



IMLS Office of Museum Services American Latino Museum Internship and Fellowship Initiative FY 2023 Applicant Information Session

Pre recorded Webinar

June 2023

Welcome to the Institute of Museum and Library Services' webinar, "American Latino Museum Internship and Fellowship Initiative - Fiscal Year 2023 Information Session."

My name is Gibran Villalobos, and I'll be hosting this webinar. We are delighted that you are interested in learning more about the ALMIFI opportunity.

Our goal in this presentation is to provide specific information about the American Latino Museum Internship and Fellowship Initiative and make some recommendations that you may wish to consider when preparing your application. Since this is a pre-recorded webinar and you won't have the opportunity to ask questions, feel free to contact me or other staff in the Office of Museum Services to seek answers to your questions or to discuss a project idea. The staff contact slide is shown later in this webinar.



Companion Webinars

Pre-recorded Webinar

- IMLS OMS: Choosing a Funding opportunity for FY 2023
 - *Basic Information about all museum funding opportunities*
- Visit: <https://www.imls.gov/webinars/imls-office-museum-services-choosing-funding-opportunity-fy-2023>

This is one of a series of webinars designed to help you find the information you need to create a competitive application for IMLS museum funding.

Choosing a Funding Opportunity for FY2023 is available as a recording, and as a PDF of the slides (along with their transcripts) on our website at the link on this slide.

The webinar covers the IMLS vision, mission, and strategic plan; with an emphasis on how they influence our grant making. We also address institutional eligibility; provide a quick overview of all our funding opportunities; discuss how to find information on our website; provide tips to help you complete an application; and we cover the places with which you must be registered in order to apply for an IMLS grant. There are also individual webinars for each of the museum grant programs.

Overview

- Where to find information
- ALMIFI Overview
- Eligibility
- Characteristics of Successful ALMIFI Projects
- Important Dates
- How Much and How Many?
- ALMIFI Goals
- Application Components
- Review Criteria
- Application Tips
- Timeline
- Contacts

In this presentation, we'll be addressing the following topics:

- Where to find information
- ALMIFI Overview
- Eligibility
- Characteristics of Successful ALMIFI Projects
- Important Dates
- How Much and How Many?
- ALMIFI Goals
- Application Components
- Review Criteria
- Application Tips
- Timeline
- Contacts

ALMIFI Notice of Funding Opportunity

Visit: <https://www.imls.gov/grants/apply-grant/available-grants>

AMERICAN LATINO MUSEUM INTERNSHIP AND FELLOWSHIP INITIATIVE FY 2023 NOTICE OF FUNDING OPPORTUNITY	
Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	American Latino Museum Internship and Fellowship Initiative
Announcement Type	New FY2023 Notice of Funding Opportunity
Funding Opportunity Number	ALIF-FY23
Assistance Listing Number	45.031
Application Deadline	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on August 7, 2023.
Anticipated Date of Notification of Award Decisions	September 2023 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on September 27, 2023.

Table of Contents

- A. Program Description
- B. Federal Award Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Information
- F. Award Administration Information
- G. Contacts
- H. Other Information
- Appendix One - IMLS Assurances and Certifications
- Appendix Two - Guidance for Required Registrations
- Appendix Three - Guidance for Completing Forms and Other Application Components
- Appendix Four - Guidance for Creating a Digital Products Plan
- Appendix Five - Conflict of Interest Requirements

OMB Control No. 3127-XXXX, Expiration Date: XX/XX/XXXX

I also want to make sure to point out where the application process begins, which is on our website. Use the Grants drop-down menu and choose Apply for a Grant. Clicking that will take you to a list of grant programs from which you will choose American Latino Museum Internship and Fellowship Initiative.

These guidelines – or Notice of Funding Opportunity – which you can see on the right are downloadable as a PDF. These NOFOs, as we call them, will walk you through the application process and contain most of the information I will provide today.



ALHC Program History

The American Latino History and Culture (ALCH) program was created by an act of Congress in 2020 which authorized:

- the Smithsonian to create a National Museum of the American Latino
- IMLS to create a grant program to improve operations, care of collections, and development of professional management at American Latino museums

The American Latino History and Culture grant program was created by an Act of Congress in 2020 – the same act that created the Smithsonian National Museum of the American Latino. The legislation that created the museum directed IMLS to create a grant program to improve operations, care of collections, and development of professional management at American Latino museums. The American Latino Museum Internship and Fellowship Initiative sits under the ALHC and is designed to strengthen the institutional capacity in the American Latino museum community.



