

Grant Applicants Program Guidelines

Grants for Learning Labs in Libraries and Museums -- FY 2011 Guidelines

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CFDA Number 45.312

Application Deadline: August 15, 2011

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

Dear Colleagues



I am pleased to present the guidelines for the “Grants for Learning Labs in Libraries and Museums” project, funded jointly by the Institute of Museum and Library Services and the John D. and Catherine T. MacArthur Foundation. This exciting funding initiative is part of President Obama’s “Educate to Innovate” campaign, a nationwide effort to bring American students to the forefront in science and math, to provide the workers of tomorrow with the skills they need today, and to re-envision learning in the 21st century.

This national collaboration, which includes our partners, the Urban Libraries Council (ULC) and the Association of Science-Technology Centers (ASTC), will support the planning and design of up to 30 Learning Labs in libraries and museums, based on current research on how young people learn through new media, and building a community of practice around digital learning for youth in out-of-school time settings. Inspired by an innovative teen space at the Chicago Public Library called YOUmedia and by the innovations already taking place in science and technology centers, art museums, libraries, and other cultural institutions, these Labs will engage young people nationwide in learning that is interest-based, youth-centered, flexible, and collaborative. This partnership builds on IMLS’s *Museums, Libraries, and 21st Century Skills* initiative, which underscores the critical role our nation’s libraries and museums play in helping citizens build such 21st century skills as information, communications and technology literacy, critical thinking, problem solving, creativity, civic literacy, and global awareness.

I invite you to read these guidelines, speak with ULC or ASTC staff, and consider applying for funding. We at IMLS believe that, through this initiative, America’s libraries and museums will become even more powerful innovation hubs for our young people.

Sincerely,

Susan H. Hildreth
Director, IMLS

Grants for Learning Labs in Libraries and Museums Contact Information

The primary contacts for this program are:

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Upon request, an audio recording of this publication or any other publication will be provided.

Office of Management and Budget Clearance Numbers

Guidelines: OMB No. 3137-0029; Expiration Date 8/31/2011.
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 30 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, three hours per response for the Detailed Budget and Summary Budget, and 10 minutes per response for the Partnership Statement. 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, 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.

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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.ims.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, and archival. Our robust capacity for research, evaluation, policy analysis, grantmaking, and partnerships helps make it possible for libraries and museums to be leaders in their communities.

Museums and libraries 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 museums and libraries 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, we also provide tools for strategic planning and evaluation. Funding from the Institute helps museums and libraries operate effectively and give value to their communities. It also leverages additional public and private support.

Collecting and disseminating results from funded projects, engaging in research, and publishing reports enables the Institute of Museum and Library Services to make a significant contribution to library, museum, and information policy and practice in the United States.

Museums, Libraries, and 21st Century Skills Initiative

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. In 2011, IMLS facilitated a six-city *Making the Learning Connection* national tour, held webinars, and enhanced the initiative's Web-based resources. The Institute also encourages grant proposals that promote the skills necessary to develop 21st century individuals and communities

About the John D. and Catherine T. MacArthur Foundation

The John D. and Catherine T. MacArthur Foundation supports creative people and effective institutions committed to building a more just, verdant, and peaceful world. In addition to selecting the MacArthur Fellows, the Foundation works to defend human rights, advance global conservation and security, make cities better places, and understand how technology is affecting children and society. For more information, see http://www.macfound.org/site/c.lkLXJ8MQKrH/b.855245/k.588/About_the_Foundation.htm.

Digital Media and Learning Initiative

The John D. and Catherine T. MacArthur Foundation's digital media and learning initiative aims to determine how digital media are changing the way young people learn, play, socialize, and participate in civic life. The goal is to build a base of evidence about how young people learn today, in an effort to re-imagine learning in the 21st century. More information is available at www.macfound.org/education.

