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Native Hawaiian Library Services – FY15 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Native Hawaiian Library Services Grants Program
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	NAG-HAWAIIAN-FY15
Catalog of Federal Financial Assistance (CFDA) Number:	45.311
Proposal Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 1, 2015
Anticipated Date of Notification of Award Decisions:	September 1, 2015 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Not earlier than October 1, 2015

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Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

A. Program Description

What is the Native Hawaiian Library Services Grants Program?

Native Hawaiian Library Services grants are competitive grants available to support activities that enhance existing library services or implement new library services.

What are the funding priorities?

U.S. museums and libraries are at the forefront of the movement to create a nation of learners. As stewards of cultural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. We have adopted a strategic plan for 2012-2016, called *Creating a Nation of Learners*. The first three of its five goals relate

directly to this grant program:

- IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.
- IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.
- IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

What are the funding categories?

Grant awards are anticipated to be up to $150,000, subject to the availability of funds and IMLS discretion.

What types of activities can be funded by this program?

Native Hawaiian Library Services grants may enhance existing library services or implement new library services, particularly as they relate to the following goals(20 U.S.C. §9141):

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills
- Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. §9134(b)(6), for the purpose of improving the quality of and access to library and information services
- (A) Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and
  (B) Enhancing efforts to recruit future professionals to the field of library and information services
- Developing public and private partnerships with other agencies and community-based organizations
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved
- Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks
- Carrying out other activities consistent with the purposes of 20 U.S.C. §9121.

Where can I find the Authorizing Statute and Regulations for this Funding Opportunity?

Statute: 20 U.S.C. 9101 et seq., in particular §9161.

Regulations: 2 CFR Part 3187 and applicable OMB requirements, including but not limited to 2 CFR Part 200.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

B. Federal Award Information

Total amount of funding expected to be awarded	$550,000
Anticipated number of awards	4-5
Range of awards	$10,000-$150,000

Average amount of funding per award	$120,000
Type of assistance instrument	Grant
Anticipated start date	No earlier than 1 October 2015. Projects must begin on 1 October, 1 November or 1 December 2015.
Anticipated period of performance	October 2015-November, 2017. Project activities may generally be carried out for up to two years.

The funding in the above Federal Award Information is subject to the availability of funds and IMLS discretion.

C. Eligibility Information

What are the eligibility requirements for this program?

Native Hawaiian Library Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in 20 U.S.C. § 7517). The term "Native Hawaiian" refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii.

What are the requirements for cost sharing?

Cost sharing is permitted but not required in this program. Click here for further information on cost sharing. Please note that cost sharing will not be considered in the review of the application. However, if you choose to include cost sharing in an application, your projected cost share in the project budget should be carefully calculated; grantees are expected to meet the cost share and other commitments that are set forth in their awards.

How many applications may I submit?

You may apply for and receive one Native Hawaiian Library Services grant in a fiscal year.

What if I fail to meet the eligibility requirements?

An applicant's failure to meet eligibility requirement(s) will preclude IMLS from making an award.

D. Application and Submission Information

How can I find the application package on Grants.gov?

Use one of the following identifiers to locate the Native Hawaiian Library Services Grants package in Grants.gov:

- CFDA No: 45.311 or
- Funding Opportunity Number: NAG-HAWAIIAN-FY15

Click here to learn more about Grants.gov registration and Tips for Using Grants.gov.

Can I request an audio recording of this publication?

Upon request, IMLS will provide an audio recording of this publication.

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

If needed because of difficulty using internet or for other accessibility reasons, potential applicants may also request paper copies of the materials. Use the Native Hawaiian Library Services Grants web page for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to grants.

How should the application components be formatted, named, and sequenced?

- **Document format**: Aside from the first two documents listed below which are created in Grants.gov, all application components must be submitted as PDF documents.
- **Page limits**: Note page limits listed below. We will remove any pages above the limit, and we will not send them to reviewers as part of your application.
- **Naming convention**: Use the naming convention indicated below. **IMPORTANT**: You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application will be rejected.
- **Document order**: In Grants.gov, append all application components in the sequence listed below. Use all available spaces in the "Mandatory Documents for Submission" box first. You should append any remaining application components in the "Optional Documents for Submission" box.

Use the table below as a checklist to ensure that you have created and attached all necessary application components.

Any document you create must be converted to PDF format before submitting it. Click here for assistance in converting documents to PDF. Also, do not send secured or password-protected PDFs; we cannot process these files.

When entering the names of project staff into the SF-424S, note that the Authorized Representative cannot be the same person as the Project Director.

Table of Complete Application Components

Component	Format	File name to use
Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Abstract (to be uploaded through Grants.gov) (one page, max.)	PDF document	Abstract.pdf
IMLS Program Information Sheet	IMLS PDF form	Programinfo.pdf
Narrative (eight pages, max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year, max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page, max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)	PDF document	Resumes.pdf

Conditionally Required Documents		
Proof of nonprofit status	PDF document	Proofnonprofit.pdf
Federally Negotiated Indirect Cost Rate Agreement (if applicable)	PDF document	Indirectcostrate.pdf
Digital Stewardship Supplementary Information Form	IMLS PDF form	Digitalstewardship.pdf
Supporting Documents		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf etc.

Required Documents

Click here for instructions on:
How to Fill Out the SF-424S

Abstract

A project abstract should be no more than one page. Insert the text, which you generate through a word processing program and save as a PDF, into the Abstract field in Grants.gov.
Information in the abstract should cover the following areas as related to the proposed project:

- Who is the lead applicant and, if applicable, who are the formal collaborators?
- What do you plan to accomplish and why?
- What is the time frame for the project?
- What community needs will the project address?
- Who is the intended audience for the activities?
- What will be the specific project activities, performance goals, outcomes, results, and tangible products?
- What are the intended outcomes for audience members in terms of measurable changes in knowledge, attitudes, or behavior?

