



## Welcome!

Our webinar will begin at 3:00 pm, Eastern Time.



Call (866) 299-7945 on any touchtone phone,  
and enter 5680404# when prompted.



# IMLS Office of Museum Services National Leadership Grants for Museums Program

## FY2019 Information Session

October 9, 2018

### RECORDING BEGINS

Welcome to the Institute of Museum and Library Services' webinar, "National Leadership for Museums Fiscal Year 2019 Information Session."

My name is Helen Wechsler, and I'll be hosting this webinar in partnership with Jill Connors-Joyner. We are delighted that you could join us today and that you are interested in learning more about the NLG for Museums program.

# Companion Webinars



## PRE-RECORDED WEBINARS

**IMLS OMS: Choosing a Funding Opportunity for FY2019**  
*Basic information about all museum funding opportunities*

<https://www.ims.gov/news-events/events/ims-oms-choosing-funding-opportunity-fy2019>

**IMLS OMS: Completing FY2019 IMLS Forms**  
*Detailed tips on completing the forms required for all grant programs*

<https://www.ims.gov/news-events/events/ims-oms-fy2019-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 for FY2019 and Completing FY2019 IMLS Forms have been pre-recorded and are available as recordings, and as PDFs of the slides (along with their transcripts) on our website at the links on this slide.

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; discuss how to find information 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.



## IMLS Vision and Mission

**VISION:** A nation where museums and libraries work together to transform the lives of individuals and communities.

**MISSION:** The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

IMLS's vision and mission statements were adopted as part of the agency's current strategic plan. Both emphasize that IMLS is here to support museums and libraries in their work of serving their communities.



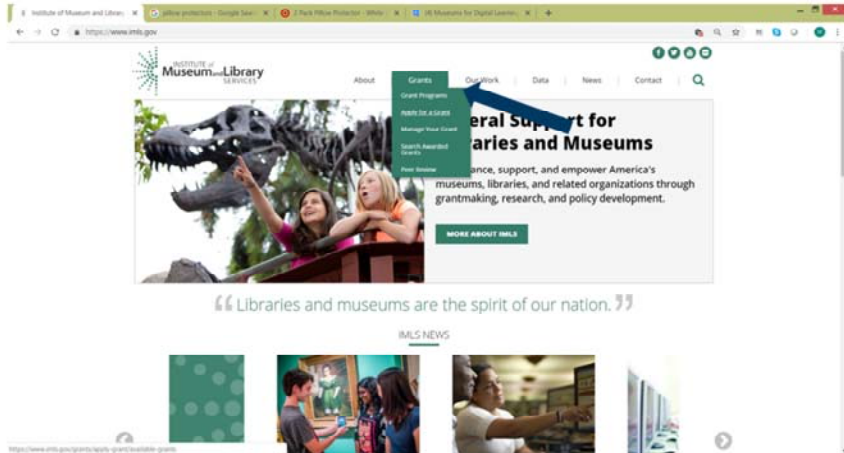
# NLG Museums Statistics

## Application and Award Numbers

	Number of Applications	Number of Awards	Funds Requested	Funds Awarded
FY 2018	62	13	\$25,549,725	\$5,187,402
FY 2017	79	11	\$32,512,560	\$5,132,176

Before we jump into details about the NLG for Museums program, I want to provide some numbers from the last two cycles. As you can see, NLG for Museums is a fairly competitive grant program. We were able to fund about 21% of applications received in FY18 and almost 14% of the applications we received in FY17. This webinar will help you determine if your project is right for the NLG program, which is essential before putting in the effort to prepare an application, and it will give you tips for creating a competitive proposal.

# NLG-M Notice of Funding Opportunity



www.ims.gov

**NATIONAL LEADERSHIP GRANTS FOR MUSEUMS**  
FY 2019 NOTICE OF FUNDING OPPORTUNITY

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OMB Control #: 3137-0094, Expiration Date: 9/31/2021 IMLS CLR-0-0024

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 National Leadership Grants for Museums.

