

Museum Assessment Program Implementation Stipend APPLICATION

Deadline MM/DD/YYYY

Questions? map@aam-us.org or 202.289.9118

About the Museum Assessment Program

The Museum Assessment Program (MAP) is a technical assistance program that can help your museum evaluate and strengthen operations and planning through a confidential process of self-study and peer review. MAP is part of the Continuum of Excellence and is administered by the American Alliance of Museums (AAM). MAP is supported through a cooperative agreement between the AAM and the Institute of Museum and Library Services.

About the American Alliance of Museums

The American Alliance of Museums has been bringing museums together since 1906, helping to develop standards and best practices, gathering and sharing knowledge, and providing advocacy on issues of concern to the entire museum community. Representing more than 35,000 individual museum professionals and volunteers, institutions, and corporate partners serving the museum field, the Alliance stands for the broad scope of the museum community. For more information, visit www.aam-us.org.

About the Institute of Museum and Library Services

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's libraries and museums. Its mission is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. To learn more, visit www.imls.gov.

This information collection is being conducted in conformance with the Museum and Library Services Act of 2018 (20 USC 9101, *et seq.*), as amended. IMLS intends to make institutional participation information provided through this form publicly available. However, information specifically identifying any individual will be protected from public disclosure to the extent permitted by law.

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PART I IMPLEMENTATION STIPEND OVERVIEW

What is the MAP Implementation Stipend?

Implementation Stipends are small awards, available to eligible museums that have completed the Museum Assessment Program, for the purpose of supporting implementation of their MAP results (including a finding or decision informed by the Workbook and Activities, and/or recommendations in the Final Report written by the Peer Reviewer). The stipends are a competitive funding opportunity and eligible museums can request *up to* \$1,450 in support for their projects.

Stipend requests are evaluated against the criteria, requirements, and eligibility requirements below, plus the completeness and general merits of the application. Implementation Stipends come from a designated, limited pool of funds. As such the full amount requested may not necessarily be awarded and funding is not guaranteed to all museums that complete MAP.

CRITERIA: What can Implementation Stipends be used for?

Funds can only be used to support an expense that is *directly* related to the museum's MAP results, which can be documented. This includes:

- A recommendation in the Final Report written by the Peer Reviewer
- A finding or decision informed by the results of a MAP Activity (in the Workbook or done with/provided by the Peer Reviewer)
- A finding or decision informed by self-assessment facilitated by the Workbook

Funds can cover a stand-alone expense or be part of a larger expense. Please see 2 CFR part 200 in addition to 2 CFR 3187.15 for additional guidance.

- Allowable/Eligible types of expenses
 - o Hiring a consultant or temporary project-specific personnel
 - Example: paying someone to help with a collection inventory or backlogged collections data entry
 - o Specialized supplies, materials, or equipment
 - Example: acid-free storage boxes, a light level monitor
 - o Public program, outreach event, engagement initiative
 - Example: speaker fee/honorarium for a public event, specialized supplies for a children's program
 - o Conducting/analyzing a survey of visitors or your community
 - Example: honoraria for volunteers who help with data gathering or participants in a focus group
 - o Professional training for staff, volunteers, or board
 - Example: class, seminar, webinar
 - o Publications or subscription
 - Example: purchasing Mastering Your Core Documents Toolkit
- Ineligible expenses

- o Projects/expenses that do not directly relate to the documented MAP Workbook/Activity results, findings, or recommendations made by the Peer Reviewer
- o General operating support, including salaries, ongoing/routine upkeep/maintenance, and overhead costs
- o Collection acquisition or deaccessioning expenses
- o Fundraisers or social events
- o Food or beverage
- o Ongoing processes and activities
- o Reimbursement for projects that have already been completed
- o Fees for other excellence/assessment programs run by AAM or supported by IMLS funding (Accreditation, Core Documents Verification, CAP)
- o Expenses that are planned to take place outside the timeframe designated in the Requirements section below
- o Cost share for a grant
- o Estimated expenses (or any other expense) that cannot be documented with a quote, contract, bill, receipt, product listing, etc.

If you are not sure whether the expense is eligible, discuss it with a MAP Program Officer before you apply for the stipend.

ELIGIBILITY: Who can apply for an Implementation Stipend?

In order to be eligible for this opportunity, institutions must meet all of the following:

- Accepted into MAP between February 2022 and March 2025
- Completed the MAP process in full. “Completed in full” means the museum:
 - o submitted a completed Workbook to the MAP staff
 - o completed all the modules in the online participant portal
 - o had a site visit
- Submitted the end-of-process survey
- Can demonstrate some progress on MAP results and recommendations
- Proposed project/expense must meet the requirements and scope outlined above

REQUIREMENTS:

Application

To be considered for an Implementation Stipend, your museum must submit a complete application via the online platform by the deadline. The application must include information on what the institution has done since completion of its MAP, a narrative about the project for which the stipend is requested, and a breakdown showing how the funds will be used. **Application deadline: June 30.**

Receipt of Funds

Museums (via the primary contact listed in the application form) will be informed of decisions by August 15 and must return a signed agreement form, a W-9, and direct

deposit form to the MAP staff within two weeks. The museum will receive funds via bank transfer around the end of October or early November.

Use of Funds

Funds must be spent and spent on activities/projects that occur between ~September 1 and February 28. If the expense is part of a larger project, the project can have started earlier or end after that period, but the funds must relate to activities that occur within that period.

Summary Report

All participants must complete a brief final report form that confirms that the funds were used as intended and explains the impact on the museum. It is due on March 15.