About the Urban Libraries Council

The Urban Libraries Council is a membership organization made up of many of America's premier public library systems and the corporations that support them. While ULC's members primarily represent urban and suburban libraries, its work is widely used by all libraries. ULC strategically addresses issues important to all communities, including education, workforce and economic development, public safety, environmental sustainability, and health and wellness. ULC's members are thought leaders dedicated to the continuous evolution and strengthening of libraries to meet changing community needs. As ULC celebrates its 40-year anniversary, its work focuses on helping library leaders develop and use skills and strategies that match the challenges of the 21st century. To learn more about ULC, please visit: www.urbanlibraries.org.

About the Association of Science-Technology Centers

The Association of Science-Technology Centers is an organization of science centers and museums dedicated to furthering public engagement with science among increasingly diverse audiences. ASTC encourages excellence and innovation in informal science learning by serving and linking its members worldwide and advancing their common goals. Founded in 1972, ASTC now has nearly 600 members in 45 countries. In addition to science centers and museums, members include nature centers, aquariums, planetariums, zoos, children's museums, and other organizations that share an interest in informal science education. To learn more about ASTC, please visit: www.astc.org.

About Grants for Learning Labs in Libraries and Museums

To ensure that the workers of tomorrow are learning the skills they need today, the Obama Administration has launched the "Educate to Innovate" campaign, a nationwide effort to bring American students to the forefront in science and math achievement and thus making the improvement of science, technology, engineering, and mathematics (STEM) education a national priority. In order to make this campaign a reality, President Obama has called for public-private partnerships, in addition to federal leadership.

To that end, on September 16, 2010, IMLS and the John D. and Catherine T. MacArthur Foundation announced a national partnership to create a network of up to 30 Learning Labs in libraries and museums. These Labs will become spaces for experimentation and creativity for young people, helping them gain experience in both STEM learning and such 21st century skills as critical thinking, problem solving, communication, and collaboration, carried out in an out-of-school time setting. The Learning Lab initiative will be coordinated by the Urban Libraries Council (ULC), in collaboration with the Association of Science-Technology Centers (ASTC), over the coming three years.

In 2006, the MacArthur Foundation launched its Digital Media and Learning Initiative and supported research by such experts as Professors Henry Jenkins and Mizuko Ito regarding the literacies needed by youth to participate in a new media culture, how those literacies are gained, and the ways that youth use digital media. This body of research is the underpinning of the Chicago Public Library's innovative YOUmedia space for youth (<http://youmediachicago.org>). YOUmedia is a space where youth are not only consumers of media, but also makers and creators of media. With the help of adult mentors, youth engage in activities and projects that promote critical thinking, creativity, skill-building, and civic engagement using a unique blend of new and traditional media.

The design and activities in YOUmedia are based on research that examines how youth participate and learn using digital media. In a MacArthur Foundation supported study, Mizuko Ito and colleagues identify three distinct types of interest-driven activities that engage youth in both physical and online spaces: "hanging out" activities are more social and build awareness of new media; "messing around" activities are more immersive, as youth tinker with and share media; and "geeking out" activities represent the deepest level of immersion, during which youth develop higher levels of technical and artistic skills.

Mentors, a key source of the vitality and innovation within YOUmedia, share their skills and knowledge with youth in face-to-face exchanges and online interactions while supporting youth's movement from Hanging Out to Messing Around to Geeking Out (abbreviated "HOMAGO"). Mentors bring experience, technical skills, and cultural capital to areas such as digital media, spoken word, filmmaking, game design, sound recording, and writing. Youth also participate in iRemix, an online closed social learning network made up of members of the YOUmedia community—youth and adult mentors. The iRemix social network allows youth to post their projects, exchange ideas, critique peers' work, and participate in community-wide conversations with youth and adult mentors. This set of activities embodies the HOMAGO principles. These principles are forming the foundations for the Learning Labs project. For more information and details on the characteristics and elements, see www.youmedia.org.

