

IMLS MUSEUM PROGRAM INFORMATION FORM

PLEASE NOTE: Information contained within this form may be published online or otherwise shared by IMLS; therefore, please do not include any sensitive, proprietary, or confidential information.

Section 1. Organizational Financial Information

a. Please complete the following table for the Organizational Unit for the three most recently completed fiscal years.

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit

*[NOTE: All fields are required. The FY column should accept numbers only; the other fields should accept money (decimal, two places). Value in **surplus/deficit** calculated = **revenue minus expenses.**]*

* For nonprofit tax filers, Total Revenue can be found on Line 12 of the IRS Form 990.

** For nonprofit tax filers, Total Expenses can be found on Line 18 of the IRS Form 990.

b. If you had a budget surplus or deficit greater than 10% of your annual operating budget for two or more of the three fiscal years listed above, please explain the circumstances of this surplus or deficit in the box below. *[NOTE: optional]*

c. Were there any material weaknesses identified in your prior year's audit report? *[NOTE: required]*

- Yes **[511]**
- No **[512]**
- Not applicable **[516]**

A **material weakness** is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. If **yes**, please explain. *[NOTE: required if 'Yes' selected above; otherwise not.]*

d. Has your organization had an A-133 audit in the past three years? *[NOTE: required]*

- Yes [\[514\]](#)
- No [\[515\]](#)

Section 2. Agency-Level Goals and Objectives

Select the IMLS agency-level goal that best aligns with your proposed project. Once you have selected a goal, please select an associated objective. *[NOTE: required. The three lists of objectives/subcategories should be hidden by default, and when someone selects one of the three top-level categories (goals), the list of its subcategories (objectives) should appear. Applicant must select one subcategory/objective.]*

- **Promote Lifelong Learning** [\[329\]](#)
 - Early, Digital, Information, Health, Financial, Media, Civic and Other Literacies [\[540\]](#)
 - Cross-disciplinary and Inquiry-based Learning Methods [\[541\]](#)
 - Continuous Learning for Families and Individuals with Diverse Backgrounds and Needs [\[542\]](#)
 - Distinctive Role of Museums and Libraries as Trusted Sources of Information [\[543\]](#)
- **Build Capacity** [\[330\]](#)
 - Recruitment, Training, and Development of Library and Museum Workforces [\[544\]](#)
 - Share and Adopt Best Practices and Innovations [\[545\]](#)
 - Identify Trends to Help Organizations make Informed Decisions [\[546\]](#)
 - Serve as Trusted Spaces for Community Engagement and Dialogue [\[547\]](#)
- **Increase Public Access** [\[331\]](#)
 - Support Stewardship of Museum and Library Collections [\[519\]](#)
 - Tools, Technology, and Training Enabling Discovery and Use of Collections and Resources by All [\[520\]](#)
 - Policies and Partnerships to Address Access Barriers to Collections, Programs, and Information [\[521\]](#)
 - Increased Access to Knowledge through Effective Communications [\[522\]](#)

Section 3. Grant Program

Refer to the Notice of Funding Opportunity for descriptions of these options and instructions for making selections. *[NOTE: the program-level selection is optional; but if someone selects a program, she must make a selection from the radio button list(s) under that program. There are no categories that correspond to the program selections; these radio buttons are only used to make it possible to require selections here and in section 5 below. See note to developers in section 5.]*

o Museums for America

Select one project category:

- o Lifelong Learning [455]
- o Community Anchors and Catalysts [456]
- o Collections Stewardship and Public Access [457]

o Museums Empowered

Select one project category:

- o Digital Technology [459]
- o Diversity and Inclusion [460]
- o Evaluation [461]
- o Organizational Management [462]

o Inspire! Grants for Small Museums

Select one project category:

- o Lifelong Learning [506]
- o Community Anchors and Catalysts [507]
- o Collections Stewardship and Public Access [508]

o National Leadership Grants for Museums

[Note: a selection from both radio-button lists is required if the program is selected.]

Select one project category:

- o Collections Care and Public Access [464]
- o Data, Analysis, and Assessment [465]
- o Digital Platforms and Applications [509]
- o Diversity and Inclusion [466]
- o Professional Development [467]

Select one funding level:

- o Non-research, \$50,000-\$1,000,000 [469]
- o Research, \$50,000-\$1,000,000 [470]

- Rapid prototyping, \$5,000-\$50,000 [471]

○ **Museum Grants for African American History and Culture**

Select one funding level:

- \$5,000-\$50,000 [473]
- \$50,001-\$250,000 [474]

○ **Native American/Native Hawaiian Museum Services**

Section 4. Museum Profile (Museum Applicants only)

[Note: all optional.]

a. Is your organization a public, tribal, or private nonprofit agency or institution?