Eligibility

Museum and Higher Education Partnerships

Museum:

- use a professional staff;
- be organized on a permanent basis for essentially educational or aesthetic purposes;
- own or use tangible objects;
- care for these objects;
- exhibit these objects to the general public on a regular basis, at least 120 days a year and
- conduct these activities in facilities that it owns or operates.

Institutions of Higher Education:

- Offers courses of study in Latino culture, arts, humanities, etc.
- Focus on Hispanic-Serving Institutions and other Minority Serving Institutions

You can be one of three types of organizations to be eligible to apply to ALMIFI.

If you are applying as a museum, you will need to certify that:

- use a professional staff;
- be organized on a permanent basis for essentially educational or aesthetic purposes;
- own or use tangible objects, either animate or inanimate;
- care for these objects; AND
- exhibit these objects to the general public on a regular basis, at least 120 days a year, and
- Conducts these activities in facilities that it owns or operates.

Regarding the 120 day rule during our current COVID-19 reality – you can count these 120 days in either the year preceding the application due date, the year preceding your first shut down due to COVID-19 (this might be helpful if your local has had on and off closures throughout the pandemic), or you can use the calendar year preceding this current one (so, 2022).

You must also be in partnership with an institution of higher education including Hispanic Serving Institutions. The lead applicant can be the university or college in partnership with a museum, either is correct, as long as there is a partnership in place.

ALMIFI Eligibility Criteria

- A **museum** whose primary purpose, as reflected in its mission, has a focus on American Latino art, history, and/or culture, with the purpose of promoting the understanding of the Latin American diaspora.
- A not-for-profit **museum service organization** or association whose primary purpose, as reflected in its mission, is to support museums identified above; or
- An **institution of Higher Education, including Hispanic- Serving Institutions (HSIs)**



In addition to the general IMLS funding eligibility criteria, the ALMIFI grant program has specific eligibility criteria that is described in the Notice of Funding Opportunity. To be eligible for an award under the FY2023 American Latino Museum Internship and Fellowship Initiative, you must qualify as one of the following:

- A museum whose primary purpose, as reflected in its mission, is American Latino life, art, history, and/or culture,
- A not-for-profit museum service organization or association whose primary purpose, as reflected in its mission, is to support American Latino museums.
- An institution of Higher Education, including Hispanic-Serving Institutions (HSIs)

ALMIFI Purpose



Support projects that engage museum-based internships and fellowship opportunities in partnership with institutions of higher education to advance studies relating to American Latino life, art, history, and culture.

Let's now discuss the purpose of this grant program. ALMIFI will support projects that engage museum-based internships and fellowship opportunities in partnership with institutions of higher education so that museums can improve services for the American public.

ALMIFI is all about meeting the needs of the museum field, our institutions, and our professionals. We invest in these partnerships that expand opportunities in the field and devise plans to move museums forward through the development of resources and tools for use by multiple institutions and/or groups of museum professionals.



Funding Options

How Much?

\$100,000-\$750,000 with no cost share required.

How Many?

There is no limit on the number of applications your museum may submit to ALMIFI for separate and distinct projects.

All requests must be between \$100,000 and \$750,000, including both direct and indirect costs. If you ask for less than \$100,000 or more than \$750,000, your application will be rejected and not reviewed.

There is no cost share requirement for ALMIFI, though you may include one if your organization will contribute funds toward this particular project. It's important to note that if you decide to include cost share in your application, it must be met by the end of the award – we will hold you to that figure so keep that in mind when applying. Cost share may be in the form of cash, staff or volunteer time, or third-party contributions. It may **not** be funds from another **federal** source.

In terms of how many applications you may submit, there is no limit to the number of applications you can file in response to the FY23 funding announcement for ALMIFI. As you consider the option to submit more than one application, we urge you to think about the capacity of your organization to manage multiple federal awards at once.

Program Goals

Goal 1: Support museum-based undergraduate internship programs designed to advance careers of individuals in the study of American Latino life, art, history, and culture.

