

Sparks! Ignition Grants for Libraries

This web conference will begin at 3:30 pm, Eastern Time.

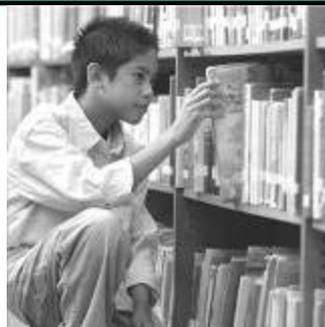
To access audio for this web conference, use any touchtone phone to dial **1-866-299-7945**.

When prompted to enter a passcode, enter **9485763#**.

Creating a Nation of Learners



INSTITUTE of
Museum and Library
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Sparks Ignition Grants for Libraries
FY2014 Information Sessions

December 11, 2013 & January 7, 2014

IMLS Staff On Today's Webinar

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Asking Questions

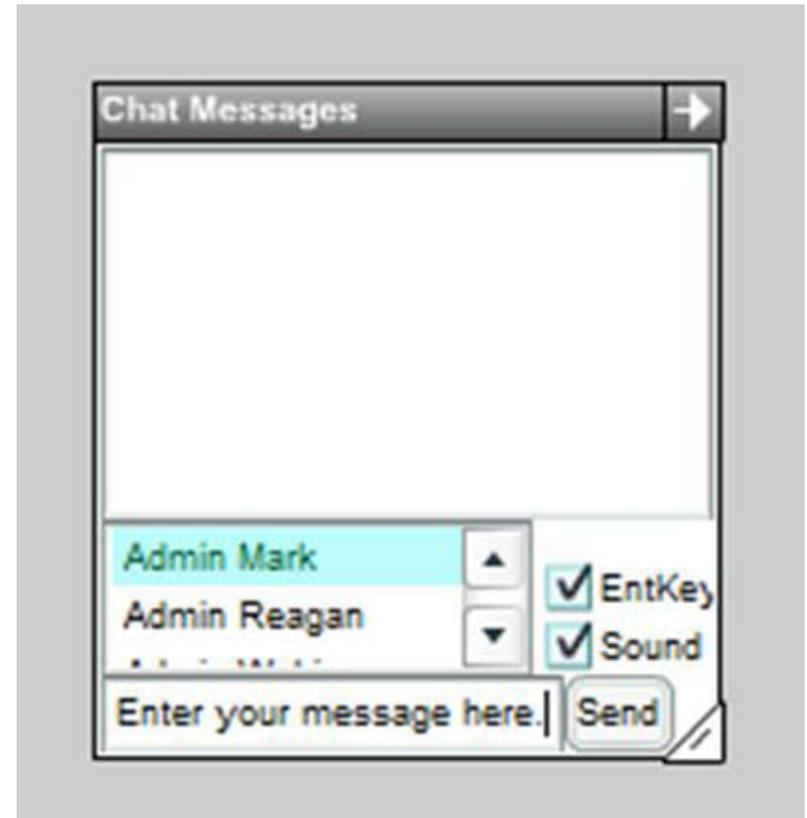
Two ways to ask questions:

1) Chat messages box

- during the presentation
- during the Q&A
- send to Admin Museums or Admin Libraries