- Yes [336]
- No [337]

b. Is your organization organized on a permanent basis for essentially educational, cultural heritage, or aesthetic purposes?

- Yes [333]
- No [334]

c. Does your organization own or utilize tangible objects and care for such tangible objects?

- Yes [339]
- No [340]

d. Does your organization exhibit the tangible objects to the general public in a facility that you own or operate?

- Yes [342]
- No [343]

e. What was your institution's attendance for the 12-month period prior to the application?

- Fewer than 1,000 [345]
- 1,000 - 9,999 [346]
- 10,000 - 99,999 [347]
- 100,000 - 999,999 [349]
- 1,000,000 - 9,999,999 [350]
- 10,000,000 + [348]

f. How many days was your institution open to the public during these 12 months?

- 0 - 119 [358]
- 120 - 249 [359]
- 250 - 365 [360]

g. Does your organization use a professional staff (i.e., does your organization employ at least one staff member, or the fulltime equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the organization)?

- Yes [362]
- No [363]

h. Number of full-time paid institutional staff:

- 0 [365]
- 1 [366]
- 2 [367]
- 3 [368]
- 4 - 10 [493]
- 11 - 50 [494]
- 51+ [495]

i. Number of full-time unpaid institutional staff:

- 0 [370]
- 1 [371]
- 2 [372]
- 3 [373]
- 4 - 10 [496]
- 11 - 50 [497]
- 51+ [498]

j. Number of part-time paid institutional staff:

- 0 [375]
- 1 [376]
- 2 [377]
- 3 [378]
- 4 - 10 [499]
- 11 - 50 [500]
- 51+ [501]

k. Number of part-time unpaid institutional staff:

- 0 [380]
- 1 [381]
- 2 [382]
- 3 [383]
- 4 - 10 [502]
- 11 - 50 [503]
- 51+ [504]

Section 5. Project Elements (Museums for America and Inspire! Grants for Small Museums only)

*[NOTE: If applicant selected 'Lifelong Learning' under either **Museums for America** or **Inspire!** (section 3 above), then a selection under 'Lifelong Learning' is required below; if applicant selected 'Community Anchors and Catalysts', then a selection under 'Community Anchors and Catalysts' is required below; if applicant selected 'Collections Stewardship and Public Access', then a selection under 'Collections Stewardship and Public Access' is required below. Otherwise, these are not required.]*

Your response to this question will help us match your application to reviewers with appropriate experience. Make your choice under the project category that you selected in Section 3 (Grant Program).

LIFELONG LEARNING

If you are applying in the Lifelong Learning Project Category, select the **primary** element that is core to your proposed project from the list below. **Check only one.**

- Adult Programs [384]
- Digital Media [385]
- Early Learning [386]
- Exhibitions [387]
- Family Programs [477]
- Interpretation [389]
- K-12 Programs, With Schools [390]
- K-12 Programs, Out of School [391]
- Public Programs [392]

COMMUNITY ANCHORS AND CATALYSTS

If you are applying in the Community Anchors and Catalysts Project Category, select the **primary** element that is core to your proposed project from the list below. **Check only one.**

- Audience Research and Evaluation [393]
- Civic Engagement [394]

- Community-Driven Exhibitions and Programs [395]
- Community-Focused Planning Activities [396]
- Community Outreach/Audience Development [397]
- Digital Media [398]

COLLECTIONS STEWARDSHIP AND PUBLIC ACCESS

If you are applying in the Collections Stewardship and Public Access Project Category, select the **primary** element that is core to your proposed project from the list below. **Check only one.**

- Cataloguing, Inventorying, Registration [399]
- Collections Information Management [400]
- Collections Planning [401]
- Conservation Environmental Improvement/Rehousing [402]
- Conservation Survey [403]
- Conservation Treatment [404]
- Curation [405]
- Database Management [406]
- Digital Asset Management [407]
- Digitization [408]

MATERIAL TYPES

Please identify the material type(s) that will be affected by your project:

[NOTE: This checkbox list should allow multiple selections. Not required.]

- Animals, living [409]
- Animals, preserved [410]
- Architecture [411]
- Books and Paper [412]
- Electronic Media [413]
- Objects [414]
- Paintings [415]
- Photographic Materials [416]
- Plants, living [417]
- Plants, preserved [418]
- Sculpture [419]
- Textiles [420]
- Wooden Artifacts [421]