Grants for Learning Labs in Libraries and Museums will support planning and design activities that will enable grantees to develop comprehensive plans for programs, space, staffing, and budgeting for their Learning Lab. The awards may also be used to prototype certain Lab activities or experiences. In addition, the grants may be used to support emerging learning labs that are already in the process of supporting middle- and high-school youth with innovative digital media and learning and need additional funds to enhance their efforts, provided that they are aligned with the criteria outlined below. The target audience for the Labs is middle-school and high-school age youth. In addition to drawing on research in digital media and learning sponsored by the MacArthur Foundation, Lab plans may be inspired by innovative work that is taking place in science and technology centers and other museums, such as the [Museums Afterschool: Principles, Data, and Design \(MAPDD\)](#) project and SRI International's National Science Foundation (NSF) funded project [AfterSchool Science Networks \(ASN\) project](#). Each application should address how the proposed Learning Lab will address and serve the needs of the middle- and high-school youth in the library or museum's community and engage appropriate involvement of community stakeholders. Each grant is expected to result in a feasible plan for implementing and sustaining the Learning Lab envisioned by the applicant library or museum.

The primary goals for the Learning Labs are to:

- promote museums and libraries as innovation hubs for middle- and high-school youth
- use current research, design, and programming principles in the development of 21st century skills
- use 21st century digital media tools for youth learning, including the use of iRemix, the closed online social learning network that allows youth to post projects, exchange ideas, critique peers' work, and participate in community-wide conversations with other youth and adult mentors
- build the capacity of library and museum professionals as mentors and creators of effective programs and learning environments in order to promote 21st century learning
- include the design of innovative, creative space(s) for middle- and high-school youth
- impact communities' use of museum and library resources to be more effective
- promote more effective out-of-school time community networks for learning
- produce model, replicable plans for use by the field

Over time, these Learning Labs will form the core group of a community of practice that will extend best practices and collaboratively developed resources throughout the rest of the museum and library community. During the 18-month grant period, IMLS's cooperating partners, the Urban Libraries Council and the Association of Science-Technology Centers, will organize a series of in-person convenings and online events for grantees to present the most up-to-date research related to youth learning and digital media, as well as to share effective practices identified through YOUmedia and other key youth learning spaces. Each grantee will be expected to attend these in-person and virtual gatherings, which will bring in experts from relevant fields to meet with grantees as they create their Learning Lab design and plan. The

meetings and related online professional development will also provide opportunities for grantees to share their work with one another and will provide mutual support in the planning process and into future implementation. Successful grantees will need strong institutional commitment over the course of the initiative, and will gain expertise and resources from the collaborative efforts of the entire group of awardees and associated partners. The resulting network will place the nation's libraries and museums at the forefront of 21st century learning for youth, one of the major goals of this partnership.

ULC/ASTC Web Conferencing for Applicants

In advance of the grant deadline, ULC and ASTC staff will offer Webinars for prospective applicants. IMLS staff will be available to provide answers to technical questions.

The Webinar schedule for Grants for Learning Labs in Libraries and Museums is:

Tuesday, June 28, at 3:00 p.m. Eastern Time

Tuesday, July 12, at 3 :00 p.m. Eastern Time

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 Grants for Learning Labs in Libraries and Museums Web site (<http://www.ims.gov/about/macarthur.shtm>) each of the weeks listed above.

Eligibility

Eligibility for Libraries and Archives

An eligible applicant must be :

- either a unit of state or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- 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
- one of the five types of organizations listed below:
 1. 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,¹ and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located;
 2. 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;
 3. 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;
 4. 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
 5. 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.

Eligibility for Museums

An eligible applicant must be:

- either a unit of state or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- 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
- qualify as one of the following three types of organizations:
 1. a museum² that, using a professional staff,³
 - is organized on a permanent basis for essentially educational or aesthetic purposes;
 - owns or uses tangible objects, either animate or inanimate;
 - cares for these objects; and
 - exhibits these objects to the general public on a regular basis through facilities that it owns or operates.⁴
 2. an organization or association that engages in activities designed to advance the well-being of museums and the museum profession⁵; or
 3. an institution of higher education, including public and nonprofit universities.

