

FY25_ALHC_Applicant_Webinar_Video

0:07

Welcome to the Institute of Museum and Library Services Office of Museum Services informational video museum grants for American Latino History and Culture grant program applicant information session.

0:25

The goal of this video is to provide an overview of our museum grants for American Latino history and culture grant program, which we call ALHC for short, and the process of preparing an application for funding.

0:43

This video is organized into six chapters.

0:46

What is museums grants for American Latino history and culture?

0:50

This section explains the purpose and design of the ALHC grant program.

0:56

What can ALHC grants fund?

0:59

This section explains the types of projects that can be funded in ALHC and the amount of funds that can be requested.

1:07

Application Components Introduction: This section describes the types of documents that are needed to create an ALHC grant application.

1:17

Application Components Narrative: This section provides guidance on composing the narrative part of the application.

1:25

Application Components and Budget: This section provides details on the information to include in your project budget, application tips and next steps.

1:36

The concluding section provides a few tips and next steps for your assistance.

1:42

The complete set of instructions for how to prepare and submit an ALHC grant application is found in the Notice of Funding Opportunity, published on Grants.gov and also available on the IMLS website.

1:56

Please refer to the Notice of Funding Opportunity for the most detailed information as you prepare your application.

2:06

To get the most out of this video, we recommend that you watch it in its entirety.

2:10

This will give you an understanding of the ALHC grant program, the types of projects that can be funded, and the necessary application components.

2:19

You may also want to review the ALHC Notice of Funding Opportunity before, during, and after you watch the video.

2:27

Notices of Funding Opportunities, also known as NOFOs, are documents that detail the requirements of each of our grant programs for fiscal year 2025.

2:39

All of our NOFOs can be found at [IMLS.gov/grants](https://www.imls.gov/grants).

2:46

As you navigate the application process, you can use this video as a reference tool.

2:52

If you'd like to skip to a specific section, please use the time bar below or the links in the description box to navigate the chapters.

3:02

So let's get started, what is ALHC?

3:05

In this section, we will answer the question, what is ALHC?

3:09

Providing information on the purpose and intent of this grant program and who it is designed to serve.

3:18

The same legislation that created the Smithsonian's National Museum of American Latino History and Culture directed IMLS to create a grant program.

3:28

This program is designed to build the capacity of American Latino museums, nurture the growth and development of museum professionals at American Latino museums, and to create a grant program

to improve operations, care of collections, and development of professional management at American Latino museums.

3:52

ALHC is a grant program for museums whose primary purpose, as reflected in its mission, is American Latino life, art, history, and or culture.

4:03

To apply for federal funding at IMLS, all applicants must meet certain requirements.

4:09

Your organization must be located in one of the United States.

4:13

50 states, its territories, or the District of Columbia, and your organization must be a unit of state, local or Tribal government or a private nonprofit organization with tax exempt status.

4:27

If you meet those two requirements, then the next step is to consider what it means to be eligible for IMLS funding as a museum.

4:36

To be eligible for funding as a museum, your organization must 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 November 15th, 2024, and own or use tangible objects.

5:06

Your museum may also be a stand-alone organization or may be part of a larger institution such as a college, university, Tribe, or state or local government.

5:18

You could also qualify as a not-for-profit museum service organization or association whose primary purpose, as reflected in its mission, is to support American Latino museums, and this also includes institutions of higher education, including Hispanic serving Institutions.

5:41

In this section we will answer the question what can ALHC fund, providing details on the types of projects and associated goals within the ALHC grant program, as well as offer some summary data on the number and type of ALHC projects that were funded that have been funded.

6:05

ALHC grants are designed to support project-based activities, so let's take some time to consider just exactly what that means.

6:14

The Project Management Institute defines a project as a temporary endeavor undertaken to create a unique product, service, or result.

6:24

They go on further to explain that a project is temporary because it has a defined beginning and end in time and therefore define scope and resources.

