



IMLS Office of Museum Services

Grant Application Forms for FY2019

August 2019

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.ims.gov/grants/apply-grant/available-grants>, and click on the grant program name.

Access recordings and transcripts of our webinars here: <https://www.ims.gov/news-events/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 pre-recorded.

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]

Presentation 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	https://www.imls.gov/grants/apply-grant/notices-funding-opportunities/application-forms
	2019 IMLS Budget Form	
	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

The image shows a screenshot of the SF-424S form. Several sections are highlighted in yellow, and green arrows point to them from the left. The highlighted sections include: Item 5a (Legal Name), Item 5f (Organizational DUNS), Item 6a (Project Title), Item 6b (Project Description), and Item 6d (Start and End Dates). The form is titled 'APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational Form' and includes various fields for organizational information, project details, and dates.

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.

SF-424S: Application for Federal Domestic Assistance – Short Organizational Form – p. 2

The image shows a portion of the SF-424S form, specifically sections 7 and 8. Section 7 is titled '7. Project Director' and section 8 is titled '8. Primary Contact/Grants Administrator'. Both sections contain a series of fields for personal and contact information, including first, middle, and last names; titles; work email; work telephone number; work mailing address; and zip code. The fields are arranged in two columns. Section 7 also includes a checkbox for 'Same as Project Director (skip to item 8)'. The form is partially filled with yellowed-out text, indicating redacted information.

7. Project Director

The person responsible for the day-to-day activities of the project

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

8. Primary Contact/Grants Administrator

A person in a more administrative role

May be the same person as the Project Director.

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

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

The screenshot shows the '9. Authorizing Official/ Authorized Representative' section of the SF-424S form. The form is partially filled with yellow boxes. A green arrow points to the 'Name' field. The form includes fields for Name, Title, Work Email, and Work Telephone Number. Below these fields, there are checkboxes for 'I am the President/CEO' and 'I am the Director/Board President'. The form also includes a section for 'Signature of Authorized Representative' and 'Date Signed'.

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.

Program Information Sheet – p. 1

1. Applicant Information

a. Legal Name as it appears on SAM.gov (Do Not Abbreviate)

b. Organizational ID (i.e. DUNS Number) (Do Not Abbreviate)

c. Expiration date of your SAM.gov registration

d. Organizational Unit Name (if different from Legal Name)

e. Organizational Unit Address (if different from Legal Name address)

Street 1

Street 2

City

State: County:

State: Zip+Postal Code:

1. Organizational Unit Type (check one)

<input type="radio"/> Academic Library	<input type="radio"/> Historically Black College or University (HBCU)	<input type="radio"/> Research Libraries/Institutes
<input type="radio"/> Aquarium	<input type="radio"/> History Museum	<input type="radio"/> Special Library or Special Collections (including an integral or library of a library)
<input type="radio"/> Arboretum/Botanical Garden	<input type="radio"/> Library Association	<input type="radio"/> Special Collections Museum
<input type="radio"/> Art Museum	<input type="radio"/> Library Consortium	<input type="radio"/> Special Library
<input type="radio"/> Children's/Youth Museum	<input type="radio"/> Museum Library	<input type="radio"/> Specialized Museum*
<input type="radio"/> Community College	<input type="radio"/> Museum Services Organization (Association)	<input type="radio"/> State Library
<input type="radio"/> Digital Library	<input type="radio"/> National Archives/Records Administration	<input type="radio"/> State Museum Agency
<input type="radio"/> Four-year College	<input type="radio"/> National History/Heritage Museum	<input type="radio"/> State Museum Library
<input type="radio"/> General Museum†	<input type="radio"/> Nature Center	<input type="radio"/> State
<input type="radio"/> Graduate School of Library and Information Science	<input type="radio"/> Planetarium	<input type="radio"/> Institution of higher education other than listed above
<input type="radio"/> Historic House/Place	<input type="radio"/> Public Library	<input type="radio"/> Other

* A museum with collections representing two or more disciplines equally (e.g., art and history)
 † A museum with collections linked to one narrowly defined discipline (e.g., fossils, minerals, ethnic group)

OMB Control #: 3137-0092, Expiration date: 8/31/2021

1a. Legal Name

Match "Legal Name" in 5a on the SF-424S.

