



The banner features the IMLS logo in the top left corner, which consists of a stylized sunburst icon and the text "INSTITUTE of Museum and Library SERVICES". Below the logo is a dark grey horizontal bar. Underneath that is an orange diagonal bar with the date "October 19, 2017" in white text. The main title "IMLS Museum Grants for African American History and Culture FY 2018 Information Session" is centered in white text on a teal background. At the bottom, there are three small images: a woman working at a computer in a library, a large classical building with people walking in front, and a group of people looking at a document together.

Welcome to the Institute of Museum and Library Services' webinar, "IMLS Museum Grants for African American History and Culture Fiscal Year 2018 Information Session."

My name is Mark Isaksen – I'm a Senior Program Officer in the Office of Museum Services - and speaking on behalf of rest of the staff in the Office of Museum Services, we are delighted that you are interested in preparing an application for the IMLS Museum Grants for African American History and Culture grant program. I will be referring to the program throughout the presentation as AAHC, the abbreviation of the program title.


# Companion Webinars

**PRE-RECORDED WEBINARS**  
**Choosing a Funding Opportunity**  
*Basic information for all applicants*

<https://www.ims.gov/news-events/events/ims-fy2018-museum-funding-opportunities-webinar>

**FY2018 Forms**  
*Detailed tips on completing the forms required for all grant programs*

<https://www.ims.gov/news-events/events/ims-office-museum-services-fy2018-ims-forms>



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” and “FY2018 Forms” have been pre-recorded and are available as recordings and as PDFs of the slides plus transcripts on our website at the links pictured here.

In the first, we cover 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, how to find information online with a focus on our website, and we cover the three places you must be registered in order to apply for an IMLS grant.

In the second webinar, we provide information to help you complete the forms required for all IMLS grant applications.

We strongly recommend that you take a look and/or listen to both of these to get the complete picture of preparing and submitting a competitive application to Museums for America.

# Notice of Funding Opportunity



The screenshot shows the IMLS website with a teal navigation bar containing 'APPLY FOR A GRANT', 'MANAGE YOUR AWARD', and 'SEARCH AWARDED GRANTS'. An orange arrow points to the 'APPLY FOR A GRANT' button. Below the navigation bar is a 'Book Clubs and Author Talks' section featuring a photo of people reading. Further down is an 'ABOUT US' section with a paragraph of text and a 'CONTACT US' button. At the bottom, there is a 'DIRECTIONS PAGE' and a 'NEWS' section with a headline: 'IMLS Extends Deadline on Grant Applications for Libraries Affected by Hurricane Harvey'.

## Museum Grants for African American History and Culture Program

### FY 2018 NOTICE OF FUNDING OPPORTUNITY

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IMLS Grant # 17-01886, Expiration Date: 12/31/2018 IMLS-2018-0001

[www.imls.gov](http://www.imls.gov)

I also want to make sure to point out where the application process begins, which is on our website. You will see a big teal button on our home page that reads **APPLY FOR A GRANT**. Clicking that will take you to a list of grant programs from which you will choose Museum Grants for African American History and Culture.

These guidelines – or Notice of Funding Opportunity – which you can see on the right – will walk you through the application process and contain most of the information I will provide today.

## Overview

1. AAHC Program Goals, History & Statistics
2. IMLS and AAHC Funding Eligibility Criteria
3. How Much and How Many?
4. AAHC Project Activities
5. Allowable and Unallowable Costs
6. Application Components
7. Narrative Review Criteria
8. Where to Learn More
9. Application Tips & Next Steps

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

1. AAHC Program Goals, History & Statistics
2. IMLS and AAHC Funding Eligibility Criteria
3. How Much and How Many?
4. AAHC Project Activities
5. Allowable and Unallowable Costs
6. Application Components
7. Narrative Review Criteria
8. Where to Learn More
9. Application Tips & Next Steps

## AAHC Program Goals

Museum Grants for African American History and Culture support projects that build the capacity of African American museums.

Created by an act of Congress in 2003 which authorized:

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

The AAHC grant program is designed to strengthen the institutional capacity in the African American museum community. The grant program was created by an Act of Congress in 2003 – the same act that created the Smithsonian National Museum of African American History and Culture. 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 African American museums.

## AAHC Grants 2006-2017



Number of Applications: 441

Number of Grants Funded: 153

Total Funds Awarded:  
\$15,320,735

Total Cost Share:  
\$18,592,974

Peer Reviewers:  
173

The Museum Grants for African History and Culture (AAHC) program has received 441 applications over the past 12 years. We have made 153 grants totaling \$15.3million in federal funds and \$18.6 million in match funds (non-federal).

