



## FY 2018 LATINO INITIATIVES POOL (LIP) - GUIDELINES

### ELIGIBILITY

Only Smithsonian units that currently receive a Federal appropriation are eligible to submit proposals, and a unit may submit more than one proposal in a fiscal year. The principal investigator/project leader designated in each application must be a Smithsonian employee. This requirement, however, does not preclude applicants from partnering with external organizations or federal agencies. Proposals must demonstrate a substantial content link to the contributions and experiences of U.S. Latinos. Units seeking 100% of project funding are not eligible for consideration. **Units with outstanding final reports for LIP awards received in FY 2016 will not be eligible to receive additional awards in FY 2018.**

### COLLABORATIONS

When submitting proposals, Smithsonian units are strongly encouraged to collaborate, where feasible, with other units, and their curators, content specialists, and educators. In the case of multi-unit projects, the collaborating units must designate one unit as the “lead” organization and assign a principal investigator for the project. The principal investigator will be responsible for the administrative and financial management of the award, as well as ensuring that all reporting requirements are met. If the principal investigator of an awarded program transfers from one unit to another unit, the PI must still be consulted on the project and serve as point of contact to Latino Initiatives Pool Program Manager.

### FUNDING PRIORITIES

**Each proposal should build on one or more of the following:**

- Document the historic and ongoing Latino presence and impact on the United States through study and the building of collections and archives
- Present a multifaceted and inclusive picture of the Latino experience through museum exhibitions
- Educate all visitors about Latino contributions through dynamic public and educational programming
- Where appropriate and feasible, make the best and highest use of online content and technologies
- Encourage dialogue among Latinos and between Latinos and other communities
- Foster a network of cooperating scholarly, education, and cultural and science institutions and other stakeholders to support its activities
- Support projects with the potential to attract matching and ultimately sustaining funds.
- Promote collaboration among Smithsonian units

### TYPES OF AWARDS

The Latino Initiatives Pool provides funding for varied projects including research, collection and archive assessments and acquisitions, conservation, public programs, exhibitions, web and new media initiatives, curriculum development, publications and educational activities.

Award categories have been defined as follows:

- *Research:* Supports scholarly activities, fellowships, and publications that document how Latinos have shaped the American historical, cultural, artistic, and scientific landscapes.

- *Collections and Archives*: Supports collections and archival planning, conservation, and new acquisitions.
- *Exhibitions and Programs*: Supports a variety of projects including on-line and in person exhibitions, public programs, workshops, symposia, conferences, and seminars.
- *Education and Access*: Supports a variety of projects including school programs, family programs, educational curriculum, internships, trainings, websites, mobile apps, publications, and new media products.

## **EXCLUSIONS**

Latino Initiatives Pool funds may **not** be used for any activity associated with fundraising, advertising and marketing, leasing of facilities, building construction, contributions to endowments, or for purchasing food/beverages or equipment, funding Smithsonian staff salaries and benefits, or for operating expenses. Additionally, Latino Initiatives Pool funds cannot be used for publications that will be sold regardless of whether or not a profit is made. Smithsonian staff salaries cannot be listed as unit contributions in the budget section of the project proposal.

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## **HOW TO PREPARE AND SUBMIT A PROPOSAL**

It is the responsibility of the applicant to secure the authorization of the department head (if applicable) and the unit director prior to submitting a proposal for the Latino Initiatives Pool.