Please note that a museum located within a parent organization that is a state or local government or multipurpose not-for-profit entity, such as a municipality, university, historical society, foundation, or cultural center, may apply on its own behalf if the museum: (1) is able to independently fulfill all the eligibility requirements listed above; (2) functions as a discrete unit within the parent organization; (3) has its own fully segregated and itemized operating budget; and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization.

¹Research 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.

²Museums include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

³An institution uses a professional staff if it employs at least one professional staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

⁴An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. An institution that exhibits objects to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis. An institution that exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public. An institution that does not have as a primary purpose the exhibition of objects to the general public, but that can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines. For more information, see 45 CFR Chapter XI, Subchapter E (Institute of Museum and Library Services).

⁵A friends group is not an eligible applicant.

Central Contractor Registration (CCR)—Registration Requirements

As an applicant and potential grantee, you must maintain the currency of your information in the CCR prior to submission of your application until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information. **Information and registration instructions can be accessed at <https://www.bpn.gov/ccr/default.aspx>.**

Partnerships

Partnerships may strengthen applications submitted to this program, if they are appropriate to the project. While partnerships are not required in this program, showing collaborative relationships with one or more related community organizations will help to support an application, and may add a critical element for sustainability of a Learning Lab. An application may include one or more partners. If the proposed project is based on a partnership, at least one of the partnering organizations must be eligible to apply to IMLS as an individual entity, and will serve as the lead applicant bearing primary fiscal and administrative responsibility for managing the project.

All members of a partnership should be active contributors to and beneficiaries of project activities. A separate Partnership Statement form is required for each partner organization for which any grant funds are requested, or whose resources are being committed in the project budget for cost-sharing. Each Partnership Statement must detail the activities and contributions of the specified partner, and binds that organization to every statement and all assurances made by the lead applicant in the application.

By submitting the Partnership Statement with the application, the applicant and partner affirm 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 lead applicant's authorized representative's knowledge. The lead 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 upon 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.

Federal Partnerships

Please note that: (a) Federal agencies may not receive IMLS funds, either directly or indirectly, and (b) federally appropriated funds provided directly or indirectly by Federal agencies do not qualify as cost share under an IMLS grant. However, eligible institutions may partner with Federal agencies if appropriate to the project.

International Partnerships

While IMLS does not make grants to non-U.S. libraries and museums, such entities may partner with eligible U.S. entities on an IMLS-funded grant project. Non-U.S. libraries and museums are encouraged to participate and contribute fully to the project; such participation, however, does not count towards the eligible U.S. entity's cost share.

Application Review Process

All eligible and complete applications will be reviewed by professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications. Reviewers are instructed to evaluate proposed projects according to the criteria identified in the program guidelines. The Institute's Director makes final funding decisions .

Award Information

Project Start and End Date

Projects must begin on January 1, 2012, last for 18 months, and conclude on June 30, 2013.

Award Amounts

Grants for Learning Labs in Libraries and Museums awards range up to \$100,000.

There will be two project deadlines for this grant program. In addition to this deadline, IMLS anticipates a second deadline in spring 2012. Both rounds are subject to the availability of funds.

Cost Sharing

Cost sharing of at least one third is encouraged but is not required.

Award Announcements

No information about the status of an application will be released until the applications have been reviewed and all deliberations are concluded. IMLS expects to notify both funded and unfunded applicants of final decisions by November 1, 2011, with funded projects to begin January 1, 2012.

