund) that pay little heed to traditional signifiers of eloquence and experience. Through this thematic focus on the cutting-edge projects and processes of South-Florida artists, Bookleggers programming will drive not only increased attendance, but also readership and press.

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.

Bookleggers Library is a collection of the community. Our donation-based library spans books from the collections of Miami residents as well as major South Florida institutions including The Miami Herald, Fairchild Tropical Gardens, Miami Science Museum, Sackner Archive, Key West Literary Seminar, Perez Art Museum Miami, and O Miami Poetry Festival. By encouraging and preserving community donations, Bookleggers has built a combination of permanent and rotating holdings/literary artifacts that reflect Miami’s diverse cultural history to readers.

Across programs, Bookleggers collaborates with artists and organizations that expand the reach of our audience and provide inclusive environments for patrons. Arts organizations Bakehouse Art Complex and Mana Contemporary provide space for Bookleggers’ operations and outreach while also offering a network of regional artists to partner with. Our 2,000 square foot operation nerve-center at Bakehouse holds tens of thousands titles and is open to the public every Tuesday as well as for events. Similarly, Bookleggers’ Downtown storefront at Mana Contemporary spans 1,000 square-feet and is open to the public weekly, offering free books from our constantly-rotating collection.

To proliferate book access in our community Bookleggers also partners with organizations including Exchange for Change to place libraries in the Miami-Dade prison system; Holtz Children’s Hospital to provide a suite of engaging children and young adult titles for patients; and Miami Dade College for Bookleggers’ homecoming tours. Further expanding our impact and reach, Bookleggers’ programming partners include Museum of Contemporary Art North Miami, Miami Water Keeper, O Miami Poetry Festival, Third Horizon Caribbean Film Festival, & more.

At the end of 2019, Bookleggers built a Film & Black-American Studies collection for Dorsey Memorial Library, the first library for Black Americans in Miami, currently under the purview of City of Miami Parks. Amidst the realities of Covid19, Bookleggers has augmented this partnership with City of Miami Parks to provide safe and accessible venues for Bookleggers’ events and Bookboxes. Given the expansive range of communities throughout which the Parks Department operates, this collaboration will enable Bookleggers to serve new audiences should social distancing measures remain in place for an extended period.

2.3. Timeline - (Maximum characters 2000.)

List timeline of activities during the grant period.

Bookboxes

- July 1 2021: Open call for Bookbox proposals opens to the public.

- July 30 2021: Open call for Bookbox proposals closes.
- August 1-30 2021: Panelists score proposals, meet, and select Bookbox artists.
- September 2021: Preproduction meetings with artists begin.
- November 2021: Installation and announcement of Bookbox 1 at City of Miami Park.
- February 2022: Installation and announcement of Bookbox 2 at City of Miami Park.
- May 2022: Installation and announcement of Bookbox 3 at City of Miami Park.

Bookbike Tours

- June 2021: Bookleggers staff selects Bookbike artists and locations for Jan–June 2022.
- July 2021: Jan–June 2022 production consultations begin.
- August 2021: Host Bookbike Tour in partnership with City of Miami Parks.
- October 2021: Host Bookbike Tour with City of Miami Parks.
- December 2021: Host Bookbike Tour with City of Miami Parks.
- January 2022: Bookleggers staff selects Bookbike artists and locations for July - Dec 2022 season. July - Dec 2022 production consultations begin.
- February 2022: Host Bookbike Tour with City of Miami Parks.
- April 2022: Host Bookbike Tour with City of Miami Parks.
- June 2022: Host Bookbike Tour with City of Miami Parks.