Applications are read by peer reviewers with relevant museum experience, and 173 peer reviewers have been assigned to read applications in this program.

<b>AAHC Applications &amp; Awards</b>				
	<b>Number of Applications</b>	<b>Number of Awards</b>	<b>Funds Requested</b>	<b>Funds Awarded</b>
<b>FY 2014</b>	32	12	\$3,935,360	\$1,407,000
<b>FY 2015</b>	35	17	\$3,394,060	\$1,407,000
<b>FY 2016</b>	31	17	\$2,716,708	\$1,481,000
<b>FY 2017</b>	32	16	\$3,076,510	\$1,485,955

We are often asked about the number of applications and funding success rates, so here are the figures for the past four years.

You will see that the number of awards made in the AAHC program has increased over the past few years, particularly when we introduced smaller size grants (under \$25,000) in FY 2015. Although Congress has yet to pass a final budget for FY 2018 (which began on October 1) we anticipate that the funding for this program will remain the same as the prior year.

# Museum Eligibility Criteria

Is your organization:

- A museum?
- A non-profit organization?
- State or local government?
- Institution of Higher Education?

✓ If yes, then you may be eligible to receive funds.

✓ If no, then partner with someone who is eligible.

**ELIGIBILITY CRITERIA**

Each grant program has specific eligibility requirements. The links below provide general eligibility criteria for museums, libraries, and tribal organizations, but please note that additional organizations may be eligible for grants under certain programs. Additionally, ineligible organizations may still be able to participate in grant programs through partnerships with eligible organizations. Please see Applications and Guidelines for specific information.

**Museums**

To be eligible as a museum, you 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;
- be located in one of the 50 States of the United States of America, 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; and
- qualify as one of the following:
  1. a museum<sup>1</sup> that, using a professional staff,<sup>2</sup> is organized on a permanent basis for essentially educational or aesthetic purposes, owns or uses tangible objects, either animate or inanimate, cares for these objects, and exhibits these objects to the general public on a regular basis through facilities that it owns or operates;<sup>3</sup>
  2. a public or private nonprofit agency which is responsible for the operation of a museum may apply on behalf of the museum.

The general museum eligibility criteria apply to most of the IMLS grant programs, including AAHC. To summarize: you are likely to be eligible to receive funding if you meet the IMLS definition of a museum (as described on our website) and are a non-profit organization, or part of a state or local government, or an institution of higher education.




## AAHC Eligibility Criteria

- A museum whose primary purpose, as reflected in its mission, is African American life, art, history, and/or culture, encompassing the period of slavery; the era of reconstruction; the Harlem renaissance; the civil rights movement; and other periods of the African 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
- Historically Black Colleges and Universities.

In addition to the general IMLS museum eligibility criteria, the AAHC grant program has specific eligibility criteria. To be eligible for an award under the FY2018 Museum Grants for African American History and Culture program, you must qualify as one of the following:

- A museum whose primary purpose, as reflected in its mission, is African American 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 museums identified above; or
- One of the 107 Historically Black Colleges and Universities. HBCU's qualify even if they do not have a museum.

## How much and how many?



**HOW MUCH?**

**Option 1:** \$5,000-\$25,000 with **no cost share permitted**

**Option 2:** \$25,001-\$150,000 with 1:1 cost share required

**HOW MANY?**

If you choose **Option 1**, you are limited to **one** application in the FY2018 AAHC grant program.

If you choose **Option 2**, there is no limit on the number of applications your museum may submit to AAHC.

Our next topic has to do with how much funding may you request and how many applications are you allowed to submit.

There are two options to consider. Option 1 is to apply for an amount between \$5,000 and \$25,000. If you elect Option 1, then you do not need to provide a cost share.

Option 2 is to apply for an amount between \$25,001 and \$150,000. If you elect Option 2, then you must provide a 1:1 cost share. This 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.

The second question is how many applications may you file? If you choose Option 1 and request between \$5,000 and \$25,000 with no cost share, then you are limited to one AAHC application in the FY2018 round.

If you choose Option 2 and request between \$25,001 and \$150,000 with a 1:1 cost share, then there is no limit on the number of applications your museum may submit this round to AAHC.

## Characteristics of Successful AAHC Applications

- ***Institutional Impact:*** Projects improve the operations, care of collections, or development of professional management for the organization.
- ***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 measureable results that tie directly to the need or challenge it was designed to address.

What are the characteristics of successful AAHC applications? There are four, and successful projects address all of them well. As you prepare your application, keep these characteristics in mind.