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. NLG for Museums Program Goals**
- 2. Characteristics of Successful NLG Projects**
- 3. Important Dates**
- 4. How Much and How Many?**
- 5. Project Categories**
- 6. Allowable/Unallowable Costs**
- 7. Application Components**
- 8. Application Tips**
- 9. Review Process**
- 10. Contacts**

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

1. NLG for Museums Program Goals
2. Characteristics of Successful NLG Projects
3. Important Dates
4. How Much money you can apply for and How Many applications you can submit
5. Project Categories
6. Allowable/Unallowable Costs
7. Application Components
8. Application Tips
9. Review Process
10. Contacts

**Slide 7**

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**PG1**

Paula Gangopadhyay, 10/10/2017





## NLG for Museums Program Goals

Support projects that address critical needs of the museum field and that have the potential to advance practice in the profession so that museums can improve services for the American public.



Let's begin with the NLG for Museums goals. NLG supports innovative projects that address critical needs of the museum field and that have the potential to advance practice in the profession so that museums can improve services for the American public.

NLG is all about meeting the needs of the museum field, our institutions, and our professionals. We invest in leaders –institutions and partnerships– that understand the challenges and opportunities facing the field and devise plans to move the field forward through the development of resources and tools for wide use.



## Characteristics of Successful NLG-Museums Projects

- Broad Impact for the Museum Field
- In-depth Knowledge of the Issue
- Innovative Approach
- Collaborative Process
- Shared Results and Tools for the Sector

Making sure your project shares the characteristics of successful NLG projects is an important first step to preparing an application. We are looking for project that are structured intentionally to produce results that can be used by the field to influence practice. We're looking for tangible results such as tools, resources, and research findings that will be useful to a broad segment of the museum field.

We expect proposals to demonstrate deep familiarity with previous work on the project topic. Proposals supported by needs assessments, environmental scans, and/or research are stronger. We encourage new perspectives and innovative ideas and we are looking to see that the expertise needed to achieve results are represented in the proposal, so multi-institutional efforts, collaborations, and expert advisors are important.

You can also apply for a smaller grant of \$5k-\$50k under NLG-M for rapid prototyping projects. We will talk about this more.

# Important Dates

Dec '18	→	Applications due: 11:59 pm Eastern Time on December 14, 2018
Jan '19		
Feb '19		
Mar '19		
Apr '19		
May '19		
June '19		
July '19		
Aug '19		
Sept '19	→	Awards announced: September, 2019
Oct '19	→	Projects start: October 1, November 1, or December 1, 2019
Nov '19	→	
Dec '19	→	

We want to remind you of important dates for NLG applications. They are due by 11:59 pm Eastern Time on December 14, 2018. The Grants.gov system generates a time stamp so this deadline is non-negotiable. We will say this over and over again, but **start early** and **submit early**. That way, if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem.

NLG for Museums awards will be announced in September, 2019.

And all NLG projects must be scheduled to start on the first of the month - October 1, November 1, or December 1, 2019.



## How much and how many?

### HOW MUCH?

**Option 1:** \$50,000-\$1,000,000 projects with 1:1 cost share required

**Option 2:** \$50,000-\$1,000,000 research projects with no cost share required.

**Option 3:** \$5,000-\$50,000 for one-year rapid prototyping projects with no cost share required

### HOW MANY?

There is no limit on the number of applications your museum may submit to NLG for Museums.

There are three funding options for NLG for Museums.

Option 1 is for full NLG for Museum projects that result in robust results for the field. These can request anywhere from \$50,000 to \$1,000,000. There is a 1:1 cost share requirement. 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.

Option 2 is for research projects from \$50,000 to \$1,000,000, which do not require a cost share. We'll talk more about research projects a little later.

Option 3 support one-year, rapid prototyping projects budgeted between \$5,000 and \$50,000, with no cost share required. This opportunity replaces the Sparks! Ignition Grants for Museums that **some of** you may remember from years past.

If you have an idea for an innovative solution to a field-wide challenge that requires some funding to rapidly develop, test, iterate, and retest, this funding level is for you. Remember, whether you succeed, fail, or come out somewhere in between, we want you to report your results to the field; tell others what worked, what is promising, what needs more tweaking, and what they should not try at home.

The second question is how many applications you may submit? There is no limit on the number of applications your museum may submit to NLG-museums.



## Project Categories

Collections Care and Public Access  
Data, Analysis, and Assessment  
Digital Platforms and Applications  
Diversity and Inclusion  
Professional Development



There are five project categories this year – slightly altered from last year so I will go through each one and provide a summary followed by some examples of project topics. Please refer to the NLG for Museums Notice of Funding Opportunity on our website, which contains details.



