



IMLS Museum Grants for African American History and Culture

FY 2019 Information Session

September 12, 2018

Welcome to the Institute of Museum and Library Services' webinar, "IMLS Museum Grants for African American History and Culture Fiscal Year 2019 Information Session."

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



Agenda

- Where to Find Information
- AAHC Program Goals, History & Statistics
- IMLS and AAHC Funding Eligibility Criteria
- Project Funding Levels
- AAHC Project Activities
- Allowable and Unallowable Costs
- Application Components
- Narrative Review Criteria
- Where to Learn More
- Application Tips & Next Steps

Pre-recorded Webinars

Choosing a Museum Funding Opportunity for FY19

A general presentation on IMLS museum grants to help you choose the right grant program for your project

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

Grant Application Forms for FY19

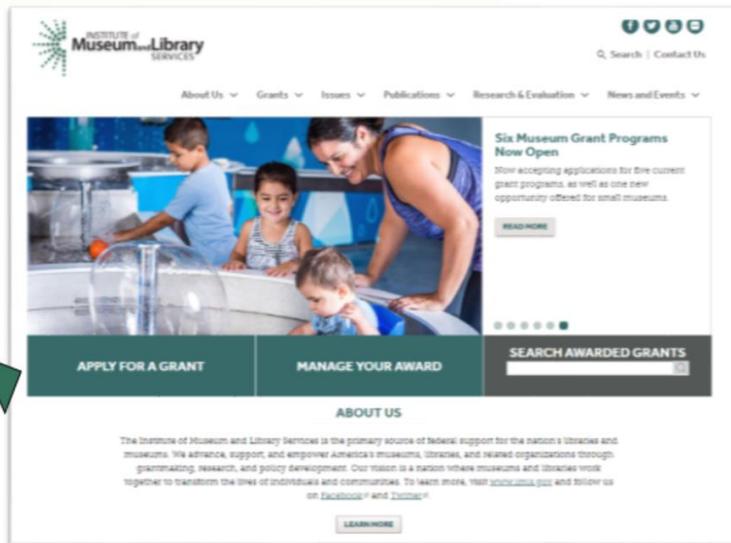
Get detailed tips on completing required forms for all grant programs.

<https://www.imls.gov/news-events/events/imls-oms-fy2019-forms>

You may watch the entire recorded webinar or just select the PDF of the slides and transcript.

If you have not viewed our pre-recorded introductory webinars, we recommend that you do so. One helps you choose the right museum grant program for your project and the other offers detailed tips on completing IMLS forms. You can access them at any time by going to our website's News & Events page, choosing Events and Webinars, and then clicking on name of the webinar. The links are also included in this slide.

Where to Find Information: IMLS Website



The IMLS website is an important place to find information

When you go to the website you will see a blue green bar on our home screen. Click on the button titled "Apply for a Grant." This section of our website is for you.

Notice of Funding Opportunity

- Museum Grants For African American History and Culture

MUSEUM GRANTS FOR AFRICAN AMERICAN HISTORY AND CULTURE

Deadline: November 01, 2019

Grant Info

Applicable: The Strategic Funding Opportunity (SFO) for FY 2019 (FY 4199) is now available.

Grant Amount: \$1,000 - \$250,000

Grant Period: 0 to three years

Grant Make Requirements: You must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the request. No cost sharing is required for applications requesting amounts from \$1,000-\$50,000.

Program Overview: IMLS offers grants for African American history and culture support activities that build the legacy of African American institutions and support the growth and development of museum professionals at African American institutions.

Eligibility: Eligible applicants include museums with a primary purpose and focus on African American, art, history, and/or culture, encompassing the period of slavery, the era of Reconstruction, the Harlem Renaissance, the civil rights movement, and other periods of the African American struggle. Museum applicants must also follow the IMLS grantee www.imls.gov/grantee-conditions-for-awards.

Nonprofit organizations whose primary purpose is to support museums identified above may also apply. Community Based Colleges or Universities (CBCs) are also eligible. Please see program guidelines for specific eligibility criteria.