*FIRST, Institutional Impact:* Your project should improve the operations, care of collections, or development of professional management for the organization..

*SECOND, In-depth knowledge:* Your proposal should reflect a thorough understanding of current practice and knowledge about the subject matter.

*THIRD, Project-based design:* Your work plan should consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge.

*AND FOURTH, Demonstrable results:* Your project should generate measureable results that tie directly to the need or challenge it was designed to address.

These are the general characteristics of successful projects, in sum these are things that peer reviewers like to see in your application. An application that has all of these four characteristics, will stand out in the review process, and will have the best chance of success for funding. So keep these in mind when you start writing and editing your application narrative.

## AAHC Project Activities

You may apply for projects including, but not limited to, the following:

- Fostering partnerships among museums and institutions of higher education to address challenges facing the African American museum community
- Training and professional development for staff and volunteers
- Creating and supporting internships and fellowships, including recruitment, supervision, mentoring, and training
- Exhibition development, design, and fabrication (non-construction)
- Interpretive and educational programs, product development, and delivery

There are no project categories for this program. We invite you to apply for projects that best meet your needs; this is a list of some of the project activities you may apply for – they're all linked to the overarching goals of the IMLS strategic plan and the legislation that authorized this grant program.

You may apply for projects including, but not limited to, the following:

- Fostering partnerships among museums and institutions of higher education to address challenges facing the African American museum community
- Training and professional development for staff and volunteers
- Creating and supporting internships and fellowships, including recruitment, supervision, mentoring, and training for interns and fellows
- Exhibition development, design, and fabrication (non-construction)
- Interpretive and educational programs, product development, and delivery

## AAHC Project Activities

You may apply for projects including, but not limited to, the following:

- Cataloging, inventorying, documenting, and registration of collections
- Rehousing collections and environmental improvements (non-construction) for museum collections storage and exhibit areas
- Installing, migrating to, and upgrading collections databases to improve collections management and/or to facilitate access and discovery
- Digitization of collections to enhance outreach, expand access, or improve collections management

Here are a few more examples of the kinds of projects that you might apply for in this program:

- Cataloging, inventorying, documenting, and registration of collections
- Rehousing collections and environmental improvements (non-construction) for museum collections storage and exhibit areas
- Installing, migrating to, and upgrading collections databases to improve collections management and/or to facilitate access and discovery
- Digitization of collections to enhance outreach, expand access, or improve collections management

# Allowable/Unallowable Costs

The screenshot shows the U.S. Government Publishing Office website with the following content:

- Header:** U.S. GOVERNMENT PUBLISHING OFFICE | U.S. GOVERNMENT PRINTING OFFICE: 2017-000-000-000-000
- Navigation:** Home, About, Contact Us, Help, U.S. GOVERNMENT PUBLISHING OFFICE, U.S. GOVERNMENT PRINTING OFFICE: 2017-000-000-000-000
- Search:** Search for: [input field]
- Advanced Search:** Filter, Sort, Refine, Save, Print, Email, Share
- Navigation:** Home, About, Contact Us, Help, U.S. GOVERNMENT PUBLISHING OFFICE, U.S. GOVERNMENT PRINTING OFFICE: 2017-000-000-000-000
- Section:** ELECTRONIC CODE OF FEDERAL REGULATIONS (e-CFR)
- Text:** As of October 20, 2017, links or bookmarks to old eCFR.gov will no longer work. The correct Web address is www.ecfr.gov.
- Text:** View past updates to this e-CFR. Click here to learn more.
- Text:** e-CFR data is current as of October 5, 2017.
- Text:** Title 2 - Subtitle A - Chapter II - Part 200
- Text:** TITLE 2 - OFFICE OF MANAGEMENT AND BUDGET GUIDANCE FOR GRANTS AND AGREEMENTS
- Text:** CHAPTER II - OFFICE OF MANAGEMENT AND BUDGET GUIDANCE
- Text:** PART 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
- Text:** SUBJECT A - ALLOWABLE AND UNALLOWABLE COSTS
- Table:**

