



## Grant Applicants

### Notices of Funding Opportunities

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)[Grants.gov](#)

Notices of  
Funding  
Opportunities

- [Forms](#)

[After You Apply](#)[Outcome Based  
Evaluation](#)

#### Sparks! Ignition Grants for Libraries – FY15 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Sparks! Ignition Grants for Libraries
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	Sparks-Libraries-FY15
Catalog of Federal Financial Assistance (CFDA) Number:	45.312
Proposal Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on February 2, 2015
Anticipated Date of Notification of Award Decisions:	September 2015 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Not earlier than October 1, 2015

#### Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

#### A. Program Description

##### What is the Sparks! Ignition Grants for Libraries Program?

Sparks! Ignition Grants for Libraries (Sparks Grants) are a special funding opportunity within the IMLS National Leadership Grants for Libraries program. These small grants encourage libraries and archives to prototype and evaluate specific innovations in the ways they operate and the services they provide, resulting in new tools, products, services, or organizational practices. You may propose activities or approaches that involve risk, but the project results – be they success, failure, or a combination thereof – must offer valuable information to the library or archives fields, promise an impact beyond the applicant's institution and provide the potential for improvement in the

#### Contents

- A. [Program Description](#)
- B. [Federal Award Information](#)
- C. [Eligibility Information](#)
- D. [Application and Submission Information](#)
- E. [Application Review Process](#)
- F. [Award Administration Information](#)
- G. [Contacts](#)
- H. [Other Information](#)

ways libraries and archives serve their communities. You are required to submit a short white paper, which will be publicly posted and shared.

What are the characteristics of successful Sparks Grants projects?

- *Broad Impact:* Your project should show the potential for far-reaching impact beyond your institution, and influence practice across one or more disciplines or specific fields within the museum profession.
- *In-depth Knowledge:* Your project should reflect a thorough understanding of current practice and knowledge about the subject matter and an awareness and support of current strategic initiatives and agendas in the field.
- *Innovative Approach:* Your project should employ new approaches to strengthen and improve services to benefit the audiences and communities being served.
- *Shared Results:* Your project should generate results that can be widely used, adapted, scaled, or replicated to leverage the benefits of federal investment. Grantees are required to submit a short white paper to be publicly posted and shared with the field.

The mission of the Institute of Museum and Library Services is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

How much money can my institution apply for?

Sparks Grants range from \$10,000 to \$25,000, subject to the availability of funds and IMLS discretion.

**What are the project categories and what kinds of projects may be funded within the Sparks Grants program?**

There are no specific project categories within the Sparks Grants program. Examples of activities that may be funded by this program include but are not limited to the following:

- Rapid prototyping and testing of new ways to engage learners
- Offering innovative new types of services or new service options
- Exploring the potential of highly original, experimental collaborations
- Implementing new workflows or processes with potential for substantial cost savings
- Addressing community challenges through new types of partnerships, services, processes, or practices
- Developing and testing new tools or services that facilitate access, presentation, management, preservation, sharing, or use of library and/or archival collections

To find additional examples of recently funded grants, go to the Search Awarded Grants function on the IMLS website. [Click here to Search Awarded Grants by program, category, and/or key word.](#)

**Where can I find the Authorizing Statute and Regulations for this Funding Opportunity?**

Statute: 20 U.S.C. 9101 et seq., in particular §9162 (National Leadership)

Regulations: 45 CFR Parts 1180 – 1183, and applicable OMB Circulars and regulations.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. Federal grantmaking agencies, including IMLS, are to formally adopt in whole or in part the Grant Reform by December 26, 2014.

The Grant Reform will be effective for all awards made after December 26, 2014. While the IMLS regulations listed above are current as of the date of this Notice of Funding Opportunity (November 2014), you will be required to follow the regulations that will be in effect at the time of award. For this reason, you are encouraged to become familiar with the Grant Reform.

#### B. Federal Award Information

Total amount of funding expected to be awarded	\$250,000

Anticipated number of awards	10-12
Range of awards	\$10,000-25,000
Average amount of funding per award	\$20,000
Type of assistance instrument	Grant
Anticipated period of performance	No earlier than 1 October 2015. Projects must begin on 1 October, 1 November or 1 December 2015.
Anticipated start date:	October 2015-October 2016. Project activities supported by Sparks Grants may generally be carried out for up to one year.

The funding in the above Federal Award Information is subject to the availability of funds and IMLS discretion.

### C. Eligibility Information

#### What are the eligibility requirements for this 2015 Sparks! Ignition Grants for Libraries Program?

To be eligible as an applicant for this 2015 Sparks! Ignition Grants for Libraries Program, you must:

- be either a unit of State or local government or be a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- be located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- qualify as one of the following:
  - a library or a parent organization, such as a school district, a municipality, a State agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, public elementary and secondary school libraries, college and university libraries, research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available. Research libraries must be under the supervision of at least one permanent professional staff librarian and be either generally recognized as possessing unique, scholarly research materials and services that are made available to the public, or able to demonstrate that such is the case when submitting an application to IMLS;
  - a private library or other special library, but only if the State in which it is located determines that the library should be considered a library for purposes of Library Services and Technology (see 20 U.S.C. 9121-9165);
  - an academic or administrative unit, such as a graduate school of library and information science that is part of an institution of higher education through which it would make application;
  - a digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation, under the supervision of at least one permanent professional staff librarian;
  - a library agency that is an official agency of a State or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction;
  - a library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of

the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries; or

- o a library association that exists on a permanent basis; serves libraries or library professionals on a national, regional, State, or local level; and engages in activities designed to advance the well-being of libraries and the library profession.

Note to applicants: In order to receive an IMLS grant award, you must be in compliance and good standing on all active IMLS grants.

#### What are the requirements for cost sharing?

There are no matching or cost share requirements for 2015 Sparks! Ignition Grants for Libraries. [Click here for further information on cost sharing.](#)

#### How many applications may I submit?

You may submit as many applications as you wish. Generally, single institutions will receive only 1-2 grants per program during any one cycle.

#### What if I fail to meet the eligibility requirements?

An applicant's failure to meet eligibility requirement(s) will preclude IMLS from making an award.

### D. Application and Submission Information

#### How can I find the application package on Grants.gov?

Use one of the following identifiers to locate the 2015 Sparks! Ignition Grants for Libraries package in Grants.gov:

- CFDA No: 45.312, or
- Funding Opportunity Number: Sparks-Libraries-FY15

[Click here to learn more about Grants.gov registration and Tips for Using Grants.gov.](#)

#### Can I request an audio recording of this publication?

Teletype (TTY/TDD) (for persons with hearing difficulty): 202-653-4614  
Upon request, IMLS will provide an audio recording of this publication.

If needed because of difficulty using internet or for other accessibility reasons, potential applicants may also request paper copies of the materials. Use the [Sparks! Ignition Grants for Libraries web page](#) for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to Sparks Program grants.

#### How should the application components be formatted, named, and sequenced?

- Document format: Aside from the first document listed below which is created in Grants.gov, all application components must be submitted as PDF documents.
- Page limits: Note page limits listed below. We will remove any pages above the limit, and we will not send them to reviewers as part of your application.
- Naming convention: Use the naming convention indicated below. IMPORTANT: You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application will be rejected.
- Document order: In Grants.gov, append all application components in the sequence listed below. Use all available spaces in the "Mandatory Documents for Submission" box first. Append any remaining application components using the "Optional Documents for Submission" box.
- Complete applications: Use the table below as a checklist to ensure that you have created and attached all necessary application components.

If you create a document in Microsoft® Word, you must convert it to PDF format before submitting it. [Click here for assistance in converting documents to PDF.](#) Do not send secured or password-protected PDFs; we cannot process these files.

When entering the names of project staff into the SF-424S, note that the Authorized Representative cannot be the same person as the Project Director.

Table of Application Components

Component	Format	File name to use
<u>Required Documents</u>		
<a href="#">The Application for Federal Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
<a href="#">Abstract (one page. max.)</a>	PDF document	Abstract.pdf
<a href="#">IMLS Program Information Sheet</a>	IMLS PDF form	Programinfo.pdf
<a href="#">Organizational Profile (one page. max.)</a>	PDF document	Organizationalprofile.pdf
<a href="#">Narrative (six pages. max.)</a>	PDF document	Narrative.pdf
<a href="#">Schedule of Completion (one page per year. max.)</a>	PDF document	Scheduleofcompletion.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants (one page. max.)</a>	PDF document	Projectstaff.pdf
<a href="#">Resumes of Key Project Staff and Consultants that appear on the list above (two pages each. max.)</a>	PDF document	Resumes.pdf
<u>Conditionally Required Documents</u>		
<a href="#">Proof of Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Digital Stewardship Supplementary Information Form</a>	IMLS PDF form	Digitalstewardship.pdf
<a href="#">Federally Negotiated Indirect Cost Rate Agreement (if applicable)</a>	PDF document	Indirectcostrate.pdf
<u>Supporting Documents</u>		
<a href="#">Information that supplements the narrative and supports the</a>	PDF	Supportingdoc1.pdf

<a href="#">project description provided in the application</a>	document	Supportingdoc2.pdf Supportingdoc3.pdf etc.
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### Required Documents

Click here for instructions on:

[How to Fill Out the SF-424S](#)

### Abstract

A project abstract should be no more than one page. Insert the file, which you generate through a word processing program and save as a PDF, into the Abstract field in Grants.gov.

Information in the abstract should cover the following areas as related to the proposed project:

- Who is the lead applicant and, if applicable, who are the partners?
- What is the time frame for the project?
- What is the challenge, problem, or need the project addresses?
- Which one of the IMLS strategic goals does this project address?
- Who is the intended audience for the project outcomes?
- What will be the specific performance goal(s), intended outcome(s), project activities and tangible products?
- Why would this project be important to the library or archival field and/or have the potential to advance practice in the library or archival profession?
- How does your project reflect the Sparks Grant Program requirements of demonstrating broad impact and significant innovation?

This abstract may be used for public information purposes, so it should be informative to other persons working in the same or related fields, as well as to the lay reader. The abstract must not include any proprietary or confidential information.

### IMLS Program Information Sheet

Download IMLS Program Information Sheet:

[Adobe® PDF](#) (318 KB)

#### 1. Applicant Information:

- a. Legal Name: Enter 5a from SF424S.
- b. Applicant D-U-N-S® Number: Enter 5f from SF424S.
- c. Current SAM.GOV registration: Check Yes or No and provide expiration date, if you check the Yes box. Please note that, before submitting an application, your organization must have a current SAM.gov registration.
- d. Organizational Unit: If you cannot apply for grants on your own behalf, then enter your organizational unit's name and address in these spaces. For example, if your library is part of a parent organization, such as a university, then enter the name of the university under Legal Name, and the library as the Organizational Unit.
- e. Organizational Unit Address: Be sure to include the four-digit extension on the ZIP code.
- f. Organization Governance: You should check the box that best characterizes your organization.

2. Organizational Financial Information: a-d. All applicants must provide the information requested.

3. Grant Program or Grant Program Category: Select Library under d. Sparks! Ignition Grants.

4. Check this box if your project addresses STEM learning. We invite applicants to address STEM (Science, Technology, Engineering, and Math) in their programs and projects in order to advance learning and support the acquisition of STEM knowledge at all ages, but particularly for at-risk youth. [Click here to learn more about IMLS's role in STEM initiatives.](#)

5. Funding Request Information:

- a. IMLS Funds Requested: Enter the amount in dollars sought from IMLS.
- b. Cost Share Amount: Enter the amount of non-federal funding you are providing. There are no matching or cost share requirements for Sparks Grants and cost sharing will not be considered in the review of the application

6. Project Subject Area: Check the boxes that reflect the subject areas to be addressed by your project.

7. Population Served: Check the boxes that reflect the population(s) to be served by your project.

8 & 9: Skip these sections, as they do not pertain to Sparks Grants for Libraries applications.

[Click here to see instructions for providing your Organizational Profile.](#)

### Narrative

Limit the narrative to six single-spaced, numbered pages. We will remove any pages above the six-page limit, and they will not be reviewed as part of your application.

- Use Supporting Documents to provide supplementary material.
- Make sure your organization's name appears at the top of each page. Use at least 0.5-inch margins on all sides and a font size of at least twelve points.
- Be certain that your narrative clearly states how the project relates to IMSL funding priorities

What elements do I include in my narrative?

Structure your narrative according to the following outline, using the three section titles and addressing the bullet points beneath them. In each section of your narrative be mindful of the characteristics of a successful Sparks Grants project: broad impact, in-depth knowledge, innovative approach, and shared results.

Please be advised that reviewers may also choose to visit your organization's website, as listed on the SF-424S form provided with this application.

#### 1. Project Justification

Provide a justification for the proposed project as it relates to a field-wide need or challenge. Include information such as the following:

- What do you propose to do?
- What need, problem, or challenge will your project address?
- Who or what will benefit from your project?
- What are the performance goals and intended results of your project?
- Why would this project be important to the library or archival field and/or have the potential to advance practice in the library or archival profession? Does the project meet the Sparks Grants requirement of demonstrating broad impact beyond the applicant institution?

#### *Review Criteria:*

- Is the project clearly explained?
- Is the need, problem, or challenge to be addressed clearly identified and supported by relevant evidence?
- Are the people who will benefit from the project clearly identified, and have they been involved in planning the project?
- Are the performance goals and intended results well formulated and achievable?
- Does the project address current needs of and/or have the potential to advance practice in the library or archival profession?
- Does the project meet the Sparks Grants requirement of demonstrating broad impact, in-depth knowledge, and an innovative approach?

#### 2. Project Work Plan

Describe the proposed project's work plan. Include information such as the following:

- What specific activities will you carry out?
- Who will plan, implement, and manage your project?
- When and in what sequence will your activities occur?
- What financial, personnel, and other resources will you need to carry out the activities?
- What resources will your institution contribute to the project?
- [How will you evaluate your project?](#)
- How and with whom will you track progress toward achieving your performance goals and intended results?
- In addition to the required white paper, how and with whom will you share your project results?

*Review Criteria:*

- Are the proposed activities informed by appropriate theory and practice?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Is the schedule of work realistic and achievable?
- Are the time, personnel, and financial resources identified appropriate for the scope and scale of the project?
- Does the institution provide evidence of its capacity to carry out the project activities?
- Is the proposed evaluation methodology appropriate for project activities? Will it result in valid, reliable, and generalizable findings?
- Is a clear methodology described for tracking the project's progress and adjusting course when necessary?
- Is there an effective plan for communicating results and/or sharing discoveries?

### 3. Project Results

Describe the intended performance goals and benefits of this project for the library or archive fields, as follows:

- What is the potential impact or benefit if the innovation you are testing proves promising?
- How will you [measure success in achieving your performance goals and intended results?](#)
- How will you demonstrate that this innovation could be adapted by others in the field?
- How will the proposed project generate results such as models, tools, services, practices, and lessons learned that can be broadly used, adapted, scaled or replicated in the library or archive profession?

*Review Criteria:*

- Are the project's intended outcomes and performance indicators clearly articulated, appropriate and realistic?
- If successful, what value will the results from the proposed project provide to the library or archival field?

For this section of the application, reviewers will consider information provided in the Narrative, Budget Forms, Budget Justification, and Resumes.

Link to Instructions for:

- [Schedule of Completion](#)
- [Completing Budget Documents](#)
- [Project Staff and Consultant Documents](#)

#### Conditionally Required Documents

[Click here for Proof of Nonprofit Status instructions](#)

Please consult the table below to determine if any additional documents are required. If any of the conditions in the left column apply to your project, then the documents described in the right column are required. If you do not provide them, your application will be considered incomplete and will be rejected from further consideration.

If your project involves ...	Then you must include ...
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A federally negotiated indirect cost rate	A copy of your current Federally Negotiated Indirect Cost Rate Agreement
A digital product (IMLS defines digital products very broadly. If you are developing anything through the use of information technology, you should assume that you need to complete this form.)	A Digital Stewardship Supplementary Information Form; <a href="#">click here for Requirements for Projects that Develop Digital Content</a>

### Supporting Documents

You may submit other attachments of your choosing as part of your application package, but do not overload the reviewers with too much information. These attachments should be limited to information that will supplement your application narrative and project description.

Supplemental information should not be used to answer narrative questions. You may wish to consider the following:

- Letters of commitment from subrecipients who will receive grant funds or entities who will contribute substantive funds to the completion of project activities
- Letters of commitment from consultants or other groups who will work closely with you on your project
- Letters of support from experts and/or stakeholders
- Technical details about the proposed activities, including the [Digital Stewardship Supplementary Information Form](#) if your project involves a digital product.
- Needs assessments ( formal or informal documentation used to justify, evaluate, and plan projects)
- Reports from planning activities
- Web links to relevant online materials
- Vendor quotes
- Equipment specifications

*Note:* When attaching these documents, give each one a specific title for clear identification. All Supporting Documents must include dates of creation and authorship.

### What Federal Laws Do I Agree to Comply With When I Submit My Application?

[Click here to read the IMLS Assurances and Certifications](#)

### What is a D-U-N-S® Number and how do I get one?

Before submitting an application, your organization must have a current and active D-U-N-S® Number, SAM.gov registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

[Click here to learn more about getting a D-U-N-S® Number.](#)

### What is the System for Award Management (SAM.gov) and how do I register?

[Click here to learn more about SAM.gov Registration.](#)

If your DUNS and SAM registrations are not active and current at the time of submission, your proposal will be rejected; if they are not active and current at the time of an award, your proposal cannot be funded.

### When are proposals due?

For the FY15 Sparks Grants for Libraries, applicants must submit their applications through Grants.gov by 11:59 p.m. U.S. Eastern Time on February 2, 2015.

We strongly recommend that you REGISTER EARLY for DUNS and SAM and COMPLETE AND SUBMIT THE APPLICATION EARLY. We make grants only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline.

[Contact the Grants.gov help line](#) (1-800-518-4726) for assistance with hardware and software issues, registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays, on which it is closed.

### What happens after I submit my application to Grants.gov?

Once Grants.gov has received your submission, Grants.gov will send email messages regarding the progress of your application through the system. Over the next two business days, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors. Once your submission is retrieved by the grantor agency, you will receive a third email. You can check the status of your application(s) after submission in Grants.gov, by using the "Track My Application" feature. You may also check the status of a submission by logging into your Grants.gov account using the Applicant Login and clicking on the "Check Application Status" link.

### Are there funding restrictions?

You may only use IMLS funds for allowable costs as found in IMLS and government-wide cost-principle rules, including OMB circulars and regulations.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. Federal grantmaking agencies, including IMLS, are to formally adopt in whole or in part the Grant Reform by December 26, 2014.

The Grant Reform will be effective for all awards made after December 26, 2014; you will be required to follow those regulations that will be in effect at the time of award. For this reason, you are encouraged to become familiar with the Grant Reform. If you have questions about the allowability of specific activities, call IMLS staff for guidance.

### What are allowable and unallowable expenses?

Examples of allowable expenses for Sparks! Ignition Grants include:

- project personnel (contract or in-house) whose staff time is necessary for the proper and efficient execution of the project
- project consultants
- project-related travel of key project staff and consultants
- purchase of equipment, materials, supplies, or services
- program development and implementation
- integration of technology into operations or programs
- publications based on project activities
- software development
- evaluation to show the extent to which the project has met its goals

You must explain all proposed expenses in your Budget Justification.

Examples of unallowable expenses for Sparks grants include:

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- general operating support
- acquisition of collections
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- construction and renovation of facilities
- projects in which the majority of requested funds go to training library or archive staff
- contributions to endowments
- social activities, ceremonies, receptions, or entertainment
- pre-award costs

(Note: If you have questions about the allowability of specific activities, call IMLS staff for guidance.)

### Are partner-related costs allowable?

Partners may strengthen a Sparks Grant application if they are appropriate to the project, but they are not required. An application may include one or more partners. The lead applicant must be eligible to apply as an individual entity, and all partners should be active contributors to project activities. Please note that we

encourage the lead applicant to include a letter of support from each partner. [Click here to learn more about partnerships.](#)

#### What are the requirements regarding foreign travel?

All air transportation of persons or property that is paid in whole or in part with IMLS funds must be performed in accordance with applicable law, including but not limited to the Fly America Act (49 U.S.C. §40118). Each separate foreign trip must be itemized in the budget approved by IMLS. Foreign travel that is not included in the approved project budget must be specifically approved in writing by the appropriate IMLS program officer.

#### What are my choices regarding indirect costs?

You can choose to:

- use a current indirect cost rate already negotiated with a federal agency;
- use an indirect cost rate proposed to a federal agency for negotiation, but not yet approved, as long as it is approved by the time of award;
- if you have never had a federally negotiated indirect cost rate and you are otherwise eligible, use a rate not to exceed 10% of total modified direct costs; or
- not include any indirect costs.

[Click here for further information on indirect costs.](#)

### E. Application Review Process

#### What are the characteristics of successful Sparks! Ignition Grants for Libraries applications?

- *National or professional impact:* Your project should address a key goal identified in the IMLS priorities.
- *In depth knowledge:* Your proposal should reflect a thorough understanding of relevant work, current practice and knowledge about the subject matter.
- *Demonstrable results:* Your project should generate measureable results that tie directly to the need or challenge it was designed to address.

#### Is cost sharing considered in the review process?

There are no matching or cost share requirements for the 2015 Sparks! Ignition Grants for Libraries Program and cost sharing will not be considered in the review of the application. [Click here for further information on cost sharing.](#)

#### What is the review and selection process?

IMLS uses a peer review process to evaluate eligible and complete applications. The Director of IMLS takes into account the advice provided by the review process and makes final funding decisions consistent with the purposes of the agency's programs.

Reviewers and panelists are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. They are instructed to evaluate proposed projects according to the criteria identified in these guidelines. Conflicts of interest are identified prior to review and reviewers who may have conflicts with particular proposals are reassigned to review other projects. Written reviewers' comments are provided to all applicants; while they are anonymized, they are otherwise not edited or altered by staff.