Program Contacts

Visit IMLS at: www.imls.gov

Senior Program Officer
museums@imls.gov
202-693-4987

MUSEUM GRANTS FOR AFRICAN AMERICAN HISTORY AND CULTURE

FY 2019 NOTICE OF FUNDING OPPORTUNITY

Table of Contents

A. Program Description	3
B. Federal Award Information	6
C. Eligibility Information	7
D. Application and Submission Information	10
E. Application Review Information	23
F. Award Administration Information	24
G. Contacts	26
H. Other Information	26
Appendix One - IMLS Assurances and Certifications	28
Appendix Two - Required Federal Systems	33
Appendix Three - Performance Measure Statements and Information to be Collected and Reported	35
Appendix Four - Explanation of Forms for Reference	38
Appendix Five - IMLS Products Guidance	47
Appendix Six - Conflict of Interest Requirements	49

Each grant program has a landing page on the IMLS website. Here you will find a brief overview of the grant program, contact information for the IMLS staff assigned to this grant program – and your primary point of contact if you have questions – and link to the PDF of the Notice of Funding Opportunity. The 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. The text and information I am using in this webinar derive from the instructions and guidance found in the Notice of Funding Opportunity. A NOFO is available for each of the grant funding opportunities.

Now let's discuss the Museum Grants for African American History and Culture grant program in more detail.

AAHC Program Goals

The goals of the Museum Grants for African American History and Culture program (AAHC program) are:

- to build the capacity of African American museums and
- support the growth and development of museum professionals at African American museums.

The goals of the Museum Grants for African American History and Culture program (AAHC program) are to build the capacity of African American museums and support the growth and development of museum professionals at African American museums.

The AAHC program supports projects that nurture museum professionals, build institutional capacity, and increase access to museum and archival collections at African American museums and Historically Black Colleges and Universities (HBCUs). IMLS welcomes applications from museums of all sizes and geographic areas whose primary purpose, as reflected in their mission, is African American art, life, history, and culture.

AAHC Program History

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

Created by an act of Congress in 2003 which authorized:

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

The AAHC grant program was created by an Act of Congress in 2003 – the same act that created the Smithsonian National Museum of African American History and Culture. The legislation that created the museum directed IMLS to create a grant program to improve operations, care of collections, and development of professional management at African American museums. The AAHC grant program is designed to strengthen the institutional capacity in the African American museum community.

AAHC Grants 2006-2017



Number of Applications: 441

Number of Grants Funded: 153

Total Funds Awarded:
\$15,320,735

Total Cost Share:
\$18,592,974

Peer Reviewers: 173

This map shows the scope of IMLS AAHC grants from 2006-2017. Adding the awards made in FY 2018, brings the numbers up to:

Number of Applications: 481

Number of Grants Funded: 179

Total Funds Awarded: \$17,551,735

Total Cost Share: \$20,861,925

Peer Reviewers: 181

AAHC Applications & Awards

	Number of Applications	Number of Awards	Funds Requested	Funds Awarded
FY 2015	35	17	\$3,394,060	\$1,407,000
FY 2016	31	17	\$2,716,708	\$1,481,000
FY 2017	32	16	\$3,076,510	\$1,485,955
FY 2018	40	26	\$3,742,061	\$2,231,000

This chart shows the number of applications and number of awards made in the past four years.

You will see that the number of awards made in the AAHC program increased this year, due to an increase in funding appropriation from the U.S. Congress.

Although Congress has yet to pass a final budget for FY 2019 (which begins on October 1) we anticipate that the funding for this program will remain the same as the prior year.

Museum Eligibility Criteria

Is your organization:

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

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

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



General funding eligibility criteria for museums can be found on the IMLS website as shown in the screen shot image on the right side of this screen. This general eligibility criteria applies to most of the IMLS grant museum programs, including AAHC.

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

AAHC Eligibility Criteria

- A museum whose primary purpose, as reflected in its mission, is African American life, art, history, and/or culture, encompassing the period of slavery; the era of reconstruction; the Harlem renaissance; the civil rights movement; and other periods of the African American Diaspora;
- A not-for-profit museum service organization or association whose primary purpose, as reflected in its mission, is to support museums identified above; or
- Historically Black Colleges and Universities.

In addition to the general IMLS museum eligibility criteria, the AAHC grant program has specific eligibility criteria that is described in the Notice of Funding Opportunity. To be eligible for an award under the FY2019 Museum Grants for African American History and Culture program, you must qualify as one of the following:

- A museum whose primary purpose, as reflected in its mission, is African American life, art, history, and/or culture,
- A not-for-profit museum service organization or association whose primary purpose, as reflected in its mission, is to support museums identified above; or
- One of the 107 Historically Black Colleges and Universities. HBCU's qualify even if they do not have a museum.

