Application Deadline: April 28, 2006

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Application Contents
You must complete an online proposal that includes:

- Goals, Outcomes and Deliverables
- Project Description
- Implementation Plan
- Evaluation and Assessment plan
- Budget
- Budget Justification

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 culture, history, science, and society. The Pool allows funding for projects such as: public programs, research, collections assessment and conservation, public and community outreach, exhibitions, and educational curricula. The Pool will not support projects with an insubstantial link to Latino experiences or contributions.

Funding Priorities:
o To extend and deepen knowledge and understanding of Latino contributions by focusing on relevant topics and issues.
o To connect audiences to research outcomes in exploring culture, history, science, and other aspects of society.
o To foster internal and external interest in, and promote, scholarship highlighting Latino topics.
o To create new models for national outreach.
o To support projects with the potential to attract matching and ultimately sustaining funds.

**Eligibility**

All Smithsonian units are invited to submit proposals. Each unit can submit more than one proposal. Funds are not awarded to individuals, nor does the Smithsonian Latino Center award funds to other federal entities or non-profit organizations. This does not preclude applicants from working 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. 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, gallery, or research center is prepared to sponsor and produce. Implementation awards may not cover all costs.

*Multipurpose Awards*: Support Latino workshops, website development, scholastic conferences, seminars, publications, symposia, project-related internships/fellowships, training, and musical performances.

Award funds may not be used for any activity associated with fundraising, 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.
Examples of successful projects that have been previously funded:

Exhibitions:
- ¡Azucar!: The Life and Music of Celia Cruz, National Museum of American History
- ¡Sabor! Salsa Music in the United States, Smithsonian Latino Center’s Virtual Gallery
- Corridos Sin Fronteras, Smithsonian Institution Traveling Exhibition Service
- Arte Latino, Smithsonian American Art Museum

Public Programs & Outreach:
- Columbia Heights Community Science Workshop, Smithsonian National Zoological Park
- Retratos: Portraits of Our World, part of TSA Discovery Theatre Series, Living in Two Languages
- Nuestra Música: Music in Latino Culture, Smithsonian Center for Folklife and Cultural Heritage
- City of Neighborhoods, Cooper-Hewitt National Design Museum

Publications & Research:
- Colombian Gold Teachers Guide, National Museum of Natural History
- Santos: Substance & Soul, Smithsonian Center for Materials Research and Education
- La Imaginación Latina: Latino, Latin American and Hispanic Art in the Hirshhorn Collection, Hirshhorn Museum and Sculpture Garden
- Cataloging the Papelitos: An Improved Finding Aid for the Tomás Ybarra-Frausto Research Material on Chicano Art, Archives of American Art

How to Prepare and Submit an Application

Applicants are strongly encouraged to attend an informational session (two sessions, dates to be determined) on the Latino Initiatives Pool guidelines prior to submitting a proposal. Applicants are also encouraged to contact Karen Otiji (otijik@si.edu) at the Office of Sponsored Projects (OSP) to request:

- advice about preparing the proposal, and
- a preliminary review of draft proposals. Draft proposals must be submitted well in advance of the application deadline.

A complete online proposal includes the following:

- goals, outcomes and deliverables
- list of the Latino Initiative Pool priorities addressed
- the target audience and geographical area served
- project description (See below)
- implementation plan
- evaluation and assessment plan
- budget
- budget justification that clearly explains the project costs.

The project description 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 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
- marketing methods
- a description of fundraising efforts and identification of additional matching funds.

**Evaluation Criteria**

Applications are valuated based on three general criteria: intellectual quality and significance, feasibility, and impact. (Please note: some elements of the criteria may not apply to all projects.)

**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 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.
- The project promotes collaborations with other SI units or external partners.
- Participants will be actively engaged.
- The experience will stimulate interest to both Latino and non-Latino audiences.
- The project will have significant impact to a geographic region or market.
- A public awareness plan has been developed.
- A viable plan for assessing outcomes has been outlined.

**Deadline for Submissions**

Applications must be submitted online by **April 28, 2006**.

**Review Process**

A panel comprised of Smithsonian Institution and external evaluators will review each application and make recommendations to the Smithsonian Latino Center Director. Each application will be evaluated and rated in accordance with the review criteria. The panel may recommend full or partial funding, propose 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 makes recommendations to the Deputy Secretary and Chief Operating Officer (DS/COO) who makes the final decisions.

**Award Notification**

Applicants will be notified of the status of their proposal by September 15, 2006 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, 2007.

**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 Smithsonian Latino Center.”

**Reporting Requirements**

The award recipient must submit a report no later than October 15, 2007. The report should describe the project results, including an assessment of the project and a financial
Failure to comply with reporting requirements may result in the applicant’s ineligibility for future Latino Initiatives Pool awards.