Online Survey Questions Museums for America Evaluation

March 18, 2010

PART A: MUSESUM BACKGROUND and OVERALL MFA APPLICATION PROCESS COMPLETED BY ALL ELIGIBLE MFA APPLICANTS from 2004-2009

Introduction and Instructions

[Introduction to come: including discussion of survey purpose, and confidentiality] IMLS will assist in wording of confidentiality (INFO) = additional definition of terms in pop-up form

Museum Background

This section will be structured at the museum (institution\organizational unit) level (n~1800)

I. Pre-Populated Record <Fields> To Appear On The Online Survey

1.1 Are you knowledgeable about each of the following MFA applications? <Institution/Museum Name> <OrgUnit>

All MFA applications submitted to IMLS by first submit date to last

Knowle about?	edgeable	Fiscal Year	Project Title	Grant Category	Current Status	Contact Name	Contact Title
No	Yes						
No	Yes						
No	Yes						
No	Yes						

II. Museum Background

2.1 Which of the following most closely describes your museum? (select one)

Aquarium	Historic House/Site	Science/Technology Museum
Arboretum/Botanical garden	History Museum	Specialized Museum (INFO)
Art Museum	Natural History/Anthropology Museum	Zoo
Children's /Youth Museum	Nature center	
General Museum (INFO)	Planetarium	Other; please specify:

(INFO) A museum with collections representing two or more disciplines equally (e.g., art and history)
(INFO) A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group, tribal)

2.2 Which of the following most closely describes your museum's governance? (select one)

College, university or other academic entity	Federal	Local (county or municipal)
Non-profit, non-governmental organization or foundation	State	
Native American Tribe/Native Hawaiian Organization		

2.2.a. If your museum is governed by a college, university, or other academic entity, which of the following most closely describes your governance? (select one)

Community college	Private four-year college or university
Historically Black college or university	State four-year college or university
	Other; please specify:

- 2.3 What year was the museum first open to the public?
- 2.4 How many people have held the museum's leadership role (e.g., director, curator, president) over the past seven years (since 2004)?
 - 2.5 How many current staff members does the museum have?
 - ____ full-time employees
 - ____ part-time employees
 - _____ unpaid staff (volunteers, docents, Board members)

3 Other Grant Programs

- 3.2. Has your museum applied for any OTHER IMLS grants listed below?
- 3.2. If yes, were you awarded a grant?
- 3.3. If yes, was it before or after your MFA application?

Other IMLS Grant Programs	3.2. Did your institution apply?			3.3. If yes awarded a	, were you a grant?	3.4. If funded, was it before or after MFA application?	
	No	Yes	Don't Know	No	Yes	Before	After
a. 21st Century Museum Professionals	Skip to b		Skip to b	Skip to b			
b. <u>Connecting to Collections:</u> <u>Statewide Implementation Grants</u>	Skip to c		Skip to c	Skip to c			
c. <u>Connecting to Collections:</u> <u>Statewide Planning Grants</u>	Skip to d		Skip to d	Skip to d			
d. Conservation Assessment Program	Skip to e		Skip to e	Skip to e			
e. Conservation Project Support	Skip to f		Skip to f	Skip to f			
f. Museum Assessment Program	Skip to g		Skip to g	Skip to g			
g. National Leadership Grants	Skip to h		Skip to h	Skip to h			
h. Museum Grants for African American History & Culture	Skip to i		Skip to i	Skip to i			
i. Native American/Native Hawaiian Museum Services,	Skip to j		Skip to j	Skip to j			
j. American Heritage Preservation Grants	Skip to 3.4		Skip to 3.4	Skip to 3.4			

3.4 Has your museum applied for any federal agency grants other than to IMLS?

No Yes Don't Know

III. Application Process

4.Application Process Experience

In order to improve the MFA application process, IMLS is interested in your experience(s) with the process. Please take into account <u>all MFA applications</u> your museum has submitted to IMLS.