2) Over the phone

- during the Q&A

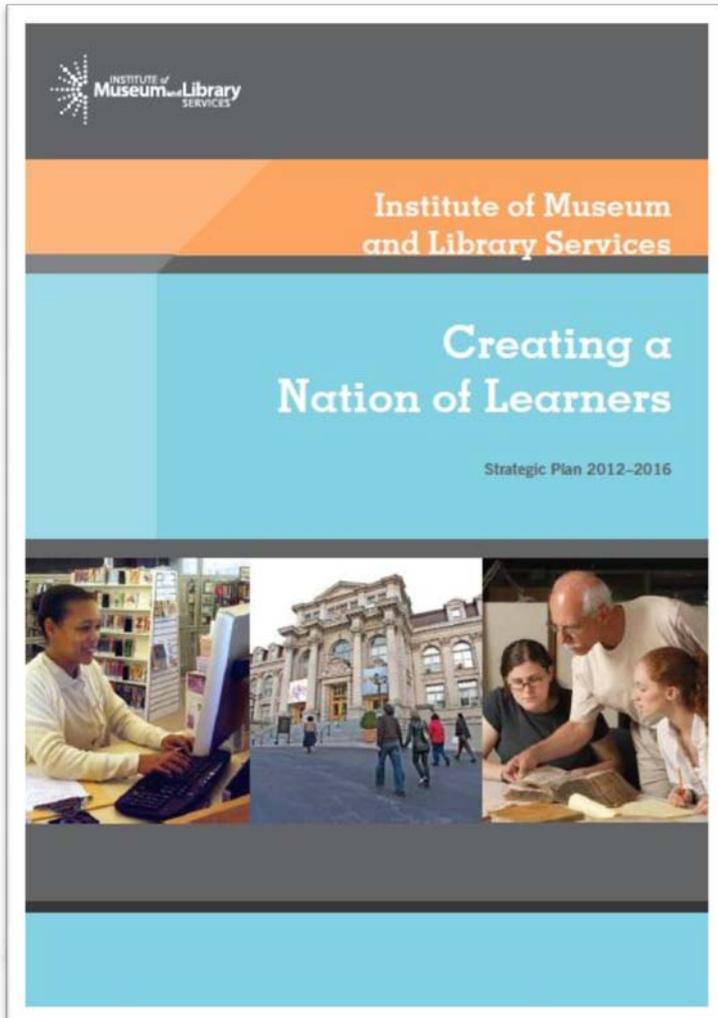


IMLS Vision and Mission

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

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

IMLS Strategic Plan



- ✓ Three programmatic goals drive grant-making

NOTE: Applicants must identify in their proposal which of these three goals their proposal most strongly supports.

Read more here:
www.imls.gov/about/strategic_plan.aspx



Goal 1: Learning Experiences



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.

Goal 2: Community Anchors



IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.



Goal 3: Collections Care & Access



IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

Sparks Grants Goals

- **Broad Potential Impact**— Address a challenge that is relevant to many libraries, museums, and/or archives, propose a testable and measurable solution, and demonstrate an understanding of current practices
- **Significant Innovation**— Offer potential for significant advancement in the operation of libraries, museums, and/or archives and explain how it differs from current practices or takes advantage of an unexplored opportunity

Sparks Grants Overview

- **4th year of this funding opportunity within the NLG Program**
- **Response to feedback from the field**
 - Shorter application
 - Smaller grants
 - Reduced cost-sharing requirement
 - Faster review and award cycle
 - Shorter project duration
 - More focus on sharing findings, less on models
- **Emphasizes innovation, risk-taking, & impact**

Sparks Grants Key Facts

Award amount	\$10K - \$25K
Application deadline	February 3, 2014
Project duration	One year
Eligibility	Libraries, museums, archives
Cost sharing	Not required
Indirect cost	Not permitted
Awards Announced	Mid-July, 2014

Narrative length:	6 pages maximum
Other requirements:	short whitepaper report
Supplies & Equipment:	less than 50% of requested \$\$

Sparks Grants Eligibility - Libraries

Libraries and Archives

- Either a unit of state or local government, or a 501c3 nonprofit organization
- Located in one of the 50 states or territories
- One of these six types of organizations:
 - 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
 - an academic or administrative unit, such as a graduate school of library and information science;
 - a digital library, if it makes library materials publicly available and provides library services
 - a library agency that is an official agency of a state or other unit of government
 - a library consortium that is a local, statewide, regional, interstate, or international cooperative association
 - a library association

Sparks Grants Eligibility

You are *not* eligible to apply if you are:

- A federally funded institution
- A for-profit organization
- An individual
- A foreign country or organization

IMPORTANT: If you are a non-eligible institution, we encourage you to apply through a partnership with an eligible institution.

