

Key West Literary Seminar, Inc.

Project Title: Key West Literary Seminar General Program Support 2024

Grant Number: 24.c.ps.110.478

Request Amount: \$90,000.00

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 2024

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
- h. Organization Type: Nonprofit Organization
- i. Organization Category: Other
- j. County: Monroe
- k. UEI: S7FFNAAJ6LL6
- l. Fiscal Year End Date: 03/31

1. Grant Contact *

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2. Additional Contact *

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3. Authorized Official *

First Name

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Last Name

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4. National Endowment for the Arts Descriptors

4.1. Applicant Status

Organization - Nonprofit

4.2. Institution Type

Fair/Festival

4.3. Applicant Discipline

Literature (includes playwriting)

C. Eligibility Page 3 of 12

1. What is the legal status of your organization?

- Florida Public Entity
- Florida Nonprofit, Tax-Exempt

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

- Yes (required for eligibility)
- No

3. Project start date: 7/1/2023 - Project End Date: 6/30/2024 *

- Yes (required for eligibility)
- No

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

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

D. Quality of Offerings Page 4 of 12

1. 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.

2. Programming Description - (2000 characters)

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

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

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. This is KWLS's flagship program and Key West's most high-profile cultural event.

WRITERS' WORKSHOP PROGRAM

Led by esteemed faculty, this program provides writers at all stages of development with opportunities to explore the craft of writing.

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.

NOTE: State funds do not directly finance the awards made through this privately-funded program, but do support administrative costs.

YOUNG WRITERS

Programming for high school youth includes: Young Writers Studio, an immersive five-day writing program; college essay writing workshops; and presenting leading writers to local high school students. All programs are free of charge.

ELIZABETH BISHOP HOUSE

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

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.

WRITERS-IN-RESIDENCE

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

ONLINE PROGRAMS

Online programs include the Audio Archives, which makes recordings of the Seminar available worldwide; the journal Littoral, which publishes content about Key West's literary history, current KWLS news, and Seminar event coverage; and our YouTube channel, which includes video recordings of presentations dating to 2017. These serve academics and the general public alike with valuable literary resources at no charge.

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.

2.1. Programming Goals (2000 characters)

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

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

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

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.

2.2. Programming Objectives (2000 characters)

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

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

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

SEMINAR: Develop, promote, present, and evaluate the 41st annual Key West Literary Seminar: "Florida: The State We're In"

WRITERS WORKSHOP PROGRAM: Develop, promote, present, and evaluate the 2024 Writers' Workshop Program.

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

YOUNG WRITERS: Review and evaluate the summer 2023 program and develop and execute the 2024 program to include twelve youth sophomores, juniors, and seniors.

ELIZABETH BISHOP HOUSE: Complete Phase II of the historic home restoration.

FREE PROGRAMS: Execute, review, and evaluate the 2023 series of at least five events with 1,000 participants.

WRITERS-IN-RESIDENCE: Host at least six residents during the grant period.

ONLINE PROGRAMS: Produce a complete digital record of the 2024 Seminar. Recordings will be released to the public through the KWLS website.

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

2.3. Programming Activities (2000 characters)

Please list the project or program activities.

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

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

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

SEMINAR: A roster of twenty or more total panelists will be invited, including Lauren Groff, Carl Hiaasen, Ann Beattie, Meg Cabot, Les Standiford, Thomas Travisano, Billy Collins, and others. KWLS will work with these presenters to create the schedule of events and topics for

the annual event.

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.

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.

YOUNG WRITERS: Send out email surveys to the twelve 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 school teachers and counselors.

ELIZABETH BISHOP HOUSE: Restore historic windows and shutters, rear porch, cistern, and gardens in coordination with experts in these fields.

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.

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.

ONLINE PROGRAMS: Create high quality digital recordings and videos of all presentations at the 2024 Seminar and hire a professional to edit and prepare them for posting on the KWLS website.

LITERARY WALKING TOUR: Manage tour dates, hire and train two tour guides, evaluate tour guide performance and tour participant reviews.

2.4. Partnerships & Collaborations (2000 characters)

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

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: KWLS collaborates with administrators and teachers to increase awareness of the importance of literary arts education through its Young Writers Studio and its scholarship program for students and teachers to attend the annual Seminar. KWLS also consults with administrators when bringing leading writers to the school during the annual Seminar.

