

Welcome to the IMLS Office of Museum Services informational webinar, "Grant Application Forms for Fiscal Year 2019." Our goal in this presentation is to provide information to help you complete the forms required for all IMLS museum grant applications.

Companion Webinars

PRE-RECORDED WEBINARS

- Choosing a Funding Opportunity
- Grant Application Forms for FY2019

LIVE WEBINARS

Museums for America

October 3, 2018; 3 pm Eastern Time

Museums Empowered

October 4, 2018; 3 pm Eastern Time

Inspire! Grants for Small Museums

September 6, 2018; 3 pm Eastern Time

National Leadership Grants for Museums

October 9, 2018; 3 pm Eastern Time

Museum Grants for African American History and Culture

September 12, 2018; 3 pm Eastern Time

Native American/Native Hawaiian Museum Services Program

September 5, 2018; 3 pm Eastern Time



To participate in the live webinars, visit

https://www.imls.gov/grants/ apply-grant/available-grants, and click on the grant program name.

Access recordings and transcripts of our webinars here: https://www.imls.gov/news-

https://www.imls.gov/newsevents/events

This is one of a series of webinars designed to help you find the information you need to create a competitive application for IMLS museum funding.

"Choosing a Funding Opportunity" and "Grant Application Forms for FY2019" are prerecorded.

In September and October, we will be presenting one live webinar for each of our grant programs. The dates and times of the live webinars are listed here, and the instructions for participating are available on our website.

Links to the recordings of our live webinars will be available on our website within a day or two of the presentations, and you will have the online option to access the recording as well as a transcript in PDF.

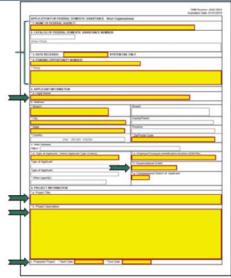
[Image: Pixabay 3307479]

ľ	Presen	ntation Overview	
		Application for Federal Assistance/ Short Organizational Form (SF 424S)	Download from Grants.gov as part of the application package.
		2019 IMLS Program Information Sheet	
		2019 IMLS Budget Form	https://www.imls.gov/grants/ apply-grant/notices-funding- opportunities/application- forms
	The second secon	2019 IMLS Digital Product Form	

We will address four forms in this webinar, and each is required for every proposal in every grant program. There are written instructions for completing these forms included in each Notice of Funding Opportunity, and so our intent today is to focus on those elements that seem most challenging for applicants and/or about which we get the most questions.

The forms are listed here along with the source for each. The first—Application for Federal Domestic Assistance/Short Organizational Form—is available only through Grants.gov, and you acquire it when you access your grant application package on that site. The other three are on the IMLS website and are accessible through links in each Notice of Funding Opportunity and at the web address listed here.

SF-424S: Application for Federal Domestic Assistance – Short Organizational Form – p. 1



5a. Legal Name

Ties to your Legal Name as listed on the Program Information Sheet.

5f. Organizational DUNS

Must link to your Legal Name in SAM.gov.

6a. Project Title

Create a good one: informative but short. It may be used in public materials.

6b. Project Description

- Tell what your project will do, for whom, and for what purpose/outcome.
- 150-word limit
- Write this last.

6d. Start and End Dates

Using mm/dd/yyyy, start on the first day and end on the last day of the month. Check the NOFO for options.

The Application for Federal Domestic Assistance/ Short Organizational Form or the SF 424S comes with Items 1, 2, and 4 pre-populated, and Item 3 is left blank. Double-check this information to make sure you are applying to the grant program you intend.

There are five important things to watch for on the first page:

In Item 5a, the **Legal Name** must match the name you enter on the IMLS Program Information Sheet, which we'll get to in a few minutes. It is the name to which your DUNS number is officially tied.