- Objective 1.1: Create new museum-based internship programs for undergraduate students pursuing studies relating to American Latino life, art, history, and culture.
- Objective 1.2: Expand and enhance existing museum-based internship programs for undergraduate students pursuing studies relating to American Latino life, art, history, and culture.

Now I want to talk about the two program Goals for ALMIFI. Your project must align with one of the two program goals and a set of corresponding objectives. Goal and objective choices should be identified clearly in the Narrative (see Section D2c).

Goal one is the Support of museum-based, undergraduate internships. Its objectives correspond to the types of project ALMIFI supports. An example of this would be developing a new curriculum for museum studies programs with a lens on American Latino life for use by museums across the country. This would correspond to objective 1.1. If there is already an exiting internship program that is being expanded in relation to American Latino culture, this could correspond to objective 1.2

Program Goals

Goal 2: Support museum-based fellowships to increase museum career opportunities for individuals in the study of American Latino life, art, history, and culture.

- Objective 2.1: Create new museum-based fellowship opportunities for students pursuing advanced studies related to American Latino life, art, history, and culture.
- Objective 2.2: Expand and enhance existing museum-based fellowship opportunities for students pursuing advanced studies relating to American Latino life, art, history, and culture.

Goal 2 is about museums-based fellowship to increase museum career opportunities for individuals focused on American Latino culture.

The two objectives are parallel to those we saw in Goal 1. They support the development or scaling up fellowship models for museum professionals on topics that increase their ability to work within museums centering American Latino culture. Projects in Goal 2 would establish or expand advanced professional studies, mentorship, and practical research.



Application Components

Required Documents

- All applications must include these

Conditionally Required Documents

- Some applications must include these

Supporting Documents

- Optional. Only include what supplements the narrative and supports the project description provided in the application.

Next up are the documents that make up your application and that you will upload into Grants.gov.

These application components fall into three categories. The first is Required Documents. All applications must include these.

The second group is Conditionally Required Documents. Some applications must include these. It might depend on the nature of your institution or some aspect of your project. For example, if you are a non-profit organization, you must include your proof of nonprofit letter from the IRS. If you are proposing a project that will produce a digital product, you must include a Digital Product Plan. If you meet the condition, omission of any one can result in the exclusion of your application from further consideration.

The third group of application components are Supporting Documents. These are completely optional. You may submit some or none. Think about including only those that supplement or back-up your narrative. You may refer to these materials in your narrative so your reviewers know where to look. For example, if you are basing your project on successful work you have done in your museum, you may want to indicate that an evaluation report is included as supporting material. This is not the place to introduce new information. Be respectful of your reviewers' time.

Table of Application Components

Use the table to keep organized.

- Serves as a checklist of application components
- Identifies document formats and naming conventions
- Provides links to instructions and forms
- Identifies categories of documents (Required, Conditionally Required, Supporting)

Component	Format	File name to use
Required Documents Please see the guidance in Section D2c for more information.		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form	Grants.gov form	n/a
Organizational Profile (one page max.)	PDF document	Organizationalprofile.pdf
Narrative (ten pages max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year max.)	PDF document	Scheduleofcompletion.pdf
Performance Measurement Plan (two pages max.)	PDF document	Perfmeasurement.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents Please see the guidance in Section D2d for more information.		
Proof of Private, Nonprofit Status	PDF document	Proofnonprofit.pdf
Final Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Products Plan (two pages max.)	PDF document	Digitalproduct.pdf
Supporting Documents Please see the guidance in Section D2e for more information.		
Information that supplements the Narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

In the ALMIFI Notice of Funding Opportunity you will find a Table of Application Components. We recommend that you use this as a checklist to keep yourself organized. It is divided into Required, Conditionally Required, and Supporting documents. The middle column tells you about document formats and the third tells you how to name each document. Note that deviating from the naming convention or upload a document that is not a pdf (such as Word or Excel) will result in an error and/or the system thinking the document is not present.

The table also provides links to instructions and forms.

Narrative: Project Justification

- Which program goal and associated objective(s) of American Latino Museum Internship and Fellowship Initiative will your project address?
- What need, problem, or challenge will your project address, and how was it identified?
- Who is the target group for your project and how have they been involved in the planning? “Target group” refers to those who will be most immediately and positively affected by your project. Identify the number of individuals in the target group or in each target group, if you identify more than one.
- Who are the ultimate beneficiaries for this project? “Beneficiaries” refers to those who are likely to be aided in the long-term by your project. They may or may not be the same as your “target group.”