Useful IMLS Online Resources

- Grants.gov
- Application Process
- Search Awarded Grants
- Program Guidelines

The screenshot shows the IMLS website's 'Grant Applicants' page. The header includes the IMLS logo and navigation links like Home, Press Room, Related Links, FOIA, Web 2.0, and Contact Us. The main navigation bar lists Grant Applicants, Grant Reviewers, Grant Recipients, State Programs, Research, Resources, News, and About Us. The 'Grant Applicants' section is highlighted in orange. On the left, a sidebar lists links for Available Grants, Eligibility Criteria, Sample Applications, Grants.gov, Program Guidelines, After You Apply, and Outcome Based Evaluation. The main content area features a 'grant search' section with a search bar and a dropdown menu. Below this is a flowchart showing the 'Grant Application Stage', 'Application Review Stage', and 'Grant Management Stage'. The 'The Application Process' section lists seven steps: 1. Search for available grants, 2. Check eligibility requirements, 3. Read application guidelines, 4. Compose your application, 5. Contact a program officer, 6. Submit your application via Grants.gov, and 7. What happens next? The right sidebar contains sections for Tools & Materials, Sample Applications, Outcome Based Evaluation, Shaping Outcomes, Grantee Requirements, Reviewer Materials, and a subscribe button.

Sparks Grants Guidelines

FY2014 Program Guidelines

Start with the Sparks! Ignition Grants Web page on the IMLS site:

<http://www.imls.gov/applicants/detail.aspx?GrantId=19>

- Program Overview
- Staff Contact Information
- Link to Sparks



The screenshot shows the IMLS website page for Sparks! Ignition Grants. The header includes the IMLS logo, a site search bar, and navigation links for Home, Press Room, Related Links, FOIA, Web 2.0, and Contact Us. A secondary navigation bar lists Grant Applicants, Grant Reviewers, Grant Recipients, State Programs, Research, Resources, News, and About Us. The main content area is titled 'Grant Applicants' and features a sub-header 'Sparks! Ignition Grants For Libraries And Museums'. Below this, it states that application guidelines for the current fiscal year are available and provides a link to 'Access FY 2013 Sparks! Ignition Grants for Libraries and Museums Guidelines Online'. It also includes a link to read more about the program on the IMLS Web site. A section titled 'Web Conferencing with Program Staff' explains that IMLS staff are available by phone and email to discuss general issues, and that participants will be invited to pre-application web conferences. The web conference schedule for FY2013 is listed as Wednesday, December 5, 2012, at 3:30 – 4:30 pm Eastern Time, and Wednesday, January 9, 2013, at 3 – 4 pm Eastern Time. A link is provided to log into the web conference. The page also includes a phone number (1-866-299-7945) and a passcode (7434925#) for participants. A table lists key details: Deadline (February 01, 2013), Grant Amount (\$10,000 to \$25,000), Grant Period (Up to one year), and Matching Requirement (No matching requirements). A 'Program Overview' section describes the grants as a special funding opportunity within the IMLS National Leadership Grants program, aimed at testing and evaluating innovations in library and museum services. It notes that successful proposals will address broad relevance to libraries, museums, and/or archives, and that the program will fund only projects with specific characteristics.

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site search go

Home Press Room Related Links FOIA Web 2.0 Contact Us

Grant Applicants Grant Reviewers Grant Recipients State Programs Research Resources News About Us

Grant Applicants

Available Grants

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

[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)
[Program Guidelines](#)
[After You Apply](#)
[Outcome Based Evaluation](#)

Sparks! Ignition Grants For Libraries And Museums

Application:
Guidelines for the current fiscal year are now available:
[Access FY 2013 Sparks! Ignition Grants for Libraries and Museums Guidelines Online](#)

[Read more about the Sparks! Ignition Grants for Libraries and Museums program on the IMLS Web site.](#)

Web Conferencing with Program Staff:
IMLS staff are available by phone and through e-mail to discuss general issues relating to Sparks! Ignition Grants. We also invite you to participate in one of 2 pre-application web conferences to learn more about the program, ask questions, and listen to the questions and comments of other participants.

The web conference schedule for the FY2013 Sparks! Ignition Grants for Libraries and Museums program is as follows:

Wednesday, December 5, 2012, at 3:30 – 4:30 pm Eastern Time
Wednesday, January 9, 2013, at 3 – 4 pm Eastern Time

To participate in the web conference, a few minutes before it is scheduled to begin, log into:
https://imls.meqameeting.com/?page=quest&conid=Sparks_Applicant_Webinar

Then, using any touchtone phone, call 1-866-299-7945 . When prompted to enter a passcode, enter 7434925#.

Deadline:	February 01, 2013
Grant Amount:	\$10,000 to \$25,000
Grant Period:	Up to one year
Matching Requirement:	No matching requirements.