1c. SAM.gov Expiration Date

Make sure it is active by the application due date (i.e. November 1 or December 15, 2018, depending on the program).

1d and e. Organizational Unit Name and Address

Record if different from "Legal Name."

1f. Organizational Unit Type

Make sure your choice aligns with institutions eligible for the grant program you have chosen.

Be sure you are using the correct version of the form.

OMB Control #: 3137-0092

Expiration date: 8/31/2021

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.

Program Information Sheet – p. 2

MLS PROGRAM INFORMATION SHEET

2. Organizational Financial Information

A. Please complete the following table for the Organizational Unit for the three most recently completed fiscal years.

Fiscal Year	Total Revenue**	Total Expenses**	Surplus or Deficit
			\$0

* For nonprofit tax filers, Total Revenue can be found on Line 12 of the 990 Form 990.
 ** For nonprofit tax filers, Total Expenses can be found on Line 19 of the 990 Form 990.

B. If you had a budget surplus or deficit greater than 10% of your annual operating budget for two or more of the three fiscal years listed above, please explain the circumstances of this surplus or deficit in the box below.

C. Were there any material weaknesses identified in your prior year's audit report?

Yes No Not applicable

A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

If yes, please explain.

D. Has your organization had an A-133 audit in the past three years?

Yes No

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2. Organizational Financial Information

If you are applying using an Organizational Unit to demonstrate eligibility, be sure to record **that** unit's finances, not those of the Legal Name entity.

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 you, be sure to provide an explanation.

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.

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

IMLS PROGRAM INFORMATION SHEET
Refer to the Notice of Funding Opportunity for descriptions of these options and instructions for how to make selections.

3. Grant Program

3a. Laura Bush 21st Century Librarian Program
1. Select one:
 Planning
 National Forum
 Award
 Research in Service to Practice
2. Select one:
 Other professional
 Masters level
 Certificate level
 Early Career Development
 Continuing Education
3. Select one:
 Lifelong Learning
 Community Catalysts
 National Digital Infrastructure and Initiatives

3b. National Leadership Grants for Libraries
1. Select one:
 Planning
 National Forum
 Project
 Research in Service to Practice
2. Select one:
 Lifelong Learning
 Community Catalysts
 National Digital Infrastructure and Initiatives

3c. Native American Basic

3d. Native American Library Services Enhancement
1. Select one:
 Preservation and Digitization
 Educational Programming
 Digital Services
2. Select one:
 Non-research, \$10,000-\$1,000,000
 Research, \$10,000-\$1,000,000
 Rapid prototyping, \$1,000-\$10,000

3e. Native Hawaiian Library Services
1. Select one:
 Preservation and Digitization
 Educational Programming
 Digital Services

3f. Accelerating Promising Practice for Small Libraries
1. Select one:
 Museums for America
 Lifelong Learning
 Community Anchors and Catalysts
 Collections Stewardship and Public Access

3g. Museums Empowered
1. Select one:
 Digital Technology
 Community and Inclusion
 Leadership
 Organizational Management

3h. Inspire! Grants for Small Museums
1. Select one:
 Lifelong Learning
 Community Anchors and Catalysts
 Collections Stewardship and Public Access

3i. National Leadership Grants for Museums
1. Select one:
 Collections Care and Public Access
 Collections Stewardship and Public Access
 Digital Platforms and Applications
 Data, Analysis, and Measurement
 Community and Inclusion
 Professional Development
2. Select one:
 Non-research, \$10,000-\$1,000,000
 Research, \$10,000-\$1,000,000
 Rapid prototyping, \$1,000-\$10,000

3j. Museum Grants for African American History and Culture
1. Select one:
 \$1,000-\$10,000
 \$10,001-\$100,000

3k. Native American/Native Hawaiian Museum Services

4. Agency Level Goals
Select the BM 3 Agency Level Goal that best aligns with your proposed project:
 Increase Lifelong Learning
 Build Capacity
 Increase Public Access

Please review in the NFO the specific performance measure statement choices and the information you will be required to collect for each in Form 3 (Library Learning and Public Access) reports.