Use of Funds

Allowable expenses for Grants for Learning Labs in Libraries and Museums include, but are not limited to, such items as

- project personnel (contract or in-house) whose staff time is necessary for the proper and efficient execution of the project;
- project consultants;
- project-related travel of key project staff and consultants;
- costs related to planning and maintenance of project partnerships;
- purchase of equipment, materials, supplies, or services;
- program development and implementation;
- space design and prototyping;
- research;
- publications based on project activities;
- software development; and
- evaluation to show the extent to which the planning project has met its goals.

All proposed expenses must be justified in the application budget.

Expenses not allowed for Grants for Learning Labs in Libraries and Museums include such items as :

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising;
- general operating support;
- general advertising or public relations costs designed solely to promote activities other than those related to the specific project;
- construction and renovation of facilities (generally, any activity involving contract labor in the construction trades is not an allowable cost);
- exhibit fabrication that includes creation of large-scale permanent structures for animals or objects that would involve contract labor in the construction trades;
- acquisition of collections;
- contributions to endowments;
- social activities, ceremonies, receptions, or entertainment; and
- costs incurred before the official start date of an awarded grant.

Project Evaluation

Applicants should formulate, as part of their planning and design process, an evaluation plan for their proposed Learning Lab. These evaluation plans should provide goals and objectives for the proposed Learning Lab, including specific learning objectives that are grounded in current research on youth development and digital media. Each Learning Lab grantee will be expected to participate in an overall

evaluation of this initiative. See the Narrative section for further information.

Copyright/Work Products

The grant recipient is required to acknowledge IMLS and the MacArthur Foundation assistance in all publications and other products resulting from this project.

Intellectual property produced under this project must be distributed free or at cost unless the recipient has received IMLS approval 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, and the MacArthur Foundation reserves for the Foundation's purposes, a royalty free, worldwide, non-exclusive, and irrevocable license to reproduce, publish, otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

Sharing of Results

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, websites, or other media.

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Preparing and Submitting an Application

Grants.Gov information and instructions

PLEASE REVIEW THESE GUIDELINES AND THE GRANTS.GOV REQUIREMENTS CAREFULLY. IMLS MAKES GRANTS ONLY TO ELIGIBLE APPLICANTS THAT SUBMIT COMPLETE APPLICATIONS, INCLUDING ATTACHMENTS, ON OR BEFORE THE DEADLINE.

Organizations that are applying under the August 15, 2011, deadline for the Learning Labs in Libraries and Museums 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 August 15, 2011.

While the deadline is August 15, 2011, IMLS recommends strongly that applicants REGISTER EARLY and COMPLETE AND SUBMIT THE APPLICATION EARLY. All applicants who are using Grants.gov must register with Grants.gov before submitting the 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.

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
Grants for Learning Labs in Libraries and Museums package:**

CFDA No: 45. 312

Funding Opportunity Number: LLP-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 ULC 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; they are 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.

Tips for Working Successfully with Grants.gov:

- Start early! Go to www.grants.gov/applicants/get_registered.jsp to register. Utilize 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.
- Consider designating more than one Authorized Organization Representative (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.
- 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.
 - Convert your documents into PDFs, using one of the tools available here: www.grants.gov/help/download_software.jsp#pdf_conversion_programs
 - Use Internet Explorer® for your browser when submitting the application to Grants.gov. Mozilla® Firefox® and Apple Safari® are not currently compatible with this process
- 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 program officer for assistance with guidelines, eligibility, project, or timeline (schedule of completion) questions. Grants.gov help hours are 24 hours a day, seven days a week; closed on Federal holidays. Please keep this in mind when submitting an application with a Monday deadline.

Preparing an Application

PLEASE REVIEW THESE GUIDELINES AND THE GRANTS.GOV REQUIREMENTS CAREFULLY. IMLS MAKES GRANTS ONLY TO ELIGIBLE APPLICANTS THAT SUBMIT COMPLETE APPLICATIONS, INCLUDING ATTACHMENTS, ON OR BEFORE THE DEADLINE.

