



## Welcome! The webinar will begin shortly.

- You may play the audio on your computer or via phone. Call **1-888-272-8702**. When prompted, enter **2053175#**.
- After the webinar, a recording will be emailed to all reviewers.
- To download these slides, click File, then Save, and select Whiteboard. Be sure to save the slides as a .pdf!
- We will hold a Q&A session at the end of the presentation. Type your questions in the chat box.

*All participants will be muted during the presentation. If you have any technical issues, please type your question in the chat box and someone will assist you.*



# Community Catalyst Initiative: Applicant Webinar

A National Leadership Grant Special Initiative

March 26, 2018



# Overview

- IMLS and its Strategic Priorities
- What is This Special Initiative?
- Why is IMLS Interested in this Now?
- Technical Assistance and Capacity Building
- Important Dates
- What Will Successful Proposals Look Like?
- How Much and How Many?
- Application Components
- Application Tips
- Review Process
- Contacts



# What is IMLS

Who are we?

- IMLS is the primary source of federal support for the nation's 123,000 libraries and 35,000 museums.

What do we do?

- We make grants, convene groups, conduct research, and publish in order to build the capacity of museums and libraries to serve the public.



## Vision

A nation where museums and libraries work together to transform the lives of individuals and communities.



## Mission

The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development



# Goals

## **Promote Lifelong Learning**

- ❑ IMLS supports learning and literacy for people of all ages through museums and libraries.

## **Build Capacity**

- ❑ IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.

## **Increase Public Access**

- ❑ IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.

## **Achieve Excellence**

- ❑ IMLS strategically aligns its resources and relationships to support libraries and museums nationwide.

# What is this special initiative?

**This initiative** furthers the ability of libraries, archives and museums (LAMs) and their local communities to

- assess how they, with partners, can help create and sustain community change
- define, develop and implement plans and activities that lead to community improvement.
- Use existing approaches from the collective impact, social well-being, and community development arenas to catalyze positive community change





# Why is IMLS interested in this now?

- Understanding the role of collaborative and asset-based community development approaches that can deepen the impact of LAMs.
- Identifying factors, resources and partnerships ideal for serving communities.
- Assessing the relevance of social well-being and collective impact foundations
- Understanding what can and has worked when LAMs work in concert with communities.
- Documenting impact of local community approaches to partnerships with LAMs
- Generating findings and possible models that the LAM field could apply in their own communities.



# What will successful proposals look like?

## Successful proposals will:

- Focus on the initiation phases of community work and approaches to build upon community momentum
- Demonstrate how LAM assets are mapped against community assets
- Deeply engage a wide range of community stakeholders
- Demonstrate the community's commitment via hard project cost support
- Explore models for joint efforts serving communities (i.e. collective impact).
- Define the partnership process and identify partner roles
- Identify and share project evaluation activities, findings and best practices
- Illustrate community buy-in by showing hard project costs being covered from community/civic/non-profit organizations outside your intuition



# What will successful projects look like?

## Projects will feature:

- Plans for applying the proposed community development approaches to achieve project goals .
- Evidence of leveraging existing community assets, relationships, knowledge, and networks
- A shared vision based on deep and broad stakeholder conversations and meaningful community engagement
- Inclusive, collaborative and resourceful partnership processes to achieve goals
- Mechanisms to share findings and evaluation

# Important Dates

Mar '18



**Applications Opens: March 14, 2018**

April '18

May '18



**Applications due: 11:59 pm Eastern Time on  
May 14, 2018**

Jun '18



**Awards announced: July, 2018**

Jul '18

Aug '18

Sep '18



**Projects start: October 1, 2018**





# How much and how many?

## HOW MUCH?

Up to \$150,000

A 1:1 cost sharing is expected all projects.

## FROM WHOM

resources FROM OUTSIDE YOUR INSTITUTION to offset hard project costs as part of, or in addition to, the applicant's required 1:1 cost share

## HOW MANY?

There is no limit in the number of applications that may be submitted by an institution.