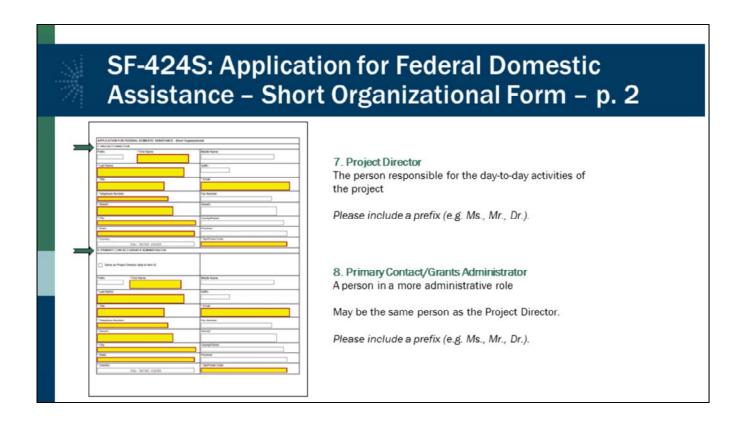
In Item 5f, the **Organizational DUNS number** is important in confirming your eligibility, identity, and tax-exempt status. It must link to the Legal Name in SAM.gov.

In Item 6a, we ask you to provide a **Project Title.** This will track with your project throughout its lifespan and may be used in public materials. Create a good one that accurately represents your project. It should be short but informative.

In Item 6b, we ask for a **Project Description**. This is important because we use this for several purposes during the review process, and if your project is funded, it will be the basis for the representation of your project that goes on our website and to the media. Write your project description to address **what you plan to do**, **for whom**, and for **what purpose or outcome**. Be sure to list your major activities and your intended results. Don't waste characters on telling us what program you're applying to, how much you're asking for, or the history of your organization. **Consider making this the last piece you write so that it**

is as concise and accurate as possible.

There is a character limit for the Project Description. Our experience is that 150 words is close to the maximum limit, but be aware that characters include spaces and punctuation marks.



Page 2 of the SF-424S requests information about two key people in your project.

The Project Director should be the person who is responsible for the day-to-day activities of the project—in short for making sure the project gets done. The Primary Contact might be someone in the grants office or someone whose role is more purely administrative. Important to remember here is that in many cases these two positions may be the same person. They don't have to be, but they **may** be.

For each, we ask for the first, middle, and last name; work title; work email; work telephone number; work mailing address and zip code. Please include a prefix, such as Dr., Ms., Mr., or Mrs. It helps us with data entry into the IMLS system.

HOWEVER...

SF-424S: Application for Federal Domestic Assistance – Short Organizational Form – p. 3



9. Authorizing Official/ Authorized Representative

The person who has the authority and responsibility for certifying that (1) statements made in the application are true, complete, and accurate and (2) that the organization will comply with all rules and laws if an award is made.

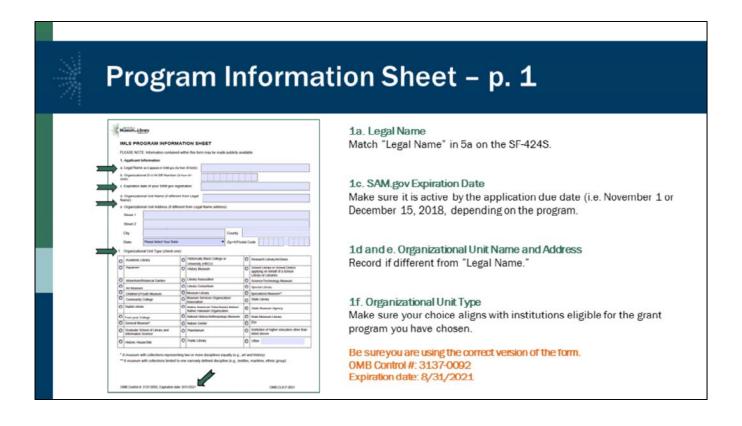
This is also the person who will sign all reports, reimbursement requests, and change requests if an award is made.

Must be a person different from the Project Director.

Please include a prefix (e.g. Ms., Mr., Dr.).

The Authorizing Official, also known as the Authorized Representative, MUST be different from the Project Director. This is the person who has the authority and the responsibility for certifying that statements made in the application are true, complete, and accurate and that the organization will comply with all necessary certifications, assurances, and terms if an award is made. This is also the person who will sign all reports, reimbursement requests, and change requests if an award is made. This might be the President/CEO, Director, Board President, or other position of authority within the institution. It cannot be the Project Director, however.

We ask for this person's first, middle, and last name; work title; work email; and work telephone number. Please include a prefix, such as Dr., Ms., Mr., or Mrs., here too as it helps us with data entry into the IMLS system.



