IMLS MUSEUM PROGRAM INFORMATION FORM *[Note: This will be a dynamic form so answers to certain questions will determine what questions the applicant sees next.]*

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

1. Please complete the following table for the Organizational Unit beginning with the most recently completed fiscal year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year** | **Total Revenue\*** | **Total Expenses\*\*** | **Surplus or Deficit** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* 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.

1. If the Total Revenue amounts declined by more than 15% for any year over year listed **OR** if there was a deficit of more than 10% of the Total Revenue for two or more years listed above, explain the circumstances in the box below.
2. Were there any **material weaknesses** identified in your prior year’s audit report?
* Yes
* No
* Not applicable

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 in the box below.

1. Has your organization had a single or program-specific audit in the past three years?
* Yes
* No

# 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, select an associated objective.

* **Goal 1: Champion Lifelong Learning**
	+ Objective 1.1: Advance shared knowledge and learning opportunities for all.
	+ Objective 1.2: Support the training and professional development of the museum and library workforce.

## Goal 2: Strengthen Community Engagement

* Objective 2.1: Promote inclusive engagement across diverse audiences.
* Objective 2.2: Support community collaboration and foster civic discourse.

## Goal 3: Advance Collections Stewardship and Access

* + Objective 3.1: Support collections care and management.
	+ Objective 3.2: Promote access to museum and library collections.

# Section 3. Grant Program

Select the program to which you are applying.

# o Museums for America

Refer to the Notice of Funding Opportunity for descriptions of the subsequent options and instructions for how to make a selection.

Select one project category:

* Lifelong Learning
* Community Engagement
* Collections Stewardship and Access

# o Museums Empowered

Refer to the Notice of Funding Opportunity for descriptions of the subsequent options and instructions for how to make a selection.

Select one project category:

* Digital Technology
* Diversity and Inclusion
* Evaluation
* Organizational Management

# o Inspire! Grants for Small Museums

Refer to the Notice of Funding Opportunity for descriptions of the subsequent options and instructions for how to make a selection.

Select one project category:

* Lifelong Learning
* Institutional Capacity
* Collections Stewardship and Access

# o National Leadership Grants for Museums

Refer to the Notice of Funding Opportunity for funding ranges and cost-share requirements associated with these project types.

Select one project type:

* Non-research
* Research
* Rapid prototyping

# o Museum Grants for African American History and Culture

Refer to the Notice of Funding Opportunity for funding ranges and cost-share requirements associated with these project types.

Select one project type:

* Small project with no cost share required
* Large project with 1:1 cost share required

# o Native American/Native Hawaiian Museum Services

# Section 4. Museum Profile (Museum Applicants only)

1. Is your organization a public, tribal, or private nonprofit agency or institution?
* Yes
* No
1. Is your organization organized on a permanent basis for essentially educational, cultural heritage, or aesthetic purposes?
* Yes
* No
1. Does your organization own or utilize tangible objects and care for such tangible objects?
* Yes
* No
1. Does your organization exhibit the tangible objects to the general public in a facility that you own or operate?
* Yes
* No
1. What was your institution’s attendance for the 12-month period prior to the application?
* Fewer than 1,000
* 1,000 - 9,999
* 10,000 - 99,999
* 100,000 - 999,999
* 1,000,000 - 9,999,999
* 10,000,000 +
1. How many days was your institution open to the public during these 12 months?
* 0 - 119
* 120 - 249
* 250 - 365
1. Does your organization use a professional staff (i.e., does your organization employ at least one staff member, or the full-time 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
* No
1. Number of full-time paid institutional staff:
* 0
* 1
* 2
* 3
* 4 - 10
* 11 - 50
* 51+
1. Number of full-time unpaid institutional staff:
* 0
* 1
* 2
* 3
* 4 - 10
* 11 - 50
* 51+
1. Number of part-time paid institutional staff:
* 0
* 1
* 2
* 3
* 4 - 10
* 11 - 50
* 51+
1. Number of part-time unpaid institutional staff:
* 0
* 1
* 2
* 3
* 4 - 10
* 11 - 50
* 51+

# Section 5. Project Elements

# 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. Your response to this question will help us match your application to reviewers with appropriate experience. **Check only one.**

* Adult Programs
* Digital Media
* Early Learning
* Exhibitions
* Family Programs
* Interpretation
* K-12 Programs, With Schools
* K-12 Programs, Out of School
* Public Programs

# COMMUNITY ENGAGEMENT

If you are applying in the Community Engagement Project Category, select the **primary** element that is core to your proposed project from the list below. Your response to this question will help us match your application to reviewers with appropriate experience. **Check only one.**

* Audience Evaluation
* Civic Engagement
* Community-Driven Exhibitions and Programs
* Community-Focused Planning Activities
* Community Outreach/Audience Development

# INSTITUTIONAL CAPACITY

If you are applying in the Institutional Capacity Project Category, select the **primary** element that is core to your proposed project from the list below. Your response to this question will help us match your application to reviewers with appropriate experience. **Check only one.**

* Museum Staff Professional Development
* Institutional Planning
* Audience and/or Program Evaluation
* Organizational Management

# COLLECTIONS STEWARDSHIP AND ACCESS

If you are applying in the Collection Stewardship and Access Project Category, select the **primary** element that is core to your proposed project from the list below. Your response to this question will help us match your application to reviewers with appropriate experience. **Check only one.**

* Cataloguing, Inventorying, Registration
* Collections Information Management
* Collections Planning
* Conservation Environmental Improvement/Rehousing
* Conservation Survey
* Conservation Treatment
* Database Management
* Digital Asset Management
* Digitization

## MATERIAL TYPES

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

* Animals, living
* Animals, preserved
* Architecture
* Books and Paper
* Electronic Media
* Objects
* Paintings
* Photographic Materials
* Plants, living
* Plants, preserved
* Sculpture
* Textiles
* Wooden Artifacts