

## Timed Transcript for IMLS Office of Museum Services Webinar: Museums Empowered FY 2022 Information Session

0:02

Hello, and welcome to the Institute of Museum and Library Services' webinar.

0:07

IMLS Museums Empowered Professional Development Opportunities for Museum Staff Fiscal Year 2022 Information Session.

0:19

My name is Mark Isaksen, and I'm one of the program staff in the Office of Museum Services.

0:24

And speaking on behalf of the rest of the staff, we're delighted that you're interested in preparing an application for the Museums Empowered grant.

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Here are the topics we're going to cover in today's webinar.

0:41

Where to find information. We're going to give you an overview of the program.

0:46

Look at the funding eligibility criteria.

0:50

How to choose a project category.

0:52

Discuss the kinds of activities that you might undertake, allowable and unallowable costs.

0:59

Application components, the Narrative review criteria, where to learn more, and a few application tips, next steps.

1:09

Now, this webinar is one of a series designed to help you find the information you need to create a competitive application for IMLS museum funding.

1:19

Choosing a Funding Opportunity for FY 22 is available as a video and PDF on our website at a link [here](#). In that webinar, we cover basic information for all applicants.

1:32

We also address institutional eligibility.

1:37

Provide a quick overview of all of our funding opportunities and show you where to find information online, as well as where To register in order to apply in order to apply for an IMLS grant.

1:49

Now, and in addition to this specific webinar today that we're doing about the Museums Empowered Grant Program, there are also specific on demand webinars for all of the museum grant programs.

2:03

And a complete list of available presentations is on our website at

2:09

IMLS dot gov slash webinars.

2:16

The IMLS website is an important place to find information.

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When you go to the website, you'll want to see, you'll see a drop-down menu for grants on that homepage.

2:28

Click on the section titled Apply for a Grant, and this section of our website is for you.

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Each grant program has a landing page on the IMLS website.

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And here you'll find a brief overview of the grant program, contact information for the IMLS staff assigned to the grant program.

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And those are your primary points of contact if you have any questions.

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You'll also find a link to the PDF of the Notice of Funding Opportunity.

2:58

Notice of Funding Opportunity, sometimes referred to as the NOFO, is the official instructions and guidance for how to prepare, complete and submit an application for funding.

3:08

The text and information I'm using in this webinar derives from those instructions and guidance, and as a reminder, there's a NOFO for each of the grant funding opportunities.

3:20

So let's go into the Museums Empowered grant program in little more detail.

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Museums Empowered is a special initiative of the Museums for America grant program.

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It is designed to support projects that use the transformative power of professional development and training to generate systemic change within museums of all types and sizes.

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Projects are expected to involve multiple levels of staff, leadership, and volunteers, and a set of logical and inter-related activities tied directly to addressing a key need or challenge.

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These projects should also reflect a thorough understanding of current practice and knowledge about professional development and generate measurable results.

4:08

Now, looking back at recent years, here's some data on the number of applications and the funding success rates.

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For the most recently completed grant cycle, FY 2021, we made 22 awards in this grant program for a total of about three point six million dollars, and the average amount of each award was about 165,000 dollars.

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And as you'll see, the vast majority of applications came in the Diversity and Inclusion category.

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I'll talk a little bit more about the categories in Museums Empowered later in the webinar.

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So let's stop quickly here just to look at general funding eligibility. We've talked about this in our general webinar, but I just wanted to touch on it here.

5:03

And it's available on our website, shown in the screenshot image on the right side of this screen.

5:09

The general eligibility criteria applies to most of the IMLS grant museum programs, including Museums Empowered.

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To summarize, you're likely to be eligible to receive funding if you meet the IMLS definition of a museum, and it's all described on our website and in the NOFO; if you're a non-profit organization or if you're part of a state or local government.

5:37

We do not fund any federal entities or any individuals, so non-profit organization, unit of state or local government.

5:47

And you have to be a museum as defined in the language on our website and the NOFO.

5:59

Now, the Museums Empowered grant program provides support for professional development and for project category, and you'll need to pick one of these. We're going to talk about categories for a little bit.

6:08

Digital Technology is designed to support museum staff in integrating digital technology into museum operations. Diversity and Inclusion, supporting museum staff in providing inclusive services to people of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with disabilities.

6:29

Evaluation is about strengthening the ability of a museum staff to use evaluation as a tool, to shape museum programs and improve outcomes, and Organizational Management is about strengthening and supporting museum staff.