Storytime

- June 2021: Select Jul–Aug readers from STORYTIME rolling application open to artists and authors. Host pre-production meetings with upcoming readers.
- July–August 2021: Conduct 8+ STORYTIME readings.
- August 2021: Select Sep–Oct artists. Host pre-production meetings.
- September–October 2021: Conduct 8+ STORYTIME readings.
- October 2021: Select Nov–Dec artists. Host pre-production meetings.
- November–December 2021: Conduct 8+ STORYTIME readings.
- December 2021: Select Jan–Feb artists. Host pre-production meetings.
- January–February 2022: Conduct 8+ STORYTIME readings.
- February 2022: Select Mar–Apr artists. Host pre-production meetings.
- March–April 2022: Conduct 8+ STORYTIME readings.
- April 2022: Select May–June artists. Host pre-production meetings.
- May–June 2022: Conduct 8+ STORYTIME readings.

E. Impact 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.

Applicants to the UCCD Salary Assistance category should calculate the number of individuals benefiting 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 benefiting should be one (1).

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

65

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

65

3. How many Adults will be engaged? *

18,825

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

600

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

8,575

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? *

75

6.2. Number of Florida artists directly involved?

70

Total number of individuals who will be engaged?

28075

7. Select all categories that make up 25% or more of population directly benefiting (excluding broadcasts and online programming): *

- Children/Youth (0-18 years)
- Adults (25- 64 years)

8. Select all categories that make up 25% or more of population directly benefiting (excluding broadcasts and online programming): *

- Hispanic/Latino

9. Describe the demographics of your service area. - (Maximum characters 1500.)

Bookleggers' migratory and multifaceted programming continuously expands our reach to varied cross sections of the South Florida community we serve. As such, Bookleggers' audience looks like our community. In addition to seniors (23% of audience served), millennials in their late teens, twenties, and thirties of all genders (46% women, 12% gender nonconforming, 42% men), and ethnicities (41% Hispanic/Latino, 22% White, 18% African American, 3% Asian, 16% Other) comprise Bookleggers' largest demographic.

With Miami home to a population that identifies as 52% foreign-born, 68% Hispanic or Latino, and 19% Black or African American alongside an estimated half a million immigrants who are in the country undocumented, Bookleggers' inclusive reading culture doubly amplifies the impact of book access in our region. Combining free and affordable book access with experiential programming across South Florida, Bookleggers activities and their multimedia offerings reinvent the quiet, static distribution of books to capture the minds and imaginations of our community's diverse audiences.

10. 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.

Impact information and participation numbers are projected based off previous attendance, evaluations, surveys, and reports from collaborators as well as social media and website analytics.

11. 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.

Miami-Dade

12. 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.

Since launching in 2014, Bookleggers has circulated over 33,700 free books in places as varied as the mouth of Anhinga Trail in the Everglades, the Miami Science Museum Planetarium, and Redland Market Village surrounded by a 15-piece mariachi band. Circulating free books in unexpected locations alongside multimedia programming, Bookleggers events have brought together over 21,800 attendees, transforming the idea of libraries as stale, bygone institutions to cutting-edge hubs for community-based cultural projects that engage new audiences and cultivate a love of reading.

To-date Bookleggers has built 20+ Bookboxes at locations spanning Wynwood Walls (5 linear feet of books/day) and Coconut Grove (6 linear feet of books/month), as well as Lotus House for the Homeless (25 linear feet of books/month), Everglades Correctional Institute, and Holtz Children's Hospital at Jackson Memorial (6 rolling book carts featuring 36 linear feet of books).

Recognizing this tremendous impact Bookleggers has had on Miami's cultural landscape, the National Book Foundation Board of Directors selected Bookleggers Library as an Honorable Mention for the 2020 Innovations in Reading Prize.

In total, Bookleggers programs serve an annual audience of 25,000+ Miami-Dade residents and tourists. Per the Americans for the Arts Economic Prosperity Calculator, Bookleggers' organizational expenditures and audience spending contribute to 19 FTE jobs and generate a \$436,600+ total industry impact. Further, our economic impact generates an estimated \$50,060 in state and local tax revenue,.

