Welcome to the Institute of Museum and Library Services’ informational webinar, “Funding Programs for Fiscal Year 2015.” Our goal in this presentation is to provide basic information about our grant programs in the Office of Museum Services so that you can make informed decisions about choosing the right program for your institution's needs and understand the basics of developing and submitting an application for funding.

In addition to this presentation, we offer additional live webinars for individual funding programs. These provide program-specific details, and we encourage you to participate in them if your schedule permits, or access the recorded versions at your convenience.
In this presentation, we’ll be addressing the following topics:

We’ll start with the IMLS vision, mission, and strategic plan. These are important to you as a potential applicant for funding because they inform our grant-making. Becoming familiar with them will help you understand why our grant programs are structured the way they are and why we ask you as an applicant to address certain issues in your application.

Then we’ll present basic information about our funding programs and opportunities. This is to help you decide which of our programs is best suited for your project. We’ll talk about the Technical Assistance Programs that are administered for IMLS by our cooperating partners—CAP, or Conservation Assessment Program, administered by Heritage Preservation, and MAP, or Museum Assessment Program, administered by the American Alliance of Museums.

We’ll also talk about the five museum grant programs offered by the Office of Museum Services: Museums for America, National Leadership Grants for Museums, Native American/Native Hawaiian Museum Services Grants, Museum Grants for African American History and Culture, and Sparks Ignition Grants.

Next, we’ll talk about determining your eligibility to apply for specific grants. There
are different requirements for each program, and it is very important to consult the notice of funding opportunity for details, but the information we provide today should help you make good decisions about which to pursue.

We’ll also show you where to find information online, focusing on the IMLS website.

Next we’ll talk about the three places you must be registered in order to apply for a grant and stress how important it is to do this work well in advance of the grant deadline.

And finally, we’ll share our contact information and the dates and times for the program-specific webinars scheduled in October, all of which will help you learn more.
IMLS’s vision and mission statements were adopted as part of the agency’s strategic plan for FY2012-2016. Both emphasize that IMLS is here to support museums and libraries in their work of serving their communities.

Our vision is for a democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage and lifelong learning.

Our mission as an agency of the federal government is to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant-making.

When you consider the details of each of our technical assistance and grant programs, we think you’ll see these two simple but powerful messages well represented.
Much like your own institution’s strategic plan, ours identifies goals that help us achieve our vision and accomplish our mission. There are three programmatic goals that drive our grant-making. We require applicants for Museums for America and National Leadership Grants for Museums to align their projects with one of these goals.

Goal 1, abbreviated as “Learning Experiences,” makes it clear that IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

Goal 2, “Community Anchors,” specifies that IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

And Goal 3, “Collections Stewardship,” confirms that IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

To learn more about these goals and their context within the strategic plan, please visit our

http://www.imls.gov/assets/1/AssetManager/StrategicPlan2012-16_Brochure.pdf
website and type “strategic plan” into the SEARCH box or go directly to the page identified on this slide.
Let’s turn now to the funding programs and opportunities offered by IMLS’s Office of Museum Services, beginning with the technical assistance programs.

The Conservation Assessment Program, or CAP, provides a general conservation assessment of a museum’s collections, environmental conditions, and facilities. The work is done by experienced assessors with deep knowledge of conservation and collections care, and the program is administered by Heritage Preservation, here in Washington DC. Applications will be available October 1, 2014, and the deadline for submission is December 1, 2014, and for more information, visit their website, www.heritagepreservation.org/CAP.

The Museum Assessment Program, or MAP, helps museums strengthen operations, plan for the future, and meet national standards through self-study and a site visit from a peer reviewer. The program is administered by the American Alliance of Museums, and there are two deadlines each year—at the beginning of July and at the beginning of December. At this time, the most immediate deadline is December 1, 2014 with another opportunity coming in July 2015. For more information, we recommend that you visit AAM’s website, www.aam-us.org/resources/assessment-programs/MAP.

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Next, let’s take a look at the five IMLS museum grant programs, starting with Museums for America and National Leadership Grants for Museums.

Museums for America supports activities that strengthen museums as active resources for lifelong learning, vital components of livable communities, and good stewards of the nation’s collections. In an MFA application, you must align your project with one of the three IMLS programmatic strategic plan goals by choosing Learning Experiences, Community Anchors, or Collections Stewardship.

The deadline for FY2015 applications is December 1, 2014. Grant requests may range from $5,000 to $150,000 for projects scheduled to last from 1 to 3 years. **Applicants have a choice of two funding levels.** For projects of $5,000-25,000, no cost share is permitted. For projects requesting $25,001-150,000, a 1:1 cost share is required, meaning that for every dollar requested from IMLS, the applicant must provide at least one dollar in staff or volunteer time, cash, or third-party in kind. We highly recommend participating in the MFA Webinar, scheduled for October 16 and talking with an IMLS staff member to learn more about funding levels and cost share requirements for MFA.
To be eligible for an MFA grant, your organization must be a museum. We’ll go into further detail about what that means in a few minutes.

