

## **SYNOPSIS**

### **Native American/ Native Hawaiian Museum Services**

CFDA #: 45.308

Due Date: 11/16/2020

Anticipated Date of Notification of Award: 6/21

Start Date: 7/21

Available Funding: \$1,772,000

Number of Awards: 20

Range awards: \$5,000 - \$100,000

Avg. amount of funding: \$87,000

Award Period: 1 to 2 years

Eligible Entities: Tribe or organization that primarily serves Native Hawaiians

Cost Sharing: None

Purpose: to support Indian tribes and organizations in sustaining heritage, culture, and knowledge through exhibitions, educational services and programming, professional development and collections stewardship.

#### Indicators of Successful Projects:

- Addresses an identified need for challenge facing an organization
- Project design reflects a thorough understanding of currectice and knowledge about subject matter
- Work plan consists of a set of logical, interrelated activities tied directly to addressing identified key need or challenge
- Project generates measurable results that tie directly to the identified need or challenge

#### IMLS Agency-Level Goals and Objectives:

- Promote Lifelong learning
- Build capacity
- Increase public access

#### Project Categories:

- Creating programs and developing partnerships for out-of-school audiences; and
- Creating trusted spaces for community learning, debate, and dialogue;
- Building new partnerships to strengthen community connections through exhibitions, programs, and events;
- Designing programs in collaboration with specific audiences and relevant community partners to address community needs;
- Conducting community-focused planning activities;
- Developing and implementing data collection and evaluation activities.
- Planning for the management, curation, care, and conservation of collections;
- Preparing to mitigate the impact of natural and man-made disasters on collections and collections information through planning and training for preparedness, response, recovery, and resilience;

- Cataloging, inventorying, documenting, and registering collections;
- Acquiring, implementing, and enhancing collections management systems;
- Planning and implementing digitization activities, including purchasing equipment and software, scanning, photography, managing digital output, and implementing preservation processes for digital objects and metadata;
- Developing strategies for addressing barriers to accessing museum collections and related information;
- Conducting conservation surveys
- Performing conservation treatments;
- Rehousing collections; and
- Planning and implementing environmental improvements (non-construction) for museum collections storage and exhibit areas.

Application Components:

1. SF 424S
2. IMLS Supplementary Information Form
3. IMLE Museum Program Information Form
4. Organization Profile (one page max)
5. Narrative (five pages max)
6. Schedule of Completion (one page)
7. IMLS Budget Form
8. Budget Justification
9. List of Key Project staff and consultants
10. Resumes of Key Project Staff and consultants
11. Indirect Cost Rate Agreement
12. Digital Product Form
13. Detailed Condition Reports and/or Conservation Treatment Proposals
14. Supporting documents

Use naming conventions prescribe on pages 9 and 10 of NOFO; attach all application components in the sequence listed in table on pages 8-9.

Organization Profile: include organization's mission or statement of purpose, noting source, approving body and date of the official document in which it appears. Service area including communities or audiences served including size, demographics and geographic area. Brief history of organization focusing on the unit that will be directly involved in carrying out the work.

Proposal Narrative: Limited to five numbered pages. Include references; Make sure organization's name appears at the top of each page. Use at least .5 inch margins on all side and at least a 12 point.

1. Project Justification

- a. What need, problem or challenge will your project address, and how was it identified?
  - b. Who or what will benefit from your project?
  - c. How will your project strengthen museum services?
  - d. How will your project address the goal of the NNH Museum Services Program?
2. Project Work Plan
- a. What specific activities, including evaluation, will you carry out?
  - b. What are the risks to the project and how will you mitigate them?
  - c. Who will plan, implement, and manage your project?
  - d. When and in what sequence will your activities occur?
  - e. What time, financial, personnel and other resources will you need to carry out the activities (You must include \$3,000 per year for travel to attend IMLS-designated meetings)
  - f. How will you track your progress toward achieving your intended results?
  - g. How and with whom will you share your project's results?
3. Project Results
- a. What are your project's intended results and how will they address the need, problem or challenge identified?
  - b. How will the knowledge, skills, behaviors and/or attitudes of the intended audience change as a result of your project?
  - c. What data will you collect and report to measure your project's success?
  - d. How will the care, condition, management, access to, or use of the collections and/or records that are the focus of your project improve?
  - e. How will you sustain the benefits of the project?

Schedule of Completion – Simple Gant Chart that reflects each major activity identified in application and project dates identified on the SF-424S and the IMLS Budget Form. Save as PDF.

Budget Justification: to identify each expense and show the method of cost computation used to determine each dollar amount. Save as PDF.

List of Key Staff and Consultants: One page list of those staff and consultants whose expertise is essential to the success of the project.

Resumes of Key Staff and Consultants: No more than two pages for each. Save as a single PDF.

Supporting documents can including letters of commitment from any third party, letters of support, images, exhibit design plans, reports from planning activities, etc.