This printer-friendly PDF version of the Grant Program guidelines is provided for your convenience. Please visit **www.imls.gov/applicants/guidelines** to access them online.

Grant Applicants
Program Guidelines

Laura Bush 21st Century Librarian Program -- FY 2011 Guidelines

Navigating the Guidelines

You are currently on: Home page

Contents
Section One: General Information
Section Two: Preparing and Submitting an Application
Section Three: IMLS Assurances and Certification

CFDA Number 45.313

Application Deadline: December 15, 2010

Applicants must apply through Grants.gov
(see www.imls.gov/grantsgov for more information).

Dear Colleages

I am pleased to share with you the FY 2011 Laura Bush 21st Century Librarian Program guidelines. As one of the largest library programs administered by the Institute of Museum and Library Services, the Laura Bush 21st Century Librarian Program has contributed to a critical component of the nation's information infrastructure: skilled professionals dedicated to meeting their local institutions' and communities' information needs.

Librarians and archivists have never before played such a critical role in so many different aspects of the nation's life. Large portions of education, commerce, health, science, and entertainment all depend on robust information systems and sources. As these systems and sources rapidly change, expand, and become more complex, so do the knowledge, skills, and abilities required by the information professionals who help build, maintain, and—most importantly—mediate access to this infrastructure. The Laura Bush 21st Century Librarian Program helps provide the information professions with the necessary resources to support continuing professional education, graduate-level curricular review and revision, and the development of new research and teaching faculty.

In particular, this grant program has been especially interested in developing information professionals who can help manage the burgeoning data generated by the nation's researchers, serve as stewards of the nation's cultural legacy, and meet the information needs of the underserved, both rural and urban. The program also seeks to help librarians build the skills necessary to further develop the information and digital literacy of their communities.

To accomplish these tasks, since 2003, IMLS has awarded more than $130 million in grants to fund the education of more than 3,000 master's degree students, nearly 200 doctoral students, approximately 3,100 preprofessional students, and more than 30,000 continuing education students. The program has also funded studies of library and archive workforce trends, promoted the deployment of distance education, provided graduate education to library staff working in the nation's most rural and inner city neighborhoods, and increased the number of certified school library media specialists.

We hope that the Laura Bush 21st Century Librarian Program continues to build the capacity of library professionals to better meet the 21st century information needs of their users and communities.

Sincerely,

Marsha L. Semmel
Acting Director, IMLS

Contact Information

For more information, call or write:

Laura Bush 21st Century Librarian Program Staff

Kevin Cherry, Senior Program Officer
Phone: 202/653-4662
E-mail: kcherry@imls.gov

Mary Alice Ball, Senior Program Officer
Phone: 202/653- 4730
E-mail: mball@imls.gov

Karmen Bisher, Program Specialist
Phone: 202/653- 4664
E-mail: kbisher@imls.gov

Office of Library Services General phone: 202/653-4700

Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802
General phone: 202/653-IMLS (4657)
General e-mail: imlsinfo@imls.gov
Web site: www.imls.gov

Teletype (TTY/TDD) (for persons with hearing difficulty): 202/653-4614

Upon request, the Institute will provide an audio recording of this or any other publication.

Office of Management and Budget Clearance Numbers
Guidelines: OMB No. 3137-0029; Expiration Date: 8/31/2013
Forms: OMB No. 3137-0071; Expiration Date: 8/31/2013

Burden Estimates and Request for Public Comments
Public reporting burden for the collection of information per the guidelines' instruction is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 the address above; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

Public reporting burden is estimated to average 15 minutes per response for the Program Information Sheet, 3 hours per response for the Detailed Budget and Summary Budget, and 10 minutes per response for the Partnership Statement, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, Chief Information Officer, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0071), Washington, DC 20503.

IMLS 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.

Note: IMLS operates on an annual fiscal year cycle. Its grant programs are subject to the availability of funding.

Laura Bush 21st Century Librarian Program -- FY 2011 Guidelines

Navigating the Grant Program Guidelines

Home page
You are currently on: Contents
Section One: General Information
Section Two: Preparing and Submitting an Application
Section Three: IMLS Assurances and Certification

Contents

Section One: General Information

About the Institute of Museum and Library Services

- Museums and Libraries Strengthen 21st Century Skills
- Museums and Libraries Engaging America's Youth
- Encouraging Collections Care in Museums, Libraries, and Archives
- Considering the Future of Libraries, Archives, and Museums
- Supporting the Nation's Workforce
- Supporting the Information Infrastructure

About the Laura Bush 21st Century Librarian Program

Web Conferencing with Program Staff

Eligibility

- Special Conditions of Eligibility for Institutions of Higher Education
- Partnerships

Categories of Funding

Determining the Appropriate Funding Category

Application Review Process

- How to Serve as a Reviewer

Award Information

- Duration of Grant
- Project Start Date
- Amount of Grant
- Cost Sharing
- Restrictions on Indirect Cost Rates
- Service Expectations/Recruitment
- Student Placement
- Use of Funds
- Project Evaluation
- Copyright/Work Products
- Announcement of Award
- Payment, Accounting, Management, and Reporting Procedures

Guidance for Projects That Develop Digital Products

Section Two: Preparing and Submitting an Application

Grants.Gov Information and Instructions

Grants.gov Help
Tips for Working Successfully with Grants.gov

Application Tips

Preparing an Application

Application Components
Application Component Naming and Sequencing

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

Abstract

Program Information Sheet

Narrative

Evaluation Criteria

Budget

Detailed Budget
Use of Indirect Cost Rates
Summary Budget
Budget Justification

Schedule of Completion

Specifications for ProjectsThat Develop Digital Products

Partnership Statement

Organizational Profile

Service Expectations/Recruitment Documentation

Student Placement Documentation

List of Key Project Staff and Consultants and Resumes for Key Project Staff

Proof of Nonprofit Status

Federally Negotiated Indirect Cost Rate Agreement

Supporting Documentation

Section Three: IMLS Assurances and Certification

Assurances Statement

Certifications Required of All Applicants

Certifications Required of Some Applicants

back to top

Laura Bush 21st Century Librarian Program -- FY 2011 Guidelines

Navigating the Grant Program Guidelines

Home page
Contents
You are currently on: Section One: General Information
Section Two: Preparing and Submitting an Application
Section Three: IMLS Assurances and Certification

General Information

About the Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute and its resources, please visit www.imls.gov.

The Institute supports the full range of museums, including art, history, science and technology, children's, natural history, historic houses, nature centers, botanical gardens, and zoos; and all types of libraries, including public, school, academic, research, special, and archival. The Institute's robust capacity for research, evaluation, policy analysis, grantmaking, and partnerships helps make it possible for libraries and museums to be leaders in their communities.

Libraries and museums are America's leading public institutions, making knowledge available to millions at little or no cost. As public institutions, they must meet a very high threshold of mission accountability and use resources wisely for public good.

Through grants and information resources, the Institute annually reaches thousands of libraries and museums in myriad ways—from providing much needed technical assistance for small institutions, to establishing national and replicable models, strengthening state networks, and supporting professional development. To aid institutions in program design, the Institute also provides tools for strategic planning and evaluation. Funding from the Institute helps libraries and museums operate effectively and give value to their communities. It also leverages additional public and private support.

The Institute of Museum and Library Services makes a significant contribution to library, museum, and information policy and practice by collecting and communicating results from funded projects, engaging in research, and publishing reports.

Museums and Libraries Strengthen 21st Century Skills
In the summer of 2009, the Institute released *Museums, Libraries, and 21st Century Skills*. The report and accompanying Web site describe the role libraries and museums play in engaging their communities and contributing to workforce and education goals. Through a self-assessment tool, case studies, and policy analysis, the report establishes the essential role that libraries and museums play in creating an engaged citizenry and competitive workforce. The report highlights the ways in which these institutions support information, communications, and technology literacy; creativity and problem solving; civic literacy; global awareness; and other 21st century skills.

The report helps libraries and museums align institutional mission, infrastructure, staff, and programming to engage communities in learning. The report has also spurred an agency-wide *21st Century Skills* initiative, and a national *Making the Learning Connection* campaign to help communities assess their needs and contribute to a shared vision for 21st century learning. It includes an eight-city workshop tour, a national contest, new online tools and resources , and a series of interactive webinars. For more information, see www.imls.gov/about/21stCSkills.shtm.

The Institute also encourages grant proposals that promote the skills necessary to develop 21st century communities, citizens, and workers.

Museums and Libraries Engaging America's Youth

Museums and libraries have a rich array of resources—collections, staff, programs—that engage youth by inspiring curiosity and fostering learning. These cultural institutions also provide safe and welcoming environments for kids. Libraries and museums are essential community partners that have a significant role to play in helping youth succeed in school, work, and life. Through its *Museums and Libraries Engaging America's Youth* initiative, the Institute looked back at the youth-oriented programs it funded to examine what works and to share effective practices. A convening of practitioners, educators, and informal learning experts looked at elements of successful programs – such as positive environment, institutional support, professional development, and evaluation—and how museums and libraries can enhance their role as community partners. If your application involves youth, please see these publications for tips and recommendations in designing effective programs, as well as for valuable resources and bibliography.

