Institute of Museum and Library Services Grant Opportunities

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American Public Gardens Association
Anaheim, CA

June 7, 2018

Today's Presenters

- Sandra Narva, Senior Program Officer
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Today's Session Agenda

- Introduction to IMLS
- Funding Opportunities for Museums
- Application and Review Process
- Additional Resources and Q&A

About IMLS

Who are we?

- IMLS is an independent federal grant-making agency and the primary source of federal support for the nation's libraries and museums.
- The Institute of Museum and Library Services (IMLS) helps ensure that all Americans have access to museum, library, and information services.

What do we do?

- We make **grants, convene groups, conduct research,** and **publish** in order to build the capacity of museums and libraries to serve the public.

IMLS Strategic Plan Goals

Promote Lifelong Learning: IMLS supports learning and literacy for people of all ages through museums and libraries.

Build Capacity: IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.

Increase Public Access: IMLS makes strategic investments that increase access to information, ideas, and networks through museums and libraries.

IMLS Funding – FY2018 Appropriations

Office of Library Services	$189,272,000 (79%)
Office of Museum Services	$34,715,000 (15%)
Administration, Research, Evaluation, Data Collection	$14,000,000 (6%)
TOTAL	$240,000,000

Who may apply for IMLS museum grants?

- You are eligible to apply if you are a museum that is a non-profit organization, or is a unit of a state, county, or local government, or is a unit of an institution of higher education located in the United States, its territories, or a freely associated state.

How does IMLS define “museum”?

- Uses a professional staff (employs at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the applicant)
- 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 which it owns or operates (at least 120 days/year)

IMLS Museum Funding Opportunities

- Museums for America
  - Museums Empowered
  - Inspire! Grants for Small Museums
- National Leadership Grants for Museums
- Museum Grants for African American History and Culture
- Native American/Native Hawaiian Museum Services Grants

Museums for America (MFA)

- Program Goal: To strengthen the ability of individual museums to serve the public
- Project Categories: Lifelong Learning, Community Anchors and Catalysts, & Collections Stewardship and Public Access
- Funding Level:
  - $5,000-$250,000 (1:1 cost share required)
- Deadline: December 15, 2018 (tentative)

Museums Empowered (ME)

- Program Goal: To invest in professional development of museum staff
- Project Categories: Digital Technology, Diversity and Inclusion, Evaluation, & Organizational Management
- Funding Level:
  - $5,000-$250,000 (1:1 cost share required)
- Deadline: December 15, 2018 (tentative)

Inspire! Grants for Small Museums

- Program Goal: To support projects that strengthen the ability of small museums to serve their community.
- Project Categories: Lifelong Learning, Community Anchors and Catalysts, & Collections Stewardship and Public Access
- Funding Level:
  - $5,000-$50,000 (cost share not required)
- Deadline: November 1, 2018 (tentative)

National Leadership Grants for Museums (NLG-M)

- Program Goal: To address critical needs of the museum field and advance museum practice
- Project Categories: Digital Platforms and Applications, Collections Care, Diversity and Inclusion, Professional Development, & Data, Analysis, and Assessment
- Funding Levels:
  - $5,000-$50,000 (rapid prototyping; no cost share)
  - $50,001-$1,000,000 (non-research; 1:1 cost share)
  - $50,001-$1,000,000 (research; no cost share)
- Deadline: December 15, 2018 (tentative)

A Word About Cost Share

- Cost share is that portion of the project costs that is not paid by IMLS funds; for most MFA projects, it is a 1 to 1 cost share
- Common examples of cost share include cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities.
- Federal funds from other federal awards may not be used for cost sharing
- All federal, IMLS, and program requirements regarding the use of funds apply to both requested IMLS funds and to cost sharing. See 2 C.F.R. §§ 200.29 and 200.306 for more information on cost share