A complete proposal includes:

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| <ul style="list-style-type: none"> <li>• project cover sheet</li> <li>• contact information</li> <li>• proposal details</li> <li>• addressing of LIP priorities</li> <li>• listing of team and/or collaborators</li> <li>• goals</li> <li>• project narrative (<i>see description below</i>)</li> </ul> | <ul style="list-style-type: none"> <li>• implementation plan</li> <li>• budget</li> <li>• previous funding history</li> <li>• budget justification</li> <li>• evaluation and assessment plans</li> <li>• required signatures</li> </ul> |
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The project narrative includes:

- Detailed abstract explaining the project, its significance, principal activities, and expected results
- Project staff responsibilities
- How mission and resources of the unit support the project
- How project impacts the unit's research, exhibitions, public and educational programs, collections and archives, and/or publications
- Description of target audiences and how they will be served
- How 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 project
- Description of fundraising strategy and identification of potential external funds

## EVALUATION CRITERIA

Proposals are evaluated based on four general criteria: **intellectual quality and significance, feasibility, impact, and level of unit's funding support.**

Intellectual quality and significance:

- Proposal's intellectual premise is clear and persuasive.
- Project addresses topics of relevance and importance.

The following may also apply to some projects:

- Project contributes to documenting, surveying, and cataloging Latino collections and archives at the Smithsonian.
- Project includes a strong bilingual educational component or product.
- Project is aligned to national and state teaching standards.

Feasibility:

- Project format is appropriate to the ideas, themes, and intended audience.
- Project activities are well-planned and described in adequate detail.
- Project is conceived and designed to meet the key objectives.
- Plan for implementation is reasoned, comprehensive and feasible.
- Project costs are reasonable in view of its design and likely results.
- Potential for attracting matching, and ultimately sustaining, funding from external sources.

Impact:

- Project has measurable objectives and includes a viable plan for assessing outcomes.
- Project promotes collaborations with other Smithsonian units and/or external partners.
- Project stimulates interest in both Latino and non-Latino audiences.
- Project has significant impact on a geographic region or market.
- Public awareness and outreach plans have been developed.
- Project utilizes new media and web technologies to reach the widest possible audiences.

Level of unit's funding support:

- Proposals **seeking 100%** of project funding are **not eligible** for consideration.
- Smithsonian **staff salaries cannot** be listed as a unit contribution.
- Funding requests for the same project should **not exceed three years.**

## REVIEW PROCESS

A panel comprised of Smithsonian Institution and external evaluators review, rate, and rank each proposal in accordance with the evaluation 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 Latino Center director then makes recommendations for funding to the Provost/Under Secretary for Museums & Research, who then makes the final decisions.

## AWARD NOTIFICATION

Notification letters are issued by the Latino Initiatives Program Manager upon finalization of recommendations and availability of the Federal appropriation. Award letters contain the following information:

- the approved project, amount awarded, including information about partial awards, if applicable
- an outline of the conditions of the award, including reporting requirements (an interim and final report for each award is required).
- the financial and administrative responsibilities of the project leader and administrative officer
- the process for requesting funds reprogramming

## USE OF FUNDS AND OBLIGATION SCHEDULE

All project leaders are required to follow Smithsonian procurement policies, as well as those governing the use of the funds. Requests for reprogramming (the use of funds for purposes other than those outlined in the approved proposal and budget) must be submitted via memo to the Latino Initiatives Pool Manager, which will provide the unit a written decision. Funds may not be used for any unapproved purpose.

FY 2018 LIP awards must be obligated within 12 months from receipt of the funds. Unit balances of the Latino Initiatives Pool fund are monitored and will be reviewed at the end of the 12th month for possible withdrawal and reallocation to other Latino Initiatives priorities.

## ACKNOWLEDGMENTS

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

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

For museum labels, the following may be used -

**“Museum purchase through the Smithsonian Latino Initiatives Pool, administered by the Smithsonian Latino Center.”**

This text cannot be modified.

## REPORTING REQUIREMENTS

Award recipients must submit an interim report to the Smithsonian Latino Center (attention: Diana C. Bossa Bastidas) six months after receipt of the award. A final report is due no later than thirty days from the completion of the project. Final reports 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.**

**Any major and/or unexpected budgetary or personnel changes must be reported immediately by way of a memo to the Latino Initiatives Pool Manager, Diana C. Bossa Bastidas, and the Latino Initiatives Pool Budget Analyst, Roberta Walsdorf. Please cc your unit’s administrative officer in the memo.**