Youth Resources (available at www.imls.gov/youth):

- ***Museums and Libraries: Engaging America's Youth Final Report*** shares the results of the year-long study on the impact of IMLS grants (1998–2003) though programs that served youth ages 9 –19. Nearly 400 museum and library programs were surveyed about their goals, strategies, content, audience, and structure, as well as about their impact, effectiveness, and outcomes.
- The **Practitioner's Guide** provides practitioners with the information needed for planning and implementing effective youth programs. It includes a variety of resources and references to critical works that have been gathered from the fields of youth and community development, education, and informal learning.

Encouraging Collections Care in Museums, Libraries, and Archives

A 2005 study co-sponsored by IMLS, called *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections,* found that nearly 190 million objects in U.S. library, museum, and archive collections are in immediate danger and need our help. In 2007, IMLS responded to this important problem by initiating *Connecting to Collections: A Call to Action*. This ongoing initiative has funded national meetings, conservation grants, and wide distribution of a core set of print and online resources on caring for collections. To learn more about this initiative, see www.imls.gov/collections.

Considering the Future of Libraries, Archives, and Museums

IMLS is committed to helping museums, archives, and libraries across the country better understand their roles as providers of public service to their communities. The Future of Libraries and Museums in the 21st Century planning meeting, held in 2008 in Washington, D.C., was convened by the National Academy of Sciences and supported by IMLS to bring together voices across and outside the library and museum fields to debate, discuss, and question the future of museums and libraries and gain insight into how the conversation could unfold in subsequent discussions in the field at large. Leaders from across the disciplines in the library, archives, museum, research, scientific, technology, and education fields met to help define the central issues, challenges, and opportunities that libraries and museums are likely to face in the coming decades. That meeting spawned the 2009 IMLS publication, *The Future of Museums and Libraries: A Discussion Guide* (see www.imls.gov/ pdf/ DiscussionGuide.pdf) and a subsequent 2010 online discussion of the central themes from that meeting (see http://imlsupnext.wikispaces.com). The agency remains committed to exploration of this topic.

Supporting the Nation's Workforce

Libraries and museums have always been among the community anchor institutions that support small

business people, job seekers, and those wishing to develop any of a number of skills, whether for their work or personal enjoyment. Libraries, in particular, provide access to a rich array of career and business resources, tools such as the Internet, and most especially expert assistance in their use. These library services are particularly important during times of economic difficulty. IMLS helps libraries develop and coordinate these and other efforts to build a strong national workforce. The Institute and the Bill & Melinda Gates Foundation recently funded a study conducted by the University of Washington on how public library Internet access benefits the American public. The report, *Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries* (www.imls.gov/pdf/OpportunityForAll.pdf) details how substantially the use of library technology has benefitted peoples' ability to connect with local organizations and governments, and to utilize health, education, and job resources. IMLS has a new partnership with the Department of Labor Employment and Training Administration designed to promote collaboration between libraries and workforce/labor development agencies at the state and local levels so that job seekers can take greater advantage of career counseling and program offerings. Along these same lines, Project Compass is an IMLS-funded partnership between WebJunction and the State Library of North Carolina that helps state library agencies across the country support local libraries as they assist their communities with workforce recovery.

Supporting the Information Infrastructure

Almost every aspect of modern life depends on a robust information infrastructure. Commerce, education, science, health, and even entertainment systems all require the collection, preservation, and access of information. Through its grantmaking, convenings, and policy research, IMLS helps develop the systems, tools, best practices and—most importantly—the professionals required to support the nation's information infrastructure. The Institute has helped build data curation programs in the nation's schools of library and information science, train archivists in policy issues surrounding electronic records, develop statewide and interstate digital preservation networks, and design tools for institutional self-evaluation of data curation capabilities, among other activities. IMLS has also funded a wide range of research in issues related to digital systems and tools. As one example of its work in this area, see *Status of Technology and Digitization in the Nation's Museum and Libraries* (www.imls.gov/resources/TechDig05).

About the Laura Bush 21st Century Librarian Program

The Laura Bush 21st Century Librarian Program invests in the nation's information infrastructure by funding projects designed to address the education and training needs of the professionals who help build, maintain, and provide public access to the world's wide-ranging information systems and sources. Just as the nation invested in "internal improvements"—roads, bridges, dams, and electrification—during the previous century, all to provide infrastructure for the industrial age, the Laura Bush 21st Century Librarian Program is an essential component of our nation's investment in the present age.

In 2011, the Laura Bush 21st Century Librarian Program will support projects to develop faculty and library leaders, to recruit and educate the next generation of librarians and archivists, to conduct research, to attract undergraduate students to consider careers in libraries and archives, to build institutional capacity in graduate schools of library and information science, and to assist in the professional development of librarians and archivists. This grant program is especially interested in developing information professionals who can help manage the burgeoning data generated by the nation's researchers, serve as stewards of the nation's cultural legacy, and meet the information needs of the underserved. The program also seeks to help librarians develop the information and digital literacy of their communities, as well as other critical skills their users will need to be successful in the 21st century.

This program addresses the field's need to conduct research on the library and information science profession (workforce trends, professional education, etc.), and also to advance the work of new faculty in library and information science by supporting an early career development program for untenured, tenure-track faculty. Research conducted under the early careers program should be in the faculty member's particular research area and is not restricted to research on the profession.

The Laura Bush 21st Century Librarian Program invites all members of the library community to play an active role in ensuring that the profession is prepared to meet the challenges of the 21st century by fostering the development of a new generation of faculty and librarians, preparing library leaders, and strengthening schools of library and information science.

Web Conferencing with Program Staff

IMLS offers opportunities to discuss application or general issues about the Laura Bush 21st Century Librarian Program with program staff. We do this through a Web conferencing system (called Adobe® Acrobat® Connect Pro) that combines audio conferencing (like traditional teleconferencing systems) and webinar capabilities. We invite you to join the conference to see and hear presentations by IMLS program staff, ask questions, and listen to the questions and comments from other participants. The conference call schedule for the Laura Bush 21st Century Librarian Program grants this year will be:

- Wednesday, October 20 at 2:00 p.m. EST
- Thursday, October 28 at 2:00 p.m. EST

Please note that the schedule is subject to change. Confirmation of the meeting dates and times, as well as instructions for participating in these online meetings, will be posted on the Institute of Museum and Library Services' Web site each of the weeks listed above.

Eligibility

An eligible applicant must be:

1. either a unit of state or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
2. located in one of the 50 states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
3. one of the six types of organizations listed below:

- 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, 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 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), and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located,
- 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
- 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.

IMLS recognizes the potential for valuable contributions to the overall goals of the Laura Bush 21st Century Librarian Program by public, nonprofit, non-U.S., and for-profit entities that do not meet the eligibility requirements above. Although such entities may not serve as the official applicants, they are encouraged to participate in projects as partners. Federally operated libraries and museums may not apply for the Laura Bush 21st Century Librarian Program grants, but they may serve as nonessential partners to applicants if they do not receive IMLS grant funds as a result of the project. Contact IMLS before submitting a proposal involving a federal agency or federal collection. Other nonfederal entities may serve as partners and may receive IMLS grant funds as a result of the project. Consult with IMLS about any eligibility questions before submitting an application.

Special Conditions of Eligibility for Institutions of Higher Education
In addition to all eligible applicants listed above, institutions of higher education as noted under Categories 1, 2, 3, and 5 (see Categories of Funding) are eligible to apply with these special conditions:

1. Doctoral Programs
All graduate schools of library and information science offering programs of study at the doctoral level are eligible to apply for funding of doctoral level scholarships and fellowships, either individually or in a partnership.

2. Master's Programs
Graduate schools of library and information science or school library media certification programs are eligible to apply for funds to educate students at the master's level, if they apply in a partnership that includes one or more eligible library entities. Any of the eligible applicants in the partnership may serve as the lead applicant.

3. Research
For early career development projects:

- All tenure-track faculty in graduate schools of library and information science as well as tenure-track faculty in graduate school library media education programs that prepare master's- and doctoral-level students are eligible to apply for early career development research funds.
- The principal investigator must hold a doctoral degree, be untenured, and be in a tenure-track position that has both educational and research responsibilities.
- Projects must have a single principal investigator with no co-investigators. Consultants and students may be included in the project.
- A letter of departmental endorsement, including verification of principal investigator eligibility, must be included in the application packet.

For all other research projects, all eligible library entities may apply, either individually or in a partnership.

5. Programs to Build Institutional Capacity
All graduate schools of library and information science and school library media graduate programs are eligible to apply for funding to build institutional capacity, either individually or in a partnership.

