

REQUEST FOR PROPOSALS

for a Cooperative Agreement to Support

Learning Labs in Libraries and Museums in Cooperation with the Institute of Museum and Library Services

Issued by the
**Institute of Museum and Library Services
Office of Strategic Partnerships
1800 M Street NW, 9th Floor
Washington, DC 20036-5802**
on behalf of IMLS and the John D. and Catherine T. MacArthur Foundation

DEADLINE FOR APPLICATIONS: February 28, 2011

Proposals in response to this solicitation to IMLS will be submitted through Grants.gov, the Federal Government's online application system. The Grants.gov system will accept applications submitted on or before 11:59 P.M. eastern standard time on February 28, 2011.

Potential applicants should note that this is a joint initiative of the Institute of Museum and Library Services ("IMLS") and the John D. and Catherine T. MacArthur Foundation ("MacArthur Foundation"). The winning applicant will be jointly selected by the two parties, each of which will make an award to the Cooperator. Entities wishing to respond to this solicitation should submit (A) a proposal to IMLS in accordance with IMLS's procedures, as outlined below; and (B) a proposal to the MacArthur Foundation in discussion with staff (please contact An-Me Chung at achung@macfound.org). The proposals can be substantially similar, but must be addressed to each of the funders. Upon selection, the Cooperator will be expected to sign separate grant agreements with IMLS and the MacArthur Foundation, which will provide, among other things, that each will fund the Cooperator simultaneously in the amount of up to \$750,000 each. IMLS and the MacArthur Foundation will strive to have their separate agreements with the Cooperator, as well as the Cooperator's reporting requirements, be substantially similar, to the extent possible and consistent with their respective policies and requirements.

All applicants to IMLS must register with Grants.gov before submitting their applications. The multi-step registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete the registration process. Step-by-step instructions for registering and submitting applications through Grants.gov are available at www.grants.gov/GetStarted. Note that extra time should be allowed for validation of applications by Grants.gov following submission. Applicants who have problems registering, or submitting their applications, should call the Grants.gov help desk at 1-800-518-4726; e-mail support@grants.gov; or

consult the information posted on the Grants.gov Web site at www.grants.gov/CustomerSupport. The Grants.gov customer service hours are 24 hours a day, 7 days a week; closed on Federal holidays.

Applicants can also locate the Learning Labs in Libraries and Museums application package at www.grants.gov.

The Funding Opportunity Number is LABS-FY11.

For information about this solicitation, please contact:

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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.

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

I.A. Overview

Deadline for submission: February 28, 2011, 11:59 P.M. eastern standard time

Anticipated Award announcement: April 1, 2011

Anticipated Grant Period: 36 months, beginning from date of Award.

Anticipated Amount: Up to \$750,000 from IMLS and up to \$750,000 from the MacArthur Foundation

I.B. Introduction

As we enter the second decade of the 21st century, a workforce possessing 21st century skills becomes more clearly vital to ensuring U.S. competitiveness in a global economy. To ensure that the workers of tomorrow are learning the skills they need today, the Obama Administration is dedicated to making improvement of science, technology, engineering, and mathematics (STEM) education a national priority. President Obama has launched the “Educate to Innovate” campaign, a nationwide effort to bring American students to the forefront in science and math achievement. The President has acknowledged that, while federal leadership is necessary, a real change in education and the development of the skills needed for the future require the participation of many elements of society, through private sector and philanthropic support as well as public-private partnerships.

To that end, on September 16, 2010, IMLS and the MacArthur Foundation announced a national partnership to create a network of up to 30 youth Learning Labs in libraries and museums across the country. Inspired by an innovative teen space at the Chicago Public Library called YOUmedia (<http://youmediachicago.org/>) and the innovations already taking place in science and technology centers, these labs will help young people become makers and creators of content, rather than just consumers of it. This network of Learning Labs will use best practice principles, based on research and evidence in the field of youth digital learning, to engage youth in 21st century skills and effective STEM education. The Labs will be spaces for experimentation for young people to engage with digital and traditional media to promote creativity, critical thinking, and hands-on, interest-based learning.

