FY 2024 Getting Started with IMLS Museum Grants Recording

0:01
Welcome to the Institute of Museum and Library Services,

0:05
Office of Museum Services. Informational video Getting

0:08
Started with IMLS Museum Grants.

0:11
The goal of this video is to provide a high level overview of

0:15
our FY 2024 grant funding opportunities and the process of

0:19
applying for them.

0:22
This video is organized into six chapters. What is IMLS? Is my

0:26
institution eligible for an IMLS Museum grant? Which grant

0:31
program should I apply to? How do I apply? What if I have more

0:35
questions? And what if I'm not ready to apply this year?

0:42
To get the most out of this video, we recommend that you

0:45
watch it in its entirety. This will give you an idea of the

0:48
funding opportunities that best fit for your organization. Once

0:51
you've done that, we recommend reading the Notice of Funding

0:54
Opportunity for the programs you are considering.

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Notices of Funding Opportunities, also known as No

1:01
FOs, are documents that detail the requirements of each of our

1:06
grant programs for fiscal year 2024. All of our NOFOs can be

1:10
found at imls.gov\Grants.

1:13
Once you've selected a funding opportunity, you'll be ready to

1:16
begin the application process. As you navigate the process, you

1:20
can see this video as a reference tool. If you'd like to

1:23
skip to a specific section, please use the time bar below or

1:26
the links in the description box to navigate the chapters.

1:32
Now that we understand the structure of this video, let's

1:35
talk about IMLS.

1:37
IMLS is an independent federal grant making agency and

1:41
the primary source of federal support for the nation's museums

1:44
and libraries. The IMLS vision and mission statements were

1:47
adopted as part of the agency's current strategic plan.

1:51
Both emphasized that IMLS is here to support museums and

1:54
libraries and their work of serving their communities.

1:57
IMLS's vision is a nation where museums and

2:00
libraries work together to transform the lives of

2:02
individuals and communities.

2:04
Our mission is to advance, support, and empower America's

2:08
museums, libraries, and related organizations through grant

2:12
making, research, and policy development. Our full strategic

2:15
plan is available at imls.gov.

2:19
OMS, or the Office of Museum Services, is a key component of

2:24
IMLS.

2:25
In our last annual grant cycle, we awarded approximately $40

2:28
million in funding to a diverse group of institutions including

2:32
art history and science museums, zoos, aquaria, professional

2:36
associations, universities and Native American tribes. We

2:40
encourage you to apply for IMLS funding to support your

2:43
institutions, goals or those of the museum field. Our current

2:47
application cycle opened on August 15th and will close on

2:51
November 15th.

2:54
Let's discuss some eligibility ground rules for applying to our

2:57
grant programs.

3:00
It's important to remember that each IMLS grant program has its

3:03
own specific requirements. Those are detailed in the NOFOs, and

3:06
we'll discuss them in chapter three of this video.

3:10
For now, let's go over the federally mandated requirements

3:13
that all potential applicants should be aware of.

3:16
Your organization must be located in one of the United

3:19
States, 50 states, its territories, or the District of

3:22
Columbia.

3:23
Your organization must be a unit of state, local, or tribal

3:26
government.

3:28
Or a private nonprofit organization with tax exempt

3:31
status.

3:34
Three of our grant programs, Museums for America, Museums

3:37
Empowered and Inspired Grants for Small Museums, are only

3:40
available to individual museums.

3:45
In order to qualify for our museum programs, your

3:48
organization must have at least one full time or equivalent

3:52
professional staff person either paid or unpaid, have a physical

3:56
location that it owns or operates, have been open to the

3:59
public for at least 120 days in the year prior to November 15th,

4:03
2023, and own or use tangible objects.

4:07
Museums may be standalone organizations, or they may be

4:10
part of a larger institution.

4:12
Such as a college, university, tribe, or state or local

4:15
government.

4:18
Here are some examples of the types of organizations that

4:22
could be considered museums. Please note that this list is

4:25
not exhaustive.