Partnerships
IMLS encourages partnerships that are large enough to address the broadest possible needs, including statewide and regional collaborations. An application may include one or more partners . The lead applicant in a partnership must be eligible to apply as an individual entity, and all members of a partnership should be active contributors to and beneficiaries of project activities.

The members of the partnership shall designate one member of the partnership to apply for the grant. The lead applicant serves as the fiscal agent for the project and must be an eligible entity.

Each partner must complete a Partnership Statement form and be listed in section five of the Program Information Sheet. The Partnership Statement should describe the activities each partner organization plans to perform and the benefits they expect to receive from participating in the project. The Partnership Statement binds each member of the partnership to every statement and all assurances made by the applicant in the application.

By submitting the Partnership Statement with the application, the applicant affirms that (1) the partner is available and has agreed to participate, and (2) the Partnership Statement is true, complete, and accurate to the best of the applicant's authorized representative's knowledge. The applicant will ensure that each partner also provides a signed original version of the Partnership Statement to the applicant, and that this form will be made available to IMLS on request.

If IMLS makes a grant to a partnership, the lead applicant for the partnership is the grantee and is legally responsible for the use of all grant funds and for ensuring that the project is carried out by the partnership in accordance with the terms of the grant and all applicable federal laws, regulations, and requirements. The lead applicant must be the fiscal agent, but may subcontract with partners for other specific activities or services. Each member of the partnership is legally responsible for carrying out the activities it agrees to perform and using the funds it receives in accordance with the terms of the grant and all applicable federal laws, regulations, and requirements.

Categories of Funding

The primary goal of this grant program is to develop the knowledge, skills, and abilities of the library and archives workforce to meet the information needs of the nation. The diversity of persons recruited to the library profession should reflect the diversity of the communities they will serve. Recruitment proposals should address ways to (1) bring to the profession skills required to enhance library and/or archives services, and (2) broaden participation in the library profession by members of traditionally underserved groups and communities. Proposals that seek to increase the ability of librarians to provide programs and services relating to science, technology, engineering, and math (STEM) are encouraged across all categories. Six categories of funding are featured in FY 2011. The goals of each category are described below.

1. Doctoral Programs

- Develop faculty to educate the next generation of library and archives professionals. In particular, increase the number of students enrolled in doctoral programs that will prepare faculty to teach master's students who will work in school, public, academic, research, and special libraries and archives.
- Develop the next generation of library and archives leaders to assume positions as managers and administrators.

2. Master's Programs

- Educate the next generation of librarians and archivists in nationally accredited graduate library programs to meet the evolving needs of the profession and society.

3. Research

- Provide the library and archives community with information needed to support successful recruitment and education of the next generation of librarians and archivists. In particular, through funded research, establish baseline data on professional demographics, knowledge, and skills required to succeed in the information workforce, and job availability; and evaluate current programs in library and information science education for their capacity to meet the identified needs.
- Establish and support ongoing research capacity in library and information science by collecting and disseminating data on recruitment, education, employment, professional development, and retention of archives and library and information science students, graduates, practitioners, and others, through repositories that make this data publicly available for research with appropriate privacy protections.

(Note: If an electronic dataset will be created as a result of the proposed research, the applicant must complete Part III of the Specification for Projects that Develop Digital Products form [www.imls.gov/applicants/forms]. This section on Data Management Planning should summarize the dataset's original purpose and scope; provide technical information about the dataset's format, structure, and content; explain what metadata will be created about the dataset and what standards and formats will be used for the metadata; list any relevant hardware, software, or other dependencies for using the data; identify a repository where the data and metadata will be archived, managed, and made accessible [if applicable]; and describe the long-term preservation plan for the dataset.)

Early Career Development

- Support the early career development of new faculty members in library and information science by supporting innovative research by untenured, tenure-track faculty. **Proposed research should be in the investigator's own field of inquiry and need not relate to library education or librarianship as a career.** For more information on the early career development program, contact Kevin Cherry (kcherry@imls.gov or 202/653-4662) or Mary Alice Ball (mball@imls.gov or 202/653-4730), and see Special Conditions of Eligibility for Institutions of Higher Education. See also the frequently asked questions (FAQs) about the IMLS Early Career Development Program on the IMLS Web site at www.imls.gov/applicants/grants/pdf/L21_early_career_development.pdf.

4. Preprofessional Programs

- Recruit future professionals in library and information science. In particular, attract promising undergraduate students to consider careers in library and information science through statewide or

regional recruitment and part-time employment projects that are educational, cost effective, and measurable.

5. Programs to Build Institutional Capacity

- Develop or enhance curricula within graduate schools of library and information science to better meet the needs of cultural heritage and information professionals. For example:

  - Develop or enhance courses or programs of study in all aspects of digital curation (creation, authentication, archiving, preservation, retrieval, and representation of high-quality data for use and reuse over time).
  - Broaden the library and information science curriculum by incorporating perspectives from other disciplines and fields of scholarship.
  - Develop or enhance programs of study that address knowledge, skills, abilities, and issues of common interest to libraries, museums, archives, and data repositories. (See report of the *Cultural Heritage Information Professionals Workshop* at http://chips.ci.fsu.edu.)

- Develop projects or programs of study to increase the abilities of future library and archives professionals in developing the 21st century skills of their users, including information and digital literacy skills. (See Museums, Libraries, and 21st Century Skills.)

6. Continuing Education

- Improve the knowledge, skills, and abilities of library and archives staff through programs of continuing education, both formal and informal, including post-master's programs such as certificates of advanced study, enhanced work experiences, and other training programs for professional staff. Programs are encouraged that promote collaboration, especially among library, archives, and museum professionals, and among educators, researchers, and librarians employed in educational institutions. Any topic in the field of library, archival, and information science may be addressed. The following needs have been identified, in particular:

  - programs to improve services to audiences with special needs, such as children and youth at risk, seniors, and those with language, physical, or other barriers to service,
  - programs that aid libraries in developing information and digital literacy skills of users,
  - programs in digitization or any aspect of digital curation,
  - programs in conservation science and practice, and
  - programs to enhance the ability of librarians and archivists to cultivate the 21st century skills of their users. (See Museums, Libraries, and 21st Century Skills.)

Collaborative Planning Grants

Collaborative Planning Grants support activities required to fully develop ideas for all categories of the Laura Bush 21st Century Librarian Program indicated above. The awards are in two levels, as described below.

Applicants are required to designate the appropriate funding type and funding category on their Program Information Sheet. Applicants are required to have at least one formal partner. All partners must complete the Partnership Statement form and be listed in section five of the Program Information Sheet.

The awarding of a Collaborative Planning Grant neither guarantees nor implies future funding.

Indirect costs cannot be applied to these grants.

Level I

Amount of grant: Up to $50,000.
Grant period: Up to one year.
Cost sharing: Not required; cost sharing of at least one third is encouraged.

Level I Planning Grants support activities required to fully develop ideas for a Laura Bush 21st Century Librarian Program grant project among project partners and should result in such products as formal needs assessments, studies of curricula (for both formal degree and continuing education programs), internship and mentoring plans, and research-based recruitment strategies, which could lead to a single, subsequent Laura Bush 21st Century Librarian Program grant proposal. Applicants are expected to have a basic

framework (concept, team work plan, intended results) for a project that has the potential to meet the goals of the Laura Bush 21st Century Librarian Program.

Level I Planning Grants can support a variety of activities, including partnership meetings, needs assessments, literature searches, feasibility investigation, project formation, and other planning efforts. Funds may support the full range of planning components, including salaries, consultant fees, travel, meeting costs, services, and materials and supplies.

Applicants for Level I Planning Grants must follow the Laura Bush 21st Century Librarian Program application instructions, but are not required to address the Communication or Sustainability criteria.

Level II

Amount of grant: Up to $100,000.
Grant period: Up to one year.
Cost sharing: Not required; cost sharing of at least one third is encouraged.

Level II Planning Grants support workshops, symposia, or other convenings of experts with the purpose of fostering discussion and consideration of nationally important professional development and education-related issues to libraries and archives. Grant-supported meetings are expected to actively engage their intended communities and produce white papers (and potentially other publications, print or digital) to be broadly disseminated. The white paper is required to identify the national challenges and opportunities discussed at the meeting and to outline recommendations for future actions, community priorities, and/or potential research agendas. The white paper must be in a publicly releasable form and not contain any personal or proprietary information. Meetings and their associated white papers should catalyze new directions for partnerships and provide information and inspiration for multiple Laura Bush 21st Century Librarian Program grant proposals.

Funds may support the full range of planning components including salaries, consultant fees, travel, meeting costs, services, supplies, and the costs of development and communication of the final report.

Applicants for Level II Planning Grants must follow the Laura Bush 21st Century Librarian Program application instructions, but are not required to address the Sustainability criterion.

Determining the Appropriate Funding Category

Proposals submitted in the Research category of the Laura Bush 21st Century Librarian Program should:

- study the library and information science profession, education, and recruitment, and
- support innovative research by untenured library and information science faculty on any topic in library and information science (early career development).