6:42

As the essential part of a resilient organizational culture.

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And choosing a category is important, because your application will be reviewed by museum professionals who have experience and expertise in these general categories.

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For another reason, your application will be competing against others who have chosen the same category.

7:04

So, in short, the review process incorporates an assumption that your project aligns with the category you've identified.

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Let's take a look at each category in just a little more detail. In the Digital Technology category, as we've said, it talks about integrating digital technology into museum operations.

7:23

And this might involve activities that support staff learning, integration of digital communication platforms, and social media tools to enhance audience engagement and community outreach, or maybe activities that support staff learning and integration of digital tools and services.

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That enhance access to museum collections.

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In both cases, the emphasis here is on staff learning and integration of these tools, not just on the acquisition of the tools.

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In, Museums Empowered, it puts museum staff at the center of each project.

8:00

In the Diversity and Inclusion category, as we've talked about, it's about helping museum staff to provide inclusive services to diverse audiences.

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Now, this might involve activities that create training and learning opportunities that increase cultural competency of museum staff, and enhance relevancy of museum programs, or maybe activities that develop and implement inclusive fellowship, internship,

and mentoring programs to increase support for emerging professionals from diverse communities entering the museum.

8:37

In the Evaluation category, this is really about helping to strengthen the ability of museum staff to use evaluation as a tool.

8:45

So that might involve activities that increase staff knowledge of program evaluation methods, and the usefulness of evaluation reports, tools, data, and metrics, or activities that provide museum staff with the tools and strategies to adapt evaluation methods to address a specific audience or institutional need.

9:12

In the Organizational Management category, this is really about helping, to build, strengthen, and support museum staff who are the essential part of resilient organizational culture.

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That might involve helping you to develop and implement comprehensive organizational learning opportunities that address one or more emerging priorities facing your museum.

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Or maybe it's activities that help you develop and implement programs to address the specific learning and growth opportunities identified by staff needs assessments. So whether that comes from the

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bottom up, from within, from your own staff, things that are identified through some needs assessments, or maybe from the top down, from the overall, from your museum at large, there are big picture issues that you need to work at.

10:10

In the Organizational Management category, this is your opportunity to do that kind of work.

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Now, sometimes it's tough to choose a category. So here, and you do you have to pick one, so here are a few strategies to help you select one that matches your project.

10:28

Think carefully about what's at the center of your project, who or what's going to benefit, and what will be improved once you've finished your project.

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And sometimes it's helpful to sort of look at, well, where's the preponderance of the work happening?

10:42

Where's the preponderance of the budget or different parts of your application, where are those, where do you see the the evidence of activities that might help you find where that center is, as it relates to the project categories?

11:01

Second, you might want to decide, think about who you want to review your application. What kind of skill sets and experience you want them to have?

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So again, you pick Evaluation. The reviewers are going to be folks with expertise in evaluation.

11:16

If you pick Diversity and Inclusion, it's going to be folks with diversity and inclusion experience and expertise.

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Three, list the activities you plan to carry out and assign each to a category.

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We talked about that in the earlier example. Which category gets the most? Where will most of the resources be spent?

11:37

Our advice is to choose one project category, and then write your proposal accordingly, and, as always, if you have questions, call me or the other program staff to discuss. We're happy to help you work through the selection of a category.

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Now, let's turn to allowable and unallowable costs for your project.

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You want to be careful when you're submitting your proposal and include only allowable costs, both in the federal funds, the IMLS part of the budget, as well as the cost share.

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Now, we'll go through some common expenses that are allowable and unallowable, but the details, if you're interested.

12:14

It's in the 2 CFR 200, which is the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

12:23

And this is in a searchable format at the website listed here. And if there's a particular cost item, you can find the details there.

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This is where we go to if we have a question about whether something's allowable or unallowable. So you might want to look at that as well.

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In the Museums Empowered Notice of Funding Opportunity, we did provide a partial list of the most common examples of allowable costs. And these costs.

12:51

Again, may be part of what you ask IMLS to pay for, or what you pay for as part of your cost share: Personnel, salaries, wages, and fringe benefits.

13:00

They can be on either side of the budget, or both, or combination, right.

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Changing from year one to year two.

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Travel expenses, these are all things that are allowable and can be in either or any part of your budget.

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Third party costs, those are your consultants, right, those are all your folks that are involved in the project.

13:19

Staff and volunteer training, yes. If your staff time is an essential part, they're involved in the project.