The College of the Florida Keys: KWLS collaborates with the community college by offering housing to guest speakers and teachers at our Writer-in-Residence apartment, as well as inviting students and teachers to attend the Seminar at no charge.

Monroe County Public Library/Friends of the Key West Library: KWLS partners with the county library system and its affiliated nonprofit 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 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, Tennessee Williams Museum, and Lighthouse & Keepers Quarters.

The City of Key West: KWLS recently moved its annual event to the Coffee Butler Amphitheater, part of Key West's Truman Waterfront Park, owned by the City of Key West. We work closely with the City to coordinate future dates, parking, facilities, and maintenance of the venue to ensure a world-class event in a new and distinctive venue.

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. With the enthusiastic collaboration of these writers, KWLS will create a rich and supportive environment for the understanding and discussion of important literary works.

E. Impact - Reach Page 5 of 12

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

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

24

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

113

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

1,911

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

430

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

32

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?

47

6.2. Number of Florida artists directly involved?

7

Total number of individuals who will be engaged?

2420

7. How many individuals will benefit through media?

1,000,000

8. 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.

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

No specific racial/ethnic group

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

Children/Youth (0-17 years)

Young Adults (18-24 years)

Adults (25-64 years)

Older Adults (65+ years)

8.3. Underserved/Distinct Groups: *

No specific underserved/distinct group

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

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

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 30% of our Seminar attendees report a household income of \$250,000+ per year, approximately 80% are 55+ years old, and 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.

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

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

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, Amy Bass, and Colum McCann have served nearly 1,600 local students. Additional youth opportunities have been created through our Young Writers Studio and college essay writing workshops.

11. In what counties will the project/program actually take place?

Monroe

12. What counties does your organization serve?

Monroe

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

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

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.

With the return to our in-person programming in January of 2022, we did not anticipate any virtual programming, but Covid got the best of us again with the surge of the omicron variant. In order to offer our Writers' Workshop Program safely, we ran three of the seven workshops, as well as our Writers' Toolkit, via zoom rather than in person.

14. Proposal Impact (3500 characters)

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

Organizations: Include education and outreach activities.

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

Each year, KWLS distributes a survey to collect information on the spending of its audience in Key West. Based on past results, we project a direct economic impact of \$2.6 million for our 2024 Seminar.

In a typical year, approximately 70% of the audience for the annual Seminar travel to Key West

from outside Florida and approximately 80% 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 \$2,700 per person (excluding Seminar fees and airfare).

2024 Projection

KWLS Annual Expenditures: \$1,000,000

Audience Event Expenditures: \$1,600,000

Total Annual Expenditures: \$2,600,000

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 41st 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.

15. Marketing and Promotion

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

- Brochures
- Collaborations
- Email Marketing
- Magazine
- Newsletter
- Newspaper
- Radio
- Organic Social Media
- Paid Social Media
- Other

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

How are you marketing and promoting your organizations offerings?

Overview

KWLS's marketing objective is to ensure that the annual Seminar and workshops 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. 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:

- *Convent & Stuart Hall News*, "Faculty and Administration Attend the 39th Annual Key West Literary Seminar:" Overview of KWLS as written by teacher and administrative attendees at this private high school in California (February 16, 2022)
- The Associated Press (AP wire), "Key West Literary Seminar Returns After Pandemic Break" (January 6, 2022)
- *Florida Weekly*, "A Whole Lot of Desire," by Kevin Assam (December 16, 2021)
- *Florida Keys News* (fla-keys.com), "Authors to Explore Theme of Desire at Key West Literary Seminar" (December 1, 2021)
- *University of Charleston News* (ucwv.edu), "Wright Awarded Scholarship to Literary Seminar:" Recognition for one of our Teacher & Librarian Scholarship Winners (October 2021)

- *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)
- *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)
- 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 #6 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, 150+ 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

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

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

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

Our new venue at the Coffee Butler Amphitheater is 100% ADA compliant. Our event is general admission, so there is ample seating for wheelchairs, including pads in the lawn area. The symbol for wheelchair accessibility is employed in prominent signage at the entrance to the venue.

Accessibility Station

A staff person trained in accessibility requirements is seated at the main entrance to the venue and is available to answer any questions, as needed. This table 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. With the new venue and updated sound system, we found that the headsets were not as necessary as in the past.

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.

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?