6:35

Also, a project is unique in that it is not a routine operation, but rather a specific set of operations designed to accomplish a singular goal.

6:46

We recommend that you keep this definition in mind as you conceptualize your IMLS project.

6:52

Think of it as a temporary, non-routine set of activities which collectively have a beginning and an end and time.

6:59

A defined scope requiring specific resources which are designed to accomplish a specific singular goal.

7:11

With that concept of projects in mind, let's turn to the project goals.

7:16

The type of project activity you are seeking to fund should align with one of these.

7:20

As you can see here, there are two options, building capacity and professional development.

7:26

Why is your decision about which project goal to choose so important?

7:30

For one thing, your application will be reviewed by museum professionals who have experience and expertise in these general categories, and for another, your application will be competing against others who have chosen the same category.

7:44

In short, the entire review process incorporates an assumption that your project aligns with the goal you've identified, so this is an important choice.

7:55

So let's take a look at what kind of project activities might fit within these goal areas.

8:00

The listed objectives provide some of the types of projects that fit within the goal.

8:06

Projects assigned to build the capacity of American Latino museums may involve increasing the number of museum professionals working at American Latino museums to enable the museum to expand educational programs, engage the community, enhance professional management, or provide for improved care of collections.

8:26

Some examples of the kinds of project activities that you may apply for are exhibition development, design and fabrication, interpretive and educational programs, product development and delivery.

8:39

Developing collection plans, interpretive plans, or strategic plans using consultants, researchers, and other sources of professional expertise.

8:48

Implementing recommendations or action plans from planning activities, cataloging inventory, documenting and registering collections, or digitizing of collections designed to enhance outreach, expand access, or improve collections management projects designed to address Goal 2.

9:09

Supporting and advancing the growth and development of a professional work workforce in American Latino museums.

9:16

May involve developing and implementing internship, fellowship, and mentoring programs to support emerging professionals entering the museum field.

9:26

They can involve developing equitable and inclusive staff recruitment and retention programs, as well as creating growth opportunities for staff to build skills and enhance their knowledge and share expertise.

9:42

Some examples of the kinds of project activities that you may apply for are working with consultants and training providers to develop and offer workshops and training for museum staff leadership and volunteers.

9:55

Creating and supporting paid internships and fellowships, including recruitment, supervision, mentoring and training for interns and fellows, or providing professional development and career growth opportunities for museum staff, leadership, and volunteers.

10:15

Before we close our discussion of project goals, we want to again mention our guidance for projects that could belong logically in more than one.

10:23

Sometimes it's tough to choose, and you might be tempted to think that the best strategy would be to align with both.

10:30

We advise against that for several reasons.

10:33

We expect projects aligned with specific goal will address different problems, use different approaches and will measure success and achieving the attended results in different ways.

10:44

So how can you choose the best category for your project?

10:47

Here are three things we suggest you try.

10:50

Think carefully about what is in the center of your project.

10:53

Is it the visitor?

10:54

Will people who engage with you as a result of your project, let's say to create a new exhibition and related programming, acquire new knowledge, develop a skill, or experience a change in attitude about the subject of your exhibit?

11:09

Or is it the museum staff that's in the center of your thinking?

11:12

Or is it your project about preparing the next generation of the museum workforce?

11:18

A second way to go at this might be to think about who you want to review your application.

11:24

If you apply under building capacity, we will put your application in front of museum educators, exhibit professionals, interpretive specialists, and professionals with deep experience and understanding what is needed for a museum to reach its full performance level and be successful?

11:41

Would you rather we put it in front of a combination of experts who specialize in developing and executing a wide range of museum training?

11:49

If that sounds right, then it may push you toward professional development.

11:53

1/3 option is to list the activities you plan to carry out and think about the project budget.

11:59

To which category are the majority of project time and resources allocated?

12:04

Again, our most important advice is to choose one project goal and write your proposal accordingly.

12:11

As always, if you have questions, contact the IMLS staff to discuss them.

12:19

Our next topic has to do with how much funding your project requires.