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Then, yes, count their time. Build it into the budget.

13:29

Even as a reimburse. As an expense that you're going to charge on the budget to IMLS or that you're going to be contributing as part of your cost share.

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If you're developing an internship and fellowship program, make sure that they're paid.

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This is where you put that in the budget.

13:44

Those are allowable costs.

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Now, unallowable costs. We do provide a short list here in the Notice of Funding Opportunity and these are things that cannot be in the IMLS funds request, and cannot be in the cost share.

13:59

Unallowable expenses can't show up anywhere in your proposal.

14:04

So, typical things that we look for here is, fundraising costs, development office costs, we can't support general fundraising. Construction or renovation of facilities.

14:18

Social activities, ceremonies, receptions, or entertainment cannot be supported.

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If it's project related and it supports the activities, there are definitely ways that you can seek support to buy food if necessary for a training event.

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If you have questions about that.

14:39

And what's the distinction you can look at the 2 CFR 200, or if you have specific questions, feel free to contact us and we'll be happy to help you figure it out.

14:52

Now that you have a basic framework on the amount of funding and the allowable costs for your project.

14:56

Let's review the multiple parts of the grant application that you'll need to prepare.

15:03

The application components fall into three categories.

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The first is that of required documents and all applications must include these. Omission at one of those required documents can result in the exclusion of your application from further consideration.

15:21

The second group is that of conditionally required documents.

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Now, some applications need to have these. It depends on sometimes, the nature of your institution or your project. We're gonna talk about that in a little bit.

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And third is the supporting documents, which are completely optional. We'll look at those as well.

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So, you can think about what might be helpful to include there.

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These make up the components of your application, all these documents, and you're going to upload them in Grants dot gov.

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And it's very important to make sure that you prepare and submit everything necessary to complete your application.

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In this case, there's at least 12 required documents listed, that's shown on this slide.

16:06

The documents on the left side of the slide are created by you, using a Word processing system, Word document, then saving as a PDF.

16:16

Instructions for all of these required documents are found in the NOFO.

16:20

Many of these have page limits, and if you exceed the page limit specified in the NOFO, we're going to have to remove any extra pages before your application gets reviewed.

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So make sure your content fits into the page limit, and especially when you convert to PDF, that it stays true.

16:35

So, for example, the Organizational Profile, you're going to be writing that up as a Word document, and then saving as a PDF. Strategic plan summary, as a same thing, Word doc, you're gonna write up, you're gonna save it as a PDF. Narrative, all those things.

16:50

Now, the four required documents on the right side of the slide include the Application for Federal Assistance, the IMLS Supplementary Information Form, the IMLS Museum Program Information Form, which are online forms that you are going to complete in the Grants dot gov environment.

17:08

And the IMLS Budget Form is a fillable PDF.

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So those are four forms that you'll be filling out and uploading as part of your application process, all in Grants dot gov . That's the submission portal.

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So, the second category of application components are the conditionally required documents.

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Some applications may need to include one or several of these. So, for example, if you're applying as a non-profit, then you must include your proof of non-profit status.

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That determination letter from the IRS may be many years old, it may just be one page, but we want a scanned copy of that IRS determination letter.

17:55

If you're using a federally negotiated indirect cost rate in your budget, you must include a copy of your final rate agreement.

18:05

If you don't have a negotiated rate.

18:07

You don't need a copy of anything and you will probably use the 10% de minimis rate.

18:14

If you are creating digital products during the course of your project, then you must complete and submit a digital products plan.

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Now, digital products might be digitized and born digital content, resources, or asset software or other data.

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And if you're creating any of these types of materials, you must include a digital product plan with your application.

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Supporting documents are the third category of application components, and these are completely optional, and this is generally not the place to provide new information.

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So, some common items in this section might be letters of support from key stakeholders, project participants. Maybe an executive summary from a study or report that helped to shape your project design and bolster your project justification.

19:04

It could be a bibliography of references and related documents.

19:09

It could be a position description for new positions that you're going to be filling. It could be.

19:16

Information to support consultants that you're going to be building into the budget and work schedules, so it might be their proposal, or information about their consultant related activities.

19:31

So, remember, include what's important here, and things that will be helpful to reviewers.

19:38

But don't overburden the reviewers with too much data, right? The narrative and the budget and all those required documents is really where you want the essential information.

19:47

This is just your opportunity.

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To provide any supporting documents that you think would be helpful.