Project Funding Levels

HOW MUCH?

Option 1: \$5,000-\$50,000 in federal funds with **no cost share required**

Option 2: \$50,001-\$250,000 in federal funds with 1:1 cost share required

HOW MANY?

If you choose Option 1, you are limited to **one** application in this grant program

If you choose Option 2, you may submit multiple applications for different projects to this grant program.

Our next topic has to do with how much funding your project requires. The size of your project, and how much you are requesting in federal funds, will determine the cost share requirement and how many applications you are allowed to submit. There are two options to consider.

Option 1 is to apply for an amount of federal funds between \$5,000 and \$50,000. If you elect Option 1, then you do not need to provide a cost share. This option is designed for smaller scale projects that require less than \$50,000 in federal funds.

Option 2 is to apply for an amount of federal funds between \$50,001 and \$250,000. If you elect Option 2, then you must provide a 1:1 cost share. This cost share may be in the form of cash, staff or volunteer time, or third-party contributions. It may not be funds from another federal source.

The second question is how many applications may you file?

If you choose Option 1 and request between \$5,000 and \$50,000 with no cost share, then you are limited to one AAHC application in the FY2019 round.

If you choose Option 2 and request between \$50,001 and \$250,000 with a 1:1 cost share, then there is no limit on the number of applications your museum may submit this round to AAHC.

AAHC Project Activities

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

- Fostering partnerships among museums and institutions of higher education to address challenges facing the African American museum community
- Providing professional development opportunities for museum staff, leadership, and volunteers
- Developing and offering workshops and training for museum staff, leadership, and volunteers
- Creating and supporting internships and fellowships, including recruitment, supervision, mentoring, and training for interns and fellows and understanding the importance and role of cohorts of interns and fellows

Next, let's consider the kinds of projects that are supported in the AAHC grant program. You may apply for projects including, but not limited to, the activities listed here.

For example, projects to support the growth and development of museum professionals at African American museums may involve hosting paid internships at African American museums; creating mentorship opportunities for emerging and mid-career staff to connect with, learn from and engage with senior leaders and founders in the African American museum community; creating learning and growth opportunities for museum staff to build skills, enhance knowledge and expertise in museum-related subjects and areas of need.

AAHC Project Activities

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

- Cataloging, inventorying, documenting, and registering collections
- Digitization of collections designed to enhance outreach, expand access, or improve collections management
- Developing collection plans, interpretive plans, or strategic plans using consultants, researchers, and other sources of professional expertise
- Implementing recommendations or action plans from planning activities
- Exhibition development, design, and fabrication
- Interpretive and educational programs, product development, and delivery
- Design and printing of educational resources including training manuals, toolkits, and curricula that support educational programs and exhibitions

Projects designed to build the capacity of African American museums may involve increasing the number of museum professionals working at African American museums to enable the museum to expand educational programs, engage the community, enhance organizational operations and resiliency, or provide for enhanced care of collections. IMLS encourages museum professionals and institutions to share and adopt best practices and innovations by creating skill-building and capacity-expanding programs that are applicable across all levels of museum staff to ensure the highest standards in all aspects of museum practices and operations.

Allowable Costs



2 CFR 200 Cost Principles

<https://www.ecfr.gov>

GENERAL PRINCIPLES	
General Principles	
§200.400	Policy goals
§200.401	Application
Basic Considerations	
§200.402	Composition of costs
§200.403	Factors affecting allowability of costs
§200.404	Reimbursable costs
§200.405	Allowable costs
§200.406	Applicable credits
§200.407	Prior written approval (prior approval)
§200.408	Limitation on allowance of costs
§200.409	Special considerations
§200.410	Collection of unallowable costs
§200.411	Adjustment of previously negotiated indirect (F&M) cost rates containing unallowable costs
DIRECT AND INDIRECT (F&M) COSTS	
§200.412	Classification of costs
§200.413	Direct costs
§200.414	Indirect (F&M) costs
§200.415	Required certifications
SPECIAL CONSIDERATIONS FOR STATES, LOCAL GOVERNMENTS AND INDIAN TRIBES	
§200.416	Cost allocation plans and indirect cost proposals
§200.417	Emergency services
SPECIAL CONSIDERATIONS FOR INSTITUTIONS OF HIGHER EDUCATION	
§200.418	Costs incurred by states and local governments
§200.419	Cost accounting standards and disclosure statement
GENERAL PRINCIPLES FOR SELECTED FORMS OF COST	
§200.420	Considerations for selected forms of cost
§200.421	Advertising and public relations
§200.422	Advisory councils
§200.423	Alcoholic beverages
§200.424	Alumni activities
§200.425	Audit services
§200.426	Bed debts
§200.427	Bonding costs
§200.428	Collection of merger payments
§200.429	Commemorative and commemorative costs
§200.430	Competition—general services
§200.431	Competition—major benefits
§200.432	Professions