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

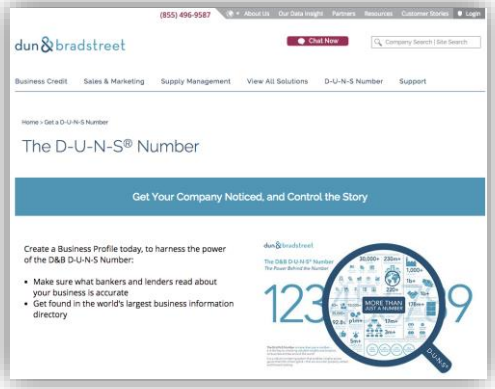
Unallowable Costs

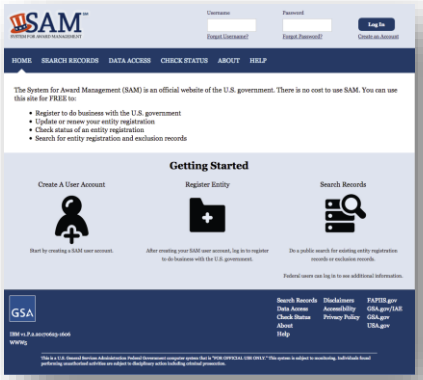
Examples of unallowable costs

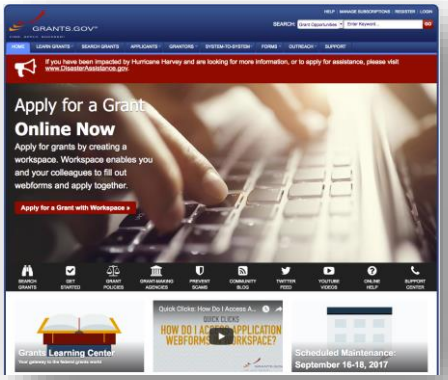
- General fundraising costs, such as development office staff or other staff time devoted to general fundraising
- Contributions to endowments
- General operating support
- Acquisition of collections
- General advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- Construction expenses
- Reconstruction or renovation of historic sites
- Social activities, ceremonies, receptions, or entertainment
- Pre-award costs

Application Process - Registrations

- Your museum must have a D-U-N-S® number and be registered with SAM.gov & Grants.gov
  - D-U-N-S® Number: www.dnb.com/us
  - SAM Registration: www.sam.gov
  - Grants.gov Registration: www.grants.gov

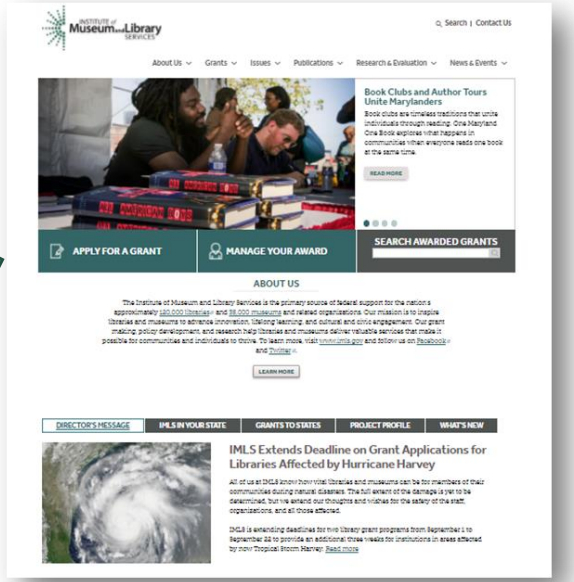






Application Process

www.imls.gov



Notice of Funding Opportunity

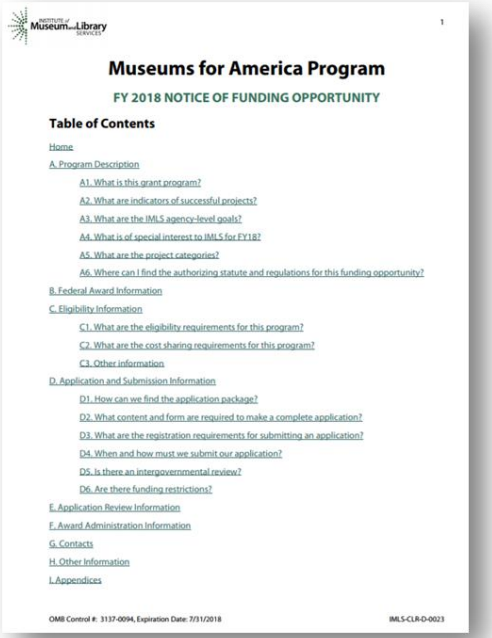


Table of Application Components

- Found in each Notice of Funding Opportunity
- 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)

a. Table of Application Components

Component	Format	File name to use
Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Abstract (one page max.)	PDF document	Abstract.pdf
IMLS Program Information Sheet	IMLS PDF form	Programinfo.pdf
Organizational Profile (one page max.)	PDF document	Organizationalprofile.pdf
Strategic Plan Summary (two pages max.)	PDF document	Strategicplan.pdf
Narrative (seven pages max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants that appear on the list above (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents		
Proof of Nonprofit Status	PDF document	Proofnonprofit.pdf

Application Tips

- Choose the right grant program
- Align the need, activities, and intended results
- Show you know your stuff
- Include your intended audience in the planning of the project
- Don’t be late or incomplete