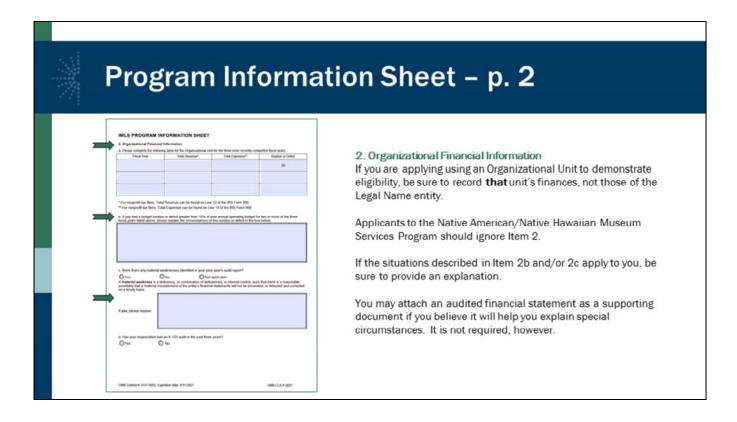
Let's turn now to the IMLS Program Information Sheet, which is an IMLS form downloadable from our website. This is a five-page document that is VERY important to your application. Your answers help establish your eligibility for funding and make sure your application gets into the right stream for review. The Notice of Funding Opportunity provides complete instructions for how to fill out this form, but we want to highlight a couple of especially important things for you here.

On page 1 in Item 1a, we ask again for "Legal Name." This must be the same as the "Legal Name" you provided on the SF-424S, and again, it must link to the DUNS number for your organization.

In Item 1c, we ask for the expiration date of your SAM.gov registration. Your SAM.gov registration must be active throughout the grant review period, at the time awards are made, and throughout the lifespan of your grant. Without it, we cannot accept your application, review it, make an award, or provide you money. Consequently, we recommend that you check your expiration date immediately. If you haven't registered yet, start the process now because it can take several weeks to complete. If you need to renew your registration before your application due date of November 1 or December 15, please make sure you take care of that as soon as possible.

In 1d and e, we ask you to record the name of your Organizational Unit (if that is different from the Legal Name of the applicant) and its address. When might that be the case? It can happen with any of our grant programs with a museum eligibility requirement. In Museums for America, for example, the Legal Name entity might be something other than a museum—such as a university. On its own, the university would not be eligible to apply. However, it might administer an Organizational Unit that DOES qualify. In our example of a university, a campus natural history museum might meet the eligibility requirements and the **pairing** could therefore apply for funding. In that case, you would enter the university's name as the Legal Applicant and the museum name as the Organizational Unit.

If you have questions about your own situation, spend some time with the eligibility requirements for the grant program in which you're interested, and then call us if you need help in interpreting them.



On page 2, we ask questions about your organization's finances—the total revenue and expenses for three fiscal years; budget surpluses or deficits greater than 10% of your annual operating budget; and any material weakness identified in your prior year's audit report. If you are applying using an **Organizational Unit** designation, then these questions apply to the Organizational Unit, rather than to the Legal Name entity. If you're the museum that's run by a university, we want to know about the museum budget, not that of the entire university.

Applicants to the Native American/Native Hawaiian Museum Services Program should ignore Item 2.

If the situations described in Item 2b and/or 2c apply to your finances, be sure to provide an explanation in the appropriate box.

You may attach an audited financial statement as a supporting document if you believe it will help you explain special circumstances. It is not required, however.



Program Information Sheet - p. 3

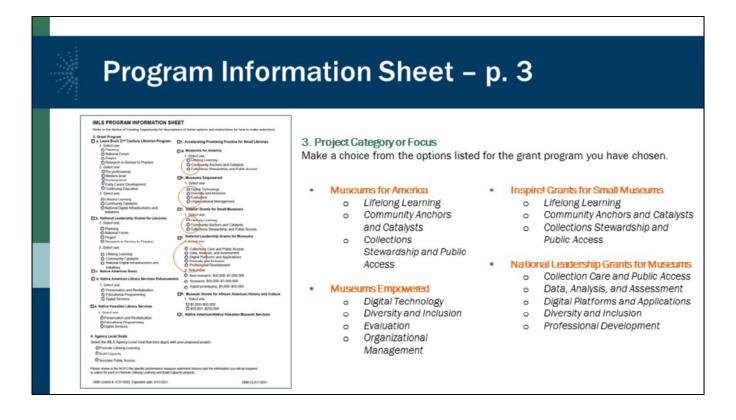


3. Grant Program

Select g, h, i, j, k, or I to indicate the grant program to which you are applying.

