97th Annual NEMA Conference
Getting It Paid For:
Preparing and Submitting Successful IMLS Grant Applications

AGENDA

PART 1: Be an Applicant
8:30 am  Introductions, workshop goals
  Preparing to apply
  Choosing a project category

8:45 am  Developing a statement of need (Worksheet 1)
  Defining and measuring impact (Worksheet 2)
  Creating a project design (Worksheet 3)
  Putting it all together

PART 2: Be a Reviewer
9:00 am  Understanding the peer review process
  Reading proposals independently and assigning scores
  (Worksheet 4)
  Summarizing and discussing as a panel

9:30 am  Group report-out and discussion
  Wrap up
Worksheet 1: Developing a Statement of Need

- 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 address a key goal identified in your institution’s strategic plan?

We are going to __________________________________________________________

________________________________________________________

in order to address the problem of ______________________________________

________________________________________________________

We know this is a problem because _______________________________________

________________________________________________________

Our project will benefit _________________________________________________

________________________________________________________

Our project will address a key goal in our strategic plan by ___________________

________________________________________________________
Worksheet 2: Defining and Measuring Impact

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

Our project will result in changes in __________________________________________________________

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We will measure this change by ______________________________________________________________

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We will create (tangible products) ___________________________________________________________

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We will sustain the benefits of our project beyond the conclusion of federal funding by ______

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Worksheet 3: Creating a Project Design

- What specific activities will you carry out?
- What financial, personnel, and other resources will you need to carry out the activities?
- When and in what sequence will your activities occur?
- How will you track your progress and what is your plan for adjusting course when necessary?
- How and with whom will you share your project’s results?

<table>
<thead>
<tr>
<th>Order</th>
<th>Activity</th>
<th>Who will do the work for this activity? (personnel resources)</th>
<th>What supplies, equipment, and travel will you need?</th>
<th>Cost in $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IMLS</td>
</tr>
<tr>
<td></td>
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<td>Cost Share</td>
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</tbody>
</table>
# Museums for America Panel Review Criteria

## 1. Does the project meet the goals of Museums for America and the selected project category?

Supports high-priority activities reflected in the museum’s mission and strategic goals, and expands the museum’s capacity to support these goals

AND:

- **Learning Experiences:**
  Delivers high quality, inclusive educational opportunities that address particular audience needs

- **Community Anchors:**
  Improves the quality of life in the community the museum serves by addressing an identified need through its services and programs.

- **Collections Stewardship:**
  Addresses a clearly articulated and well documented need and contributes to the long-term preservation of materials entrusted to the museum’s care.

## 2. Is the project poised for successful implementation?

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?

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

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5 – Excellent</strong></td>
<td>The applicant’s response is outstanding and provides exceptional support for the proposed project.</td>
</tr>
<tr>
<td><strong>4 – Very Good</strong></td>
<td>The applicant’s response provides solid support for the proposed project.</td>
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<tr>
<td><strong>3 – Good</strong></td>
<td>The applicant’s response is adequate but could be strengthened in its support for the proposed project.</td>
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<tr>
<td><strong>2 – Some Merit</strong></td>
<td>The applicant’s response is flawed and does not adequately support the proposed project.</td>
</tr>
<tr>
<td><strong>1 – Inadequate / Insufficient</strong></td>
<td>The applicant’s response is inadequate or provides insufficient information to allow for a confident evaluation.</td>
</tr>
</tbody>
</table>
Worksheet 4: Panel Review

Grant Program: Museums for America

Project Category:
#1 Learning Experiences        #2 Community Anchors        #2 Collections Stewardship

Application: ________________________________

1. Does the project meet the goals of Museums for America …
   • Supports high-priority activities reflected in the museum’s mission and strategic goals, and expands the museum’s capacity to support these goals and the selected project category?
     Learning Experiences:
     • Delivers high quality, inclusive educational opportunities that address particular audience needs.
     Community Anchors:
     • Improves the quality of life in the community the museum serves by addressing an identified need through its services and programs.
     Collections Stewardship:
     • Addresses a clearly articulated and well-documented need and contributes to the long-term preservation of materials entrusted to the museum’s care.

Strengths: ____________________________________________________________

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Weaknesses: ________________________________

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2. Is the project poised for successful implementation?

- Demonstrates thorough understanding of relevant issues and current practices
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Weaknesses: ______________________________________________________

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PRELIMINARY SCORE: __________

FINAL SCORE: ________________
Worksheet 4: Panel Review

Grant Program: Museums for America
Project Category:
#1 Learning Experiences  #2 Community Anchors  #2 Collections Stewardship
Application: ________________________________

1. Does the project meet the goals of Museums for America ...
   • Supports high-priority activities reflected in the museum’s mission and strategic goals, and expands the
     museum’s capacity to support these goals
     and the selected project category?
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Weaknesses: ____________________________________________________________
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   - 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

Strengths: ____________________________________________

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Weakeneses: ________________________________

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Weaknesses: ________________________________________________________

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PRELIMINARY SCORE: __________

FINAL SCORE: ________________