Review Process

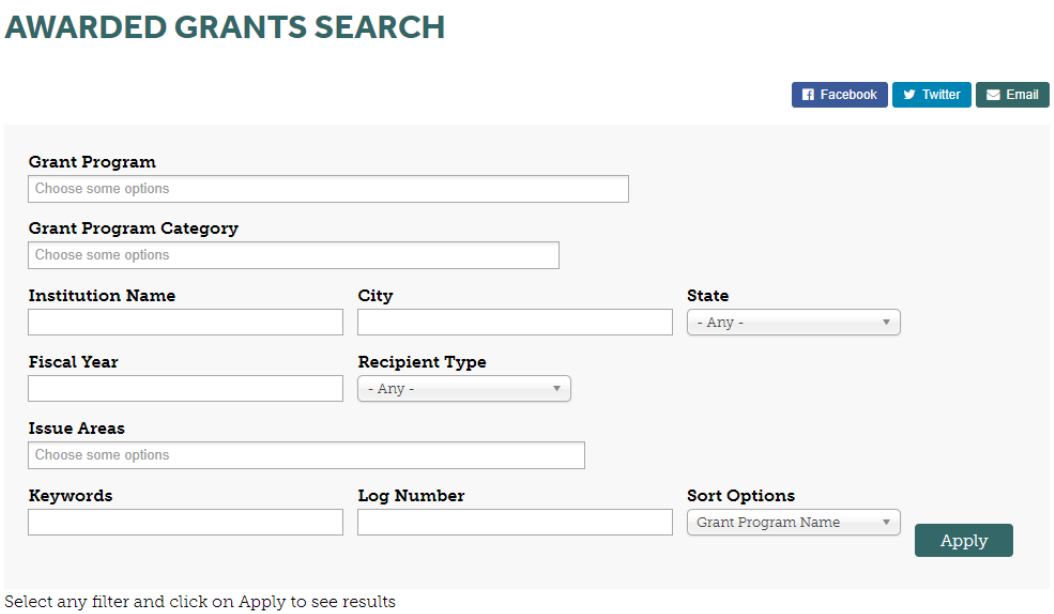
What is the role of a peer reviewer?

- Experienced and knowledgeable peer reviewers score all eligible and complete applications and provide comments based on the criteria outlined in the program guidelines.

How are applications selected for funding?

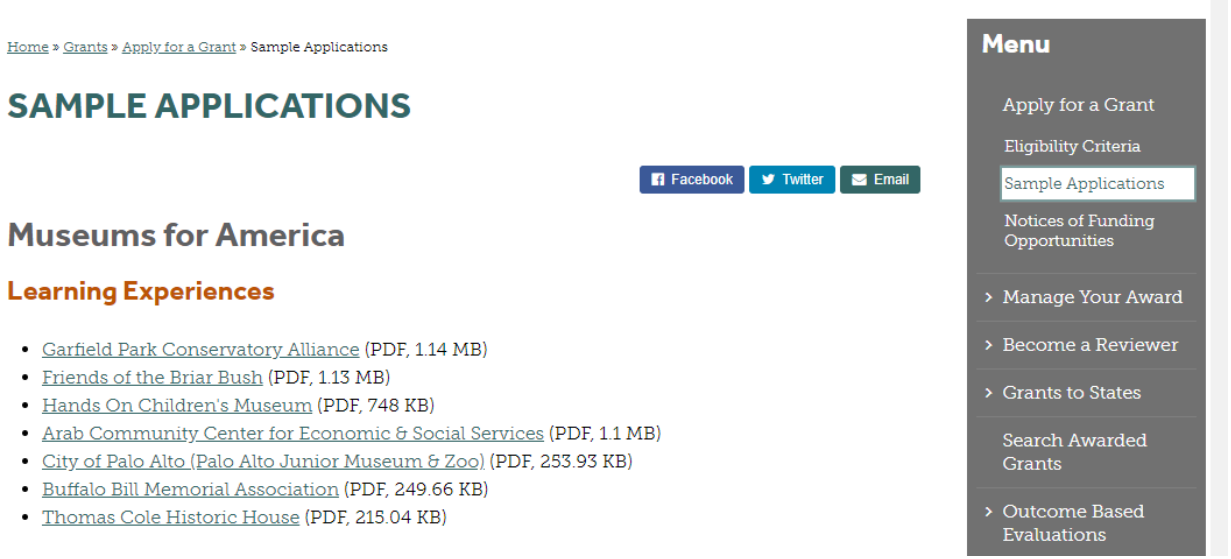
- Based upon the scores and comments from the reviewers, the IMLS director is charged with the authority and responsibility to make final award decisions.

Where to learn more...



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

Where to learn more...



Sample applications include the abstract, narrative, and schedule of completion.

Samples are organized by grant program, project category and funding level.

Questions & Contact Information

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