On page 3 in Item 3, we ask a series of questions that will determine how your application is categorized for review. The museum grant programs are listed on the right.

First, choose one and only one grant program for your application. Check "g" for Museums for America; "h" for Museums Empowered; "I" for Inspire; "j" for National Leadership Grants for Museums; "k" for Museum Grants for African American History and Culture; or "I" for Native American/Native Hawaiian Museum Services Program.



Next, if you are applying to Museums for America, Museums Empowered, Inspire, or National Leadership Grants for Museums, choose the project category that best suits your proposal from the options listed for the grant program you have chosen.

Important to know here is that the project category you choose determines the group in which your proposal will be reviewed. We won't second-guess you on this, so you should choose wisely.

Do not choose a project category associated with a grant program other than the one to which you are applying.

If you are applying to Museum Grants for African American History and Culture or to Native American/Native Hawaiian Museum Services, you may ignore this step.



Program Information Sheet - p. 3



3. Funding Level

Make a choice from the options listed for the grant program you have chosen.

- National Leadership Grants for Museums
 - Non-research grant, \$50,000-\$1,000,000 with cost share required.
 - Research grant, \$50,000-\$1,000,000 with no cost share required.
 - Rapid prototyping grant, \$5,000-\$50,000 with no cost share required.
- Museum Grants for African American History and Culture
 - \$5,000-\$50,000 with no cost share permitted.
 - \$50,001-\$250,000 with cost share required.

Then comes the opportunity to select a funding level.

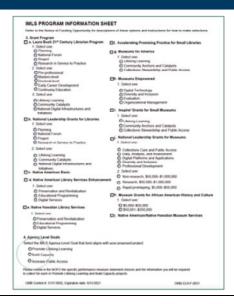
If you are applying to National Leadership Grants for Museums or Museum Grants for African American History and Culture, choose the funding level that best suits your proposal.

Do not choose a funding level associated with a grant program other than the one to which you are applying.

If you are applying to Museums for America, Museums Empowered, Inspire!, or Native American/Native Hawaiian Museum Services, you may ignore this step.



Program Information Sheet - p. 3



4. Performance Goals

Select the IMLS agency-level goal to which your project best corresponds:

- o Promote Lifelong Learning
- Build Capacity
- Increase Public Access

Find more about IMLS agency-level goals and performance measure statements in the Notice of Funding Opportunity for the grant program you have chosen.

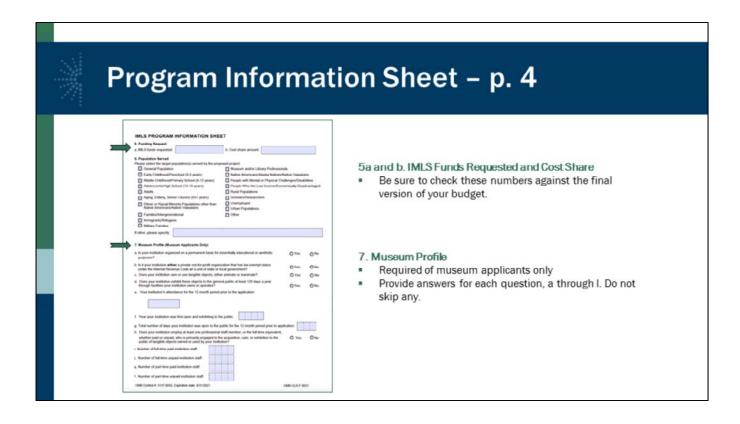
On page 3 in Item 4. we ask you to select one or more IMLS agency-level goals.

If your project will involve interpretive and educational programs, exhibitions, serving in-school and out-of-school audiences, or other aspects of developing and delivering learning experiences, then choose "Promote Lifelong Learning."

If you propose to create trusted spaces for community dialogue; build new partnerships to strengthen community connections; conduct community-focused planning activities; and/or work with your community to create measures and gather information to understand project progress and impacts, choose "Build Capacity."

If you are proposing a collections-focused project that involves planning, managing, conserving, digitizing, and/or enhancing access to collections and related information, then choose "Collections Stewardship and Public Access."