Code	Description
5010-001	Petty goods
5010-002	Association
5010-003	Compensation of costs
5010-004	Factors affecting allowability of costs
5010-005	Reasonable costs
5010-006	Allocable costs
5010-007	Applicable costs
5010-008	Prior written approval (prior approval)
5010-009	Limitation on allowance of costs
5010-010	Special considerations
5010-011	Collection of unallowable costs
5010-012	Adjustment of previously regulated indirect (FBI/DOE) rates consistent with unallowable costs
5010-013	Classification of costs
5010-014	Direct costs
5010-015	Indirect (FBI) costs
5010-016	Reasonable overhead
5010-017	Provision, Consideration for State, Local, Government and Native Tribal Cost Allocation Plans and Indirect Cost Proposals
5010-018	Immunology services
5010-019	Provision, Consideration for Institutions of Higher Education
5010-020	Costs incurred by states and local governments
5010-021	Cost accounting elements and disclosure elements
5010-022	Provision, Consideration for Scientific Research in Drug
5010-023	Considerations for selected forms of cost
5010-024	Advertising and public relations
5010-025	Activity benefits
5010-026	Alcoholic beverages
5010-027	Assistance services
5010-028	Auto services
5010-029	Bad debts
5010-030	Banking costs
5010-031	Collection of unpaid payments
5010-032	Compensation and consultation costs
5010-033	Competition - personal services
5010-034	Competition - fringe benefits
5010-035	Conferees

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)  
OR  
<http://tinyurl.com/nxawgds>

We'll turn now to allowable and unallowable costs for your project. Be very careful in preparing your proposal and include only allowable costs in both your IMLS ask 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 Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations covering Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, or "2 CFR 200" for short.

The regulations are available online in a searchable format on the U.S. Government Publishing Office website listed on the screen.

# Allowable Costs

## Examples of 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
- equipment to improve collections storage and exhibit environments
- third-party costs
- publication design and printing
- staff and volunteer training
- internships/fellowships
- indirect or overhead costs



In the AAHC Notice of Funding Opportunity, we provide a partial list of the most common examples of allowable costs as pictured here.

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 required. The rules about allowability apply to both sides.

# Unallowable Costs

## Examples of unallowable costs

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- general operating support
- acquisition of collections
- general advertising or public relations costs
- construction or renovation of facilities
- social activities, ceremonies, receptions, or entertainment
- research projects
- pre-award costs



We also provide a list of generally unallowable costs, again both for IMLS funds and for cost share. 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. In fact, unallowable expenses can't show up anywhere in your proposal.

As you prepare your application, it's a good idea to compare your list of proposed expenses against these lists of allowable and unallowable costs and against the appropriate set of cost principles. If after that you have specific questions, please contact us and we'll be happy to help.



**Application Components**

**Required Documents**  
All applications must include these. Omission of one results in exclusion from further consideration.

**Conditionally Required Documents**  
Some applications must include these. Omission of one results in exclusion from further consideration.

**Supporting Documents**  
These are optional. Make good decisions, and include only those that supplement the narrative and support the project description provided in the application.

Next up are application components, these are a series of documents you will upload in Grants.gov that together make up your application.

These application components fall into three categories. The first is that of **Required Documents**. **All applications must include these**. Omission of even just one can result in the exclusion of your application from further consideration.

The second group is that of **Conditionally Required Documents**. **Some** applications must include these. It might depend on the nature of your institution or some aspect of your project. In either case, omission of even just 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 your narrative and support the project description you provide in your application. This is not the place to introduce new information. Be respectful of your reviewers' time and avoid any temptation to include extraneous material that is not directly relevant to your project.

# Application Components

## Required Documents

**All** applications must include these. Omission of one can result in your exclusion from further consideration.



- Application for Federal Assistance/Short Organizational Form (SF-424S)
- Abstract
- IMLS Program Information Sheet
- Organizational Profile (1 page)
- Narrative (5 pages max.)
- Schedule of Completion (1 page per year max.)
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes of Key Project Staff and Consultants (2 pages max. each)
- Digital Product Form

Your AAHC application will consist of a series of individual documents, and it's very important to make sure you prepare and submit everything you should.

These application components fall into three categories in the Museum Grants for African American History and Culture Program. **All applications must include the required documents listed here.** Omission of even just one can result in the exclusion of your application from further consideration. Also important to note are page limits. If you exceed the page limit specified in the Notice of Funding Opportunity, we must remove the extras before your application goes out for review. Make sure your content fits into the page limits specified and make sure the number of pages holds when you convert your document to a PDF.

Our pre-recorded webinar, "IMLS Office of Museum Services, FY2018 Forms," provides detailed guidance on completing the forms highlighted here in red: The Application for Federal Assistance, the IMLS Program Information Sheet, the IMLS Budget Form and associated Budget Justification, and the Digital Product Form. We strongly recommend that you listen to and/or read the transcript of that webinar.

## Application Components

### Conditionally Required Documents

**Some** applications must include these. Omission of one results in exclusion from further consideration.

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



The second category of application components is that of **conditionally required documents**. **Some** applications must include one or both of these, and it's your job to figure out which are required for yours.