Application Component Formats

An application requesting funding from the Grants for Learning Labs in Libraries and Museums program must include material in the following formats:

- **Grants.gov forms:** These forms are available only in the package downloaded from Grants.gov. Applicants will need Adobe® Acrobat® Reader® to fill out these forms.
- **IMLS forms:** 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](#). If you do not have Adobe® Acrobat® Pro, we suggest using the Word document to complete the forms. Remember, the Word versions **must be converted to and submitted as a PDF**.
- **PDF documents:** Applicants should convert any other required application components from their original formats into PDFs. **Again, they must be attached to the application as PDFs.**

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

Application Component Naming

The IMLS forms and other components that are part of the application must each be saved as a PDF that

is named according to the table on the following page. 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 on the following page lists 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.**

Applicants may use the table of components below as a checklist to ensure that they have created and attached all the documents that may be necessary for a complete application. We suggest assembling and uploading your documents in the suggested sequence to assist you in confirming the inclusion of all required materials.

Application Components

Component	Format	File name to use
Application for Federal Assistance/Short Organizational Form SF-424S	Grants.gov form	n/a
Abstract (to be uploaded through Grants.gov, 1 page max)	Text document that you create	n/a
Program Information Sheet	IMLS PDF form	Programinfo.pdf
Narrative	PDF document	Narrative.pdf
Detailed Budget form	IMLS PDF form	Detailedbudget.pdf
Summary Budget form	IMLS PDF form	Summarybudget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
Partnership Statement forms (if applicable)	IMLS PDF form	Partners.pdf
Organizational Profile	PDF document	Organizationalprofile.pdf
List of key project staff and consultants	PDF document	Projectstaff.pdf
Staff resumes (2 pages each, max)	PDF document	Resumes.pdf
Proof of nonprofit status (if applicable)	PDF document	Proofnonprofit.pdf
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 [Eligibility](#) 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, Question 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 retrieved 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.

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®: All organizational applicants for federal funds must have a D-U-N-S® Number.

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 D-U-N-S® 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 5th Congressional District of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012." For states and territories with "At Large" congressional districts—that is, one representative or delegate represents the entire state or territory—use "001," e.g., "VT-001."

If an organization does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter "00-000." To determine an organization'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: Grants for Learning Labs in Libraries and Museums projects must begin on January 1, 2012, last for 18 months, and conclude on June 30, 2013.

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 ULC and IMLS regarding the progress achieved under the grant. Leave the Social Security number 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. In some museums, the person could be the development director. Leave the Social Security number blank. Select a 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. (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 signature would on a paper application.

Abstract

A project abstract that does not exceed 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 briefly cover the following areas as related to the proposed project:

- Who is the lead applicant and what partnerships, if any, will be formed in order to establish the Learning Lab?
- Who is your leadership team for the Learning Lab?
- What is the population (focus on middle- and/or high-school youth) served by your institution, and how will the proposed Learning Lab meet the needs of the youth community in your area?
- What are your institution’s goals for the proposed Learning Lab?
- What will be accomplished during the planning and design period?

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 insofar as possible understandable to a technically literate lay reader. The abstract must not include any proprietary or confidential information.

Program Information Sheet

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 parent entity in these spaces. For example, if a library that is part of an 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 address 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

Under “f. Grants for Learning Labs in Libraries and Museums”, select the appropriate funding office:

- Museum
- Library

3. Request Information

a. IMLS Funds Requested: Enter the amount sought from IMLS.

b. Cost Share Amount: Cost sharing of at least one third is encouraged, but not required.

4. Museum Profile (Museum Applicants only)

Museum applicants seeking Grants for Learning Labs in Libraries and Museums must answer all questions in this section. Library applicants should skip this section.

5. Project Partner Names

In the space provided, list all organizations that are official partners of the project. Each partner listed in this section is required to complete and submit a Partnership Statement form to the lead applicant institution for submission with the application.