## Project Categories

### Collections Care and Public Access

Support the museum field in addressing state-of-the-art collections care and collections-information management, curation, preventive conservation, conservation treatments, as well as broad access to and use of museum collections.

Collections Care and Public Access projects should Support the museum field in addressing state-of-the-art collections care and collections-information management, curation, preventive conservation, conservation treatments, as well as broad access to and use of museum collections.

We would like projects that focus on helping the field address challenges associated with preservation and care of collections, as well as those that work to expand access and use of the collections.



# Project Categories

## Collections Care and Public Access

### *Project Examples*

- New tools or services that enhance collection digitization strategies, facilitate access, and aide in the use of museum collections
- Research focusing on any broadly relevant aspect of the management, conservation, preservation, use of and/or digital access to collections
- Coalitions and networks to enhance collections care and digital access across the spectrum of institutional sizes, discipline, mission, and locations
- New avenues for gathering and incorporating collections information from stakeholders

Some possible project examples include ...



# Project Categories

## Data, Analysis, and Assessment

Support the collection of data that can be analyzed to lead to new understandings about the museum field and its impacts on individuals, communities, and society, and that can demonstrate trends, identify gaps and opportunities, contribute to improved practices, and help understand the landscape for museums programs and services.

Data, Analysis, and Assessment projects should support the collection or use of data that can be analyzed to lead to new understandings about the museum field and its impacts on individuals, communities, and society, and that can demonstrate trends, identify gaps and opportunities, contribute to improved practices, and help understand the landscape for museum programs and services.





# Project Categories

## Data, Analysis, and Assessment

### *Project Examples*

- Partner with communities to identify and develop solutions to challenges and opportunities through analysis, modeling, and visualization
- Test methods for assessing needs and evaluating impacts that can be scaled and replicated
- Use gap analysis and needs assessment to understand the capacity of the museum sector and inform tools to advance the field
- Conduct longitudinal studies on museum professional preparation to benefit the sector
- Partner with higher education to better understand museum practice through data, analysis, and assessment

Some possible project examples include ...



# Project Categories

## Digital Platforms and Applications

Explore, understand, and optimize the use of digital technology in museums to further lifelong learning, community collaboration, and public access to collections.

Digital Platforms and Applications project should explore, understand, and optimize the use of digital technology in museums to further lifelong learning, community collaboration, and public access to collections.



# Project Categories

## Digital Platforms and Applications

### *Project Examples*

- Shared systems, networks, and technologies to enhance access, optimize use, and manage digital assets
- Tools and technologies that enable people of all backgrounds and abilities to use museum collections and resources
- Digital media tools for online access to learning resources
- New media communications tools that foster engagement, learning, and conversation
- Experiments and tools focusing on educational trends such as open education resources, blended and flipped classrooms, gaming, etc.
- Expanded access to and use of collections through technologies such as 3D visualization, augmented and virtual reality, digital archiving, or crowd-sourcing models
- Strategies to leverage rich data, linked data, and open data resources

Here are some project topics examples ...



# Project Categories

## Diversity and Inclusion

Support museums in engaging with communities and providing inclusive services to people of diverse geographic, cultural, and socioeconomic backgrounds and to individuals with disabilities. Understand the current status and future trends in the demographics of communities and structure programs and services accordingly. Help museums work with community members and community-based organizations to broaden opportunity and access.

Diversity and Inclusion projects should support museums in engaging with communities and providing inclusive services to people of diverse geographic, cultural, and socioeconomic backgrounds and to individuals with disabilities. They should understand the current status and future trends in the demographics of communities and structure programs and services accordingly and help museums work with community members and community-based organizations to broaden opportunity and access.



# Project Categories

## Diversity and Inclusion

### *Project Examples*

- User-centered programs that focus on learning for families and individuals from diverse cultural and socioeconomic backgrounds
- Policies and partnerships that address barriers to accessing museum services
- Programs that raise early awareness about museum careers
- Models and templates that incorporate diversity and inclusion objectives into institutional strategic plans, interpretive plans and/or collections plans
- Investigating questions relating to diversity and inclusion, the findings from which will inform museums' work in this area
- Resources that promote museums as trusted spaces for civic discourse and dialogue
- Community-based asset identification, stakeholder mapping, and other tools to further work with partners on mutual goals

Here are some project topics examples ...



