

# IMLS Museum Program Information Form

PLEASE NOTE: Information contained within this form may be made publicly available.

## Section 1. Grant Program

Select the grant program to which you are applying. *(developer note: project type selections and associated instructions appear only after a program is selected)*

**21<sup>st</sup> Century Museum Professionals Program**

**Inspire Grants for Small Museums**

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

**Museums Empowered**

**Museums for America**

**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

**Museum Grants for American Latino History and Culture**

**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

**Native American/Native Hawaiian Museum Services**

## Grant Program Goals and Objectives

Select the grant program goal that best aligns with your proposed project. Once you have selected a goal, select one associated objective. *(development note: program goal options*

OMB Number: 3137-0092 Expiration Date:  
XX/XX/XXXX

***display dynamically based on program selection above . Objective options display dynamically based on goal selection above - allow only one choice)***

## **21<sup>st</sup> Century Museum Professionals**

- Goal 1, Support the professional development of the current museum workforce**
  - Obj 1.1: Develop new or enhanced professional development and training programs for the museum workforce.
  - Obj 1.2: Support assessment and evaluation of training and professional development programs to identify and share effective practices.
- Goal 2, Recruit and train future museum professionals**
  - Obj 2.1: Expand alternative pathways into the museum field by adapting higher education or training programs to be more responsive to the needs of the museum workforce.
  - Obj 2.2: Support assessment and evaluation of recruitment, training, and higher education or training programs to identify and share effective practices.

## **Inspire Grants for Small Museums**

- Goal: Build the capacity of small museums to provide museum services to their communities.**
  - Obj 1, Lifelong Learning: Support the development of experiential learning and discovery in small museums.
  - Obj 2, Collections Stewardship and Access: Support the management and care of collections in small museums.

## **Museums Empowered**

- Goal 1, Digital Technology: Provide museum staff with the skills to integrate digital technology into museum operations.**
  - Obj 1.1: Support staff learning and integration of digital communication platforms and social media tools to enhance audience engagement and community outreach.
  - Obj 1.2: Support staff learning and integration of digital tools and services that enhance access to museum collections.
- Goal 2, Evaluation: Strengthen the ability of museum staff to use evaluation as a tool to shape museum programs and improve outcomes.**
  - Obj 2.1: Increase staff knowledge of program evaluation methods and the usefulness of evaluation reports, tools, data, and metrics.
  - Obj 2.2: Provide museum staff with the tools and strategies to adapt evaluation methods to address a specific audience or institutional need.

**Goal 3, Organizational Management: Strengthen and support museum staff as the essential part of a resilient organizational culture.**

- Obj 3.1: Develop comprehensive organizational learning opportunities that address one or more emerging priorities facing a museum.
- Obj 3.2: Develop programs that address the specific learning and growth opportunities identified by staff needs assessments.

**Museums for America**

**Goal 1, Lifelong Learning: Advance the capacity of a museum to serve people of all ages and backgrounds through experiential learning and discovery.**

- Obj 1.1: Support public programs, including adult programs, family programs, school, and/or early childhood programs.
- Obj 1.2: Support exhibitions and interpretation.

**Goal 2, Community Engagement: Advance the efforts of a museum to respond to community needs.**

- Obj 2.1: Support collaborative planning, outreach, and evaluation efforts to improve access and engagement.
- Obj 2.2: Support the implementation of community-centered partnerships, exhibitions, and programs.

**Goal 3, Collections Stewardship and Access: Advance the management and care of collections and their associated documentation.**

- Obj 3.1: Support cataloging, inventorying, registration and collections information management.
- Obj 3.2: Support conservation and environmental improvement and/or rehousing; conservation surveys; and conservation treatment.
- Obj 3.3: Support database management, digital asset management, and digitization.

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

**Goal 1: Build the capacity of African American museums and HBCUs to serve their communities.**

- Obj 1.1: Develop, enhance, or expand public programs, exhibitions, and/or school programs.
- Obj 1.2: Strengthen museum operations by developing new or improved strategic plans, management practices, or institutional policies.

- Obj 1.3: Improve care and conservation of museum collections and archives and expand access.
- Goal 2: Support the growth and development of a professional workforce at African American museums and HBCUs.**
  - Obj 2.1: Develop and implement internship, fellowship, and mentoring programs structured to support people entering the museum field.
  - Obj 2.2: Create learning and growth opportunities designed to build the knowledge, skills, and abilities of museum staff and/or volunteers.