I.C. Project Goals and Objectives

This program solicitation is seeking a cooperating partner (“Cooperator”) to coordinate and manage a national grant competition that will fund the creation of up to 30 Learning Labs, based on YOUmedia principles, to be established in libraries and museums across the country. The Cooperator will manage additional project components, to include, but not be limited to:

providing technical assistance to applicants and awardees; facilitating communication among the network of Lab sites; convening grantees; helping to define program outcomes; reporting on the results; creating an evaluation framework; and developing and maintaining an online toolkit of resources.

I.D. Background

IMLS's mission is to engage libraries, museums, community stakeholders, and policy makers at the national, state, and local level in a concerted effort to meet the educational, economic, civic, and cultural needs of communities. IMLS has a long-standing commitment to funding grants that support libraries and museums in their work to enhance learning and innovation in their communities. IMLS also has a long history of supporting research on the subject of how pre-school and school-age children learn, and how museums and libraries provide positive environments for learning.

In 2009, IMLS launched its *Museums, Libraries, and 21st Century Skills* initiative to assist museums and libraries in teaching 21st century skills (including STEM learning) and increasing opportunities for citizen engagement. Today, in part through grants from IMLS, museums and libraries are re-envisioning themselves as institutions of learning for 21st century skills such as technological literacy, critical thinking, problem solving, creativity, environmental literacy, and global awareness.

Libraries and museums are ideal settings for the development of 21st century skills, as they offer rich and authentic content, dedicated and knowledgeable staff, and safe, trusted settings for individuals and families; all of these elements invite and support learning and innovation. Through its 21st century skills initiative and programs of financial support, IMLS encourages libraries and museums to use the latest research about learning to provide effective programming for youth that includes quality design and evaluation strategies.

The 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. Grants made through this initiative explore both how rapidly evolving new technology shapes student learning and educational experiences, and the implications for the formal and informal institutions—schools, libraries, and museums among them—charged with the education of American youth.

Recently, individual libraries and museums have worked to change how they engage young people and to support them in the development of 21st century skills. Successes have included the Tinkering Studio, a portion of the Exploratorium in San Francisco, and the YOUmedia center in the Chicago Public Library's downtown Harold Washington Library Center. At the Tinkering Studio, children were given the opportunity and the materials to build creations of their own design, collaboratively or individually, with no fixed desired object to be produced. This free-form atmosphere gave participants the opportunity to interact directly with scientific phenomena and materials; use and build on their prior knowledge of phenomena, tools, and designs; engage with scientific concepts through multiple means and modes; and work in collaboration with others more knowledgeable. At the YOUmedia center, high school teens are given access to thousands of books, over 100 laptop and desktop computers, and a variety of media creation

tools and software, allowing them to work together, individually, or with the guidance of skilled mentors to pursue their passions in music, videos, designs, photographs, and blogs. In addition, teens, mentors, and librarians use iRemix, an online social network of the YOUmedia community. Teens post their projects, exchange ideas, critique peers' work, and participate in debates with other teens. The YOUmedia mentors and librarians are online, too, encouraging students to post their work, modeling participatory behavior by posting their own work, critiquing teens' projects, and sharing in the community-wide conversation.

In both locations, and in others, principles of best practice have been developed, principles that this initiative is intended to develop further and to share with libraries and museums nationwide. Those principles include:

- using the recent research on youth and social media;
- the importance of mentors in the learning process;
- collaborative institutional partnerships;
- effective program and space design; and
- interest-based learning.

I.E. Statement of Work

Under the Cooperative Agreement resulting from this Program Solicitation, the successful recipient of the Cooperative Agreement, the Cooperator, in consultation with IMLS and the MacArthur Foundation, shall be responsible for the project activity set forth herein. Work on project activity is anticipated to begin in April 2011 and extend for up to 36 months.