19:56

So, I want to look at two specific documents that are important, and which we sometimes get questions about. So, first is the Strategic Plan Summary. IMLS wants to help you achieve your goals.

20:07

And one of the characteristics of a successful Museums Empowered project is that it addresses a key need or challenge that faces your museum and is identified in your strategic plan.

20:18

So, we ask for a summary of your plan, no more than two pages, so that reviewers will be able to understand how your proposed project activities will further your institutional goals and objectives.

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We also ask that you indicate when and by whom the plan was approved.

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For some institutions, this might be the Board of Trustees.

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Using a narrative format for your strategic plan summary is a recommended tactic.

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Our reviewers tell us that they find a well constructed, thoughtful written summary the best way to see the connection between your museum's strategic plan and your proposed project.

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The other document I want to focus on here is a new requirement that came in last year.

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We're now required to ask about the performance of awardees, and this is an agency requirement, so you're helping us to report on it.

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This performance measure requirement is different than project evaluation, which is typically included in your project proposals.

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So, performance measurement tells us how good a job you did as a federal awardee, and it helps IMLS understand and manage and improve our grant programs.

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Project evaluation, by contrast, is all about your project's intended results or outcomes.

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Project evaluation will be covered in the narrative part of your application.

21:48

Following the questions that we ask in the NOFO, such as what need you're addressing, what results you're going to have in your project, and how you can track progress, and all that stuff.

21:58

That's all in the narrative, about your project evaluation.

22:03

For this purpose, the performance measurement plan is a little bit different, and this is how we're going to ask you to plan and report on it.

22:13

In the Notice of Funding Opportunity, we gave a sample chart which applicants may, but don't have to, use the chart. You can make up your own, but you do have to include a plan here. On the left side of the chart.

22:25

Are four commonly used performance measures that we want you to report on. Effectiveness, efficiency, quality, and timeliness.

22:34

Across the top are the information points we're asking you to use in your statements, with examples. So, for example, with data you will collect, are listed counts, such as costs or weights or percentages or hours, as well as qualitative measures, such as observations, opinions, and feelings.

22:52

For each performance measure, we provide a couple of examples addressing issues that might turn up in museums, and blank spaces, where we suggest you write your own performance measure statements.

23:06

Those are outlined in red on the slide. We're looking for one statement for each required performance. Just one.

23:14

You can provide more than one statement, if you wish, but keep in mind that this document is limited to just two pages, so really, one statement for each is just fine. Look at the examples that we provided.

23:26

That's all we're looking for here.

23:29

And that's all I'll say about the performance measurement plan, one of the new required documents.

23:42

Let's turn to the narrative, the section that reviewers are likely to spend the most time reading.

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It's really the heart of your application.

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So, let's examine the narrative section of the application and look at it in more detail.

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This part of the application is limited to seven pages and it's divided into three sections: the justification, the work plan, and the results.

24:03

The questions we asked you to answer and the review criteria by which your application will be judged, these are all in the Notice of Funding Opportunity.

24:12

We'll have them provided up here on the slides you can look at them in more detail.

24:17

So, in the 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.

24:24

What need, problem, or challenge.

24:26

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 Museums Empowered program.

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Which is about using professional development to generate systemic change within your museum, right?

24:44

So, when we ask about the goal, project category, and objectives for Museums Empowered, that's really about aligning with the goals of this grant program.

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Advancing your museum's strategic plan, right, that's linking back to that strategic plan summary.

25:02

Target group refers to individuals who will most immediately and positively be effected by your project.

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You can identify the number of individuals in the target group. So, in Museums Empowered

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The target group is most often going to be your staff, because this is an internal focused grant program.

25:23

But you'll want to talk about who in the staff is involved here. Is it a leadership-based project?

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Does it involve staff at different levels? Does it involve your frontline staff? Does it involve volunteers, board members, docents, whoever is involved.

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That's all part of identifying your target group, and we want to know who that is.

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Now, the ultimate beneficiaries might be the same as your target group. It could be different. So, in a Museums Empowered project, sometimes the target group might be your museum staff. They're the ones that are going to be benefiting during the project period.

25:57

They're going to be involved in the planning, right?

26:01

Because your staff, their professional development training, is knowing what they need, where the gaps are. The beneficiaries might be the staff, as well. It might also be your audience, right?

26:16

So, particularly if some of the work that you're doing in Museums Empowered will ultimately help your organization be better at serving an audience.