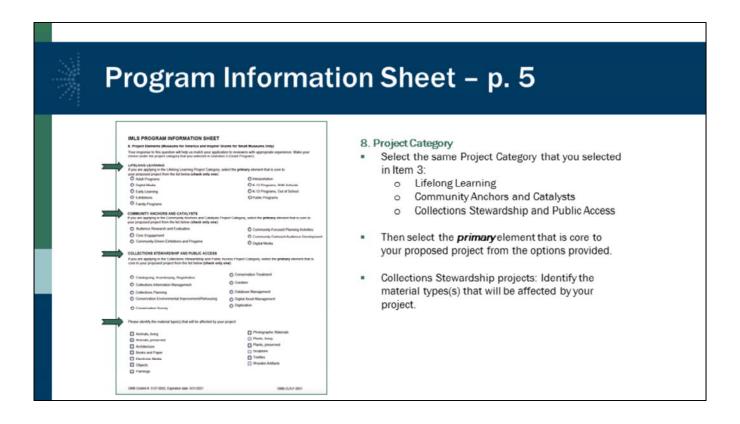
Another important element relating to performance is that of **performance measure statements**. Be sure to read more about performance measure statements in the Notice of Funding Opportunity for the grant program you have chosen.



On page 4 in Item 5a, we ask you to enter the total dollar amount that you are requesting from IMLS, and in Item 5b we ask you to enter the total dollar amount that you will provide in cost share if the grant program to which you are applying requires or allows it. These numbers are often revised at the last minute of application preparation, so be sure to check this against the final version of your budget so the numbers you record here are accurate.

Item 7, Museum Profile, is meant for museum applicants only. This is required if you're applying to Museums for America, Museums Empowered, or Inspire, and it **may** be required if you are applying to National Leadership Grants for Museums, or Museum Grants for African American History and Culture. It is not required for applicants to the Native American/Native Hawaiian Museum Services Program.

This is where you provide the information that IMLS staff need to verify your **eligibility** to apply for funding. We need answers for each question, **a** through **I**, so don't skip any. To do so could result in your institution's being found ineligible.

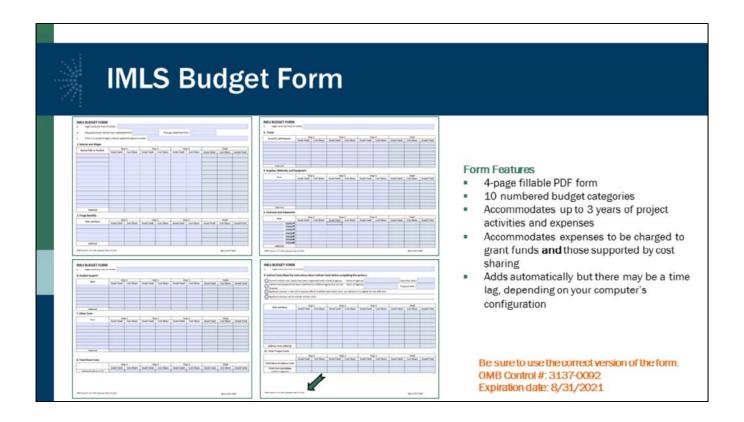


On page 5, Item 8 is for applicants to Museums for America and Inspire! Grants for Small Museums only. Its purpose is to help us identify the expertise and experience needed to review your project.

Begin by finding the project category that you selected in Question 3—Lifelong Learning, Community Anchors and Catalysts, or Collections Stewardship and Public Access. Beneath each of these headings is a list of primary elements for that project category. Select the ONE that you consider core to your proposed project. To recap, you'll check one and only one primary element for your proposal.

Many projects have more than one strong element. If you find it challenging to make just one choice, think about the skill set of museum professionals that you feel would be best qualified to judge your application.

In addition, for Collections Stewardship and Public Access projects, we ask you to identify the material type or types that will be affected by your project. You may select as many material types as you feel appropriate here.



At this point, we move on to the IMLS Budget Form. This is a four-page fillable PDF document that you download from the IMLS website. It accommodates up to three years of project activities and expenses, including those to be paid from IMLS funds and those to be paid as cost share.

There are ten numbered budget sections on the form, beginning with Salaries and Wages and extending through Total Project Costs. The Notice of Funding Opportunity for each program contains detailed instructions for what to include in which budget category.

The form adds automatically, although our experience has been that there can be a time lag, depending on your computer's configuration. If totals do not seem to be appearing as they should, click on an empty cell and give it some time rather than closing out. That has worked for most people.

