

# Museums Advancing Racial Justice Convening

## Mini-Grant Funding Proposal

With support from the Smithsonian Institution's Our Shared Future: Reckoning with Our Racial Past initiative, the Science Museum of Minnesota is pleased to offer funding for up to \$10,000 for applying institutions who attended the Museums Advancing Racial Justice Convening.

This funding is intended to help implement and activate learnings from the Convening in the service of furthering racial justice efforts. The proposed projects should be focused on bolstering efforts in internal systems change, program/curriculum development, and/or community engagement. These proposed projects may consist of entirely new work or ways to deepen work already underway at your institution.

Organizations can apply independently, apply jointly with other organizations who attended the Convening, or partner with local community organizations in their area.

The following questions are intended to be answered collaboratively by the institution's team of attendants.

This application will be reviewed by Science Museum staff and our application design collaborators.

During our review, we may reach out to provide feedback and offer additional guidance on your proposed project plan. After the review is completed, you will be informed as to whether your proposal was accepted and, if so, the amount of funding you will be receiving. This proposal should represent your current best thinking about the plans for your efforts. However, the details of your project plan are not intended to be unchangeable — we expect that your plan will change over time to incorporate both our feedback and the changing desires or constraints of the parties involved.

In order to share learnings with the broader museum field, we will want to document your project reflections and successes. All recipients will be invited to provide a written or recorded narrative update in summer 2025. Some mini-grant recipients may be asked for more in-depth sharing. This may include our evaluation team conducting site visits and/or group interviews.

Please email your proposal and budget to [marj@smm.org](mailto:marj@smm.org) by November 4, 2024. Please contact us with any questions or needs.

## REVIEW CRITERIA

This proposal will be reviewed using the below criteria. Strong proposals will include:

- Meaningful inclusion of tools and frameworks presented during the MARJ Convening.
- Reflection of institutional priorities as related to the SWOT analysis completed in the initial MARJ Convening application process.
- Project goals that are specific, ambitious, realistic, and timebound.



**General Information:**

|                     |  |
|---------------------|--|
| <b>Team Members</b> |  |
| <b>Institution</b>  |  |

**Topic**

1. Provide a description of the tools/frameworks/learnings from the MARJ Convening that will be incorporated in your project, including:
  - Whether this is new work or tied into existing projects or initiatives in your institution.
  - Which MARJ workshop or workshops from which you are incorporating learnings.
  - How you will be using these learnings in your proposed project.
  - How these learnings will help you to realize the goals of your institution and/or the expressed desires of your community and any partner organizations you might have.

**Stakeholders:**

2. Please describe the impacted parties for your project, including:
  - internal stakeholders
  - external partners
  - community members

**Goals and Outcomes**

3. Describe your project goals, objectives, and outcomes.

| <b>Goals</b>                                                      | <b>Objectives</b>                                                                                                                                      | <b>Outcomes</b>                                                                                                                                                               |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Broadly, what do you hope to achieve through this project?</i> | <i>What specific results are you trying to achieve? For example, what decisions or actions do you expect will be made or taken during the project?</i> | <i>What will be different for event participants or the community as a result of this project? How are you currently thinking of documenting or measuring these outcomes?</i> |

4. Describe your current thinking for how you will share event results and outcomes with project participants and impacted communities.

**Project Plan**

5. Provide information on the general plan of your project (location, duration, project team members, materials, deliverables) including:
  - How community members and any implicated project participants/attendees/recipients will access or be included in the project.
  - What problem or need the project is intended to address.



- How the format is well-suited to the tools/frameworks you will be utilizing from the MARJ Convening.
6. Provide an overview of the timeline for your project and the expected timeline of preparation activities.

**Project Budget:**

7. Fill out the [Budget Template](#). Note that there is an example budget on the second tab.
  - The maximum amount you can request for this project is \$10,000. Be realistic about what you need to deliver the work, but don't feel like you must request the maximum amount.
  - To the fullest extent possible, pay people (community partners/members, participants, etc.) equitably for their time.
  - A reporting of spending will be expected on **December 1, 2025**. This does not mean that all funding must be utilized by that date.

**Questions and Support**

8. What challenges do you anticipate encountering during your project planning and execution?
9. Are there any resources or other support our team can provide to help your project planning process? What additional support (either within or outside of your institution) might you need to reach your goal(s) of institutional change?

**If you are working with a partner organization, please list them below:**

|                             |  |
|-----------------------------|--|
| <b>Partner Organization</b> |  |
| <b>Website</b>              |  |
| <b>Mailing Address</b>      |  |
| <b>Primary Contact</b>      |  |
| <b>Email</b>                |  |
| <b>Phone</b>                |  |

**Questions For Projects w/ Partners (optional):**

10. Please describe the partner organization, including the community that it serves and its size, a description of the type of work it generally does, and the number of staff and/or volunteers.
11. Describe the current relationship between the partner organization and your institution. Have you worked together previously? How will you collaborate on this project?