26:26

The audience could be the beneficiaries as well.

26:33

The reviewers are going to evaluate your proposal on how well you explained your project, how well you've identified a need, problem, or challenge, what kind of evidence you provided, whether you've clearly identified who's going to benefit from the project.

26:47

If there's an audience involved, whether they've been involved in the planning.

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Target groups and beneficiaries, how are they identified.

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So, you see, these are the review questions. These are the same questions we're going to provide to the peer reviewers when it's time to look at each application.

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So, you know exactly what kinds of things they're going to looking for.

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You've heard me mention this several times already, the need ,problem, or challenge, right? It's a foundational part of the application.

27:19

So, when you're thinking about it, remember that the federal government investment here is about helping something get better, creating an improvement, and as you define your need, problem, or challenge, you want to articulate what's gonna get better.

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Will someone learn something or develop a skill or a change in attitude?

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And you want to identify why it's important that this particular change happens.

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And gather and present data that supports your problem definition.

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These are all the things that help to support that problem and need statement.

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28:09

The narrative includes a section on your Project Work Plan.

28:15

This is where you're going to go into more detail about who will do what, when, and using what resources.

28:22

We asked you to tell us what specific activities you will undertake, who's going to plan and implement and manage your project, when and in what sequence your activities will occur.

28:33

What financial and personnel and other resources are going to be needed for the project.

28:42

And how are you going to track progress towards achieving your intended results, and how are you going to share those results?

28:54

Now, the reviewers are going to be evaluating your proposal on how well your activities are informed by appropriate theory and practice, and whether the goals, and assumptions, and risks are clearly stated.

29:13

The reviewers want to see that 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.

29:32

They'll also be looking to see if there's a clear methodology for tracking your progress and adjusting course when necessary.

29:40

An activity is something that is done, you know, something that you do. It has a beginning and an end, just like projects, you know when you finished it because it doesn't need to be done anymore.

29:54

And your Work Plan is really just a series of activities.

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These are going to be listed at a high level on the Schedule of Completion.

30:04

An activity is not a goal, a result, or an outcome, but rather, is something you do as part of striving to achieve those things.

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You want to aim for a reasonable level of detail when identifying your activities. Not too much, not too little, but just right.

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The final part of the narrative is about project results.

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This is where you're going to articulate the impact of your project.

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What specific results do you intend to achieve in order to address the need, problem, or challenge? Something's going to get better, so tell us what it is.

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You want to talk about the knowledge, skills, and behaviors, or attitudes of the target group and how they're going to change. Products that might result from your project, and how are you going to sustain the benefits beyond the project period, the period of performance.

30:55

It's the end of the grant period.

30:59

And reviewers are going to give us their opinions on how well you designed a plan for collecting and reporting data, whether how likely it is that the improvements you proposal will be realized and that the products you are going to create are going to be accessible to the target audience you identified, and whether the plan for sustaining the benefits of the project is reasonable and practical.

31:24

Now, let's think back to that question we referenced a couple of slides ago, when we talked about defining the need, problem, or challenge. What will result, what will be better as a result of this work?

31:33

Now, if you said someone's gonna learn something, how will you know, right, how are you going to know? How are you going to recognize success, and how are you going to measure it?

31:47

You want to be able to articulate that in the results section of the application, and tie that back to your need, problem, or challenge, right?

31:56

Now, you might consider using a logic model here. If you're familiar with the logic model, you know that there's many different

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templates available out there out in the world that you can grab and use.

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IMLS created a learning tool called Shaping Outcomes to help folks use logic models.

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You can include the logic model as a supporting document, if you're creating one.

32:21

Some reviewers like to see that. Many reviewers do appreciate seeing a logic model, because it does help you connect these results back to the need, problem, or challenge that you identified.

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All right, so, in summary, let's look at all your application components.

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You know, when you're putting all those together.

32:43

What really helps, what makes a successful application in the minds of reviewers, these are the things that they look for. First is that there's institutional impact, that your project uses the transformative power of professional development to generate systemic change within your museum.

33:00

Second is that you've demonstrated that you have a thorough understanding of current practice and knowledge on the subject matter.

33:07

If you're copying something that's been useful at another organization and adapting it for your own purposes, great. If you're having to create something brand new, that's also good.

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But you should be able to reference and think about and know what's happening in the field if you're doing work in any of these categories.

33:28

You also want to have a project-based design. Something that has a set of activities, like we talked about activities, addressing that need, problem or challenge, and have some results at the end.