I.F. Deliverables/Outputs

IMLS seeks a Cooperator to work closely (including weekly status calls or other means as agreed upon) with IMLS and the MacArthur Foundation to develop the following deliverables:

1. Project Steering Committee

The Cooperator will convene a Steering Committee, consisting of representatives of IMLS, the MacArthur Foundation, and individuals with expertise in digital media or other kinds of innovative work with young people, museums, and/or libraries. The Steering Committee will work closely with the Cooperator to help develop and guide the activities outlined below and related activities, in order to ensure that the goals of this initiative are met.

2. National Grant Competition for the Learning Labs

In coordination with IMLS and the MacArthur Foundation, the Cooperator will prepare and distribute nationally a solicitation for applications from organizations seeking to create a Learning Lab in their library or museum. The Cooperator will accept responses to the solicitation and review them for eligibility and completeness. The Cooperator will recruit and convene a national, peer-review panel, including representatives from IMLS and the MacArthur Foundation and with input from the Steering Committee, to make selection recommendations for up to 30 libraries or museums to create Learning Labs

throughout the country, based on the YOUmedia principles cited above. Panel review shall adhere to standards of conduct consistent with those of IMLS grant programs.

The anticipated up to 30 grants of up to \$100,000 each will be awarded and monitored by IMLS (including the receipt and review of interim and final reports), in two rounds of competition, based on terms and conditions established by IMLS and the MacArthur Foundation. The Cooperator will also conduct periodic evaluation of ongoing and completed projects initiated under this Cooperative Agreement.

3. Convenings

The Cooperator, in consultation with IMLS and the MacArthur Foundation, will organize, manage, and implement a series of convenings for awardee institutions that will facilitate information-sharing and networking among the funded Learning Labs. The first convening will serve as an orientation for new awardees. Additional convenings may focus on professional development of library and museum professionals or on best practices produced by the funded Labs and other entities.

4. Technical Assistance

The Cooperator, in consultation with IMLS and the MacArthur Foundation, will design a set of technical assistance activities for awardee institutions to integrate best practices in digital learning and to maximize the impact of the Learning Labs. Staff training and professional development are critical to prepare museum and library Learning Lab staff to manage the Labs and meet the needs of Lab users. The format of the technical assistance will be in-person, one-on-one training, group convenings as described above, webinars, or audio conference calls. The Cooperator should also be prepared to work with Lab staff in the use of iRemix (described above in the I.D. Background) or similar online social network community.

5. Communications

The Cooperator will work in consultation with the MacArthur Foundation and IMLS to develop and execute a communications strategy to disseminate information about the Learning Labs competition and the accompanying components. The Cooperator will develop and maintain an online sharing community that will include a Web page about the initiative, capitalize on social media (e.g., Facebook, Twitter, blogs, or wikis), and use other outreach, such as webinars, to reach not only specific youth learning, digital media, and STEM organizations and stakeholder groups but also the general public. The Cooperator will provide technical assistance in the area of communications to assist awardees in promoting their Learning Labs.

6. Online Tool Kit

The Cooperator will create a series of resources to be maintained online for use by Learning Lab staff, including relevant, recent research. This tool kit will be part of the broader online sharing community for the Learning Labs, described above.

7. Publications

The Cooperator will publish the findings and best practices that result from this initiative, along with educational/training materials, and make that research available to library and museum professionals.

8. Evaluation

The Cooperator will work in consultation with the MacArthur Foundation and IMLS to develop an evaluation framework for the core project activities.

I.G. Anticipated Timeline

The period of performance shall be for three years, commencing in April 2011.

RFP deadline	February 28, 2011
Cooperator announced	April 1, 2011
Call for Learning Lab applications	May 1, 2011
[Round One] Learning Lab applications due	June/July 2011
[Round One] Learning Lab grantees announced	October/November 2011
[Round Two] Learning Lab applications due	April/May 2012
[Round Two] Learning Labs grantees announced	August/September 2012

SECTION II. ELIGIBILITY INFORMATION

An eligible applicant must be an entity that meets the following respective criteria:

Eligibility for Libraries and Archives

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,[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,
- 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.