OMB Control # 3110-0002, Expiration date: 9/30/2021 OMB-CLIA-001

3. Grant Program

Select g, h, i, j, k, or l 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 “l” for Native American/Native Hawaiian Museum Services Program.

Program Information Sheet – p. 3

MILS PROGRAM INFORMATION SHEET

Refer to the Notice of Funding Opportunity for descriptions of these options and instructions for how to make selections.

3. Grant Program

3.1. Learn Back 21st Century Librarian Program

1. Select one:

- Planning
- National Forum
- Project
- Research in Service to Practice

2. Select one:

- Other professional
- Masters level
- Research
- Early Career Development
- Continuing Education

3. Select one:

- Lifelong Learning
- Community Catalysts
- National Digital Infrastructures and Initiatives

3.2. National Leadership Grants for Libraries

1. Select one:

- Planning
- National Forum
- Project
- Research in Service to Practice

2. Select one:

- Lifelong Learning
- Community Catalysts
- National Digital Infrastructures and Initiatives

3.3. Native American Library Services Enhancement

1. Select one:

- Preservation and Digitization
- Educational Programming
- Digital Services

3.4. Native Hawaiian Library Services

1. Select one:

- Preservation and Digitization
- Educational Programming
- Digital Services

4. Agency Level Goals

Select the MLIS Agency Level Goal that best aligns with your proposed project:

- Increase Lifelong Learning
- Build Capacity
- Increase Public Access

Please review the NCIP's specific performance measure statement choices and the information you will be required to collect for each in "Provide Lifelong Learning and Build Capacity projects."

OMB Control # 3107-0002, Expires date: 01/01/2021

3. Project Category or Focus

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

- **Museums for America**
 - Lifelong Learning
 - Community Anchors and Catalysts
 - Collections Stewardship and Public Access
- **Museums Empowered**
 - Lifelong Learning
 - Community Anchors and Catalysts
 - Collections Stewardship and Public Access
- **Inspire! Grants for Small Museums**
 - Lifelong Learning
 - Community Anchors and Catalysts
 - Collections Stewardship and Public Access
- **National Leadership Grants for Museums**
 - Collection Care and Public Access
 - Data, Analysis, and Assessment
 - Digital Platforms and Applications
 - Diversity and Inclusion
 - Professional Development

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

IMLS PROGRAM INFORMATION SHEET
 Refer to the Notice of Funding Opportunity for descriptions of these options and instructions for how to make selections.

3. Grant Program

3A. Library 21st Century Librarian Program

1. Select one:
 Planning
 National Forum
 Project
 Research in Service to Practice

2. Select one:
 Professional
 Masters level
 Doctoral level
 Early Career Development
 Continuing Education

3. Select one:
 Adult Learning
 Community Catalysts
 National Digital Infrastructure and Initiatives

3B. National Leadership Grants for Libraries

1. Select one:
 Planning
 National Forum
 Project
 Research in Service to Practice

2. Select one:
 Library Learning
 Community Catalysts
 National Digital Infrastructure and Initiatives

3C. Native American Basis

3C1. Native American Library Services Enhancement

1. Select one:
 Preservation and Restoration
 Educational Programming
 Digital Services

3C2. Native Hawaiian Library Services

1. Select one:
 Preservation and Restoration
 Educational Programming
 Digital Services

4. Agency Level Goals
 Select the IMLS Agency Level Goal that best aligns with your proposed project:
 Provide Library Learning
 Build Capacity
 Increase Public Access

Please review the specific performance measure statement choices and the information you will be required to collect for each in the library learning and their capacity projects.

OMB Control #: 3155-0002, Expiration date: 03/31/2021

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

IMLS PROGRAM INFORMATION SHEET

Refer to the Notice of Funding Opportunity for descriptions of these options and instructions for how to make selections.