12:23

The size of your project must be at least \$5000, or a maximum of \$500,000.

12:31

If you request for federal funding as shown on the IMLS Budget form, including all direct and indirect costs is less than \$5000 or greater than \$500,000.

12:43

We may reject your application from consideration for funding in this program.

12:49

Cost share is not required for this program.

12:52

However, if you choose to include cost share, it can take a number of forms.

12:56

Among them are cash, staff time, volunteer time, third party contribution, grants from foundations, and support from state or local government.

13:07

However, remember cost share cannot come from other federal resources.

13:12

Again, no cost share is required for this program that it is optional.

13:20

In this section, we will introduce the components of an ALHC grant application and provide an overview about the required, conditionally required, and supporting documents.

13:32

The ALHC Notice of Funding Opportunity NOFO includes a complete list of all the application components.

13:40

Most of these components are created by applicants and saved as a PDF for uploading as part of your application package.

13:48

In Grants.gov, the table of Application components list which application components are required as well as those that are conditionally required.

13:59

For example, some components are included in the application depending on the type of applicant or the type of project.

14:06

Aside from the SF-424S and the IMLS Museum Program Information form, which are completed in the Grants.gov Workspace, all application components must be submitted as PDF documents.

14:25

These are the required documents.

14:27

All applications must include the documents listed here.

14:31

Omission of even just one might result in your applications rejection.

14:37

Also, important that there is a 7-page limit for the narrative.

14:41

If you exceed the page limits specified in the NOFO, we must remove the extras before your application goes out for review.

14:49

That means your reviewer may see a paragraph or sentence end in midair and will wonder about your organizational skills and your attentiveness to detail.

14:59

So 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.

15:11

The second category of application components is that of conditionally required documents.

15:17

Some applications may include 1/2 or even all four of these.

15:22

It's your job to figure out which are required for yours.

15:26

If you're applying as a nonprofit, then you must include your proof of nonprofit status issued by the IRS.

15:33

We will not accept a letter of state sales tax exemption as proof of nonprofit status.

15:39

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

15:48

And lastly, if you will create digital products during the course of your project, then you must complete and submit a digital products plan.

15:57

Just like the required documents, A mission of even one might result in your application's rejection.

16:03

Please note that the term digital product includes digitized and born digital content, resources or assets and software.

16:14

If you are creating any of these types of materials, you must include the form with your application.

16:22

The third group of application components is supporting documents, and here is a partial list of examples.

16:29

Supporting documents are optional.

16:32

You may submit one or none.

16:34

Include only those items that will supplement your proposal.

16:38

This is not the place to introduce brand new information.

16:42

Rather, as the name suggests, they should lend support to your project justification, work plan, and intended results that you've already spelled out in your application narrative.

16:53

For example, have you identified a partner whose involvement is key to the project success?

16:58

If so, a letter of support or commitment would go a long way to reassuring reviewers that they are on board and the project will succeed.

17:08

Pictures can help give reviewers who may not be familiar with your institution, programs, collections, or community a better idea of what you're describing within your narrative.

17:18

Vendor quotes or equipment specifications show you've done some of the legwork in getting appropriate estimates for project costs.

17:27

We recommend that you be respectful of your reviewer's time and avoid any temptation to include hundreds of pages of extraneous material.

17:37

Being judicious really does work to your benefit, as supporting documents can make or break an application.

17:45

Include what is important, helpful, and directly relevant to your project and stop there.

17:54

In the following sections of this presentation, we will focus on these application components, narrative and budget.

18:01

Go to the Notice of Funding Opportunity for complete instructions on how to prepare and complete all of the application components.

18:12

In this section, we will go over the questions you will need to answer in your project narrative and offer details on the review criteria associated with each of the three sections, Project Justification, Project Work Plan, and Project Results.

18:29

So let's talk about the narrative of your proposal.

18:32

You have 7 pages to cover 3 very important issues and the Notice of Funding Opportunity provides lengthy guidance on what the narrative should cover.