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Measurable results. Those four things.

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If you have all those essential elements, definitely, reviewers are going to see, and reviewers can see that in your application. So you have them there.

33:57

They're well articulated, and organized in this narrative structure that we've outlined.

34:03

These are generally the characteristics of successful applications.

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If you're interested in learning more about what's been funded in the past, you can certainly look on our IMLS website where you can find the Awarded Grants Search to learn more about projects that have been funded recently.

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We're in our fifth year for the grant program, so there's lots of examples there. And you can search by institution name, location, keyword.

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And you'll get a brief description of the award and the amount. That can be very helpful. And I also encourage you to reach out to folks, right?

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So, if you see an app and something that's been funded recently at another institution, and maybe they're a little bit further along in implementation, reach out to them and ask them about it.

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ask them what works, what's not working for them.

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There's nothing better than learning from your peers and adapting that for your own purposes.

35:02

We've also posted the Narrative and Scheduled of Completion from several successful applications from 2021.

35:10

And to find these examples, go to the Sample Application section on the IMLS website and scroll down to the part of the page where you'll find Museums Empowered examples. And there's funds from each of the categories and Museum Empowered.

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You may be wondering what the schedule is and how things work.

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Well, once your applications come in after the deadline, we look at those applications for completeness and eligibility.

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You'll hear from us by e-mail if there's any problems or questions. From February to June is generally when our peer review process happens.

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And we have a whole series of experienced and knowledgeable peer reviewers that are going to score and comment

35:59

your application based on the criteria outlined in the Notice of Funding Opportunity.

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IMLS staff will also look at the budget, financials, and your track record with past or current grants.

36:13

We're going to prepare all these materials for the IMLS Deputy Director, as well as the IMLS Director.

36:19

And by law, the Director is charged with the authority and responsibility to make final award decisions, and this happens in July.

36:28

In August, we'll notify you by e-mail of the award decisions, whether you're funded or not, and everyone gets copies of the scores and comments created by the reviewers.

36:39

And the funded projects are scheduled to begin September first 2022.

36:45

Now, at this point, I'm just going to share a few tips collected from our experience in working with applications.

36:51

First is you must do your registrations.

36:54

A lot of this was covered in our Choosing a Funding Opportunity webinar, but it's essential that you register early. You have to have a DUNS number, an active Sam dot gov registration, and a current and functional Grants dot gov registration.

37:07

Applications must come through Grants dot gov.

37:10

No ifs, ands, or buts about that.

37:12

Make sure you've done a little work to be sure that your registrations are in place. SAM registration, for example, needs to be renewed every year.

37:21

If it's expired, you want to make sure you do the renewal well in advance of the deadline, because sometimes it can take four to six weeks for renewals to be processed, particularly if there's some substantial change in points of contact on your SAM registration.

37:38

Now, here's a few tips to make sure you meet the application deadline. Do your background research.

37:44

Watching this webinar is a helpful start.

37:49

Follow the narrative outline in the Notice of Funding Opportunity, and consider using the same headings to make it easier for reviewers to read.

37:57

Avoid generalities and acronyms and jargon. The people who will review your applications are museum

38:05

experts, but they may not be totally familiar with your particular shorthand, so make it easy for them to understand what you mean.

38:15

Go ahead and ask a colleague to review everything with fresh eyes before you submit. Ask them to act like a reviewer who is seeing this for the first time.

38:23

Then, be sure your application is complete, Check it against the Table of Application Components. Make sure you have all the correct bits that are required to make a complete application, and then you can submit to Grants dot gov early. The portal is open now.

38:39

You can submit to Grants dot gov, and make sure you know that if you have any errors, you can always resubmit.

38:46

We always take whatever the most recent submission is in Grants dot gov.

38:51

So, you can submit more than once, if necessary.

38:57

So, to recap your next steps, go to IMLS dot gov, and read the Notice of Funding Opportunity. Check your registrations for SAM dot gov and Grants dot gov.

39:09

Connect with us.

39:10

Reach out to a program staff member and schedule a counseling call.

39:14

Remember to prepare your application, make sure it's complete, and submit before the deadline on November 15 at 11:59 PM.

39:23

And in closing our presentation today, I just want to make sure you have the phone numbers and e-mail addresses for the program staff assigned to this grant program.

39:32

Don't hesitate to contact either of us with questions or concerns.

39:36

Best of luck to you and thank you for listening.