Now let’s talk about the narrative of your proposal. You have ten pages to cover three sections.

PROJECT JUSTIFICATION

In this section of the narrative, you should lay out the reasoning for your project. Tell us in the clearest terms what need, problem, or challenge you expect to address; how you identified it; who or what will benefit from your work; and how your project will address the goals of the American Latino Museum Internship and Fellowship Initiative

Note that reviewers have prompts that correspond to these questions. You will find this information is section E1 of the Notice of Funding Opportunity.

For this section of the narrative, reviewers will consider how well you’ve defended the need, problem, or challenge you will address; how well you’ve identified who or what will benefit from the project, and how good of a job you’ve done in involving them in the planning. Reviewers also value external needs assessment or research that can support and validate your need. They’ll look at who particularly will benefit and how the museum field will benefit. And they will weigh in on your demonstrated understanding of current research and practice in the area.



Narrative: Project Work Plan

- What specific activities will you carry out and in what sequence?
- What are the risks to the project and how will you mitigate them?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities?
- How will you track your progress toward achieving your intended results?

PROJECT WORK PLAN

The Project Work Plan is the part of the narrative in which you explain what you will do, how you plan to address risks that may be present, who will do the project, when, and using what resources.

Consider Who will plan, implement, and manage your project? And what time, financial, personnel, and other resources will you need to carry out the activities?

The reviewers will be looking for evidence that you know what you are doing, have the right people at the table, that the project is realistic, that there is room to change course if needed.



Narrative: Project Results

- What are your project's intended results, and how will they address the need, problem, or challenge you have identified?
- How will the knowledge, skills, behaviors, and/or attitudes of the target group change as a result of your project?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

PROJECT RESULTS

The final section of your narrative should be devoted to articulating your project's intended results.

What specific results do you intend to achieve in your project and what will change as a result.

Tell us how you will sustain the benefits of your project beyond the lifespan of this particular project? In other words, when the federal funding goes away, how will the benefit to the field be sustained?

Reviewers will register their thoughts about how likely it is you will deliver on the results that you've proposed; how useful and whether your plan for sustaining the benefits of the project are reasonable and practical.



Allowable and Unallowable costs

- IMLS NOFO
- 2 CFR 200

Visit: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E?toc=1>

When preparing your proposal, be careful to include only allowable costs in both your IMLS request and your cost share. To do otherwise can hurt your chances of getting positive reviews and being recommended for funding.

We'll go through some common expenses that are allowable and unallowable, but for details, please see 2 CFR part 200, this is the part of the Code of Federal Regulations covering Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Fortunately, the regulations are available online in a searchable format on the U.S. Government Publishing Office website and a link is listed on this slide.

Of particular interest is Subpart E—Cost Principles.



Allowable Costs

- Personnel salaries, wages, and fringe benefits
- Travel expenses for key project staff and consultants
- Materials, supplies, software, and equipment related directly to project activities
- Third-party costs (e.g., program evaluation, software development)
- Publication design and printing
- Staff and volunteer training
- Paid internships/fellowships
- Indirect or overhead costs

In the ALMIFI Notice of Funding Opportunity, we provide a partial list of the most common examples of allowable costs for this grant program. These include:

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- third-party costs (e.g., program evaluation, software development) You can also include honoraria, stipends, or other compensation from project participants (for example, community members, advisors)
- Staff and volunteer training
- Paid internships or fellowships
- indirect or overhead costs
- So, these costs may be part of what you ask IMLS to pay for and/or what you will pay for as part of your cost share, if one is included



Unallowable Costs

- General fundraising costs, such as development office staff or other staff time devoted to general fundraising
- General operating support
- Acquisition of collections
- General advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- Construction or renovation of facilities
- Social activities, ceremonies, receptions, or entertainment
- Research projects

Unallowable costs include:

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising;
- contributions to endowments;
- general operating support; (these costs are part of what we support through your Indirect Costs)
- acquisition of collections;
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project;
- construction or renovation of facilities; and – fabrication and other types of work can be allowable, check with us if you have questions
- social activities, ceremonies, receptions, or entertainment. Note that sometimes food can be allowable – for example when you need to feed kids or teens or during a working lunch at a training workshop, and
- Research projects

So, these costs may NOT be part of what you ask IMLS to pay for, NOR can they be part of what you will pay for as part of your cost share, if one is included. In fact, unallowable expenses can't show up anywhere in your proposal.