18:41

1st is the project justification.

18:44

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

18:50

Describe how you have used demographic information, economic circumstances, condition assessments, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project.

19:07

Who is the target group for your project and how have they been involved in the planning?

19:12

Focus group refers to those who will be your most immediately and positively affected by your project.

19:18

Identify the number of individuals in your group or in each target group if you identify more than one.

19:26

Who are the ultimate beneficiaries for this project?

19:30

Beneficiaries refers to those who are likely to be aided in the long term by your project.

19:35

They may or may not be the same as your target group.

19:39

Identify the number of individuals who will benefit from your project in the long term, if reliable and defensible counts are possible.

19:48

Otherwise, describe the characteristics of the beneficiaries you expect to be served eventually by your project.

19:59

The notice of funding opportunity under review criteria.

20:02

We'll also offer a list of questions that reviewers are asked to consider when they review your proposal.

20:09

It is a good idea to refer to these as you can craft your narrative to be certain you're providing reviewers clear, solid information.

20:18

You will see that they correspond fairly directly with the prompts you were given to write your narrative.

20:26

One of the prompts in the Project Justification section of the narrative is the identification of the need, problem, or challenge your project addresses.

20:36

It is foundational in your application, so keep these points in mind.

20:41

The federal government wants its investment to result in something getting better.

20:46

As you define your need, problem, or challenge, articulate what will get better as a result of your project as precisely as possible.

20:56

Will your museum be able to expand their services as a result of additional staff?

21:01

Will new graduates be better prepared for the museum field with the requisite experience?

21:07

Will collections be better cared for?

21:09

Will their lifespan be extended?

21:12

Will access to your collections and the information surrounding them be expanded?

21:17

Identify why it is important that this particular change happens.

21:22

Hone your problem definition carefully, in clear, succinct terms.

21:27

Gather and present data that supports your problem and definition project work plan.

21:36

If the project justification section was the why, the project work plan section is where you identify the who, what, when and how, who will do what activities, when and using what resources.

21:51

You should explain how you will track your progress towards achieving your intended results and what you'll do if you need to correct course.

21:59

We also ask that you think about risks that are inherent in your particular project and to tell us how you've undertaken into account in your planning.

22:09

I'll say more about that in a few minutes.

22:14

Again, this is a list of questions found in the Notice of Funding Opportunity that reviewers are asked to consider when they review your proposal, so make sure your narrative is answering these effectively.

22:30

Your work plan will be built on activities, so it's important to be clear about just what an activity is.

22:38

An activity is something that someone does.

22:41

It has a beginning and an end, just like projects, and you know when you've finished it because it doesn't need to be done anymore.

22:49

An activity is not a goal, a result or an outcome.

22:54

Rather it is something that you do as part of striving to achieve those.

22:59

Aim for a reasonable level of detail in identifying your activities.

23:07

We also ask that you think about risk that are inherent in your particular project and to tell us how you've taken that into account in your planning.

23:17

Think of it as asking the question, what if there is no checklist of risk, but every project has them?

23:24

The best proposals will show that you are aware of them and have thought through a plan for dealing with them.

23:31

Look at your activities and think about what could go wrong.

23:34

Focus on the ones where you experience your own or that of your group tells you yes that could happen and identify steps you would take in response.

23:45

IMLS most things go differently than expected, we just want you to prepare by identifying implementable options.

23:53

Here are some examples of risks that might be part of a project for which you might seek ALHC funding.

24:00

A project may be dependent upon fundraising to generate the cost share, but it is not complete by the time the application is submitted.

24:07

What will the institution do if that money is not available by the time the project gets underway?

24:13

A project may be structured around university interns, so who will be selected and trained according to well thought out processes?

24:21

What will happen if one or more interns drops out?

24:24

What's the plan for replacing the MID project?

24:28

A project involving rehousing collections into new museum quality collection storage furniture might run into delays and preparing the space or in the delivery of the cabinets.