## Project Categories

### Professional Development

Support the recruitment, training, and development of museum staff, volunteers, and interns to grow a skilled, professional, diverse, and inclusive workforce and strengthen museums' capacity to serve their audiences. Share and adopt best practices and innovations by creating programs to ensure the highest standards in all aspects of museum practice.

The fifth and final project category is Professional Development. These project should support the recruitment, training, and development of museum staff, volunteers, and interns to grow a skilled, professional, diverse, and inclusive workforce and strengthen museums' capacity to serve their audiences. Share and adopt best practices and innovations by creating programs to ensure the highest standards in all aspects of museum practice.



# Project Categories

## Professional Development

### *Project Examples*

- Multi-institution and cross-sector networks and coalitions in support of professional development opportunities
- Dissemination of content and skills-based information through online communities of practice and other digital platforms
- Creating opportunities to encourage a more inclusive and diverse museum professional and volunteer workforce.
- Professional development in relevant sector needs such as digital technology, evaluation, collective impact methods, and collections stewardship
- Innovative courses, internships, and museum placement plans for emerging professionals
- Models and frameworks to support catalytic work in communities

Again, some examples include ...



## Choosing a Project Category

Collections Care and Public Access  
Data, Analysis, and Assessment  
Digital Platforms and Applications  
Diversity and Inclusion  
Professional Development

### Ask yourself:

Will your project results in innovative tools and resources to help the field 1) care for their collections and broaden access and use or 2) use data to better understand the needs and trends in the field or 3) use digital technology for learning and access 4) foster more inclusive environments and services for everyone in their community or 5) gain the skill and capacity needed to move their institutions forward?

Who do you want reviewing your applications – collections and digital access experts, data and assessment experts, museum technologists, diversity specialists, professional development practitioners?

Before we close our discussion of Project Categories, we want to note that many projects could fit logically in more than one category. Sometimes it's tough to pick **one category**.

In these cases, think about the primary need you are addressing with your project and the tangible results intended for field use. Will they help the field 1) care for their collections and broaden access and use or 2) use data to better understand the needs and trends in the field or 3) use digital technology for learning and access 4) foster more inclusive environments and services for everyone in their community or 5) gain the skill and capacity needed to move their institutions forward?

A second way to go at this might be to think about who you want to review your application - collections and digital access experts, data and assessment experts, museum technologists, diversity specialists, professional development practitioners?

As always, if you have questions, call the IMLS staff to discuss them.



**Where to learn more...**

**Museum-Library**

About | Grants | Our Work | Data | News | Contact | Q

Grant Programs  
Apply for a Grant  
Highlight Criteria  
Sample Applications  
Network of Funding Opportunities  
Unsuccessful Proposals  
Manage Your Grant  
Search Awarded Grants  
Peer Review

**Sample Applications**

**Museums for America Learning Experiences**

- [Museum of the American Revolution PDF, 1.4 MB](#)
- [New York Historical Society PDF, 394 KB](#)
- [National Archives and Records Administration PDF, 411 KB](#)
- [National Museum of Education PDF, 376 KB](#)
- [New York State Museum PDF, 293 KB](#)
- [New York State Office of Education PDF, 400 KB](#)
- [Museum of Science and Industry PDF, 1 MB](#)
- [George Eastman House PDF, 375 KB](#)
- [American Museum of Natural History PDF, 485 KB](#)
- [Smithsonian American Art Museum PDF, 402 KB](#)

**Community Anchors and Catalysts**

- [Denver Art Museum PDF, 379 KB](#)
- [Chicago History Museum PDF, 403 KB](#)
- [Museum of the City of New York PDF, 450 KB](#)
- [Museum PDF, 1.2 MB](#)

**Collections Stewardship and Public Access**

- [Museum Historical Society PDF, 1.1 MB](#)
- [Museum of the City of New York PDF, 1.25 MB](#)
- [Smithsonian Institution PDF, 488 KB](#)
- [National Trust PDF, 342 KB](#)
- [Smithsonian Institution Center for Research PDF, 367 KB](#)
- [Smithsonian Institution Center for Research PDF, 1.25 MB](#)
- [National Endowment for the Humanities PDF, 340 MB](#)