We'll turn now to allowable and unallowable costs for your project. Be very careful in preparing your proposal and include only allowable costs in both your IMLS ask and your cost share. To do otherwise can hurt your chances of getting positive reviews and being recommended for funding.

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

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

Allowable Costs

Examples of allowable costs

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- third-party costs
- publication design and printing
- staff and volunteer training
- internships/fellowships
- indirect or overhead costs

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

These costs may be part of what you ask IMLS to pay for and/or what you will pay for as part of your cost share, if one is required. The rules about allowability apply to both sides.

Unallowable Costs

Examples of unallowable costs

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

We also provide a list of generally unallowable costs, again both for IMLS funds and for cost share. These costs may NOT be part of what you ask IMLS to pay for, NOR can they be part of what you will pay for as part of your cost share. In fact, unallowable expenses can't show up anywhere in your proposal.

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

Application Components

Required Documents

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

Conditionally Required Documents

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

Supporting Documents

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

Now that you have some basic framework on the amount of funding and the allowable costs for your project, let's review the multiple parts of the grant application that you will need to prepare. The application components are a series of documents you will upload in Grants.gov that together make up your application.

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

The second group is that of **Conditionally Required Documents**. **Some** applications must include these. It might depend on the nature of your institution or some aspect of your project. In either case, omission of even just one can result in the exclusion of your application from further consideration.

The third group of application components are **Supporting Documents**. These are completely optional. You may submit some or none. Think about including only those that supplement your narrative and support the project description you provide in your application. This is not the place to introduce new information. Be respectful of your reviewers' time and avoid any temptation to include extraneous material that is not directly relevant to your project.

Application Components

Required Documents : All applications must include these.

- Abstract
- Organizational Profile
- Narrative
- Schedule of Completion
- List of Key Project Staff
- Resumes of Key Project Staff and Consultants
- Budget Justification
- Application for Federal Assistance/Short Organizational Form (SF-424S)
- IMLS Program Information Sheet
- IMLS Budget Form
- Digital Product Form

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

All applications must include the required documents listed here.

Also important to note are page limits. If you exceed the page limit specified in the Notice of Funding Opportunity, we must remove the extras before your application goes out for review. Make sure your content fits into the page limits specified and make sure the number of pages holds when you convert your document to a PDF.

Our pre-recorded webinar, "IMLS Office of Museum Services, FY2019 Forms," provides detailed guidance on completing the forms listed on the right side of this slide: The Application for Federal Assistance, the IMLS Program Information Sheet, the IMLS Budget Form, and the Digital Product Form. We strongly recommend that you listen to and/or read the transcript of that webinar.

Application Components

Conditionally Required Documents:

Some applications must include these.

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

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

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

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

Application Components

Supporting Documents

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

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

Supporting Documents

Projects that build organizational capacity by adding new staff may include the following types of supporting documents:

- Position description(s) for the new staff position, including assigned duties and required qualifications
- Estimated salary and benefits documentation for the new position that reflect industry standards and prevailing wages for the local area
- Organizational chart and/or a description of the leadership and supervisory structure of your organization, showing the new positions along with existing staff

Here are some specific examples of the kinds of supporting documents you may want to include in your application. These examples are some of things that peer reviewers who will be reading your application, will expect to see. These documents help support the case you are making in your application, that if funded, you can be successful in completing your project.