4.1. The IMLS Museums for America grant program requires museums to commit to a 1:1 cost sharing for the proposed project. Between 2004 and 2009, did your institution ever CONSIDER applying for a MFA grant but DID NOT APPLY due to the cost sharing requirement?

No	Yes	Don't Know
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4.2. For the MFA application(s) the museum did submit to IMLS, did the cost-sharing requirement have an impact on any of the following with respect to your proposed project(s):

	No	Yes	Don't Know
Amount of time to raise the cost sharing funds			
Type of MFA grant applied for			
Duration of the proposed project			
Scope of the proposed project			
Staffing costs of the proposed project			
Non-labor costs of the proposed project			

4.3 Which of the following description(s) apply to the person(s) who wrote your MFA application(s)? (select all that apply)

Dedicated staffed grant writer (paid or unpaid)	Administrative Leadership (e.g., Executive Director, Head Curator, President)
Hired grant writer(s) as consultant	Other staff member(s) (e.g., program coordinator)
Other: please specify	Don't Know

- 4.4 Were you aware of the IMLS outreach activities listed below?
- 4.5
- If yes, did you participate in any of the activities? If yes, how helpful were the activities in completing your MFA application? 4.6

	4.4. Aware		4.5. If aware, did you participate		4.6. If participated, how helpful was the activity?			
	No	Yes	No	Yes	Not at all helpful	Somewhat helpful	Very helpful	
a. Information session(s) at	Skip		Skip to					
conferences/meetings	to b		b					
b. Information from national, regional, or state associations regarding MFA application	Skip to c		Skip to c					
c. Audio conference calls prior to application deadlines	Skip to d		Skip to d					
ld. ndividual counseling through phone calls, emails, or in-person visits	Skip to 4.7		Skip to 4.7					

- 4.7. Were you aware of the following MFA resources posted on the IMLS website?4.8. If yes, did you utilize any of the resources?
- 4.9. If yes, how helpful were the resources in completing your application?

	4.7 Aware		4.8 If aware, did you utilize?		4.9 If yes, how helpful was the activity?		
	No	Yes	No	Yes	Not at all helpful	Somewhat helpful	Very helpful
a. Sample MFA applications and tips on IMLS	Skip to		Skip to				
website	b		b				
b. Outcome-based evaluation resources	Skip to 4.10		Skip to 4.10				

Торіс	Statement	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know or Not Applicable
Access to MFA grant information	Information about the MFA grant opportunities was easy to obtain.					
Clarity of MFA application	The guidelines and requirements were clear.					
	Instructions on budsget (e.g.;direct, indirect costs, cost-sharing) were clear.					
	The evaluation requirements were clear.					
	Instructions on submitting an application were clear.					
	The MFA grant-review process was clear.					
Grants.gov	Downloading the Grants.gov application from the website was easy.					
	Submitting the online applications through the Grants.gov was easy.					
	IMLS staff was helpful in answering questions about using the Grants.gov website.					
	Submitting an application by hand and mail was easier than using grants.gov					

4.10 To what extent do you disagree or agree with the following statements?

4.11 Including yourself, has anyone on your staff served as a:

	No	Yes	Don't Know
Field reviewer for the MFA grant program			
Grant review panelist for the MFA grant			
program			

V. Application Process Impacts

5.1. IMLS is interested in hearing if the application process itself, regardless of funding, had any effects on your museum. To what extent did the application process prompt your museum to :

	Not at All	Somewhat Effected	Effected A Lot	Don't Know
	Effected			
Create a mission/strategic plan for the first time				
Revise your mission/strategic plan				
Increase awareness of different programming				
Increase awareness of your resources/strengths				
Reframe your project in order to fit into the categories in IMLS guidelines				
Adopt new ways of integrating outcomes-based planning in the project development and evaluation processes				
Explore new external partnerships				
Collaborate among departments/staff				
Explore new technologies				
Improve your institution's ability to apply for other (non IMLS) funding				
Other; please specify:				

5.2. Is the MFA application process, more difficult (more complex, requires more time), the same or less difficult (less complex, requires less time) than other types of grant applications?