**Museums Empowered**

- [National Museum of Natural History PDF, 307 KB](#)
- [Great Plains Museum PDF, 517 KB](#)
- [National Trust PDF, 728 KB](#)
- [Smithsonian Institution PDF, 528 KB](#)
- [National Endowment for the Humanities PDF, 394 KB](#)
- [Smithsonian Institution PDF, 1.7 MB](#)

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

- [Smithsonian American Museum PDF, 1 MB](#)
- [National Endowment for the Humanities PDF, 370 KB](#)
- [The National Archives and Records Administration PDF, 279 KB](#)
- [National Endowment for the Humanities PDF, 504 KB](#)

**National Leadership Grants for Museums**

- [Department of the Interior and National Endowment for the Humanities PDF, 398 KB](#)
- [National Endowment for the Humanities PDF, 1.32 MB](#)
- [National Trust PDF, 142 KB](#)

We have posted the abstract, narrative, and schedule of completion for a cross-section of successful NLG for Museums applications from the past few years. Since this year’s categories are slightly different, you will not find examples from past years that match perfectly. However, the proposals posted present a variety of project types, meet the overarching goal of the NLG for museums program (which hasn’t changed), and were considered to be clear and well-written by reviewers. Looking at these exemplary proposals might help clarify your thinking about your own application.

# 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 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 that of **Required Documents**. **All applications must include these**. Note that the IMLS Digital Product form is now a required document. You must submit it regardless of whether your project will be producing digital products or data.

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 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 your narrative. 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)

D2a. Table of Application Components

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

In the NLG for Museums Notice of Funding Opportunity you will find a Table of Application Components. We recommend that you use this to keep yourself organized. It serves as a checklist of application components. The middle column tells you about document formats and the third tells you how to name each document.

The table also provides links to instructions and forms, and it tells you which documents are required, conditionally required, and supporting. If you would like a detailed walk through of all the required IMLS forms, please take a look at the pre-recorded webinar on IMLS forms, which you can find on the Events and Webinars page of the IMLS website.

## Narrative: Project Justification

### Tell us:

- What do you propose to do?
- What need, problem, or challenge will your project address, and how was it identified?
- How will the museum field benefit from your project?
- How will your project address the goals of the NLG for Museums program and align with the project category you have chosen?

### Reviewers will look for:

- *Clear explanation of the project*
- *Evidence supporting the identification of the need, problem, or challenge to be addressed*
- *Clear identification of the stakeholders and/or beneficiaries and their involvement in planning*
- *Potential to advance practice in the museum profession by addressing current needs of the field*
- *Alignment of project with NLG for Museums grant program and the project category chosen*

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 possible what you propose to do; 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 NLG for Museums and the project category you have chosen.

Remember that core to NLG for Museums is the desire to support projects that strengthen the museum field. Show the reviewers how this all fits together.

Reviewers will evaluate your proposal on how well you explain your project. They'll 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 how well your project aligns with NLG for Museums and the project category you have chosen.

# Narrative: Project Work Plan

## Tell us:

- What specific activities, including evaluation and performance measurements, will you carry out?
- What is your project's maturity level?
- What are the risks to the project and how are they accounted for?
- Who will plan, implement, and manage your project?
- When and in what sequence will your activities occur?
- What resources will you need to carry out the activities?
- How will you track your progress?
- How and with whom will you share your project's results?

## Reviewers will look for:

- *Activities informed by appropriate theory and practice*
- *Activities appropriate for maturity level*
- *Clearly stated goals, assumptions, and risks*
- *Appropriate evaluation activities and performance measurements*
- *Team with sufficient experience and skills*
- *Realistic and achievable schedule*
- *Appropriate time, personnel, and financial resources*
- *Clear methodology for tracking progress and adjusting course when necessary*
- *Effective plan for communicating results and/or sharing discoveries*
- *For research projects: Appropriate research design and compliance with research proposal guidance*

## PROJECT WORK PLAN

The Project Work Plan is the part of the narrative in which you explain who will do what, when, and using what resources.

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, and, for research projects, they'll look for appropriate research design and answers to the questions outlined in the guidance on [effective research proposals](#).



## Research Projects

- What are your the specific research questions?
- What is your theoretical framing?
- What is the relevance of the proposed research for current practice?
- What research method(s) will you use?
- What type of data will you gather?
- How will you analyze the data?
- How will you report the information?
- How will you manage the research data and make it available for future use?