### F. Award Administration Information

#### How will I be notified about the results of the grant process?

Award notifications will be sent electronically. The award packet sent to the Authorized Representative/Authorizing Official will contain the following:

- cover letter(s)
- the official grant award notification;

- the schedule of reporting dates and
- links to the applicable documents, including general terms and conditions, reporting forms, etc.

The Project Director will receive the following:

- copies of the cover letter(s)
- a copy of the official grant award notification
- the schedule of reporting dates
- links to the applicable documents, including general terms and conditions, reporting forms, etc. and
- reviewer comments

Applicants who do not receive awards will be notified at the same time.

#### What is the award period?

The grant award period will run from the first day of the month in which project activities are undertaken and will end on the last day of the month in which these activities are completed. Since the award period is directly related to project activities and determines when interim and final narrative and financial reports will be due, the beginning date of an award should not be changed when a grantee requests permission to incur project related costs before the award period begins. These pre-award costs are subject to written approval by the Program Officer.

#### What are the administrative and national policy requirements?

Organizations that receive IMLS grants or cooperative agreements are subject to the [IMLS General Terms and Conditions for IMLS Discretionary Awards](#) and the [IMLS Assurances and Certifications](#). Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in the [Assurances and Certifications](#). By signing the application form, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance. Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your grant and require you to return funds to the government.

#### What are the reporting requirements?

Reports are due according to the reporting schedule that accompanies your award notification. Please note that grantees must submit performance reports in the format defined by the IMLS; both interim and final performance reports may be accessible on the IMLS website to support the agency's commitment to open government, to engage the public in communities of practice and to inform proposal development and grant making strategies.

For details and forms, please see: [www.imls.gov/recipients/administration.aspx](http://www.imls.gov/recipients/administration.aspx)

#### What do I need to know about acknowledgement of IMLS support, sharing IMLS-supported work products and copyright, data management and sharing?

[Read more about acknowledgement of IMLS support, sharing IMLS-supported work products and copyright, data management and sharing.](#)

## G. Contacts

#### How can I contact program staff?

See the [Sparks! Ignition Grants for Libraries web page](#) for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to Sparks! Ignition grants.

#### How can I participate in a webinar?

We invite you to participate in one of two pre-application web conferences to learn more about the program, ask questions, and listen to the questions and comments of other participants. The dates are: December 11, 2014, at 4 PM EST, and January 6, 2015, at 4 PM EST. See the [Sparks! Ignition Grants for Libraries web page](#) for more information.

*For best results, download the presentation to your computer and watch using Adobe® Acrobat® or*

Acrobat® Reader®.

## H. Other Information

### What are the requirements regarding conflict of interest?

You must comply with IMLS' [conflict of interest requirements](#). These requirements include disclosing in writing to IMLS or pass-through entity any potential conflict of interest.

### How can I become a reviewer?

If you are interested in serving as a reviewer, you may submit your information through our online reviewer application at [www.ims.gov/reviewers/become.aspx](http://www.ims.gov/reviewers/become.aspx). Please remember to attach your resume. Your information will be considered and, if accepted, your name will be entered into our reviewer database. You will be contacted prior to the next deadline regarding your availability to serve as a reviewer.

There are many benefits to reviewing applications, including enhancing your professional knowledge and serving the museum and library communities. If you are selected to serve, you will be helping IMLS and strengthening our grant review process.

### How long should it take to complete this application?

We estimate the average amount of time needed for one applicant to complete the narrative portion of this application to be 40 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

We estimate that, in addition to the time needed for you to answer the narrative questions, it will take you an average of 15 minutes per response for the IMLS Program Information Sheet and three hours per response for the IMLS Budget Form.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

Office of Management and Budget Clearance Numbers  
Guidelines: OMB No. 3137-0029; Expiration Date: September 30, 2015.  
Forms: OMB No. 3137-0071; Expiration Date: September 30, 2015.

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



# A Nation of Learners

The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making. IMLS supports key issues of national concern:

- Select an Issue Area -



# Project Profile

Oklahoma Libraries as a Gateway to Citizenship

The Oklahoma Department of Libraries collaborated with library and community-based programs to support English language learning, civic engagement, and preparation for citizenship. [Read more.](#)

# IMLS Focus Strategic Priorities 2014

Three IMLS Focus meetings, each focused on a different priority, were designed to help inform future strategies, particularly for the agency's National Leadership Grant program. [Read more.](#)



See What's UpNext!

[Check out UpNext](#), the official blog of the Institute of Museum and Library Services.

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## news

11/26/2014  
[Blog Post: New Funding Available for Programs that Serve Disconnected Youth](#)

11/24/2014  
[Blog Post: Operation AmeriCorps Competition Launches](#)

11/21/2014  
[Blog Post: Museums and Libraries: Be a Part of our Brain Building Journey](#)

[View All](#)

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Libraries and the Workforce Innovation and Opportunity Act  
Our agencies have long recognized the role of libraries to help meet the workforce training and job search needs of the

American public. [Read more.](#)



Libraries and Broadband: Urgency and Impact  
On April 17, IMLS held a public hearing to establish a public record about the impact of high speed broadband connectivity in America's libraries. [Read more.](#)

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[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## News & Events

- [Press Releases](#)
- [Project Profiles](#)
- [UpNext Blog Posts](#)
- [Primary Source](#)
- [Conferences & Events](#)
- [Web 2.0](#)

### Press Releases

Previous [1](#) [2](#) [3](#) [4](#) [5](#) Next > [View All \(65\)](#) [View Archives](#)

#### Learning Lab Publication Describes Transformative Spaces for Teens

NOV 20, 2014

Learning Labs are creative spaces in libraries and museums that engage teens and tweens 21st century learning. [Read More](#)



#### National Collections Care Survey Is Open

OCT 28, 2014

14,000 institutions will receive an email invitation to participate. [Read More](#)



#### Public Invited to November 13 National Museum and Library Services Board Meeting

OCT 22, 2014

Learn about a historic state museum association meeting and an Aspen Institute report on the future of public libraries. [Read More](#)

Previous [1](#) [2](#) [3](#) [4](#) [5](#) Next > [View All \(65\)](#)

### UpNext Blog Posts

Previous [1](#) [2](#) [3](#) [4](#) [5](#) Next > [View All \(126\)](#) [View Archives](#)

#### Blog Post: New Funding Available for Programs that Serve Disconnected Youth

NOV 26, 2014

Learn more at Performance Partnership Pilot webinar on December 1st. [Read More](#)

#### Blog Post: Operation AmeriCorps Competition

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## Launches

NOV 24, 2014

The new grant competition will provide national service resources to solve tribal and community challenges. [Read More](#)



## Blog Post: Museums and Libraries: Be a Part of our Brain Building Journey

NOV 21, 2014

Families and Work Institute is gathering information on early learning best practices and innovative approaches being used in libraries and museums across the country. [Read More](#)

[Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next >](#) [View All \(126\)](#)

### Primary Source

View the latest edition of the [Institute's monthly eNewsletter](#).

## Featured Project Profile

### Oklahoma Libraries as a Gateway to Citizenship

The Oklahoma Department of Libraries collaborated with library and community-based programs to support English language learning, civic engagement, and preparation for citizenship. [Read more..](#)



[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

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## About Us

### Policy Notices

#### [Issues](#)

[National Initiatives and Partnerships](#)

[Legislation and Budget](#)

[Strategic Plan](#)

[Open Government](#)

[IMLS Policy Notices](#)

- [Ethics Statement](#)
- [Freedom of Information Act \(FOIA\)](#)
- [Guidelines for Information Dissemination](#)
- [Human Resources](#)
- [No FEAR Act Notice](#)
- [Special Projects](#)
- [Sustainability Plan](#)

[Staff Directory](#)

[National Museum and Library Services Board](#)

[Contact and Directions](#)

[Jobs at IMLS](#)

### Freedom of Information Act (FOIA)

This guide answers the most frequently asked questions about the Freedom of Information Act (FOIA).

#### 1. What is the Freedom of Information Act (FOIA)?

[The Freedom of Information Act \(FOIA\), 5 U.S.C. Section 552](#) is a federal law established in 1966 to give private citizens greater access to government information. It requires that federal agencies disclose the fullest possible amount of information to the public, subject to certain exemptions.

[President's Memorandum](#) Federal Register Notice / Vol. 74, No. 15 / Monday, January 26, 2009 (PDF, 88KB)

[Attorney General's Memorandum](#) March 19, 2009 (PDF, 1.17MB)

#### 2. What is the Privacy Act?

[The Privacy Act of 1974, 5 U.S.C. Section 552a](#) is a companion to FOIA. It allows individuals access to federal agency records about themselves. It requires that personal information in agency files be accurate, complete, relevant, and timely. Additionally, each agency must publish a description of each system of records maintained by the agency that contain personal information.

#### 3. What type of information can I request?

FOIA requests may be used to obtain "agency records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by a Federal agency and are, at the time the FOIA request is filed, in the agency's possession and control. However, FOIA excludes certain categories of records from disclosure, including materials related to national security, internal agency rules, proprietary business information, inter- and intra-agency communications that are protected by legal privileges, and personal privacy.

#### 4. Can I access agency records without filing a FOIA request?

Yes. Many IMLS publications and much grant-related information are available to the public without the need to make a formal FOIA request. A great deal of this information, including publications, sample application narratives, reviewer handbooks, and grant recipients, is readily accessible on this website.

#### 5. How do I make a FOIA request?

You can fax, write, or e-mail:

Freedom of Information Act Officer  
Institute of Museum and Library Services  
1800 M Street NW, 9th Floor  
Washington, DC, 20036-5802

Facsimile: 202/653-4625

E-mail: [foia@imls.gov](mailto:foia@imls.gov)

You can also [submit your FOIA request online here](#).

It is important to include the following information in your request, so that we may answer your request in a timely manner:

- A statement that you are requesting information under the Freedom of Information Act (FOIA).
- A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles, or authors of the documents requested.
- An explanation of what the information will be used for (i.e. scholarly purpose, commercial use, personal use). This will help us determine what fees, if any, to charge you for the information.

- If you are requesting a waiver of fees, please state why you believe you are entitled to the waiver.
- Your contact information, including name, address, phone, fax, and email.

#### 6. What charges apply to process FOIA requests?

Information requests may result in costs to the agency, such as search, review, duplication, computer programming, delivery, and special handling. The costs will be relayed to the requestor, according to the following cases:

- Commercial use requestors must pay all associated costs.
- Those requesting information for media use, educational research, or private or non-profit receive 100 pages of duplication and two hours of search and review free of charge. The remaining costs, and fees associated with computer programming, special handling, and delivery must be paid.
- You may request a waiver of all fees if your request is "likely to contribute to public understanding of the operation or activities of government and is not primarily in the commercial interest of the requestor."

#### 7. How quickly will you respond to my request?

IMLS makes every effort to respond to your request as quickly as possible. The law requires that federal agencies respond to you within 20 days of the receipt of the request, excluding weekends and holidays. Especially complex or voluminous requests may need additional time. If your request cannot be answered within the twenty day period, you will be contacted to either narrow your request to allow for a timelier response, or to accept a delay in delivery.

[Track a FOIA request.](#) (DOCX, 14KB)

#### 8. May I appeal if my FOIA request is denied?

If your FOIA request is denied, you have the right to appeal to the head of the agency. You may also appeal the following decisions regarding your request: a decision to withhold materials; a rejection of a fee waiver request; the type or amount of fees charged; or for any other type of adverse determination.

Appealing is a straightforward procedure. Simply write a letter including a description of your original request, the reason for your appeal, and why you believe the agency's response was incorrect. Please include a copy of your original request and the agency's response. You should be as complete as possible, and there is no charge for filing an administrative appeal. Your letter should be sent to:

IMLS Director  
c/o Office of the General Counsel  
Institute of Museum and Library Services  
1800 M Street NW, 9th Floor  
Washington, DC, 20036-5802

Phone: 202/653-4787

Facsimile: 202/653-4625

#### Quarterly FOIA Reports

- [2014 - Fourth Quarter](#) (ZIP, 18KB)
- [2014 - Third Quarter](#) (ZIP, 20KB)
- [2014 - Second Quarter](#) (ZIP, 12KB)
- [2014 - First Quarter](#) (ZIP, 13KB)
- [2013 - Fourth Quarter](#) (ZIP, 13KB)
- [2013 - Third Quarter](#) (ZIP, 5KB)
- [2013 - Second Quarter](#) (ZIP, 13KB)
- [2013 - First Quarter](#) (ZIP, 20KB)

#### Annual FOIA Reports

- 2013 ([Word](#), 60KB); [XML](#) (28KB)
- 2012 ([Word](#), 175KB); [XML](#) (26KB)
- 2011 ([Word](#), 177KB); [XML](#) (28KB)
- 2010 ([Word](#), 179KB); [XML](#) (25KB)
- 2009 ([Word](#), 168KB); [XML](#) (512KB)
- [2008](#) (PDF, 150KB)
- [2007](#) (PDF, 68KB)

## Chief FOIA Officer Report

- [2014](#) (PDF, 107KB)
- [2013](#) (PDF, 70KB)
- [2012](#) (PDF, 50KB)
- [2011](#) (PDF, 60KB)
- [2010](#) (PDF, 235KB)

## FOIA Regulations

[IMLS Freedom of Information Act Regulations, 45 CFR § 1184](#) (effective March 21, 2014)

## FOIA Officers, FOIA Request Service Centers, and Public Liaisons

In response to the President's Executive Order 13,392 of December 14, 2005 "Improving Agency Disclosure of Information," the Institute of Museum and Library Services (IMLS) designates the following:

### CHIEF FOIA COMPLIANCE OFFICER:

Nancy Weiss  
202-653-4640  
[nweiss@imls.gov](mailto:nweiss@imls.gov)

### FOIA OFFICER:

Mamie Bittner  
202-653-4630  
[mbittner@imls.gov](mailto:mbittner@imls.gov)

### FOIA REQUEST SERVICE CENTER

#### PRINCIPAL FOIA CONTACT:

Mae Ridges  
202-653-4642  
[foia@imls.gov](mailto:foia@imls.gov)

### FOIA PUBLIC LIAISONS:

Mamie Bittner  
202-653-4630  
[mbittner@imls.gov](mailto:mbittner@imls.gov)

Mae Ridges  
202-653-4642  
[mridges@imls.gov](mailto:mridges@imls.gov)

## [FOIA Electronic Reading Room](#)

## Privacy Assessments

Privacy impact assessments are available through the Office of the Chief Information Officer. Please contact the Office of Chief Information Officer at 202-653-4767 for further assistance.

[Federal Register Notice](#) (PDF, 181KB) / Volume 78, No. 236 / December 9, 2013: Privacy Act of 1974; Notice of Amendment to System of Records

[back to top](#)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## Contact Us

### General Contact Information

[Contact Form](#)

[Website Accessibility](#)

Office of the Chief Operating Officer  
Phone: 202-653-4721

Office of the Chief Financial Officer  
Phone: 202-653-4737

Communications and Government Affairs  
Phone: 202-653-4757  
Fax: 202-653-4600

Museum Services  
Phone: 202-653-4789  
Fax: 202-653-4608

Library Services  
Phone: 202-653-4700

Main Office  
1800 M Street NW  
9th Floor  
Washington, DC 20036-5802  
Phone: 202-653-IMLS (4657)  
Fax: 202-653-4600

Also, view the complete [Staff Directory by Office](#) or [Staff Directory A-Z \(with phone numbers\)](#).

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## Grant Applicants

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- [By Grant Name](#)
- [By Institution Type](#)
- [By Project Type](#)

[Eligibility Criteria](#)

[Sample Applications](#)

[Grants.gov](#)

[Notices of Funding Opportunities](#)

[After You Apply](#)

[Outcome Based Evaluation](#)

### View Available Grants

Grant Name: (Select multiple options by pressing the control key as you click.)	All Conservation Assessment Program Grants to State Library Administrative Agencies Laura Bush 21st Century Librarian Program LSTA Competitive Grants for the Pacific Region and U.S. Virgin Islands Museum Assessment Program Museum Grants for African American History and Culture
Project Type: (Select multiple options by pressing the control key as you click.)	All Awards Collections Management Community Engagement Conservation Demonstration Digital Collections/Tools
Institution: (Select multiple options by pressing the control key as you click.)	All Archives Federally Recognized Native American Tribe Historical Society Library Museum Nonprofits that serve Native Hawaiians
Sort options:	Grant Name 



## Grant Applicants

### Eligibility Criteria

#### [Available Grants](#)

#### Eligibility Criteria

- [Museums](#)
- [Libraries](#)
- [Tribal Organizations](#)

#### [Sample Applications](#)

#### [Grants.gov](#)

#### [Notices of Funding Opportunities](#)

#### [After You Apply](#)

#### [Outcome Based Evaluation](#)

Each grant program has specific eligibility requirements. The links below provide general eligibility criteria for museums, libraries, and tribal organizations, but please note that additional organizations may be eligible for grants under certain programs. Additionally, ineligible organizations may still be able to participate in grant programs through partnerships with eligible organizations. Please see Applications and Guidelines for specific information.

#### [Museums](#)

#### [Libraries](#)

#### [Tribal Organizations](#)

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### Sample Applications

[Available Grants](#)

[Eligibility Criteria](#)

Sample Applications

[Grants.gov](#)

[Notices of Funding Opportunities](#)

[After You Apply](#)

[Outcome Based Evaluation](#)

All sample applications are available in PDF format. [Get Plug-ins.](#)

Museum Grants for African American History and Culture

[Maryland African American Museum Corporation](#)

[Museum of African American History](#)

[Spelman College Museum of Fine Art](#)

Museums for America

#### Learning Experiences

- [City of Palo Alto \(Palo Alto Art Center\)](#)
- [Museum of the New South](#)
- [USS Constitution Museum](#)
- [North Carolina Museum of Art](#)
- [Pacific Science Center](#)
- [Pennsylvania Academy of the Fine Arts](#)
- [Children's Museum of Denver](#)

\$25,000 or Less Funding Level:

- [Historic Cherry Hill Inc.](#)

#### Community Anchors

- [Charles and Emma Frye Free Public Art Museum](#)
- [Nurture Nature Center](#)
- [Chicago Zoological Society \(Brookfield Zoo\)](#)

#### Collections Stewardship

- [Virginia Museum of Fine Arts](#)
- [Gilcrease Museum](#)
- [Isabella Stewart Gardner Museum](#)
- [Denver Museum of Nature and Science](#)

\$25,000 or Less Funding Level:

- [University of Rochester \(Memorial Art Gallery\)](#)

National Leadership Grants for Museums

[Learning Experiences: University of Washington](#)

[Community Anchors: Museum of Science, Boston](#)

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[Collections Stewardship: Cincinnati Zoo and Botanical Garden](#)

Native American/Native Hawaiian Museum Services Program

[Chilkat Indian Village](#)

[Yurok Tribe](#)

[Mashantucket Pequot Tribal Nation](#)

Sparks! Ignition Grants for Museums

[Carnegie Museum of Natural History](#)

[Indianapolis Museum of Art](#)

Laura Bush 21st Century Librarian Program

[Masters Level -- Project](#)

[Masters Level -- Planning](#)

[Doctoral Program -- Project](#)

[Early Career Development -- Project](#)

[Research -- Project](#)

[Programs to Build Institutional Capacity -- Project](#)

[Continuing Education -- Project](#)

[Continuing Education -- Project](#)

[Continuing Education -- Planning](#)

National Leadership Grants for Libraries

[Advancing Digital Resources](#)

[Research](#)

[Demonstration](#)

[Library and Museum Collaboration](#)

Native American Library Services: Enhancement Grants

[Technology Library Innovations for Education \(T-LIFE\)](#)

[Pascua Yaqui Tribe](#)

[Chilkoot Indian Association](#)

[Pueblo of Pojoaque](#)

[Lac Courte Oreilles](#)

[Cherokee Nation](#)

[Lummi Nation](#)

Native Hawaiian Library Services

[Sample Narrative](#)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## Grant Applicants

### Grants.gov

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)

Grants.gov

- [Grants.gov Tips](#)

[Notices of Funding Opportunities](#)[After You Apply](#)[Outcome Based Evaluation](#)

### About Grants.gov

As part of the President's E-Government initiative, the federal government developed [Grants.gov](#), a single Web site for organizations to electronically find and apply for competitive grant opportunities from all 26 of the federal grant-making agencies.

The Institute requires all applicants to apply online through Grants.gov. Applicants who are unable to use Grants.gov should contact an IMLS program officer.

*Please note that the entire completed application must be either online through Grants.gov - the Institute will not accept mailed paper attachments.*

For more information on the process of applying through Grants.gov, view the [Applicant Resources](#).

### Having Problems with Grants.gov?

If you experience any difficulties submitting your application through grants.gov, contact the IMLS Program Contact for the program you are applying to. Also, check out our [Tips for Working Successfully With Grants.gov](#).

### Grants.gov Registration

*All applicants must register with Grants.gov prior to submitting their application. The multi-step registration process generally cannot be completed in a single day. Applicants that are not already registered should allow at least two weeks to complete this one-time process. DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER.*

[Step-by-step instructions for registering are available here](#). If you have problems registering, call the Grants.gov help desk at 1-800-518-4726; e-mail [support@grants.gov](mailto:support@grants.gov); or consult the information posted [on Grants.gov](#).

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov UserID and password that you obtain during the registration process to submit your application when it's complete.

## Grant Applicants

### Notices of Funding Opportunities

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)[Grants.gov](#)
[Notices of  
Funding  
Opportunities](#)

- [Forms](#)

[After You Apply](#)[Outcome Based  
Evaluation](#)

#### Application Forms

Links to application forms are provided below for your convenience. Applicants must download the application package from [Grants.gov](#) in order to apply.

Consult program Notice of Funding Opportunity to determine which forms are needed for your application.