### **Museum Grants for American Latino History and Culture**

- Goal 1: Build the capacity of American Latino museums to serve their communities.**
  - Obj 1.1: Develop, enhance, or expand public programs, exhibitions, and/or school programs.
  - Obj 1.2: Improve care and conservation of museum collections and archives and expand access to collections.
  - Obj 1.3: Strengthen museum operations by developing new or improved strategic plans, management practices, or institutional policies.
- Goal 2: Support the growth and development of a professional workforce in American Latino institutions.**
  - Obj 2.1: Develop and implement internship, fellowship, and mentoring programs to support people entering the museum field.
  - Obj 2.2: Create learning and growth opportunities designed to build the knowledge, skills, and abilities of museum staff and/or volunteers.

### **National Leadership Grants for Museums**

- Goal 1: Advance museum-based learning and engagement in the museum field.**
  - Obj 1.1: Support the development, implementation, and dissemination of model programs that facilitate adoption by museums across the field.
  - Obj 1.2: Support research focusing on museums' roles in engaging learners of all types.

- Obj 1.3: Support forums that convene experts and stakeholders, including those from adjacent fields as appropriate, to explore current and emerging issues and inform the field.
- Goal 2: Advance the museum field's ability to respond to community needs.**
  - Obj 2.1: Support the development of new and innovative methods for addressing community challenges through partnerships, services, processes, or practices for use across the museum field.
  - Obj 2.2: Support research focusing on museums' roles in responding to community needs.
  - Obj 2.3: Support forums that convene experts and stakeholders, including those from adjacent fields as appropriate, to explore current and emerging issues and inform the field.
- Goal 3: Identify new solutions that address high priority and widespread collections care or conservation issues.**
  - Obj 3.1: Support the development, implementation, and dissemination of new tools or services that facilitate access, management, preservation, sharing, and use of museum collections.
  - Obj 3.2: Support research focusing on any broadly relevant aspect of the management, conservation, and preservation of collections.
  - Obj 3.3: Support forums that convene experts and stakeholders, including those from adjacent fields as appropriate, to explore current and emerging issues and inform the field.

### **Native American/Native Hawaiian Museum Services**

- Goal: Build the capacity of Native American Tribes and Native Hawaiian organizations to provide museum services to their communities.**
  - Obj 1: Support the preservation and perpetuation of languages and cultural practices.
  - Obj 2: Support the professional development of the museum workforce.
  - Obj 3: Support the management and care of museum collections and their associated documentation.

## Project Element

***(Development note: same as existing form – for MFA, instructions and project element selection lists populate dynamically based on program and project goal selections. For Inspire, instructions and project element selection lists populate dynamically based on program and project objective selections)***

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.

### Museums for America

#### *Project Element*

- Lifelong Learning
  - o Early Learning/Family Programs
  - o Exhibitions
  - o Interpretation
  - o School programs
  - o Public Programs
- Community Engagement
  - Audience Accessibility
  - o Community-Driven Programs
  - Community-Focused Planning, Outreach, and Evaluation
  - o Exhibition Co-Curation
- Collections Stewardship and Access
  - o Cataloguing, Inventorying, Registration
  - o Collections Information Management
  - o Conservation Environmental Improvement/Rehousing
  - o Conservation Survey and/or Treatment
  - o Database/Digital Asset Management
  - o Digitization

### Inspire

#### *Project Element*

- Lifelong Learning
  - o Early Learning/Family Programs
  - o Exhibitions
  - o Interpretation
  - o School Programs
  - o Public Programs
- Collections Stewardship and Access
  - o Cataloguing, Inventorying, Registration
  - o Collections Information Management
  - o Conservation Environmental Improvement/Rehousing
  - o Conservation Survey and/or Treatment

- o Database/Digital Asset Management
- o Digitization

## Section 2. Applicant Information

Refer to the entity listed in **Item 5a** of the Application for Federal Domestic Assistance – Short Organizational Form (SF-424S) that you are submitting with your application.

Does this entity have an **organizational unit** that will carry out the activities described in your application?

### Helpful Definitions

An **organizational unit** is governed by a larger administrative body. Examples include museums that are parts of colleges or universities and museums that are administered by units of state or local government. As a result of this arrangement, an organizational unit usually does not have its own Unique Entity Identifier (UEI) and does not have the legal authority to apply for IMLS funding on its own. It works with the larger administrative body, which is referred to as the **legal applicant**, to submit an application.

