Office of Museum Services
American Latino Museum Internship and Fellowship Initiative

Applicant Information Session

Introduction

Video Chapters

① Chapter 1: What is the American Latino Museum Internship and Fellowship Initiative (ALMIFI)?

② Chapter 2: What can ALMIFI Grants Fund?

③ Chapter 3: Application Components - Overview

④ Chapter 4: Application Components - Narrative

⑤ Chapter 5: Application Components – Budget

⑥ Chapter 6: Application Tips and Next Steps

Using This Video

Watch

Watch this video in its entirety

Review

Review the ALMIFI Notice of Funding Opportunity (NOFO) at **www.imls.gov/grants**

Refer

Refer to this video as needed

What is ALHC?

American Latino History and Culture Program

What is ALMIFI?

American Latino Museum Internship and Fellowship Initiative

ALMIFI – Grants for American Latino Internship and Fellowship Initiative

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

- the Smithsonian to create the 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

National Museum of Mexican Art

Eligibility

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

Museum and Higher Education Partnerships

ALMIFI is also for…

- 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 public or private nonprofit agency that is responsible for the operation of a museum that meets eligibility criteria, applying on behalf of the museum; or

- A not-for-profit **museum service organization** or association whose primary purpose, as reflected in its mission, is to support museums identified above.

What Can ALMIFI Fund?

ALMIFI Funds Projects

National Museum of Mexican Art
Chicago, IL

What is a "project"? A temporary endeavor undertaken to create a unique product, service, or result.

- A project is **temporary** in that it has a defined beginning and end in time, and therefore defined scope and resources.

- And a project is **unique** in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal.

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.

Program Goals continued

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.

What Size Are ALMIFI Projects?

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.

How Many ALMIFI Projects Get Funded?

- In FY23 IMLS made eight ALMIFI awards for a total of $4.1M

- The eight awards were selected from 22 applications in total requesting $12M

- The average amount of federal funds for each project was $521,765.

Application Components

Application Components

The ALMIFI Notice of Funding Opportunity (NOFO) includes a complete list of all the application components.

Most of these components are created and saved as a PDF for uploading as part of your application package in Grants.gov.

Required Documents

These components are required of all ALMIFI applications.

- Application for Federal Assistance (SF-424S)
- IMLS Museum Program Information Form (including Abstract)
- Organizational Profile (one page)
- Narrative (10 pages max.)
- Schedule of Completion (one page per year)

- Performance Measurement Plan (two pages)
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes (two pages each)

Conditionally Required Documents

These components are required of <u>some</u> ALMIFI applications.

- Proof of Private, Nonprofit Status
- Final Federally Negotiated Indirect Cost Rate Agreement
- Digital Products Plan

Supporting Documents

These components are <u>optional</u> in ALMIFI applications. Include only those that supplement the Narrative and support the project description provided in the application.

- Letters of commitment or support from Institutions of Higher Education

- Letters of commitment or support from American Latino museums

- Recruitment plans

- Curriculum and learning objectives for internship and/or fellowship programs

- Position descriptions including expected duties and learning outcomes for interns/fellows

- Training needs assessments

- Bibliography or references relevant to your proposed project design or evaluation strategy

- Reports from planning activities

- Products or evaluations from similar projects

- Web links to relevant online materials

- Contractor or vendor quotes

- Equipment specifications

- Relevant images

Application Components

In the following sections of this presentation, we will focus on two application components:

- Narrative

- Budget

The Notice of Funding Opportunity offers complete instructions on how to prepare and complete all application components.

Application Components

Narrative

Narrative: Project Justification

Tell us:

- Which program goal and associated objective 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?
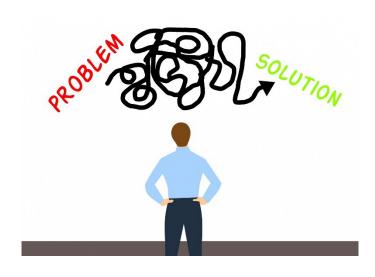
- Who are the ultimate beneficiaries for this project?

Narrative: Project Justification continued

Reviewers will look for:

- How well does the proposal align with the selected American Latino Museum Internship and Fellowship Initiative program goal and objective(s)?

- How well has the applicant used relevant data and best practices to describe the need, problem, or challenge to be addressed?

- Has the applicant appropriately defined the target group(s) and beneficiaries, as applicable, for this work?

- Have the target group and other project stakeholders been involved appropriately in planning the project?

Defining a need, problem, or challenge

- Remember that the federal government wants its investment to result in something getting better.

- Articulate what will get better as a result of your project as precisely as possible.

- Identify why it is important that this change happens.

- Hone your problem definition carefully.

- Present data that support your problem definition.

Narrative: Project Work Plan

Tell us:

- 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?

Narrative: Project Work Plan continued

Reviewers will look for:

- Are the proposed activities informed by relevant theory and practice?

- Are the goals, assumptions, and risks clearly stated?

- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?

- Are the time, financial, personnel, and other resources identified appropriate for the scope and scale of the project?

- Is the proposed Performance Measurement Plan likely to generate the required measures of Effectiveness, Efficiency, Quality, and Timeliness?