- If you are applying as a nonprofit, then you must include your proof of nonprofit status issued by the IRS.
- If you are using a federally negotiated indirect cost in your budget, then you must include a copy of your final rate agreement.

Just like the required documents, omission of even one can result in the exclusion of your application from further consideration.

## Application Components

### Supporting Documents

These are **optional**. Make good decisions, and include only those that supplement the narrative and support the project description provided in the application.



- Letters of commitment, support
- Bibliography, references
- Reports from planning activities
- Photographs
- Contractor quotes
- Equipment specifications and price quotes
- Products or evaluations of previous projects
- Web links
- Needs assessments

The third group of application components is **supporting documents, and here is a partial list of examples**. Supporting documents are completely optional. You may submit some or none. We urge you to make good decisions here and include only those that supplement the narrative and support the project description you provide in your application. This is not the place to introduce new information. We also recommend that you be respectful of your reviewers' time and avoid any temptation to include hundreds of pages of extraneous material that is not directly relevant to your project. Being judicious really does work to your benefit. **Include what is important and helpful ... and stop there.**

## Narrative for an IMLS Proposal

- **Project Justification**
- **Project Work Plan**
- **Project Results**

The questions we ask you to answer and the review criteria by which your application will be judged are posted in the Notice of Funding Opportunity on the IMLS website.



Let's move to the narrative section of the application. In the AAHC grant program the narrative is limited to 5 pages and is divided into three sections:

Project Justification  
Project Work Plan  
Project Results

The questions we ask you to answer and the review criteria by which your application will be judged are posted in the Notice of Funding Opportunity on the IMLS website.

<h2>Narrative: Project Justification</h2>	
<b>Tell us:</b>	<b>Reviewers will look for:</b>
<ul style="list-style-type: none"> <li>• What do you propose to do?</li> <li>• What need, problem, or challenge will your project address, and how was it identified?</li> <li>• Who or what will benefit from your project?</li> <li>• How will your project enhance the capacity of your institution?</li> <li>• How will your project address the goals of the AAHC program?</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Clear explanation of the project</i></li> <li>• <i>Evidence supporting the identification of the need, problem, or challenge to be addressed</i></li> <li>• <i>Clear identification of the beneficiaries and their involvement in planning where possible</i></li> <li>• <i>Description of the collections and/or records and current conditions, if applicable</i></li> <li>• <i>Evidence that the project enhances the capacity of the institution in a specific, actionable, and measurable way</i></li> </ul>

### Project Justification

In this first section of the narrative, you should lay out the reasoning for your project. Tell us in the clearest terms possible what you propose to do; what need, problem, or challenge you expect to address; who or what will benefit; how your project will enhance the capacity of your institution; and how your project will address the goals of the AAHC program.

Reviewers will evaluate your proposal on how well you explain your project; how well you've identified the need, problem, or challenge you will address and how well you've supported that with relevant evidence; whether you've clearly identified who or what will benefit from the project, and if this involves an audience of some kind, whether they've been appropriately involved in the planning; whether your project enhances the capacity of your institution in ways that are specific, actionable, and measurable

If you are applying for a collections-based project, be sure to describe and quantify the collections and/or records that will be the focus of your project.

<h2>Narrative: Project Work Plan</h2>	
<b>Tell us:</b>	<b>Reviewers will look for:</b>
<ul style="list-style-type: none"> <li>• What specific activities, including evaluation and performance measurements, will you carry out?</li> <li>• Who will plan, implement, and manage your project?</li> <li>• When and in what sequence will your activities occur?</li> <li>• What are the risks to the project and are they accounted for in the work plan?</li> <li>• What resources will you need to carry out the activities?</li> <li>• How will you track your progress?</li> <li>• How and with whom will you share your project's results?</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Activities informed by appropriate theory and practice</i></li> <li>• <i>Appropriate evaluation and performance measurements</i></li> <li>• <i>Team with sufficient experience and skills</i></li> <li>• <i>Realistic and achievable schedule</i></li> <li>• <i>Goals, assumptions, and risks clearly stated</i></li> <li>• <i>Appropriate time, personnel, and financial resources</i></li> <li>• <i>Clear methodology for tracking progress and adjusting course when necessary</i></li> <li>• <i>Effective plan for communicating results and/or sharing discoveries</i></li> </ul>

The **Project Work Plan** is the part of the narrative in which you relay who will do what when and using what resources?

We ask you to tell us what specific activities you will undertake; who will plan, implement, and manage your project; when and in what sequence your activities will occur; what financial, personnel, and other resources you will need to carry out the activities; how you will track progress toward achieving your performance goals and intended results; and how and with whom you will share your project's results. Note: You must include \$2,000 per year in award funds for travel to attend IMLS-designated meetings.

