



Building Capacity, Creating Sustainability, Growing Accessibility Application Form

Please email application to imlscares@nysmuseums.org before 5 PM on October 30, 2020

Museums will develop, deliver, and assess two programs; one in partnership with a regional library. Each staff member will commit to 60 hours of training time and 250 hours of program planning, development, and delivery time over the two years.

Participants do not need to be in the same department; cross departmental collaboration is encouraged. No prior experience with technology is necessary. The goal of the program is to give staff the tools and training to virtually reach their communities and raise their profile with audiences beyond their physical locations.

Over the course of this two year project, two staff from each museum will participate in

- three in-person meetings
 - at the beginning of Year One,
 - at the beginning of Year Two
 - at the end of Year Two
- 15 group virtual training meetings
- bi-monthly one-on-one conversations

Organization

Mailing Address

Physical address

(if different from mailing address)

REDC Region

Capital Region
 Central NY
 Finger Lakes
 Long Island
 Mid-Hudson
 Mohawk Valley
 New York City
 North Country
 Southern Tier
 Western NY

Phone

Email

Website

Approval signature of museum director or board chair or letter of support attached.

**Part A: About Your Museum
Mission Statement**

Collection and/or Exhibition(s) Description (150 words or fewer)

**Number of Staff
Full Time**

Part Time

Does your site offer free public access to Wi-Fi?

When did your museum reopen after NY on Pause restrictions were lifted in your region?

Organization Budget Size:

Budget under \$24,999

\$25,000 - \$49,999

\$50,000 - \$99,999

\$100,000 - \$499,999

\$500,000 - \$999,999

\$1,000,000 - \$2,499,999

\$2,500,000 - \$4,999,999

\$5,000,000 - \$9,999,999

Budget over \$10,000,000

Organization Type

- Art Museum
- Botanical Garden
- Children’s Museum
- Cultural Center
- Friends Group
- General Museum
- Historic House
- History Museum / Historical Society
- Library / Archives
- Science Museum
- State Park / Historic Site
- National Park / Historic Site
- Town Historian
- University / College Museum
- Wildlife Center
- Other _____

Please select which social media channels your museum uses:

- Facebook
- Twitter
- Instagram
- LinkedIn
- YouTube
- SnapChat
- Other _____

Please confirm your community is located in or serves a high needs school district as designated by NYSED and write your District Name here:

If you are not sure, please check here <http://bit.ly/NYSEDneedcategories>

When was the last time your museum conducted a program/exhibition evaluation, what was the project, and what was the evaluation process?

Have you ever conducted a virtual program?

Yes

No

If yes, have you used any of the following tools?

Zoom

WebEx

Google Meet

Go To Meeting

Microsoft Teams

Skype

FaceTime

Facebook Live

YouTube

Instagram Stories

Other _____

Part B: Project Participants *(to be filled out by potential project participants)*

Name

Title

Phone

Email

On a scale of 1-10 how tech savvy are you? *(1 being not savvy and 10 very savvy)*

1 2 3 4 5 6 7 8 9 10

When was the last professional development program you participated in? What was the subject?

How long have you been in your current role?

Name

Title

Phone

Email

On a scale of 1-10 how tech savvy are you? *(1 being not savvy and 10 very savvy)*

1 2 3 4 5 6 7 8 9 10

When was the last professional development program you participated in? What was the subject?

How long have you been in your current role?

Part C: Essay Questions (not to exceed 250 words per question)

How do you envision using technology to develop a virtual program that focuses on the cultural and racial diversity in your community?

What happened the last time you thought a program or an exhibition was going to be successful, but wasn't? How did you change or improve it? What would you do differently if given the opportunity to do it again?

How did your museum reach and engage your audience during NY on Pause?