National Leadership Grants for Museums support projects that address critical needs of the museum field and that have the potential to advance practice in the profession so that museums can improve services for the American public. As is the case with MFA, you must align your project with one of the three IMLS programmatic strategic plan goals by choosing Learning Experiences, Community Anchors, or Collections Stewardship.

The deadline for FY2015 applications is December 1, 2014. Grant requests may range from $50,000 to $500,000 for projects scheduled to last from 1 to 3 years. Research projects do not require a cost share. For all others, a 1:1 cost share is required.

To be eligible for a National Leadership Grant for Museums, your organization must be a museum, a professional association that engages in activities designed to advance the well-being of museums and the museum profession, or an institution of higher education.
We’ll turn our attention now to three slightly different museum grant programs. The first of these are Native American/Native Hawaiian Museum Services Grant, which provide opportunities to sustain heritage, culture, and knowledge through strengthened activities in areas such as exhibitions, educational services and programming, professional development, and collections stewardship among federally recognized tribes, Native Hawaiian organizations, and certain Alaska Native villages and corporations. The deadline for applications this year is December 1, 2014. Grant requests may range from $5,000 to $50,000, for projects scheduled to last up to two years. No cost share is required.

Museum Grants for African American History and Culture support projects that improve the operations, care of collections, and development of professional management at African American museums. The deadline for applications this year is December 1, 2014. Grant requests may range from $5,000 to $150,000 for projects lasting up to two years. For projects of $5,000-25,000, no cost share is permitted. For projects requesting $25,001-150,000, a 1:1 cost share is required, meaning that for every dollar requested from IMLS, the applicant must provide at least one dollar in staff or volunteer time, cash, or third-party in kind. We highly recommend participating in the AAHC Webinar, scheduled for October 21 and talking with an IMLS staff member to learn more about funding levels and cost.
share requirements for AAHC. Applicants for AAHC grants must be museums whose primary purpose is African American history and culture or one of the 106 Historically Black Colleges and Universities.

The Sparks! Ignition Grants for Museums program is a special funding opportunity within the IMLS National Leadership Grants for Museums program. These small grants encourage museums to prototype and evaluate specific innovations in the ways they operate and the services they provide. The deadline for applications this year is December 1, 2014. Grant requests may range from $10,000 to $25,000 for projects lasting up to one year, and no cost share is required. Applicants for Sparks Ignition grants must be a museum, a professional association that engages in activities designed to advance the well-being of museums and the museum profession, or an institution of higher education.
Some of the eligibility requirements for grants are similar, and some vary among programs as summarized on the next two slides. While we hope this will give you enough information to get started on deciding which program is best for you, we encourage you to consult the specific notice of funding opportunity for any program in which you are interested in applying for more detail.

For four of our five grant programs—Museums for America, National Leadership Grants for Museums, Museum Grants for African American History and Culture, and Sparks—your organization must be either a unit of state or local government, or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code.

In addition, for the same five programs, your organization must be located in one of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

For Museums for America and Museum Grants for African American History and
Culture, your organization must qualify as a “museum.” This means you must use a professional staff; you must be organized on a permanent basis for essentially educational or aesthetic purposes; you must own or use tangible objects, either animate or inanimate; you must care for these objects; and you must exhibit these objects to the general public on a regular basis through facilities that you own or operate. Alternatively, and reflecting a different governance structure, your organization may be eligible if you are a public or private nonprofit agency that is responsible for the operation of a museum that fits these criteria.

You’ll see that there are Xs in parentheses under National Leadership Grants and Sparks. Applicants to either of these programs are eligible to apply if they meet these criteria as a museum, but there are additional options for these two programs.
If your organization is one that engages in activities designed to advance the well-being of museums and the museum profession, OR is an institution of higher education, including public and nonprofit universities, then you are also eligible to apply for National Leadership Grants for Museums or Sparks.

To be eligible to apply for Museum Grants for African American History and Culture, your organization must be a museum whose primary purpose is African American life, art, history, and/or culture, OR

A museum service organization or association whose primary purpose is to support museums with a primary purpose of African American life, art, history, and/or culture, OR

An Historically Black College or University.

To be eligible to apply for a Native American/Native Hawaiian Museum Services Program grant, you must be a federally recognized Indian tribe, an Alaskan Native village or corporation, or an organization that primarily services and represents Native Hawaiians.

