# National Leadership Grants for Museums

## Applicant Information Session

# Introduction

# Video Chapters

1. **Chapter 1:** What is **National Leadership Grants for** Museums **(NLG-M)?**

2. **Chapter 2:** What can **NLG-M** Grants Fund?

3. **Chapter 3:** Application Components - Overview

4. **Chapter 4:** Application Components - Narrative

5. **Chapter 5:** Application Tips and Next Steps

# Using This Video

**Watch**

Watch this video in its entirety

**Review**

Review the NLG-M Notice of Funding Opportunity (NOFO) at www.imls.gov/grants

**Refer**

Refer to this video as needed

# What is NLG-M?

## National Leadership Grants for Museums

# National Leadership Grants for Museums

NLG-M supports projects that address critical needs of the museum field and that have the potential to advance practice in the profession.

**Emphasis is on broad impact in the field.**


Museum of Science, Boston


Kathy Newton
Cincinnati Zoo & Botanical Garden

# NLG-M Supports Museums and Institutions that Advance Museums

- Museums that…

  - ✓ Have at least one full time or equivalent professional staff person, either paid or unpaid

  - ✓ Have a physical location that it owns or operates

  - ✓ Have been open to the public for at least 120 days in the year prior to the application deadline

  - ✓ Own or use tangible objects

- Organizations that advance the well-being of museums and the museum profession

- Institutions of higher education

# Museums Types

- Anthropology museums
- Aquariums
- Arboretums
- Art museums
- Botanical gardens
- Children's/youth museums
- General museums

- Historic houses/sites
- History museums
- Natural history
- Nature centers
- Science/technology centers
- Specialized museums
- Zoological parks

# What Can NLG-M Fund?

# What Makes an NLG-M Project Successful?

- *Shared results:* The project results in tools and resources for the museum field.
- *In-depth knowledge:* The project design reflects a thorough understanding of current practice and knowledge about the subject matter.
- *Collaborative process:* The project incorporates audiences, stakeholders, and/or other partners
- *Broad impact:* The project has the potential for far-reaching impact beyond the applicant institution.

# NLG-M Project Goals

**Lifelong Learning:** Advance the museum field's ability to empower people of all ages and backgrounds through experiential and cross-disciplinary learning and discovery.

**Community Engagement:** Advance the museum field's ability to maximize the use of museum resources to address community needs through partnerships and collaborations.

**Collections Stewardship and Access:** Advance the museum field's ability to identify new solutions that address high priority and widespread collections care or conservation issues.

# NLG-M Lifelong Learning

**Lifelong Learning:** Advance the museum field's ability to empower people of all ages and backgrounds through experiential and cross-disciplinary learning and discovery.

1. Support the development, implementation, and dissemination of model programs that facilitate adoption by museums across the field.

2. Support research focusing on the role of museums in engaging learners of all types.

3. Support forums that convene experts and stakeholders, including those from adjacent fields as appropriate, to explore current and emerging issues and inform the field.

# NLG-M Community Engagement

**Community Engagement:** Advance the museum field's ability to maximize the use of museum resources to address community needs through partnerships and collaborations.

1. Support the development of new and innovative methods for addressing community challenges through partnerships, services, processes, or practices for use across the museum field.

2. Support research focusing on museums' roles in engaging diverse audiences and fostering civic discourse.

3. Support forums that convene experts and stakeholders, including those from adjacent fields as appropriate, to explore current and emerging issues and inform the field.

# NLG-M Collections Stewardship and Access

**Collections Stewardship and Access:** Advance the museum field's ability to identify new solutions that address high priority and widespread collections care or conservation issues.

1. Support the development, implementation, and dissemination of new tools or services that facilitate access, management, preservation, sharing, and use of museum collections.

2. Support research focusing on any broadly relevant aspect of the management, conservation, and preservation of collections.

3. Support forums that convene experts and stakeholders, including those from adjacent fields as appropriate, to explore current and emerging issues and inform the field.

