LATINO INITIATIVES POOL
FY 2010 Proposal Guidelines

Application Dates: June 4 - July 31, 2009

Latino Initiatives Pool Description

The Smithsonian Latino Center awards funding from the Latino Initiatives Pool, a Federal appropriation of approximately $1.1 million per annum, to support Smithsonian research and programming that furthers the understanding and appreciation of the contributions made by Latinos to science, history, art, and culture. Funding is awarded on a competitive basis and aligned to the Pool’s funding priorities.

Funding Priorities:

- To connect audiences to the Smithsonian’s Latino research outcomes in the areas of science, history, art, and culture.
- To make the Smithsonian’s Latino collections, research, and educational resources more accessible and engaging through the use of the web and new media technologies.
- To broaden and deepen the knowledge and understanding of Latino contributions and experiences by focusing on relevant topics and issues.
- To strengthen and advance the work of the Smithsonian in Latino scholarship and collections planning.
- To create new models for national outreach.
- To support projects with the potential to attract matching and ultimately sustaining funds.
- To promote collaboration among Smithsonian units

Eligibility

All Smithsonian units are invited to submit proposals. A unit may submit more than one proposal. **Funds are not awarded to individuals, federal entities, or non-profit organizations.** This does not preclude applicants from partnering with external organizations or federal agencies. Proposals must demonstrate a direct and clear link to Latino contributions and experiences. Awards are not intended to be the sole source of funding and will not cover all the costs of a proposed project. Units that have not submitted final reports for FY2007 and/or FY 2008 are not eligible to receive FY 2010 funds.
Collaborations
Smithsonian units are encouraged to submit proposals as collaborations. In the case of multi-unit projects, the collaborating units must designate one unit as the “lead unit” and assign a principal contact for the project. The principal contact will be responsible for the administrative and financial management of the award, as well as ensuring that the reporting requirements are met. Funds may not be transferred to another unit.

Types of Awards
The Pool provides funding for projects such as public programs, new media and web initiatives, curriculum development, educational initiatives, research, collections assessments, conservation, and exhibitions. The types of awards include:

Planning Awards: Provide seed money for the research, design or development of innovative projects or exhibitions. The commitment of museum space, staff, and other resources relevant to the exhibit or project will weigh heavily in the review process. Planning awards do not guarantee further support to implement the project.

Implementation Awards: Support well-designed projects that a museum or research center is prepared to sponsor and produce within the fiscal year.

Multipurpose Awards: Support projects such as workshops, website development, conferences, seminars, publications, symposia, internships/fellowships, trainings, or performances.

Exclusions
Latino Initiatives Pool funds may not be used for any activity associated with fundraising, advertising, building construction, contributions to endowments, purchasing food/beverages, equipment, Smithsonian staff salaries and benefits, or operating expenses. Funds may not be used for any expense not specified in the proposal budget without the prior approval of the Director of the Smithsonian Latino Center.

How to Prepare and Submit an Application
Please note: It is the responsibility of the applicant to secure the authorization of the Department Head (if applicable) and Unit Director prior to submitting a proposal for the Latino Initiatives Pool. All proposal budgets should be reviewed by the appropriate unit financial manager/analyst prior to submission.

A complete proposal includes the following:
- goals, outcomes and deliverables;
- how the Latino Initiative Pool priorities are addressed;
• the target audience and geographical area served;
• project narrative (see below);
• implementation plan;
• evaluation and assessment plan;
• budget; and
• budget justification that clearly explains the project costs.

The project narrative should include:
• a detailed abstract that clearly explains the project and its significance, principal activities, and expected results
• project staff responsibilities
• how the mission and resources of the unit support the project
• how the project impacts the unit’s research, exhibitions, publications and/or educational programming
• a description of the target audience and how it will be served
• how the project expands the Smithsonian’s Latino audience
• if applicable, the roles of collaborating organizations or units (e.g., other Smithsonian units or affiliates, schools, universities or outside institutions)
• innovative features of the project
• a description of fundraising strategy and identification of potential matching funds.

**Evaluation Criteria**

Applications are evaluated based on three general criteria: intellectual quality and significance, feasibility, and impact.

**Intellectual Quality and Significance:**
• The proposal's intellectual rationale is clear and persuasive.
• The project addresses topics of importance.

The following may also apply to some projects:
- The project contributes to documenting, surveying, and cataloging Latino collections at the Smithsonian.
- The project includes a strong bilingual educational component or product.
- The product is aligned to national and state teaching standards.

**Feasibility:**
• The project format is appropriate to the proposed ideas, themes, and audience.
• The project activities are well-planned and described in adequate detail.
• The project is conceived and designed to meet the key objectives.
• The plan for implementation is reasoned and comprehensive.
• The costs of the project are reasonable in view of its design and likely results.
• There is potential to attract matching, and ultimately sustaining, funding from external sources.
Impact:
- The project has measurable objectives and includes a viable plan for assessing outcomes.
- The project promotes collaborations with other Smithsonian units or external partners.
- The experience will stimulate interest in both Latino and non-Latino audiences.
- The project will have significant impact on a geographic region or market.
- A public awareness and outreach plan has been developed.
- The project utilizes new media and web technologies to reach the widest possible audiences

**Deadline for Submissions**

Applications must be submitted by **July 31, 2009**.

**Review Process**

A panel comprised of Smithsonian Institution and external evaluators will review and rate each application in accordance with the review criteria and make recommendations to the Smithsonian Latino Center Director. The panel may recommend full or partial funding, a planning award to further study the project, suggest ways to strengthen the project for current or later funding, or recommend no funding. The Director of the Smithsonian Latino Center in turn makes recommendations to the Under Secretary of History, Art, and Culture, who makes the final decisions.

**Award Notification**

Applicants will be notified of the status of their proposal in the fall/winter of 2009, but actual transfer of funds is contingent on the availability of the Federal appropriation. **All award funds must be obligated or expended by the end of the fiscal year, September 30, 2010.**

**Acknowledgements**

The following acknowledgment must be prominently featured in all pool-supported projects, including educational materials, exhibitions, websites, publications, public programs and promotional or publicity materials:

“This [project/program/event/publication] received Federal support from the Latino Initiatives Pool, administered by the Smithsonian Latino Center.”
**Reporting Requirements**

The award recipient must submit a report to the Smithsonian Latino Center (attention: Joanne Flores) no later than November 19, 2010. The report should describe the project results, including an assessment of the project and a financial report. Failure to comply with reporting requirements will result in the applicant’s ineligibility for future Latino Initiatives Pool awards.