For projects that build organizational capacity by adding new staff, consider including the following types of supporting documents:

- Position description(s) for the new staff position, including assigned duties and required qualifications
- Estimated salary and benefits documentation for the new position that reflect industry standards and prevailing wages for the local area
- Organizational chart and/or a description of the leadership and supervisory structure of your organization, showing the new positions along with existing staff

Supporting Documents

Projects that support the growth and development of museum staff or interns may include the following types of supporting documents:

- Position descriptions including expected duties and learning outcomes for interns
- Recruitment plans, including letters of support from HBCUs or other institutions of higher education
- Training needs assessment, identifying knowledge gaps and areas of growth for museum staff
- Curriculum and learning objectives from identified training programs or career development experiences

For projects that support the growth and development of museum staff or interns may, consider including the following types of supporting documents:

- Position descriptions including expected duties and learning outcomes for interns
- Recruitment plans, including letters of support from HBCUs or other institutions of higher education
- Training needs assessment, identifying knowledge gaps and areas of growth for museum staff
- Curriculum and learning objectives from identified training programs or career development experiences

Supporting Documents

Projects that build capacity to enhance care and increase access to museum collections may include the following types of supporting documents:

- Summary of the scope and scale of museum collections,
- Specific benchmarks on the quantity of collection items to be processed, cataloged, and/or digitized in the proposed project
- Description of the intended audience and how the improved access to the collection will meet the needs of that audience
- Museum collections management policy

For projects that build capacity to enhance care and increase access to museum collections, consider including the following types of supporting documents:

- Summary of the scope and scale of museum collections, including baseline information on the numbers, types, and quantities of items held by the museum
- Specific benchmarks on the quantity of collection items to be processed, cataloged, and/or digitized in the proposed project
- Description of the intended audience that will gain access to the museum collection, and how the improved access will meet the needs of that audience
- Museum collections management policy or similar type of document approved by the governing board and/or leadership of your museum

These examples are some of things that peer reviewers who will be reading your application, will expect to see. These documents help support the case you are making in your application, that if funded, you can be successful in completing your project

Narrative

In the AAHC grant program the narrative is limited to 7 pages and is divided into three sections:

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

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

Among the required components of your application, the Narrative is the section that reviewers are likely to spend the most time reading. So let's examine the narrative section of the application. In the AAHC grant program the narrative is limited to 7 pages and is divided into three sections:

Project Justification
Project Work Plan
Project Results

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

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?
- Who or what will benefit from your project?
- How will your project enhance the capacity of your institution?
- How will your project address the goals of the AAHC program?

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 beneficiaries and their involvement in planning where possible*
- *Description of the collections and/or records and current conditions, if applicable*
- *Evidence that the project enhances the capacity of the institution in a specific, actionable, and measurable way*

Project Justification

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

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

Narrative: Project Work Plan

Tell us:

- What specific activities will you carry out?
- Who will plan, implement, and manage your project?
- What is your project's maturity level (i.e. exploratory, piloting, scaling, or mainstreaming)?
- When and in what sequence will your activities occur?
- What are the risks to the project?
- What resources will you need?
- How will you track your progress?
- How will you share your project's results?

Reviewers will look for:

- *Activities informed by appropriate theory and practice with relevant evaluation and performance measurements*
- *Team with sufficient experience and skills*
- *Activities that appropriately reflect the project's maturity level*
- *Realistic and achievable schedule*
- *Goals, assumptions, and risks clearly stated*
- *Appropriate personnel and financial resources*
- *Clear methodology for tracking progress and adjusting course when necessary*
- *Effective plan for communicating results*

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

We ask you to tell us what specific activities you will undertake; who will plan, implement, and manage your project; when and in what sequence your activities will occur; what financial, personnel, and other resources you will need to carry out the activities; how you will track progress toward achieving your performance goals and intended results; and how and with whom you will share your project's results.

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

Narrative: Project Results

Tell us:

- *Learning and Community:* How will you collect and report the data required for the performance measure statement(s) you have chosen?
- *Collections and Content:* How will the care, condition, and/or management of museum collections/records be improved?
- How will the knowledge, skills, behaviors, and/or attitudes of the intended audience change as a result of your project?
- What tangible products will result?
- How will you sustain the benefit(s) of your project?

Reviewers will look for:

- *Learning and Community:* Well designed and feasible plan for collecting and reporting data
- *Collections and Content:* Improvement in the care, condition, and/or management of museum collections/records
- 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 the impact of your project.

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

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

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

Characteristics of Successful Applications

- ***Institutional Impact:*** The project builds the capacity of a museum and/or supports the growth and development of museum professionals at African American museums and/or HBCUs
- ***In depth Knowledge:*** Applications reflect a thorough understanding of current practice and knowledge about the subject matter.
- ***Project-based Design:*** Work plans consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge identified in your application.
- ***Demonstrable Results:*** Projects generate measureable results that tie directly to the need or challenge it was designed to address.

