

# MetLife Foundation

## REQUEST FOR PROPOSAL

### MUSEUM AND COMMUNITY CONNECTIONS

(Applications must be received by Friday, October 19, 2007)

#### THE PROGRAM

Museums are a vibrant force in our communities. They play an important role in helping people experience and understand our world and in educating individuals of all ages. Recognizing the important contributions and educational value of museums, MetLife Foundation has awarded grants totaling over \$25 million in recent years to museums across the country.

MetLife Foundation has created a new initiative entitled *Museum and Community Connections* with the objective of strengthening communities, broadening programming and promoting museums as centers of education without boundaries.

#### FUNDING OPPORTUNITIES

In 2007, under *Museum and Community Connections*, MetLife Foundation expects to award grants totaling \$1 million. The purpose of the program is to encourage art museums to reach out to large numbers of people of all ages and backgrounds through imaginative programs and/or exhibits that help us understand and appreciate each other and our world.

Individual grants will not exceed \$100,000 and will vary in amount depending on the nature and scope of proposed project. Collaboration and partnership with other organizations is a plus. The guidelines and definitions of funding categories are intentionally broad to encourage innovation. Museums may request funding for one or a combination of the following categories, but the requested project does not have to be limited to these categories:

- **Collaborations:** Partnerships between (1) mainstream museums and culturally specific museums; (2) museums and nonprofit organizations serving diverse populations, such as new immigrants, whose primary mission does not focus on the arts, e.g. community centers, social service organizations, immigrant and refugee organizations and others; (3) museums and arts organizations of all types.
- **Artist Residencies:** Bringing artists with diverse perspectives to conduct programs for a museum and/or community.
- **Exhibits:** Displays of works by artists that engage audiences and promote understanding of our world and different cultures.
- **Offsite Programming:** Programs which extend the reach of the museum into diverse and underserved communities, including new immigrant communities, such as off-site lectures, exhibits and programs, mobile museums and other projects.

## **ELIGIBILITY**

Art museums in the United States that meet the following requirements are eligible to apply:

- In existence for at least five years;
- 501(c)(3) status determined by the Internal Revenue Service; and
- **Located in one of the following states:** Connecticut, Delaware, Florida, Georgia, Maryland, Massachusetts, Maine, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia and the District of Columbia.

For this program, science and technology museums, museums of natural history, botanical gardens, zoos, and children's museums **are not eligible**. MetLife Foundation's determination of eligibility is final.

## **CRITERIA FOR SELECTION**

- Meet a significant need;
- Clearly defined objectives and measures of success (metrics and outcomes);
- Cost effective in reaching and engaging large numbers across the age spectrum;
- Potential for success in involving diverse populations in the arts;
- Implementation plan/timetable;
- Qualifications of project staff;
- Creativity and innovation; and
- Potential to inform the field.

## **SUBMISSION PROCEDURES**

Only one proposal may be submitted by each museum. Applications must include the following:

1. A completed copy of the cover sheet.
2. A letter of commitment from each collaborating organization, if applicable.
3. A project description, not to exceed five single-spaced pages in 12-point font size, including the following:
  - Need for proposed activities;
  - Objectives and measures of success;
  - Description of collaboration, if applicable;
  - Detailed plan, including the implementation schedule; and
  - Method of evaluation.
4. Project budget, fully defined (excluding indirect costs), including both expenses and income, if applicable, and how the grant will be used. Retroactive use of grant is not permitted.
5. Vitae of project leader and any other key staff involved in a major portion of the project.
6. A brief description of the organization.
7. Sample copies of program materials.

*Please note that we are unable to return materials.*

## **APPLICATION REQUIREMENTS**

1. **Three (3) hard copies** of each proposal must be submitted. Faxed or emailed copies will not be accepted. *(It is **not** necessary to include a cover letter.)*
2. Each copy should be stapled together, but should not be placed in binders or inside plastic covers. The attached proposal cover sheet should be on top of each copy.
3. **One copy** of the organization's most recent audited financial statement.
4. **One copy** of current Board-approved annual budget for the entire organization.
5. **One copy** of the organization's annual report.
6. No application will be considered without proof of the submitting organization's 501(c)(3) tax-exempt status issued by IRS (**one copy** only).
7. Organization's federal employer tax ID.
8. Send submission to: **Museum and Community Connections  
MetLife Foundation  
27-01 Queens Plaza North  
Long Island City, NY 11101**

**Submissions must be received by Friday, October 19, 2007**

## **GRANT REQUIREMENTS**

Grant recipients will acknowledge MetLife Foundation as a supporter of the museum and the major funder of the winning project in all press releases and program-related materials, printed or otherwise. Such materials carrying MetLife Foundation's name must be reviewed by the Foundation prior to use.

Grant winners will keep MetLife Foundation informed of project progress and provide a final report summarizing accomplishments, including any related publications or materials.

MetLife Foundation reserves the right to discontinue and amend the provisions of the program at any time. The interpretation, application, and administration of the program will be determined by MetLife Foundation, and its decisions will be final. MetLife Foundation reserves the right to publish descriptions and/or images of funded projects or reports.

Due to the competitive nature of this program, interpretation of the RFP will not be provided to museums. The deadline is firm and will not be extended.

**All applicants will be notified by end of December 2007.**