



Smithsonian Latino Center

LATINO INITIATIVES POOL FY 2009 Proposal Guidelines

Application Deadline: July 25, 2008

Latino Initiatives Pool Description

The Smithsonian Latino Center awards funding from the Latino Initiatives Pool, an annual Federal appropriation of approximately \$1.1 million per annum, to Smithsonian programs and exhibitions that foster an understanding and appreciation of contributions made by Latinos to history, art, culture, science, and society. The Pool provides funding for projects such as public programs, research, collections assessment and conservation, public and community outreach, exhibitions, and educational curricula that have a substantial link to Latino experiences or contributions.

Funding Priorities:

- To extend and deepen knowledge and understanding of Latino contributions by focusing on relevant topics and issues.
- To connect audiences to research outcomes in exploring history, art, culture, science, and other aspects of society.
- To enhance the work of the Smithsonian in the areas of Latino scholarship, research, and collections planning.
- To create new models for national outreach.
- To support projects with the potential to attract matching and ultimately sustaining funds.

Eligibility

All Smithsonian units are invited to submit proposals. A unit may submit more than one proposal. Funds are not awarded to individuals or to other federal entities or non-profit organizations. This does not preclude applicants from partnering with external organizations or federal agencies.

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” organization 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 reporting requirements are met.

Types of Awards

Planning Awards: Provide seed money for the design or development of innovative projects or exhibits focusing on Latino culture, art, music, history, or science. 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. Implementation awards may not cover all costs.

Multipurpose Awards: Support Latino workshops, website development, conferences, seminars, publications, symposia, internships/fellowships, training, 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, or operating expenses. Funds may not be used for any expense not specified in the proposal budget without the prior approval of the Smithsonian Latino Center Director.

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.

A complete proposal includes the following:

- goals, outcomes and deliverables;
- Latino Initiative Pool priorities 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
- how the project addresses the Latino Initiative Pool's funding priorities
- 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 that are important to Latino history, culture, and scientific research.

The following may also apply to some projects:

- The project contributes to documenting, surveying, and cataloging Smithsonian Latino-themed collections.
- The project includes a strong bilingual educational component or product.
- The project product can be easily integrated into, or complement, a variety of state curricula.

Feasibility:

- The project format is appropriate to the ideas, themes, and audience.
- The project activities are well-planned and described in adequate detail.
- The project's setting is appropriate to best address key objectives, both in terms of access to resources and outreach to the public.
- The plans for administration are sound and well developed.
- 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 a viable plan for assessing outcomes has been outlined.
- The project promotes collaborations with other SI units or external partners.
- Participants will be actively engaged.
- 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 plan has been developed.

Deadline for Submissions

Applications must be submitted by **July 25, 2008**.

Review Process

A panel comprised of Smithsonian Institution and external evaluators will review and rate each application in accordance with the review criteria and makes 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 Smithsonian Latino Center Director 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 of 2008, 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, 2009.

Acknowledgements

The following statement must be prominently included in all projects, educational materials, public programs and promotion or publicity materials supported by the Pool:

“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 14, 2009. 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.