# What Size Are NLG-M Projects?

## NLG-M Projects can range in size

$50,000 - $750,000 in federal grants funds
- 1:1 cost share required for non-research projects
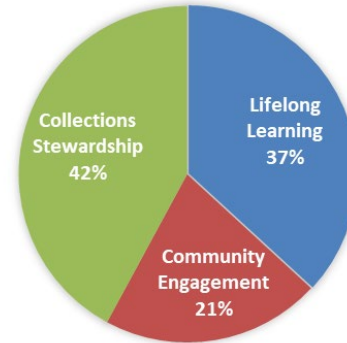- No required cost share for research projects.

Scale your budget request to the needs of your project.

# How Many NLG-M Projects Get Funded?

NLG-M AWARDS FY24

- Lifelong Learning 39%
- Community Engagement 5%
- Collections Stewardship 56%

NLG-M AWARDS FY23

- Lifelong Learning 37%
- Community Engagement 21%
- Collections Stewardship 42%
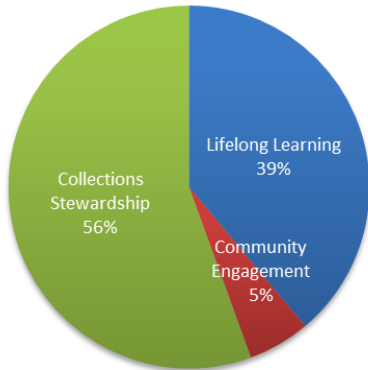
In FY24 IMLS made 18 awards for a total of $9.41 million.

In FY23 IMLS made 19 awards for a total of $8.44 million.

# Where are Examples of Funded Projects?



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

# Application Components

**Overview**

# Application Components

The NLG-M Notice of Funding Opportunity (NOFO) includes a complete list of all the application components.

Most of these components are created and saved as a PDF for uploading as part of your application package in Grants.gov.

# Required Documents

These components are required of <u>all</u> NLG-M applications.

- Application for Federal Assistance (SF-424S)

- IMLS Museum Program Information Form (including Abstract)

- Organizational Profile

- Narrative (10 pages max.)

- Schedule of Completion

- Performance Measurement Plan

- IMLS Budget Form

- Budget Justification

- List of Key Project Staff and Consultants

- Resumes

# Conditionally Required Documents

These components are required of <u>some</u> NLG-M applications.

- Proof of Private, Nonprofit Status

- Final Federally Negotiated Indirect Cost Rate Agreement

- Digital Products Plan

- Data Management and Sharing Plan

# Supporting Documents

**These components are <u>optional</u> in NLG-M applications.** Include only those that supplement the Narrative and support the project description provided in the application.

- Letters of commitment from partners, consultants, or any third-parties you will work with on your project
- Bibliography or references relevant to your proposed project design or evaluation strategy
- Letters of support from experts and stakeholders
- Relevant images

- Reports from planning activities
- Contractor or vendor quotes
- Equipment specifications
- Products or evaluations from similar projects
- Collections, technology, or other departmental plans applicable to the proposed project
- Web links to relevant online materials
- Needs assessments

# Application Components

Narrative

# Narrative: Project Justification

**Tell us:**

- Which program goal and associated objective of NLG-M will your project address?

- What field-wide need, problem, or challenge will your project address, and how was it identified?

- Who is the primary audience for your project and how have they been involved in the planning?

- Who are the ultimate beneficiaries for this project?

- How will the museum field benefit from your project

- How does your project differ from or build upon existing theory or practice?

# Narrative: Project Justification Continued

*Reviewers will look for:*

- How well does the proposal align with the selected NLG-M goal and objective?

- How well has the applicant used relevant data and other evidence to describe the need, problem, or challenge to be addressed?

- Has the applicant appropriately defined the primary audience(s) and beneficiaries, as applicable, for this work?

- Has the primary audience and other project stakeholders been involved appropriately in planning the project?

- Does the project address current needs of the museum field and/or have the potential to advance practice in the museum profession?

- Does the applicant clearly articulate how the proposed work differs from, complements, or builds upon existing theory, scholarship, and practice?

# Narrative: Project Work Plan

Tell us:

- What specific activities will you carry out and in what sequence?

- What are the risks to the project and how will you mitigate them?

- Who will plan, implement, and manage your project?

- What time, financial, personnel, and other resources will you need to carry out the activities?