# Who Can Apply?

- A Library, Museum, Community Entity, or Institution of Higher Education may be eligible to apply.
  - Library Entity
  - Museum Entity
  - Institute of Higher Education
  - Native American tribal organizations
  - Community Entity
- Community Entity must both of the following criteria:
  - unit of State or local government or be a private tax-exempt nonprofit organization have expertise in LAMs projects
  - have expertise in Federal, State, or private grants related to community development

❖ **IMLS is not able, without seeing the submitted actual application, to categorically say that an institution is or is not eligible.**

## Frequently Asked Questions

- Do museums and libraries have to apply together?
  - NO
- Can I apply if I have applied for another IMLS grant this year?
  - Yes
- What is the review Process?
  - Field Reviews
- What are the Reporting requirements?
  - submit a performance report and financial report annually
- What is the anticipated period of performance?
  - Project activities may be carried out for one to two years

# Additional Assistance From EPA

- Applicants to this IMLS grant can also indicate if they would like to be considered for additional technical assistance from EPA's Building Blocks Technical Assistance
- If selected, EPA and a team of consultants will work with communities and their library/museum partners to identify and develop solutions to challenges related to local growth and development.



# Potential Topic Areas

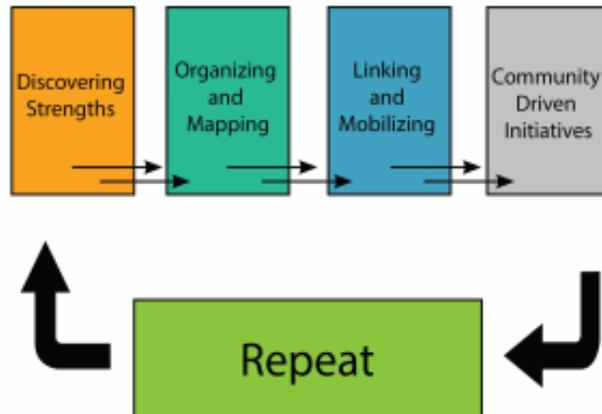
1. Revitalize Village and Town Centers
2. Use Energy Efficiently & Provide Renewable Energy
3. Meet Housing Needs for Different Ages and Incomes
4. Invest in Efficient Public Infrastructure Systems and Operations
5. Provide Transportation Choices
6. Strengthen the Local Economy
7. Engage and Connect Community Members
8. Improve Health and Promote Active Living
9. Protect Natural Habitats and Ecosystems
10. Support Productive Agriculture for a Variety of Markets
11. Preserve Historic and Cultural Resources
12. Supporting Equitable Development



# Asset-Based Community Development & Cohort Approach

- Grantees will participate in cohort based technical assistance and capacity building
- Grounded in Asset Based Community Development (ABCD):
  - focuses on discovering and mobilizing resources already present in a community.
  - encourages people to recognize that their community is a glass half full of assets, not a glass half empty with needs.
  - provides a way for citizens to find and mobilize what they have in order to build a stronger community.
- This will require a small time commitment from awardees

## Asset-Based Community Development





# IMLS Application Components

## Required Documents

All applications must include these. Omission of one results in exclusion from further consideration.

## Conditionally Required Documents

Some applications must include these. Omission of one results in exclusion from further consideration.

## Supporting Documents

These are optional. Make good decisions, and include only those that supplement the narrative and support the project description provided in the application.

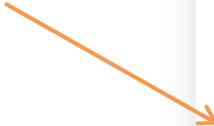
# Table of Application Components

- Serves as a checklist of application components
- Identifies document formats and naming conventions
- Provides links to instructions and forms
- Identifies categories of documents (Required, Conditionally Required, Supporting)

Table of Application Components		
Component	Format	File name to use
<b>Required Documents</b>		
<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 (ten 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
<a href="#">Digital Stewardship Supplementary Information Form</a>	IMLS PDF form	Digitalstewardship.pdf
<b>Conditionally Required Documents</b>		
<a href="#">Proof of Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<b>Supporting Documents</b>		
<a href="#">Information that supplements the narrative and supports the project description provided in the application</a>	PDF document>	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

# SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

Legal Name



View/Update Statement OMB Number: 4900000  
Expiration Date: 7/2003

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

1. NAME OF FEDERAL AGENCY

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER

CDDX FILE

3. UNIFORM FEDERAL FUNDING NUMBER

4. FUNDING CIRCULARITY NUMBER

FILE

5. APPLICANT INFORMATION

a. Legal Name

b. Address

Street1	Street2
City	County/Parish
State	Province
Country	Zip/Postal Code

c. Web Address

d. Type of Applicant. Select Applicant Type Code(s).