Proposals for research in library and information science in topic areas other than those listed above should be submitted under the Research category of the 2011 National Leadership Grants for Libraries program (see the guidelines on the IMLS Web site).

The same proposal may not be submitted to IMLS under more than one category or program. A proposal must designate the single category under which it is to

Application Review Process

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible (see Eligibility Information), the application will be rejected without evaluation and the applicant notified by IMLS. Applicants are encouraged to call IMLS Senior Program Officers Kevin Cherry or Mary Alice Ball before submitting the applications to discuss proposed projects and resolve eligibility questions.

All eligible and complete applications for Laura Bush 21st Century Librarian Program grants will be evaluated by a peer-review panel. Reviewers will have professional experience in the various types of activities and projects identified in the applications. Reviewers are instructed to evaluate proposed projects according to the criteria identified in the program guidelines. The IMLS director will make the final funding decisions on the basis of the evaluations by reviewers, the types of projects encouraged by IMLS, and the overall goals of the grant program and IMLS.

For examples of funded projects, search the Awarded Grants database at www.imls.gov/search.asp.

How to Serve as a Reviewer
All proposals in IMLS's competitive grant programs are reviewed by library and/or museum professionals who know the needs of communities, can share best practices, and are well versed in the issues and concerns of museums and/or libraries today. There are many benefits to volunteering to review applications. If you are selected to serve, you will help the Institute and the museum and library communities. If you are interested in serving as a reviewer for the Institute, you can be included in our database of potential reviewers by submitting your information through our online reviewer forms at www.imls.gov/reviewers/reviewers.shtm.

Award Information

Duration of Grant
Project activities may be carried out for a period of up to 36 months, except for Doctoral Program project activities, which may be carried out for up to 48 months, and Collaborative Planning Grants, which may not exceed 12 months.

Project Start Date
Projects may begin no earlier than July 1, 2011, and no later than December 1, 2011. Projects must begin on the first day of the month and end on the last day of the month.

Amount of Grant
Grants range from $50,000 to $1 million, except for planning grants. (See Collaborative Planning Grants for the appropriate funding range for these grant types.)

IMLS will review and negotiate budgets as necessary. IMLS may award an amount less than that requested by an applicant.

Cost Sharing
Applicants are expected to share project expenses through the applicants' and partner institutions' cost share. Applicants to this program, other than those requesting Research or Collaborative Planning funds, are REQUIRED to provide cost sharing of at least one half of the *total* cost of the project, excluding funds for student support. (This means a one-to-one match of all non–student support funds.) For the purposes of cost sharing, student support means any type of assistance provided directly to students (including stipends, tuition remission, and travel), and it applies to continuing education and preprofessional students, as well as those enrolled in degree programs. All listed expenses, including all cost sharing, must be incurred during the grant period. IMLS (45 C.F.R. Chapter XI) and government-wide uniform administrative, cost, and audit rules and requirements apply, including appropriate Office of Management and Budget (OMB) circulars. **Federal funds may not be used to meet cost-sharing requirements.**

- IMLS does not require a match for Research or Collaborative Planning proposals. However, IMLS will consider cost-sharing contributions as a competitive factor when evaluating research proposals (see Evaluation Criteria).
- Cost sharing is not required for funds to be provided to students in the form of scholarships, fellowships, tuition, wages, or other stipends, provided that payments are reasonable compensation for the work performed, are conditioned explicitly on the performance of the work, and are the institution's practice to similarly compensate students in nonsponsored as well as sponsored activities. Charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages shall be subject to reporting requirements. Cost sharing also is not required for student materials such as books, laptops, or other equipment, or for travel associated with research or dissemination of project activities or results.
- IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. **If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period.**

- IMLS prefers that applicants provide at least 50 percent of the cost of any equipment to be purchased for the project.

Proposals that demonstrate strong institutional support through cost sharing are generally rated more favorably by reviewers.

Restrictions on Indirect Cost Rates
Student support funds (including the cost of student scholarships, fellowships, tuition, and/or other stipends, etc.) may not be included in the amount on which indirect costs are requested**.** Indirect costs are also not allowed for participant costs for workshops. Applicants may not charge indirect costs on Collaborative Planning grants.

Service Expectations/Recruitment
IMLS expects recipients of student support to return the investment of federal dollars by contributing to the library and archives professions through employment in archives, libraries, or library and archives education. Applicants requesting IMLS funds for student support should explain how they will incorporate this expectation into their programs and should include sample guidelines for potential students and agreements that will be required of successful recipients.

Student Placement
Under the Master's Programs category, graduate schools of library and information science may apply for funding for master's-level scholarship or internship programs ONLY in partnership with another eligible library entity. IMLS encourages proposals that include offers of continued employment to scholarship or fellowship recipients on completion of the program. IMLS will not require an applicant to match every student position for which funds are requested with a prospective employer. However, the proposal should explain its plan for graduate placement and for tracking employment information for students who complete the program.

Use of Funds
Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. IMLS (45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI) and government-wide administrative, cost, and audit rules and requirements apply, including appropriate OMB circulars. Applicants should explain how any funds used for student support that are recovered for nonfulfillment during and after the grant period will be used to further the goals of the project.

Funds requested for student support may not be used to replace any funds for scholarships, fellowships, tuition, or other stipends that would otherwise be offered to students enrolling in master's, doctoral, or preprofessional programs in library and information science.

Project Evaluation
At the end of the project all grantees are required to submit a final performance report that documents project goals and project design and provides an analysis of the project. The report requires quantitative information on project activities and audiences reached. The report also requires quantitative and qualitative data that documents project achievements, summarizes lessons learned, and documents outcomes (changes in individuals' knowledge, skills, attitudes, behaviors, etc.) and, if applicable, large-scale or long-term results that affect one or more institutions, communities, or fields.

Applicants should include information in the application narrative that demonstrates that the project plan and evaluation design will enable the grantee to provide the data and analysis necessary to meet the requirements of the final report. See the final report form on the IMLS Web site at www.imls.gov/recipients/administration.shtm.

IMLS encourages applicants to consider participating in *Shaping Outcomes*, a Web-based course for which information is available at www.shapingoutcomes.org, or a similar learning experience in advance of application. Such programs are intended to help planners refine their purposes and evaluation plans.

Applicants are required to request travel funds to attend IMLS-designated meetings to share project information. Applicants should budget $2,000 per year for this IMLS-designated travel, or $4,000 per year for partnership projects.

Copyright/Work Products
IMLS requires acknowledgment of IMLS assistance in all publications and other products resulting from the project. Products produced with IMLS grant funds should be distributed free or at cost unless the recipient has received written approval from IMLS for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for federal government purposes, a royalty-free, worldwide, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice regarding 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 mediums.

IMLS requires that at the end of projects awardees provide IMLS three copies of any printed or physical distributable products , to include such items 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. Consult with IMLS regarding software development projects.

Announcement of Award
No information about the status of an application will be released until all applications have been reviewed and all deliberations are concluded. IMLS expects to notify both funded and unfunded applicants of final decisions by mid-June 2011.

Payment, Accounting, Management, and Reporting Procedures
A federal accounting office handles the payment of grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires each grant recipient to maintain a restricted account for funds received during the project period. A recipient does not need to maintain a separate bank account for IMLS grant funds; however, it must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of OMB audit requirements.

Grant recipients are required to submit semiannual interim performance reports every six months during the grant period as well as annual financial reports. They are also required to submit a final performance report and a final financial report at the end of the grant period.

Guidance for Projects That Develop Digital Products
Projects that involve the creation of new digital products such as digital collections, tools, or other digital resources must provide in the proposal narrative a detailed explanation of the need, intended uses, and audiences for these digital products. The proposal must also include a detailed work plan related to creating the digital products, and applicants must complete and submit with the application the *Specifications for Projects That Develop Digital Products* form. This form (along with instructions for completing it and a list of potentially useful resources, projects, and standards) is available on the IMLS Web site at www.imls.gov/applicants/forms.

back to top

Laura Bush 21st Century Librarian Program -- FY 2011 Guidelines

Navigating the Grant Program Guidelines

Home page
Contents
Section One: General Information
You are currently on: Section Two: Preparing and Submitting an Application
Section Three: IMLS Assurances and Certification

Preparing and Submitting an Application

Grants.Gov information and instructions

Organizations that are applying under the December 15, 2010, deadline for the Laura Bush 21st Century Librarian Program must submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 p.m. eastern time on December 15, 2010.

While the deadline is December 15, 2010 , IMLS recommends strongly that applicants REGISTER EARLY and COMPLETE AND SUBMIT THEIR APPLICATION EARLY. All applicants who are using Grants.gov must register with Grants.gov before submitting their application. The multistep registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete this one-time process. DO NOT WAIT UNTIL THE WEEK OF THE APPLICATION DEADLINE TO REGISTER.

Only applications validated by the Grants.gov system will be available to IMLS for the grant review process.

