

# 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

\* 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 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.

- c. 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.

d. 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)

- a. Is your organization a public, tribal, or private nonprofit agency or institution?
  - Yes
  - No
- b. Is your organization organized on a permanent basis for essentially educational, cultural heritage, or aesthetic purposes?
  - Yes
  - No
- c. Does your organization own or utilize tangible objects and care for such tangible objects?
  - Yes

- No
- d. Does your organization exhibit the tangible objects to the general public in a facility that you own or operate?
  - Yes
  - No
- e. 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 +
- f. How many days was your institution open to the public during these 12 months?
  - 0 - 119
  - 120 - 249
  - 250 - 365
- g. 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
- h. Number of full-time paid institutional staff:
  - 0
  - 1
  - 2
  - 3
  - 4 - 10
  - 11 - 50
  - 51+
- i. Number of full-time unpaid institutional staff:
  - 0
  - 1
  - 2
  - 3
  - 4 - 10
  - 11 - 50
  - 51+
- j. Number of part-time paid institutional staff:
  - 0
  - 1

- 2
- 3
- 4 - 10
- 11 - 50
- 51+

k. Number of part-time unpaid institutional staff:

- 0
- 1
- 2
- 3
- 4 - 10
- 11 - 50
- 51+