24:39

So what happens to the collection items then?

24:42

How will the institution ensure that they remain safe and secure?

24:46

Or lastly, a project depends on your community partners to achieve success.

24:51

But maybe one partner drops out my project.

24:53

What do you do now?

25:02

Project Results.

25:04

The third section of your narrative should be devoted to articulating your project's intended results.

25:10

This section is your chance to convince the reviewers that your project will result in something getting better.

25:17

The need or problem you identified in your project justification will be addressed directly, and it will be diminished or eliminated altogether.

25:26

We ask you to tell us what data you will collect and report in order to measure your project's success.

25:33

If your project will generate tangible products, and most do, here's the opportunity to describe them and make the case that they will be useful.

25:42

And last but not least, we ask that you tell us how you will sustain the benefit of the project.

25:48

How will this improvement that you propose to make continue once your grant is over?

25:56

Again, here is a list of review questions that reviewers are asked to consider when they read and scored the Project Results section of your narrative.

26:04

These are found in the Notice of Funding Opportunity.

26:08

All of your results should tie back to your need, problem or challenge.

26:13

You may well experience tangential benefits and or positive outcomes, but make sure you identify them as in addition to, and not instead of your original intended results.

26:26

Reviewers are likely to see that as a disconnect.

26:32

We often hear that defining intended results and success measures is challenging for applicants, so it's worth spending a bit of time on this here.

26:41

Let's think back to the questions we referenced a couple of slides ago when we talked about defining the need, problem, or challenge that your project is addressing.

26:50

If you said someone will learn something, how will you know?

26:54

If your problem related to the segments of your community being better able to work together, how will you know when that has been achieved?

27:03

If collections will be better cared for, how will you be sure and how will you measure better?

27:09

If you're digitizing to expand accessibility, how will you know when you've done it?

27:14

This focus on results.

27:15

Measuring success in meaningful ways is not new.

27:19

There has been a tremendous amount of work done on ways to measure success for you as an applicant, though, we encourage you to consider using a logic model or an outcomes-based evaluation tool to explain your intended results and your plan for achieving them.

27:37

So to recap, your narrative has three sections, Project Justification, Project Work Plan, and Project Result, and you have 7 pages for it.

27:48

The sections are all equally important, right?

27:51

Clearly address what we ask you to address and keep an eye on those review criteria.

27:58

We're telling you here exactly what the reviewers will look for, so make it easy for them to find it and understand it.

28:07

In this section, we will provide information on what to include in your project budget and project justification and provide some examples of allowable and unallowable costs.

28:20

An important component for your application is the budget.

28:24

This is the part of the application where you specify all the costs associated with your proposed project.

28:30

The budget consists of two required components, the IMLS Budget Form and the Budget Justification.

28:37

The IMLS Budget Form is a fillable PDF that accommodates up to three years of project activities and expenses.

28:45

The budget should include the project cost that will be charged to grant funds as well as those that will be supported by cost share in kind.

28:53

Contributions to cost share may include the value of services such as donated volunteer or consultant time, or equipment donated to the project between the authorized start and end dates of your project.

29:06

All of the items listed, whether supported by grant funds or cost share, must be necessary to accomplish project objectives allowable according to the applicable federal cost principles, auditable and incurred during the award period of performance.

29:23

The IMLS Budget Form can be downloaded directly from the IMLS website.

29:32

As you develop your budget, keep in mind that there are certain costs that are either allowable or unallowable according to federal regulations.

29:40

The allowability of a cost item for all federal grants are specified in the Code of Federal Regulation.

29:47

CFR sometimes referred to as "2 CFR 200" for short, but the full title is "Title 2, Subtitle A Chapter 2, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards".

30:07

Using the 2 CFR 200 as a basis, we've developed a short list of allowable costs that are most common to ALHC projects.

30:16

Please see that ALHC Notice of Funding Opportunity includes a partial list of the most common examples of allowable cost.

30:25

This short list of allowable costs is also shown on this slide.

