



10 November 2016

**Getting It Paid For: Preparing and Submitting
Successful IMLS Grant Applications**
98th Annual New England Museum Association Conference
Mystic, Connecticut



About the Institute of Museum and Library Services

Who are we?

- IMLS is the primary source of federal support for the nation's libraries and museums.

What do we do?

- We make **grants**, **convene groups**, **conduct research**, and **publish** in order to build the capacity of museums and libraries to serve the public.

Who is eligible to apply for museum grants?

- Varies by program but includes museums*; colleges and universities; organizations that serve museums; federally recognized Native American tribes; organizations that serve Native Hawaiians

*[*Museums include aquariums; botanical gardens; art, children's, history, and science museums; nature centers; planetariums; science centers; special topic museums; and zoos.]*



Today's Agenda

PART 1: Be an Applicant

- Preparing to apply
- Choosing a project category
- Developing a project justification
- Creating a project work plan
- Defining and measuring project results
- Putting it all together

PART 2: Be a Reviewer

- Understanding the peer review process
- Reading proposals independently and assigning preliminary scores
- Summarizing and discussing as a panel
- Group report-out and discussion



Preparing to Apply



- Make sure your **three registrations** are current and active and that someone knows the usernames and passwords.
- Skim descriptions of all four **grant programs**.
- Verify that you meet the **eligibility requirements** for the programs in which you're most interested.

D-U-N-S® Number
www.dnb.com/us

SAM.gov Registration
www.sam.gov

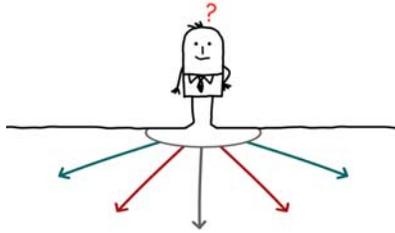
Grants.gov Registration
www.grants.gov

General Webinar for IMLS FY2017 Museum Funding Opportunities:
www.ims.gov/news-events/events/ims-fy2017-museum-funding-opportunities



Preparing to Apply

- Become familiar with the details of one or more grant programs and the application components.
- Select a **grant program**, a **project category**, and a **funding level**.



Program-Specific Webinars for IMLS FY2017 Grant Programs:
www.ims.gov/news-events/events



Search Awarded Grants:
www.ims.gov/grants/awarded-grants

View Sample Applications:
www.ims.gov/grants/apply-grant/sample-applications

View Notices of Funding Opportunities:
www.ims.gov/grants/apply-grant/available-grants

Museum Grant Programs

	Museums for America	National Leadership Grants for Museums	Museum Grants for African American History and Culture	Native American / Native Hawaiian Museum Services Program
Program Goal	To strengthen the ability of individual museums to serve the public	To support innovation in addressing field-wide needs to help museums improve services for the public	To improve the operations, care of collections, and development of professional management at African American museums	To enhance museum services in order to sustain heritage, culture, and knowledge among Indian tribes and organizations serving Native Hawaiians
Duration	1-3 years	1-3 years	1-3 years	1-2 years
Funding Levels	\$5,000-\$25,000 \$25,001-\$500,000	\$5,000-\$50,000 \$50,000-\$1,000,000	\$5,000-\$25,000 \$25,001-\$500,000	\$5,000-\$50,000
Deadline	December 1, 2016			

Museums for America (MFA)



MUSEUMS FOR AMERICA - FY17 NOTICE OF FUNDING OPPORTUNITY

Home	A. Program Descriptions	B. Federal Award Information	C. Eligibility Requirements	D. Application and Submission	E. Application Review Process
F. Award Administration Information	G. Contacts	H. Other Information	Links	View by Section	

Museums for America – FY17 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Museums for America
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	MSA-FY17
Catalog of Federal Financial Assistance (CFDA) Number:	43.305
Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on December 1, 2016.
Anticipated Date of Notification of Award Decision:	September 2017 (subject to the availability of funds and OIGL document)
Beginning Date of Period of Performance:	Not earlier than October 1, 2017. Projects must begin on October 1, November 1, or December 1, 2017.

Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, email the Civil Rights Officer at CR@iiml.gov or write to the Civil Rights Office, Institute of Museum and Library Services, 955 L Street, Plaza North, 9th Suite 4000, Washington, DC, 20540-5882.



FY17 Notice of Funding Opportunity:

www.imls.gov/nofo/museums-america-fy17-notice-funding-opportunity/home

Webinar for IMLS

FY2017 Museums for America:

www.imls.gov/news-events/events/imls-fy2017-museums-america

Choosing an MFA Project Category

Three IMLS programmatic strategic goals define MFA project categories. You will choose one for your project.



Learning Experiences: IMLS supports the unique ability of museums to open the door to meaningful knowledge and enhanced inquiry skills for people of all ages and backgrounds.



Community Anchors: IMLS promotes the role of museums as essential partners in addressing the needs of their communities by leveraging their expertise, knowledge, physical space, technology, and other resources to identify and implement solutions.



Collections Stewardship: IMLS supports the exemplary management, care, and conservation of, as well as broad access to and use of museum collections.

Sample Activities



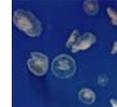
Learning Experiences

- School and public programs
- Exhibitions
- Digital media development, design, and delivery
- Digitization activities designed to enhance a learning project
- Publication research, design, and printing
- Training for staff, volunteers, and educators



Community Anchors

- Forums for community dialogue
- Community-driven exhibitions and programs
- Audience development and community outreach
- Community-focused planning activities
- Audience research and evaluation
- Training for staff, volunteers, and interns in community outreach and engagement



Collections Stewardship

- Planning for collections management, care, and conservation
- Collections management
- Digitization activities designed to improve collections management
- Conservation surveys, treatment, environmental improvements
- Training for staff, volunteers, and interns
- Broadening access to and expanding use of collections

Narrative: Project Justification



Project Justification

- What do you propose to do?
- What need, problem, or challenge will your project address, and how was it identified?
- Who or what will benefit from your project?
- How will your project advance your institution's strategic plan?
- How will your project address the goals of the Museums for America program and the project category you have chosen?

Narrative: Project Justification

Reference: Worksheet 1

TO DO:

1. Think about a project for which you might want to apply for IMLS funding through Museums for America.
2. Choose a project category: Learning Experiences, Community Anchors, or Collections Stewardship.
3. Complete the sentences on Worksheet 1. Limit yourself to the space provided.
4. Consider sharing your thoughts.



Narrative: Project Work Plan



Project Work Plan

- What specific activities will you carry out?
 - Who will plan, implement, and manage your project?
 - When and in what sequence will your activities occur?
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- What financial, personnel, and other resources will you need to carry out the activities?
 - How will you track your progress toward achieving your intended results?
 - How and with whom will you share your project's results?

Narrative: Project Work Plan

Reference: Worksheet 2

TO DO:

1. List the high-level activities you will carry out.
2. List the personnel resources you will need to do each activity.
3. List the non-personnel resources—e.g. supplies, equipment, travel—you will need for each activity.
4. List each cost in dollars under IMLS or Cost Share.
5. Consider sharing your thoughts.



Narrative: Project Results



Project Results

- *Learning/Community Projects:* How will the knowledge, skills, behaviors, and/or attitudes of the intended audience change as a result of your project?
 - *Collections Projects:* How will the care, condition, management, access to, and/or use of the museum collections /records that define the focus of your project improve?
- How will you measure the change(s) that result from your project?
 - What tangible products will result from your project?
 - How will you sustain the benefit(s) of your project?

Narrative: Project Results

Reference: Worksheet 3

TO DO:

1. Reread your description of the problem your project will address (Worksheet 1).
2. Complete the sentences on Worksheet 3. Limit yourself to the space provided.
3. Consider sharing your thoughts.



Putting It All Together

- Reread the Notice of Funding Opportunity (yes, again).
- Reference the Table of Application Components to make sure you have prepared all the documents you need.
- Check your file names and make sure you distinguish between the completed forms and the original blanks.
- Ask a colleague to review the application before you submit it.
- Submit to Grants.gov **early** so you can correct any errors.