Arlo Haskell

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? 5/1/2021

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

Yes

No

5.1. If yes include here. (500 characters)

A strong literary culture depends upon all voices having access to the discussion. We are dedicated to fostering a culture of equity, diversity, and inclusion in our workplace and among the communities we serve.

6. Accessibility includes other factors besides physical. What efforts has your organization made to provide programming for all? (2000 characters)

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.

Confirmed panelists for "Singing America" include: Kevin Young, Victor LaValle, Emily Raboteau, Rowan Ricardo Phillips, Tayari Jones, Hilton Als, Jericho Brown, Cornelius Eady, 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.

7. Describe the Diversity of your staff, volunteers, and board members. (1000 characters)

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

1. Organization History (2000 characters)

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

1983

David A. Kaufelt founds Key West Literary Seminar in partnership with Council for Florida Libraries and Monroe County Public Library, sponsored by the *Miami Herald*. Events are held at Tennessee Williams Theater on the campus of Florida Keys Community College (now known as the College of the Florida Keys). Administrative activities are conducted in the home-offices of founders and staff.

1986–1994

Executive Director Monica Haskell leads KWLS through institutional milestones and programmatic development: receiving tax-exempt 501(c)(3) status in 1987; introducing the Writers' Workshop Program in 1991; leasing year-round office space in 1992; and moving programming to the San Carlos Institute in 1993. KWLS welcomes its first Nobel Laureate to the stage in 1993, as Octavio Paz delivers the keynote address.

1995–2015

Under Executive Director Miles Frieden, KWLS enjoys financial stability, creative success, and growing acclaim. The annual Seminar features winners of the Nobel and Pulitzer Prizes, National Book Award winners, and US Poets Laureate. In 2008, KWLS receives property valued at \$1,400,000, converting it to office space, staff housing, board meeting space, and live/work space for writers-in-residence. KWLS introduces a scholarship program; a writer-in-residence program; and completes the digitization of its analog audio archive.

2016–Today

Under Executive Director Arlo Haskell, the Seminar becomes so popular that it routinely sells out a year in advance, within minutes of tickets being announced. Operating income grows 65%; fundraising increases 100%; cash and investment holdings grow more than 100%; total assets grow to over \$4 million. This is channeled into a 300% increase in scholarship funding, along with new programs including Literary Walking Tours and Young Writers Studio. In 2019, KWLS acquires historic home of Elizabeth Bishop and begins \$2.25M capital campaign. The Covid-19 pandemic forces 2021 Seminar and Workshop Program to cancel, but fundraising remains strong and reserves are untouched. In 2022 the Seminar moves to Key West Amphitheater, providing increased audience capacity. Despite higher costs, KWLS breaks even on its first year of operations at the Amphitheater. As of this writing, more people are registered for the 40th annual Seminar in 2023 than ever before. Audience is projected to grow steadily as KWLS remains at this new venue for the foreseeable future.

2. Fiscal Condition and Sustainability (2000 characters)

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

Key West Literary Seminar is in excellent fiscal condition.

When the Covid-19 pandemic eliminated programmatic revenues in 2020-21, income shortfalls were offset with spending cuts and continued fundraising revenues sufficient to meet operating expenses. The pandemic also came with a “silver lining” as it forced a decision to move from a smaller indoor venue to a larger outdoor venue for the 2021-22 program. Despite increased venue costs, we completed the recent fiscal year with a balanced budget and no need to draw on reserves. The larger venue will support programmatic growth and increased earned revenue in years to come.

Funding sources remain diverse and sustainable; prudent management of assets keeps costs low and ensures sustainability of programming; and reserves are maintained in case of emergency.

Balanced Income

For the projected fiscal year:

Earned Revenues will generate 46% of total income. Donations will account for another 46%. Grants will account for 7% of income. This includes State of Florida and Monroe County funding.

Secure Assets

KWLS owns real estate assets valued at \$2.6 million, including the historic Elizabeth Bishop House, which is currently under Phase 1 construction and has been recommended for historic preservation funding by Florida Division of Historic Resources. After completion, this will become the new KWLS headquarters and an educational center. Other KWLS-owned real estate provides office and meeting space, and affordable housing for staff, helping keep costs low.

Endowments & Invested Funds

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 left the applicant's emergency reserves untouched and intact.

3. Program Evaluation (2000 characters)

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

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, 50-60% 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 #10, 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.

Our Young Writers Studio participants also complete an online survey and our Literary Walking Tour participants are encouraged to write reviews on TripAdvisor. The tour currently has 104 reviews, 95 of which are 5 stars and none are below 3 stars.