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Applicants for Grants for Learning Labs in Libraries and Museums should skip these sections.

Narrative

Limit the narrative to six single-spaced, sequentially numbered pages. The applicant's name must appear at the top of each page.

All pages should be printable on 8.5 x 11-inch paper. All pages should have at least 0.5 -inch margins, and the font size should be no smaller than

12 points. The proposal narrative section should consist of four main sections:

1. Assessment of Need
2. Project Design
3. Project Goals and Impact
4. Project Resources: Budget, Personnel, and Management

Assessment of Need

Using available supporting evidence, describe your community and the role of your library or museum in serving its youth population. Provide a brief description of the need that will be addressed by the proposed Learning Lab and how the Lab will address that need. Explain how the proposed Lab relates to current research and practice in the field of youth and digital media learning.

Review Criteria

- Proposal clearly describes the community it serves and the needs the applicant has identified among its youth population.
- Proposal explains how these needs will be addressed by the proposed Learning Lab.
- Proposal demonstrates thorough knowledge of current library or museum practice and research on youth and digital media learning, and will apply that research to the proposed Lab.

Project Design

Describe the proposed planning and design process that your institution will undertake to create the Learning Lab. How will the process support your goals for the Learning Lab? How will you identify the physical spaces for the proposed Lab and the way in which the Lab will be incorporated into existing facilities? How will you incorporate planning for digital media and technology into your planning process? How will you develop a staffing plan, including the use and training of mentors? How will you work throughout the process with members of your community, including youth and partners, to develop your plan?

Review Criteria

- Proposal clearly describes an achievable planning and design process for appropriate, research-based programs and activities for youth learning.
- Proposal clearly outlines the goals for the Learning Lab and how those goals correspond to the overall goals of the grant program.
- Proposal describes how the physical spaces for the Learning Labs will be identified and designed.
- Proposal outlines an appropriate and doable process for incorporating digital media, technology, and staffing/training into its planning and design process.

- Proposal clearly describes its means of engaging members of its community into its planning and design process for the Lab.

Project Goals and Impact

Describe the potential benefits to be gained by the Lab. What will be in place at the conclusion of the planning and design process? How will you evaluate the effectiveness of the planning process? What type of evaluation plan for the eventual Lab will be developed as part of the planning and design process? How will you determine your learning objectives for the Lab and the desired outcomes that will enable you to measure the Lab's effectiveness?

Review Criteria

- Proposal clearly explains the potential benefits of a Learning Lab for middle- and high-school youth, the community, and the library or museum itself.
- Proposal provides evidence that a feasible and sustainable plan for implementation of the Learning Lab will result from the planning and design process.
- Proposal outlines an appropriate and effective evaluation plan for the Lab envisioned.
- Proposal provides evidence of sound learning objectives and desired outcomes for the Lab that are grounded in current research on youth and digital media.

Project Resources: Budget, Personnel, and Management

Describe how the institution will manage the planning and design process for the Learning Lab. Explain what personnel and other resources are required to complete the project. List the members of the leadership team and other key staff (including consultants) who will complete project activities and discuss their qualifications, roles, and commitment to the project, particularly if they have other ongoing duties. Discuss the budget allocated to accomplish project activities, including cost sharing. If the project includes a partnership, explain how information will be shared and decisions will be made among the partners.

Review Criteria

- Proposal provides a clear description of how the applicant will effectively complete the project activities through the deployment and management of resources, including money and supplies.
- Proposal clearly explains the roles, responsibilities, and time commitment of the leadership team and other personnel assigned to the project, as well as their ability, based on expertise and experience, to achieve the project goals.
- Proposal provides a cost-efficient, complete, and accurate budget that uses appropriate resources for the proposed activity.
- Proposal clearly explains how information will be shared and decisions made with any proposed partners.
- Note: Reviewers will also consider staff resumes, budget forms, and the Budget Justification as they evaluate the Project Resources section of the narrative.