- If present, does the Digital Products Plan reflect appropriate practices and standards for creating and managing the types of digital products proposed?

- Will the proposed methods for tracking the project's progress toward achieving the intended results allow course adjustments when necessary and result in reliable and measurable information about the results of the project?

Defining an activity

- An activity is something that someone does.

- It has a beginning and an end.

- You know when you've finished it because it doesn't need to be done any more (or it is no longer on your To Do List).

- It is not a "goal," "result," or "outcome." It is a thing you do as part of striving to achieve those.

- Aim for a reasonable level of detail in identifying your activities—not too much, not too little, just right.

Defining risks

About Risk

- There is no checklist of risks, but every project has them.

- The best proposals will show that the applicant is aware of them and has a plan for dealing with them.

- Answer the question, "What if?"

Examples of Risk

- A project is dependent upon fundraising to generate cost share, but it might not be complete by the time the application is submitted. What will the institution do if the money is unavailable by the time the project starts?

- A project may be structured around university interns, who will be selected and trained according to well thought-out processes. What will happen if one or more interns drops out? What's the plan for replacing them mid-project?

- A project depends on your community partners to achieve success, but one partner drops out mid-project. What do you do now?

Narrative: Project Results

Tell us:

- What are your project's intended results and how will they address the need, problem, or challenge you have identified? Be sure to address this question from the dual perspectives of advancing knowledge and understanding and ensuring that the federal investment made through this grant generates benefits to society.

- How will the knowledge, skills, behaviors, and/or attitudes of the target group change as a result of your project?

- What products will result from your project?

- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

Narrative: Project Results continued

Reviewers will look for:

- Are the project's intended results clearly articulated, realistic, meaningful, and linked to the need, problem, or challenge addressed by the project?

- Is the plan to effect meaningful change in knowledge, skills, behaviors, and/or attitudes solidly grounded and appropriately structured?

- Is it clear that the federal investment made through this grant will generate identifiable benefits to society?

- Will the products created by the project be made available and accessible to the target group?

- Is the plan to sustain the benefits of the project beyond the conclusion of the period of performance reasonable and practical?

Defining intended results, success measures

- Answer the question, "What will be better as the result of this work?"

- Think through how you'll recognize success and how you'll measure it for each of your high-level activities.

- Tie everything back to your need, problem, or challenge.

- Include tangential benefits or positive outcomes, but make sure they are in addition to, not instead of, your original intended results.

Narrative Recap

- Your Narrative has three sections—Project Justification, Project Work Plan, and Project Results

- 10-page maximum

- Refer to the review criteria in Section E of the Notice of Funding Opportunity (NOFO)

Application Components

Budget

IMLS Budget Form

The IMLS Budget Form accommodates up to three years of project activities and expenses.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by cost share.

Allowable Cost Examples

- Personnel salaries, wages, and fringe benefits
- Travel expenses for key project staff and consultants
- Materials, supplies, software, and equipment related directly to project activities
- Equipment to improve collections storage and exhibit environments
- Third-party costs
- Publication design and printing
- Program evaluation
- Staff and volunteer training
- Paid internships/fellowships
- Indirect or overhead costs

Unallowable Cost Examples

- General fundraising costs
- Contributions to endowments
- General operating support
- Acquisition of collections
- General advertising or public relations costs
- Construction or renovation of facilities
- Social activities, receptions, or entertainment
- Research projects

Budget Justification

The **Budget Justification** is in an opportunity to provide in a more a detailed narrative format, an explanation or justification for the project costs itemized in the IMLS Budget Form.

For example:

- In *Salaries and Wages* you should identify each person whose salary or wages will be paid with IMLS funds or by cost share. If cost share is being provided by unpaid volunteers, explain how you arrived at the dollar amount used to represent the value of their services.

- In *Supplies, Materials and Equipment* you should list each type of supply, material, and equipment you propose to purchase or provide as cost share for the project. Provide vendor quotes or price lists as *Supporting Documents* with your application.
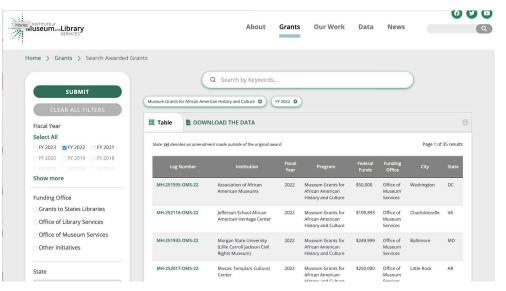
Characteristics of Successful Applications

- *Institutional Impact:* The project provides opportunities for internships and fellowships at American Latino museums for students enrolled in Institutions of Higher Education, including Hispanic-Serving Institutions.

- *In depth Knowledge:* Applications reflect a thorough understanding of current practice and knowledge about the subject matter.

- *Project-based Design:* Work plans consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge identified in your application.

- *Demonstrable Results:* Projects generate measurable results that tie directly to the need or challenge it was designed to address.

Application Tips and Next Steps

Awarded Grants Search

The Awarded Grants Search gives you an opportunity to explore our archive of grants.