Type of Applicant	e. Employee Fingerprint Manifestation Number (EFPFN)
Type of Applicant	f. Organizational DUNS
Other (specify)	g. Congressional District of Applicant

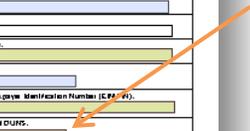
6. PROJECT INFORMATION

a. Project File

b. Project Description

c. Proposed Period: \* Start Date: \* End Date:

Organizational DUNS



Project Description

- what, for whom, for what purpose
- 150-word limit
- Write this last



# SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

Project  
Director



APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational	
<b>PROJECT DIRECTOR</b>	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
* Last Name: <input type="text"/>	Middle Name: <input type="text"/>
* Title: <input type="text"/>	Suffix: <input type="text"/>
* Telephone Number: <input type="text"/>	* Email: <input type="text"/>
* Street 1: <input type="text"/>	* Fax Number: <input type="text"/>
* City: <input type="text"/>	* Street 2: <input type="text"/>
* State: <input type="text"/>	County/Parish: <input type="text"/>
* Country: <input type="text"/>	Province: <input type="text"/>
USA: (NEVER CHANGE)	* Zip/Postal Code: <input type="text"/>
<b>ADMINISTRATOR (GRANT ACQUISITION ADMINISTRATION)</b>	
<input type="checkbox"/> Same as Project Director (skip to item 9)	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
* Last Name: <input type="text"/>	Middle Name: <input type="text"/>
* Title: <input type="text"/>	Suffix: <input type="text"/>
* Telephone Number: <input type="text"/>	* Email: <input type="text"/>
* Street 1: <input type="text"/>	* Fax Number: <input type="text"/>
* City: <input type="text"/>	* Street 2: <input type="text"/>
* State: <input type="text"/>	County/Parish: <input type="text"/>
* Country: <input type="text"/>	Province: <input type="text"/>
USA: (NEVER CHANGE)	* Zip/Postal Code: <input type="text"/>

Primary Contact/ Grants  
Administrator



# SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

Authorizing  
Official/Authorized  
Representative



APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational		
9. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required name access** and agree to comply with any existing laws (I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 28, Section 1001))		
<input type="checkbox"/> I Agree		
** The list of certifications and assurances, or an internal site where you may obtain this list, is contained in the announcement or agency specific instructions.		
AUTHORIZED REPRESENTATIVE		
Print: *	First Name: <input type="text"/>	Middle Name: <input type="text"/>
	<input type="text"/>	<input type="text"/>
Last Name: <input type="text"/>	Suffix: <input type="text"/>	
* Title: <input type="text"/>	* E-mail: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>	

# Program Information Sheet

For Office Use Only

### 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. Organizational D-U-N-S® Number (5f from SF424S):

c. Expiration date of your SAM.gov registration:

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

e. Organizational Unit Address (if different from Legal Name address)

Street 1

Street 2

City  County

State  Zip+4/Postal Code

f. Organizational Unit Type (check one):

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

\* 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)

OMB Number 3137-0071, Expiration date: 07/31/2018

IMLS-CLR-F-0028

Legal Name

Organizational Unit Name and Address

SAM.gov Registration and Expiration Date

Expiration Date

# Program Information Sheet

## Financial Information

### IMLS PROGRAM INFORMATION SHEET

#### 2. Organizational Financial Information

a. Please complete the following table for the **Organizational Unit(s)** the three most recently completed fiscal years.