Schedule

Years Eligible (year institution applied to MAP)	Stipend Application Deadline	Decision Notification	Agreement Form Due	Funds Received	Spend Funds	Summary Report Due
2022-2025	June 30, 2025	August 15, 2025	~Sept 1, 2025	~Mid-October, 2025	~September 1, 2025 - February 28, 2026	March 15, 2026
2023-2026	June 30, 2026	August 15, 2026	~Sept 1, 2026	~Mid-October, 2026	~September 1, 2026 - February 28, 2027	March 15, 2027

PART II APPLICATION GUIDELINES

Application Format

The application is submitted through an online system, through which you will answer questions and upload documents. Applications submitted by email or sent in hard copy will not be considered.

To access the online application link and full instructions visit: <https://www.aam-us.org/programs/accreditation-excellence-programs/apply-to-the-museum-assessment-program/>

Required Application Information and Materials

Applicant Information

Here you will provide basic contact information for the museum and its MAP history.

Narrative on Institutional Progress

List any significant accomplishments, milestones, or key work in-progress since completion of your MAP, with particular emphasis on things related to your MAP results. If little to no implementation actions have been taken in response to the museum's MAP results, explain why not. Limit your narrative to 500 words.

Amount Requested

You can request up to \$1450. Please note that Implementation Stipends come from a designated, limited pool of funds. As such the full amount requested may not necessarily be awarded and funding is not guaranteed to all museums that complete MAP.

Explanation of Use of Funds

You must provide a concise narrative explanation of how this money will be used and how it relates to your MAP results, findings, or the recommendations made by your Peer Reviewer. Limit your narrative to 750 words.

Expense Detail

You must provide, directly in the form, an itemized list of the expenses the stipend will be used. If you need additional lines or need to provide additional details, you can attach an Excel file or PDF.

- If the funds requested only partially cover the product/service/activity you will need to explain where the remaining funds are coming from.
- If the expense is part of a larger project, you need to describe the full project, indicate the source of the other funding, and separately attach a budget for the full project.

Attachments

Expense Documentation

The expense documentation validates your funding request. For example, if funding for supplies is being requested, attach screenshots or catalog listing showing the product with the price. If funds are being requested to support a contractor or speaker or training session, provide a quote/estimate or invoice showing the amount. Acceptable formats include PDF, Excel, Word, PowerPoint. Do not upload .jpg or .tiff, instead convert/save images into a PDF before uploading.

Additional Budget Details (if needed)

See the comments above under Budget about if/when to supply additional budget information.

Submitting the Application

Before submitting the application, please ensure that all information is complete and accurate. Make sure you have uploaded any necessary supporting documentation and the signature page. Also ensure that the expense detail entered is thorough, including sources of funds being used for the project beyond the implementation stipend.

For the online application link and full technical instructions visit: <https://www.aam-us.org/programs/accreditation-excellence-programs/apply-to-the-museum-assessment-program/>

As this is a pilot project with limited funds, this is a competitive stipend and applications will be evaluated based on both eligibility and strength.

For questions about the application, contact the Museum Assessment Program staff at (202) 289-9118 or map@aam-us.org.

Next Steps

Application Review

MAP staff may need to contact you with questions about your application. Delayed responses to staff inquiries may jeopardize your eligibility or consideration for the implementation stipend.

Acceptance Notification

MAP staff will process your museum's application and notify the Primary Contact about the acceptance status approximately 30-45 days after the application deadline. If accepted, MAP staff will email an acceptance letter, which must be signed and returned in approximately two weeks in order for any funds to be dispersed.

**PART III
IMPLEMENTATION STIPEND APPLICATION FORM**

Applicant Information

(* = required)

Museum Name: *

Name of Primary Contact: *

Job Title: *

Phone Number: *

Email: *

Type of MAP Completed: *

Year Applied to MAP: *

Institutional Progress Narrative

Describe any significant accomplishments or milestones, or key work in-progress since completion of your MAP (500 words): *

Amount Requested (any amount up to \$1450): *

Is this part of a larger project or expense Y/N*

If yes: Amount for Overall Project (if applicable): *

Use of Funds: *

Explain how this money will be used and how it relates to your MAP results, findings, and/or Peer Reviewer's recommendations cited in your MAP Final Report (750 words):

Expense Detail*:

List your expense(s) (product, service, activity), the amount, and source or provider if applicable. If you need additional lines or have a more detailed budget, upload it as an Excel spreadsheet or a PDF (see Attachments below). If your expense(s) are part of a larger project budget, attach that as well.

Please ensure your expense falls in the list of allowable types of expenses found in Part I, Overview.

Expense Description	Amount	Source / Provider

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I have uploaded a budget Y/N *

Attachment(s)

*Expense Documentation **

Attach screenshots, estimates, quotes, contracts, bills, etc. that support your budget figures

Additional Budget Details (if needed)

If you did not already complete the spreadsheet within the application or have additional information you wanted to include in the budget, you may upload a budget here. If your expense(s) are part of a larger project budget, attach that as well. Excel and PDF only.

Agreement

Application completed by: _____

By checking this box, I certify on behalf of the applicant museum that all information provided above are accurate to the best of my knowledge and that, if accepted, the museum will meet all conditions of the award, including submission of a final summary and documentation.

SUBMIT APPLICATION

On this final step in the official online application, the submit button will appear after you preview your answers. Once your application has been submitted, you can no longer make any edits or changes to your answers. You will receive an email with a copy of your submitted application for your records.