In summary, considering all the components of your application, there are four general characteristics of successful AAHC applications that reviewers will look for. As you prepare your application, keep these characteristics in mind.

- ***FIRST, Institutional Impact:*** Your project should build the capacity of your museum and/or support the growth and development of museum professionals at your museums or HBCU
- ***SECOND, In-depth knowledge:*** Your proposal should reflect a thorough understanding of current practice and knowledge about the subject matter.
- ***THIRD, Project-based design:*** Your work plan should consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge.
- ***AND FOURTH, Demonstrable results:*** Your project should generate measureable results that tie directly to the need or challenge it was designed to address.

An application that has all of these four characteristics, will stand out in the review process, and will have the best chance of success for funding.

Awarded Grants Search

The screenshot displays the 'AWARDED GRANTS SEARCH' interface. It features several search filters: 'Grant Program' (with a dropdown menu), 'Grant Program Category' (with a dropdown menu), 'Institution Name', 'City', and 'State' (with a dropdown menu), 'Fiscal Year', and 'Recipient Type' (with a dropdown menu). There are also fields for 'Issue Areas', 'Keywords', 'Log Number', and 'Sort Options' (with a dropdown menu). An 'Apply' button is located below the filters. Below the filters, it shows 'Showing 1 through 10 of 153 results'. The first result is for the 'B.B. King Museum and Delta Interpretive Center' with a log number of 'MH-00-17-0005-17' and a fiscal year of 2017. The award amount is \$143,976.00. The location is Irondola, MS, and the recipient type is Museum. The program is 'Museum Grants for African American History and Culture'. A brief description of the project is provided at the bottom of the result.

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

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

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

Sample Applications



Home » Grants » Apply for a Grant » Sample Applications

SAMPLE APPLICATIONS

Museum Grants for African American History and Culture

- [The National Jazz Museum in Harlem](#) (PDF, 771 KB)
- [NC African American Heritage Commission](#) (PDF, 972 KB)
- [David C. Driskell Center](#) (PDF, 382 KB)
- [Robbins House](#) (PDF, 11 MB)

Museums for America

Learning Experiences

- [Garfield Park Conservatory Alliance](#) (PDF, 1.14 MB)
- [Friends of the Briar Bush](#) (PDF, 1.13 MB)

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

We have also posted the abstract, narrative, and schedule of completion for a cross-section of successful applications from 2018. To find these examples, go to the Sample Applications on the IMLS website and scroll down the page to the AAHC examples. Looking at these proposals might help clarify your thinking about your own.

Important Dates



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

AAHC awards will be announced in June 2019.

And all AAHC projects must be scheduled to start July 1, August 1, or September 1, 2019. The choice is yours.

Application Tips

Register early!

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



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

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

It's also crucial to remember that your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status. I would recommend doing that today.

Application Tips

- Do your background research.
- Follow the narrative outline in the Notice of Funding Opportunity, using the same headings, subheadings, or numbered sections to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon.
- Check your spelling, grammar, and math.
- Ask a colleague to review everything with fresh eyes before you submit it.
- Be sure your application is complete.
- Submit to Grants.gov early so you can correct any errors.

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

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

Recommended Next Steps

1. Visit www.imls.gov and read the Notice of Funding Opportunity carefully.
2. Check your organization's registrations with both SAM.gov and Grants.gov.
3. Connect with us
 - Participate in free IMLS webinars.
 - Talk with a program staff member.
4. Prepare your application. Make sure it's complete.
5. Submit **before** the deadline, November 1, 2018 (by 11:59 pm ET)

So to recap your next steps:

- Visit www.imls.gov and read the Notice of Funding Opportunity carefully.
- Check your organization's registrations with both SAM.gov and Grants.gov.
- Connect with us: Participate in free IMLS webinars. Talk with a program staff member.
- Prepare your application. Make sure it's complete.
- Submit before the deadline, November 1, 2018 (by 11:59 pm ET)



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In closing our presentation today, I want to make sure you have our e-mail address and direct phone number. I am your primary IMLS contact as your program officer, with Ashley's assistance. Don't hesitate to call or email either of us with questions or concerns or simply to confirm what you already know.