Eligibility for Museums

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. qualify as:
 - a museum [2] that, using a professional staff,[3] (1) is organized on a permanent basis for essentially educational or aesthetic purposes, (2) owns or uses tangible objects, either animate or

inanimate, (3) cares for these objects, and (4) exhibits these objects to the general public on a regular basis through facilities that it owns or operates,[4]

- an organization or association that engages in activities designed to advance the well-being of museums and the museum profession,[5] or
- 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.

Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant to determine the museum's autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application narrative. A parent organization that controls multiple museums that are not autonomous, but which are otherwise eligible, may submit only one application per grant program; the application may be submitted by the parent organization on behalf of one or more of the eligible museums.

[1]. 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.

[2]. Museums 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.

[3]. An 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.

[4]. An 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, please see 45 C.F.R. Chapter XI, Subchapter E (Institute of Museum and Library Services).

[5]. A friends group associated with a single museum is not an eligible applicant.

Partnerships

Partnerships are not required for this program; however, partnerships may strengthen applications submitted to this program, if they are appropriate to the project. 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. Any group application must contain a Partnership Statement that details the activities that each member of the partnership plans to perform and binds each member of the partnership to every statement and all assurances made by the applicant in the application. The applicant shall submit the Partnership Statement with 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 contract 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 (1) federal agencies may not receive IMLS funds, either directly or indirectly, and (2) 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.

Ineligible proposals will not be reviewed.

SECTION III. AWARD INFORMATION

III.A. Requirements

IMLS anticipates awarding only one (1) Cooperative Agreement. The Cooperative Agreement is subject to the availability of funds and written notice from IMLS to the Cooperator to proceed.

While MacArthur funds may be used for cost sharing purposes, IMLS also will consider institutional cost-sharing contributions as a competitive factor when evaluating the proposals. Proposals that demonstrate strong institutional support through cost sharing are generally rated more favorably by reviewers.

IMLS encourages applicants to contribute institutional support as cost sharing, such as the salaries of any permanent staff to be employed 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.

All listed expenses, including all cost sharing, must be incurred during the grant period. Federal funds may not be used to meet cost-sharing requirements.

III.B. Award Length

The award will be for a maximum of thirty-six (36) months from date of award.

III.C. Application Status and Notification

The estimated award announcement date is April 1, 2011. IMLS will notify all applicants of final decisions. No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

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.

IV.A: The Application Package

Step 1: Download a grant application package

Use one of the following identifiers to locate the Learning Labs in Libraries and Museums package:

CFDA No: 45.312
Funding Opportunity Number: LABS-FY11

IMLS applicants must download two packages to get all of the necessary forms and instructions:

1. *Download Application Instructions and IMLS forms:* This package contains these grant application guidelines (which include instructions for completing the application) and the IMLS forms for, program information, Detail and Summary Budgets, Partnership Statements, and any others related to this specific program. These IMLS forms may also be accessed from the IMLS Web site at www.imls.gov/applicants/forms.
2. *Download Application Package:* This package has the Face Sheet (SF-424S, “Application for Federal Domestic Assistance/Short Organizational Form”), Abstract, and the Attachments form.

Step 2: Complete the grant application package

Step 3: Submit the completed grant application package

Important deadline information: Applications must be received **by 11:59 P.M. eastern standard time on February 28, 2011**, in the Grants.gov system. Within 48 hours of submitting a grant application, applicants will receive two email messages from Grants.gov:

- The first will confirm receipt of the application by the Grants.gov system.
- The second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected because of errors.

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

Applicants are encouraged to not wait until the final hours before the deadline to submit their applications. Submitting early may enable an applicant to deal with unexpected problems.

Step 4: Track the status of a submitted grant application package

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

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 hours are 24 hours a day, seven days a week; closed on federal holidays.

IV.B. Contact Information

Proposals in response to this solicitation must be submitted on or before February 28, 2011.

For information about this solicitation, please contact:

Nancy Rogers, Special Assistant to the Director
Office of Strategic Partnerships
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802
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Telephone: (202) 653-4692
E-mail: aswetz@imls.gov

Teletype (TTY/TDD, for persons with hearing difficulty): (201) 653-4614

IV.C. D-U-N-S® Number

In order to streamline and simplify the management of federal financial assistance, the Office of Management and Budget (OMB) has directed that all federal agencies require applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (D-U-N-S® Number)

when applying for federal grants or cooperative agreements on or after October 1, 2003. This number is required for registration at Grants.gov.