	More difficult	Same	Less difficult	Don't Know
Other Federal Grants				
Other Government Grants (State, Local, County, etc)				
Private Grants				

V.1. Were you aware that IMLS DOES NOT track reapplications, therefore each application, whether a reapplication or not, is treated individually and on its own merits?

No	Yes

V.2. How likely is it that your museum will apply for another Museums for America grant in the future?

Not at all	Somewhat	Very	Don't
likely	Likely	Likely	Know

5.4.a If not at all likely, why not? (Check all that apply)

Already have an application or project in process
Our Mission or strategic is no longer current
Unavailable resources to plan and write an application
Unavailable or inefficient resources to carry out a project if awarded
Finding funds/resources for cost sharing is too difficult
Funding is not needed at this time
Don't see ourselves as competitive/ discouraged by previous failed applications
The application process requires hardware and/or software not available to us
Other; please specify:

V.3. What recommendations do you have for improving the MFA application process?

SYSTEM NOTE : IF MUSEUM HAD ALL APPLICATIONS FUNDED Skip to Part C for individual funded project level.

SYSTEM NOTE: IF MUSEUM HAD ANY APPLICATIONS UNFUNDED Continue with Section B.

PART B: OVERALL UNFUNDED MFA APPLICATION REACTIONS COMPLETED BY ALL INSTITUTIONS with ANY UNFUNDED MFA APPLICATIONS

IV. Unfunded MFA Project(s) (all institutions with any unfunded MFA applications)

- Structured at the institution\organizational unit level (n=1400)
- Unfunded project questions ask about overall experience (not app specific)

6. Application Experience

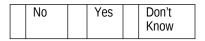
6.1 To what extent do you disagree or agree with the following statements:

	Strongly Disagree	Disagree	Agree	Strongly Agree	Don't Know or Not Applicable
Our application(s) was/were given full and fair consideration.					
The reviewers' comments were useful for redesigning the project.					
IMLS staff was helpful in providing feedback.					

6.2 Did your museum do any of the following with any of the unfunded MFA applications:

Did you:	No	Yes	Don't Know
redesign an unfunded project and resubmit the application to the IMLS-MFA program?			
If YES, did you receive IMLS-MFA funding for the redesigned project?			
resubmit a MFA unfunded project to a different IMLS grant program?			
If YES, did you receive IMLS funding from a non-MFA grant program?			
submit a MFA unfunded project to a non-IMLS funder?			
If YES, did you receive funding from the non-IMLS funder?			

6.2.a. If your museum did not receive any outside funding for unfunded MFA projects, were you able to execute any version of a MFA unfunded project?



SYSTEM NOTE: IF NO FUNDED GRANTS - EXIT

Thank you for taking the time to reply to this survey. Please hit the SUBMIT button if you are done.

SYSTEM NOTE: IF ANY FUNDED GRANTS continue with Part C at the individual funded project level.

PART C: FUNDED GRANT PROJECT ACTIVITIES and STATUS

COMPLETED BY ALL MFA GRANTEES (open and closed projects)

Structured at the museum/project level ($n \sim 850$)

Pre-populated fields for an individual funded project.

SYSTEM NOTE: Table below will be presented at the top of each new survey page for Section C, D, E

540 museums had 1 funded grant; 160 had 2; 42 had 3-5 THOSE WILL BE ASKED TO ANSWER QUESTIONS ON ONLY 2 awards – respondent will chose which ones based on knowledge

Knowle about?	dgeable	Grant#/ Total Grants	Fiscal Year	Project Title	Grant Category	Current Status	Contact Name	Contact Title
No	Yes							

V. Individual Grant Project Descriptions

7. Grant Project Background

7.1. Please identify the types of partner organizations (INFO involved in this MFA project.

(INFO) Partner organizations are defined as any outside organization which expended cash or in-kind resources on the project. In-kind resources include s any payment made in the form of goods and services, rather than cash.