4:28
For three other OMS programs, National Leadership Grants for

4:32
Museums, Museum Grants for African American History and

4:35
Culture, and the Native American Native Hawaiian Museum Services

4:39
Program, additional eligibility requirements exist. We will

4:42
address this in Chapter three of this presentation. Please refer

4:46
to the Eligibility section of the program NOFOs for detailed

4:50
guidance.

4:52
Once you've determined whether or not your organization is

4:55
eligible for a given grant program, you'll want to know

4:58
what types of activities or projects it can fund. A good

5:02
rule of thumb is that expenses must relate to specific project

5:05
activities, not the general operation of your institution.

5:08
Some of these project related expenses may include.

5:12
Salaries, wages and fringe benefits, travel expenses,

5:16
materials and supplies, program evaluation, internships and

5:20
fellowships, equipment to improve collection, storage, and

5:24
so on.

5:27
There are also some types of expenses that are not allowed in

5:31
your IMLS budget request or in your cost share. These include

5:34
general fundraising costs such as development office staff or

5:38
other staff, time devoted to general fundraising,

5:41
contributions to endowments, general operating support, the

5:45
acquisition of collections.

5:47
Construction or renovation of facilities and social

5:50
activities, receptions and entertainment.

5:55
Now that we have covered the basics of our eligibility

5:58
requirements and allowable versus unallowable cost, let's

6:01
get into some program specific details.

6:04
As mentioned previously, the IMLS Office of Museum Services is

6:08
currently offering six grant programs for FY24. It is

6:11
important to know how these programs are alike and different

6:14
so that you apply to the program that best meets your needs and

6:18
eligibility.

6:21
Museums for America or MFA, is our biggest grant program,

6:24
receiving the largest number of applications each year and the

6:28
one through which we make the most awards. MFA supports museum

6:31
projects focusing on exhibitions.

6:34
Educational interpretive programs, digital learning,

6:37
resources, professional development, community debate

6:40
and dialogue, audience focused studies and or collections

6:44
management, curation, care, and conservation.

6:48
These projects should address a key component of your

6:50
institutions strategic plan.

6:52
As an applicant, you must align your project with one of Imola's

6:56
agency level goals. By choosing a project category, your options

7:00
are lifelong learning, community engagement and collection,

7:04
stewardship and access.

7:06
Rent requests may range from $5,000 to $250,000. MFA requires

7:10
A1 to 1 cost share. This means that for every dollar you

7:14
request from IMLS, you must plan to provide an additional dollar

7:19
in cash from a non federal source, staff or volunteer time

7:23
or third party in kind contributions. Please note that

7:27
MFA is only available to museums. Projects can be

7:31
scheduled to last from one to three years and they must begin

7:35
on September 1st, 2024.

7:39
Museums Empowered or ME is a special initiative of museums

7:43
for America. It is designed to support projects that use the

7:46
transformative power of professional development and

7:49
training to generate systemic change within museums of all

7:53
types and sizes.

7:54
Potential projects should address one of four project

7:57
categories.

7:59
Digital Technology to provide museum staff with the skills to

8:02
integrate digital technology into museum operations.

8:06
Diversity, Equity, inclusion to support museum staff and

8:09
providing inclusive and equitable services to people of

8:13
diverse geographic, cultural, and socioeconomic backgrounds

8:16
and to individuals with disabilities.

8:19
Evaluation to strengthen the ability of museum staff to use

8:23
evaluation as a tool to shape museum programs and improve

8:27
outcomes.

8:28
Organizational management to strengthen and support museum

8:31
staff as the essential part of a resilient organizational

8:34
culture.

8:36
Grant requests may range from $5,000 to $250,000 for projects

8:40
scheduled to last from one to three years. All projects must

8:44
begin on September 1st, 2024. Like MFA, ME requires a 1 to 1

8:49
cost share and is only available to museums.