For best results, download the forms to your computer and work on them outside of your internet browser.

SF-424S:

[Instructions for filling out the Application for Federal Domestic Assistance/Short Organizational Form \(SF-424S\)](#) *Please note:* The SF-424S form is only available in the package that applicants must download from [Grants.gov](#).

IMLS Program Information Sheet (minimum requirements Adobe Reader 7.0.5):

[Adobe® PDF](#) (853 KB)

IMLS Budget Form (minimum requirements Adobe Reader 7.0.5):

[Adobe® PDF](#) (212 KB)

Note: JavaScript must be enabled.

Digital Stewardship Supplementary Information Form:

[Adobe® PDF](#) (87 KB)

[Microsoft Word](#) (50 KB)

Budget Form for Native American Basic Grants, Part A:

[Adobe® PDF](#) (75 KB)

[Microsoft® Word Document](#) (46 KB)

Budget Form for Native American Basic Grants, Part B:

[Adobe® PDF](#) (73 KB)

[Microsoft® Word Document](#) (39 KB)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## Grant Applicants

### After You Apply

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)[Grants.gov](#)[Notices of Funding Opportunities](#)

After You Apply

[Outcome Based Evaluation](#)

### Application Review Process

The Institute uses a peer review process to competitively evaluate all eligible and complete applications. Reviewers are professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications. Reviewers are instructed to evaluate proposed projects according to the criteria identified in the program guidelines. The Institute's director makes funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

Check [grant program guidelines](#) for information on when the program office expects to notify both funded and unfunded applicants of final award decisions.

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[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## Grant Applicants

### Outcome Based Evaluation

[Available Grants](#)
[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)
[Notices of Funding Opportunities](#)
[After You Apply](#)

#### Outcome Based Evaluation

- [Basics](#)
- [Purposes](#)
- [Webography](#)
- [Presentations](#)

The mission of the Institute of Museum and Library Services is to create strong libraries and museums that connect people to information and ideas. Our accountability for advancing this goal reaches in many directions: toward our federal decision-makers, toward our grantee communities and their audiences, and to the public at large. If we are sincere in our goal—to help libraries and museums contribute to a nation whose people routinely seek strong skills and knowledge, adapt productively to change, actively engage in their work and communities, and excel in many areas of personal and public life—we must do more than provide support. We must measure and report our progress.

Note that for IMLS, while academic knowledge and skills are foundations, learning is broader. It includes the cognitive, social, and physical; the practical, entertaining, and personal; the formal and informal; and many, many more domains and settings. Learning represents knowledge, attitudes, skills, and behaviors that support individual success in our complex world—in short, outcomes. Outcomes allow us to know something about the extent to which we have (or haven't) reached our audiences. Information about outcomes allows us to strengthen our services. Equally important, it communicates the value of museums and libraries to the broadest spectrum of those to whom we account. Without data, it's been said, "you're just another guy with an opinion."

IMLS has responded to your need to know what difference our services make by developing a model of outcomes-based planning and evaluation as one foundation of our grant making. As our grantee or constituent, you connect to your audiences where learning happens. You can document individual change, often small and immediate, when it occurs. You can apply outcomes information quickly, to strengthen services as you develop and provide them. Finally, only you can accommodate the great variety of missions, resources, audiences, and creative services of museums and libraries as you assess your work. We turn to you not only to build locally effective learning resources and experiences, but also to measure the extent to which they achieve their educational purposes.

This area of our Web site contains information and resources about outcomes-based planning and evaluation. We hope you will return to this site often to see additions. If you have questions about library or museum-appropriate outcomes, or about outcomes-oriented planning or evaluation, please don't hesitate to contact IMLS's Research and Evaluation Officer, Matt Birnbaum, at [mbirnbaum@imls.gov](mailto:mbirnbaum@imls.gov).

Susan Hildreth  
*Director, Institute of Museum and Library Services*

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[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)
[Notices of Funding Opportunities](#)
[After You Apply](#)
[Outcome Based Evaluation](#)

### [2015 Guide to Funding Programs and Opportunities](#)

This four-page overview of IMLS funding programs provides succinct information on the agency's grant and award programs, as well as agency initiatives and priorities. [Read more.](#)



[Having problems with Grants.gov? Contact us, we can help you.](#)

Are you interested in applying for an IMLS grant?

The links below will help you find the right grant for your institution, and introduce you to the process of applying so you can properly prepare for your application.



### The Application Process

1. Search for available grants  
Grant programs and deadlines can be searched by name, by eligible institution type, and by project type. [View available grants.](#)
2. Check eligibility requirements  
Eligibility criteria will vary by program. Checking the program-specific criteria will help you ensure you're applying for the right grant for your institution. [Read more.](#)
3. Read application guidelines  
Read through the application guidelines carefully to get all the information you need on the grant program. [Read more.](#)
4. Compose your application  
Use the Applicant Tools & Materials links on the right to help you compose a stronger, more competitive application.
5. Contact a program officer  
We welcome calls from applicants and are happy to answer any questions about the grant application and review process. Conversations with program officers can provide useful guidance and help you to explore how your idea may match the goals of a grant program. [Contact us.](#)

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#### [Sample Applications](#)

Examples of successful applications from previous years

#### [Outcome Based Evaluation](#)

Introduction to and resources for successful program evaluation

#### [Shaping Outcomes](#)

An IMLS-funded online course on outcomes-based planning and evaluation, which will help participants improve program designs and evaluations.

#### [Grantee Requirements](#)

Administration and dissemination requirements for all grantees

#### [Reviewer Materials](#)

Guidelines and handbooks used during application review

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6. Submit your application via Grants.gov  
Consult our Grants.gov guidelines to ensure we will receive your application, complete and on-time. [Read more](#).

7. What happens next?  
Learn how applications are reviewed and when grant announcements are made. [Read more](#).

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

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## Grant Reviewers

### [Reviewer Resources](#)

[Apply to Become a Museum Reviewer](#)

[Apply to Become a Library Reviewer](#)

The success of IMLS grant programs depends upon the quality of its peer review process. Each year hundreds of experts throughout the nation serve as IMLS peer reviewers. They work in a transparent and equitable way to make recommendations for funding. If you would like to apply to be an IMLS peer reviewer, please follow the steps below.



### The Process for Becoming a Reviewer

If you would like to apply to be an IMLS peer reviewer, please follow the steps below.

1. Familiarize yourself with IMLS grant programs.

[Read the Notices of Funding Opportunities.](#)

[Read Sample Applications.](#)

2. Learn about the review process.

[Access guidance for peer reviewers by grant program.](#)

3. Submit your information.

[Apply to become a museum reviewer.](#)

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## Grant Recipients

[Administration](#)[Grantee](#)[Communications Kit](#)

[Search our database of grant recipients](#)

Recipients of IMLS grants are required to adhere to grants management terms and conditions. The resources you need to manage your award are all located here.



### Grant Recipient Requirements

Now Available! Grantee 101 Narrated Web Presentation for Office of Library Services Discretionary Programs

This narrated web presentation provides guidance for grantees on administration and promotion of your grant project. Download now:

[Grantee 101 Narrated Web Presentation](#) (PDF; 28MB)

[Grantee 101 Web Presentation handout](#) (PDF; 164KB)

*For best results, download the presentation to your computer and watch using Adobe® Acrobat® or Acrobat® Reader®.*

The resources above are provided for IMLS Office of Library Services Discretionary grant recipients, but we encourage all interested parties to make use of them. Viewers must have Adobe® Acrobat Pro or Reader version 9 or above to be able to see the PDFs. [Get Plug-in.](#)

All Grant Recipients

In the grant announcement package, all grantees receive a description of the review process that was used in making funding decisions and copies of reviewer comments from their application. We urge our grantees to consider concerns raised by reviewers as they undertake their project as their suggestions could, in many cases, result in stronger projects.

Any project that is carried out under a grant must be consistent with the proposal that is approved for funding by IMLS. Any change to a grant project's programmatic scope, key personnel, or budget must first be approved by MLS. All requests for a change to a grant project shall be signed by the authorizing official and submitted to the appropriate IMLS program officer.

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#### [Administration](#)

Process steps for implementing recommendations and making amendments to your awarded program, as well as financial, legal and reporting requirements, forms and documents

#### [Grantee Communications Kit](#)

Tips and tools for announcing your award and acknowledging IMLS

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## State Programs

[State Profiles](#)[State Allotments](#)[State Libraries](#)[5-Year Plans](#)[5-Year Evaluations](#)[Measuring Success](#)[Purposes and  
Priorities of LSTA](#)

### Grants to State Library Administrative Agencies

#### [Now Available: State Profiles](#)

Learn more about how funding is used in your state. You will find contact information for the State Library Administrative Agency as well as allotment amounts, project examples, five-year plan highlights, five-year evaluations, and survey data.



#### Program Overview

What is the Grants to States program?

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, more than \$150 million is distributed among the State Library Administrative Agencies (SLAAs) every year. SLAAs are official agencies charged by law with the extension and development of library services, and they are located in:

- Each of the 50 states and the District of Columbia;
- The Territories (Guam, American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands); and
- The Freely Associated States (Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands).

What do the funds support?

Each year, over 2,500 Grants to States projects support the [purposes and priorities outlined in the Library Services and Technology Act \(LSTA\)](#). SLAAs may use the funds to support statewide initiatives and services, and they may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

States and subrecipients have partnered with community organizations to provide a variety of services and programs, including access to electronic databases, computer instruction, homework centers, summer reading programs, digitization of special collections, access to e-books and adaptive technology, bookmobile service, and development of outreach programs to the underserved. To find out more about how funds are used in your state, visit your [state profile page](#).

Who does the program serve?

Grants to States funds have been used to meet the needs of children, parents, [teenagers](#), adult learners, [senior citizens](#), the unemployed, and the business community. One of the program's statutory priorities is to address underserved communities and persons having difficulty using a

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### extranet

State Libraries - log in to the State Grant Programs Manual online (password-protected). [Log in](#)

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library, and approximately ten percent of grant funds in recent years have supported library services for the blind and physically handicapped. The program also meets the needs of the current and future library workforce.

How are funds allocated?

The Grants to States program allocates a base amount to each of the SLAAs plus a supplemental amount based on population. For each of the 50 states, Puerto Rico and the District of Columbia, the base amount is \$680,000 each, and for the U.S. Territories the base amount is \$60,000 each. You can see [recent allotments for all the states here](#).

How is the program evaluated?

The Library Services and Technology Act requires each SLAA to submit a plan that details library services goals for a five-year period. SLAAs must also conduct a five-year evaluation of library services based on that plan. These plans and evaluations are the foundation for improving practice and informing policy. View [all the states' five-year plans](#) and [five-year evaluations for library services](#).

To strengthen the impact of the federal investment in the Grants to States program, IMLS and SLAAs are partnering in a comprehensive planning and evaluation initiative called [Measuring Success](#). This multi-year effort will fundamentally shift the way in which Grants to States program information is gathered and shared, improve program evaluation and reporting, and highlight evidence-based best practices.

When did the program begin? How has it changed over the years?

For more than 50 years, the Library Services and Technology Act Grants to States program and its predecessor programs have supported the delivery of library services in the U.S. Although the legislation has undergone numerous reauthorizations, the basic function of the program, which merges federal priorities with state-defined needs, continues to this day. Legislative highlights include:

- 1956: Congress passed the Library Services Act (LSA), authorizing \$7.5 million annually for 5 years for the extension and improvement of public library service in rural areas.
- 1962: LSA was reauthorized as the Library Services and Construction Act (LSCA), removing restrictions that limited funding to rural libraries and adding Title II, which contained funds for remodeling or construction of library buildings.
- 1996: Congress shifted LSCA to the Library Services and Technology Act (LSTA) as Subchapter II of the Museum and Library Services Act, ending federal funding for library construction and replacing it with a focus on new information technologies.

For more recent activity, see the [IMLS legislative timeline](#).

Who can I contact for more information?

For more information, use the IMLS [contact form](#). You can also contact Robin Dale, Associate Deputy Director for Library Services (202-653-4650; [rdale@imls.gov](mailto:rdale@imls.gov)).

Read more [Grants to States website content](#), including press releases, blog posts, project profiles, and publications.



## Research

[Data Collection](#)[Publications](#)[Program Evaluations](#)[Data Analysis Tools](#)[Evaluation](#)[Resources](#)[Research Guidance](#)[Fact Friday](#)

The Institute of Museum and Library Service' Office of Planning, Research and Evaluation (OPRE) supports the agency in its efforts to create strong libraries and museums that connect people to information and ideas. OPRE is organized to execute three key functions: policy research, program evaluation and data collection.

The office is currently managing three evaluations of IMLS programs, the Grants to States Program, Museums for America Program and the Laura Bush 21st Century Librarian Program. In addition the office is overseeing four national data collection efforts: the Public Libraries in the United States Survey, State Library Agency Survey, the Museums Count collections and a national household survey to gauge the use of museums and library services among the American public.

OPRE's functions are detailed in Section 9108 of the general provisions of the IMLS' authoring legislation, which states that the policy research, analysis, and data collection shall be conducted in ongoing collaboration (as determined appropriate by the Director), and in consultation, with – (1) State library administrative agencies; (2) national, State, and regional library and museum organizations; (3) other relevant agencies and organizations.

The legislation further states that the policy research, analysis, and data collection shall be used to – (1) identify national needs for and trends in museum, library, and information services; (2) measure and reports on the impact and effectiveness of museum, library, and information services throughout the United States, including the impact of Federal programs authorized under this Act; (3) identify best practices; and (4) develop plans to improve museum, library and information services of the United States and to strengthen national, State, local, regional, and international communications and cooperative networks.

### Research News:

[Press Releases](#)[View All Press Releases](#)

#### IMLS Presents Webinar on Museum Universe Data File on October 30

OCTOBER 2, 2014 12:15 PM

We invite interested museum organizations to participate in the webinar to get an update on what to expect in with the next data file, to ask questions, and to provide input. [Read More](#)

#### FY 2012 Public Library Survey Data Released

JULY 2, 2014 12:56 PM

Data is an annual census describing the operations and public use of

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libraries in the U.S. [Read More](#)

### IMLS Releases 2011 Public Libraries in the United States Report

JUNE 18, 2014 11:45 AM

The report shows the state of public library service in the U.S. and how investments affect library usage. [Read More](#)



[Blog Posts](#)

[View All Blog Posts](#)

### Blog: Omeka Developer Connects Museum Data to Wikipedia with Surprising Results

AUGUST 29, 2014 12:26 PM

Omeka Development Team Manager Patrick Murray-John Used IMLS's Museum Universe Data File to create US Museums Explorer [Read More](#)

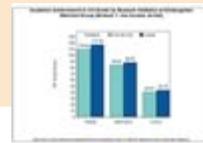
### Blog Post: Civic Hacking 2.0: IMLS Celebrates Civic Hacking



MAY 30, 2014 02:08 PM

IMLS will provide three datasets for civic hackers to use to help improve communities and the governments that serve them. [Read More](#)

### Blog Post: Children Who Visit Museums Have Higher Achievement in Reading, Math, and Science



APRIL 21, 2014 03:59 PM

IMLS Senior Statistician Deanne W. Swan highlights findings that show the educational benefits of museum visits for kindergarten children. [Read More](#)

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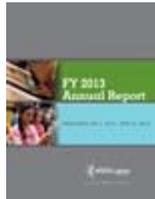
## Resources

[Publications](#)[Webinars](#)[Videos](#)[Podcast Audio](#)

One important leadership role for IMLS is to act as a clearinghouse for information. By performing needed research and by publicizing the activities of our grantees, IMLS helps museums and libraries nationwide improve their service. These resources demonstrate the creativity and ingenuity of our libraries and museums.

To receive paper copies of any publication, please contact IMLS at [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov). Links are provided to electronic versions in PDF format.

### Featured Publications



#### [2013 Annual Report](#)

Format: PDF Download; 2.9 MB

Year: 2014

Description: The Institute of Museum and Library Services FY 2013 annual report presents agency activity highlights from October 2012 - September 2013.



#### [Research Brief No. 5: The State of Small and Rural Libraries in the United States](#)

Format: PDF Download; 1.3 MB

Year: 2013

Description: Rural and small public libraries in the United States are community anchors, providing critical services and resources to meet a variety of local needs. This brief provides the agency's first targeted analysis of trends for rural and small library services.



#### [Growing Young Minds](#)

Format: PDF Download; 1.7 MB

Year: 2013

Description: Growing Young Minds, from the Campaign for Grade-Level Reading and the Institute of Museum and Library Services calls upon policymakers, practitioners, and parents to make full use of libraries and museums, and the skills and talents of those who work in them, to close knowledge and opportunity gaps and give all children a string start in learning.

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### IMLS Vision

A democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage, and lifelong learning.

### IMLS Mission

The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

### IMLS Strategic Goals

1. IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.
2. IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.
3. IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.
4. IMLS advises the President and Congress on plans, policies, and activities to sustain and increase public access to information and ideas.
5. IMLS achieves excellence in public management and performs as a model organization through strategic alignment of IMLS resources and prioritization of programmatic activities, maximizing value for the American public.

### Fast Facts

- There are 35,000 museums and 123,000 libraries in the U.S.
- IMLS supports the full range of libraries, including public, academic, research, special and tribal, and the full range of museums including art, history, science and technology, children's museums, historical societies, tribal museums, planetariums, botanic gardens and zoos.
- 169 million people in the U.S. over the age of 14 (69% of the population) are library users.
- 148 million people in the U.S over the age of 18 visit a museum annually.

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Grant Name:  All  
 (Select multiple options by pressing the control key as you click.)  
 Museum Grants  
 Library Grants  
 21st Century Museum Professionals Program  
 American Heritage Preservation Grants  
 Congressionally-Directed Grants to Libraries  
 Congressionally-Directed Grants to Museums  
 Connecting to Collections Statewide Grants  
 - Implementation Grants

[Grant Issue Area:](#)  
 (Select multiple options by pressing the control key as you click.)  
 All  
 21st Century Skills  
 Accessibility  
 Afterschool/Out-of-School  
 Broadband  
 Civic/Community Engagement  
 Collections Care/Preservation  
 Cultural Heritage/Sustainability  
 Early Learning

Institution Name:

City:

State:  All  
 Alabama  
 Alaska  
 American Samoa  
 Arizona  
 Arkansas  
 California  
 Colorado  
 Commonwealth of Northern Mariana Islands

Year:  All  
 2014  
 2013  
 2012  
 2011  
 2010  
 2009  
 2008  
 2007

Keyword:

Sort options:  Chronologically 





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Notices of  
Funding  
Opportunities

- [Forms](#)

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## Instructions for Completing Budget Documents

You must provide two budget documents to describe the costs of a proposed project:

- IMLS Budget Form
- Budget Justification

Note: If a separate IMLS Budget Form is included in an application for a project partner's portion of an overall project budget, please include the partner budget as a supporting document. Be sure that the primary IMLS Budget Form and Budget Justification for the lead applicant include summary explanations of all partner budget details. Project partner budgets must comply with all instructions in these Notice of Funding Opportunities regarding allowable costs and methods of budget calculation.

### IMLS Budget Form

The IMLS Budget Form is designed to accommodate up to three years of project activities and expenses. Project timelines, allowable costs, and other budget details vary by program. Be sure to review the Notice of Funding Opportunity for the grant program/category to which you are applying before you complete the IMLS Budget Form. The Year 1 columns should include costs for activities that begin on the project start date (as listed on 6c of the SF-424S) and end 12 months later. If the project timeline exceeds one year, list the costs for the next 12 months in the Year 2 columns. If the project extends beyond two years, list the costs for the next 12 months in the Year 3 columns. If the program/category to which you are applying permits a fourth year as part of the budget, enter Year 4 budget details on a second copy of the IMLS Budget Form.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by cost sharing. In-kind contributions to cost sharing may include the value of services (e.g., donated volunteer or consultant time) or equipment donated to the project between the authorized start and end dates of your project. All the items listed, whether supported by grant funds or cost share, must be necessary to accomplish project objectives, allowable according to the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of your organization. You must report all revenues generated with project funds during the grant period as program income and apply it to your cost share.

1. **Salaries and Wages:** Include both temporary and permanent staff as well as volunteers engaged in project activities. Document the method of cost computation (e.g., as percentage of a person's time devoted to the project, a number of days, a number of hours) in your Budget Justification.
2. **Fringe Benefits:** Fringe benefits may include contributions for Social Security, employee insurance, pension plans, etc. Limit direct cost fringe benefits to those not included in your indirect cost pool. Fringe benefits may be claimed only on the portion of Salaries and Wages identified for this project.
3. **Travel:** *Before completing this section of the IMLS Budget Form, please consult the Notice of Funding Opportunity for the program to which you are applying for any special guidance.*

Explain the method of cost computation for each travel cost, including subsistence and transportation, in your Budget Justification.

You must use the lowest available commercial fares for coach or equivalent accommodations, and you

must use U.S. flagged air carriers for foreign travel when such services are available, in accordance with applicable U.S. legal requirements.

4. Supplies, Materials, and Equipment: List the costs of supplies, materials, and equipment purchased specifically for the proposed project. For definitions and other information regarding supplies, materials, and equipment, please see 2 CFR Part 200. Use the Budget Justification to explain or describe these items in further detail.

5. Contracts and Subawards: List the costs of project activities to be undertaken by a third party, including a formal partner, as a single line item that shows the amount that will be charged to IMLS grant funds and any cost sharing that will be contributed by the third party. Itemize these third party costs in the Budget Justification. List any individuals or groups who will provide consulting services for the project and their fees. Explain the method of computation for fees in your Budget Justification. [Click here for more information on partners.](#)

6. Student Support: If you are applying for a program that allows student support, enter those costs in this section. Student support can include costs such as scholarships or fellowships or student participant support costs. Other student items such as wages, materials including books or other supplies, student memberships in professional organizations, and travel should be included elsewhere in the budget (e.g., under supplies, contracts, travel categories) and identified as student items (e.g. "student wages").