	Other Museums; please identify museum type	_(DROP DOWN MENU)	
L	Library		

Government organizations				
State government				
Local or County government				
City Government				
Other; please describe				

Non-Government Organizations/Community Organizations
Community Health facility (hospital, mental health facility, health clinic, etc)
Family Services Organization (day care, YMCA, family services center, etc)
Youth Organization (Boys and Girls Club, 4H Club, Afterschool Program)
Senior Services
Arts and Culture Organization
Legal Services Organization (family court, legal aid organization, etc)
Local Media
Civic Organization (Kiwanis, Chamber of Commerce, etc)
Local Business
Other Non-Profit Organization; please describe
Other; please describe

Educ	ation
	Elementary School
	Secondary/High School
	4 Year College or University
	Community College
	Other; please describe

Policy and Research Organization; please identify

Online/ Technology Partner; please identify
Other; please describe
NO partner organizations were\are involved
NO partier organizations were are involved

7.2. Indicate which of the following types of activities (**Programming, Exhibitions, Collections, Technology and Online Resources, or Organizational Development**) your museum conducted or is in the process of doing as part of this MFA project.

Programming Activities– If this MFA project included programming activities, please indicate for each activity whether the museum developed a **new** activity, OR **enhanced** an existing activity (e.g., expanding for different age groups, upgrading materials) OR **continued** an existing activity.

	Select one - Radio button for selection				
	Develop new programs	Enhance existing	Continue existing		
	or materials	programs or materials	programs or materials		
Concerts					
Film festivals					
Live Performances					
Broadcasts					
Demonstrations and Workshops					
Lectures					
Community discussion groups					
Education programs at our institution					
In-school programs					
Afterschool programs					
Curriculum guides					
Interpretive programs or materials					
Classes or institutes					
Training sessions					
Conferences					
Internships, mentoring or apprenticeships opportunities					
Other; please describe					
No Programming Activities					

B. Exhibitions (select all that apply)

Upgrade/expanded current exhibit, including making current exhibit accessible (e.g., multi-languages, Braille)
Develop concept for new exhibit
Research new exhibit
Plan new exhibit
Fabricate a new exhibit
Create traveling exhibition
Other, please describe

No Exhibitions C. Collections (check all that apply)

Digitize collections
Convert non-digital content to digital content
Repurpose digital content (INFO)
Create new digital content

(INFO) Utilized digital content in a different way (e.g., used for education programs)

If the MFA project involved digitizing the museum's holdings, what portion of the collections did/would the project cover? (select one only)

[Less than 10% of collections		
Between 10-25% of collections Between 25%-50% of collections			
Over 75% but less than 100% of collections			
100% of our collections			
	Not Sure		

Inventory collections			
Move collections			
Create public collections finding guides			
Create new collections management guidelines/procedures			
Implement new collections management system			
Other; please describe			

No Collection Activities

D. Technology and Online Resources (select all that apply)

Update or create new website
Create online access to collections records or information
Purchase technology equipment (e.g., computers, digital cameras, scanner, voice recorder)
Consolidate multiple databases
Develop searchable online database
Upgrade, purchase or install new software (e.g., new collections management software)
Create audio tour
Create online exhibition
Develop high-tech interactive exhibition
Other; please describe

No Technology Activities

E. Organizational Development, including Staffing Resources (select all that apply)

Provide staff, volunteer and/or docent training, including in use of new technology and online resources
Hire full-time staff (e.g., program coordinator, director, curator, educator)
Hire part-time staff (e.g., program coordinator, director, curator, educator)
Hire a consultant (e.g., interpretive, planning, education, exhibition, web)
Contract for services (fabrication, design, security, etc)
Train interpreters, volunteers or docents
Create or expand interpreter, docent or volunteer program
Support a research and evaluation program, including conducting surveys
Develop key management plans (e.g., comprehensive interpretive plan, emergency plans, collections management plans)
Other; please specify

No Organizational Development

7.3. Which of these groups were\are directly served by this project? (select all that apply)

Paid staff; please describe
Unpaid staff (docents, interns, volunteers); please describe
Adult learners
Seniors
Parents
Youth
Teachers
Students
Administrators
Professionals
Residents of particular neighborhood or community/geographic area within a community
Policymakers
Persons with disabilities
Low income citizens
Specific racial/ethnic communities
Families
Not group-specific
Other; please specify

7.4 Age groups served by your grant project (select all that apply)

Preschool
Grades K-5
Grades 6-8
Grades 9-12
Post high school/Young adults (18-25)
Adults (26-64)
Seniors (65 and older)
Multi-age/Family
Other, please specify

8. Status of Activities

Status of activities –the list of activities that grantees check off in the previous section will be populated to this section.