8:54
INSPIRE Grants for Small Museums, another special

8:57
initiative of the Museums for America program, is designed

9:01
specifically to help small museums address the priorities

9:04
identified in their strategic plans. As an applicant, you must

9:08
align your project with one of three project categories,

9:11
lifelong learning, institutional capacity or collection,

9:14
stewardship, and access. When applying to this program, you

9:18
must make a case as a small museum using attributes such as

9:21
staff size, operating budget, and size relative to

9:24
organizations.

9:25
Within your discipline or geographic region.

9:29
There are two funding levels and Inspire and each has its own

9:33
cost share requirement. For smaller scale projects,

9:37
requesting $5,000 to $25,000, no cost share is required. For

9:41
larger projects requesting $25,001 to $75,000, a one to one

9:45
cost share is required.

9:48
Just like MFA and ME, this opportunity is only available to

9:52
museums. Inspire projects must begin on September 1st, 2024 and

9:56
may last from one to two years.

10:02
The National Leadership Grants for Museums program, or NLF-M,

10:05
supports projects that advance the museum fields, ability to

10:09
provide engaging learning opportunities, address community

10:12
needs, and steward collections through projects that result in

10:16
model tools and resources, training and professional

10:19
development, research findings, and forums that explore current

10:23
challenges and emerging issues.

10:25
NLGM is open to museums, organizations, or associations

10:29
that engage in activities designed to advance the

10:32
well-being of museums and the museum profession, and to

10:35
institutions of higher education.

10:38
There are two NLGM project types.

10:41
Non research projects support efforts that result in tools and

10:45
resources for the field. Non research grant requests may

10:49
range from $50,000 to $750,000 for projects scheduled to last

10:53
one to three years and requires a 1 to 1 cost share.

10:58
Research projects pose questions of importance to the field and

11:02
use accepted research methodologies to collect,

11:05
analyze and share the data that answers those questions.

11:09
Research grant requests may range from $50,000 to $750,000

11:13
for project scheduled to last one to three years with no cost

11:17
share required. All NLGM projects must begin on September

11:21
1, 2024.

11:25
The goal of the Museum Grants for African American History and

11:29
Culture program, or AAHC, is to build the capacity of African

11:32
American museums and to support the growth and development of

11:36
museum professionals and African American museums and

11:39
Historically Black Colleges and universities.

11:42
There are two funding levels in AAHC and each has its own cost

11:46
share requirement.

11:48
For smaller scale projects requesting $5,000 to $100,000, no

11:52
cost share is required. For large projects requesting

11:56
$100,001 to $500,000, a one to one cost share is required.

12:01
AAHC is open to museums whose primary purpose, as reflected in

12:06
its mission, is African American life, art history, and or

12:10
culture, not-for-profit. Museum service organizations or

12:14
associations whose primary purpose, as reflected in its

12:17
mission, is to support such museums and to the federally

12:21
designated Historically Black colleges and universities HBCUs

12:25
may be eligible even if they do not have the museum.

12:31
Projects may be scheduled to last from one to three years,

12:34
and projects must begin on July 1st, 2024.

12:39
The Native American Native Hawaiian Museum Services

12:43
Program, NANH for short, is open to federally recognized tribes,

12:47
including Alaskan Native villages and corporations and

12:50
organizations that primarily serve and represent Native

12:53
Hawaiians. Other types of organizations, such as museums,

12:57
may partner but not serve as the legal applicants for this

13:01
program.

13:02
The goal of the NANH program is to build the capacity of Native

13:06
American tribes and Native Hawaiian organizations to

13:09
provide museum services to their communities.

13:12
Museum services is defined broadly for this program, but is

13:16
meant to support projects that sustain Indigenous heritage,

13:19
culture, and knowledge. Some of the ways NANH grantees do

13:23
this is through exhibitions, educational programs, language

13:26
preservation, training and professional development,

13:29
organizational capacity building and collection stewardship.

13:34
NANH projects can be scheduled to last from one to

13:37
three years and must begin on July 1st, 2024.

13:42
Grant request may range from $5,000 to $250,000 and no cost

13:46
share is required for this program.

13:51
Keep in mind that there is no limit to the number of programs

13:55
that you can apply to, but if an organization submits multiple

13:58
applications, they must be for separate and distinct projects.