Budget

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

- Detailed Budget
- Summary Budget
- Budget Justification

The Detailed Budget and Summary Budget forms for the 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 referenced and explained below.

Detailed Budget

Because Grants for Learning Labs in Libraries and Museums are 18 months in duration, two Detailed

Budget forms are required. 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. Evaluation costs may be included in the project budget, as may the equipment costs involved in setting up one prototype workstation for the proposed Lab, if desired.

"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 (see information provided under Budget Justification).
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 a separate line in the travel section of the budget requesting up to \$10,000 from IMLS to support project team participation in required grantee meetings.** Additional travel funds also can be included in the budget as separate lines to support other project-related travel such as site visits or project staff training, as long as the purpose and details of those trips are explained in the narrative of the Budget Justification document. For all project-related travel, IMLS expects that grantees will use the lowest available commercial fares for coach or equivalent accommodation, 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 materials purchased specifically for the proposed project. Attach a complete itemization of these costs as part of the Budget Justification.
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: This **does not apply** to Grants for Learning Labs in Libraries and Museums. Applicants should skip this section.
8. Other Costs: Please do not use the "Other Costs" section to list items that did not fit in the number of lines allotted for another section. If more lines are needed to list additional items, this 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: Proposals for the Grants for Learning Labs in Libraries and Museums may include requests for funds to support indirect costs, which are project costs that an organization incurs that cannot be easily assigned to an individual project. They are also called "overhead" or "administrative costs."

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

Summary Budget

The Summary Budget form 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. 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.

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.

Cost sharing of at least one third is encouraged, but not required, for the Grants for Learning Labs in Libraries and Museums. Cost sharing is that portion of the project costs that are not charged to IMLS funds. These costs may be supported by a grantee's cash outlays, contribution of property and services, and in-kind contributions, such as staff time, that support project activities.

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

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 Detailed Budget form and an itemization must be included as part of the Budget Justification.

Partnership Statement

Partnerships are not required but are encouraged for Grants for Learning Labs in Libraries and Museums projects where appropriate. Partnership Statement Forms are required for every organization listed in section 5 of the Program Information Sheet. At the top of each Partnership Statement form, enter the legal name of the applicant organization. This information should match that provided on the SF-424s and the Program Information Sheet. Applicants should save any and all Partnership Statements into a single PDF file entitled "Partners," and then attach the document to the application following the sequence indicated in Application Component Naming and Sequencing.

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 <http://fedgov.dnb.com/webform/displayHomePage.do> 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.

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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 can and 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.

List of Key Project Staff and Consultants and Resumes for 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.

If the key project personnel have not been selected by the application deadline date, then submit position descriptions in lieu of resumes. But note: 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 organization is a private, nonprofit organization (for those who selected "Private Nonprofit" 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.

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, 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.

When 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 one, single PDF document).

All supporting documentation should include authorship and dates of creation.

Use of Indirect Cost Rates

Proposals for the Grants for Learning Labs in Libraries and Museums may include requests for funds to support indirect costs, which often are called "overhead" or "administrative costs." 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.

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.

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 items (administrative) 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 (including those with project partners).

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.

The cost of student scholarships, fellowships, other stipends, and/or tuition may not be included in the amount on which indirect costs are requested.

When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool are not also charged to the project as direct costs.

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Grant Applicants Program Guidelines

Grants for Learning Labs in Libraries and Museums -- FY 2011 Guidelines

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IMLS Assurances and Certification

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 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

Financial, Administrative, and Legal Accountability

The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, 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 (note: IMLS applies the regulations in 45 CFR part 1170 in determining compliance with section 504 as it applies to recipients of federal assistance);
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 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, you as the recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 C.F.R. part 3186, which adopts the Governmentwide implementation (2 C.F.R. part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

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

Trafficking in Persons

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

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

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

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

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

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

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

General Certification

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

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

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