Find Grant Opportunities: www.grants.gov/applicants/find_grant_opportunities.jsp

Get Registered: www.grants.gov/applicants/get_registered.jsp

Apply for Grants: www.grants.gov/applicants/apply_for_grants.jsp

Use one of the following identifiers to locate the
Laura Bush 21st Century Librarian Program grants package:

CFDA No: 45.313
Funding Opportunity Number: L21-FY11

Within 30 working days after the application deadline, IMLS will e-mail applicants an acknowledgment form with an application log number. Applicants who do not receive this form in the stated time should contact IMLS to ensure that their application was successfully logged.

Grants.gov Help

Help is available on the Grants.gov Web site at www.grants.gov/help/help.jsp.

For direct assistance with Grants.gov, contact the Grants.gov help desk via e-mail at support@grants.gov, or call Grants.gov at 1-800-518-4726. Grants.gov help hours are 24 hours a day, seven days a week; closed on federal holidays.

The Grants.gov help desk will assign a case number to each inquiry. This number only documents the inquiry to the help desk and is in no way related to the tracking number that Grants.gov will assign to an application once it has been successfully submitted.

Five Tips for Working Successfully with Grants.gov

1. Start early! Go to www.grants.gov/applicants/get_registered.jsp to register. Use Grants.gov resources at www.grants.gov/applicants/applicant_faqs.jsp. The Grants.gov Web site has checklists, FAQs, and online tutorials to assist you in preparing your organization to submit applications. You should also utilize the Central Contractor Registration (CCR) user's guide at www.bpn.gov/ccr/doc/CCRUsersGuide.pdf. Please note that your CCR registration must be renewed annually.
2. Consider designating more than one AOR for your organization when you register. This will help to avoid last-minute crises in the event that a single AOR is unavailable when you are ready to submit your application. This person might not be the same person that you list as the authorized representative for IMLS. Also, you should update the AOR at Grants.gov each year or when staff at your organization changes.
3. Make technological choices that help you.
   - 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.
   - Follow the instructions in these guidelines to convert your documents into PDFs. (See www.imls.gov/pdf/PDFConversion.pdf.)
   - Use Internet Explorer® for your browser when submitting the application to Grants.gov. Mozilla® Firefox® and Apple Safari® are currently not compatible with this process.
4. These grant program guidelines contain extensive instructions to help you with this entire process. Read through these materials. You will be more likely to receive the assistance you need if you take the time to familiarize yourself with the basic instructions and guidance provided in these guidelines.
5. Contact Grants.gov help (www.grants.gov/help/help.jsp or 1-800-518-4726) for assistance with hardware and software issues, registration issues, or technical problems. Contact your IMLS program officer for assistance with guidelines or eligibility questions. Grants.gov help hours are 24 hours per day, seven days a week, excepting federal holidays.

Application Tips

To Make Your Application More Competitive—

- Start with a good idea! Identify the problem you are trying to solve and a potential solution that grant funding would support. Remember that competitive programs are often very competitive. In general, projects that benefit more than one institution and reach a broad audience will be the most competitive.
- Match your idea with the appropriate funder and program—contact a program officer to find out if your idea matches the goals of the program.
- Read the program guidelines carefully and note all instructions and deadlines. It takes time to develop a good proposal and a good project, so give yourself plenty of it.
- Assemble your project team, including external partners—your team will be your most important asset.
- Meet to discuss all aspects of the project and all of the program evaluation criteria—identify assets, weaknesses, and potential allies. Ask questions: Who is the target audience? What are the anticipated outcomes (who will benefit and how)? How can the benefits be measured (how will you know if you succeed)? Who will know about it? Generally, projects involving two or more institutions will require time and ongoing discussions to develop a strong relationship, but projects based on these kinds of collaborative relationships will be more competitive for funding and more successful in execution. Involve potential allies as partners, members of advisory boards, or writers of support letters. They will help to disseminate results and extend the benefit.
- Develop a draft proposal—follow the recommended format and all instructions, and address all of the evaluation criteria in the order prescribed. Be sure to highlight your assets and try to resolve potential weaknesses (e.g., arrange to hire a consultant if your team lacks expertise in a specific area). Write in plain, understandable language.
- Contact a program officer for clarification of questions.
- Ask others who have not been involved in the project to read your draft—they may notice an important omission or weakness.

- Revise your proposal and submit it on time.
- If your proposal is not successful, do not be discouraged. Read the reviewers' comments carefully—they can provide important suggestions for improving your project. Ask a program officer to help clarify any comments that you do not understand.

IMLS has available for review on its Web site examples of successful application narratives for the Laura Bush 21st Century Librarian Program. You may view them on or download them from the Web site to use as guides in the preparation of your own narrative. Contact the Office of Library Services at 202/653-4700 if you have questions.

Preparing an Application

Application Components
An application requesting funding from the Laura Bush 21st Century Librarian Program should include the following materials. Each component is in one of the following formats:

- **Grants.gov form:** These forms are available only in the package downloaded from Grants.gov.
- **IMLS form:** These forms are available in both Microsoft® Word document and fill-in PDF formats, and are located both in the downloaded Grants.gov file and on the IMLS Web site. While the Word versions of the forms are provided for convenience, please note that **completed forms must be submitted as PDFs.**
- **PDF document:** Applicants should create these documents using their own word processing or other software. **Again, they must be attached to the application as PDFs.**

Note: IMLS will not convert files for applicants and will not accept file formats other than PDF.

For assistance in converting documents to PDF, visit
http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

Application Component Naming and Sequencing
The IMLS forms and other components that are part of the application must each be saved as a PDF file that is named according to the table below. Note: IMLS will not convert files for applicants and will not accept file formats other than PDF. Also, please do not send secured PDFs because IMLS cannot process these files.

Append all of the documents to the Attachments form in the prescribed sequence. If there are more attachments than will fit in the "Mandatory Documents for Submission" box on Grants.gov, please use the "Optional Documents for Submission" box for the remaining ones, following the same naming convention.

The table below lists the sequence in which each component should be appended to the Attachment form, the format required for each component, the naming convention for application components , and the page on which you will find detailed instructions for each component. **The Face Sheet (SF- 424s) and the Abstract are Grants.gov forms that will automatically be saved as PDFs**.

NOTE ON SEQUENCING: The first column below is for sequencing purposes only. If a document is not required for your particular application, do not skip a space on the Attachments Form; rather, insert the subsequent document for your application into the next numbered space. For example : a one-year project will require only a Detailed Budget for Year 1 ; some applications may not require a Partnership Statement (e.g., if no partners are proposed by the applicant); etc.

Attach in this Order	Component	Format	File name to use
n/a	The Application for Federal Assistance/Short Organizational Form SF-424S	Grants.gov form	n/a
n/a	Abstract (to be uploaded through Grants.gov)	Text document that you create	n/a
1st	Program Information Sheet	IMLS form Download here	Programinfo.pdf

2nd	Narrative	PDF document	Narrative.pdf
3rd 4th 5th 6th	Detailed Budget form	IMLS form Download here	Detailedbudgetyear1.pdf Detailedbudgetyear2.pdf Detailedbudgetyear3.pdf Detailedbudgetyear4.pdf (as appropriate)
7th	Summary Budget form	IMLS form Download here	Summarybudget.pdf
8th	Budget Justification	PDF document	Budgetjustification.pdf
9th	Schedule of Completion	PDF document	Schedulecompletion.pdf
10th	Specifications for Projects That Develop Digital Products form (if applicable)	IMLS form Download here	Specificationsdigital.pdf
11th	Partnership Statement forms (if applicable)	IMLS form Download here	Partners.pdf
12th	Organizational Profile	PDF document	Organizationalprofile.pdf
13th	Service Expectations/Recruitment Documentation (if applicable)	PDF document	Serviceexpectations.pdf
14th	Student Placement Documentation (if applicable)	PDF document	Studentplacement.pdf
15th	List of key project staff and consultants	PDF document	Projectstaff.pdf
16th	Staff resumes (2 pages each, max)	PDF document	Resumes.pdf
17th	Proof of nonprofit status (if applicable)	PDF document	Proofnonprofit.pdf
18th	Federally Negotiated Indirect Cost Rate Agreement (if applicable)	PDF document	Indirectcostrate.pdf
19th 20th 21st Etc.	Supporting documentation (if applicable)	PDF Document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf Etc.

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

1-4
Items 1–4 on form SF-424s are filled in automatically by Grants.gov.

5. Applicant Information
a. Legal Name: Enter the legal name of the organization that is making the application. Please see the Eligibility section for eligibility details. If the eligible entity does not have the authority to apply directly to IMLS for funding, enter the name of the parent organization that is submitting the application on behalf of the eligible entity. Enter the name of the eligible entity in the space provided for “Organizational Unit” on the Program Information Sheet, item 1b.

b. Address: Use Street1 for the 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. An organization’s full Zip code can be found at www.usps.com/zip4.