7. Other Costs: Use this section for costs that are not assignable to other categories. Please do not use the "Other Costs" section to list items that did not fit in the number of lines allotted for another section. If you need more lines for a specific section, summarize the information in the IMLS Budget Form and explain it further in the Budget Justification.

8. Total Direct Costs: These amounts will total automatically.

9. Indirect Costs: Indirect costs are the same as "overhead" or "administrative costs." They are costs that are incurred for common or joint objectives and cannot be easily identified with a particular project. Examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. Before completing this section of the IMLS Budget Form, please consult the Notice of Funding Opportunity for the program to which you are applying for any special guidance regarding indirect costs. [Click here for more information about Indirect Cost Options.](#)

10. Total Project Costs: These amounts will total automatically.

IMLS Budget Form:

[Adobe® PDF \(212KB\)](#)

#### Cost Share

Cost share is that portion of the project costs that is not charged to IMLS funds. These costs may be supported by your cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities. Cost share requirements may vary by project or program. For more information regarding cost sharing, refer to specific Notice of Funding Opportunity for the grant program to which you are applying.

All listed expenses, including cost sharing, must be incurred during the grant period unless otherwise specified. Federal funds may not be used for cost sharing. All federal, agency, and program instructions regarding use of funds apply to both requested IMLS funds and cost sharing.

#### Budget Justification

Use the Budget Justification to explain all the costs included in your IMLS Budget Form. Address the purpose for each expense and explain the basis or method of cost computation used to determine each dollar amount. Itemize and explain any costs that you consolidated and summarized in the IMLS Budget Form. Follow the format of the IMLS Budget Form's section headings.

We encourage you to contribute as cost share the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If you are requesting IMLS funding for

salaries of permanent staff, explain the reason for the request and how the regular duties of these individuals will be performed during the grant period. Explain the role of any outside consultants and third party vendors to be employed on the project and how each was identified and selected. Document costs for third party service providers through bids or similar means.

List the cost of project activities to be undertaken by a third party under "Contracts and Subawards" on the IMLS Budget Form as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be provided by the third party. Include a complete itemization of these costs as part of the Budget Justification. If there is more than one contractor or subrecipient, list the costs of each contract or subaward separately on the IMLS Budget Form and include an itemization as part of the Budget Justification. [Click here for guidance for writing a budget justification.](#)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## Grant Applicants

### Grants.gov

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)[Grants.gov](#)

- [Grants.gov Tips](#)

[Notices of Funding Opportunities](#)[After You Apply](#)[Outcome Based Evaluation](#)

### Grants.gov Registration and Tips

#### Grants.gov Registration

You must register with Grants.gov before submitting your application to IMLS. [Click here to learn more about the multistep registration process.](#) Make sure your D-U-N-S® Number and SAM.gov registration are accurate, current, and active. We recommend that you allow 4 weeks to complete all steps in the Grants.gov registration process. DO NOT WAIT UNTIL THE WEEK OF THE APPLICATION DEADLINE TO REGISTER.

Before submitting an application, your organization must have a current and active D-U-N-S® Number, SAM registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

#### Tips for Working with Grants.gov

1. Start early! [Click here to learn more about Grants.gov resources](#), which include checklists, FAQs, and online tutorials to assist you in preparing your organization to submit applications.
2. You must designate at least one Authorized Organization Representative (AOR) to use Grants.gov. Consider designating more than one AOR when you register. This will help avoid last-minute crises in the event that your one AOR is unavailable when you are ready to submit your application. Also, you should update the AOR at Grants.gov when staff at your organization changes.
3. Make effective technological choices.
  - o Download the most recent version of Adobe® Acrobat® Reader® onto your computer for best results. Make sure to submit all documents in Adobe® PDF format.
  - o Follow the instructions in the Grant Program Notice of Funding Opportunity to convert your documents into PDFs. [Click here to learn more about PDF conversion programs.](#) Use Internet Explorer® as your browser when submitting the application to Grants.gov. [Click here for more information about browsers.](#)
4. Contact the [Grants.gov help line](#)(1-800-518-4726) for assistance with hardware and software issues, registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays, when it is closed.

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)
[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)
[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)

## Grant Applicants

### Available Grants

- [By Grant Name](#)
- [By Institution Type](#)
- [By Project Type](#)

### [Eligibility Criteria](#)

### [Sample Applications](#)

### [Grants.gov](#)

### [Notices of Funding Opportunities](#)

### [After You Apply](#)

### [Outcome Based Evaluation](#)

### Sparks! Ignition Grants For Libraries

#### Application:

The Notice of Funding Opportunity (Grant Program Guidelines) for the current fiscal year is now available:

[Access FY 2015 Notice of Funding Opportunity Online](#)

[Read more about the Sparks! Ignition Grants program on the IMLS website.](#)

Deadline:

February 02, 2015

Grant Amount:

\$10,000 to \$25,000

Grant Period:

Up to one year

Cost Share Requirement:

No matching requirements.

Program Contact:

Tim Carrigan, Senior Library Program Officer  
202-653-4639  
[tcarrigan@imls.gov](mailto:tcarrigan@imls.gov)

Sandra Toro, PhD, Senior Library Program Officer  
202-653-4662  
[storo@imls.gov](mailto:storo@imls.gov)

#### Program Overview:

Sparks! Ignition Grants for Libraries are a special funding opportunity within the IMLS National Leadership Grants for Libraries program. These small grants encourage libraries and archives to test and evaluate specific innovations in the ways they operate and the services they provide. Sparks Grants support the deployment, testing, and evaluation of promising and groundbreaking new tools, products, services, or organizational practices. You may propose activities or approaches that involve risk, as long as the risk is balanced by significant potential for improvement in the ways libraries and museums serve their communities.

Successful proposals will address problems, challenges, or needs of broad relevance to libraries and/or archives. A proposed project should test a specific, innovative response to the identified problem and present a plan to make the findings widely and openly accessible.

To maximize the public benefit from federal investments in these grants, the Sparks! program will fund only projects with the following characteristics:

**Broad Potential Impact**—You should identify a specific problem or need that is relevant to many libraries and/or archives and propose a testable and measurable solution. Proposals must demonstrate a thorough understanding of current issues and practices in the project's focus area and discuss its potential impact within libraries and/or archives. Proposed innovations should be widely adoptable or adaptable.

**Significant Innovation**—The proposed solution to the identified problem must offer strong potential for non-incremental, significant advancement in the operation of libraries and/or archives. You must explain how the proposed activity differs from current practices or takes advantage of an unexplored opportunity, and the potential benefit to be gained by this innovation.

Eligibility:

Libraries that fulfill the [general criteria for libraries](#) may apply. In addition, institutions of higher education, including public and nonprofit universities, are eligible.

Grant Program Webinars:

We invite you to participate in one of two pre-application web conferences to learn more about the program, ask questions, and listen to the questions and comments of other participants. The dates are:

- Thursday, December 11, 2014, at 4 PM ET
- Tuesday, January 6, 2015, at 4 PM ET

[Return to Available Grants Search](#)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## RECOMMENDED SOFTWARE

- » [General Support](#)
- » [Technical Support](#)
- » [Troubleshooting](#)
- » [Recommended Software](#)
- » [Browser Support](#)
- » [Adobe Reader Compatibility](#)
- » [PDF Conversion Software](#)
- » [Security Controls](#)
- » [Accessibility & Compliance](#)
- » [Exit Disclaimer](#)

There are software applications that allow you to successfully navigate the Grants.gov pages and complete your application.

Computer	Operating System	Forms Program	Compatible
Mac	10.6.8	Adobe Reader (10.1.4, 11.0.2)	Yes
Mac	Tiger / Leopard	Adobe Reader (8.1.1,8.1.2,8.1.3,8.1.4,8.1.5,8.1.6,9.0,9.1,9.1.1,9.1.2,9.2,9.3.2, 9.4)	Yes
PC	Windows 8	Adobe Reader (10.1.4, 11.0.0.3)	Yes
PC	Windows 7	Adobe Reader (10.1.4, 11.0.2)	Yes
PC	Windows XP	Adobe Reader (8.1.1,8.1.2,8.1.3,8.1.4,8.1.5,8.1.6,8.1.7,9.0,9.1,9.1.1,9.1.2,9.2,9.3.2,9.4, 10.1.4, 11.0.2)	Yes
PC	Windows Vista	Adobe Reader (8.1.1,8.1.2,8.1.3,8.1.4,8.1.5,8.1.6,8.1.7,9.0,9.1,9.1.1,9.1.2,9.2,9.3.2,9.4, 10.1.4, 11.0.2)	Yes

 Grants.gov is designed for a minimum of 1024 x 768 screen resolution. JavaScript MUST be enabled. Visit our [list of supported browsers](#).

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## Grant Applicants

### Notices of Funding Opportunities

[Available Grants](#)
[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)

Notices of  
Funding  
Opportunities

- [Forms](#)

[After You Apply](#)
[Outcome Based  
Evaluation](#)

#### How to Fill Out the SF-424S

The SF-424S is the "Application for Federal Domestic Assistance/Short Organizational Form" on Grants.gov.

Items 1-4 are automatically filled in by Grants.gov

#### Item 5. Applicant Information

a. Legal Name: Enter your organization's legal name as it appears in its SAM.gov registration. See grant Notice of Funding Opportunity for eligibility details. If your organization is eligible but does not have the authority to apply directly for funding, enter the name of the parent organization that is submitting the application on your organization's behalf. In that case, enter the name of your organization in the space provided for "Organizational Unit" on the Program Information Sheet, Question 1d.

b. Address: For Street1, enter your organization's street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a suite or room number or other similar information is part of the address.

In the ZIP+4/Postal Code box, enter the full nine-digit ZIP code assigned by the U.S. Postal Service. [Click here to retrieve your full ZIP code.](#)

c. Web Address: Enter the Web address of the legal applicant organization.

d. Type of Applicant: Select the one code that best characterizes your organization from the menu in the first dropdown box. Leave the other boxes blank.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the Employer or Taxpayer Identification Number (EIN or TIN) assigned to your organization by the Internal Revenue Service.

f. Organizational DUNS: Enter your organization's D-U-N-S® Number received from Dun and Bradstreet. [Click here for guidance in obtaining a D-U-N-S® Number.](#)

g. Congressional District: Enter your organization's Congressional District. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by a zero, followed by the two-digit district number. For example, if the organization is located in the 5th congressional district of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012." For states and territories with "At Large" congressional districts—that is, one representative or delegate represents the entire state or territory—use "001," e.g., "VT-001."

If your organization does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter "00-000." To determine your organization's district, [visit the House of Representatives website by clicking here](#) and using the "Find Your Representative" tool.

#### Item 6. Project Information

a. Project Title: Enter a brief descriptive title for your project. IMLS may use this title for public information purposes.

b. Project Description: Enter a brief description of your specific project, not your organization. Tell us what your project will do, for whom or what, and why. Use clear language that can be understood readily by readers who might not be familiar with the discipline or subject area. Note: There is a 1,000 character limit (including spaces) for this section in Grants.gov! Your application may

be rejected if you exceed this limit.

c. Proposed Project Start Date/End Date: Enter the proposed start date and end date for your project in the format mm/dd/yyyy. Your project must begin on the first day of a month and end on the last day of a month, as directed in the program Notice of Funding Opportunities.

#### Item 7. Project Director

Enter the requested information for the person who will have primary responsibility for carrying out your project's activities. Please select a prefix, even though it is not required.

#### Item 8. Primary Contact/Grants Administrator

Enter the requested information for the individual who has primary responsibility for administering the grant. If the Primary Contact/Grants Administrator is the same as the Authorized Representative, please complete both Items 8 and 9.

In some organizations, particularly smaller ones, this individual may be the same as the Project Director. If this is the case, check the box and skip to Item 9.

#### Item 9. Authorized Representative

Enter the name and contact information of the person who has the authority to enter into legal agreements in the name of your organization. The Authorized Representative cannot be the same person as the Project Director. By checking the "I Agree" box at the top of Item 9, this individual certifies the applicant's compliance with relevant federal requirements (the [IMLS Assurances and Certifications](#)). IMLS will address written correspondence to the Authorized Representative whose information you enter in Item 9.

The "Signature of Authorized Representative" and "Date Signed" boxes will be automatically populated by Grants.gov upon submission of the application. This will be the person whose name was listed as your organization's Authorized Representative when you registered with Grants.gov. Please note that this name might not be the same as the name and other information you entered in Item 9 above; however, the person whose name appears in the "Signature of Authorized Representative" box must have authorization from your organization to submit this application on behalf of your organization. Submission of the electronic application acknowledges that your organization certifies compliance with relevant federal requirements, including but not limited to the [IMLS Assurances and Certifications](#), to the same extent as the signature does on a paper application.

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## Grant Applicants

### Notices of Funding Opportunities

- [Available Grants](#)
- [Eligibility Criteria](#)
- [Sample Applications](#)
- [Grants.gov](#)

#### Notices of Funding Opportunities

- [Forms](#)

- [After You Apply](#)
- [Outcome Based Evaluation](#)

### Organizational Profile

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An organizational profile must be no more than one page and include the following information:

- Your organization's mission or statement of purpose, noting the source, approving body, and date of the official document in which it appears. If your organization's mission statement is longer than one page, you may excerpt from it or summarize it to convey the essential points.
- Your service area (communities and/or audiences served, including size, demographic characteristics, and geographic area)
- A brief history of your organization, focusing on the unit that will be directly involved in carrying out the work



## Grant Applicants

### Notices of Funding Opportunities

- [Available Grants](#)
- [Eligibility Criteria](#)
- [Sample Applications](#)
- [Grants.gov](#)

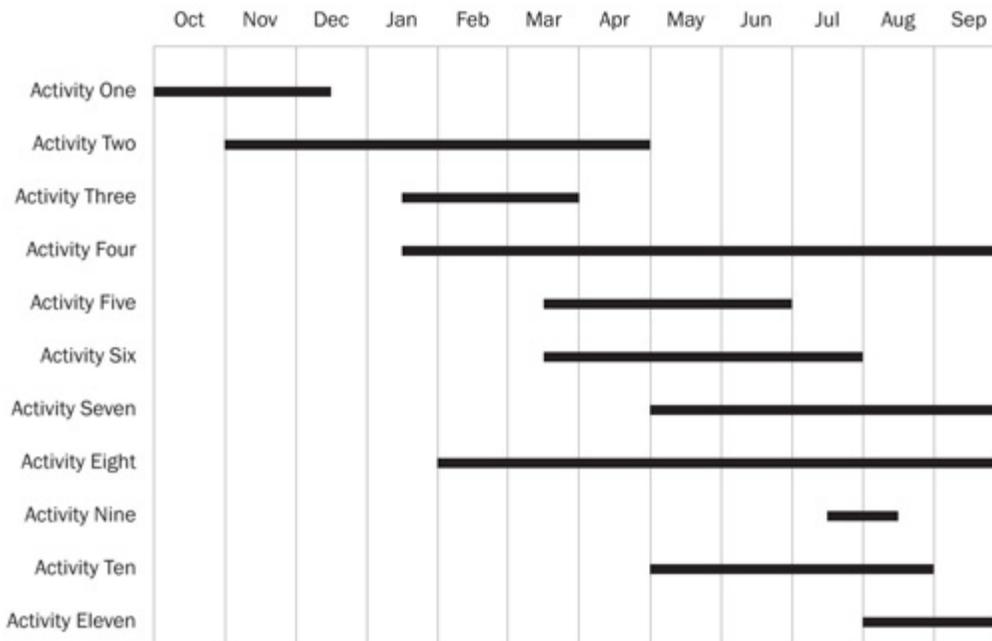
#### Notices of Funding Opportunities

- [Forms](#)

- [After You Apply](#)
- [Outcome Based Evaluation](#)

#### Schedule of Completion

The Schedule of Completion should reflect each major activity identified in your application narrative and the project dates identified on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424S) and IMLS Budget Form. It should show when each major project activity will be undertaken, mark important milestones for the project, and be no longer than one page per project year. If any proposed activity is part of a larger project, make sure the IMLS-funded portion is clearly identified. *Click image below for a larger view.*





## Grant Applicants

### Notices of Funding Opportunities

[Available Grants](#)
[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)

Notices of  
Funding  
Opportunities

- [Forms](#)

[After You Apply](#)
[Outcome Based  
Evaluation](#)

### Project Staff and Consultant Documents

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#### List of Key Project Staff and Consultants

Provide a one-page list of the staff, consultants, and service providers whose expertise is essential to the completion of the project. Do not list the entire staff involved in the project. This list must include the Project Director listed in Item 7 of the SF-424S.

#### Resumes of Key Project Staff and Consultants

Provide resumes of no more than two pages each for all project staff, consultants, and service providers identified on the List of Key Project Staff and Consultants described above.

If you cannot identify key project personnel by the application deadline, then submit position descriptions instead. A position description does not identify a specific individual; it identifies the qualities and range of experience and education necessary to successfully implement and complete project activities.

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



## Grant Applicants

### Notices of Funding Opportunities

- [Available Grants](#)
- [Eligibility Criteria](#)
- [Sample Applications](#)
- [Grants.gov](#)

Notices of Funding Opportunities

- [Forms](#)

- [After You Apply](#)
- [Outcome Based Evaluation](#)

### Proof of Nonprofit Status

If your organization is a private, nonprofit institution, you must submit a copy of the IRS letter indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended. We will not accept a letter of State sales tax exemption as proof of nonprofit status.

## DIGITAL STEWARDSHIP SUPPLEMENTARY INFORMATION FORM

### Introduction:

IMLS is committed to expanding public access to IMLS-funded research, data and other digital products: the assets you create with IMLS funding require careful stewardship to protect and enhance their value. They should be freely and readily available for use and re-use by libraries, archives, museums and the public. Applying these principles to the development of digital products is not straightforward; because technology is dynamic and because we do not want to inhibit innovation, IMLS does not want to prescribe set standards and best practices that would certainly become quickly outdated. Instead, IMLS defines the outcomes your projects should achieve in a series of questions; your answers are used by IMLS staff and by expert peer reviewers to evaluate your proposal; and they will play a critical role in determining whether your grant will be funded. Together, your answers will comprise the basis for a work plan for your project, as they will address all the major components of the development process.

### Instructions:

If you propose to create any type of digital product as part of your proposal, you must complete this form. IMLS defines digital products very broadly. If you are developing anything through the use of information technology – e.g., digital collections, web resources, metadata, software, data– you should assume that you need to complete this form.

**Please indicate which of the following digital products you will create or collect during your project.**

Check all that apply:

	Every proposal creating a digital product should complete ...	Part I
	If your project will create or collect ...	Then you should complete ...
<input type="checkbox"/>	Digital content	Part II
<input type="checkbox"/>	New software tools or applications	Part III
<input type="checkbox"/>	A digital research dataset	Part IV

## PART I.

### A. Copyright and Intellectual Property Rights

We expect applicants to make federally funded work products widely available and usable through strategies such as publishing in open-access journals, depositing works in institutional or discipline-based repositories, and using non-restrictive licenses such as a Creative Commons license.

**A.1** What will be the copyright or intellectual property status of the content you intend to create? Will you assign a Creative Commons license to the content? If so, which license will it be? <http://us.creativecommons.org/>

**A.2** What ownership rights will your organization assert over the new digital content, and what conditions will you impose on access and use? Explain any terms of access and conditions of use, why they are justifiable, and how you will notify potential users of the digital resources.

**A.3** Will you create any content or products which may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities? If so, please describe the issues and how you plan to address them.

## **Part II: Projects Creating Digital Content**

### **A. Creating New Digital Content**

**A.1** Describe the digital content you will create and the quantities of each type and format you will use.

**A.2** List the equipment and software that you will use to create the content or the name of the service provider who will perform the work.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to create, along with the relevant information on the appropriate quality standards (e.g., resolution, sampling rate, pixel dimensions).

**B. Digital Workflow and Asset Maintenance/Preservation**

**B.1** Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

**B.2** Describe your plan for preserving and maintaining digital assets during and after the grant period (e.g., storage systems, shared repositories, technical documentation, migration planning, commitment of organizational funding for these purposes). Please note: Storage and publication after the end of the grant period may be an allowable cost.

## **C. Metadata**

**C.1** Describe how you will produce metadata (e.g., technical, descriptive, administrative, preservation). Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

**C.2** Explain your strategy for preserving and maintaining metadata created and/or collected during your project and after the grant period.

**C.3** Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content created during your project (e.g., an Advanced Programming Interface, contributions to the DPLA or other support to allow batch queries and retrieval of metadata).

## **D. Access and Use**

**D.1** Describe how you will make the digital content available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

**D.2** Provide URL(s) for any examples of previous digital collections or content your organization has created.

## **Part III. Projects Creating New Software Tools or Applications**

### **A. General Information**

**A.1** Describe the software tool or electronic system you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) the system or tool will serve.

**A.2** List other existing digital tools that wholly or partially perform the same functions, and explain how the tool or system you will create is different.

**B. Technical Information**

**B.1** List the programming languages, platforms, software, or other applications you will use to create your new digital content.

**B.2** Describe how the intended software or system will extend or interoperate with other existing software applications or systems.

**B.3** Describe any underlying additional software or system dependencies necessary to run the new software or system you will create.

**B.4** Describe the processes you will use for development documentation and for maintaining and updating technical documentation for users of the software or system.

**B.5** Provide URL(s) for examples of any previous software tools or systems your organization has created.

**C. Access and Use**

**C.1** We expect applicants seeking federal funds for software or system development to develop and release these products as open source software. What ownership rights will your organization assert over the new software or system, and what conditions will you impose on the access and use of this product? Explain any terms of access and conditions of use, why these terms or conditions are justifiable, and how you will notify potential users of the software or system.