We urge you to check your figures very carefully, making sure that expenses that will be paid from IMLS funds as well as those that you will cover as part of your cost share are in the right categories, are justifiable in the context of your project, and, of course, represent allowable costs.

It's very important to make sure you have **this** version of the form, and not an expired version, so look for the expiration date of 8/31/2021.

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										b. Requested grant period
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										1 Salarias and Wartes
										1. Salaries and Wages
									3	Include all temporary and permanent staff and
										volunteers engaged in the project.
Subtotal										
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									- //	identified for this project.
Subtotal										

Here we want to focus on those elements that seem most challenging and/or about which we get the most questions.

For more detailed instructions for completing the IMLS Budget Form as well as guidance on allowable and unallowable expenses, please refer to the Notice of Funding Opportunity for the grant program you've chosen. There you will also find links to federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements, or 2 CFR §200.

Beginning on page 1, in Item a, we ask for the Legal Name of the applicant, which should be the same as what you entered in Item 5a of the SF-424S and Item 1a of the IMLS Program Information Sheet. This carries to the other three pages of the form.

In Item b, we ask you to specify your requested project period, and this should be the same as what you entered in Item 6a of the SF-424S.

You may leave Item c blank at this stage.

For Salaries and Wages in Section 1, include both temporary and permanent staff as well as volunteers who will be engaged in your project activities. Assign them to the proper column to indicate whether they will be paid from grant funds or will serve as part of your cost share. Entering the person's name and/or title is sufficient here. On the Budget Justification, you will need to document the method of cost computation you used to arrive at your figures. This might be a percentage of a person's time devoted to the project, a number of days, or a number of hours paid at a certain rate.

For Fringe Benefits in Section 2, you may claim only on the portion of Salaries and Wages identified for this project. If a staff member is contributing 100 hours of their time to the project, then you may include fringes on only that 100 hours.

For Travel expenses in Section 3, you may include transportation costs, housing, and subsistence, and you must detail those expenses for each person in your Budget Justification. You must use the lowest available commercial fares and be sure to comply with all other special travel requirements. These will be outlined in the Notice of Funding Opportunity for your grant program.

In Section 4, Supplies, Materials, and Equipment, you should list the costs of such items purchased specifically for your proposed project. For guidance on allowable and unallowable costs, and definitions of supplies and equipment, see 2 CFR §200, which is available in electronic form on the Government Publishing Office website. You'll use the Budget Justification to describe and explain these items in greater detail, so summaries are acceptable here.

In Section 5, Contracts and Subawards, you should list each third party that will undertake project activities along with their associated costs as an individual line item. Do not combine two or more contracts or subawards into a single line. For each third party, you will need to designate them as either a contract or subaward by choosing from the dropdown menu on the form.

Please know that it is your responsibility to determine whether each agreement you

make regarding disbursing IMLS funds to third parties will treat the receiving party in the role of a subrecipient/subawardee or a contractor. These can be complex situations, particular in large organizations, and investigating options and rules at your institution early on in the process of developing your budget would be wise.

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Section 6 of the budget relates to Student Support. "Students" are defined as individuals enrolled in a graduate or undergraduate program of study; individuals participating in post-master's or post-doctoral programs focused on supporting their career development; and museum staff participating in education and training activities focused on their career or professional development. This does not, then, include schoolchildren coming to a museum for programs. Examples of student support costs that should be included in this section include tuition support; salaries or stipends for graduate assistants or fellows; costs for travel and conference registration; and costs of supplies and equipment for students defined in this way. There are implications for the calculation of indirect costs associated with these expenses, so a careful consideration is in order if your project involves these kinds of students.

Section 7, "Other Costs," is the place to put costs that cannot be assigned elsewhere. It is not for spillover from another section. Most expenses can be assigned to another budget category.

Section 8, "Total Direct Costs," will calculate automatically by column and by row.

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IMLS BUDGET FORM														
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											§200.68 and §200.414 for guidance.			
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Total Costs (excluding student support)														

Section 9 of the budget form is devoted to indirect costs. Indirect costs are those expenses that are incurred for common or joint objectives that cannot be easily identified with a particular project. Examples include utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of management and administrative personnel. Indirect costs are not itemized in your proposal or on your budget form. Instead they are expressed as a percentage of a base figure, which might be all or part of your direct costs.