Application Tips

Register Early

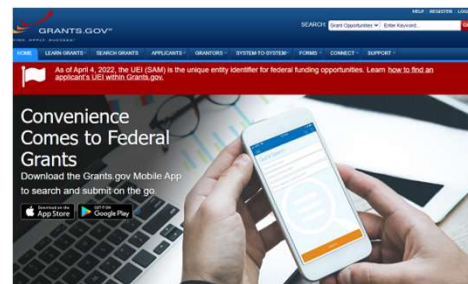
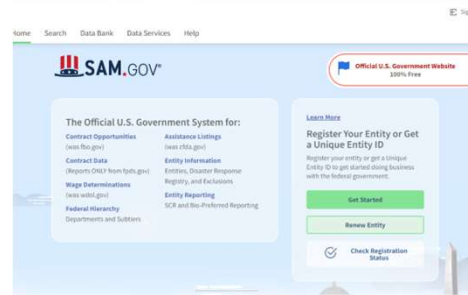
1. SAM Registration:

www.sam.gov

2. Grants.gov

Registration:

www.grants.gov



Now for some tips.

First on the list is “Register early!” You must have an active SAM.gov registration and know your Unique Entity Identifier, which is generated through your SAM account. You must also have a current and functional Grants.gov registration. Check to see whether your Grants.gov registration is associated with a former staff member whose password is a mystery to you. Leave time to deal with these eventualities!

It’s also crucial to remember that your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status using Login.gov

Application Tips

IMPORTANT TO KNOW: We can make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. So...

- Revisit the grant Notice of Funding Opportunity frequently
- Schedule a counseling call with one of our staff
- Describe your museum well and vividly
- Follow the narrative outline it provides. Use headings, subheadings, or numbered sections to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon.
- Ask a colleague to review everything with fresh eyes before you submit.
- Be sure your application is complete. **Pay close attention to required documents, formats, and naming.**
- Submit to Grants.gov **early** so you can correct any errors.

Important things to know...

- Read the application guidelines (NOFOs) – we know it’s a long document, but it contains essential information on how to prepare your application components.
- Schedule a counseling call with one of our staff – we are available to answer your questions, these often come at the start of the process (general questions), and later you may have a very specific or detailed question about a particular component – you can email or call us to ask your questions.
- Describe your museum well and vividly and use recent, relevant data to make your point. – reviewers will look at the application to try to understand your museum, be sure to give them a good description.
- Follow the narrative outline in the Notice of Funding Opportunity and consider using the same headings to make it easy for reviewers to read.
Avoid acronyms and jargon. The people who will review your application are experts, but they may not be totally familiar with your shorthand. Make it easy for them to understand what you mean.
- Ask a colleague to read the narrative with fresh eyes. Ask them to act like a reviewer who’s seeing this for the first time, do this well in advance of the submission deadline so you have adequate time to edit the narrative if necessary.
- Be sure your application is complete. Check it against the Table of Application Components to be sure you’re not missing any required components.
- Submit to Grants.gov early so you have time to correct any errors before the deadline.

Important Dates

Aug. 7, 2023 Applications Due in Grants.gov

Late September Awards announced

Sep. 27, 2023 Projects begin

Important things to know

Applications are on August 7, 2023

Awards will be announced in late September

Project will begin September 27, 2023

OMS Staff Contacts

Gibran Villalobos

gvillalobos@imls.gov

202.653.4649

Giovanna Urist

gurist@imls.gov

202.653.4651

Laura Zamarripa

lzamarripa@imls.gov

202.653.4753

Thank you very much for your interest in IMLS and in the American Latino Museum Internship and Fellowship Initiative. We hope you have found the information in this webinar helpful. Here is a listing of the names, email addresses, and direct phone numbers for program staff in the Office of Museum Services. There is also a list of staff on our website with contact information. We encourage you to contact us with any questions you might have. We'll be very happy to help.



To learn more, visit www.imls.gov

And remember that our website is the central place for information about applying for IMLS grants.