14:02
For further details on each program, please check their full

14:06
Notice of Funding Opportunity at ims.gov\Grants, or feel free to

14:10
contact one of our program officers listed on the web page

14:14
associated with the applicable grant program.

14:19
Once you have determined which opportunities you are interested

14:22
in, it's time to apply.

14:25
Again, the FY24 cycle for these 6 grant programs opened on

14:30
August 15th. We'll be accepting applications for these programs

14:35
until 11:59 PM Eastern Time on November 15th, 2023.

14:39
We recommend starting your application as soon as you can.

14:43
Unexpected delays may arise and we cannot.

14:47
accept late applications.

14:52
The first step in applying is to register for sam.gov.

14:56
Sam stands for System for Award Management. Sam is a federal

15:00
repository that centralizes information about grant

15:03
applicants and recipients and is free to all users. Applicants

15:07
must be registered with Sam before registering with

15:10
grants.gov.

15:12
All grant payments will be made to the bank account that is

15:15
associated with the organization's Sam registration.

15:18
Your registrations must be complete and up to date for you

15:22
to submit an application to IMLS or to receive an award. If this

15:25
is your first time applying for IMLS funding, it's important to

15:29
know that you must complete the sam.gov registration before

15:32
moving on to any other steps in the application process.

15:36
If you have registered with Sam in the past, you must renew your

15:40
account before moving on to any other steps in the process. An

15:44
expired registration will prevent an organization from

15:47
submitting applications via grants.gov and receiving awards

15:51
or payments.

15:52
We strongly recommend that you begin or update these

15:55
registrations immediately. Doing so is completely free.

15:59
To begin, visit sam.gov and use the FAQ's to answer questions.

16:04
If you need further assistance, call the Federal Service Desk at

16:10
866-606-8220 Monday through Friday, 8:00 AM to 8:00 PM

16:15
Eastern Time.

16:18
The second place you need to register is with grants.gov It

16:21
is the portal through which all federal grant applications must

16:25
be submitted.

16:26
Once your Sam registration is active, you can log into your

16:30
Sam record to locate your unique entity identifier or UEI.

16:34
You need this active UEI to register and grants.gov.

16:38
Grants.gov is a website owned and operated by the federal

16:42
government and is also free to users.

16:44
Please allow several weeks to complete the grants.gov

16:48
registration. The grants.gov website is extensive and its

16:51
help capabilities are numerous and well staffed.

16:55
Begin with the website and its FAQ's, but if you need

16:59
additional help, you may call their helpline at 800-518-4726,

17:03
which is available 24/7 except on federal holidays. Visit their

17:08
support page at the website listed here or e-mail them at

17:13
support@grants.gov.

17:16
If we haven't answered all of your questions in this video,

17:19
don't fear. There are plenty of other ways to learn more about

17:23
our programs.

17:25
Our website www.imls.gov has a wealth of information. There you

17:29
can find our strategic plan, information about each grant

17:33
program, project, descriptions of previously awarded grants,

17:38
sample applications and contact information of IMLS staff.

17:43
After you reviewed the IMLS website, keep an eye out for

17:47
additional upcoming videos. In September, we'll release a video

17:50
about each grant program. Those will delve into the specific

17:54
requirements for each opportunity and provide tips for

17:57
creating a competitive application.

18:00
You'll be able to find these in additional video

18:03
content at IMLS.gov\ webinars.

18:08
If you'd like to ask individualized questions, we

18:11
recommend one-on-one counseling sessions with Office of Museum

18:14
Services staff. These are 30 minute meetings between program

18:17
officers and potential applicants.

18:20
To sign up for a counseling session, visit imls.gov\ Grants

18:24
and navigate to the program you are interested in.

18:29
We hope that all potential applicants will take full

18:32
advantage of the resources in Chapter 5 of this video and

18:35
reach out to a staff member with any lingering questions.

18:38
However, we understand that this may not be the ideal time for

18:41
your institution to participate in our programs. If you're not

18:44
ready to apply for this funding cycle, we have a couple of

18:47
recommendations.