Speaking of research...here are the questions outlined and explained in the Guidance for Research Applications, within the NLG for Museums Notice of Funding Opportunity. To submit a competitive research proposal, your narrative should answer these. We sometimes see projects submitted as research in order to avoid the cost share requirement for other types of projects. This is not a winning strategy.



## Narrative: Project Results

### Tell us:

- How will you collect and report the data required for the performance measure statement(s) you have chosen?
- What are your intended results that will address the need, problem, or challenge you have identified?
- What do you expect to change and among whom?
- What tangible products will result?
- How will you sustain the benefit(s) of your project?

### Reviewers will look for:

- *Well designed and feasible plan for collecting and reporting data*
- *Clearly articulated results linked to the need or challenge addressed*
- *A solidly grounded and appropriately structured plan to effect meaningful change*
- *Useful tangible products*
- *Reasonable and practical plan for sustaining the benefits of the project beyond the conclusion of the grant*

## PROJECT RESULTS

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

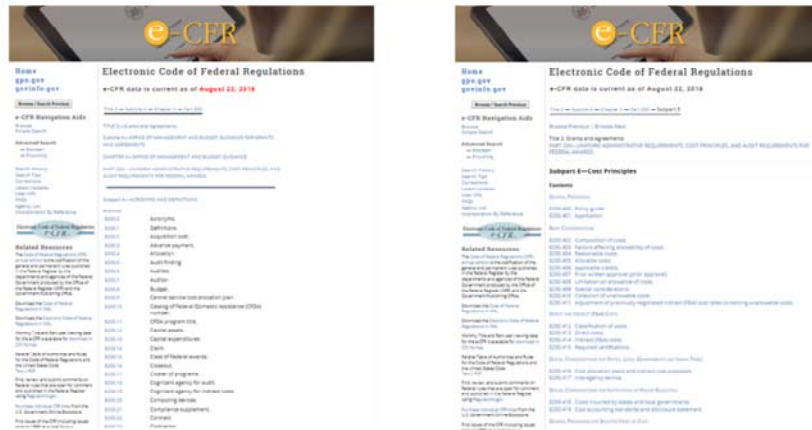
Tell us how you will collect and report the data required for the performance measure statements you have chosen.

What specific results do you intend to achieve in your project?

Tell us about the tangible products that will result from your project, if you have any, and last but not least, 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 give us their opinions on your plan for collecting and reporting data; they'll register their thoughts about how likely it is you will deliver on the improvements that you've proposed; 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.

# Allowable/Unallowable Costs



[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

<https://tinyurl.com/yall9ewx>

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.

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

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

Of particular interest is Subpart E - Cost Principles, a small section of which is shown on the right side of 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
- third-party costs
- publication design and printing
- training for staff and volunteers that impacts multiple museums
- indirect or overhead costs



In the NLG for Museums 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 (these would be contracts or subawards)
- publication design and printing
- training for staff and volunteers that impacts multiple museums
- 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 required.

## 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 designed solely for promotional activities other than those related to the specific project
- construction or renovation of facilities
- social activities, ceremonies, receptions, or entertainment
- pre-award costs



Unallowable costs include:

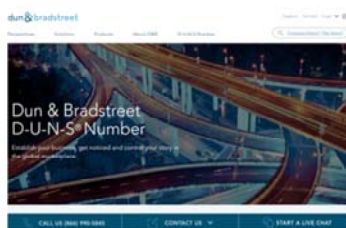
- general fundraising costs, such as development office staff or other staff time devoted to general fundraising;
- contributions to endowments;
- general operating support;
- acquisition of collections;
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project;
- construction or renovation of facilities;
- social activities, ceremonies, receptions, or entertainment; and
- pre-award costs.

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. In fact, unallowable expenses can't show up anywhere in your proposal.

# 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)



Now for some tips.

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 in order to submit an application to IMLS. 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.