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

d. Type of Applicant: Select the one code that best characterizes the applicant organization from the menu in the first dropdown box. Leave the other boxes blank. The following types of applicants are not eligible to receive Laura Bush 21st Century Librarian Program grants:

- Individual
- Public/Indian Housing Authority
- For-profit organization
- Small business
- Nondomestic (non-U.S.) entity

e. EIN/TIN: Enter the nine-digit number assigned by the IRS. Do not use a Social Security number.

> **Note:** The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA, whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

f. Organizational D-U-N-S® number. Ensure that the number entered here agrees with the number (either 9 or 13 digits) that was used with the Central Contractor Registry (CCR) as part of the Grants.gov registration.

> **Note:** To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget (OMB) directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) Number when applying for federal grants or cooperative agreements on or after October 1, 2003.
>
> Organizations should verify that they have a D-U-N-S® Number or take steps to obtain one. Organizations can receive a DUNS number 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/us. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.
>
> Ensure that the number entered here agrees with the number (either 9 or 13 digits) that was used with the CCR (Central Contractor Registry) as part of the Grants.gov registration.

g. Congressional District: Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by the three-digit district number. For example, if the organization is located in the fifth congressional district of California, enter CA-005 . For the twelfth district of North Carolina, enter NC-012 . If an applicant 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 an institution's district, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information
a. Project Title: Provide a brief descriptive title.

b. Project Description: Briefly describe the specific project, not the applicant organization. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for the requested period of support —that is, the span of time necessary to plan, execute, and close out the proposed project. Laura Bush 21st Century Librarian Program grant projects must begin between July 1, 2011, and December 1, 2011. Start dates must be the first day of a month and end dates must be the last day of a month.

7. Project Director
Provide the requested information for the project director, who will be responsible for carrying out the project and who will serve as the key contact person with IMLS regarding the progress achieved under the grant. Leave the Social Security Number space blank. Select a prefix (even though this field is not required on Grants.gov).

8. Primary Contact/Grants Administrator
Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a sponsored research, sponsored programs, or contracts and grants officer. Leave the

Social Security Number space blank. Select the appropriate prefix (even though this field is not required on Grants.gov).

In some organizations, particularly smaller ones, this individual may be the same as the project director. If this is the case, check the "Same as Project Director" box and skip to item 9. (If the primary contact/grants administrator is the same as the authorized representative, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative
Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The authorized representative should not 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 (see IMLS Assurances and Certifications). All written correspondence will be addressed to the authorized representative.

For Grants.gov applications, the "Signature of Authorized Representative" and "Date Signed" boxes will be populated on submission of the application. Submission of the application by the authorized representative certifies compliance with relevant federal requirements, as the written signature on a paper application would do.

Abstract

A project abstract not exceeding one single-spaced page (600-word maximum) must be provided. Insert the text into the Abstract form provided in the package downloaded from Grants.gov.

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

- Who is the lead applicant and who are the formal partners (if applicable)?
- What is the time frame for the project?
- What community need(s) will the project address?
- Who is the intended audience for the activities?
- What will be the project's activities, outcomes, and tangible products?
- What are the intended outcomes for audience members in terms of measurable changes in knowledge, attitudes, or behavior?

This abstract may be used by IMLS for public information purposes, so it should be informative to other persons working in the same or related fields and understandable insofar as possible to a technically literate lay reader. The abstract must not include any proprietary or confidential information.

Program Information Sheet

Download the Program Information Sheet in PDF and Word formats here.

1. Applicant Information
a. Legal Name: Enter the legal name of the applicant.

b. and c. Organizational Unit and Address: If the eligible entity cannot apply for grants on its own behalf, then enter the name and address of the entity that can in these spaces. For example, if a library that is part of a parent organization, such as a university, is applying, the university would be the legal applicant, and the library would be entered as the organizational unit. Be sure to include the four-digit extension on the Zip code (Zip+4).

d. Web Address: If an organizational unit is listed, enter its Web address here. If not, enter the Web site of the entity listed at Legal Name..

e. Type of Institution: Select the one type that most accurately describes the applicant.

2. Grant Program or Grant Program Category
Select one of the categories listed under " f. Laura Bush 21st Century Librarian Program."

3. Request Information
a. IMLS Funds Requested: Enter the amount sought from IMLS.

b. Cost Share Amount: Enter the amount here. Applicants must provide cost sharing of at least one half of the total project cost , excluding funds for student support. Proposals in the Research and Collaborative Planning Grant categories are exempt from this requirement. See Award Information for further information.

4-8
Applicants to the Laura Bush 21st Century Librarian Program should skip these sections.

Narrative

Limit the narrative to ten (10) single-sided, single-spaced sequentially numbered pages. The narrative must:

- include the applicant organization's name at the top of each page,
- not exceed the space limits,
- be printable on 8.5 - by 11 -inch paper ,
- have a margin of at least 0.5 inch on all sides,
- use a typeface that contains no more than six lines per vertical inch,
- use a typeface with standard spacing between letters (i.e., do not use a condensed font), and
- have each page numbered.

IMLS reviewers base their evaluations only on the information presented in the application. This makes it very important for applicants to prepare a clear, concise, well-organized document. The following section, Evaluation Criteria, describes the items to be addressed in the Laura Bush 21st Century Librarian Program grant application narrative. The narrative should explain what need the project will meet, and it should provide sufficient information for reviewers to evaluate all criteria. Applicants must address each question and related criteria separately, and in the order in which they are listed below. Use the criteria section titles in your narrative to guide reviewers in their evaluation. Detailed budget discussion should be included not here, but in the separate Budget Justification. Planning documents that informed the project design, such as needs assessments, digitization plans, internship or mentoring guidelines, curricular overviews, et cetera, should be included as supporting documentation.

Evaluation Criteria

Assessment of Need
Evidence should be provided that shows the applicant identified an audience, performed a formal or informal assessment of the audience's needs, is aware of similar projects completed by other institutions, and developed the project goals as the best solution to answer the specified needs.

Research proposals should frame the project in the context of current research and explain the need for the research findings.

Impact
Project proposals will be evaluated on their anticipated impact, to the degree to which the project has one or more of the following characteristics:

- The project will build greater skills and abilities in the library and archives workforce.
- The project is likely to contribute to results or products that will benefit multiple institutions and diverse constituencies.
- The project reflects an understanding of library service needs in the communities served by the applicant(s) and addresses issues facing libraries of similar size and type.
- The project transforms practice.
- Innovative approaches will be given high consideration.
- For research, the project will support the purposes and priorities of this program.

Diversity Plan
Project proposals will be evaluated on the degree to which the project identifies the diversity of the

communities within its scope and explains how the project will address the library service needs of those communities, particularly the needs of traditionally underserved groups and/or communities.

Project Design and Evaluation
Project proposals will describe the scope of the project, including project goals, the project planning process, the specific activities to implement the project, and the expected results. The proposal will describe the relationship of the project to any similar projects completed by other institutions. It will describe the design, integration, and implementation of any assessment method that will measure project outcomes, findings, or products, and show how this project will advance the state of the art of library and information science. It will describe how results will be assessed and their significance known, and describe how lessons learned will be documented.

All proposals should explain how information on the demographic characteristics of the target populations, including persons to be recruited, educated, or employed in libraries or in library education, will be tracked over time.

For projects involving distance education, proposals should include information about the synchronous and asynchronous elements of any courses designed (e.g., face-to-face, streaming audio or video, webinars, Web-based course content). Proposals should explain the technical requirements for the institution and for the students, and describe the course management system, if any, that will be used to offer or support the course. The proposal should describe who will be able to take the course both during and after the grant period; how the course and course content would be made available to other entities who might wish to use or adapt the courses, the conditions of use, and what assistance would be provided to users; what costs would be charged to students both during and after the grant period; and how potential students and/or providers will be made aware of the course (e.g., through a searchable portal or clearinghouse).

Project proposals will be evaluated on the following points:

- evidence that the project clearly articulates a professional development or educational need,
- evidence that the project adequately addresses budget, timeline, and personnel,
- evidence that the methodology and design are appropriate to the scope of the project,
- evidence that the project uses existing or emerging standards or best practices in the technical or disciplinary area to which the project relates,
- the degree to which the evaluation plan provides sufficient and objective data to convey project results, findings, and/or products, including outcomes and audience demographics where applicable,
- evidence that the evaluation will provide reliable information on which to judge impact and base decisions or actions, and
- for research projects, how clearly the research question is posed, how well explained the question or questions will be investigated through the plan of work, how data will be gathered and analyzed, and how results will be assessed. The proposal should provide evidence that results are likely to be valid, reliable, and generalizable.

Project Resources: Budget, Personnel, and Management Plan
Project proposals should provide evidence that the applicant will effectively complete the project activities through the deployment and management of resources, including money, facilities, equipment, and supplies. Evidence should show also that project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities. If the project includes partnerships, give evidence that all partners are active contributors to and beneficiaries of the partnership activities. Proposals also should describe the extent to which the project budget is cost effective and reasonable, and uses appropriate resources, including cost sharing as appropriate.