What Happens Next

Date	Review Activity
Dec 1, 2016*	Applicants submit packets through Grants.gov
Jan-Feb 2017*	IMLS staff review applications for completeness and eligibility
Mar-Jun 2017 	Field and panel reviews
Aug 2017	IMLS Director renders final award decisions
Sep 2017*	IMLS notifies applicants of award decisions; provide reviewer comments
Oct/Nov/Dec 1, 2017	Awarded projects begin

Our Panel Process

- Each group will work together as a panel. Designate a spokesperson, who will gather and then share the gist of the conversation.
- Independently read the proposal assigned to your group and assign a Preliminary Score.
- Summarize, discuss, share your opinions of the proposal as a group; adjust individual scores if you wish.
- Panels will report out, and we'll discuss all proposals as a group.

Panel Review Criteria

Museums for America Panel Review Criteria
1. Does the project meet the goals of Museums for America and the selected project category?
<p>Supports high-priority activities reflected in the museum's mission and strategic goals, and expands the museum's capacity to support these goals</p> <p>AND:</p> <p><i>Learning Experiences:</i></p> <ul style="list-style-type: none"> Delivers high quality, inclusive educational opportunities that address particular audience needs <p><i>Community Anchors:</i></p> <ul style="list-style-type: none"> Improves the quality of life in the community the museum serves by addressing an identified need through its services and programs. <p><i>Collections Stewardship:</i></p> <ul style="list-style-type: none"> Addresses a clearly articulated and well-documented need, contributes to the management, long-term preservation, broadened access to, and expanded use of materials entrusted to the museum's care
2. Is the project poised for successful implementation?
<ul style="list-style-type: none"> Demonstrates thorough understanding of relevant issues and current practices Addresses an assessed need Allocates resources for the successful completion of the project Connects goals and objectives to appropriate activities and intended outcomes
3. If funded, will the project achieve its intended results?
<ul style="list-style-type: none"> Tracks, measures, and adapts in order to achieve desired outcomes Generates continuing benefits for applicant and/or audience served Generates continuing benefits for collections and collections information

Score Definitions

SCORE DEFINITIONS	
5 – Excellent	The applicant's response is outstanding and provides exceptional support for the proposed project.
4 – Very Good	The applicant's response provides solid support for the proposed project.
3 – Good	The applicant's response is adequate but could be strengthened in its support for the proposed project.
2 – Some Merit	The applicant's response is flawed and does not adequately support the proposed project.
1 – Inadequate / Insufficient	The applicant's response is inadequate or provides insufficient information to allow for a confident evaluation.

3, 4, and 5 = fundable
 1, 2 = not fundable

Be a Reviewer

Reference: Worksheet 4

TO DO:

1. Read the one-page proposal.
2. Refer to the panel review criteria sheet and the scoring definitions.
3. Using Worksheet 4, note what you see as strengths and weaknesses of the proposal for each of the three criteria.
4. Record your Preliminary Score (1-5) for the entire proposal on the bottom of the third page.
5. Discuss the reasons for your score with your fellow panelists.
6. Record your Final Score (1-5) for the entire proposal on the bottom of the third page, and jot down reasons for staying with your Preliminary Score or for changing it.

Group Report-Out and Discussion

- Very brief summary of the proposal
- Proposal strengths
- Proposal weaknesses
- Were there differences of opinion among panelists? What about?
- Did opinions change as the result of the discussion?
- What was the most challenging aspect of scoring an application?
- **What once piece of advice would you give an applicant, based on this experience?**

Interested in Being a Reviewer?

- **Talk to me at this meeting—or e-mail me later.**
- Become familiar with IMLS grant programs.
- Read existing reviewer materials on our website at www.imls.gov/grants/become-reviewer/reviewer-resources/museum-reviewer-resources.
- Submit your information and your two-page resume online at www.imls.gov/grants/become-reviewer/museum.



Ways to Connect with IMLS



Website: www.imls.gov

Primary Source: Free monthly e-mail update sent to subscribers.

UpNext Blog: www.imls.gov/news-events/upnext-blog

Facebook: www.facebook.com/USIMLS

Twitter: @US_IMLS

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