Fiscal Year	Total Revenue	Total Expenses**	Surplus or Deficit
			\$0

\* 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

# Program Information Sheet

**IMLS PROGRAM INFORMATION SHEET**

**3. Grant Program Information**

**a. Laura Bush 21<sup>st</sup> Century Librarian Program**  
Select one funding category:  
 Project Grant  
 Planning Grant  
 National Forum Grant  
 Research Grant

Select one project category:  
 Masters-level and Doctoral-level Programs  
 Research and Early Career Development  
 Continuing Education and Programs to Build Institutional Capacity

**b. National Leadership Grants for Libraries**  
Select one funding category:  
 Project Grant  
 Planning Grant  
 National Forum Grant  
 Research Grant

**c. Native American/Native Hawaiian Library Services**  
Select one funding category:  
 Basic Grant Only  
 Basic Grant with Education/Assessment Option  
 Enhancement Grant  
 Native American 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. Performance Goals**  
Select one of the following three IMLS agency-level goals: (a) Learning, (b) Community, or (c) Content and Collections. Then select at least one of the performance goals listed beneath it.

**a. Learning**  
 Train and develop museum and library professionals  
 Support communities of practice  
 Develop and provide inclusive and accessible learning opportunities

**b. Community**  
 Strengthen museums and libraries as essential partners in addressing the needs of their communities

**c. Content and Collections**  
 Broaden access and expand use of the Nation's content and collections  
 Improve management of the Nation's content and collections  
 Improve preservation, conservation, and care of the Nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, [click here](#) to review the specific performance measure statement choices and the information you will be required to collect for each.

**5. Funding Request Information**

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

OMB Number 3137-0071, Expiration date: 07/31/2018 IMLS-CLR-F-0028

Performance Goal

Skip this Section

IMLS Funds Requested and Cost Share, if any

# Program Information Sheet

OMB Number 3137-0071, Expiration date: 07/31/2018

## IMLS PROGRAM INFORMATION SHEET

### 6. Population Served

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

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

If other, please specify:

### 7. Museum Profile (Museum Applicants Only)

- a. Is your 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. Is your institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities your institution owns or operates?  Yes  No
- c. Does your institution own or use these objects, whether animate or inanimate?  Yes  No
- d. Does your institution care for these objects?  Yes  No
- e. Does your institution exhibit these objects to the general public on a regular basis through facilities your 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: 

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- k. Number of full-time unpaid institution staff: 

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- l. Number of part-time paid institution staff: 

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- m. Number of part-time unpaid institution staff: 

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IMLS-CLR-F-0028

Museum Profile





# Narrative: Justification

## Tell us:

- What do you propose to do?
- How your project will address the challenge identified in this funding initiative
- How does your project differ, complement, or build upon previous work?
- Who or what will benefit from your project
- How does this fit with in your institution's strategic plan or mission?
- What is the community improvement opportunity
- What non-traditional audiences are involved
- How will these voices be heard and new coalitions emerged?

## *Reviewers will look for:*

- ✓ *Clearly explained project*
- ✓ *How well the project addresses the challenge*
- ✓ *The feasibility of the project plan and design*
- ✓ *If the project design is well-grounded in current literature and practice*
- ✓ *Is there evidence of broad community engagement*
- ✓ *Has the basis for the project been explained well*
- ✓ *If any participants (individuals and institutional) are from backgrounds different from those typically engaged*



# Narrative: Impact

## Tell us:

- How will the community be involved in defining the opportunities and associated needs to achieve community improvement and creating a collective vision for impact.
- Explain how your proposed processes will have impact by leveraging your institution's ability to create or support community dialog and narratives?
- Describe your performance goals for the project that will ensure impact.
- Describe your project's results and findings

## *Reviewers will look for:*

- ✓ *Project performance goals and intended results that are clearly articulated, appropriate, and realistic*
- ✓ *If community voice is included*
- ✓ *Is there applicability across the Library, Archive, and Museum fields*
- ✓ *Is the project likely to make a significant, sustainable difference*
- ✓ *If the project inspire others to participate in the applicant's community project*