Communication Plan
Project proposals should discuss the variety of media and other means the project will use to reach library, archive, museum, and other audiences that might benefit from its work. Describe how new products and services will reach the audiences described in the first criterion above, “Assessment of Need.” See www.imls.gov/recipients/communication.shtm for ideas.

Project proposals will be evaluated on the extent to which results, products, models, findings, processes, and other benefits of this project will be transparent and accessible through effective communication channels to the library field and to other professional organizations and communities that might benefit; and on the extent to which communities described in the needs assessment will benefit. Examples include, but are not limited to, webcasts, podcasts, e-mailings, press releases, conference presentations,

publications, Web sites, project blogs, and community outlets. Multiple and interactive dissemination methods that extend throughout the life of the project, from initial funding through final evaluation, are desirable. Applicants are encouraged to develop communication plans that have the potential to reach beyond their usual communities of interest.

Sustainability Plan
Project proposals should indicate the extent to which the project's benefits will continue beyond the grant period through ongoing institutional support of project activities or products, including Web sites; through development of institutional expertise and capacity; or through continuing access to project findings or products. They should also show the extent to which the project will lead to systemic change within the institution as well as within the library field.

For projects involving distance education, proposals should identify who will own copyright on the course content and describe any restrictions placed on use of the course and course content during and after the grant period. Plans for preservation and maintenance of the course and course content during and after the expiration of the grant period also should be described.

Budget

The application requires three elements to describe the costs of a proposed project:

- Detailed Budget (Download in PDF and Word formats here)
- Summary Budget (Download in PDF and Word formats here)
- Budget Justification

The Detailed Budget for each year of the project and the Summary Budget that describes costs for the entire project are both available as fill-in PDF forms in the Grants.gov Zip file or on the IMLS Web site. The third element is the Budget Justification, which is explained below.

Applicants for funding from the Laura Bush 21st Century Librarian Program must provide cost sharing of at least one half of the total project cost, excluding funds for student support (e.g., scholarships, fellowships, stipends, books, equipment, travel related to project activities and dissemination, student membership in professional organizations). Research and Collaborative Planning Grant proposals are exempt from this requirement.

Detailed Budget
Applicants need to fill out a copy of the Detailed Budget Form for each year of the project. The first copy of the budget form should begin on the project start date and end twelve months later. Applicants using the PDF form can fill out the form for one year, save it, and then fill it out again for the remaining years. Applicants will notice that the columns total automatically.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonably necessary to accomplish project objectives, allowable in terms of 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 the applicant organization. All applicants are expected to include the costs of evaluation, reporting, and dissemination in their project budget. These costs may be for consultants or staff, development of instruments, information collection, analysis, reporting, and/or disseminating project information by a variety of means. When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see Use of Indirect Cost Rates below) are not charged to the project as direct costs.

"Method of Cost Computation" can refer to a percentage of a person's time devoted to the project, a number of days, a quantity of items, and so on. This column should clarify how the applicant arrived at the costs indicated.

1. Salaries and Wages: Indicate both temporary and permanent staff by noting "temp" or "perm" in parentheses after each staff member listed. If the number of staff exceeds the number of rows

allotted in this section, attach a complete itemization of all salaries and wages as part of the budget justification. Note that salaries of permanent staff should normally be contributed as cost sharing.

2. Fringe Benefits: Fringe benefits may include contributions for Social Security, employee insurance, pension plans, and so on. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs. In the Budget Justification, please provide details explaining how fringe rates are applied and totals are calculated. Like salaries, fringe benefits for permanent staff should normally be contributed as cost-sharing (see information provided under Budget Justification).
3. Consultant Fees: List any consultants hired for this project. Identify the costs for each consultant's services by the daily fees charged.
4. Travel: Applicants must include $2,000 per year for travel to attend IMLS-designated meetings. For partnership projects, include $4,000 per year for such travel. The lowest available commercial fares for coach or equivalent accommodations must be used, and foreign travel must be undertaken on U.S. flag carriers when such services are available.
5. Supplies and Materials: In general, list the costs of material purchased specifically for the proposed project. Attach a complete itemization of these costs as a part of the Budget Justification.Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.
6. Services: List the costs of project activities to be undertaken by a third-party contractor, including a partner, under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. Attach a complete itemization of these costs as part of the Budget Justification. If there is more than one contractor, list the cost of each contract separately on the IMLS budget form and attach a separate itemization to the Budget Justification for each contractor.
7. Student Support: Include any costs associated with funds provided to students in the form of scholarships, fellowships, wages, other stipends, and/or tuition, or student materials such as books, laptops or other equipment, student membership in professional organizations, or travel.
8. Other Costs: Please do not use the "Other Costs" section to list items that did not fit in the allotted space for another section. If more lines are needed , the information should be summarized in the Detailed Budget form and a complete, itemized list of costs should be included and explained in the Budget Justification.
9. Total Direct Costs: The subtotal amounts from the previous eight sections will automatically fill in.
10. Indirect Costs: Indirect costs are project costs that an organization incurs that cannot be easily assigned to an individual project. They are also called "overhead" or "administrative costs." Examples of indirect cost items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the organization.

These instructions also apply to **all** organizations that function as partners in the grant's activities.

Use of Indirect Cost Rates

If an organization applying for an IMLS grant already has an existing negotiated indirect cost rate in effect with another federal agency, this rate may be used to calculate total project costs, as long as the rate is applied in accordance with the terms of the negotiated agreement, and a copy of the negotiated agreement is included as supporting documentation with the IMLS application. IMLS will not accept an indirect cost rate that is scheduled to expire before an award is issued.

If an organization is in the process of negotiating an indirect cost rate with another federal agency, the proposed indirect cost rate may be used to estimate total project costs, as long as the proposed rate is applied in accordance with the terms of the proposed agreement, and a copy of the indirect cost proposal is included as supporting documentation with the IMLS application. In such situations, if a grant is awarded, IMLS will not pay any indirect costs until a final indirect cost rate is negotiated with another agency, and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the IMLS award will be reduced if the final negotiated rate is less than the rate that was used for budget estimates in the application budget. However, the amount of the IMLS award will not be increased if the final negotiated indirect cost rate is higher than the rate that was used for budget estimates in the application budget.

Organizations that do not have a negotiated indirect cost rate in effect with any federal agency, and do not wish to negotiate one, may use an indirect cost rate of up to 15 percent to calculate total project costs. If an applicant chooses to use this rate, it must be careful to exclude from the budget all indirect-cost type (administrative) items such as, but not limited to, general telephone, postage, office supplies, and office space expenses. The 15 percent rate **may not be applied to more than the first $5,000 of distorting**

costs such as equipment purchases and contracts.

An organization with an existing negotiated agreement or an organization currently in the process of negotiating a rate agreement with another federal agency must calculate total project costs using an indirect cost rate appropriate to the type of proposed project activity. For example, an organization may only calculate total project costs using an existing negotiated rate for research activity if the activity proposed to IMLS is a research project. Once an indirect cost rate is accepted by IMLS, this rate shall be considered fixed for the duration of the award even if, during the course of the award, the grantee negotiates a new indirect cost rate.

IMLS will pay indirect cost rates only on that portion of total direct costs that the applicant is requesting to be supported by IMLS funds. However, an applicant may also apply an appropriate indirect cost rate to the cost share portion of a project's total direct costs, and use this as part of the calculated cost sharing in the project budget.

Student support (the cost of student scholarships, fellowships, other stipends, and/or tuition, etc.) need not be included in the amount on which indirect costs are requested.

Summary Budget

The Summary Budget should clearly identify the amount requested from IMLS and the amount provided as in-kind contributions by the applicant, by any partners, and from any other sources.

Budget Justification

The Budget Justification is a narrative document that explains and gives further detail about all Detailed Budget line items. For example, the Budget Justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The application should provide specifications for all hardware and software for which IMLS funding is requested. Any costs that were consolidated and summarized in the Detailed Budget form should be itemized and explained within the appropriate section of the Budget Justification. The format of the justification should follow the ten section headings of the Detailed Budget form.