Education and outreach fuel Bookleggers programs. Among our most-esteemed outreach projects is Bookleggers' collaboration with Jackson Health Systems and Holtz Children's Hospital, launched in 2016 and still in operation today. Furnishing the facility with 36-linear feet of children's books and young adult titles across six book carts (one for each floor) designed by Topos Graphics, Bookleggers serves 8000+ critically-ill and disabled children annually. Likewise, last year Bookleggers launched Booked Library in collaboration with Exchange for Change which aims to put books in prisons in Miami Dade. Housed within Everglades Correctional Institution, Booked Library serves 1,790 incarcerated individuals. Additionally, this season's expanded partnership with City of Miami Parks will enable Bookleggers to immediately provide programs for outreach communities should social distancing measures are to remain in place for an extended period of time.

13. 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.

To maximize Bookleggers' impact, our organization will market project activities by:

- Collaborating with regional cultural institutions and artists. Confirmed partners for Bookleggers' proposal activities include: Bakehouse Art Complex (11,300+ followers), Holtz Children's Hospital (14,000+ followers), Mana Contemporary (90,000+ followers), City of Miami Parks (10,000+ followers), & more.
- Partnering and cross-promoting with international organizations such as the Knight Foundation (220,000+ followers), The National Book Foundation (485,000+ followers), Third Horizon Film Festival (6,000+ followers). Bookleggers will continue pursuing sponsors and partners with a diverse reach to expand our audience.
- Continuously posting about Bookleggers' program activities on Bookleggers' Facebook, Instagram, and Twitter. Bookleggers will also inform our following of 8000+ subscribers about project activities through regular email announcements using MailChimp. We further anticipate increasing our social media presence by employing paid visibility tactics.
- Adding weekly updates about Bookleggers' programs on our website. Using our website's reports regarding visitor demographics, behavior patterns, and sources of referral traffic, we will adapt our marketing tactics in real time.
- Listing Bookleggers' events on community cultural calendars such as the Miami New Times, The New Tropic, El Nuevo Herald, & Miami Lighthouse for the Blind, which receive over 500,000 website hits per month cumulatively and possess considerable mailing lists, vastly increasing the potential audience of Bookleggers' programs.
- Providing press releases to our list of local and national media contacts. Coverage from outlets that have courted Bookleggers in the past (among them Miami New Times, Miami Herald, Flavorpill, etc.) will boost engagement and increase audience traffic significantly.
- Fabricating and installing artist-designed printed matter advertising Bookleggers events in public locations.
- Advertising on radio through WLRN (weekly audience of 500,000+ from Palm Beach to Key West) and WVUM (weekly audience of 65,000+).

F. Management and Operating Budget Page 6 of 12

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.

Bookleggers is funded through grants, sponsorships, memberships, and sales. In addition to funding from the John S. and James L. Knight Foundation, Bookleggers receives grants from various sources including Miami Downtown Development Authority and Miami-Dade Cultural Affairs. Of note, 2019 saw the addition of a multi-year institutional funding grant from Knight Foundation that has begun to scale every aspect of the organization. This grant has allowed for the addition of a full-time Operations Director (Robert Colom) as well as a Development Consultant (Lauren Monzon) and two paid fellows.

As our organization grows and continues to receive recognition, sponsorship opportunities have begun to generate income for public events and bookboxes in partnership with local businesses like Lokal and ONE THOUSAND MUSEUM. Further, Bookleggers events generate revenue through individual contributions from attendees as well as book sales. For those new to Bookleggers' events the rules are simple: 1) Everyone gets one book for free 2) We accept trades - a book for a book. 3) Each additional book is \$2. This hybrid role as both a library and a used bookstore, where reading materials are available for a small price, helps sustain Bookleggers' programs.

In 2019 Bookleggers launched an online storefront to complement regular participation in monthly craft fairs such as the Miami Flea. While coronavirus has currently disrupted our capacity to earn admissions through in-person events and corporate sponsorships, online sales and membership subscriptions are consistent. With Bookleggers soon to resume programs at City of Miami Parks, we remain confident in our continued trajectory of growth and capacity to sustain activities after the grant period.

