

Draft Charge to Diversity Planning Grant Task Force

Background

In 2013, the Diversity Committee and members of ARLIS/NA Executive Board expressed interest in pursuing an IMLS grant for increasing diversity and inclusion of students and professionals from underrepresented populations in the field of visual art librarianship. The recent IMLS awards to the ARL/Music Library Association Diversity and Inclusion Initiative (2011) and the ARL/Society of American Archivists Mosaic Scholarship program (2013) serve as references for the proposed diversity program/initiative in ARLIS/NA. An executive summary with a detailed budget estimate was drafted by the Diversity Committee and submitted to the ARLIS/NA Executive Board for discussion (see Appendix 1).

Two former presidents of ARLIS/NA, Deborah Kempe and Gregory Most, had an initial discussion with Mary Alice Ball and Sandra Annette Toro, senior program officers of IMLS, to discuss the proposal. Owing to the structure and governance of ARLIS/NA, which are significantly different from those of ARL, both Mary and Sandra suggested that ARLIS/NA should pursue a collaborative planning grant for investigating and establishing all necessary components, structures and partnerships for managing and administering the diversity grant program under the ARLIS/NA structure and governance.

The ultimate goal of this Task Force is to prepare and finalize a comprehensive and detailed grant proposal for the planning of the diversity program or initiative in ARLIS/NA, and to submit the grant proposal for review and approval by the ARLIS/NA Executive Board by July 2015. After review and approval by the Executive Board, the Task Force will submit the proposal to IMLS before the application deadline around mid-September, 2015.

Targeted Project Grant:

Collaborative Planning Grants

Laura Bush 21st Century Librarian Program

Amount of grant: Up to \$50,000

Grant period: Up to one year

Cost sharing: Not required; cost sharing of at least one third encouraged

Projected application deadline: September 16, 2015 (based on 2013, not yet announced)

Grant application information: http://www.imls.gov/applicants/lb21_guidelines_2014.aspx

Charge

- To identify, prepare and finalize all necessary components and documents for the grant proposal. The draft proposal may include, but not limited to, the following components:
 - Executive summary
 - Project narrative
 - Statement of need (may include survey results of diversity issues within the field of visual art librarianship as assessment of need)
 - Project significance
 - Subsequent diversity grant program
 - Scope and duration of the project

- Work plan or project timeline
- Budget plan
- Members of advisory boards/subcommittees, if applicable
- Letters of support, if applicable
- To liaison with the IMLS contact person throughout the grant writing process.
- To identify and propose any project staff, including the project director/principal investigator, partners, or advisory committee members for the planning grant.
- To produce a working grant proposal for review by the ARLIS/NA Executive Board at least two weeks before the annual conference in 2015.
- To finalize and submit the grant proposal to IMLS by the applicable deadline in 2015 (possibly around mid-September.)

Tentative Timeline and Deliverables

September 5, 2014

- Kick off meeting

September 19, 2014

- Review of grant application guidelines:
http://www.ims.gov/applicants/lb21_guidelines_2014.aspx
- Preliminary discussion with the IMLS contact person.
- Review the charge to the Task Force and submit any feedback and revisions to the Board.

October 1, 2014

- Revised charge approved by the Board.
- Begin drafting of the proposal outline and project narrative.

November 14, 2014

- Outline of the grant proposal (including various components of the grant proposal) and draft project narrative submitted to the IMLS contact person for review and initial feedback.

Jan. 16, 2014

- Status report submitted to the ARLIS/NA Executive Board, including draft proposal outline and any draft documents for comments and review.

Feb. 13, 2014

- Working draft proposal submitted to the IMLS contact person for comments.

March 1, 2015

- Working draft of the grant proposal submitted to ARLIS/NA Executive Board for review and comments.

July 1, 2015? (2 weeks before ARLIS/NA mid-year Board meeting)

- Final draft to the ARLIS/NA Executive Board for comments and final review.

August 15, 2015

- Submission of the final grant proposal to IMLS, including all supporting documents, work plan, budget, appendices and supporting letters, etc.

Proposed Task Force Membership:

- Stacy Brinkman, Art/Architecture Librarian, Miami University (Chair)
- Jon Evans, Director of Hirsch Library, Museum of Fine Arts Houston
- Billy Chi Hing Kwan, Director of the Library, New York School of Interior Design
- Betsy Lantz, Director of Library and Archives, The Cleveland Museum of Art
- Lily Pregill, NYARC Coordinator and Systems Manager, New York Art Resources Consortium