

OPPORTUNITIES WITH SITES

Presented by:

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SITES



Skateboard building and decorating workshop for Ramp it Up! at the George Gustave Heye Center in New York, NY.

Credit: Stephen Lang Worldwide 2010



SITES

- Smithsonian Institution Traveling Exhibition Service
- Oldest and largest traveling exhibition service in the world
- SITES takes exhibitions to museums, libraries, science centers, historical societies, community centers, botanical gardens, schools, and university galleries
- Organize and circulate approximately 50 exhibitions a year on art, history & culture, sciences & natural history
- www.sites.si.edu



Behind the scenes during the installation of X-ray Vision: Fish Inside Out at the Smithsonian's National Museum of Natural History.



Every SITES Exhibition Includes

- Complete curatorial references, including a checklist and exhibition script
- Registrarial information
- Wall-to-wall fine arts insurance coverage under the Smithsonian's policy
- Public relations support
- Guidelines for working with Smithsonian national sponsors (if applicable)
- Educational enrichment materials
- A variety of publications
- Links and mentions on to SITES' website and social media platforms, including Facebook, Twitter, YouTube, and more.
- The opportunity to participate in the Voices of Discovery program offered by The Smithsonian Associates.



Curbside Cupcake promotion for Elvis at 21 at the Smithsonian's National Portrait Gallery in Washington, DC.



Smithsonian Community Grants

- Began in 2005 and is currently funded through 2013
- Sponsored by MetLife Foundation
- SITES distributes \$100,000 annually to our exhibitors to support public, educational programming
- To date, SITES has awarded \$866,913 in grants to 171 different organizations in 44 states across the country



Examples of Funded Programs

- Teacher workshops
- Family days
- Lecture and film series
- Cooking classes
- Translation of exhibition text into Spanish
- Traveling trunks
- Dance lessons
- Music festivals
- School bussing
- Photography workshops
- Mini-exhibitions
- Student design competitions
- In-gallery teaching carts
- Model making demos
- Off-site tours of related local landmarks
- Marketing and promotional support
- School tours
- Play writing workshops
- And much more!

A full list is available on our website

www.sites.si.edu



Eligibility

- ✓ The proposed program must be in conjunction with a SITES exhibition
- ✓ Applicant must have a valid 501(c)(3)
- ✓ A signed venue contract for an eligible SITES exhibition
- ✓ The award must be used within 6 months of receipt
- ✓ In the event that SITES or the exhibitor cancels the contract after the grant is awarded, the exhibitor must refund the full amount of the grant to SITES



Children learn about what takes place inside the White House kitchens at a workshop in conjunction with The Working White House: 200 Years of Traditions and Memories at the Stearns History Museum in St. Cloud, MN.



Review

The grant proposals are evaluated by an outside panel of museum professionals and community outreach experts using the following criteria:

- Quality of Plan
- Engagement of audience
- Assessment and follow-through
- Exhibitor's relative need



Other Criteria

Grant funds may NOT be used for the following:

- To pay for food
- To pay for materials or advertising not directly related to the proposed program
- To purchase computers or other equipment with a life expectancy of more than two years or that is targeted for management or administrative purposes
- To pay for stipends, or salaries of employees
- To pay exhibition installation, rental, or shipping fees
- To pay for opening/member receptions
- To pay for any expenses related to fundraising activities
- To pay for expenses related to SITES exhibitions already receiving federal funds (i.e. Museum on Main Street exhibitions).



Deadlines

- Applications are reviewed 2 times per year
 - May 1
 - November 1
- Applications are due by 5 pm EST
- Applications must be submitted in **ONE Microsoft Word document** by email to sitesgrants@si.edu
- Notification occurs within 30 days



Application

- Available online at www.sites.si.edu
- Click link on right for “SI Community Grants”
- Application is in narrative form, no longer than 7 pages plus budget
- Purposefully tried to make it simple, straightforward and not burdensome



Reporting

- Funded grantees are required to submit a close-out report to SITES within one month of the event
- Report is available on-line and hardcopies of printed materials can be submitted via USPS
- Similar to SITES exhibition close-out report but info is used to report back to MetLife Foundation which is CRUCIAL to the program's success