**C.2** Describe how you will make the software or system available to the public and/or its intended users.

## **Part IV. Projects Creating Research Data**

1. Summarize the intended purpose of the research, the type of data to be collected or generated, the method for collection or generation, the approximate dates or frequency when the data will be generated or collected, and the intended use of the data collected.

2. Does the proposed research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity already been approved? If not, what is your plan for securing approval?

3. Will you collect any personally identifiable information (PII) about individuals or proprietary information about organizations? If so, detail the specific steps you will take to protect such information while you prepare the research data files for public release (e.g. data anonymization, suppression of personally identifiable information, synthetic data).

4. If you will collect additional documentation such as consent agreements along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

5. What will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

6. What documentation will you capture or create along with the dataset(s)? What standards or schema will you use? Where will the documentation be stored, and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

7. What is the plan for archiving, managing, and disseminating data after the completion of research activity?

8. Identify where you will be publicly depositing dataset(s):

Name of repository: \_\_\_\_\_

URL: \_\_\_\_\_

9. When and how frequently will you review this data management plan? How will the implementation be monitored?

## Grant Applicants

### Notices of Funding Opportunities

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)[Grants.gov](#)

Notices of  
Funding  
Opportunities

- [Forms](#)

[After You Apply](#)[Outcome Based  
Evaluation](#)

#### Indirect Costs

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What are indirect costs?

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

What are my options for calculating and including indirect costs in my project budget?

You can choose to:

1. Use a current indirect cost rate already negotiated with a federal agency;
2. Use an indirect cost rate proposed to a federal agency but not yet approved;
3. Use a rate not to exceed 10% of modified total direct costs if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and Local Governments, and Indian Tribes); or
4. Not include any indirect costs.

What is a federally negotiated indirect cost rate, and how do I use one?

Federally negotiated indirect cost rates are negotiated agreements between federal agencies and non-profit organizations. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement and include a copy of the current negotiated agreement with your grant application. We will only accept federally negotiated indirect cost rates that are current at the time awards are announced.

How do I use the 10% indirect cost rate?

Except for those non-Federal entities described in Appendix VII to 2 CFR Part 200 (States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)), you may choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000. If you choose to use this rate, you must be careful to exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization.

As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use this rate with no additional documentation required.

What if my organization is currently in indirect cost rate negotiations with a federal agency, or my organization's current indirect cost rate will change or expire before grants are awarded in this IMLS program?

If your organization is in the process of negotiating an indirect cost rate with another federal agency, you

may use the indirect cost rate that was proposed to the federal agency to estimate total project costs. You must include with your grant application a copy of the indirect cost proposal. In such situations, if we award a grant, we will accept the rate only if the negotiations are final by the award date and a copy of the final agreement is submitted to us. It is possible that we may reduce the amount of the award if the final negotiated rate is less than the rate that was used for budget estimates in the application budget. However, we will not increase the amount of the award if the final negotiated indirect cost rate is higher than the rate that was used for budget estimates in the application budget.

Can I apply my indirect cost rate to the cost sharing portion of my proposal budget?

Yes. You may apply your indirect cost rate to the cost sharing portion of your total direct costs, but you must count it as cost share. IMLS will provide federal funds for indirect costs, but only for the portion of the total direct costs for which you are requesting IMLS funds (the Grant Fund column).

Are there any other project costs that cannot be included in my indirect cost calculations?

You should follow your federally negotiated indirect cost rate document. If you are eligible for and using the 10% de minimis rate, you may charge 10% of the modified total direct costs (MTDC) (please see above question on this 10% rate as well as 2 CFR sections 200.414(f) and 200.68).

Updated 9/4/2014

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)

# IMLS PROGRAM INFORMATION SHEET

PLEASE NOTE: Information contained within this form may be made publicly available.

## 1. Applicant Information

a. Legal Name (5a from SF424S):

b. Applicant D-U-N-S® Number (5f from SF424S):

c. Does your organization have a current SAM.GOV registration? Yes No

If yes, what is the expiration date of your registration?

d. Organizational Unit (if different from Legal Name):

### e. Organizational Unit Address

Street 1

Street 2

City  County

State  Zip+4/Postal Code  -

### f. Organizational Unit Type (Check One):

- |  |  |   |
|--|--|---|
| Academic Library                                   | Library Association                                | School Library or School District applying on behalf of a School Library or Libraries |
| Aquarium   | Library Consortium                                 |   |
| Arboretum/Botanical Garden                         | Museum Library                                     |   |
| Art Museum   | Museum Services Organization/Association           | Science/Technology Museum   |
| Children's/Youth Museum                            | Native American Tribe/Native Hawaiian Organization | Special Library   |
| Community College                                  | Natural History/Anthropology Museum                | Specialized Museum**  |
| Four-year College                                  | Nature Center                                      | State Library   |
| General Museum*                                    | Planetarium  | State Museum Agency   |
| Graduate School of Library and Information Science | Public Library                                     | State Museum Library  |
| Historic House/Site                                | Research Library/Archives                          | Zoo   |
| Historically Black College or University (HBCU)    |  | Institution of higher education other than listed above                               |
| History Museum                                     |  | Other   |

\* A museum with collections representing two or more disciplines equally (e.g., art and history)

\*\* A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

# IMLS PROGRAM INFORMATION SHEET

## 2. Organizational Financial Information

a. Please complete the following table for the applicant Organizational Unit for the three most recently completed fiscal years

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit

\* For nonprofit tax filers, Total Revenue can be found on Line 12 of the IRS Form 990.

\*\* For nonprofit tax filers, Total Expenses can be found on Line 18 of the IRS Form 990.

b. If you had a budget surplus or deficit greater than 10% of your annual operating budget for two or more of the three fiscal years listed above, please explain the circumstances of this surplus or deficit in the box below.

c. Were there any material weaknesses identified in your prior year's audit report?

Yes                      No                      Not applicable

A **material weakness** is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

If **yes**, please explain.

d. Has your organization had an A-133 audit in the past three years?

Yes                      No

# IMLS PROGRAM INFORMATION SHEET

## 3. Grant Program Information

### a. Laura Bush 21<sup>st</sup> Century Librarian Program

Select one funding category:

- Project Grant
- Collaborative Planning Grant
- National Forum Planning Grant

Select one project category:

- Masters-level Programs
- Doctoral-level Programs
- Early Career Development
- Continuing Education
- Programs to Build Institutional Capacity
- Research

### b. National Leadership Grants for Libraries

Select one funding category:

- Project Grant
- Collaborative Planning Grant
- National Forum Planning Grant

Select one project category:

- National Digital Platform
- STEM
- Learning Spaces

### c. Native American/Native Hawaiian Library

Select one funding category:

- Basic Grant Only
- Basic Grant with Education/Assessment Option
- Enhancement Grant
- Native Hawaiian Library Services

### d. Sparks! Ignition Grants

Select one:

- Museum
- Library

### e. Museums for America

Select one project category:

- Learning Experiences
- Community Anchors
- Collections Stewardship

Select one funding level:

- IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
- IMLS funds requested total more than \$25,000 with applicant cost share required.

### f. National Leadership Grants for Museums

Select one project category:

- Learning Experiences
- Community Anchors
- Collections Stewardship

### g. Museum Grants for African American History and Culture

Select one funding level:

- IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
- IMLS funds requested total more than \$25,000 with applicant cost share required.

### h. Native American/Native Hawaiian Museum Services

## 4. Please check this box if your project addresses STEM learning

## 5. Funding Request Information

a. IMLS funds requested:  b. Cost share amount:

## 6. Project Subject Area

Please select the subject area(s) addressed by the proposed project:

- |                                  |                                |   |
|----------------------------------|--------------------------------|---|
| 21 <sup>st</sup> Century Skills  | Digital Literacy               | Information                                   |
| Afterschool/Out-of-School        | Disaster Preparedness          | Infrastructure/Systems/Workflows              |
| Accessibility                    | Early Learning                 | Learning Tools and Interactives               |
| Broadband                        | Economic/Community Development | Lifelong Learning                             |
| Civic Engagement                 | Education Support              | Intergenerational                             |
| Community Engagement             | Environment and Energy         | STEM (Science, Technology, Engineering, Math) |
| Collections Care/Preservation    | Global Awareness               | Workforce Development/Job Assistance          |
| Cultural Heritage/Sustainability | Health and Wellness            | Other   |

If other, please specify:

# IMLS PROGRAM INFORMATION SHEET

## 7. Population Served

Please select the population(s) served by the proposed project:

- |  |  |
|--|--|
| General Population   | Museum and/or Library Professionals                    |
| Early Childhood/Preschool (0-5 years)  | Native Americans/Native Hawaiians/Alaskans Native      |
| Middle Childhood/Primary School (6-12 years)                                       | People with Mental or Physical Challenges/Disabilities |
| Adolescents/High School (13-19 years)  | People who are Low Income/Economically Disadvantaged   |
| Adults   | Rural Populations                                      |
| Aging, Elderly, Senior Citizens (65+ years)  | Scholars/Researchers                                   |
| Ethnic or Racial Minority Populations other than Native Americans/Native Hawaiians | Unemployed   |
| Families/Intergenerational   | Urban Populations                                      |
| Immigrants/Refugees  | Other  |
| Military Families  |  |

If other, please specify:

## 8. Museum Profile (Museum Applicants Only)

a. Is the institution either a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code or a unit of state or local government that is organized on a permanent basis for essentially educational or aesthetic purposes? Yes      No

b. Does the institution own or use these objects, whether animate or inanimate? Yes      No

c. Does the institution care for these objects? Yes      No

d. Does the institution exhibit these objects to the general public on a regular basis through facilities the institution owns or operates? Yes      No

e. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates? Yes      No

f. Institution's attendance for the 12-month period prior to the application

On-site:  Off-site:

g. Year the institution was first open and exhibiting to the public:

h. Total number of days the institution was open to the public for the 12-month period prior to application:

i. Does the institution employ at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution? Yes      No

j. Number of full-time paid institution staff:

k. Number of full-time unpaid institution staff:

l. Number of part-time paid institution staff:

m. Number of part-time unpaid institution staff:

# IMLS PROGRAM INFORMATION SHEET

## 9. Project Elements (Museums for America and National Leadership Grants for Museums Applicants Only)

Your response to this question will help us match your application to reviewers with appropriate experience. Begin by choosing the project category that you selected in Question 3 (Grant Program Information).

### LEARNING EXPERIENCES

If you are applying in the Learning Experiences Project Category, select the **primary** element that is core to your proposed project from the list below. **Check only one.**

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| Adult Programs/Lifelong Learning | Interpretation                    |
| Digital Media                    | K-12 Programs with Schools        |
| Early Learning                   | K-12 Programs – Out of School     |
| Exhibitions                      | Professional Development/Training |
| Family Programs                  | Public Programs                   |

### COMMUNITY ANCHORS

If you are applying in the Community Anchors Project Category, select the **primary** element that is core to your proposed project from the list below. **Check only one.**

- |   |                                   |
|---|-----------------------------------|
| Audience Development/Community Outreach   | Digital Media                     |
| Audience Research and Evaluation          | Professional Development/Training |
| Civic Engagement                          | Visitor Experience                |
| Community-Driven Exhibitions and Programs |                                   |
| Community-Focused Planning Activities     |                                   |

### COLLECTIONS STEWARDSHIP

If you are applying in the Collections Stewardship Project Category, select the **primary** element that is core to your proposed project from the list below. **Check only one.**

#### Conservation

- Environmental Improvement/Rehousing
- Survey
- Treatment

#### Collections Management

- Cataloguing, Inventorying, Registration
- Collections Planning
- Information Management
- Professional Development/Training

Please identify the material type(s) that will be affected by your project.

- |                    |                        |
|--------------------|------------------------|
| Animals, living    | Photographic Materials |
| Animals, preserved | Plants, living         |
| Architecture       | Plants, preserved      |
| Books and Paper    | Sculpture              |
| Electronic Media   | Textiles               |
| Objects            | Wooden Artifacts       |
| Paintings          |                        |

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### Issues

#### [Issues](#)

- [21st Century Skills](#)
- [Accessibility](#)
- [Afterschool/Out-of-School](#)
- [Broadband](#)
- [Civic/Community Engagement](#)
- [Collections Care/Preservation](#)
- [Cultural Heritage/Sustainability](#)
- [Early Learning](#)
- [Economic/Community Development](#)
- [Education Support](#)
- [Environment and Energy](#)
- [Global Awareness](#)
- [Health](#)
- [Information Infrastructure/Systems/ Workflows](#)
- [Learning Tools and Interactives](#)
- [Lifelong/Intergenerational Learning](#)
- [STEM \(Science, Technology, Engineering, Math\)](#)
- [Workforce Development/Job Assistance](#)

#### [National Initiatives and Partnerships](#)

#### [Legislation and Budget](#)

#### [Strategic Plan](#)

#### [Open Government](#)

#### [IMLS Policy Notices](#)

#### [Staff Directory](#)

#### [National Museum](#)

## STEM (Science, Technology, Engineering, Math)

Libraries and museums are improving learning in science, technology, engineering and math, a national priority for US competitiveness.

Partnership: [STEM Video Game Challenge](#)

IMLS is a National Community Sponsor of the National STEM Video Game Challenge. The Challenge, now in its third year, was inspired by President Obama's "Educate to Innovate" Campaign, promoting science, technology, engineering and math education.



[Search the Awarded Grants database](#) for grants to projects that strengthen STEM learning. Select STEM as a Grant Issue Area to get results for projects from FY 2009, or do a keyword search for science, technology, engineering, and/or math terms.

### STEM Grantmaking

In FY 2013 and 2014, IMLS awarded more than \$23 million in grants for STEM-related projects. [A list of these grants is available here.](#)

### STEM Resources

[Click here for resources to help museums and libraries develop STEM projects.](#)

### STEM content on the IMLS website:

#### [Press Releases](#)

[View All Press Releases](#)

### Learning Lab Publication Describes Transformative Spaces for Teens

NOVEMBER 20, 2014 10:19 AM

Learning Labs are creative spaces in libraries and museums that engage teens and tweens 21st century learning. [Read More](#)



### Federal Grants of \$30 Million Awarded to Support Museums across the U.S.

SEPTEMBER 18, 2014 08:28 AM

Today IMLS announces recipients of the Museums for America and National Leadership Grants for Museums programs. Grants awarded in 2014 inspire museums to advance innovation, lifelong learning, and cultural and civic engagement. [Read More](#)

### IMLS Awards \$3.9 Million for Library Service to Native Americans and Native Hawaiians

SEPTEMBER 11, 2014 10:32 AM

IMLS grants support basic library services, 21st century skills training and cultural projects and initiatives. [Read More](#)

[and Library Services Board](#)

[Contact and Directions](#)

[Jobs at IMLS](#)

[Blog Posts](#)

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### Blog Post: Interview: Colorado State Library

NOVEMBER 21, 2014 10:20 AM

The state library is focusing on early literacy, including their "1,000 books by kindergarten" program. [Read More](#)

### Blog Post: StoryCorps Interview: Sam Noble Museum of Natural History

NOVEMBER 13, 2014 08:39 AM

Wildlife Biologist Chip Leslie talks to his 8-year-old grandson, Donovan, about science, their regular visits to the Sam Noble Museum of Natural History in Norman, Oklahoma, and the exhibit that Donovan would most like to see. [Read More](#)



### Blog Post: Improving Education for All Students with 3D Printing

OCTOBER 21, 2014 03:02 PM

Benetech will use an IMLS grant to help students understand spatial and visual concepts with the use of 3D printing technology. [Read More](#)



[Project Profiles](#)

[View All Project Profiles](#)

### Teacher Institutes for Science Education and Ocean Conservation at the Monterey Bay Aquarium

The Monterey Bay Aquarium offered expanded professional development programs for teachers through a teacher institute project, providing 450 teachers with new tools, skills, and support through 15 year-long, grade-appropriate teacher institutes over 3 years. Participating teachers were better able to engage and inspire students to develop a connection to their local environment and gain the basic ocean science and critical thinking skills necessary to be effective citizens and ocean stewards. [Read More](#)



### Open-Ended Exploration: "Making" Endless Possibilities in STEM

The New York Hall of Science, in partnership with the Queens Museum of Art, created "Queens Makes," a program to foster invention, experimental problem solving, design, and building for young tinkerers and their families. [Read More](#)



### Multimedia Story Project Gives Voice to Teens and Extends a Hand to Refugee Community

Supported by the IMLS Grants to States program, Salt Lake County Library Services partnered with nonprofit Spy Hop to teach a free six-week course called Speak Up!, to teach local refugee youth how to use digital media to tell their stories. [Read More](#)



[Publications](#)

[View All Publications](#)

### Learning Labs in Libraries and Museums: Transformative Spaces for Teens

Learn how 24 cities and counties applied new research about young people's media practices to create physical and digital spaces for learning. This publication describes lessons learned, new models and practices and the impact of Learning Labs, supported by IMLS and the John D. and Catherine T. MacArthur Foundation. [Read More](#)



 [Talking Points](#)

[View All Talking Points](#)

**Talking Points: From Third Place to Makerspace: Public Libraries and Teens**



A snapshot of how public libraries reach out to teens with programs and services. [Read More](#)

**Talking Points: Libraries and STEM (Science, Technology, Engineering, and Math)**



Brief overview of STEM learning at libraries. [Read More](#)

**Talking Points: Museums, Libraries, and Makerspaces**



Quick summary of makerspaces -- hands-on, mentor-led learning environments to make and remake the physical and digital worlds -- in museums and libraries. [Read More](#)

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## Grant Applicants

### Notices of Funding Opportunities

#### Available Grants

- [By Grant Name](#)
- [By Institution Type](#)
- [By Project Type](#)

#### [Eligibility Criteria](#)

#### [Sample Applications](#)

#### [Grants.gov](#)

#### [Notices of Funding Opportunities](#)

#### [After You Apply](#)

#### [Outcome Based Evaluation](#)

### Evaluating Your Project

Your proposed plan for tracking and measuring your success in achieving your intended results is a significant element in the review process. You should include specific and sufficient resources dedicated to evaluation activities in your detailed work plan, project budget, and schedule of completion. Examples of relevant costs associated with evaluation include payments for consultants or qualified project staff, development of effective instruments, information collection, and analysis of project data. Include the costs of evaluation, reporting, and sharing project results in your project budget. You may budget any of these as grant funds or as cost share. Keep in mind that effective evaluation strategies often use multiple techniques not just to measure and analyze final project outputs and outcomes but also to inform and help shape your project design as the project progresses.

Your evaluation plan should

- clearly link the performance goal(s) stated in your proposal and the outcomes you intend to measure to the program/project you are proposing,
- identify the primary beneficiaries (people or organizations) of the project and the methodology for collecting outcome information from them (if applicable)
- explain how things will be different as a consequence of this project and what data you will collect to determine whether or not these changes occurred
- indicate the methods you will use to analyze your data and to judge the overall effectiveness of the project
- describe the qualifications of staff and consultants involved in evaluation activities,
- include all plans you have to monitor the project's effectiveness on an ongoing basis so that you can make needed midcourse corrections
- describe how you intend to use the evaluation results and how they may affect long-term program planning
- describe how you will share the evaluation results with people and organizations outside your organization

Your proposal narrative should address as many of these points as possible. If you do not have all this information at the time you submit your application, your proposal should explain how you will obtain it if the project is funded by IMLS.



## Grant Applicants

### Notices of Funding Opportunities

#### Requirements for Projects that Develop Digital Content

---

##### What are the requirements for projects that develop digital content?

IMLS is committed to expanding public access to IMLS-funded research, data and other digital products: the assets you create with IMLS funding require careful stewardship to protect and enhance their value. They should be freely and readily available for use and re-use by libraries, archives, museums, and the public.

If your project involves the creation of new digital content such as online collections or databases, new metadata about collections, software tools or electronic systems, or digital datasets, you must explain the need, the intended uses, and identify the audiences for this content in your narrative, with details included in your work plan. We urge you to include the Digital Stewardship Supplementary Information Form with your application. Your responses to the questions on this form are used by IMLS staff and by expert peer reviewers to better understand technical aspects of your proposed work.

The form consists of three parts. Part I and Part II contain questions relevant to a variety of digital projects, while Part III is a data management planning questionnaire for projects that will create research datasets. The form's embedded instructions will help you decide which questions to answer. You need answer only those questions relevant to your project.

Additionally, IMLS participates in the Federal Agencies Digitization Guidelines Initiative (FADGI), a collaborative effort by federal agencies to define common standards, guidelines, methods, and best practices for creating digital collections. The FADGI website includes a growing list of links to relevant standards, recommendations, and other resources. While this list is not exhaustive—nor do we endorse any specific resource—applicants considering digital projects may find the information useful.

##### Related Links

Digital Stewardship Supplementary Information Form

[Adobe® PDF](#) (87 KB)

[Microsoft Word](#) (50 KB)

Resources for Projects Developing Digital Products

[www.digitizationguidelines.gov](http://www.digitizationguidelines.gov)



## Grant Applicants

### Notices of Funding Opportunities

[Available Grants](#)
[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)

Notices of  
Funding  
Opportunities

- [Forms](#)

[After You Apply](#)
[Outcome Based  
Evaluation](#)

#### IMLS Assurances and Certifications

As a Federal agency, IMLS is required to obtain from all applicants certifications, including those regarding Nondiscrimination, Debarment and Suspension, Federal Debt Status, and Drug-Free Workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" form (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative must review the statement and provide the certification in item 9 on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s).

#### Assurances Statement

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations (see 45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States Government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

#### Certifications Required of All Applicants

##### Financial, Administrative, and Legal Accountability

The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, reporting, recordkeeping, and completion of the project described in this application.

The authorized representative, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. §7501 *et seq.*) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable OMB Circulars.

##### Nondiscrimination

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));

- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 *et seq.*, including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. Part 1170 in determining compliance with section 504 as it applies to recipients of Federal assistance);
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681–83, §1685–86), which prohibits discrimination on the basis of sex in education programs; and
- the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §6101 *et seq.*), which prohibits discrimination on the basis of age.
- the requirements of any other nondiscrimination statute(s) which may apply to the application.