# Narrative: Project Design and Work Plan

## Tell us:

- Who will plan, implement, and manage your project?
- Articulate your specific project questions, conceptual design, and processes for your selected community opportunity framed within
- Discuss when and in what sequence your activities will occur
- Talk about the financial, personnel, partnering, and other resources you will need to show community-buy-in
- Talk about how you will track progress toward achieving your intended results
- Provide information about how and with whom you will share your work

## *Reviewers will look for:*

- ✓ *Are the proposed activities informed by relevant theory and practice*
- ✓ *Do the evaluation activities indicate whether or not the project achieves success*
- ✓ *Realistic and achievable schedule of completion*
- ✓ *Are there individuals from diverse geographic, cultural, socio-economic, or underserved communities*
- ✓ *Appropriate financial, personnel, partnering, and other resources*
- ✓ *Can this be sustained beyond the period of funding appropriate*



# Allowable/Unallowable Costs

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).



# Budget Justification

- Address the purpose for each expense in the budget
- Explain the basis or method of cost computation used to determine each dollar amount.
- Itemize and explain any costs that you consolidated and summarized on the IMLS Budget Form.
- Explain all costs – IMLS and Cost Share, if any
- Follow the format of the IMLS Budget form section headings.
- DO NOT use the Budget Justification to detail staff qualifications or to justify your project.



# Digital Stewardship Supplementary Information Form

## DIGITAL STEWARDSHIP SUPPLEMENTARY INFORMATION FORM

### Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded research, data, software, and other digital products. The assets you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products is not always straightforward. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and best practices that could become quickly outdated. Instead, we ask that you answer a series of questions that address specific aspects of creating and managing digital assets. Your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

### Instructions

If you propose to create any type of digital product as part of your project, complete this form. We define digital products very broadly. If you are developing anything through the use of information technology (e.g., digital collections, web resources, metadata, software, or data), you should 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"/> Software (systems, tools, apps, etc.)	Part III
<input type="checkbox"/> Dataset	Part IV

## PART I.

### A. Intellectual Property Rights and Permissions

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 intellectual property status of the content, software, or datasets you intend to create? Who will hold the copyright? Will you assign a Creative Commons license (<http://us.creativecommons.org>) to the content? If so, which license will it be? If it is software, what open source license will you use (e.g., BSD, GNU, MIT)? Explain and justify your licensing selections. [Section Break \(Next Page\)](#)

# Application Tips

## Register early!

1. D-U-N-S® Number: [www.dnb.com/us](http://www.dnb.com/us)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)

The screenshot shows the Dun & Bradstreet website. At the top, there is a navigation bar with the company logo and contact information. Below that, there are several menu items: Business Credit, Sales & Marketing, Supply Management, View All Solutions, D-U-N-S Number, and Support. The main content area features a large heading "The D-U-N-S® Number" and a sub-heading "Get Your Company Noticed, and Control the Story". There is a call to action "Create a Business Profile today, to harness the power of the D&B D-U-N-S Number:" followed by a list of benefits: "Make sure what bankers and lenders read about your business is accurate" and "Get found in the world's largest business information directory". A large graphic of the number "123456789" is shown with a magnifying glass over it.

The screenshot shows the SAM.gov website. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR ACQUISITION MANAGEMENT". Below that, there are several menu items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is divided into three columns: "CREATE YOUR ACCOUNT", "REGISTER YOUR ENTITY", and "ISSUE BUSINESS". Each column has a brief description of the process and a "Get Started" button. Below the main content area, there are several sections: "WHAT IS SAM?", "NEWS AND ANNOUNCEMENTS", "USER GUIDES, HELPFUL TIPS", and "ATTENTION EXTRACT AND WEB SERVICE USERS".

The screenshot shows the Grants.gov website. At the top, there is a navigation bar with the Grants.gov logo and the text "GRANTS.GOV". Below that, there are several menu items: HOME, SEARCH, REGISTER, APPLY, and HELP. The main content area features a large heading "Apply for Grants" and a sub-heading "Find Open Grant Opportunities". There is a call to action "Apply for Grants" and a list of grant opportunities. Below the main content area, there are several sections: "Grants Learning Center", "Applications", and "Grants".



## Contact us

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# Questions?

*Please type any questions  
into the chat box*