30:30

These costs may be part of what you ask IMLS to pay for with federal funds or what you will pay for as part of your cost share.

30:38

The rules about allowability apply equally to grant funds as well as cost share.

30:44

When completing your project budget, be sure to check that all costs you include, whether grant funds or cost share, are allowable.

30:54

There are also some costs which are unallowable according to the federal regulations and 2 CFR 200.

31:02

On the ALHC Notice of Funding Opportunity, we also provide an abbreviated list of unallowable costs.

31:09

These are also listed on the slide.

31:12

Unallowable 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.

31:21

In fact, unallowable expenses can't show up anywhere in your proposal.

31:27

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.

31:40

If after that you have specific questions, please contact us and we'll be happy to help.

31:48

In addition to the IMLS Budget Form, you will also prepare a Budget Justification.

31:54

This is an opportunity to provide, in a more detailed narrative format, an explanation or justification for the project costs.

32:02

The Budget Justification should be written to follow the cost categories in the IMLS Budget Form.

32:09

In the justification, you will identify each expense and show the method of cost computation used to determine each dollar amount, including any that you may have consolidated and summarized on the IMLS Budget Form.

32:25

In other words, please show your math.

32:27

For example, in the section Salaries and Wages, you should identify each person whose salary or wages will be paid with IMLS funds or by cost share, provide their names and describe the role in the project.

32:41

Document the method of cost computation by including the base salary or wages for each person and the percentage of time each person is allocated to the project activities, which may be shown as a percentage of time, number of days, or number of hours.

32:59

If cost share is being provided by unpaid volunteers, explain how you arrived at the dollar amount used to represent the value of their services.

33:09

In the section for supplies, materials and equipment, you should list each type of supply material and equipment you propose to purchase or provide as cost share for the project.

33:20

Detail the number and unit cost for each item and explain how you have arrived at the dollar amounts.

33:26

You may also provide vendor quotes or priceless as supporting documents with your application.

33:36

In summary, considering all the components of your application, there are four general characteristics of successful ALHC applications that reviewers will look for.

33:46

As you prepare your application, keep these characteristics in mind.

33:51

First, institutional impact.

33:54

Your project should build the capacity of your museum and or support the growth and development of museum professionals at your museum.

34:03

Second, in depth knowledge.

34:05

Your proposal should reflect the thorough understanding of current practice and knowledge about the subject matter.

34:12

Third, project-based design.

34:15

Your work plan should consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge.

34:24

And 4th, demonstrable results.

34:27

Your project should generate measurable results that tie directly to the need or challenge it was designed to address.

34:35

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

34:46

In this final section of our presentation, we offer some application tips and next steps.

34:54

First, 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 projects that we have funded through the ALHC program.

35:08

The Awarded Grant search gives you an opportunity to explore our archive of grants that we have awarded in the past years using a variety of criteria such as an institution name, location, and keyword.

35:22

Your search will basic information about the award and a brief description of the project.

35:29

This can be extremely helpful as you put ideas together for your own project.

35:35

We have also posted the narrative and schedule of completion for a cross section of successful applications from 2023.

35:44

To find these examples, go to the Sample Applications on the IMLS website and scroll down to the page for ALHC examples.

35:53

Looking at these examples might help you clarify your thinking about your own.

36:00

Do know that each PDF contains a copy of the 7-page narrative and also the schedule of completion available for your review.

36:14

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

36:23

So here are some tips to help you do just that.

36:26

Start early.

36:27

You've already done that by participating in this webinar.

36:31

Become familiar with Grants.gov's Workspace.

36:34

It has many good features, including up from validation, which allows you to correct errors prior to submission, and the opportunity to collaborate with others in creating your application.

36:46

Consider starting with the Workspace overview and check out the tutorials.

36:51

Do your background research, make it easy for the reviewers to see that you're up to date and know what you're talking about.

36:58

Be sure your application is complete.