IV.D. Format

All attachments must be formatted as PDF files. No other format will be accepted. The application narrative must be no more than twelve (12) pages, and must address the proposal Evaluation Criteria listed in Section V in the order presented there, with each response numbered, and must:

- address the evaluation criteria in the order presented, and must be identified using headings, bold type, or a list of references to page or section numbers to guide reviewers in their evaluation;
- provide sufficient information for reviewers to evaluate all evaluation criteria;
- conform to the space limits of twelve single-spaced, one-sided pages;
- use an 8.5 by 11 inch format;
- leave a margin of at least 0.5 inch on all sides;
- have each page numbered; and
- use a sans-serif, 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

IV.E. Content

Proposals in response to the solicitation shall include:

- SF-424S. Instructions on how to complete this form can be found at www.ims.gov/applicants/forms/SF-424S.shtm.
- Program Information Sheet: the three-page form is available as a fill-in PDF form or a Microsoft® Word document on the IMLS Web site at www.ims.gov/applicants/forms. Please answer only questions 1, 3, and 5, unless you are applying from a museum, in which case you should complete question 4.
- Narrative that addresses the evaluation criteria noted in Section V.B. below. The narrative may be up to twelve (12) pages in length and formatted as indicated in Section IV.D. above.

- Detailed Budget: the three-page form is available as a fill-in PDF form or a Microsoft® document on the IMLS Web site at www.ims.gov/applicants/forms, replicated for each year of the project.
- Summary Budget: the one-page form is available as a fill-in PDF form or a Microsoft® Word document on the IMLS Web site at www.ims.gov/applicants/forms, replicated for each year of the project.

Only costs attributable to achieving specific project activities should be included in the budget. The budget should identify whether support is requested from IMLS or is contributed as Cost Share. All of the items listed, whether supported by award funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable IMLS and Federal cost principles, auditable, and incurred during the award period.

For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected.

- Budget Justification: a two-page explanation of all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play, and should justify all proposed equipment, supplies, travel, services and other expenses.
- Organizational profile: A one page summary that includes the following information: (1) the applicant's mission; (2) its service area (audience served, including size, demographic characteristics, and geographic area); and (3) a brief history of the institution or organization. This information will give the reviewers an understanding of the applicant organization.
- 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 SF-424S and budget pages. 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.
- List of key project staff and consultants.
- Resumes or vitae of no more than two pages each for all key personnel must be included.
- Proof of non-profit status, if applicable.
- Current, federally negotiated rate for indirect costs, if applicable.

- Partnership statement form(s), if applicable.
- Supporting documents, as desired, but not to exceed 20 one-sided pages.

SECTION V. APPLICATION REVIEW INFORMATION

V.A. Eligibility and Completeness

IMLS will determine whether applicants are eligible and whether an application is complete.

V.B. Evaluation of Proposals

All eligible and complete proposals will be competitively reviewed. The evaluation will be based on the following criteria:

V.B.1. Project Design

- Evidence of the quality and completeness of the proposed plan to accomplish the work identified above under Statement of Work, including evidence of the applicant's capacity to manage all aspects of the Learning Labs competition, including developing project guidelines and call for applications, running the competition, and selecting reviewers to evaluate the proposals. Applicant's ability to plan and convene events for Learning Lab recipients to facilitate professional development and technical assistance. Applicant's capacity to create a system for communication, information-sharing, networking, technical assistance, and evaluation for the funded Learning Labs.
- Extent to which the proposal reflects an understanding of and experience in the design, delivery, and management of such efforts.
- Extent to which the applicant has experience in delivering high-quality, large-scale projects.