Program Overview:
The Sparks! Ignition Grants for Libraries and Museums are a special funding opportunity within the IMLS National Leadership Grants program. These small grants encourage libraries, museums, 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, museums, 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 Grants will fund only projects with the following characteristics:

Funding Priorities

While it encourages and will consider applications in all relevant areas, IMLS is particularly interested in projects that will support:

- Early learning
- STEM
- Learning spaces in libraries
- National digital platform
- Civic literacy

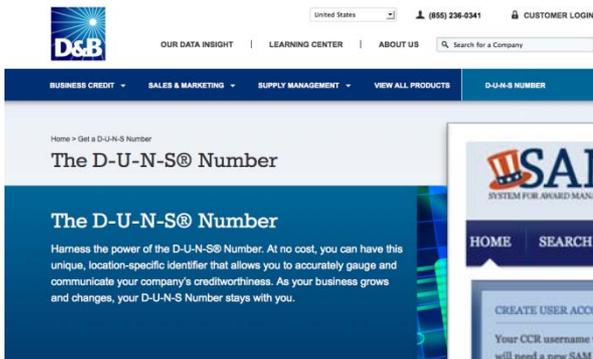
IMLS Supporting National Initiatives

- IMLS invites libraries and museums to address STEM in their programs and projects in order to advance learning and support the acquisition of STEM knowledge at all ages, particularly for at-risk youth.
- Click here for more information on STEM resources for museums and libraries
http://www.imls.gov/about/stem_resources.aspx

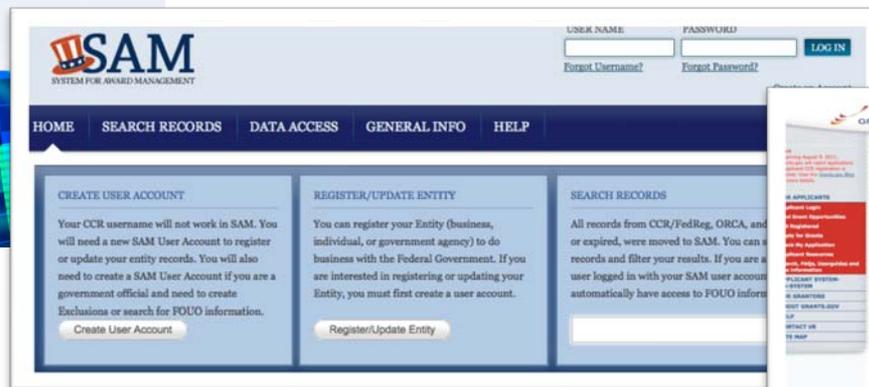
Registration

Register early!

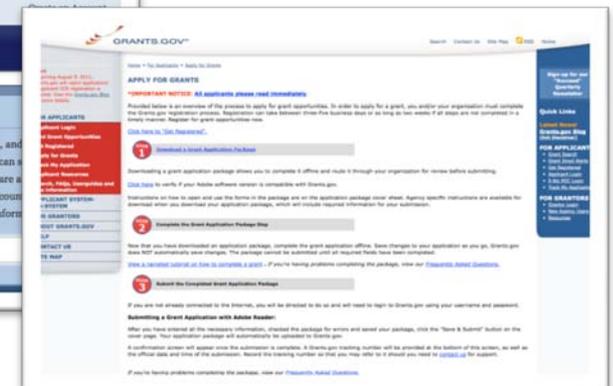
1. Acquire a D-U-N-S® Number: www.dnb.com/us
2. SAM Registration: www.sam.gov
3. Grants.gov Registration: www.grants.gov



The screenshot shows the D&B website header with navigation links: BUSINESS CREDIT, SALES & MARKETING, SUPPLY MANAGEMENT, VIEW ALL PRODUCTS, and D-U-N-S NUMBER. Below the header, there is a section titled "The D-U-N-S® Number" with a sub-heading "Harness the power of the D-U-N-S® Number. At no cost, you can have this unique, location-specific identifier that allows you to accurately gauge and communicate your company's creditworthiness. As your business grows and changes, your D-U-N-S Number stays with you."



The screenshot shows the SAM website registration page. It features a header with the SAM logo and navigation links: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is divided into three columns: "CREATE USER ACCOUNT", "REGISTER/UPDATE ENTITY", and "SEARCH RECORDS". The "REGISTER/UPDATE ENTITY" column contains the text: "You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account." Below this text is a "Register/Update Entity" button.