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.

Bookleggers determines the success of our programs through collected evaluations, media coverage, digital marketing analytics, and the economic prosperity calculator created by the Americans for the Arts. To incentivize survey collection/participation, Bookleggers rewards respondents with complementary Bookleggers merchandise (see sample surveys attached). Data is collected at every venue then reviewed by staff for accuracy. The effectiveness of Bookleggers' programming is evaluated by:

- Attendance quantities, demographics, and repeated engagement at each Bookleggers venue and event.
- Quantity, demographics, and feedback from collaborating artists for Bookleggers programs.

- Quantity, demographics, and feedback from partnering institutions to evaluate accessibility and outreach. Bookleggers aims to collaborate with a swath of organizations that reflect and serve Miami's diverse community.
- Engagement and visibility statistics collected from social media outlets including Twitter, Facebook, Instagram, & Mailchimp. Bookleggers will employ Sysomos analytics to evaluate popular posts and referral sources alongside website analytics that enable us to review first time visitors, referrals, and general traffic to our site. This information is aggregated and gathered into graphs assessed bimonthly by Bookleggers staff.
- Responses from collected digital surveys and physical evaluations distributed to event attendees/collaborators, as well as conversations with community members. Feedback is measured using a Likert scale to grant insight into our overall project success.

At the completion of each quarter, Bookleggers compiles these metrics into evaluation packages for internal review. Bookleggers' staff examines these packages to determine the performance of our programming and marketing on our audience base, deploying these insights to inform goals, programming, and fundraising for future seasons.

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

12/31/2019

4. Operating Budget Summary

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
1. Personnel: Administrative	\$23,660	\$31,500	\$35,000
2. Personnel: Programmatic	\$26,835	\$31,500	\$35,000
3. Personnel: Technical/Production			
4. Outside Fees and Services: Programmatic	\$11,142	\$17,244	\$24,105
5. Outside Fees and Services: Other	\$1,000	\$12,000	\$12,000
6. Space Rental, Rent or Mortgage			\$6,000
7. Travel			
8. Marketing	\$5,453	\$6,100	\$7,500
9. Remaining Operating Expenses	\$7,056	\$8,000	\$9,000

A. Total Cash Expenses	\$75,146	\$106,344	\$128,605
B. In-kind Contributions	\$21,279	\$25,000	\$25,000
C. Total Operating Expenses	\$96,425	\$131,344	\$153,605
Income	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
10. Revenue: Admissions			
11. Revenue: Contracted Services			
12. Revenue: Other	\$5,041	\$1,000	\$1,500
13. Private Support: Corporate	\$2,750	\$1,000	\$1,500
14. Private Support: Foundation	\$63,400	\$72,400	\$75,000
15. Private Support: Other	\$3,951	\$3,000	\$3,000
16. Government Support: Federal		\$3,000	
17. Government Support: State/Regional			\$25,000
18. Government Support: Local/County		\$15,944	\$22,605
19. Applicant Cash	\$10,000	\$10,000	
D. Total Cash Income	\$85,142	\$106,344	\$128,605
B. In-kind Contributions	\$21,279	\$25,000	\$25,000
E. Total Operating Income	\$106,421	\$131,344	\$153,605

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 Page 7 of 12

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.myflorida.com/cultural/grants/grant-programs/>. Proposal Budget expenses must equal the Proposal Budget income.

