



Commissioner's Task Force on Holocaust Education Project Based Funding Application Fiscal Year 2025-2026

The core mission of the Commissioner's Task Force on Holocaust Education is to promote Holocaust education in the State of Florida. On a continual basis, the Task Force shall survey the status of Holocaust education; design, encourage and promote the implementation of Holocaust education and awareness; provide programs in all Florida school districts; and coordinate designated events that will provide appropriate memorialization of the Holocaust on a regular basis throughout the state.

As this funding is provided to support the mission of the Task Force. ***"Funded in part by FDOE Commissioner's Task Force on Holocaust Education"*** must be included on all flyers, agendas, programs, handouts, posters, advertisements, etc. that are associated with funded projects.

Eligible applicants are school districts, designated sites, other community organizations whose proposed activities are aligned with the mission. An independent committee will review and rank the applications received. As Tallahassee State College (TSC) is serving as the Task Force's fiscal agent, funded applicants will be provided information on establishing a supplier profile in TSC's system and requesting funds.

Please contact the Task Force at holocaustedufl@gmail.com if you require an alternate format. **All Applications will be considered until funds are depleted.**

Project Name: _____

Project Date: _____

Funds Requested: _____

Applicant Name: _____

Mailing Address: _____

Director or Project Manager: _____

Contact Phone: _____

Contact Email: _____

Governance (*University/College, School/District, Designated Site, Other*):

Website: _____

PROJECT NARRATIVE

Project Development (500 words max):

- Describe project instructional content, activities, and goals and how they relate to the mission of the Holocaust Education Task Force (listed above) and the fulfillment of Florida's Holocaust Education Mandate (required instruction for all Florida public schools as per Florida Statue 1003.42(2)(g).
- Identify the project's intended audience (students, educators, community, etc.).

Project Staff (250 words max):

- List all staff and consultants who will work on the project.
- Please include all position titles/qualifications and describe which components of the project each staff member will complete/contribute to.
- Please attach hourly rates and outside service quotes when appropriate.

Project Rationale (250 words max):

- Describe the Holocaust education needs fulfilled by this project *specifically*.
- This may include details concerning: Project audience; region/county served; expressed need from students, teachers, districts, etc.; projected outcome; new or innovative instructional content.
- The United States Holocaust Memorial Museum provides the following guidelines for creating rationale statements and learning objectives:

<https://www.ushmm.org/teach/fundamentals/rationale-learning-objectives>.

PROJECT EVALUATION

- Describe how you will evaluate the effectiveness of your project from planning to post-event follow-up.
- If applicable, include the types of data tracking tools you will use to collect statistical information (quantitative).
- Explain how you will make determinations about participants' understanding of the project and its goals (qualitative).

PROJECT TIMELINE

- Create a timeline (table) with specific calendar dates showing when project tasks will be accomplished, from planning to post-event follow-up.

PROJECT BUDGET

- Provide a detailed explanation of how all funds will be used to carry out the project.
- Where applicable, provide quotes that indicate:
 - Vendor, quantity, cost per item, shipping and handling.
- Sales tax will not be reimbursed for a 501(c)(3) organization.

NOTE: In order to pay consultants and/or speakers, there must be a rationale attached for each person, indicating what they contribute to the project.

EDUCATOR REFERRAL

- Provide contact information for at least one K-12 educator that can be contacted by the Task Force regarding holocaust education.
- **Note To Task Force members only:** In accordance with Task Force policy, a Task Force member's subgrant application must be accompanied by a recommendation of an educator within a public or charter school in Florida. Such educators may also be a co-subgrant applicant with the Task Force member. As a condition for approval of a subgrant application, the Task Force member must also commit to participate in a virtual introductory meeting between the Task Force member, the recommended educator and Task Force Finance Committee members prior to receipt of any subgrant funds.

Name: _____

School Affiliation: _____

Contact Email: _____

Name: _____

School Affiliation: _____

Contact Email: _____

APPLICATION CERTIFICATION

Signatures below certify that all application and project information herein are accurate and represent a reasonable estimate of future operations based on data available at the time of application. Further, there are no misrepresentations in the contents submitted in this application or attached supplemental documentation.

Organization Director or Authorized Representative:

Name: _____ Title: _____

Signature: _____ Date: _____

Project Manager:

Name: _____ Title: _____

Signature: _____ Date: _____

Person Completing Application (if other than above):

Name: _____ Title: _____

Signature: _____ Date: _____

APPLICATION CHECKLIST

The following must be completed and received by the Commissioner's Task Force on Holocaust Education in a single packet. Incomplete applications will not be considered.

- Project Contact Information
- Project Narrative (Development, Staff, Rationale)
- Project Evaluation
- Project Timeline
- Project Budget
- Supplemental Documentation
- Educator Referral
- Application Certificates and Signatures

APPLICATION SUBMISSION

Completed applications and supporting information must be submitted electronically to grants@tcc.fl.edu **and copied (cc) to** holocaustedufl@gmail.com.

Please name file attachments according to the following format:
“HETF_Application_*document name*”

IMPORTANT!

Invoice and Proof of Payment Deadline - All invoices and supporting documentation, including proof of payment, **must be submitted** no later than 30 days after the project completion or the end of the 2025-2026 state grant cycle, whichever is earlier.

Questions?

Please refer any questions to the Chair of the Task Force via email at
<https://www.fldoe.org/holocausteducation/membership.shtml>.