OPEN GRANTS ONLY

8.1 What is the completion status of the project's activities?

Example:

		Completio	n Status	
<populated activities="" specified="" with=""></populated>	Will not do as planned	Still in progress	Completed	Don't Know
Afterschool programs				
Curriculum guides				
Train interpreters or docents				
Establish a docent program and recruit				
docents				
Implement a research and evaluation program, including conducting surveys				

8.2. Were any other activities conducted or planned?

Yes	No

If yes, please list activities and current status of each below

	Completion Status				
Other activities:	Will not do as planned	Still in progress	Completed		

CLOSED GRANTS ONLY

8.1 What is the completion status of the project's activities?

Example:

<pre><populated activities="" specified="" with=""></populated></pre>	Did not do as	Completed	Don't Know
	planned		
Afterschool programs			
Curriculum guides			
Train interpreters or docents			
Establish a docent program and recruit			
docents			
Implement a research and evaluation			
program, including conducting surveys			

8.2. Were any other activities conducted or planned?

Yes No

If yes, please list activities and current status of each below (e.g., Completed, Still In Process

Other activities:	Did not do as planned	Completed	Don't Know
	•	•	

SYSTEM NOTE/NOT DISPLAYED:

IF this project is in progress OR recently completed AND the museum has no additional MFA granted projects EXIT

OTHER COMMENTS:

As a thank you for your you a copy of the Muser If interested please fill o	ums for America	Grant Evaluation	in this study, IMLS would like to send Executive Summary.
Name:			
Title:			
Organization:			
Address:	City	State	Zip

Thank you for taking the time to reply to this survey. Please hit the SUBMIT button if you are done. SYSTEM NOTE/NOT DISPLAYED:

If this project is completed AND funded under the 3 earlier grant categories, THEN respondent will continue on to Section D: Impacts and Reflections.

If this project is in progress OR recently completed AND the museum has more MFA granted projects THEN the respondent returns to Section C and is asked questions about the next funded project.

PART D: IMPACTS and REFLECTIONS COMPLETED BY MFA GRANTEES WITH COMPLETED GRANTS UNDER THE EARLIER 3 GRANT CATEGORIES 2004-2007

Structured at the museum/project level ($n \sim 350$ with ~ 22 with 2 completed projects)

VI. INDIVIDUAL Grant Project Impacts 9. Project Impacts

9.1 Please review the list of impacts this MFA project may have had on the organization or community.

Select each impact resulting from the MFA project.

ORGANIZATIONAL IMPACTS (select all that apply)

Prog	Programming					
	Grant-funded programming continued beyond grant					
	Sustained grant-funded programming					
	Did not sustain grant-funded programming					
	Sought additional funding to sustain grant-funded programming					
	Developed related programming to expand value of grant-funded program					
	Expanded our range of possibilities for programs or exhibitions					
	Other; please describe:					
	No changes in programming/not applicable to grant					

Organizational Capacity				
Enhanced staff capacity in program development				
Enhanced staff capacity in creating new kinds of exhibitions				
Enhanced staff capacity in reaching new or larger audiences				
Enhanced staff capacity in forming external partnerships				
Enhanced staff capacity in working internally across departments				
Enhanced staff capacity in using outcomes based evaluation				
Improved staff cohesion and commitment to mission				
Greater alignment of staff responsibilities with mission				
Greater board involvement				
Helped institution fulfill its mission (e.g., meet certain benchmarks)				
Increased ability to attract outside funding				
Decreased ability to attract outside funding				
Other; please describe:				
No effect on our organization/not applicable to grant				