#### Debarment and Suspension

The applicant shall comply with 2 C.F.R. Part 3185 and 2 C.F.R. Part 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- are presently excluded or disqualified;
- have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 C.F.R. Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

#### Federal Debt Status

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

#### Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. Part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, you as the recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 C.F.R. Part 3186, which adopts the Governmentwide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for your employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents you keep on file in your offices) all known workplaces under your Federal awards.

#### Trafficking in Persons

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in the General Terms and Conditions for IMLS Discretionary Awards (2 C.F.R. 175.15 Award Term.).

#### Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. §1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### General Certification

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

#### Certifications Required of Some Applicants

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

#### Subgrants

A grantee may not make a subgrant unless expressly authorized by the Institute (see IMLS regulations at 45 CFR §1180.55).

#### Native American Human Remains and Associated Funerary Objects

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. §3001 *et seq.*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

#### Historic Properties

The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469 *et seq.*).

#### Environmental Protections

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. §4321 *et seq.*) and E.O. 11514;
- (b) notification of violating facilities pursuant to E.O. 11738;
- (c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;
- (d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. §1451 *et seq.*);

(f ) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 *et seq.*);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. §300f *et seq.*); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §1531–1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 *et seq.*), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. §4001 *et seq.*), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

#### Research on Human Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

#### Research on Animal Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. §2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

###

For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036. Or call 202/653-IMLS (4657).

08/05/14

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## Grant Applicants

### Notices of Funding Opportunities

- [Available Grants](#)
- [Eligibility Criteria](#)
- [Sample Applications](#)
- [Grants.gov](#)

#### Notices of Funding Opportunities

- [Forms](#)

- [After You Apply](#)
- [Outcome Based Evaluation](#)

### Getting a D-U-N-S® Number

All non-Federal entities are required to have a Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) Number in order to apply for, receive, and report on a Federal award.

You should verify that your organization has a D-U-N-S® Number. If you find you do not, you can acquire one at no cost by calling the dedicated toll-free D-U-N-S® Number request line at 1-866-705-5711 or by visiting [www.dnb.com/get-a-duns-number/html](http://www.dnb.com/get-a-duns-number/html).

Be sure that the D-U-N-S® Number is the same as the number you use in the System for Award Management (SAM) as part of Grants.gov registration.



## Grant Applicants

### Notices of Funding Opportunities

- [Available Grants](#)
- [Eligibility Criteria](#)
- [Sample Applications](#)
- [Grants.gov](#)

#### Notices of Funding Opportunities

- [Forms](#)

- [After You Apply](#)
- [Outcome Based Evaluation](#)

### SAM Registration

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. You must be registered with SAM.gov before registering with Grants.gov. [Click here to find information about registering with SAM.gov.](#)

Registration cannot be completed in a single day. Once you have completely and accurately entered all of the information into SAM, it will take an average of 7-10 business days for processing to be completed. Some information must be validated by outside parties before your registration can be activated. This includes TIN validation with the IRS and CAGE validation/assignment with Department of Defense. The activation timeframe may be longer if the information you provide is flagged for manual validation by any party. You will receive an email alerting you when your registration is active.

You must renew and revalidate your registration in SAM.gov at least every 12 months from the date you last certified and submitted the registration in SAM--and sooner, if your information changes. An expired registration will affect your ability to receive awards or payments, submit applications via Grants.gov, or receive certain payments from some federal government agencies.

Please note that grant payments will be made to the bank account that is associated with your SAM.gov registration.



## SUPPORT

- » [General Support](#)
- » [Technical Support](#)

### Need Help? Grants Support.

#### General Support

- [FAQs](#) - General Frequently Asked Questions about Grants.gov
- [Glossary](#) - Definitions for technical terms and acronyms used in the data communications industry.
- [Grant Fraud](#) - Whom to contact if you think that someone is fraudulently representing Grants.gov.
- [Grants.gov Logo Usage](#) - Usage of the Grants.gov logo is permitted by all individuals and entities accurately representing the values and mission of the initiative.

#### Technical Support

- [Troubleshooting](#) - Tips can help you quickly resolve your technical issues.
- [Recommended Software](#) - Software applications that allow you to successfully navigate the Grants.gov pages and complete your application.
- [Security Controls](#) - Updates to the Grants.gov system to comply with the current National Institute of Standards and Technology (NIST) security standards.
- [Accessibility & Compliance](#) - Grants.gov is committed to providing access to our site for all individuals with disabilities.
- [Exit Disclaimer](#) - Leaving Grants.gov Subjects You to the Privacy and Security Policies Outside.

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GRANTS.GOV  
1-800-518-4726  
[support@grants.gov](mailto:support@grants.gov)

## Grant Applicants

### Program Guidelines

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Notices of  
Funding  
Opportunities

- [Forms](#)

[After You Apply](#)[Outcome Based  
Evaluation](#)

### Partnerships

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Many IMLS-funded projects involve collaboration. The successful completion of project activities often requires organizations to work together. These partnerships or collaborations can take many forms, both informal and formal. Sometimes partners provide cost share toward a project; sometimes the grantee provides federal grant funds to a partner. Below are some frequently asked questions about partnerships within IMLS grants.

In projects that involve partnerships, what are the responsibilities of the lead applicant and its partners?

The lead applicant organization in a project that involves one or more partners is the grantee. It is legally responsible for the use of all grant funds and for ensuring that the project is carried out by the partner(s) in accordance with the terms of the grant and all applicable federal laws, regulations, and requirements. The grantee must be the fiscal agent but may provide federal grant funds to its partners for specific activities or services. Each partner is legally responsible for carrying out the activities that it agrees to perform and for complying with the terms of the grant and all applicable federal laws, regulations, and requirements.

We encourage the lead applicant to include a letter of commitment from each partner, detailing the activities that the partner plans to perform and indicating that the partner agrees to comply with the terms of the grant and all applicable federal laws, regulations, and requirements. Letters of commitment should be signed by a person authorized to sign on behalf of the partner organization.

New government-wide grants regulations, 2CFR Chapter II Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, provide new rules for situations where federal funds are provided by the grantee to its partner, whether through a contract or a subaward. [Click here to find these regulations](#). These regulations are anticipated to become effective for IMLS awards that are made after December 26, 2014.

Are partnerships with federal agencies permitted?

You may partner with federal agencies when appropriate. However, no IMLS grant funds may be provided to the federal agency partner. In addition, it is important to remember that federally appropriated funds, whether they are disbursed directly to you by a federal agency or indirectly through another organization, do not count toward your cost share. [Click here for more information about cost share](#).

Are international partnerships permitted?

While we do not make grants to non-U.S. entities, such entities may partner with eligible U.S. organizations on IMLS-funded projects, subject to applicable law. Applicants and grantees must ensure that the non-U.S. entities are not on the Excluded Parties List System (EPLS), which has been incorporated into SAM.gov, or otherwise not eligible to receive federal funds. [Click here to view the Excluded Parties List System](#).





INSTITUTE *of*  
**Museum and Library**  
SERVICES

**General Terms and Conditions for**

- IMLS Discretionary Awards**
- IMLS Native American Library Services Basic Awards**
- IMLS Native American Library Services Basic Awards with Education/Assessment Option**

Organizations that receive IMLS grants or cooperative agreements are subject to these General Terms and Conditions for IMLS Discretionary Awards (General Terms and Conditions). The General Terms and Conditions are based on the administrative requirements of 2 CFR Part 215, (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations); 45 CFR Part 1180 (IMLS grants regulations); 45 CFR Part 1183 (IMLS administrative requirements for grants and cooperative agreements to State, local, and Indian tribal governments); and 2 CFR Chapter XXXI (IMLS debarment and suspension, and drug-free workplace) Organizations that receive grants that are subject to these General Terms and Conditions must be familiar with these regulations and comply with the relevant requirements and with other laws that may be applicable.

April 2014

# Contents

Contents .....	i
Glossary of Terms .....	iii
1. What do these General Terms and Conditions apply to?.....	1
2. What are my responsibilities when accepting a grant? .....	1
3. What are these Terms and Conditions based on? .....	1
4. Do I have to be registered in the System for Award Management (SAM)? .....	2
5. Do I have to comply with the Federal Funding Accountability and Transparency Act (FFATA)? .....	2
6. What determines allowable costs for IMLS-funded work? .....	2
7. Are extensions of the grant period allowed?.....	3
8. Are changes in project scope allowed?.....	3
9. Are changes in key project personnel allowed?.....	3
10. How do I make changes to the project budget? .....	3
11. What are the cost-sharing requirements? .....	4
12. What is the process for receiving payment from IMLS?.....	5
13. What are the reporting requirements? .....	7
14. What are the requirements for my organization’s financial management system? .....	8
15. Do I need to get an audit of my organization’s finances? .....	9
16. What are the rules for retaining records after a grant is finished? .....	9
17. What rules govern our procurement procedures?.....	10
18. What are the rules for equipment and supplies?.....	10
19. What are the rules for travel costs? .....	11
22. Are there additional rules for foreign travel? .....	11
23. Are there specific requirements for your sharing of results and work products, and what may IMLS share? .....	11
24. What are the requirements for data collection and data sharing? .....	12

25. What are the rules for Acknowledgment of IMLS Support? .....	13
26. What are the intellectual property and data rules for products that result from IMLS grants? .....	14
27. What happens if a funded project earns income? .....	14
28. What do we do when research misconduct is alleged or discovered? .....	15
29. How does a grant get terminated before its completion? .....	16
30. What are the procedures for requesting a review of termination? .....	16
31. How do I proceed if this document contradicts other IMLS materials related to grants?.....	17
32. What are the government-wide requirements for implementing federal grants? .....	17
Appendix A .....	24
1. <i>Procurement Standards</i> .....	24
2. <i>Contract Provisions</i> .....	25
Appendix B .....	27
<i>Use of U.S.-Flag Air Carriers</i> .....	27

## Glossary of Terms

**Authorized Representative/Authorized Organization Representative/Certified Authorizing Official** - An official of the institution with the authority, in accordance with applicable law and requirements, to apply for federal support and/or enter into agreements and/or sign grant-related documents.

**Cash Contributions** - The grantee's cash outlay for budgeted project activities, including the outlay of money contributed to the grantee by third parties.

**Central Contractor Registration (CCR)** - See "System for Award Management."

**Cost Sharing** - The portion of the costs of a project not charged to IMLS funds. This would include cash contributions (as defined above), the value of grantee contributions of property and services (valued in accordance with the applicable cost principles), and the value of third-party in-kind contributions.

**Data Universal Numbering System (D-U-N-S®) Number** - The nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to give business entities a unique designation. A D-U-N-S® Number may be obtained from D&B by telephone or the Internet (currently at <http://fedgov.dnb.com/webform>).

**Debarment** - An action taken by an agency to exclude an organization from participating in Federal grants and contracts. (IMLS debarment and suspension regulations are found at 2 CFR Part 3185 and 2 CFR Part 180).

**Equipment** - Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

**FFATA** - The Federal Funding Accountability and Transparency Act, as amended (currently at [www.fsrc.gov](http://www.fsrc.gov)).

**Grant** - A legal instrument of financial assistance between IMLS and a recipient to enter into a relationship that enables the recipient to carry out a public purpose.

**Grant Period** - The span of time designated in the grant award notification or an amendment, during which you, as the grantee, have the authority to obligate grant funds and undertake project activities.

**Grantee** - The organization to which a grant is awarded and which is accountable for the use of the funds provided.

**Indian tribe** - "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims

Settlement Act (43 U.S.C. 1601 et. seq.)), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**In-Kind Contributions** - The value of non-cash contributions provided by non-Federal third parties. In-kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project.

**Intangible Property** - Property that includes, but is not limited to, trademarks, copyrights, patents and patent applications.

**Obligation** - The amount of orders placed, contracts awarded, goods and services received, and similar transactions during the grant period that will require payment during the same or future period.

**Program Officer** - The IMLS program staff member designated in the cover letter of the official grant award package as the person responsible for the oversight of the grant.

**Program Income** - Gross income earned by a grantee that is directly earned as a result of the grant. It includes but is not limited to income from fees for services performed and from the sale of items created under a grant, usage or rental fees for equipment or property acquired under a grant, and license fees and royalties from patents and copyrights.

**Project Funds** - Both the federal and non-federal funds that are used to cover the cost of budgeted project activities.

**Simplified Acquisition Threshold** - This term replaces “small purchase threshold,” and the threshold is currently set at \$150,000 [2 CFR 2.101]. (See “Contract Provisions” in the Appendix to these General Terms and Conditions.)

**State** - Each of the 50 States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

**Subgrant** - An award of financial assistance in the form of money or property, made under a grant by a grantee to an eligible sub-recipient or by a sub-recipient to a lower-tier sub-recipient. The term does not include the procurement of goods and services.

**Discretionary program grantees of the Office of Museum Services (OMS) and the Office of Library Services (OLS) do not have the authority to make subgrants (re-grant) with funds they have received from IMLS (45 C.F.R. §1180.55).**

**Supplies** - All personal property, excluding equipment and intangible property as defined in this glossary.

**Suspension of an organization** - An action taken by an agency that immediately prohibits an organization from participating in Federal grants and contracts for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings. (IMLS debarment and suspension regulations are found at 2 CFR Part 3185 and 2 CFR Part 180).

**Suspension of a grant** - The temporary withdrawal of federal sponsorship. This includes the withdrawal of authority to incur expenditures against grant funds, pending corrective action or a decision to terminate the grant.

**System for Award Management (SAM)** - The federal repository into which an entity must provide information required in order to conduct business as a recipient. This information was previously collected at the Central Contractor Registration (CCR) repository. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).

**Termination** - Cancellation of federal sponsorship of a project, including the withdrawal of authority to incur expenditures against previously awarded grant funds prior to the planned end of the grant period.

## **1. What do these General Terms and Conditions apply to?**

These General Terms and Conditions apply to grants that IMLS issues to private nonprofit organizations; institutions of higher education; and state, local, and federally recognized Indian tribal governments (unless we designate in the grant award that a different set of IMLS General Terms and Conditions apply). The IMLS Library Grants to States Program has a separate set of award terms and conditions.

## **2. What are my responsibilities when accepting a grant?**

In accepting an award, you assume the legal, financial, administrative, and programmatic responsibility for administering the award in accordance with these General Terms and Conditions and must comply with applicable laws, statutes, regulations, executive orders, OMB Circulars, and the terms of the award. You must also comply with the specific Assurances and Certifications that are part of a grant application.

While these General Terms and Conditions highlight those laws and requirements that apply most frequently to recipients of IMLS awards, you are responsible for following all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program, whether or not they are listed herein. Failure to comply could result in suspension or termination of the award, IMLS recovery of award funds, suspension/debarment of your organization, and/or other actions.

For reference, laws and requirements that relate specifically to IMLS grants include but are not limited to:

- IMLS's authorization statute (20 U.S.C. §9101 *et seq.*)
- IMLS's African American grant program statute (20 U.S.C. §80r-5)
- IMLS regulations (45 CFR Chapter XI and 2 CFR Chapter XXXI)
- IMLS appropriations laws

You assume responsibility for the conduct of project activities under an IMLS award, for adherence to the award conditions, for submitting financial and performance reports, and for informing IMLS during the course of the award of any significant programmatic, administrative, or financial problems that have arisen, including allegations of research misconduct. Forms, form instruction, and other guidance for successfully managing an IMLS discretionary grant are available on the IMLS website. You must also maintain documentation, which is subject to audit, of all activities and expenditures affecting the award.

## **3. What are these Terms and Conditions based on?**

These General Terms and Conditions are based on the administrative requirements of 2 CFR Part 215; 45 CFR Part 1180; 45 CFR Part 1183; 2 CFR Chapter XXXI. The above regulations apply to the majority of IMLS discretionary awards. Organizations that receive IMLS grants or

cooperative agreements that are subject to these General Terms and Conditions must be familiar with these regulations and any other applicable laws and follow the relevant requirements.

#### **4. Do I have to be registered in the System for Award Management (SAM)?**

Grant payments cannot be made to organizations that do not hold current System for Award Management ([www.SAM.gov](http://www.SAM.gov)) registrations.

You must maintain your registration in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, more frequently if required by changes in your information or by other guidance.

#### **5. Do I have to comply with the Federal Funding Accountability and Transparency Act (FFATA)?**

You must comply with the Federal Funding Accountability and Transparency Act (as implemented in 2 CFR Part 170) and report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, **if the following criteria are true for your organization** —

- More than 80 percent of annual gross revenues are from the federal government, and those revenues are greater than \$25M annually; and
- Compensation information is not already available through reporting to the Securities and Exchange Commission (SEC).

#### **6. What determines allowable costs for IMLS-funded work?**

Allowable costs and cost allocation methods for work performed under an IMLS grant must be determined in accordance with the applicable federal cost principles and the terms and conditions of the grant award.

The following circulars set forth the federal cost principles that apply to the various types of IMLS grantees:

- 2 CFR Part 220 - Cost Principles for Educational Institutions (formerly OMB Circular A-21);
- 2 CFR Part 230 - Cost Principles for Non-Profit Organizations (formerly OMB Circular A-122);
- 2 CFR Part 225 - Cost Principles for State, Local, and Indian Tribal Governments (formerly OMB Circular A-87).

Copies of the cost principles may be obtained from [www.omb.gov](http://www.omb.gov).

## **7. Are extensions of the grant period allowed?**

If you determine toward the end of a grant period that additional time is required to complete the original scope of the project with the funds already made available, an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official of your institution may submit a request to the appropriate IMLS program officer to extend the grant for up to a year.

Extension requests must be made at least 30 calendar days prior to the original grant ending date and explain in detail the reason for the request. Extensions are not automatic and some IMLS programs do not allow extensions. We will inform you in writing as to whether an extension request has been granted. We do not typically extend a grant more than once.

## **8. Are changes in project scope allowed?**

Any project that is carried out under a grant must be consistent with the scope of the approved proposal. The scope of a project encompasses the purpose for which the grant is undertaken, the subject matter, the treatment of the subject matter, the historical time frame of the project, the volume of material that will be studied/treated, and the products that are expected to result from grant activities. No changes may be made in the scope of a project without written approval from IMLS.

All requests for a change in the scope of a grant must be signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official and submitted to the appropriate IMLS program officer.

## **9. Are changes in key project personnel allowed?**

The replacement of the project director or the co-director or other personnel specifically identified in the grant award notification, or a substantial reduction in the level of their effort (e.g., their unanticipated absence for more than three months, or a 25 percent reduction in the time devoted to the project), requires **prior** written approval from IMLS. When it is specifically required as a condition of a grant, written approval will also be needed for the replacement or the substantial reduction in the level of effort of other personnel whose work we deem critical to the project's successful completion.

All requests for approval of changes in key project personnel must be signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official and include evidence of the qualifications for replacement personnel.

## **10. How do I make changes to the project budget?**

The project budget is the schedule of anticipated project expenditures that is approved by IMLS for carrying out the purposes of the grant. When you or a non-Federal third party supports a

portion of the project costs, the project budget includes that portion as well as the IMLS share of project expenses.

You must obtain prior written approval from the IMLS program officer whenever a budget change is necessary because of:

- a. a change in the scope or objectives of the project (see Article 8);
- b. the transfer to a third party (by contracting, or other means) of any work under a grant;<sup>1</sup>
- c. the addition of costs that are specifically disallowed by the terms and conditions of the grant award or for which the applicable cost principles require prior approval, e.g., the purchase of equipment, participant support costs, foreign travel;
- d. the transfer of funds among direct costs categories, or, if applicable, among separately budgeted programs, projects, functions or activities, when the federal share of project costs exceeds \$100,000 and the cumulative amount transferred exceeds 10 percent of the total current approved project budget (IMLS funds plus cost share); or
- e. the transfer of funds from stipends or training allowances to other budget categories.

All requests for budget revisions must be dated and signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official and submitted to the IMLS program officer.

Within 30 calendar days of receiving the request for budget revision, we will review the request and notify you whether or not it has been approved. If the budget revision is still under consideration at the end of 30 calendar days, we will inform you in writing of the date by which you may expect a decision.

## **11. What are the cost-sharing requirements?**

**You are required to share in project expenses at the level indicated in the approved project budget.** You must also maintain auditable records of all project costs whether they are charged to grant funds or supported by cost-sharing contributions. Any proposed change in level of cost share must be submitted to IMLS for approval.

All cash and in-kind contributions to a project that you or a non-federal third party provide are acceptable as your cost share when such contributions are

- verifiable from your records;
- not included as contributions for any other federally assisted program;
- necessary and reasonable for the proper and efficient accomplishment of project objectives;
- types of charges considered allowable under the applicable cost principles;
- used to support activities that are included in the approved project work plan; and
- incurred during the grant period.

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<sup>1</sup> IMLS approval is not required for third-party transfers that were described in the approved project plan, or for the purchase of supplies, materials, or general support services.

Contributions, such as property, space, or services that you provide for a project must be valued in accordance with the applicable federal cost principles.

When your cost sharing includes non-federal third-party in-kind contributions, the basis for determining the value of volunteer services and donated property or space must be documented and must conform to the applicable federal cost principles.

Unless otherwise approved by IMLS, the following items are **not eligible** as cost share:

- other federal funds, including IMLS funds. This includes federal funds that have been subgranted or disbursed to you from another grantor;
- resources that have been used as cost share for another IMLS award or other federal program;
- contributions or gifts transferred to your organization that are restricted and cannot be used to support the project;
- gifts (testamentary or otherwise) that are not available to your organization during the project period.

## **12. What is the process for receiving payment from IMLS?**

Grant payments cannot be made to organizations that do not hold current System for Award Management registrations (SAM.gov). You must maintain the currency of your information in SAM from the time of application until submission of the final financial report required under an award or receipt of the final payment, whichever is later. Generally, you must renew SAM registration annually.