37:00

Check it against the table of application components in the NOFO, make sure all application components are in the proper format and follow the correct naming conventions.

37:11

And also submit to grants.gov early so you can correct any errors and avoid any trauma created by technology challenges.

37:21

It's important to get your application submitted online through grants.gov before the deadline.

37:27

IMLS does not accept applications by mail or e-mail.

37:31

In order to register with grants.gov, you must have an active sam.gov registration and unique entity identifier number, the UE.

37:42

So make sure your registrations for both of these sites are complete, your accounts are active, and that any necessary passwords are current.

37:51

These registrations expire periodically, so do not wait until it's time to hit the submit button and check on them early.

38:00

You should coordinate with any other staff member, such as your authorized organization representative, who may hold the accounts and passwords you'll need to submit your application.

38:10

Both the sam.gov and grants.gov websites have robust help features and FAQs.

38:17

If you run into technical issues with either of these sites, you should reach out to their help desk and request a tracking case or ticket number in order to document your issue and attempts at resolving it.

38:29

Failure to have active sam.gov or grants.gov registrations by the application deadline is not an excuse for submitting a late application.

38:39

So again, start early.

38:43

There are many components to the application and the narrative.

38:47

It's an essential and critical part of the package.

38:51

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

39:07

They also base the reviews only on the information contained in the application, so do not assume that a reviewer or IMLS will know something about your museum or your proposed project.

39:19

To help make sure your narrative is as clear and complete as possible, revisit the ALHC Notice of Funding Opportunity and follow the narrative outline it provides.

39:31

Be sure to consider the review criteria associated with each section of the narrative.

39:36

Use headings, subheadings, or numbered sections in your narrative to help make it easy for reviewers to read.

39:45

Avoid generalities like acronyms or jargon.

39:48

The people who will review your application are museum professionals, but they may not be totally familiar with your particular fields.

39:56

Shorthand makes it easy for them to understand what you mean.

39:59

An advantage to starting your application early is that you can ask a colleague to review everything with fresh eyes before you submit.

40:08

Ask them to act like a reviewer who's seeing this for the first time.

40:15

Here are a few important dates relating to ALHC applications.

40:20

Applications must be received through grants.gov by 11:59 Eastern Standard Time on November 15th, 2024.

40:31

This date is not negotiable.

40:34

The time stamp is auto generated by grants.gov system and we have no ability to override it.

40:41

We will say this repeatedly to start early and submit your application early.

40:46

That way, if you encounter any difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem and resubmit after the application deadline.

40:57

IMO staff will review your application for completeness and eligibility, and you will hear from us via e-mail if there are any problems.

41:05

Next, we will select experience and knowledgeable peer reviewers to read your applications and provide scores and comments based on the criteria outlined in the ALHC Notice of Funding Opportunity.

41:19

IML staff will examine your budget, your financials, and your track record with past and current grants.

41:25

We then prepare materials for the IMLS Deputy Director for Museums and the IMLS Director.

41:32

By law, the IMLS Director is charged with the authority and responsibility to make final award decisions, and this typically happens in May.

41:42

In early June 2025, we will notify you by e-mail of the award decisions and provide the scores and comments created by the reviewers.

41:53

ALHC projects must be scheduled to start on the first day of July 2025.

42:02

Now, as you read through the NOFO and prepare your application, additional questions may arise before the application deadline.

42:09

We can help you with learning more about the ALHC program or other grant programs at IMLS and address any specific concerns with the various application components or help you understand the review process.

42:22

You may also contact IMLS program staff by e-mail or phone.

42:27

Our contact information is listed on the Grant Program landing page on the IMLS website.

42:33

You may also schedule a counseling call to meet directly with program staff.

42:38

Use the links found on the Grant Program landing page to find an available time slot on our calendar.

42:44

You will then receive an e-mail with a calendar invite and Microsoft Teams meeting link.

42:54

Thank you for joining us on this webinar.

42:56

Good luck and please reach out if you need any assistance.

42:59

Thank you.