Reviewers will evaluate your proposal on how well your activities are informed by appropriate theory and practice; whether the team you've put together has the experience and skills necessary to complete the work successfully; and whether your schedule is realistic and achievable. They'll also be looking at whether the time, personnel, and financial resources identified are appropriate for the scope and scale of the project. They will look at your proposed evaluation and performance measurements and will weigh in on whether you've described a clear methodology for tracking your progress and adjusting course when necessary. And last but not least, is your plan for communicating results and/or sharing discoveries appropriate and likely to be effective?

<h2>Narrative: Project Results</h2>	
<p><b>Tell us:</b></p> <ul style="list-style-type: none"> <li>• <i>Learning and Community:</i> How will you collect and report the data required for the performance measure statement(s) you have chosen?</li> <li>• <i>Collections and Content:</i> How will the care, condition, and/or management of museum collections/records be improved?</li> <li>• How will the knowledge, skills, behaviors, and/or attitudes of the intended audience change as a result of your project?</li> <li>• What tangible products will result?</li> <li>• How will you sustain the benefit(s) of your project?</li> </ul>	<p><b>Reviewers will look for:</b></p> <ul style="list-style-type: none"> <li>• <i>Learning and Community: Well designed and feasible plan for collecting and reporting data</i></li> <li>• <i>Collections and Content: Improvement in the care, condition, and/or management of museum collections/records</i></li> <li>• <i>A solidly grounded and appropriately structured plan to effect meaningful change</i></li> <li>• <i>Useful tangible products</i></li> <li>• <i>Reasonable and practical plan for sustaining the benefits of the project beyond the conclusion of the grant</i></li> </ul>

**Project Results:** The final section of your narrative should be devoted to articulating the impact of your project.

You will need to refer back to the Performance Goal you selected on the Program Information Sheet prepared for your application to address this narrative section. For Learning Experiences and Community Anchors projects, tell us how you will collect and report the data required for the performance measure statements you have chosen. For Content and Collections projects tell us in quantitative terms how the care, condition, and/or management of your museum collections or records will be improved.

What specific results do you intend to achieve in order to address the need, problem, or challenge you have identified? Something will get better. Tell us what that is. Tell us about the tangible products that will result from your project, and last but not least, how will you sustain the benefits of your project beyond the lifespan of this particular project?

Reviewers will give us their opinions on how well you've designed a feasible plan for collecting and reporting data; how likely the improvements that you've proposed will be realized; how useful the tangible products you plan to create will be; and whether your plan for sustaining the benefits of the project are reasonable and practical.



## Where to learn more...

Home > Grants > Awarded Grants Search

### AWARDED GRANTS SEARCH

**Grant Program**

**Grant Program Category**  
Choose some options

Institution Name

City

State  
--Any--

Fiscal Year

Recipient Type  
--Any--

**Issue Areas**  
Choose some options

Keywords

Log Number

Sort Options  
Grant Program Name

Apply

Showing 1 through 10 of 153 results

**B.B. King Museum and Delta Interpretive Center**  
**Log Number:** MH-00-17-0005-17  
**Fiscal Year:** 2017  
**Award:** \$143,976.00  
**City:** Indianola      **State:** MS      **Recipient Type:** Museum

**Program:**  
Museum Grants for African American History and Culture

The B.B. King Museum will expand its main exhibit to cover the final eight years of Mr. King's life and legacy. This includes development of a new film and design of new spaces to include artifacts and materials recently acquired by the museum. Activities will include design development, content planning, and developing a conceptual framework for the new exhibit. In addition, grant funds will support the B.B. King All Stars music ensemble, heritage to grow a

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

We want to share with you, the places to look for more information, such as the IMLS website, where you can find the awarded grants search to learn more about the projects we have funded through the AAHC program.

The Awarded Grants Search gives you an opportunity to explore our archive of grants that we have awarded in past years using a variety of criteria such as grant program name, institution name, location, and keyword. Your search will basic information about the award and a brief description of the project. This can be extremely helpful as you put ideas together for your own project.



