# LATINO CENTER
## Smithsonian

**FY 2020 LATINO INITIATIVES POOL (LIP) – GUIDELINES**

# Overview Information

## ABOUT

The Latino Initiatives Pool is a federally funded pool managed by the Smithsonian Latino Center providing financial support to Smithsonian units for research, exhibitions, collections, conservation, archival work, public and educational programs, and professional development programs (internships and fellowships). These projects must further the understanding and appreciation of **U.S. Latino** contributions in the areas of science, history, art and culture.

Acting on the recommendations of a review panel, the Latino Center directs funds to programs and projects which demonstrate the greatest public impact and represent and highlight the U.S. Latino experience. The Provost/Under Secretary for Museums, Education and Research makes the final decision on the awards.

The Latino Initiatives Pool is one of the centrally managed award programs and federal pools at the Smithsonian Institution. Please refer to SD712 for a list of other pools and guidelines.

## ELIGIBILITY

Only Smithsonian units that currently receive a Federal appropriation are eligible to submit proposals. 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 more than 80% of project funding are not eligible for consideration. **Units with outstanding final reports for LIP awards received in FY 2018 will not be eligible to receive additional awards in FY 2020.**

## 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 <u>free</u> publications that document how Latinos have shaped the American historical, cultural, artistic, and scientific landscapes.

- *Collections and Archives*: Supports collections and archival planning, conservation, digitization, 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 development, internships, fellowships, training, website development, mobile apps, printed materials, and new media products.

# Application Process

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

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

A complete proposal includes:

- Project cover sheet
- Contact information
- Proposal details
- Connection to LIP priorities
- Listing of team and/or collaborators
- project narrative
  *(see description below)*

- Goals
- Implementation plan
- Budget and budget justification
  (*reviewed by unit funds manager*)
- Previous funding history
- Evaluation and assessment plans
- Required signatures

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 (program-related printed materials)
- 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

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## 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 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

## 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. All proposed collaborators must be aware they are included in the application.

Please ensure that if you plan on submitting a proposal referencing Latino content experts, they have been consulted and appear on the Project Team application page.

## EXCLUSIONS (PLEASE READ CAREFULLY)

Latino Initiatives Pool funds may **not** be used for any activity associated with:

- Fundraising
- Paid advertising and marketing
- Leasing of facilities
- Building construction
- Contributions to endowments
- Purchasing food/beverages
- Purchasing of equipment unrelated to the specific project
- Funding Smithsonian staff salaries and benefits
- Operating expenses

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Additionally, <u>Latino Initiatives Pool funds cannot be used for publications that will be sold regardless of whether or not a profit is made.</u>

Furthermore, Smithsonian staff salaries and existing unit equipment cannot be listed as unit contributions in the budget section of the project proposal.

# 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 more than 80%** of project funding are **not eligible** for consideration.

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- Smithsonian **staff salaries and existing unit equipment cannot** be listed as a unit contribution.
- Funding requests for an ongoing project should show proof of increased unit contributions through the life of the project.

# Application Timeline

## REVIEW PROCESS

A panel comprised of Smithsonian Institution 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. Units should carefully review any recommendations or requirements given by the review panel upon proposal or award notification.

*If previous notifications specified recommendations and/or requirements from the review panel that units do not incorporate into future submissions, the Committee may decline to review proposal.*

The Smithsonian Latino Center director then makes recommendations for funding to the Provost/Under Secretary for Museums and Research, who then makes the final decisions.

## CONFLICTS OF INTEREST

To maximize the objectivity of reviews and to avoid actual or apparent conflicts of interest, applicants and reviewers should be aware that the reviewers may not be:

- Recent students of or thesis or other academic advisors to the applicant
- Recent research collaborators or co-authors with the applicant
- A person having a financial relationship to the proposed project or to the applicant
- Related to the applicant or to any member of the immediate family of the applicant
- A member of the household of the applicant or related to any member of the household of the applicant

If any of these or other circumstances exist that might affect a reviewer's objective consideration and professional opinion of a proposal, the appropriate office will be consulted. If any of the above is seen to be of issue, the reviewer(s) will be asked to recuse themselves from the discussion pertaining to the proposal.

## 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:

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- 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

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. A new PI must be assigned for the awarded unit, and written notice must be given to the Smithsonian Latino Center.

<u>USE OF FUNDS AND OBLIGATION SCHEDULE</u>

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 Diana C. Bossa Bastidas, Latino Initiatives Pool Manager (bossad@si.edu), copying the Latino Initiatives Pool Budget Analyst, Amy J. Adams (adamsa@si.edu), which will provide the unit a written decision.**

Funds may not be used for any unapproved purpose.

FY 2020 LIP awards must be obligated within 12 months from receipt of the funds or sooner if awarded with prior year funds. Please pay close attention to the award letter which will specify the year of the funds and expiration of funds.

If you received funding from the previous year, please ensure you use those funds first and are aware of year-end deadlines. 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.

# Program Requirements

## <u>CREDIT LINE</u>

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."**

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For museum labels, the following may be used –

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

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**This text cannot be modified.**

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**UPDATED REPORTING GUIDELINES**

**Current year award recipients (FY2020) must submit an INTERIM report to SLC by October 30, 2020, if your project crosses over fiscal years.**

The Interim report should include:

- Milestones met
- Deadline delays
- Budget vs. actuals to date by budget lines
- Budget modification request between lines if needed (minor budget changes can't change the SOW and project outcome originally proposed.

This will allow units an opportunity to review the projects, timelines, and spending plans to ensure funds are properly used before they expire. We encourage any funds that will not be needed for the project to be returned to the pool ASAP in order for SLC to repurpose the funds to other projects.

Units that don't monitor the project and funding will be in jeopardy of receiving future awards.

**A FINAL report is due for ALL projects no later thirty days from the completion of the project**.

Final reports should describe the project results, including:

- An assessment of the project outcomes
- Financial report
- Program collateral
- Project images (via DropBox)

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 (bossab@si.edu), and the Latino Initiatives Pool Budget Analyst, Amy Adams (adamsa@si.edu). Please cc your unit's administrative officer in the memo.**

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