COMMUNITY IMPACTS (select all that apply)

Audi	Audiences					
	Reached new audiences (e.g., youth, families, minorities)					
	Increased commitment by existing audiences					
	Changes in regular audience participation					
	Increased audience access (e.g., expanded hours, mobile programming)					
	Other; please describe:					
	No effect on audiences/not applicable to grant					

Com	Community Profile					
	Changed institutional identity					
	Strengthened museum's public image					
	Raised institution's prestige in its community					
	Increased local media coverage of institution's activities					
	Increased visibility of institution as a center of community learning					
	Other; please describe:					
	No change to our profile/not applicable to grant					

rtnerships
Improved skills in building partnerships
Strengthened ongoing partnerships
Developed new partnerships
With schools or Institutes of Higher Education
With youth organizations
With other museums/historical societies
With other community organizations
Developed new types of partnerships
Decreased ability to attract partners
Increased ability to attract more partners
Other; please describe:
No effect on partnerships/not applicable to grant

IMPACTS DUE TO THE PARTNERSHIP(S) (select all that apply)

Brought in new audiences
Brought in new resources not normally available to our organization
Brought in new staff, paid or unpaid
Brought in new volunteers or memberships
Raised community awareness of our organization
Other; please describe:
No effect from partnerships/not applicable to grant

- 9.2. Are there any other impacts not covered above? If yes, Please describe _____
- 9.3. If the grant project enabled new programming, to what extent has your organization been successful in continuing the programs?

Not at all	Son	newhat	Very	Not applicable
successful	SUCO	cessful	successful	

9.4. If the grant enabled you to bring in new audiences, to what extent has your organization been successful in sustaining these new audiences?

Not at all	Somewhat	Very	Not applicable
successful	successful	successful	

9.5. Was this MFA grant from IMLS larger, smaller, or about the same as other grants you may have received?

Larger	Smaller	About the	Not applicable
		same	

9.6. Were the MFA grant funds sufficient to complete the planned project activities?

No	Somewhat		Yes		Don't	
					Know	

SYSTEM NOTE/NOT DISPLAYED :

IF this project ended less than 3 years ago AND the museum has no additional MFA granted projects EXIT

OTHER COMMENTS:

As a thank you for your time and interest in participating in this study, IMLS would like to send you a copy of the Museums for America Grant Evaluation Executive Summary. If interested please fill out the following information: Name: Title: Organization: Address: City State Zip

> Thank you for taking the time to reply to this survey. Please hit the SUBMIT button if you are done.

SYSTEM NOTE/NOT DISPLAYED:

If this project was completed 3 or more years ago THEN respondent will continue on to Section E: Long-term Impacts.

If this project is in progress OR recently completed AND the museum has more MFA granted projects THEN the respondent returns to Section C and is asked questions about the next funded project.

PART E: LONG-TERM IMPACTS COMPLETED BY GRANTEES WHERE PROJECT WAS COMPLETED 3 OR MORE YEARS AGO VII. Individual Grant Project Long-Term Impacts

10.1. Please describe any long-term impact(s) that the MFA project has had on your organization.

10.2. Please describe any long-term impact(s) that the MFA project has had on **your community or community relationships.**

10.3. Please describe any **UNEXPECTED** long-term impact(s) that the MFA project has had on **your organization, community or community relationships.**

SYSTEM NOTE/NOT DISPLAYED :

IF this project is the only/last one completed under the 3 earlier grant categories THEN GO TO EXIT

If there is another MFA project completed under the 3 earlier grant categories THEN the respondent returns to Section C and is asked questions about the next funded project.

EXIT OTHER COMMENTS:

As a thank you for	your time and in	terest in participat	ing in this study, IMLS would	like to send			
you a copy of the Museums for America Grant Evaluation Executive Summary.							
If interested please	fill out the follow	wing information:	-				
Name:							
Title:							
Organization:							
Address:	City	State	Zip				
	5		L				

Thank you for taking the time to reply to this survey. Please hit the SUBMIT button if you are done.