18:50
One option is to apply to become a peer reviewer, peer reviewers

18:53
or industry professionals who play a critical role in our

18:56
award selection process by reading and scoring the grant

18:59
applications. As a reviewer, you'll get a behind the scenes

19:02
view of the review process and gain a better understanding of

19:06
what makes a proposal successful.

19:08
To apply to become a peer reviewer, please visit

19:12
imls.gov\ Grants\ Peer Review and click on Apply to

19:17
Become a Museum reviewer.

19:20
You can also find our webinar for potential museum reviewers

19:24
through our webinar page.

19:27
Another tool that can help you prepare for the grant

19:30
application process is an assessment program.

19:34
IMLS offers 2 assessment programs for institutions that

19:36
would like to better understand their own needs.

19:40
These are the Museum Assessment Program or MAP and the

19:43
Collections Assessment for Preservation or CAP program.

19:47
IMLS supports these two technical assistance programs

19:50
through cooperative agreements, with the goal of helping museums

19:53
strengthen their operations, identify collections care

19:56
priorities, and plan for the future.

19:59
Participating in an assessment program is a great starting

20:02
point for small and mid sized museums. The documents that

20:05
result from these assessments can be used to implement future

20:09
aimless grant applications.

20:13
The Museum Assessment Program, or MAP, is funded by IMLS and

20:17
managed by the American Alliance of Museums.

20:20
It is available to small and mid size museums of all types and

20:24
its purpose is to help organizations strengthen their

20:27
operations, plan for the future and meet professional standards

20:30
through self study and a consultative site visit from an

20:33
expert peer reviewer MAP Participants can choose from 5

20:37
assessment types.

20:38
The Organizational assessment, Collection, Stewardship

20:42
Assessment, Education and interpretation, Assessment,

20:45
Community and Audience, and the Advanced Board Leadership

20:48
Assessment.

20:49
To learn more, please visit www.aam-us.org\ MAP, or call

20:55
202-289-9118. The next application deadline is expected

21:01
to be February 1, 2024. To be notified when the next

21:07
application. Is open and to receive updates about the MAP

21:13
program, please send your contact information to

21:18
map@aam-us.org.

21:22
Also funded by IMLS but administered by the Foundation

21:25
for Advancement and Conservation, or FAIC, the

21:28
Collections Assessment for Preservation Program or CAP

21:31
program for short.

21:33
Provide small and mid sized museums with support for general

21:37
conservation assessments. These assessments consist of a self

21:40
study and a two day on site visit by assessors who

21:43
specialize in collections, conservation and building

21:46
preservation.

21:48
CAP is often the first step for small and mid sized museums that

21:51
wish to improve the condition of their collections. A CAP

21:55
assessment can assist your institution by helping you

21:58
decide how to invest limited funding and staff time,

22:01
facilitating the development of a long term preservation plan

22:04
and serving as a fundraising tool for future conservation

22:07
projects.

22:08
For more information about the CAP program and application

22:13
process, please visit the FAIC's website at

22:17
www.culturalheritage.org\ CAP or e-mail cap at

22:21
culturalheritage.org.

22:24
Thank you for your interest in IMLS's FY24 Museum funding

22:28
opportunities. Before you go, I'd like to leave you with some

22:31
final reminders.

22:34
Each of our grant opportunities have different requirements and

22:38
goals. Please review www.imls.gov/grants to learn

22:41
more. It is very important to register early with sam.gov and

22:45
grants.gov If you have registered previously. Remember

22:48
that these registrations expire and be sure you know the

22:52
usernames and passwords you'll need well in advance of the day

22:56
you submit your application.

22:59
Applications to all IMLS Museum grants are due November

23:02
15th, 2023, but don't wait until the last minute to submit.

23:07
Throughout the application. We will offer additional webinars

23:11
that can be viewed at imls.gov/ Webinars. You can also schedule

23:15
one-on-one counseling calls with program staff to answer your

23:18
specific questions.