3. Grant Program

3a. Library 21st Century Literation Program

1. Select one:

- Planning
- National Forum
- Model
- Research in Service to Practice

2. Select one:

- The professional
- Members' email
- Outreach event
- Early Career Development
- Continuing Education

3. Select one:

- Library Learning
- Community Catalysts
- National Digital Infrastructures and Initiatives

3b. National Leadership Grants for Libraries

1. Select one:

- Planning
- National Forum
- Model
- Research in Service to Practice

2. Select one:

- Library Learning
- Community Catalysts
- National Digital Infrastructures and Initiatives

3c. Native American Basic

1. Select one:

- Preservation and Rehabilitation
- Educational Programming
- Digital Services

3d. Native Hawaiian Library Services

1. Select one:

- Preservation and Rehabilitation
- Educational Programming
- Digital Services

3e. Accelerating Proven Practices for Small Libraries

1. Select one:

- Library Learning
- Community Archives and Catalysts
- Collections Stewardship and Public Access

3f. Museums for America

1. Select one:

- Lifelong Learning
- Community Archives and Catalysts
- Collections Stewardship and Public Access

3g. Museums Empowered

1. Select one:

- Digital Technology
- Diversity and Inclusion
- Evaluation
- Organizational Management

3h. Inspire! Grants for Small Museums

1. Select one:

- Lifelong Learning
- Community Archives and Catalysts
- Collections Stewardship and Public Access

3i. National Leadership Grants for Museums

1. Select one:

- Collections Care and Public Access
- Data Analysis and Assessment
- Digital Platforms and Applications
- Outreach and Inclusion
- Professional Development

2. Select one:

- New research, \$50,000 - \$1,000,000
- Research, \$50,000 - \$1,000,000
- Rapid prototyping, \$5,000 - \$50,000

3j. Museum Grants for African American History and Culture

1. Select one:

- \$5,000 - \$50,000
- \$50,000 - \$250,000

3k. Native American/Native Hawaiian Museum Services

1. Select one:

- Preservation and Rehabilitation
- Educational Programming
- Digital Services

A. Agency Level Goals

Select the **ONE** Agency Level Goal that best aligns with your proposed project:

- Promote Lifelong Learning
- Build Capacity
- Increase Public Access

Not applicable in the NCFP; the specific performance measure statement choices and the information you will be required to collect for each in the Notice of Funding Opportunity for the grant program you have chosen.

OMB Control #: 3047-0002, Expiration date: 6/30/2021

4. Performance Goals

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

- 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.

Program Information Sheet – p. 4

IMLS PROGRAM INFORMATION SHEET

5. Funding Request
 a. IMLS funds requested: b. Cost share amount:

6. Population Served
 Please select the target population(s) served by the proposed project.

General Population Museum and/or Library Professionals

Early Childhood/Preschool (0-5 years) Native American/Native Hawaiian

Middle Childhood/Primary School (6-12 years) People with Mental or Physical Challenges/Disabilities

Adolescence/High School (13-19 years) People Who Are Low Income/Community Development

Adults Rural Populations

Aging, Elderly, Senior Citizens (20+ years) Immigrants/Immigrants

Ethnic or Racial Minority Populations other than
 listed (American Indian, Hawaiian) Unemployed

Families/Intergenerational Urban Populations

Immigrants/Refugees Other

Military Families

If other, please specify:

7. Museum Profile (Museum Applicants Only)

a. Is your institution organized on a permanent basis for essentially educational or aesthetic purposes? Yes No

b. Is your institution either a private not-for-profit organization that has tax exempt status under the Internal Revenue Code or a unit of state or local government? Yes No

c. Does your institution own or use tangible objects, either private or museum? Yes No

d. Does your institution exhibit these objects to the general public at least 120 days a year through facilities your institution owns or operates? Yes No

e. Your institution's attendance for the 12 month period prior to the application:

f. Your institution was first open and exhibiting to the public:

g. Total number of days your institution was open to the public for the 12 month period prior to application:

h. Does your institution employ at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by your institution? Yes No

i. Number of full-time paid institution staff:

j. Number of full-time unpaid institution staff:

k. Number of part-time paid institution staff:

l. Number of part-time unpaid institution staff:

OMB Control # 3127-0002, Expiration date: 6/30/2021 OMB-USA-F-0021

5a and b. IMLS Funds Requested and Cost Share

- Be sure to check these numbers against the final version of your budget.