The image is a screenshot of a webpage titled "Where to learn more...". The page content is enclosed in a black-bordered box. At the top of the box is a teal header with the text "Where to learn more...". Below the header, there is a breadcrumb trail: "Home > Grants > Apply for a Grant > Sample Applications". The main heading is "SAMPLE APPLICATIONS". An orange arrow points to the sub-heading "Museum Grants for African American History and Culture". Under this heading, there is a list of four sample applications: "The National Jazz Museum in Harlem (PDF, 771 KB)", "NC African American Heritage Commission (PDF, 972 KB)", "David C Driskell Center (PDF, 582 KB)", and "Robbins House (PDF, 11 MB)". Below this list is the heading "Museums for America", followed by the sub-heading "Learning Experiences". Under "Learning Experiences", there are two more sample applications: "Garfield Park Conservatory Alliance (PDF, 114 MB)" and "Friends of the Briar Bush (PDF, 113 MB)".

**Where to learn more...**

Home > Grants > Apply for a Grant > Sample Applications

**SAMPLE APPLICATIONS**

**Museum Grants for African American History and Culture**

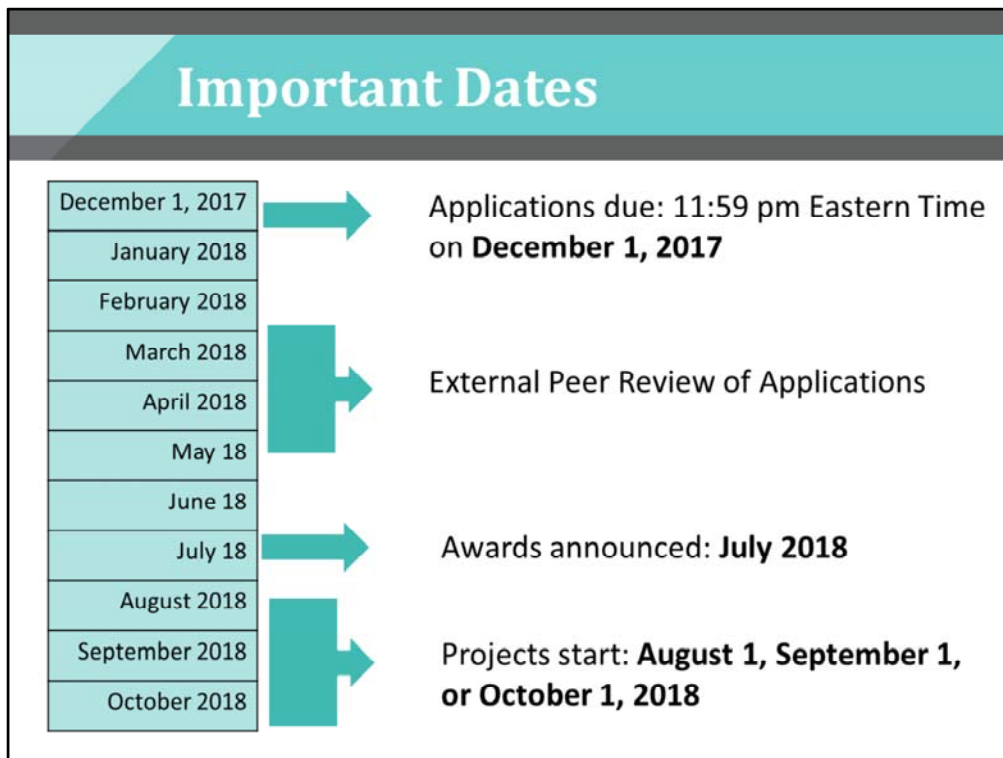
- [The National Jazz Museum in Harlem](#) (PDF, 771 KB)
- [NC African American Heritage Commission](#) (PDF, 972 KB)
- [David C Driskell Center](#) (PDF, 582 KB)
- [Robbins House](#) (PDF, 11 MB)

**Museums for America**

**Learning Experiences**

- [Garfield Park Conservatory Alliance](#) (PDF, 114 MB)
- [Friends of the Briar Bush](#) (PDF, 113 MB)

We have also posted the abstract, narrative, and schedule of completion for a cross-section of successful applications from 2017. To find these examples, go to the Sample Applications on the IMLS website and scroll down the page to the AAHC examples. Looking at these proposals might help clarify your thinking about your own.



So, what happens after the application deadline? First, IMLS program staff review all applications for completeness and eligibility. The applications are then sent out for external peer review – to museum professionals around the country. Reviewers then meet at the IMLS office as a group to discuss each application. Reviewer scores and written comments are provided directly back to all applicants – to help you be more competitive in future application cycle – or for those application that were funded we know that the reviewer comments will often help the grantees be more successful with implementation of their projects.

AAHC awards will be announced in July, 2018.

And all AAHC projects must be scheduled to start August 1, September 1, or October 1, 2018. The choice is yours.