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.

3.1. Describe the expected outcomes of the project. How will you determine the success of the project? (2000 characters)

Expected Outcomes

Seminar: We use our survey results to determine the success of the yearly Seminar. Specifically we look at the “overall experience” and “friendliness of our staff and volunteers” to determine audience satisfaction. We strive for an “overall experience” rating of more than 8 out of 10 and we’ve averaged 8.7 since 2015. Our goal is a 9+ out of 10 in the “friendliness of our staff and volunteers” question and our 8-year average is 9.5.

Workshops: We again use our survey results to determine the success of the Writers’ Workshop Program. Specifically, we look at the “overall workshop experience” and “overall instructor” ratings to determine participant satisfaction, striving for 8+ out of 10. In our latest survey (2022), overall workshop experience average 8.8 and overall instructor average was 9.0.

Scholarship Program: We again use our survey results to determine the success of our scholarship programs. Overall experience rating for our Seminar scholarship winners was 9.4 in 2022. Overall experience ratings for workshop scholarship winners was 9.8 out of 10, and all respondents said their workshop was the same or better than any other workshop they have attended.

Young Writers: We expect to fill the program every year with 12 local students. For the two years that we’ve held the program, we were able to do that.

Elizabeth Bishop House: We expect Phase I of the restoration to be completed by the end of 2022. This will meet our goal for the grant period.

Free Programs: We determine the success of the Free Programs by the number of attendees. We expect full capacity at most of these programs and that was achieved in 2022 for all venues except the Key West Amphitheater, which has an unlimited capacity.

Writers in Residence: We expect to fill all available time slots for our Writer-in-Residence Program, which we have done since its inception. By the end of the 2022 grant period, we will have housed 14 writers, which may be a record number.

Online Programs: We expect to add at least 10 new posts to our Littoral blog each year and at least 20 new audio recordings. During the 2022 grant period, we added 23 new audio recordings and 16 blogs posts.

Literary Walking Tour: We use the TripAdvisor reviews to determine the success of the walking tour. Our goal is to receive 5-star ratings 90% of the time. Currently 95 out of 104 reviews are 5-star, which is 91%.

4. Completed Fiscal Year End Date (m/d/yyyy) * 3/31/2022

5. Operating Budget Summary

Expenses	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
1. Personnel: Administrative	\$199,627	\$216,310	\$225,000

2.	Personnel: Programmatic	\$129,840	\$218,320	\$246,500
3.	Personnel: Technical/Production	\$38,717	\$46,750	\$46,750
4.	Outside Fees and Services: Programmatic	\$163,044	\$230,610	\$263,200
5.	Outside Fees and Services: Other	\$56,969	\$63,418	\$65,900
6.	Space Rental, Rent or Mortgage	\$158,816	\$203,970	\$209,000
7.	Travel	\$1,898	\$4,000	\$4,000
8.	Marketing	\$16,218	\$29,500	\$30,000
9.	Remaining Operating Expenses	\$1,549	\$1,000	\$10,000
A.	Total Cash Expenses	\$766,678	\$1,013,878	\$1,100,350
B.	In-kind Contributions			
C.	Total Operating Expenses	\$766,678	\$1,013,878	\$1,100,350
	Income	Previous Fiscal Year	Current Fiscal Year	Next Fiscal Year
10.	Revenue: Admissions	\$232,240	\$410,500	\$511,750
11.	Revenue: Contracted Services	\$10,603	\$11,500	\$12,000
12.	Revenue: Other	\$30,195	\$101,521	
13.	Private Support: Corporate			
14.	Private Support: Foundation	\$201,977	\$204,300	\$200,000
15.	Private Support: Other	\$200,000	\$221,500	\$272,600

16. Government Support: Federal	\$31,800		
17. Government Support: State/Regional	\$49,052	\$50,686	\$90,000
18. Government Support: Local/County	\$10,811	\$13,871	\$14,000
19. Applicant Cash			
D. Total Cash Income	\$766,678	\$1,013,878	\$1,100,350
B. In-kind Contributions			
E. Total Operating Income	\$766,678	\$1,013,878	\$1,100,350

6. Additional Operating Budget Information (1000 characters)

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

The completed fiscal year marked our first year of holding the annual Seminar in the Key West Amphitheater. This is a significantly larger venue than we have operated in previously, and one that requires significant additional expense for temporary infrastructure to accommodate an audience that is projected to grow to fit the larger venue over the next 3-5 years. This new venue will ultimately increase our operating expenses, as well as our revenue potential.