7. Museum Profile

- Required of museum applicants only
- Provide answers for each question, a through l. Do not skip any.

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 **l**, so don't skip any. To do so could result in your institution's being found ineligible.

Program Information Sheet – p. 5

IMLS PROGRAM INFORMATION SHEET
Project Elements (Museums for America and Inspire! Grants for Small Museums Only)
Your response to this question will help us match your application to reviewers with appropriate experience. Make your choice under the project category that you selected in Question 3 (check Program).

LIFELONG LEARNING
If you are applying in the Lifelong Learning Project Category, select the primary element that is core to your proposed project from the list below (check only one):
 Adult Programs
 Digital Media
 Early Learning
 Exhibitions
 Family Programs
 Interpretation
 K-12 Programs, With Schools
 K-12 Programs, Out of School
 Public Programs

COMMUNITY ANCHORS AND CATALYSTS
If you are applying in the Community Anchors and Catalysts Project Category, select the primary element that is core to your proposed project from the list below (check only one):
 Audience Research and Evaluation
 Civic Engagement
 Community Outreach Exhibitions and Programs
 Community Focused Planning Activities
 Community Outreach/Audience Development
 Digital Media

COLLECTIONS STEWARDSHIP AND PUBLIC ACCESS
If you are applying in the Collections Stewardship and Public Access Project Category, select the primary element that is core to your proposed project from the list below (check only one):
 Cataloging, Inventorying, Registration
 Collections Information Management
 Collections Planning
 Conservation/Environmental Improvement/Rehousing
 Conservation Survey
 Conservation Treatment
 Corelation
 Database Management
 Digital Asset Management
 Digitization

Please identify the material type(s) that will be affected by your project:
 Animals, Being
 Architecture
 Books and Papers
 Electronic Media
 Objects
 Printings
 Photographic Materials
 Prints, Being
 Prints, Preserved
 Textiles
 Tokens
 Wooden Artifacts

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IMLS-CLASP 2017

8. Project Category

- Select the same Project Category that you selected in Item 3:
 - Lifelong Learning
 - Community Anchors and Catalysts
 - Collections Stewardship and Public Access
- Then select the **primary** element that is core to your proposed project from the options provided.
- Collections Stewardship projects: Identify the material type(s) that will be affected by your project.

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.

IMLS Budget Form

The image displays four screenshots of the IMLS Budget Form, arranged in a 2x2 grid. Each screenshot shows a different section of the form, which is a fillable PDF. The sections are: 1. Budget Request, 2. Budget Details, 3. Budget Summary, and 4. Total Project Costs. Each section contains a grid for entering budget data across multiple years and categories. A green arrow points to a specific cell in the bottom-right screenshot.

Form Features

- 4-page fillable PDF form
- 10 numbered budget categories
- Accommodates up to 3 years of project activities and expenses
- Accommodates expenses to be charged to grant funds **and** those supported by cost sharing
- Adds automatically but there may be a time lag, depending on your computer's configuration

Be sure to use the correct version of the form.
OMB Control #: 3137-0092
Expiration date: 8/31/2021

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.

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.

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.

- 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.

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:
 - 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.
 - The salary for a Collections Assistant to be hired for this project is \$42,000 per year.
 - 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 re-use 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.

Digital Product Form

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.