A **legal applicant** has its own Unique Entity Identifier (UEI) and has the legal authority to apply directly for IMLS funding. The name of the legal applicant is listed in Item 5a of the SF-424S. Examples include independently operating museums; nonprofit organizations that are responsible for the operation of museums; universities; and units of state, Tribal or local government that administer museums. A single legal applicant may have many **organizational units** or it may have none.

**YES.** Check here if the entity identified in Item 5a on the SF-424S submitted with your application **has** an organizational unit that will carry out the activities described in this application.

**NO.** Check here if the entity identified in Item 5a on the SF-424S submitted with your application does **not** have an organizational unit that will carry out the activities described in this application.

*(Development note: appears only if “No” is selected above)*

Select the institution type that most accurately describes the legal applicant:

*(Development note: IF Grant Program selection = Native American/Native Hawaiian Museum Services, show only Alaska Native Village Regional Corporation or Village Corporation, Federally Recognized Native American Tribe, and Native Hawaiian organization in the picklist.)*

[Redacted]

Academic Library  
Academic or Administrative Unit  
Alaska Native Village Regional Corporation or Village Corporation  
Aquarium  
Arboretum/Botanical Garden  
Archive  
Art Museum  
Children's/Youth Museum

*(Development note: appears only if "Yes" is selected above)*

Provide the following information for the **organizational unit** that will carry out the activities described in this application. **Please do not repeat the information you provided for the legal applicant on the SF-424S.**

Organizational

unit-Street1

Street2

City

County/Parish

State Province

Country

USA: UNITED STATES

ZIP / Postal Code

Select the institution type that most accurately describes the organizational unit:

*IF Grant Program selection = Native American/Native Hawaiian Museum Services, show only 1. Alaska Native Village Regional Corporation or Village Corporation 2. Federally Recognized Native American Tribe 3. Native Hawaiian organization in the picklist.)*

[Redacted]

Academic Library  
Academic or Administrative Unit  
Alaska Native Village Regional Corporation or Village Corporation

### Section 3. Financial Information

*(Development note: If Institution Type = Alaska Native Village Regional Corporation or Village Corporation, or Federally Recognized Native American Tribe, as "legal applicant" in Section 2, then hide this section (since the*

*sections are numbered, suggest showing the section header with a message that says "Not applicable based on selected Institution Type)*

a. Complete the following table with figures representing the most recently completed fiscal year in the top row, followed by those for the previous year, and concluding with those for the year before that. Provide the information requested for the **legal applicant** if you have not identified an organizational unit for this application. If you have identified an **organizational unit** for this application, provide the information requested for that unit.

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?

*(development note: existing logic to display additional field for explanation applies if Yes is selected)*

Yes

No

Not applicable

d. Has your organization had a single or program-specific audit in the past three years?

Yes

No

## Section 4. Museum Profile

***(Development note: If Grant Program = Native American/Native Hawaiian Museum Services, do not show this section). Since sections are numbered, suggest displaying the section header with a message underneath that says "Not applicable based on Grant Program selection"***

If your organization is eligible to apply for an IMLS grant as a museum, then answer the questions a through k below.

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+

## Section 5. Funding Request

Refer to the **Grant Fund** and **Cost Share totals** in **Section 10** of the IMLS Budget Form that you are submitting with your application. Enter the amount in dollars you are requesting from IMLS and the amount of non-federal funding you are providing as cost share/match below.

IMLS Funds Requested

Cost Share/Match Amount\*

Total

\* Enter \$0 if the budget includes no cost share/match.

## Section 6. Indirect Costs

Refer to the **IMLS Budget Form - Indirect Costs in the Budget** guidance in the Notice of Funding Opportunity for the program to which you are applying. Then select one option below. Your selection should match the choice you make on the IMLS Budget Form that you are submitting with your application.

Current indirect cost rate(s) have been negotiated with a federal agency.

Select from list:

Rate:

***(Development note: user must either enter an expiration date or check the Until Amended checkbox; if one is populated/selected, the other is disabled/cleared)***

Expiration Date:

Until Amended:

<input type="checkbox"/>	Indirect cost proposal has been submitted to a federal agency but has not yet been finalized. Select from list: Rate: Proposal Date:
<input type="checkbox"/>	Applicant chooses a rate not to exceed 15% of Modified Total Direct Costs and declares it is eligible for the 15% rate.
<input type="checkbox"/>	Applicant chooses not to include indirect costs.

## Section 7. Abstract

Refer to the instructions for writing an Abstract in the Notice of Funding Opportunity for the program to which you are applying. Enter or paste your Abstract below (maximum 3,000 characters, including spaces).

PLEASE NOTE: Information contained within this form may be made publicly available.