## Application Tips

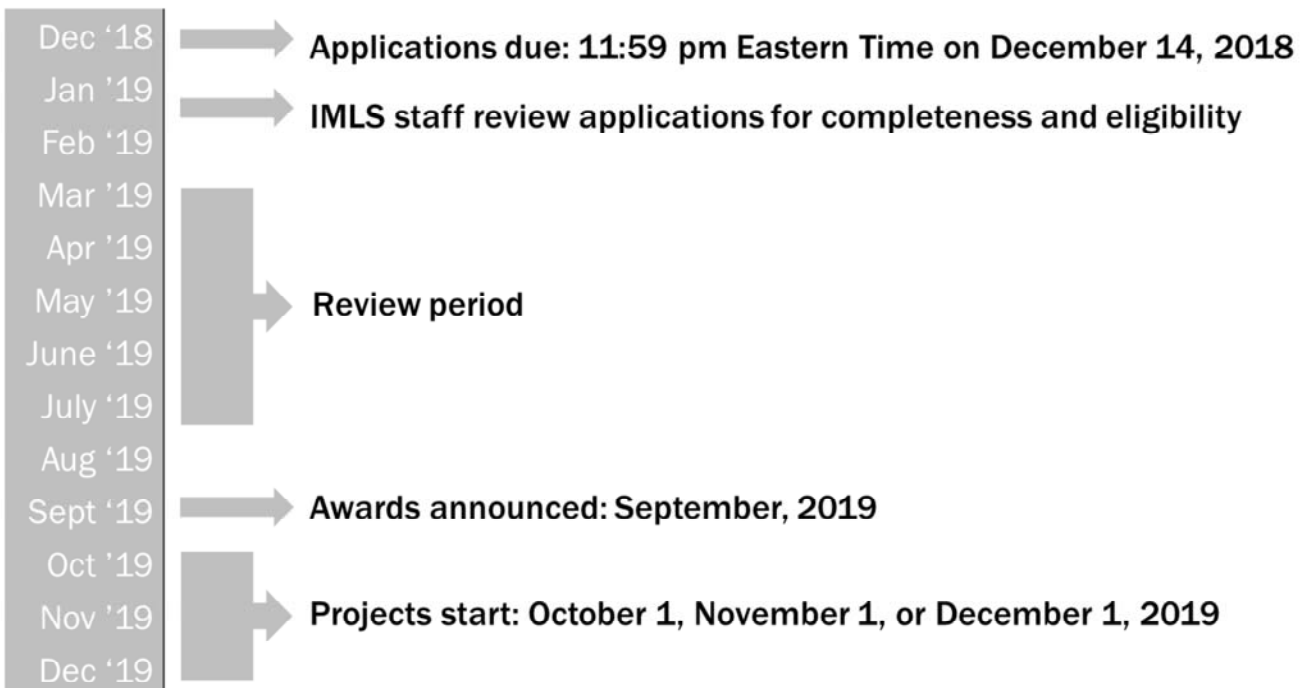
**IMPORTANT TO KNOW:** We can make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. So...

- 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.
- Be sure your application is complete. **Pay close attention to required documents and formats.**
- Submit to Grants.gov **early** so you can correct any errors.

Our regulations state 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.
- 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. 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.
- 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. **Pay close attention to required documents and formats.** Check it against the Table of Application Components.
- Submit to Grants.gov **early** so you can correct any errors.

# Review Timeline



This is the general schedule of events to show what happens to your application once we receive it.

First, all applications are reviewed by IMLS staff for completeness and eligibility.

Then, all eligible and complete applications go to field review, during which three of your experienced and knowledgeable peers will provide scores and comments based on the criteria we just went over.

After staff analysis, the highest ranking proposals move on and get three more reviews by panelists who gather in Washington DC to discuss the proposals.

In July, we analyze the results of panel review, review budgets, and prepare materials for the IMLS Director. The IMLS director is charged with the authority and responsibility to make final award decisions, and this happens in August.

In September, we notify all applicants by email of the award decisions and provide the scores and comments created by the reviewers. Everyone you list on your SF424S - Project Director, Primary Contact, and Authorizing Officials - receives the decision by emailed.

Finally, your project can begin on October 1, November 1, or December 1 of 2019



# Contacts

## IMLS Office of Museum Services Staff Contacts

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Thank you very much for your interest in IMLS and in the National Leadership for Museums program. 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 the NLG for Museums page of 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](http://www.imls.gov)

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

**STOP RECORDING**

Now we'd like to open the phone lines so we can answer any questions you might have and respond to some of the more complicated ones that might have come up via the chat.

Questions?

Q&A