You will request payments with form SF270, Request for Advance or Reimbursement, which you can find on the IMLS website at <http://www.imls.gov/recipients/administration.aspx> and e-mail it in PDF format to IMLS Grants Administration at [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov).

If you do not have the capability to email PDF documents, forms may be mailed to  
Institute of Museum and Library Services  
Attn. Grants Administration  
1800 M Street, NW / 9<sup>th</sup> Floor  
Washington, DC 20036-5802

If your SF270 form is incomplete or inaccurate, your payment will be delayed.

The SF270 must be signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official of your institution.

You may submit a payment request whenever grant funds are needed. Emailed payment requests are normally processed within ten business days. Mailed payment requests will take longer.

To avoid possible delays in processing a payment request, you should explain unusually high payment requests when they are submitted to IMLS.

### Advance Payment

Unless otherwise stated in the special terms and conditions of the grant award notification (or subsequent action), you are authorized to be paid on an advance basis through electronic funds transfer, provided that the following conditions exist:

1. Funds for the project period have been obligated in the form of a signed grant award notification;
2. You maintain or demonstrate the willingness to maintain written procedures that will minimize the time elapsing between the transfer of funds to you from the U.S. Treasury and your disbursement of such funds;
3. Your financial management system meets the standards for fund control and accountability prescribed in 2 CFR Part 215 (formerly OMB Circular A-110) or 45 CFR § 1183.20; and
4. Your SAM.gov registration is current and active.

Requests for advance payment must be limited to your immediate cash needs. Advance payments must be fully disbursed (example: checks written, signed, and issued to the payees) within 30 days of the date you receive the advance funds from the U.S. Treasury. Advance payment requests for must be submitted no earlier than 15 business days prior to the beginning of the period for which the funds are requested.

### Frequency of Requests

You may submit a payment request whenever grant funds are needed. Requests for advance payment must be submitted no earlier than 15 business days prior to the beginning of the period for which the funds are requested. Grantees that email payment requests to IMLS can normally expect payment via electronic transfer within ten business days. Mailed payment requests will take longer to process.

### Limitations on Advance Payments

Requests for advance payment must be limited to immediate cash needs. Federal funds advanced to the recipient must be fully disbursed (example: checks written, signed, and issued to the payees) within 30- days of the date you receive the advance funds from IMLS. To avoid possible delays in processing a payment request, you should explain unusually high payment requests when they are submitted to IMLS.

### Reporting on Advance Payments

You are required to report on the status of funds received from IMLS within 30 days of receiving an advance, using either Section 11 or Section 12 of the SF270 form. This form must be submitted for reporting, even if no additional funds are being requested. The next request for payment will not be approved until the outstanding advance has been fully liquidated by the recipient.

You must maintain advances of federal funds in interest-bearing bank accounts unless you receive less than \$120,000 per year in advanced grant funds or the most reasonably available interest-bearing account would not earn more than \$100 (State, Local and Indian Tribal Governments) or \$250 (Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations) per year on the federal cash balance, or would entail bank services charges in excess of the interest earned. (You are encouraged to use women-owned and minority-owned banks - banks that are owned at least 50 percent by women or minority group members).

Interest in excess of \$250 annually that is earned on advanced payments must be remitted annually to IMLS. You must mail a check identified as interest earned on advances of IMLS funds to:

Institute of Museum and Library Services  
Attn. Grants Administration  
1800 M Street, NW, 9<sup>th</sup> Floor  
Washington, DC 20036-5802

### **13. What are the reporting requirements?**

You are responsible for submitting interim and final performance and financial reports. A final performance report and a final financial report must be submitted to IMLS Grants Administration within 90 calendar days after the completion date of the grant period. The grant award notification includes a schedule of interim and final report due dates. If a grant is extended, IMLS will email a revised reporting schedule.

Interim and final report forms and instructions are available on the IMLS website: <http://www.ims.gov/recipients/administration.shtm>. Failure to submit reports on a timely basis may result in delayed payments and the suspension of action on pending applications from the grantee organization.

Interim and final reports (reports of 20MB or less) should be emailed in PDF format to [imsreporting@ims.gov](mailto:imsreporting@ims.gov). The grant number must be referenced in the 'Subject' of the email. If you do not have the capability to email PDF documents, the reports may be mailed to:

Institute of Museum and Library Services  
Attn. Grants Administration  
1800 M Street, NW / 9<sup>th</sup> Floor  
Washington, DC 20036-5802

Reports that exceed 20MB must be mailed.

When a signed report is emailed to IMLS, you are required to retain the original report in accordance with the standards set forth in Article 16 (Record Retention) of these General Terms and Conditions.

## 14. What are the requirements for my organization's financial management system?

Your organization's financial management system must meet the applicable federal requirements (for example, 45 CFR § 1180.53 and 45 CFR §1183.20), consistent with the following standards.

### Accounting System

You must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to **each federally sponsored project**. Accounting records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest. These records must be maintained on a current basis and balanced at least quarterly.

Cash contributions to the project from third parties must be accounted for in the general ledger with other grant funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger.

### Source Documentation

Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, and contractual and consultant agreements. All supporting documentation should be clearly identified with the grant and general ledger accounts that are to be charged or credited.

The documentation required for salary charges to grants is prescribed by the cost principles applicable to your organization, for example:

- 2 CFR, Part 220 (Cost Principles for Educational Institutions)
- 2 CFR, Part 230 (Cost Principles for Non-Profit Organizations),
- 2 CFR, Part 225 (Cost Principles for State, Local, and Indian Tribal Governments)

Personnel activity reports must account on an after-the-fact basis for one hundred percent of the employee's actual time, separately indicating the time spent on the IMLS grant, other grants or projects, vacation or sick leave, and administrative time if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records should be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of the your organization.

If third party in-kind (non-cash) contributions are used on a project, the valuation of these contributions must be supported with adequate documentation.

### Internal Control

Effective control and accountability must be maintained for all cash, real and personal property, and other assets. You must adequately safeguard all such property and provide assurance that it is used solely for authorized purposes. You must also have systems in place that ensure compliance with the terms and conditions of each grant award.

### Budget Control

Records of expenditures must be maintained for each grant project by the cost categories of the approved budget (including indirect costs that are charged to the project), and actual expenditures are to be compared with budgeted amounts no less frequently than quarterly. IMLS approval is required for certain budget revisions (see Article 10).

### Allowable Costs

The applicable OMB cost principles, these General Terms and Conditions, and any special conditions of the grant award shall govern the determination of the reasonableness, allowability, and allocability of project costs.

### Cash Management

You must also have written procedures to minimize the time elapsing between the receipt and the disbursement of grant funds to avoid having excessive federal funds on hand. Requests for advance payment must follow the guidelines set forth in Article 12 of this document.

**Grant funds may only be obligated during the grant period, and they must be distributed no later than 90 days after the end of the grant period.**

## **15. Do I need to get an audit of my organization's finances?**

You must obtain an audit, as required by the Single Audit Act Amendments of 1996 (31 U.S.C. §§7501-7507), and comply with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," if you expend in the aggregate of \$500,000 or more in federal funds on financial assistance awards or cost-reimbursement contracts in any fiscal year ending after December 31, 2003. (Copies of A-133 may be obtained from [www.omb.gov](http://www.omb.gov) )

## **16. What are the rules for retaining records after a grant is finished?**

You must meet the applicable federal requirements for record retention (for example, see 2 CFR §215.53 and 45 CFR §1183.42), as consistent with the following standards:

You must retain financial records, supporting documentation, statistical records, and all other records pertinent to the grant for three years from the date of submission of the final Federal Financial Status Report Form (SF425 form). Other requirements may apply for program income and indirect cost rate proposals, etc.

If any litigation, claim, or audit is started before the end of the three year period, you must retain the records until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

IMLS, the Comptroller General of the United States, and any of their duly authorized representatives, have the right of access to any pertinent books, documents, papers, and records to make audits, examinations, excerpts, transcripts, and copies. Further, any contract you negotiate in excess of the simplified acquisition threshold for the purposes of carrying out the grant project must include a provision to the effect that you as the grantee, IMLS, the Comptroller General, or any of their duly authorized representatives shall have access for similar purposes to any books, documents, papers, and records that are directly pertinent to the project for the purpose of making audits, examinations, excerpts, and transcriptions (for example, 2 CFR §215.48(d) or 45 CFR §1183.36(i)(10)).

## **17. What rules govern our procurement procedures?**

You are responsible for complying with the applicable procurement standards, for example set forth in 2 CFR Part 215 (for institutions of higher education, hospitals, and other non-profit organizations) and 45 CFR Part 1183 (for state, local, and Indian tribal governments).

You must have standards to ensure that materials and services acquired under federal awards are obtained in an effective manner and in compliance with the provisions of applicable federal statutes, regulations, and executive orders.

Written procedures should include, among other things, determining economical approaches; providing for competition; dealing with conflict of interest; efforts to use small businesses, minority-owned firms, and women's business enterprises; and maintaining records sufficient to detail the procurement process.

(See Appendix A for further guidance on procurement.)

## **18. What are the rules for equipment and supplies?**

The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved by IMLS and there is documentation to support that the purchase is necessary and reasonable to carry out project activities.

Equipment records must be maintained that include the description of the equipment; the serial number or other identification number; the source of the equipment; the title holder; the acquisition date; the cost of the equipment; the location, use, and condition of the equipment; and any ultimate disposition data including the date of disposal and the sale price of the equipment. A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years while the grant is active.

Title to equipment purchased or fabricated with IMLS funds belongs to your organization with the understanding that the equipment will be used for the approved project. We reserve the right to request the transfer of title to the federal government or to a third party when the current per-unit fair market value of the equipment is \$5,000 or more and the equipment is no longer needed to carry out the purposes of the project or other projects funded by government agencies.

Title to supplies and other expendable property belongs to you upon acquisition. If there are unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project and the supplies are not needed for any other federally sponsored project or program, you may keep the supplies for use on non-Federal sponsored activities or sell them, but must, in either case, compensate the Federal Government for its share.

## **19. What are the rules for travel costs?**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by those on grant-related official business.

Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs, or on a combination of the two. The chosen method must be consistent with those normally allowed by your organization, as stated in your written travel policy.

Travelers must use the lowest commercial discount or customary standard (coach) airfare unless such accommodations are not reasonably available to accomplish the purpose of travel.

## **22. Are there additional rules for foreign travel?**

For the purposes of these Terms and Conditions, foreign travel includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions.

All air transportation of persons or property that is paid in whole or in part with IMLS funds must be performed in accordance with applicable law, including but not limited to the Fly America Act (49 U.S.C. §40118). Each separate foreign trip must be itemized in the budget approved by IMLS. Foreign travel that is not included in the approved project budget must be specifically approved in writing by the appropriate IMLS program officer.

(See Appendix B for additional information on rules for foreign travel.)

## **23. Are there specific requirements for your sharing of results and work products, and what may IMLS share?**

Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services. For this reason, IMLS encourages creators of works resulting from IMLS funding to share their work whenever

possible through forums such as institutional or disciplinary repositories, open-access journals, or other media.

All work products resulting from IMLS funding should be distributed for free or at cost unless IMLS has given you written approval for another arrangement. IMLS expects you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge.

Unless otherwise specified in the award documents, IMLS requires that at the end of your project, you provide IMLS at least one copy of any printed or physical distributable products and one copy of any electronic projects produced with IMLS funds. Printed or physical products include items such as learning resources, promotional materials, publications like journal articles or book manuscripts, research instruments, and reports from consultants or external evaluators. Electronic products include materials such as research datasets or software tools produced during the project. Generally, at least a beta version of any software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. You should consult with IMLS regarding software development projects.

IMLS may share grant applications, grant products, and performance and other reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum and library services. These materials may be disseminated in a variety of ways and formats, including online.

## **24. What are the requirements for data collection and data sharing?**

### Data Collection

Data collection activities performed under an IMLS grant are your responsibility, and IMLS support of the project does not constitute approval of the survey design, questionnaire content, or data collection procedures. You shall not represent to respondents that such data are being collected for, or in association with, IMLS or any other government agency without the specific written approval of the data collection plan or device by IMLS. However, this requirement is not intended to preclude mention of IMLS support of the project in response to an inquiry or acknowledgment of such support in any publication of this data; acknowledgement of IMLS support is still required.

### Data Sharing

Research data sharing is an essential component of research and expedites the translation of research results into new knowledge and practices.

If you collect and analyze data as part of an IMLS funded project, IMLS expects you to deposit data resulting from IMLS-funded research in a broadly accessible repository that allows the public to use the data without charge no later than the date upon which you submit your final

report to IMLS. You should deposit the data in a machine-readable, non-proprietary digital format to maximize search, retrieval, and analysis.

Your project budget may include the costs of preparing the data for public release and for making the data publicly available, as long as these activities are undertaken and the costs are incurred during the grant award period. In your final report to IMLS, you will be required to identify where your data has been deposited and can be accessed by the public.

IMLS recognizes that data sharing may be complicated or limited in some cases by institutional policies; local Institutional Review Board (IRB) rules; and local, state, and federal laws and regulations, including those protecting confidentiality and personal privacy. The rights and privacy of people who participate in IMLS-supported research must be protected at all times. Thus, data intended for broader use should be free of anything that could lead to disclosure of the identity of individual participants. For data files containing personally identifiable information (PII), it is your responsibility to employ a standard and systematic statistical disclosure limitation methodology to limit the risk of PII disclosure. Additional guidance on statistical disclosure limitation methodology is available at [http://www.imls.gov/research/research\\_guidance.aspx](http://www.imls.gov/research/research_guidance.aspx). You should identify and explain the reasons for any limitations in your data management plan.

For the purposes of this section, “data” is defined consistent with OMB circular A-110.

## **25. What are the rules for Acknowledgment of IMLS Support?**

All materials publicizing or resulting from grant activities must contain an acknowledgement of IMLS support, unless you are advised otherwise. This includes items such as invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and electronic items such as websites and e-mail announcements. (See [http://www.imls.gov/recipients/imls\\_acknowledgement.aspx](http://www.imls.gov/recipients/imls_acknowledgement.aspx) for specific guidance).

The type of recognition varies according to the type of activity. Please use the following guidelines for acknowledgement:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo (available at <http://www.imls.gov/recipients/logos.aspx>), displayed in accordance with the Logo Standards Guide;
- Electronic items should link to the IMLS Web site, <http://www.imls.gov>;
- Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

In materials that contain or present substantive project content, such as an exhibition, catalogue, video documentary, or online exhibition, the acknowledgement must also include the following statement: “The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of the Institute of Museum and Library Services.”

## **26. What are the intellectual property and data rules for products that result from IMLS grants?**

- a. You may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under the grant. IMLS reserves a royalty-free, worldwide, nonexclusive, and irrevocable right to reproduce, publish or otherwise use the work for Federal purposes and to authorize others to do so (*see also*, Intangible Property, 2 CFR Part 215.36, and 45 CFR Part 1183.34 Copyrights). You shall also ensure that all publication and distribution agreements include provisions giving the government a royalty-free, worldwide, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work for Federal purposes, and for IMLS to authorize others to do so, and requiring the acknowledgment of IMLS support.
- b. IMLS reserves a royalty-free, worldwide, nonexclusive, and irrevocable right to: (1) obtain, reproduce, publish or otherwise use the data first produced under the grant; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- c. If you are awarded funds for experimental, developmental, or research work, you are subject to the regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, “Rights to Inventions made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements.”
- d. In response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a grant that were used by the Federal Government in developing an agency action that has the force and effect of law, IMLS shall request, and you shall provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA (5 U.S.C. §552).

## **27. What happens if a funded project earns income?**

The federal share of program income is determined by the percentage of total project costs supported by IMLS.

### Income Earned During the Grant Period

You will retain the federal share of program income earned during the grant period and, unless the grant award notification specifies how such income will be used, must use it in one or more of the following ways:

- It may be added to the existing project funds and used to further eligible project objectives.
- It may be used to meet the grantee’s cost-sharing requirement.
- It may be deducted from the total allowable costs to determine the net allowable project costs that may be charged to the IMLS grant.

You must be in contact with your IMLS program officer to discuss which of the three ways are appropriate for your grant.

A report of program income must be submitted with the final Federal Financial Report Form (SF425) whenever program income is earned during the grant period or when the special conditions of the grant award specifically require such a report. The report must indicate the total amount of program income that was earned and how it was used. Costs related to the generation of income may be deducted from gross amount earned to determine the amount of program income that is subject to the requirements of this article, as long as they are not charged to the grant or included in the grantee's cost sharing.

#### Income Earned After the Grant Period

The grantee has no obligation to the federal government regarding program income earned after the end of the grant period, unless otherwise stated in the grant award notification.

## **28. What do we do when research misconduct is alleged or discovered?**

Research misconduct is defined as the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

You bear primary responsibility for prevention and detection of research misconduct and for the inquiry, investigation, and adjudication of research misconduct alleged to have occurred in association with your institution.

If an allegation of research misconduct is first made to your institution, you must notify IMLS if the allegation meets the definition of research misconduct given above, and if your institution's inquiry into the allegation determines there is sufficient evidence to proceed to an investigation.

At any time during an inquiry or investigation, the grantee will immediately notify IMLS if

- federal resources or interests are threatened,
- public health or safety is at risk,
- research activities should be suspended,
- there is a reasonable indication of possible violations of civil or criminal law,
- federal action is required to protect the interests of those involved in the investigation,
- the grantee believes the inquiry or investigation may be made public prematurely so that appropriate steps can be taken to safeguard evidence and protect the rights of those involved, or
- the research community or public should be informed.

We will make a finding of misconduct or take action on such a finding only after careful inquiry and investigation by your institution, by another federal agency, or by IMLS. In the event of a finding of research misconduct, we will determine what administrative actions are appropriate.

## **29. How does a grant get terminated before its completion?**

Grants may be terminated in whole or in part

- a) by IMLS, if you materially fail to comply with the terms and conditions of an award;
- b) by IMLS with your consent, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion of the project to be terminated; or
- c) by you, upon sending to IMLS written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion of the project to be terminated. However, if we determine that the reduced or modified portion of the grant will not accomplish the purposes for which the grant was made, we may terminate the grant in its entirety either unilaterally or with your consent.

When we determine that you have failed to comply with the terms and conditions of the grant award, we may suspend or terminate the grant for cause. Normally, this action will be taken only after you have been notified of the deficiency and given sufficient time to correct it. This does not preclude immediate suspension or termination when such action is required to protect the interests of the government.

In the event that a grant is suspended and corrective action is not taken within 90 calendar days of the effective date, we may issue a notice of termination. No costs that are incurred during the suspension period or after the effective date of termination will be allowable except those specifically authorized by the suspension or termination notice or those that, in the opinion of IMLS, could not have been reasonably avoided.

Within 30 calendar days of the termination date, you must provide to IMLS a summary of progress achieved under the grant, an itemized accounting of charges incurred against grant funds and cost sharing prior to the effective date of the suspension or termination, and a separate accounting and justification for any costs that may have been incurred after this date. Should you fail to furnish this material, we may place your organization on the list of ineligible grantees.

The total of IMLS payments under a terminated award cannot exceed the obligated award amount.

## **30. What are the procedures for requesting a review of termination?**

If you receive a notice of termination, you may request IMLS review of the decision. The request must be postmarked no later than 30 calendar days after the date of the termination notice and should be addressed to:

IMLS Director  
Institute of Museum and Library Services  
1800 M Street, NW, 9<sup>th</sup> Floor  
Washington, D.C. 20036-5802

The request for review must contain a full statement of your position and the pertinent facts and reasons that support such a position. The Director will promptly acknowledge the request for review and appoint a review committee of at least three staff members. Pending the resolution of the review, the notice of termination will remain in effect.

None of the review committee members may be from the IMLS program or administrative staff that recommended termination or were responsible for monitoring the programmatic or administrative aspects of the grant. The committee will have full access to all relevant IMLS background materials. The committee may also request the submission of additional information from your organization or IMLS staff. At its discretion, the committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be fully documented by the committee. Based on its review, the committee will present its written recommendation to the Director, who will make the final decision and make it known to the parties involved.

### **31. How do I proceed if this document contradicts other IMLS materials related to grants?**

Should there be any inconsistency between these General Terms and Conditions, the special terms of the grant or cooperative agreement award, and any IMLS Program Guidelines, brochures, or other IMLS materials cited or included by reference in the award, contact the IMLS Program Office or Grants Administration Office for guidance.

### **32. What are the government-wide requirements for implementing federal grants?**

You are responsible for complying with all laws related to Federal awards, including but not limited to those in the Assurances and Certifications you agreed to when applying for an IMLS award, the IMLS-specific statutes and regulations referenced in Article 2 of these General Terms and Conditions, and the following U.S. government-wide requirements:

#### **(a) Nondiscrimination**

The grantee must comply with the following nondiscrimination statutes and their implementing regulations and must also comply with the requirements of any other nondiscrimination laws which may apply:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 *et seq.* including §794), which prohibits discrimination on the basis of disability (note: IMLS

applies the regulations in 45 CFR Part 1170 in determining compliance with section 504 as it applies to recipients of Federal assistance);

- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681–83, §1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §6101 *et seq.*), which prohibits discrimination on the basis of age.

**(b) Debarment and Suspension**

Grantees are prohibited from doing business with any organization or person (as a recipient, subrecipient, contractor, or key employee) if they have been debarred or suspended by any Federal department or agency.

The *OMB Guidelines to Agencies on Governmentwide Debarment and Suspension* (Nonprocurement) contained in 2 CFR Part 180 and the corresponding IMLS regulations contained in 2 CFR Part 3185 apply to IMLS grants.

The grantee, as a primary tier participant, is required to comply with 2 CFR Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The grantee is also required to communicate the requirement to comply with 2 CFR Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the grantee enters into covered transactions.