For the most recent year, revenues and expenses were both lower than projected for the January event, as public health concerns about the spread of the Covid-19 Omicron variant in mid-December led to significant last-minute cancellations, both among audience members and presenters.

The budget for the current and upcoming fiscal years reflects additional increases in operating expense as we build out the venue to accommodate a larger audience, anticipate various per-person cost impacts, and absorb sharp increases in local lodging costs. These also factor in increased earned revenue owing to projected increase in attendance for January 2023 and January 2024.

7. 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

8. Hours *

Organization is open full-time

Organization is open part-time

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

Yes

No

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

Yes

No

H. Budget Page 8 of 12

1. Proposal Budget Expenses:

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

The expense section contains three columns:

- a. Grant funds (these are the funds you are requesting from the state)
- b. Cash Match (these are earned or contributed funds supplied by your organization)
- c. In-kind (the value of donated goods and services)
- d. Save each individual line within the budget.
- e. To update budget totals, save each page.

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

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

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

1.1. Personnel: Administrative *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Wages	\$90,000	\$92,250	\$0	\$182,250
2	Benefits	\$0	\$42,750	\$0	\$42,750
Totals:		\$90,000	\$135,000	\$0	\$225,000

1.2. Personnel: Programmatic *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Seminar Presenters	\$0	\$150,000	\$0	\$150,000
2	Workshop Faculty	\$0	\$60,000	\$0	\$60,000
3	Writers in Schools Faculty	\$0	\$24,000	\$0	\$24,000
Totals:		\$0	\$246,500	\$0	\$246,500

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
4	Tour Guides	\$0	\$5,000	\$0	\$5,000
5	Seminar Musicians	\$0	\$7,500	\$0	\$7,500
Totals:		\$0	\$246,500	\$0	\$246,500

1.3. Personnel: Technical/Production *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Seminar Personnel	\$0	\$10,000	\$0	\$10,000
2	Workshop Personnel	\$0	\$2,500	\$0	\$2,500
3	Set/Sound/Video	\$0	\$34,250	\$0	\$34,250
Totals:		\$0	\$46,750	\$0	\$46,750

1.4. Outside Fees and Services: Programmatic *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Publications	\$0	\$20,000	\$0	\$20,000
2	Seminar Supplies	\$0	\$11,000	\$0	\$11,000
3	Workshop Supplies	\$0	\$200	\$0	\$200
4	Residencies	\$0	\$3,500	\$0	\$3,500
5	New Programs	\$0	\$20,000	\$0	\$20,000
6	Web Content	\$0	\$1,000	\$0	\$1,000
7	Merchandise	\$0	\$9,000	\$0	\$9,000
8	Writers in Schools	\$0	\$10,000	\$0	\$10,000
Totals:		\$0	\$74,700	\$0	\$74,700

1.5. Outside Fees and Services: Other *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	Insurances	\$0	\$1,900	\$0	\$1,900
2	Admin	\$0	\$19,000	\$0	\$19,000
3	Admin Systems	\$0	\$20,000	\$0	\$20,000
Totals:		\$0	\$40,900	\$0	\$40,900

1.6. Space Rental (match only) *

#	Description	Cash Match	In-Kind Match	Total
1	Seminar Venue	\$130,000	\$0	\$130,000
2	Workshop Venue	\$2,000	\$0	\$2,000
3	Receptions Venues	\$8,000	\$0	\$8,000
4	Love Lane	\$19,000	\$0	\$19,000
5	624 White St	\$50,000	\$0	\$50,000
Totals:		\$209,000	\$0	\$209,000

1.7. Travel (match only) *

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

1.8. Marketing *

#	Description	Grant Funds	Cash Match	In-Kind Match	Total
1	PR & Publicity	\$0	\$30,000	\$0	\$30,000
Totals:		\$0	\$30,000	\$0	\$30,000

1.9. Remaining Proposal Expenses *

1.10. Amount of Grant Funding Requested:

\$90,000

1.11. Cash Match:

\$786,850

1.12. In-Kind Match:

1.13. Match Amount:

\$786,850

1.14. Total Project Cost:

\$876,850

2. 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.