The screenshot shows the Grants.gov website registration page. It features a header with the Grants.gov logo and navigation links: HOME, CONTACT US, MY PAGE, and HELP. The main content area is titled "APPLY FOR GRANTS" and includes a "IMPORTANT NOTICE: All applicants please read immediately." Below this notice, there are three numbered steps: 1. "Download a Grant Application Package", 2. "Complete the Grant Application Package", and 3. "Submit the Completed Grant Application Package".

Table of Application Components

Use the table to keep organized.

- 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
Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Abstract (to be uploaded through Grants.gov) (one page, max.)	Text document that you create	n/a
Program Information Sheet	IMLS PDF form	Programinfo.pdf
Organizational Profile (one page, max.)	PDF document	Organizationalprofile.pdf
Narrative (six pages, max.)	PDF document	Narrative.pdf
Schedule of Completion (one page, max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page, max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)	PDF document	Resumes.pdf
Conditionally Required Documents		
Proof of Nonprofit Status	PDF document	Proofnonprofit.pdf
Specifications for Projects that Develop Digital Products Form	IMLS PDF form	Specificationsdigital.pdf
Supporting Documents		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf etc.

Program Information Sheet

NEW: Program Information Sheet

- Fillable PDF form only
- Note: There are additional questions for IMLS analysis (Do not answer #8 or #9)

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 Governance (Check one):

State Government

County Government

City or Township Government

Special District Government

Regional Organization

U.S. Territory or Possession

Independent School District

Public/State Controlled Institution of Higher Education

Indian/Native American Tribal Designated Organization

Indian/Native American Tribal Government (Federally Recognized)

Indian/Native American Tribal Government (Other than Federally Recognized)

Public/Indian Housing Authority

Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)

Private Institution of Higher Education

Individual

For-Profit Organization (Other than Small Business)

Small Business

Hispanic-serving Institution

Historically Black College or University (HBCU)

Tribally Controlled College or University (TCCU)

Alaska Native or Native Hawaiian Serving Institution

Non-domestic (non-US) Entity

Other

If other please specify:

Narrative

Project Justification

- What do you propose to do and why is it innovative?
- What need, problem, or challenge will your project address?
- Who or what will benefit from your project?
- What are the intended results of your project?

Narrative

Project Work Plan

- 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 and with whom will you track progress toward achieving your intended results?
- In addition to the required white paper, how and with whom will you share your project results?

Narrative

Project Results

- What is the potential impact or benefit if the innovation you are testing proves promising?
- How will you measure success in achieving your intended results?
- How will you determine whether or not this innovation could be adapted by others in the field?

Tips and Advice for Success

Preparing and Submitting an Application

“WE MAKE GRANTS ONLY TO **ELIGIBLE** APPLICANTS THAT SUBMIT **COMPLETE** APPLICATIONS, INCLUDING ATTACHMENTS, ON OR BEFORE THE **DEADLINE.**”

Application Tips

- Be certain your project goals relate to the goals of the program.
- Take time to carefully research and articulate the need for your project.
- Prepare your budget form and budget justification carefully and make sure that numbers match narrative statements.
- Identify consultants and other key personnel or outline the selection process.
- Carefully prepare your budget and double-check.
- Follow the narrative outline.
- Avoid generalities, acronyms, and jargon.
- Ask colleagues to review before you submit.
- Contact IMLS staff for help! (We can review brief summaries).

What Next?

- 30 days after submission, you will get an email with an IMLS log number for your application.
- IMLS staff check each application for eligibility and completeness.
- Experienced and knowledgeable peer reviewers score all eligible and complete applications and provide comments based on the criteria outlined in the program guidelines.
- By law, the IMLS director is charged with the authority and responsibility to make final award decisions.
- Awards will be announced in July 2014.

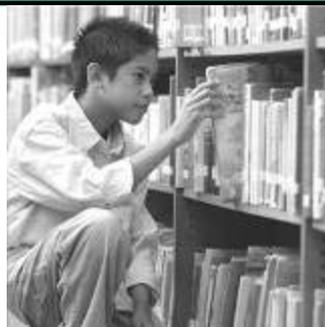
Q & A



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Thank you and good luck!

To learn more, visit www.imls.gov.