The screenshot shows the 'DIGITAL PRODUCT FORM' with the following sections and annotations:

- Introduction:** A red arrow points to the 'Introduction' section.
- Instructions:** A red arrow points to the checkbox: 'Please check here if you have reviewed Parts I, II, III, and IV below and you have determined that your proposal does NOT involve the creation of digital products (i.e., digital content, resources, assets, software, or datasets). You must still submit this Digital Product Form with your proposal even if you check this box, because this Digital Product Form is a Required Document.'
- Part I: Intellectual Property Rights and Permissions:** A green arrow points to the title of this section.
- Part II: Projects Creating or Collecting Digital Content, Resources, or Assets:** A green arrow points to the title of this section.

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

If your project will involve creating or collecting digital content, resources, or assets, then also complete Part II.

Be sure to use the correct version of the form.
OMB Control #: 3137-0092
Expiration date: 8/31/2021

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.

Digital Product Form

If your project will develop software, then complete Part III.

A.1 List the equipment, software, and supplies that you will use to create the content, resources, or assets, or the name of the service provider that will perform the work.

A.2 List all the digital file formats (e.g., HTML, PDF, MP3) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, or gear processing).

B. Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan. How will you monitor and evaluate your workflow and products?

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period of performance. How will they address storage systems, digital signatures, technical documentation, regular planning, and commitment of organizational funding for these purposes. Please note: This risk charge the federal award before release for the sake of preservation or sharing of research results if the tasks are not covered during the period of performance of the federal award (see 2 E.F.A. § 202.461).

C. Metadata

C.1 Describe how you will generate any and all technical, descriptive, administrative, or preservation metadata. Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, [DC], METS), and metadata content (e.g., [None]).

C.2 Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an ARXIV preprint (Preprint.org) server), contributions to a digital platform, or other ways you might create both names and retrieval of metadata).

D. Access and Use

D.1 Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., content available online, available to licensed customers) and underlying hardware/software platform and requirements (e.g., specific digital signature software or content services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

D.2 Provide the name(s) and URL(s) for the Resource Location(s) for any examples of previous digital content, metadata, in which your organization has created.

Part III. Projects Developing Software

A. General Information

OMB Circular # 101-106, Revision Date: 01/2007

A.1 Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

A.2 List other existing software that wholly or partially performs the same functions, and explain how the software you intend to create is different, and justify why these differences are significant and necessary.

B. Technical Information

B.1 List the programming languages, platforms, software, or other applications you will use to create your software and explain why you chose them.

B.2 Describe how the software you intend to create will interact or interoperate with relevant existing software.

B.3 Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

B.4 Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

B.5 Provide the name(s) and URL(s) for examples of any previous software your organization has created.

C. Access and Use

C.1 Will you request applicable existing federal funds for software to develop and release these products under open source licenses to maximize access and promote reuse. What licensing rights will your organization request over the software you intend to create, and what conditions will you impose on its release and use? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GPL, or MIT software licenses). Explain and justify any prohibitive terms or conditions of use or access and detail how you will notify potential users about relevant terms and conditions.

C.2 Describe how you will make the software and source code available to the public and/or to intended users.

C.3 Identify where you will deposit the source code for the software you intend to develop.

Name of publicly accessible source code repository:
URL:

OMB Circular # 101-106, Revision Date: 01/2007

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



Part IV: Projects Creating Datasets

A.1 Identify the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. Describe the methods you will use and the appropriate sites or resources at which you will collect or generate it.

A.2 Does the proposed data collection or research activity require approval by any external ethics panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

A.3 Will you collect any personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information? If so, state the specific steps you will take to collect such information while you preserve the data files for public release (e.g., data anonymization, data aggregation (PII), or synthetic data).

A.4 If you will collect additional documentation, such as consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

A.5 What methods will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the datasets.

A.6 What documentation (e.g., data documentation, metadata) will you produce or create along with the datasets? Where will the documentation be stored and/or how formatted? How will the documentation be managed? How will the documentation with the datasets be described?

A.7 What is your plan for archiving, managing, and disseminating data after the completion of the award-funded project?

A.8 Identify where you will deposit the datasets:
Name of repository:
URL:
A.8 Other and how frequently will you review this data management plan? How will the implementation be monitored?

168 (Research Funding Level) Revision Date: 03/2020

If your project will create a dataset, then complete Part IV.

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





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.



Summary

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