For an IMLS application, you have four options to consider, and in Section 9, you must select one.

- You may use an indirect cost rate not to exceed your current indirect cost rate already negotiated with a federal agency. If you choose this option, you must record the name of the agency and the expiration date of the agreement on the form.
- You may use a rate that you have proposed to a federal agency but that has not been finalized by the time you submit your proposal. If you choose this option, you must record the name of the agency with which you are negotiating and the date of the proposal.

- You may use a rate not to exceed 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements, such as those in place for states, local governments, and Indian tribes. OR
- You may opt to not include any indirect costs.

Let's take a quick look at what constitutes modified total direct costs.

Modified Total Direct Costs

- MTDC includes direct salaries and wages, applicable fringe benefits, supplies and materials, travel, and up to the first \$25,000 of each subaward.
- MTDC excludes equipment, rental costs, tuition remission/scholarships/ fellowships, participant support costs, the portion of each subaward in excess of \$25,000, and indirect cost type items.

See the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200.68) for more information.

Modified total direct costs include direct salaries and wages, applicable fringe benefits, supplies and materials, travel, and up to the first \$25,000 of each subaward.

Modified total direct costs exclude several cost categories, including equipment, rental costs, tuition remission/scholarships/fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

If you opt to use the indirect cost rate of 10% of modified total direct costs, then you will need to calculate your base for the IMLS column and for the cost share column.

For more information, please see the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and in particular Section 68, which addresses Modified Total Direct Costs.

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IMLS BUDGET FORM										
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If you use a federally negotiated indirect cost rate—either one that is current or one that you have proposed but that hasn't been finalized yet—you will follow the conditions and requirements of that agreement.

If you choose to include indirect costs in your budget, your entry in Section 9 should take the form of a percent rate times the base in dollars. The result will be a dollar figure which you then record in the appropriate column.

You may apply your indirect cost rate to the cost share portion of your total direct costs as well as to the portion you request from IMLS. However, IMLS funds can be used only for the portion of the total direct costs for which you are requesting IMLS funds.

Section 10 of the budget form calculates automatically. The numbers at the bottom of the form for Total Grant Funds and Total Cost share should be the numbers you enter in Items 5a and 5b of the IMLS Program Information Sheet.



Budget Justification

- Address each purpose for each expense in the budget—both the IMLS ask and the cost share, if required.
- Explain the basis or method of cost computation used to determine each dollar amount.
 - 6 museum-quality powder-coated steel storage cabinets at \$1,550 each = \$9,300.
 - Jane Doe, contract conservator, will visit two times to advise on rehousing materials and train staff in mount making. Two trips, 3 days each, at \$500/day = \$3,000.
 - Salary for Collections Assistant new hire, one year, \$42,000.
 - Fringe benefits for new hire, one year, 32% of \$42,000 = \$13.440.



- Itemize and explain any costs that you consolidated and summarized on the IMLS Budget Form.
- Follow the order and format of the IMLS Budget Form section headings.
- DO NOT use the Budget Justification to detail staff qualifications or to justify your project.

In addition to the IMLS Budget Form, you will need to write a Budget Justification. This separate component is a very important part of your application. Peer reviewers will use it to evaluate the appropriateness of the financial resources you have identified as necessary for your project, and IMLS staff will use it to check your calculations and make determinations regarding the allowability of specific expenses according to the applicable cost principles. The Notice of Funding Opportunity includes specific guidance for creating this document and we strongly recommend you follow it. You may use as many pages as necessary to fully justify your budget.

Your Budget Justification should:

- Address the purpose for each expense in the budget—both the IMLS ask and the cost share, if required.
- Explain the basis or method of cost computation used to determine each dollar amount. Here are a few examples we might see in a collections rehousing project:
 - o 6 museum-quality powder-coated steel storage cabinets at \$1,550 each = \$9,300.
 - O Jane Doe, contract conservator, will visit two times to advise on rehousing materials and train staff in mount making. Two trips, 3 days each, at \$500/day = \$3,000.
 - O The salary for a Collections Assistant to be hired for this project is \$42,000 per year.
 - O Fringe benefits for the new hire are calculated at 32% of \$42,000 = \$13,440.
- Itemize and explain any costs that you consolidated and summarized on the IMLS

Budget Form. We have said that for a complex supply/material list, you may summarize the entry, but here you must break out the costs of what you propose to buy and show how you arrived at the figures you used in the budget.