Once again, because the details of eligibility vary in detail, we strongly encourage you
to consult the specific notice of funding opportunity for any program to which you are interested in applying and to call an IMLS staff member to discuss your particular situation at the beginning of the process of crafting an application.
For all IMLS museum grant programs, your organization is not eligible to apply if you are a federally funded institution, a for-profit organization, an individual, or a foreign country or organization.

However, and this is important, even if you are a non-eligible institution, we encourage you to consider applying through a partnership with an eligible institution. It is the official applicant who may become a grantee who must meet all the eligibility criteria. Once again, if you have questions about this, please contact an IMLS staff member to discuss it further.
To find more information to help you create a competitive proposal, the best place to go is our website.

At the top of our home page on the left is a tab marked GRANT APPLICANTS, and on the right are search functions providing opportunities to FIND AVAILABLE GRANTS and SEARCH AWARDED GRANTS.

We recommend spending some time exploring each of the SEARCH functions. Through them, you’ll be able to search grant programs and deadlines by name, by eligible institution type, and by project type. You’ll also be able to access summaries of projects we have funded in the recent past. Using a key word search might help you find examples of approaches that have been successful in the past.
Clicking on GRANT APPLICANTS brings you to this page, which is a great place from which to connect to sample applications, resources about evaluation, reviewer materials, and program notices of funding opportunity.
Clicking on any link in the listing of available grants by grant name takes you to the specific requirements and instructions for each funding program.
You also have the option to search by any of several criteria by going to View Available Grants.
For each grant program, the Notice of Funding Opportunity provides detailed instructions, access to required forms, and links to helpful resources designed to assist you in developing your application. For example, this slide illustrates the Museums for America Notice of Funding Opportunity.
At this juncture, we want to draw your attention to three registration requirements—DUNS, SAM.gov, and Grants.gov. Unless your registrations are complete and up to date, you will not be able to submit an application or receive an award. If you’re starting from scratch, it’s important to know that you must do these in sequence.

First, you must have a DUNS number. Dun & Bradstreet (D&B) provides this unique nine-digit identification number FREE for all businesses required to register with the Federal government for contracts or grants.
Second is SAM—which stands for System for Award Management.

Registering with SAM is also FREE. It can be time consuming, and different from DUNS in that you must renew your registration each year to make it ACTIVE. Because SAM.gov registrations vary in their expiration dates, check your status early on and take action to ensure you are registered and your registration is ACTIVE. Your SAM registration must be active throughout the entire process of application and review, and it must be active throughout the grant period if you are awarded a grant.

Begin with the website, and use the FAQs to research questions. If you have further SAM issues call the Federal Service Desk at 866-606-8220 (M- F, 8 a.m. to 8 p.m. EST).
The third place you must be registered is Grants.gov, the portal through which all applications for IMLS grants must be made. To register, you must have an active SAM.gov status, and of course, a DUNS number. The Grants.gov website is extensive, and their help capabilities are numerous and well-staffed. Begin with the website and its FAQs, but if you need additional help you may call their help line, which is available 24/7, or email them at support@grants.gov.
Summary

1. IMLS’s vision, mission and strategic plan are at the core of its grant-making.

2. Funding programs and opportunities include two technical assistance programs (CAP, MAP) and five grant programs: Museums for America, National Leadership Grants for Museums, Native American/Native Hawaiian Museum Services Grants, Museum Grants for African American History and Culture, and Sparks!

This brings us to the end of the information we set out to share with you in this webinar, but let’s take a minute to summarize what we hope you will take away.

First, IMLS’s vision, mission and strategic plan are at the core of its grant-making. You would be well-served to consider these in thinking about your project for which you will be seeking IMLS support.

IMLS funding programs and opportunities include two technical assistance programs (CAP, MAP) and five grant programs: Museums for America, National Leadership Grants for Museums, Native American/Native Hawaiian Museum Services Grants, Museum Grants for African American History and Culture, and Sparks!
4. Each of these has its own set of eligibility requirements, and you should consider these early on in the process of choosing a grant program.

5. Next, helpful information, contacts, and notices of funding opportunities are on the IMLS website, www.imls.gov.

6. It is very important to get a DUNS number and to register early with SAM.gov and Grants.gov.

7. And lastly, be sure to participate in the webinars for each program to which you may apply.
In closing, here are ways to learn more about IMLS funding programs. On the left is a list of the dates and times for the more detailed, live program-specific webinars. If you are not able to join us for one or more of these, please know that each will be recorded and made available on imls.gov for downloading and viewing at your convenience. On the right are the names, emails, and direct phone numbers of the IMLS Office of Museum Services staff, who will be more than happy to talk with you about your project and application.

Thank you for joining us today, and thank you for your interest in the Institute of Museum and Library Services.
To learn more, visit www.imls.gov