**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

1. 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* 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 single or program-specific audit in the past three years?

[ ]  Yes

[ ]  No

# Section 2. Agency-Level Goals and Objectives

Select one IMLS agency-level goal that best aligns with your proposed project. Once you have selected a goal, please select one 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 National Leadership Grants for Museums and Non-research.

[ ]  **National Leadership Grants for Museums**

[ ]  Non-research

# 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+