IMLS encourages applicants 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 IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

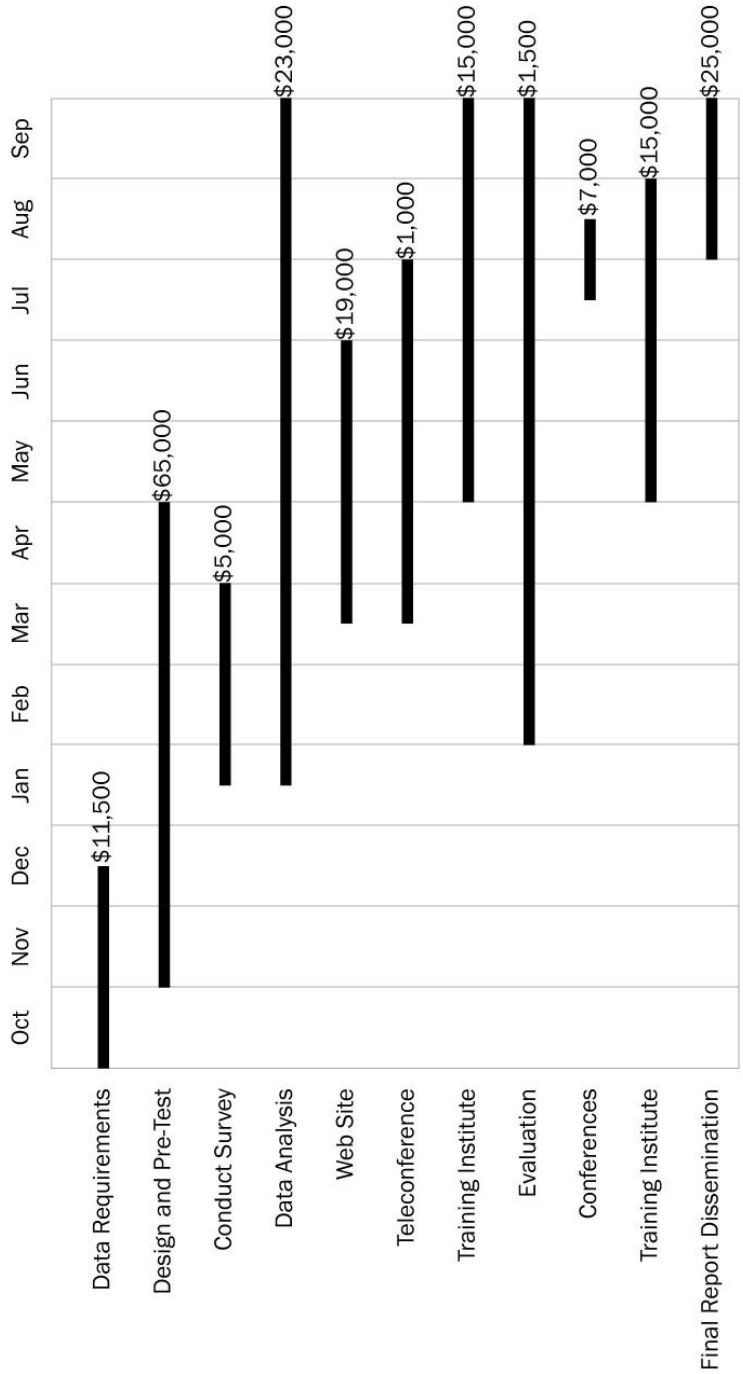
The cost of project activities to be undertaken by a third-party contractor or a partner should be listed under "Services" on the Detailed Budget as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be provided by the third party. A complete itemization of these costs should be included as part of the Budget Justification. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and an itemization must be included as part of the Budget Justification.

Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project task will be undertaken, marks the milestones for each grant activity, and designates how grant funds are to be spent throughout the project. The Schedule of Completion must also correspond to the activities described in the narrative and the project dates on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) and budget forms. One way to plot this information is in a graph or chart that lists project activities and the corresponding months when these activities will take place during the project. This document may be created as a narrative or spreadsheet, and should be no longer than one page per year. See below for an example. Applicants may prepare theirs in a similar manner, but this format is not required.

Sample Schedule of Completion

This is a sample format for a Schedule of Completion. Applicants may prepare theirs in a similar manner, but this format is not required. Whatever format is selected, be sure to list each major project activity addressed in the application narrative, the date each activity begins and ends, and the amount of IMLS grant funds to be expended for each activity. It is critical that the dates on the Schedule of Completion correspond to the project dates on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s; also known as the Face Sheet). If the proposed activity is part of a larger project, make sure the IMLS-funded portion is clearly identified. The total amount of IMLS funds listed for each activity must equal the total amount of direct project costs requested from IMLS.



Specifications for Projects That Develop Digital Products

This form and a list of useful related resources are downloadable from the IMLS Web site (see Guidance for Projects That Develop Digital Products for location). Once completed, this form should be saved as a PDF file and added to other application documents to be submitted through Grants.gov.

Partnership Statement

Complete a Partnership Statement for each formal partner involved in the proposed project.

Applicants should save each Partnership Statement with a distinct file name that includes the word *"Partner"* and a short form of the partner's name—e.g., PartnerCornell or PartnerNOMA. Then attach each document to the application following the sequence indicated in Application Components.

At the top of each Partnership Statement, enter the legal name of the applicant organization. This information should match that provided on the SF-424s and the Program Information Sheet.

1–5
Provide all of the information requested for the partner organization. If the partner organization does not have a D-U-N-S® number, refer the partner to www.dnb.com/us/ for information and instructions on how to secure one. To obtain a full Zip+4 postal code, visit http://zip4.usps.com/zip4/welcome.jsp.

6. Governing Control of Partner
Check one box to indicate the partner's governing control.

7–9
Provide the information requested for each of these items. The limits on the amount of text allowed are given in the item statement on the form.

The applicant must ensure that each partner also provides a signed original version of the Partnership Statement to the applicant, and that this form will be made available to IMLS on request.

Organizational Profile

Provide an organizational profile of no more than one page. Include the following information: (1) the organization's mission and (2) the organization's service area (audience served, including size, demographic characteristics, and geographic area). This information will give the reviewers an understanding of the applicant organization.

Service Expectations/Recruitment Documentation

If applicable, applicants requesting IMLS funds for student support must explain how they will incorporate a service expectation into their programs. Include sample guidelines for potential students and agreements that will be required of successful recipients. Please limit this explanation to no more than two single-spaced pages.

Student Placement Documentation

If applicable, institutions that offer continued employment should explain how they will incorporate employment opportunities into their programs. IMLS will not require an applicant to match every student position for which funds are requested with a prospective employer. However, the proposal should explain its plan for graduate placement and for tracking employment information for students who complete the program. Please limit this explanation to no more than two single-spaced pages.

List of Key Project Staff, Consultants, and Resumes of Key Project Staff

Provide a list of the key project staff and the consultants who will be directly involved in the program.

Add resumes or curriculum vitae of no more than two pages each for all key personnel (both staff and consultants). Add a page break at the end of the list of personnel, and then add page breaks at the end of each of the resumes/vitae.

Note: If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes. Because application reviewers rely on resumes to determine the project's potential for success, if the personnel have not been chosen, the application may be at a competitive disadvantage.

Proof of Nonprofit Status

If the applicant's organization is a private, nonprofit organization (i.e., applicants that selected " Nonprofit with 501C3 IRS Status," "Nonprofit without 501C3 IRS Status," or "Other" in item 5d of the SF-424s), the applicant must submit a copy of the IRS letter indicating the organization's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.

IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

Federally Negotiated Indirect Cost Rate Agreement

If the applicant institution has a federally negotiated indirect cost rate agreement that will be current at the time the project begins, then submit this document with the application and claim the approved rate agreement on the IMLS budget forms.

Supporting Documentation

Supporting documentation comprises documents that specifically relate to the justification for the project. IMLS recommends including relevant supporting documentation (e.g., needs assessments , digitization plans , letters of support) for the specific project applied for, being careful to ensure that the included material is directly relevant to the proposed project.

Do not overburden the reviewers with unnecessary materials.

Where possible, within the application narrative provide Web links to relevant online materials in lieu of attaching supporting documentation.

When attaching these documents, give each one a specific title that clearly identifies what type of document it is. Applicants are encouraged to create multipage documents that include multiple attachments, when possible (e.g., combine all letters of support into a single PDF document).

All supporting documentation should include dates of creation and authorship.

Laura Bush 21st Century Librarian Program -- FY 2011 Guidelines

Navigating the Grant Program Guidelines

Home page
Contents
Section One: General Information
Section Two: Preparing and Submitting an Application
You are currently on: Section Three: IMLS Assurances and Certification

IMLS Assurances and Certifications

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a 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 CFR Chapter XI and 2 CFR 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, 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.

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.

Debarment and Suspension
The applicant shall comply with 2 C.F.R. Part 3185. 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:

1. are presently excluded or disqualified;
2. 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;
3. 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
4. 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.

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

1. 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;
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
3. 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
4. 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.

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 Subpart B of 45 C.F.R. Part 1186.

This includes: 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 its employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application or upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

Note: IMLS Drug-Free Workplace regulations will shortly be relocated from 45 C.F.R. Part 1186 to 2 C.F.R. Part 3186 .

Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of $100,000)
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 any 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 a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative

agreement;
(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) 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 request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
(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, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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. IMLS grant regulations may be found at 45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI.

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.

Subcontracts
A grantee may generally not make a subgrant (for more details, see 45 C.F.R. Chapter XI, Subchapter E [Institute of Museum and Library Services]). Applicants who plan to use awards to fund contracts and subcontracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

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 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 and Animal 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.

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).

back to top