- Follow the order and format of the IMLS Budget Form section headings.
- DO NOT use the Budget Justification to detail staff qualifications or to justify your project. There are other places for that!

[Image: Pixabay 227654]



Digital Product Form





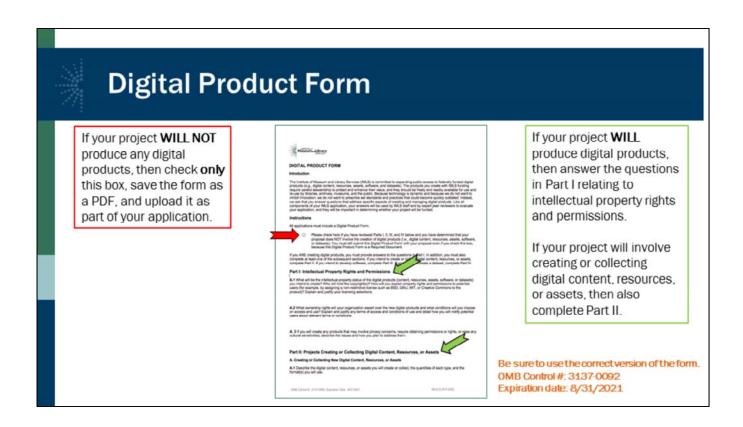
"Digital products" are defined broadly to include digital content, resources, assets, software, and datasets.

The final form we'll talk about today is the Digital Product Form. You may access this four-page IMLS form as a Word or a fillable PDF document. **All applicants to all museum grant programs must submit this form as part of the application.**

For the purposes of this form, we define digital products broadly to include digital content, resources, assets, software, and datasets.

This form makes it easy for reviewers and for IMLS to understand how you will create your digital products and how you will make them available for use and reuse by others.

Because technology is dynamic and because we do not want to inhibit innovation, we do not prescribe set standards and best practices that would certainly become quickly outdated. Instead, we ask a series of questions about your digital product project, and your answers will be used by IMLS staff and by peer reviewers to evaluate your proposal.



If your project **WILL NOT** produce any digital products, then check **only** this box, save the form as a PDF, and upload it as part of your application.

If your project **WILL** produce digital products, then answer the questions in Part I relating to intellectual property rights and permissions.

If you will create or collect digital content, resources, or assets, then complete Part II as well. These questions relate to the nature, quantity, and format of the content you will create; your workflow and asset maintenance/preservation plan; your approach to metadata; and your plans for making what you create available to the public, including any exceptions.



If your project will develop software, complete Part III. Questions here relate to the functions the software will perform and the audience it will serve; the programming language(s), platforms, software, and other applications you will use to create it; interoperability and dependencies; your processes for development, documentation, and updating the documentation for users; and how you will manage licensing and access to the source code.

Digital Product Form Not be Product Advanced product of the American State of the Ameri

If your project will create a dataset, then complete Part IV. These questions relate to the type of data you plan to collect and the purpose to which you expect it to be put; IRB approval; how you will handle confidential information; your methods for collecting or generating the data; how you will manage documentation; your plan for archiving and disseminating the data after the project is concluded; where you will deposit the dataset; and your plans for reviewing and implementing the data management plan.

This section is required for all National Leadership Grants for Museums projects submitted under the Research Funding Level.

When you have completed all relevant sections, save the form as a PDF, and upload it as part of your application.

Summ	ary	
	Application for Federal Assistance/ Short Organizational Form (SF 424S)	Download from Grants.gov as part of the application package.
	2019 IMLS Program Information Sheet	
	2019 IMLS Budget Form	https://www.imls.gov/grants/ apply-grant/notices-funding- opportunities/application- forms
The second secon	2019 IMLS Digital Product Form	

To conclude, here are the forms that we have reviewed, and each of these is a required component for FY2019 IMLS museum grant applications.

This webinar is one source of information that we hope you will find valuable as you fill out the forms. Detailed instructions are included in the Notice of Funding Opportunity for each grant program.



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Finally, here is a list of the names, email addresses, and direct phone numbers for program staff in the Office of Museum Services. We encourage you to contact us with any questions you might have about forms or any other aspect of the grant application process. We'll be very happy to help.

Thank you for your interest in IMLS funding programs and opportunities, and for checking out this webinar. Good luck, and we look forward to seeing your application.