## 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...

- Start early.
- Do your background research.
- Revisit the grant Notice of Funding Opportunity frequently, and 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.
- Check your spelling, grammar, and math.
- Ask a colleague to review everything with fresh eyes before you submit it.
- Be sure your application is complete.
- Submit to Grants.gov **early** so you can correct any errors.


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

- Start early.
- Do your background research. Make it easy for the reviewers to see that you are up to date and know what you're talking about.
- Follow the narrative outline in the Notice of Funding Opportunity, and use headings or numbered sections to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon. The people who will review your application are experts, but they may not be totally familiar with your particular field's shorthand. Make it easy for them to understand what you mean.
- Check your spelling, grammar, and math. It counts!
- Ask a colleague to review everything with fresh eyes before you submit. Ask them to act like a reviewer who's seeing this for the first time.
- Be sure your application is complete. Check it against the Table of Application Components and then check it again.
- Submit to Grants.gov early so you can correct any errors.

# Application Tips

## Register early!

1. D-U-N-S® Number: [www.dnb.com/us](http://www.dnb.com/us)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)



The image contains three screenshots of web portals. The first is the Dun & Bradstreet website, showing the 'The D-U-N-S® Number' registration page with a call to action 'Get Your Company Notified, and Control the Story'. The second is the SAM.gov website, showing the 'What is SAM?' section with a 'REGISTER' button. The third is the Grants.gov website, showing the 'Apply for Grants' section with a 'Find Open Grant Opportunities' button.

At this point, we'd like to share a few tips collected from our experience in working with applications submitted to the AAHC program each year.

First on the list, is “Register early!” You must have a DUNS number, an active SAM.gov registration, and a current and functional Grants.gov registration. You must have a DUNS number to register with SAM.gov. You must have an active SAM.gov registration to register with Grants.gov. And you must have a functional Grants.gov registration to submit an application to IMLS.

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. I would recommend doing that today.

## Recommended Next Steps

Applicant webinars:

- ✓ **IMLS FY2018 Museum Grants for African American History and Culture Applicant Webinar**  
October 19 2017 2:00 PM Eastern
- ❑ **IMLS Office of Museum Services: FY2018 IMLS Forms**  
Pre-recorded Webinar: Get detailed tips on completing required forms for all grant programs.
- ❑ **IMLS Office of Museum Services: Choosing a Funding Opportunity for FY2018**  
Pre-recorded webinar: This presentation on IMLS museum grants will help you choose which funding opportunity is right for your project.

Our recommended next steps include viewing the applicant webinars. If you're listening to this webinar, you've already completed the first item listed on this slide: IMLS FY2018 Museum Grants for African American History and Culture Applicant Webinar

The other two webinars are recorded and available to listen to at your convenience:

IMLS Office of Museum Services: FY2018 IMLS Forms Webinar

Pre-recorded: Get detailed tips on completing required forms for all grant programs.

IMLS Office of Museum Services: Choosing a Funding Opportunity for FY2018

Pre-recorded webinar: This presentation on IMLS museum grants will help you choose which funding opportunity is right for your project. This is helpful if you're considering applying to one of the other IMLS grant programs such as Museums for American or National Leadership Grants.

## Recommended Next Steps

1. Visit [www.imls.gov](http://www.imls.gov) and read the Notice of Funding Opportunity carefully.
2. Check your organization's registrations with both [SAM.gov](http://SAM.gov) and [Grants.gov](http://Grants.gov).
3. Connect with us
  - Participate in free IMLS webinars.
  - Talk with a program staff member at any stage.
4. Prepare your application. Make sure it's complete.
5. Submit **before** the deadline, December 1, 2017 (by 11:59 pm ET)

So to recap your next steps:

Visit [www.imls.gov](http://www.imls.gov) and read the Notice of Funding Opportunity carefully.

Check your organization's registrations with both [SAM.gov](http://SAM.gov) and [Grants.gov](http://Grants.gov).

Connect with us: Participate in free IMLS webinars. Talk with a program staff member at any stage.

Prepare your application. Make sure it's complete.

Submit before the deadline, December 1, 2017 (by 11:59 pm ET)

## Contact Information

**Mark Isaksen**  
Senior Program Officer  
Office of Museum Services

[misaksen@imls.gov](mailto:misaksen@imls.gov)

202.653.4667



**Ashley Jones**  
Museum Program Specialist  
Office of Museum Services

[ajones@imls.gov](mailto:ajones@imls.gov)

202.653.4782



Thank you very much for your interest in IMLS and the Museum Grants for African American History and Culture Program. We hope you have found the information in this webinar helpful. My contact information is listed here, and I'm available to answer questions that you have about the application and review process.