**(c) Drug-Free Workplace**

The grantee must provide a drug-free workplace by complying with the requirements in 2 CFR Part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the grantee must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 CFR Part 3186.

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the grantee’s employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents the grantee keeps on file in its offices) all known workplaces under the grantee’s Federal awards.

**(d) Trafficking in Persons**

The grantee must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 CFR Part 175 requires IMLS to include the following award term, which is made a part of these General Terms and Conditions:

- a. *Provisions applicable to a recipient that is a private entity.*

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

ii. Procure a commercial sex act during the period of time that the award is in effect; or

iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —

i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or

ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Chapter XXXI, part 3185.

b. *Provision applicable to a recipient other than a private entity.*

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

i. Associated with performance under this award; or

ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR part 3185.

c. *Provisions applicable to any recipient.*

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
  2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. §7104(g)), and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
  3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. *Definitions.* For purposes of this award term:
1. “Employee” means either:
    - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
  3. “Private entity”:
    - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
    - ii. Includes:
      - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
      - B. A for-profit organization.
  4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. §7102).

**(e) Federal Debt Status**

The grantee should not be delinquent in the repayment of any Federal debt.

**(f) Lobbying**

The grantee may not conduct political lobbying within the Federally-supported project. In addition, the grantee may not use Federal funds for lobbying specifically to obtain awards, extensions, amendments, or other Federal actions. (31 U.S.C. §1352) Certain other lobbying restrictions, such as the following, may also apply:

Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. §1352). The following provisions, which were part of the grant application, remain in effect for the award:

- (a) No Federal appropriated funds may be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. §1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the grantee shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The grantee shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

In addition, no IMLS grant funds shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, relating to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature. (P.L. 111-117, Division D, Title V General Provisions, sec. 503(b)).

**(g) Requirements for Certain Projects**

The grantee must comply with the following requirements if applicable to the project. The grantee should also be aware that additional Federal laws, not listed below, might apply to a particular project and that the grantee is responsible for compliance, as applicable.

**Subgrants in IMLS Discretionary Programs**

Discretionary program grantees of the Office of Museum Services (OMS), the Office of Library Services (OLS) and the Office of Policy, Research and Evaluation (OPRE) do not have the authority to make a subgrant (re-grant) with funds they have received from IMLS unless expressly authorized by IMLS (45 C.F.R. §1180.55). The OLS State

Library Program grantees are subject to different requirements and may make subgrants under certain circumstances (45 C.F.R. §1183.37).

### **Native American Human Remains and Associated Funerary Objects**

The grantee must comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. §3001 *et seq.*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

### **Historic Properties**

The grantee must assist the awarding agency (IMLS) in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469 *et seq.*).

### **Environmental Protections**

The project must comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. §4321 *et seq.*) and E.O. 11514;
- (b) notification of violating facilities pursuant to E.O. 11738;
- (c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;
- (d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
- (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. §1451 *et seq.*);
- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 *et seq.*);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. §300f *et seq.*);
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §1531–1543);
- (i) the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 *et seq.*), related to protecting components or potential components of the national wild and scenic rivers system; and
- (j) the grantee must comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. §4001 *et seq.*), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

### **Research on Human Subjects**

The grantee must protect the rights and welfare of any human subjects involved in research, development, and related activities that are supported by an IMLS grant award. The grantee must ensure that the project complies with 45 CFR Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by the IMLS award of assistance.

**Research on Animal Subjects**

The grantee must ensure that the project complies with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. §2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by the IMLS award of assistance.



# Appendix A

## 1. Procurement Standards

The grantee is responsible for complying with the procurement standards set forth in 2 CFR Part 215 (for institutions of higher education, hospitals, and other non-profit organizations) and 45 CFR Part 1183 (for State, local, and Indian tribal governments) and, to the extent consistent with such regulations, the standards set forth below.

The standards contained in this section do not relieve the grantee of the contractual responsibilities arising under its contracts. The grantee is the responsible authority, without recourse to IMLS, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a grant or other agreement. This includes disputes, claims, protests of award, source evaluation or other matters of a contractual matter. Matters concerning the violation of a statute are to be referred to such Federal, State, or local authority as may have proper jurisdiction.

When procuring property or services under a grant, the grantee's procurement policies must adhere to the applicable regulations and the standards set forth below. Subrecipients of grant funds are subject to the same policies and procedures as the grantee.

- a. The grantee must maintain a system for contract administration that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Grantees shall evaluate contractor performance and document, as appropriate, whether or not contractors have met the terms, conditions, and specifications of the contract.
- b. A written standard of conduct for awarding and administering contracts shall be maintained by the grantee. No employee, officer, or agent of the grantee shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for a contract: the employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the preceding parties.

The officers, employees, and agents of the grantee shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, the grantee may set standards governing when the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the grantee.

- c. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The grantee should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition.

d. All grantees shall establish written procurement procedures that meet the requirements set forth in applicable statutes, regulations, and related laws, and in this Appendix.

## 2. Contract Provisions

The following section also contains the types of provisions that **must be included in IMLS-funded grantee procurement contracts** when applicable and consistent with applicable law. Please note that the Contract Provisions below are given for general guidance; the grantee should follow the **specific** regulations and provisions that correspond to the grantee's organizational identity (e.g. 2 CFR Part 215 for institutions of higher education, hospitals, and nonprofit organizations or 45 CFR Part 1183 for State, local, and Indian tribal governments) and other law, as applicable.

a. Grantee contracts must provide for:

- (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and such remedial actions as may be appropriate.
- (2) Termination by the grantee, including the manner by which it will be effected and the basis for settlement.
- (3) Access by the grantee, IMLS, the Comptroller General of the United States, or any other duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

b. Contracts shall contain the following provisions as applicable:

- (1) Equal Employment Opportunity
- (2) Copeland "Anti-Kickback" Act
- (3) Contract Work Hours and Safety Standards Act
- (4) Clean Air Act
- (5) Rights to Inventions and Materials Generated Under a Contract or Agreement (Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Government and the recipient in any resulting invention in accordance with 37 CFR Part 401 and any implementing regulations issued by the awarding agency.)
- (6) Federal Water Pollution Control Act (33 U.S.C. §1251 et seq.), as amended
- (7) Byrd Anti-Lobbying Amendment (31 U.S.C. §1352)
- (8) Debarment and Suspension (E.O. 12549 and 12689)

No contracts shall be made to parties listed on the Lists of Parties Excluded From Federal Procurement or Nonprocurement Programs (EPLS) in accordance with Executive Orders 12549 and 12689. These lists contain the names of contractors debarred, suspended, or proposed for debarment by agencies, and contractors declared ineligible under other statutory or regulatory authority other than Executive Order 12549.

Under certain circumstances, grantees are required to obtain a certification regarding debarment and suspension from subrecipients and from parties with whom they contract for goods or services.

## Appendix B

### Use of U.S.-Flag Air Carriers

All air travel funded by IMLS must be on U.S.-flag air carriers or under a code-sharing arrangement with a U.S.-flag air carrier, unless otherwise permitted by law. The fact that comparable service provided by a foreign-flag carrier is less expensive, more convenient, or can be paid for with excess foreign currency is not sufficient justification for using a foreign flag carrier that does not have a code-sharing arrangement with a U.S. flag air carrier.

The following **general rules** apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a foreign-flag air carrier:

(a) a U.S.-flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.

(b) if a U.S.-flag air carrier does not serve an origin or interchange point, a foreign-flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.

(c) a U.S.-flag air carrier involuntarily reroutes the traveler via a foreign-flag air carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

### Use of Foreign-Flag Air Carriers

#### 1. Travel To and From the U.S.

Use of a foreign-flag air carrier is permissible if:

(a) the airport abroad is the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag air carrier; or

(b) the airport abroad is an interchange point, and use of U.S.-flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by 2 or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.

#### 2. Travel Between Points Outside the U.S.

Use of a foreign-flag air carrier is permissible if:

(a) travel by a foreign-flag air carrier would eliminate two or more aircraft changes en route;

(b) travel by a U.S.-flag air carrier would require a connecting time of four hours or more at an overseas interchange point; or

(c) the travel is not part of the trip to or from the U.S., and use of a U.S.-flag air carrier would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.

#### 3. Short Distance Travel

For all short distance travel, regardless of origin and destination, use of a foreign-flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a foreign-flag air carrier is three hours or less and service by a U.S.-flag air carrier would double the travel time.



## Grant Recipients

### Administration

#### Administration

- [Legal References](#)

#### [Grantee](#)

#### [Communications Kit](#)

All the documents and forms you will need to administer your awards are accessible below. Be certain to read the General Terms and Conditions for IMLS Discretionary Awards; it is your responsibility to be familiar with this document and to comply with its requirements. All forms are provided as fill-in PDF files or Microsoft Word documents.

#### Getting Started

[General Terms and Conditions](#) (PDF-75 KB)

#### Interim Reporting

##### Performance Reports

- Cover Sheet for Performance Reports: [PDF-229KB](#), [Word-75KB](#)
- [Guidance for Preparing and Submitting an Interim Performance Report Package](#) (PDF-31KB)

##### Financial Reports

- [Federal Financial Report Form \(SF425\)](#); (PDF-109KB)
- [Instructions for Federal Financial Report Form \(SF425\)](#); (PDF-53KB)

#### Final Reporting

##### Performance Reports

- Cover Sheet for Performance Reports: [PDF-229KB](#), [Word-75KB](#)
- [Guidance for Preparing and Submitting a Final Performance Report Package](#) (PDF-31KB)

##### Financial Reports

- [Federal Financial Report Form \(SF 425\)](#); (PDF-109KB)
- [Federal Financial Report Instructions \(SF 425\)](#); (PDF-53KB)

#### Final Performance and Financial Reporting for Native American Library Services Basic Grants

- Final Financial and Performance Report: [Word-70KB](#), [PDF-60KB](#)

#### Requesting Payment

[SF270 - Request for Advance or Reimbursement](#) (PDF-159KB)

You will request payments with form SF270 - Request for Advance or Reimbursement and e-mail it in PDF format to IMLS Grants Administration at [Grantsadmin@imls.gov](mailto:Grantsadmin@imls.gov).

If you do not have the capability to email PDF documents, forms may be

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mailed to:

Institute of Museum and Library Services  
Attn. Grants Administration  
1800 M Street, NW  
9th Floor  
Washington, DC 20036-5802

If your SF270 form is incomplete or inaccurate, your payment will be delayed.

### Helpful Resource

[Glossary to Support Grant Reporting](#) (PDF-56KB)

Contact information for questions concerning the SF425 and SF270

La Shaune Person, Financial Specialist  
Programs: Save America's Treasures, LSTA Grants to States, National Medals - Museums, Congressionally Directed – Museums, Conservation Assessment Program, Museum Assessment Program, Conservation Project Support, Museums for America, African American History & Culture, Native American & Native Hawaiian Museum Services, 21st Century Museum Professionals, Native American Library Services  
Phone: 202-653-4631  
E-mail: [lperson@imls.gov](mailto:lperson@imls.gov)

Andrea Wood, Financial Specialist  
Programs: National Medals – Libraries, Congressionally Directed – Libraries, National Leadership Grants, Connecting to Collections Statewide Planning and Implementation Grants, Laura Bush 21st Century Librarian  
Phone: 202-653-4782  
E-mail: [awood@imls.gov](mailto:awood@imls.gov)

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Funding  
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[Outcome Based  
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#### Acknowledgement of IMLS Support

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What are the requirements for acknowledging work done with IMLS grant funding?

We require acknowledgement of IMLS assistance in all publications and other products resulting from the project, such as research reports, websites, and presentations. All work products should reference IMLS and include the associated grant award numbers. Grant recipients will receive further instructions on how to acknowledge IMLS support and tips on how to share information about their projects.

#### Sharing IMLS-Supported Work Products and Copyright

How is information shared about IMLS projects and for what purposes?

We encourage creators of works resulting from IMLS funding to share their work whenever possible through forums such as institutional or discipline-based repositories, open-access journals, or other media. Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services.

We require that your final report include one copy of each product you create, unless otherwise instructed. We may share grant applications, products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum, library, and information services. These materials may be disseminated and made available in a variety of ways and formats, including online.

What do I need to know about copyright and works produced with IMLS support?

You may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. However, we reserve, for Federal government purposes, a royalty-free, worldwide, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

All work products resulting from IMLS funding should be distributed for free or at cost unless we have given you written approval for another arrangement. We expect you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge.

What do I need to know about digital assets produced with IMLS support?

IMLS is committed to expanding public access to IMLS-funded assets, including research data and other digital products: the assets you create with IMLS funding require careful stewardship to protect and enhance their value. They should be freely and readily available for use and re-use by libraries, archives, museums and the public. Applying these principles to the development of digital products is not straightforward; because technology is dynamic and because we do not want to inhibit innovation, the IMLS does not want to prescribe set standards and best practices that would certainly become quickly outdated. Instead, IMLS defines the digital assets your projects should achieve in a series of questions; your answers are used by IMLS staff and by expert peer reviewers to evaluate your proposal; and they will play a critical role in determining whether your grant will be funded. Together, your answers will comprise the basis for a work plan for your project, as they will address all the major components of the development process. See the [Digital Stewardship Supplementary Information Form](#) for more information.

Data sharing is an essential component of research and expedites the translation of research results into

new knowledge and practices. If your project involves the collection and analysis of data, we expect you to include, as part of your application, a data management plan (Part III of the [Digital Stewardship Supplementary Information Form](#)) that provides for long-term preservation and access. We expect you to deposit data resulting from IMLS-funded research in a broadly accessible repository that allows the public to use the data without charge no later than the date upon which you submit your final report to IMLS. The data should be deposited in a machine-readable, non-proprietary digital format to maximize search, retrieval, and analysis.

Your project budget may include the costs of preparing the data for public release and for making the data publicly available. In your final report to IMLS, you will be required to identify where your data have been deposited and can be accessed by the public

We recognize that data sharing may be complicated or limited in some cases by institutional policies; local Institutional Review Board (IRB) rules; and local, state, and federal laws and regulations, including those protecting confidentiality and personal privacy. The rights and privacy of people who participate in IMLS-supported research must be protected at all times. Thus, data intended for broader use should be free of anything that could lead to disclosure of the identity of individual participants. You should identify and explain the reasons for any limitations in your data management plan.

For the purposes of this section, "data" is defined consistent with OMB guidance (please see 2 CFR 200.315). We reserve a royalty-free, worldwide, nonexclusive, and irrevocable right to: (1) obtain, reproduce, publish or otherwise use the data first produced under a grant; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

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## Conflict of Interest Requirements

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What Conflict of Interest requirements must I follow?

As a non-Federal entity, you must follow IMLS conflict of interest policies for Federal awards. You must disclose in writing any potential conflict of interest to an IMLS Program Officer, or to the pass-through entity if you are a subrecipient or contractor. This disclosure must take place immediately whether you are an applicant or have an active IMLS award.

The IMLS conflict of interest policies apply to subawards as well as contracts, and are as follows:

1. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
2. None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
3. If you have a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a subaward or procurement action involving a related organization.

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## Grant Reviewers

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[Apply to Become a Museum Reviewer](#)

[Apply to Become a Library Reviewer](#)

All IMLS competitive awards are reviewed by library and museum professionals who know the needs of communities, can share promising practices, and are well versed in the issues and concerns of museums and libraries today. Peer reviewers dedicate their time and expertise to advance the highest professional practices in the field. The IMLS review process is well respected, and the success of our grant programs is largely due to the expertise of our reviewers.

#### Museum reviewers

The IMLS Office of Museum Services offers opportunities to serve as a field reviewer for the following grant programs: Museums for America, National Leadership Grants, Native American/Native Hawaiian Museum Services Program, and Museum Grants for African American History and Culture. Applications are reviewed by experts in specific funding categories. If you would like to be included in our database of potential reviewers, please provide us with your information on the museum reviewer application form.

#### Library reviewers

The IMLS Office of Library Services manages competitive awards in three program areas: Librarians for the 21st Century, and Native American/Native Hawaiian Library Services, and National Leadership Grants for Libraries, which includes three categories: Research and Demonstration, Building Digital Resources, Advanced Learning Communities. If you would like to be in our database of potential reviewers, please give us your information on the library reviewer form.

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Recipients of IMLS grants are required to adhere to grants management terms and conditions. The resources you need to manage your award are all located here.



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Now Available! Grantee 101 Narrated Web Presentation for Office of Library Services Discretionary Programs

This narrated web presentation provides guidance for grantees on administration and promotion of your grant project. Download now:

[Grantee 101 Narrated Web Presentation](#) (PDF; 28MB)

[Grantee 101 Web Presentation handout](#) (PDF; 164KB)

*For best results, download the presentation to your computer and watch using Adobe® Acrobat® or Acrobat® Reader®.*

The resources above are provided for IMLS Office of Library Services Discretionary grant recipients, but we encourage all interested parties to make use of them. Viewers must have Adobe® Acrobat Pro or Reader version 9 or above to be able to see the PDFs. [Get Plug-in.](#)

All Grant Recipients

In the grant announcement package, all grantees receive a description of the review process that was used in making funding decisions and copies of reviewer comments from their application. We urge our grantees to consider concerns raised by reviewers as they undertake their project as their suggestions could, in many cases, result in stronger projects.

Any project that is carried out under a grant must be consistent with the proposal that is approved for funding by IMLS. Any change to a grant project's programmatic scope, key personnel, or budget must first be approved by MLS. All requests for a change to a grant project shall be signed by the authorizing official and submitted to the appropriate IMLS program officer.

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[Administration](#)

Process steps for implementing recommendations and making amendments to your awarded program, as well as financial, legal and reporting requirements, forms and documents

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### Grants to State Library Administrative Agencies

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Learn more about how funding is used in your state. You will find contact information for the State Library Administrative Agency as well as allotment amounts, project examples, five-year plan highlights, five-year evaluations, and survey data.



#### Program Overview

What is the Grants to States program?

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, more than \$150 million is distributed among the State Library Administrative Agencies (SLAAs) every year. SLAAs are official agencies charged by law with the extension and development of library services, and they are located in:

- Each of the 50 states and the District of Columbia;
- The Territories (Guam, American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands); and
- The Freely Associated States (Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands).

What do the funds support?

Each year, over 2,500 Grants to States projects support the [purposes and priorities outlined in the Library Services and Technology Act \(LSTA\)](#). SLAAs may use the funds to support statewide initiatives and services, and they may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

States and subrecipients have partnered with community organizations to provide a variety of services and programs, including access to electronic databases, computer instruction, homework centers, summer reading programs, digitization of special collections, access to e-books and adaptive technology, bookmobile service, and development of outreach programs to the underserved. To find out more about how funds are used in your state, visit your [state profile page](#).

Who does the program serve?

Grants to States funds have been used to meet the needs of children, parents, [teenagers](#), adult learners, [senior citizens](#), the unemployed, and the business community. One of the program's statutory priorities is to address underserved communities and persons having difficulty using a

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library, and approximately ten percent of grant funds in recent years have supported library services for the blind and physically handicapped. The program also meets the needs of the current and future library workforce.

How are funds allocated?

The Grants to States program allocates a base amount to each of the SLAAs plus a supplemental amount based on population. For each of the 50 states, Puerto Rico and the District of Columbia, the base amount is \$680,000 each, and for the U.S. Territories the base amount is \$60,000 each. You can see [recent allotments for all the states here](#).

How is the program evaluated?

The Library Services and Technology Act requires each SLAA to submit a plan that details library services goals for a five-year period. SLAAs must also conduct a five-year evaluation of library services based on that plan. These plans and evaluations are the foundation for improving practice and informing policy. View [all the states' five-year plans](#) and [five-year evaluations for library services](#).

To strengthen the impact of the federal investment in the Grants to States program, IMLS and SLAAs are partnering in a comprehensive planning and evaluation initiative called [Measuring Success](#). This multi-year effort will fundamentally shift the way in which Grants to States program information is gathered and shared, improve program evaluation and reporting, and highlight evidence-based best practices.

When did the program begin? How has it changed over the years?

For more than 50 years, the Library Services and Technology Act Grants to States program and its predecessor programs have supported the delivery of library services in the U.S. Although the legislation has undergone numerous reauthorizations, the basic function of the program, which merges federal priorities with state-defined needs, continues to this day. Legislative highlights include:

- 1956: Congress passed the Library Services Act (LSA), authorizing \$7.5 million annually for 5 years for the extension and improvement of public library service in rural areas.
- 1962: LSA was reauthorized as the Library Services and Construction Act (LSCA), removing restrictions that limited funding to rural libraries and adding Title II, which contained funds for remodeling or construction of library buildings.
- 1996: Congress shifted LSCA to the Library Services and Technology Act (LSTA) as Subchapter II of the Museum and Library Services Act, ending federal funding for library construction and replacing it with a focus on new information technologies.

For more recent activity, see the [IMLS legislative timeline](#).

Who can I contact for more information?

For more information, use the IMLS [contact form](#). You can also contact Robin Dale, Associate Deputy Director for Library Services (202-653-4650; [rdale@imls.gov](mailto:rdale@imls.gov)).

Read more [Grants to States website content](#), including press releases, blog posts, project profiles, and publications.



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[National Initiatives and Partnerships](#)

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[Strategic Plan](#)

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- [Plain Language](#)
- [IMLS Commitment to Open Data](#)
- [IMLS Digital Strategy](#)

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##### [Public Libraries Survey](#)

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##### [State Library Agency Survey](#)

This dataset is a national census of state library agencies. A state library agency is the official agency of a state that is charged by state law with the extension and development of public library services throughout the state and that has adequate authority under state law to administer state plans in accordance with the provisions of the Library Services and Technology Act (LSTA). Beyond these two roles, state library agencies vary greatly. This dataset provides information on the range of roles played by state library agencies and the various combinations of fiscal, human, and informational resources invested in such work.

We plan on posting additional high-value datasets on Data.gov and on this page. Please check back.

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