Sample Applications

Sample applications of recently funded grants are available on the IMLS website.

Sample Applications continued

University of Texas Río Grande Valley Center for Mexican American Studies

Latinx Museum Internship and Fellowship Program

Project Justification

Introduction The University of Texas Río Grande Valley (UTRGV), established in 2015, is a comprehensive, multi-campus university that serves a largely rural Mexican American and Latinx population on the U.S. México border. UTRGV, unified under one new institution, was formed from three legacy institutions - UT Brownsv[...] American, and the UT Regional Academic Health Science Center in Harlingen, Texas. UTRGV is th[...] in the nation with over 32,000 students, of whom 92% are Mexican American and/or Latinx, 54% fir[...] women, and 63% of all undergraduates receive the Pell Grant (UTRGV 2022).[1] UTRGV offers over [...] 60 graduate programs. In 2016, UTRGV launched its strategic plan to serve the surrounding commun[...] Valley. As part of that plan, an initiative was developed to establish UTRGV as a bilingual, bicultura[...] university.

The history of the Rio Grande Valley is marked by the persistent marginalization of Mexican, Mexic[...] and Indigenous peoples from social mobility due to overt and systemic racism as well as implicit bia[...] manifested itself in deficit thinking systems and policies. This deficit thinking has also plagued educ[...] funding for higher education programming and infrastructure has contributed greatly to the marginal[...] families. In 2015, the creation of UTRGV allowed for a substantial increase in available state and fe[...] what funding was available was not specifically dedicated to dismantling systemic racism or uplifti[...] of the students and community. Even though UTRGV has accomplished many milestones in enrollm[...] programming, investment, and partnerships since then, the university still needs additional financial [...] strategically target the legacy of racism that has affected and continues to affect the quality of educat[...] and outside the classroom. This includes the opportunities our students have to access and participate[...] fellowships. However, the difficulties our students face to participate in museum internships and fell[...] Latino museums are particularly difficult for several reasons. One reason is a lack of funding to buil[...] capacity. A significant investment in infrastructure and capacity building is critical to the success an[...] program. Other reasons include funding for student participation and family engagement. Some of U[...] strengths are the cultural, linguistic, familial, and navigational capital that its students bring with the[...] Yosso refers to these forms of capital as cultural wealth (2005). This is a great resource both to the process for building institutional capacity but also a great resource to American Latino museums across the nation. However, rarely are our students afforded the opportunities to engage in both the capacity building and important exchanges that not only build

ACTIVITY	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
HIRE STAFF												
FORM STUDENT ADVISORY BOARD												
ESTABLISH MEETING SCHEDULE												
DEVELOP NEW COURSE												
SUBMIT COURSE FOR UNIVERSITY APPROVAL												
DEVELOP PROMOTIONAL MATERIALS												
DEVELOP RECRUITING PLAN												
DEVELOP FAMILY ENGAGEMENT PLAN												
DEVELOP WEBSPACE												
SITE VISITS												
DEVELOP HANDBOOK												
TRANSLATION OF PRINT & WEB MATERIALS												
EVALUATION OF YEAR 1 ACTIVITIES												
YEAR 1 REPORT												
REVIEW & REVISE (AS NEEDED) YEAR 2 ACTIVITIES												

YEAR 1 ACTIVITIES CALENDAR 2023 - 2024

Application Tips

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

- Start early.
- Become familiar with Grants.gov Workspace. See https://www.grants.gov/web/grants/applicants/workspace-overview.html
- Do your background research.
- Be sure your application is complete.
- Make sure all application components are in the proper format and follow the correct naming conventions.
- Submit to Grants.gov **early** so you can correct any errors.

Application Tips continued

Check your registrations and know your usernames and passwords.

System for Award Management (www.sam.gov)

- Unique Entity Identifier (UEI)
- **Registration must be renewed every year!**

Grants.gov (www.grants.gov)

- **Passwords expire every 60 days!**
- Accounts are deactivated after 365 days of inactivity.

START EARLY, DON'T DELAY

Application Tips continued

Peer reviewers – museum professionals from all types of museums – will be selected by IMLS to read each application and provide constructive and critical comments on the strengths and weaknesses of the proposed projects.

To help make sure your Narrative is as clear and complete as possible:

- Follow the Narrative outline in the ALMIFI Notice of Funding Opportunity.
- Consider the review criteria associated with section of the Narrative.
- Use headings, subheadings, or numbered sections in your Narrative 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 it.

Important Dates and Times

Applications are due by 11:59 pm EST on **March 1, 2024.**

- Awards will be announced in **July 2024.**

- Projects must start **August 1, 2024.**

Next Steps

Connect with IMLS Program Staff in the Office of Museum Services to ask questions about the:

- ALMIFI grant program

- Application Components

- Review Process

https://imls.gov/grants/available/american-latino-museum-internship-and-fellowship-initiative

Credit

This presentation text is a work of the U.S. Government and its contents are in the public domain. Images in this presentation are used with permission of the source noted, unless otherwise indicated. If you reuse our work, please acknowledge IMLS as the source.