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

2.1. Personnel: Administrative *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Director	\$5,000	\$20,000	\$0	\$25,000
Totals:		\$5,000	\$20,000	\$0	\$25,000

2.2. Personnel: Programmatic *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Operations and Programs Manager	\$15,000	\$20,000	\$0	\$35,000
Totals:		\$15,000	\$20,000	\$0	\$35,000

2.4. Outside Fees and Services: Programmatic *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Artist's Fees - Bookboxes	\$0	\$6,000	\$0	\$6,000
2	Artist's Fees - Bookbike	\$5,000	\$4,000	\$0	\$9,000
3	Artist's Fees - Storytime	\$0	\$5,200	\$0	\$5,200
Totals:		\$5,000	\$19,105	\$0	\$24,105

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
4	Fabrication + Maintenance - Supplies, Materials, Equipment Rental	\$0	\$3,905	\$0	\$3,905
Totals:		\$5,000	\$19,105	\$0	\$24,105

2.5. Outside Fees and Services: Other *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Documentation	\$0	\$3,000	\$0	\$3,000
Totals:		\$0	\$3,000	\$0	\$3,000

2.6. Space Rental (match only) *

#	Description	Cash Match	In-Kind Match	Total
1	Space Rental	\$6,000	\$19,000	\$25,000
Totals:		\$6,000	\$19,000	\$25,000

2.8. Marketing *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Website Maintenance + Marketing Software	\$0	\$1,700	\$0	\$1,700
2	Advertising (Digital + Print)	\$0	\$4,000	\$0	\$4,000
3	Printing and Publications	\$0	\$1,800	\$0	\$1,800
Totals:		\$0	\$7,500	\$0	\$7,500

Amount of Grant Funding Requested:

\$25,000

Cash Match:

\$75,605

In-Kind Match:

\$19,000

Match Amount:**\$94,605****Total Project Cost:****\$119,605****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.

3.5. Private Support: Foundation *

#	Description	Cash Match	Total
1	Foundation Grants	\$75,000	\$75,000
Totals:		\$0	\$75,000

3.6. Private Support: Other *

#	Description	Cash Match	Total
1	Individual Contributions	\$605	\$605
Totals:		\$0	\$605

Total Project Income:**\$119,605****3.11. Proposal Budget at a Glance**

Line	Item	Expenses	Income	%
A.	Request Amount	\$25,000	\$25,000	21%
B.	Cash Match	\$75,605	\$75,605	63%
	Total Cash	\$100,605	\$100,605	84%
C.	In-Kind	\$19,000	\$19,000	16%
	Total Proposal Budget	\$119,605	\$119,605	100%

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.

In-Kind Contributions for space rental are donated by the Bakehouse Art Complex for Bookleggers' Library and Operation Center.

H. Accessibility Page 8 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. - (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.

Bookleggers commits to equity and accessibility across our collection and programs. All Bookleggers program facilities are compliant with the American with Disabilities Act, and self-evaluations of facilities and programs are conducted quarterly. Bookleggers Director of Operations, Robert Colom, serves as the organization's 504 coordinator. Program activities and facilities are likewise selected with regard for cultural and economic accessibility. As such, all Bookleggers events are free and open to the public with the exception of one annual fundraiser.

To engage as many participants as possible and reduce costs for our audiences, Bookleggers brings free multilingual books and cultural programming directly to the communities we serve. Our immersive literary programming provides a platform for world-class artists from Miami's multicultural communities, with Bookleggers' offerings presented in multiple languages including-Spanish, English, and Creole. In this way, Bookleggers captures the minds and imaginations of our city's diverse audiences to expand book access, build person-to-person literary community, and inspire new readers.

Bookleggers' ongoing partnerships and collaborations with organizations like Holtz Children Hospital, Exchange for Change, and Third Horizon Caribbean Film Festival further reflect our commitment to book access and accessibility. Additionally, this season's expanded partnership with City of Miami Parks will enable Bookleggers to immediately provide programs for outreach communities if social distancing measures are to remain in place for an extended period of time.

In alignment with our commitment to increasing book access & literary community across South Florida's diverse communities, Bookleggers aims to grow accessibility initiatives by:

- Integrating accessibility symbols across our website, marketing materials, and event listings.
- Contacting and collaborating with disability publications, websites, and organizations throughout South Florida for Bookleggers programs and marketing efforts.
- Participating in training and workshops hosted by Miami-Dade County for best practices regarding accessibility design and communication approaches.
- Doubling the linear feet of Spanish-language books in Bookleggers' while growing our repository of Creole-language books to encompass 20-40 linear feet.
- Integrating Diversity, Equity, and Inclusion goals into Bookleggers' strategic planning and board-expansion initiatives.