V.B.2. Project Resources: Time; Budget; Personnel; Management Plan

- Evidence of the ability to develop, deliver, and manage the project in an effective and timely manner.
- Evidence that the project personnel and contractors (if any are proposed) are qualified to accomplish project goals and activities outlined in the Statement of Work. Evidence that the applicant has been responsible for similar professional projects and products, including experience in managing library or museum services, programs, or grant competitions, or working with digital media and/or youth programs. The proposal should include examples of products from similar projects.
- Demonstrated working relationships with relevant stakeholders, describing recent partnerships and work.
- Extent to which personnel commit adequate time to manage and implement the project activities.
- Extent to which the budget is reasonable and appropriate.

V.B.3. Communications/Dissemination

- Evidence that the applicant has sufficient resources and knowledge to work with the MacArthur Foundation and IMLS to provide communications and dissemination support for this initiative.
- The extent to which the proposal demonstrates the ability of the applicant to work with the MacArthur Foundation and IMLS to develop and implement a communications and dissemination plan that includes goals, objectives, and potential outcomes; identifies target audiences, partners, and media; articulates key messages; identifies tactics and strategies; and continues to develop the initiative's visual identity.
- Evidence that the applicant will work with the MacArthur Foundation and IMLS to disseminate the findings of the Learning Labs to help create a community of practice around the initiative.

V.B.4. Evaluation

- Evidence that the applicant has sufficient resources and knowledge to create an evaluation plan for the project, in consultation with IMLS and the MacArthur Foundation, to evaluate the overall initiative.
- Demonstrated experience in managing outside contractors for similar services.

SECTION VI. AWARD ADMINISTRATION INFORMATION

VI.A. Cooperative Agreement

The instrument that will be awarded as a result of this program solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee of profit (or other increment above allowable cost) is allowed. The Cooperator and its subrecipient(s) shall follow applicable IMLS regulations (set forth in 45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI) as well as applicable government-wide regulations and circulars regarding administration, cost principles, auditing, and related matters. The following OMB circulars and regulations may apply, as appropriate:

- 2 CFR, Part 215, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (formerly OMB Circular A 110);
- OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments;

- 2 CFR, Part 225, Cost Principles for State, Local and Indian Tribal Governments (formerly OMB Circular A-87);
- 2 CFR, Part 220, Cost Principles for Educational Institutions (formerly OMB Circular A-21);
- 2 CFR, Part 230, Cost Principles for Non-Profit Organizations (formerly OMB Circular A-122);
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; and

VI.B. Terms and Conditions

Institute of Museum and Library Services Cooperative Agreements are subject to the General Terms and Conditions for IMLS Discretionary Awards (see <http://www.imls.gov>).

VI.C. 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 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:

- (a) are presently excluded or disqualified;
- (b) 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;
- (c) 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
- (d) 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:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) 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;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

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 Government-wide 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.

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 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).

VI.D. Reporting

It will be the responsibility of the recipient to file required reports. Interim narrative performance reports must be submitted within 30 days after the end of each six-month period for the duration of the award, except for the final six months (when final reports will be submitted within 90 days after the end of the grant period).

An annual financial status report must be submitted within 30 days after the end of the first year of the project, unless the award is for a one-year project. For one-year projects, only a final financial status report is required.

Final performance and final financial status reports must be submitted within 90 days of the close of the project period. Interim and final financial status reports must be submitted on the required forms [either SF 269, Financial Status Report (long form), or SF 269A, Financial Status Report (short form)].

Failure to comply with the reporting requirements may result in the loss of current or future funding from IMLS.

SECTION VII. AGENCY CONTACTS

For information on this solicitation, write or call:

Nancy Rogers, Special Assistant to the Director
Office of Strategic Partnerships
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802
Telephone: (202) 653-4714
E-mail: nrogers@imls.gov

Abigail Swetz, Program Specialist
Office of Strategic Partnerships
Institute of Museum and Library Services
1800 M Street NW, 9th Floor,
Washington, DC 20036-5802
Telephone: (202) 653-4692
E-mail: aswetz@imls.gov

Teletype (TTY/TDD, for persons with hearing difficulty): (201) 653-4614

SECTION VIII. OTHER INFORMATION

Rejection and Award

IMLS reserves the right to reject any or all proposals.