- How will you track your progress toward achieving your intended results?

# Narrative: Project Work Plan Continued

*Reviewers will look for:*

- Are the proposed activities informed by relevant theory and practice?

- Are the goals, assumptions, and risks clearly stated?

- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?

- Are the time, financial, personnel, and other resources identified realistic for the scope and scale of the project?

- If present, does the Digital Products Plan reflect appropriate practices and standards for creating and managing the types of digital products proposed?

- Will the proposed methods for tracking the project's progress toward achieving the intended results allow course adjustments when necessary and result in reliable and measurable information about the results of the project?

# Narrative: Project Work Plan - Research

*If you are proposing a research project, reviewers will also look for:*

- Are the proposed research questions, methods, and theoretical framing appropriate for addressing the identified need, problem, or challenge?

- Is the research informed by current practice and does it have the potential to produce generalizable results that could advance professional practice?

- Are the selected methods for data collection, analysis, and use appropriate for the project?

- Is the approach to securing Institutional Review Board (IRB) approval appropriate?

- Is the Data Management and Sharing Plan for managing, sharing, preserving, documenting, and enabling reuse of the information and research products created during this project appropriate?

- Is the dissemination and communication plan comprehensive in terms of broad reach to practitioners and other communities

# Narrative: Project Results

Tell us:

- What are your project's intended results and how will they address the need, problem, or challenge you have identified?

- How will the knowledge, skills, behaviors, and/or attitudes of the target group change as a result of your project?

- What models, tools, research findings, and/or services will result from your project? How will you ensure that they are broadly adaptable and usable by other institutions and are widely disseminated to the field?

- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

# Narrative: Project Results Continued

*Reviewers will look for:*

- Are the project's intended results clearly articulated, realistic, meaningful, and linked to the need, problem, or challenge addressed by the project?

- Is the plan to effect meaningful change in knowledge, skills, behaviors, and/or attitudes solidly grounded and appropriately structured?

- Is the plan for ensuring that the proposed models, tools, research findings and/or services will be broadly adaptable and usable by other institutions and widely disseminated to the field likely to be effective?

- Is the plan to sustain the benefits of the project beyond the conclusion of the period of performance reasonable and practical?

# Narrative Recap

- Your Narrative has three sections—Project Justification, Project Work Plan, and Project Results

- 10-page maximum

- Refer to the review criteria in section 6 of the Notice of Funding Opportunity

# Application Tips and Next Steps

# Application Tips

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

- Start early.
- Become familiar with Grants.gov Workspace. See https://www.grants.gov/web/grants/applicants/workspace-overview.html
- Do your background research.
- Be sure your application is complete.
- Make sure all application components are in the proper format and follow the correct naming conventions.
- Submit to Grants.gov **early** so you can correct any errors.

# Application Tips Continued

**Check your registrations and know your usernames and passwords.**

System for Award Management (www.sam.gov)

- Unique Entity Identifier (UEI)
- **Registration must be renewed every year!**

Grants.gov (www.grants.gov)

- **Passwords expire every 60 days!**
- Accounts are deactivated after 365 days of inactivity.

**START EARLY, DON'T DELAY**

# Application Tips Continued

Peer reviewers – museum professionals from all types of museums – will be selected by IMLS to read each application and provide constructive and critical comments on the strengths and weaknesses of the proposed projects.

To help make sure your Narrative is as clear and complete as possible:

- Follow the Narrative outline in the NLG-M Notice of Funding Opportunity.
- Consider the review criteria associated with each section of the Narrative.
- Use headings, subheadings, or numbered sections in your Narrative to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon.
- Ask a colleague to review everything with fresh eyes before you submit it.

# Past Successful Applications


Search Awarded Grants


OMS Sample Applications

# Important Dates and Times

Applications are due by 11:59 pm EST on **November 15, 2024.**

- Awards will be announced in **August 2025.**

- Projects must start **September 1, 2025.**

# Next Steps

Connect with IMLS Program Staff in the Office of Museum Services to ask questions about the:

- NLG-M grant program

- Application Components

- Review Process

https://www.imls.gov/grants/available/museums-america

# Credit