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

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?

Robert Colom

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?

2/1/2020

5. Does your organization have a diversity/equity/inclusion statement?

Yes

No

5.1. If yes include here: - (Maximum characters 1500.)

Bookleggers is committed to greater diversity and inclusion across all programs and provides equal opportunity to people of all races, ethnicities, religions, genders , sexual orientations, gender identifications, abilities, socioeconomic status, incomes, marital statuses, ages, languages, sizes,

geographic locations, philosophies, and veteran statuses in all levels of staff and governance. We believe it is necessary to listen to guests and stakeholders when they share their experiences and feedback about how Bookleggers can be more equitable, diverse, and inclusive for those we serve and for each other. We acknowledge and denounce all forms of discrimination and harassment faced by those who have been historically oppressed.

As the organization focuses on strategic planning with the help of our recently-hired development consultant, Bookleggers will develop specific policies, procedures, and benchmarks for board and staff leadership, partnerships, internal diversity assessments, and periodic progress reporting in order to work towards the goal of this statement. We believe we should work tirelessly and continuously to ingrain diversity, equity and inclusion into the DNA of the Library and the work that Bookleggers does.

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 DCA 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)
2020 Substitute W9.pdf	33 [KB]	6/1/2020 3:30:02 PM	View file

2. Support materials (required)

File	Title	Description	Size	Type	View (opens in new window)
Bookleggers Library Selected Press (1).pdf	Bookleggers Library Selected Press		12068 [KB]		View file

File	Title	Description	Size	Type	View (opens in new window)
2018-2019 Programming History (2).pdf	Recent Projects and Programming	Sample Projects and Programming (2018-2019)	9699 [KB]		View file
2019 Digital Assets (1).pdf	Marketing Materials	Sample Marketing Materials for Bookleggers' 2019 Programs	6896 [KB]		View file
Participating Artist Work Samples.pdf	Participating Artist Bios + Work Samples		10941 [KB]		View file
Bookleggers Audience & Collaborators Survey - Google Forms.pdf	Bookleggers Library Sample Evaluation		215 [KB]		View file
FY 2020 Org Chart.pdf	Bookleggers Library Organizational Chart		65 [KB]		View file
Board Titles and Addresses (2).pdf	Bookleggers Library - 2020 Board List		791 [KB]		View file
Principal Staff Bios.pdf	Bookleggers Library Principal Staff Bios		480 [KB]		View file
Letter of Support - 1.pdf	Letter of Support #1	Letter of Support from an Organizational Partner	501 [KB]		View file
Letter of Support - 2 (OR).pdf	Letter of Support #2	Additional Letter of Support from an Organizational Partner	289 [KB]		View file

2.1.

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.

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 Department of Economic Opportunity.

K. Florida Single Audit Act Page 11 of 12

Florida Single Audit Act

The following question relates to the Florida Single Audit Act. Important: if you answer yes to the following question, State law requires you comply with the Florida Single Audit Act, Section 215.97 Florida Statutes, by uploading an audit report below. You will need to select "Save" at the bottom of this page to make your changes final.

See: <https://apps.fldfs.com/fsaa/> and https://flauditor.gov/pages/pdf_files/fsaa%20q_a.pdf for more information and specific definitions.

1. Has your organization met the \$750,000 annual assistance threshold identified in Section 215.97 F.S. and 2 CFR 200 from all combined state sources and/or all combined federal sources during your organization's last fiscal year?

Yes

No

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 265.701, Florida Statutes and incorporated by reference into Rule 1T-1.039, Florida Administrative Code.

2. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Bookleggers Library 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)

Nathaniel Sandler