2.1. Revenue: Admissions *

#	Description	Cash Match	Total
1	Seminar Registrations	\$303,750	\$303,750
2	Workshop Registrations	\$54,000	\$54,000
3	Walking Tours	\$10,000	\$10,000
4	Receptions Fees	\$3,000	\$3,000
5	Merchandise & Other Income	\$6,000	\$6,000
Totals:		\$0	\$376,750

2.2. Revenue: Contracted Services *

#	Description	Cash Match	Total
1	Ad Sales & Application Fees	\$12,000	\$12,000
Totals:		\$0	\$12,000

2.3. Revenue: Other *

2.4. Private Support: Corporate *

2.5. Private Support: Foundation *

#	Description	Cash Match	Total
1	Foundation Support	\$150,000	\$150,000
Totals:		\$0	\$150,000

2.6. Private Support: Other *

#	Description	Cash Match	Total
1	Patrons Circle	\$234,100	\$234,100
Totals:		\$0	\$234,100

2.7. Government Support: Federal *

2.8. Government Support: Regional *

2.9. Government Support: Local/County *

#	Description	Cash Match	Total
1	Monroe County	\$14,000	\$14,000
Totals:		\$0	\$14,000

2.10. Applicant Cash *

2.11. Total Project Income:

\$876,850

2.12. Proposal Budget at a Glance

Line	Item	Expenses	Income	%
A.	Request Amount	\$90,000	\$90,000	10%
B.	Cash Match	\$786,850	\$786,850	90%
	Total Cash	\$876,850	\$876,850	100%
C.	In-Kind	\$0	\$0	0%
	Total Proposal Budget	\$876,850	\$876,850	100%

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

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

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.

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)
substituteW-9.pdf	33 [KB]	4/28/2022 11:06:02 AM	View file

1.2. Federal 990 Form (most recently completed)

File Name	File Size	Uploaded On	View (opens in new window)
Form 990_KWLS_2020.pdf	439 [KB]	4/28/2022 12:17:27 PM	View file

2. Support materials (required)*

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.	454 [KB]		View file
2_ProgramBook2022.pdf	"A Seminar Named Desire" 2022 Printed Program Book	Lo-res PDF version of the printed program for the 2022 Seminar. See pp.2 for text and logo crediting DAC; pp.5 for accessibility symbols. Highlights include: a 'magazine section' featuring original works by KWLS writers (pp.16- 39); and profiles of the Teacher & Librarian Scholarship winners (p.120-125).	2955 [KB]		View file
3_SeminarSchedule2022.pdf	Schedule for "A Seminar Named Desire"	The final printed schedule of events for the 2022 Seminar.	72 [KB]		View file
4_HighlightPhotos.pdf	Highlight Photos from "A Seminar Named Desire"	Selected photo coverage of the 2022 Key West Literary Seminar.	2207 [KB]		View file
5_BiahopHouseRestoration.pdf	Elizabeth Bishop House Restoration Updates	Pictures and descriptions of the Phase I restoration of the historic Bishop House	4024 [KB]		View file

File	Title	Description	Size	Type	View (opens in new window)
6_MediaCoverage19-22.pdf	Select Media Coverage 2019-2022	Selected media coverage includes articles from Poets & Writers, Ocean HHome, WLRN (South Florida's NPR affiliate), the Associated Press, and local publications.	39285 [KB]		View file
7_HighSchoolPrograms.pdf	Recap of High School Programs 2016-2022	Photos, thank you letters, and publicity of Authors at Key West High School	25409 [KB]		View file
8_LiteraryWalkingTour.pdf	Literary Walking Tour Publicity & Reviews	South Florida PBS's WPBT featured a two-minute segment on the Literary Walking Tour on ArtLoft; TripAdvisor Reviews	2903 [KB]		View file
9_OnlinePrograms.pdf	Online Programs	Online programs include YouTube Channel, Audio Archives, Littoral blog and email blasts.	6262 [KB]		View file
10_SelectedEvals_22.pdf	Selected Evaluation from the 2022 Seminar & Workshop Program	Selected pages from our 82-page Seminar survey report and 58-page Workshop survey report	313 [KB]		View file

J. Notification of International Travel Page 10 of 12

Notification of International Travel

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

1. Notification of International Travel

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

K. 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 following the close of your fiscal year.

1. 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

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-1.036, Florida Administrative Code.

2. 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.

2.1. Signature (Enter first and last name)

Katie Leigh