This abstract may be used for public information purposes, so it should be informative to other persons working in the same or related fields, as well as to the lay reader. The abstract must not include any proprietary or confidential information.

IMLS Program Information Sheet

1. Applicant Information

a. Legal Name: Enter 5a from SF424S.

b. Applicant D-U-N-S® Number: Enter 5f from SF424S.

c. Current SAM.GOV registration: Check Yes or No and provide expiration date, if you check the Yes box. Please note that, before submitting an application, your organization must have a current SAM.gov registration.

d. Organizational Unit: Do not complete.

e. Organizational Unit Address: Do not complete.

f. Organization Governance: Select "Native American Tribe/Native Hawaiian Organization"

2. Organizational Financial Information: a-d. All applicants must provide the information requested.

3. Grant Program or Grant Program Category: Select "Native Hawaiian Library Services" under c. Native American/Native Hawaiian Library Services

4. Check this box if your project addresses STEM learning. We invite applicants to address STEM (Science, Technology, Engineering, and Math) in their programs and projects in order to advance learning and support the acquisition of STEM knowledge at all ages, but particularly for at-risk youth. Click here to learn more about IMLS's role in STEM initiatives.

5. Funding Request Information

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

b. Cost Share Amount: Enter the amount of non-federal funding you are providing. Please note that cost sharing is permitted but not required for Native Hawaiian Library Services Grants. Click here for further information on cost sharing.

6. Project Subject Area: Check the boxes that reflect the subject areas addressed by your project.

7. Population Served: Check the boxes that reflect the population(s) served by your project.

8 & 9.Skip these sections, as they do not pertain to this program.

Download Program Information Sheet:
Adobe® PDF (318 KB)

Narrative

Write a narrative that addresses the components listed and explained below. Limit the narrative to eight single-spaced, numbered pages. We will remove any pages above the eight-page limit and we will not send them to reviewers as part of your application.

- Use Supporting Documents to provide supplementary material.
- Make sure your organization's name appears at the top of each page. Use at least 0.5-inch margins on all sides and a font size of at least twelve points.
- Be certain that your narrative clearly states how it fits into IMLS funding priorities

Be certain to address the bullet points under each of the narrative sections as you write. Address the sections of the narrative separately and in the same order in which they are listed below.

Please be advised that reviewers may also choose to visit your organization's website, as listed on the SF-424S form provided with this application.

1. Introduction and Assessment of Need (2 pages suggested)

- Briefly describe your community, including population profile, location, economy, educational levels, languages, culture, and other characteristics that you consider important.
- Describe the current role of the library in the community and the services it provides (e.g., mission, goals, hours and days of operation, staffing, size and content of collection, number of registered patrons, circulation statistics, computer technology, Internet connectivity and access, public programs offered).
- Describe the purpose of the proposed Native Hawaiian Library Services Grant project as it relates to a specific need that you have identified. What specific audience(s) will the organization serve with this project? (e.g., particular age groups, underserved community members, other types of target audience).
- What type of assessment was conducted to identify this need as a priority for the library? Describe the results of the assessment, including baseline data that can be used to compare with final results to determine the project's success. Why do you consider your approach to be the best solution to meet the needs of the targeted audience?

Review Criteria:

- The applicant should demonstrate that it has identified an audience, through a formal or informal assessment of the audience's needs, that it is aware of similar projects completed by other institutions, and that it has developed a project and goals that best answer those needs
- The proposal should provide evidence of innovation, shown by the degree to which the project results in more than incremental change
- Research proposals should frame the project in the context of current research and explain what the

project will contribute to the library or archive fields.

2. Project Goals and Expected Results (1½ pages suggested)

- Describe the goals that will be established to guide your project to completion. (Goals are statements of broad results that guide the organization's design of programs, choice of projects, and management decisions.)
- What results do you want to see at the end of the project period? In other words, what new knowledge, skills, attitudes, or behaviors do you expect to see in your audience? How will it specifically benefit the individuals or groups that you have served?

Review Criteria:

- Degree to which potential benefits of the project outweigh its potential risks
- Degree to which evaluation plan ties directly to project goals through measurable project outcomes, findings, or products
- Evidence that the project evaluation will provide reliable information on which to judge impact or base actions
- For projects that involve building digital collections, software, or other technology products, in addition to the above criteria, evidence that the project demonstrates interoperability and accessibility in its broadest context and potential for integration into larger-scale initiatives

3. Project Design and Required Resources (2 pages suggested)

Describe the proposed project's design. Include information such as the following:

- Clearly stated project goals and objectives
- The activities required to implement the project
- Information about the roles and commitments of partnering organizations, if applicable
- Information about any preliminary work or planning (If the project or one closely related to it has been supported by IMLS or other funding agencies, indicate what has been accomplished and the degree to which the project has met its established goals. List any print or electronic publications produced so far, with web addresses, statistics on use, and other relevant information. Submit this list as a Supporting Document if necessary.)
- Rationale for using any procedures that deviate from accepted practice and explanation of whether the results would be compatible with other resources that follow existing standards
- Description of how the project will test the potential applicability of any innovative techniques and procedures that the project is likely to develop

Review Criteria:

- Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish its goals and objectives
- Evidence that methodology and design are appropriate to the scope of the project
- Evidence that the project uses existing or emerging standards or best practices
- If products such as digital collections or software tools will be generated by the project, evidence that applicant has considered key technical details and has included the Digital Stewardship Supplementary Information Form

4. Performance Goals, Communication, and Sustainability (2½ pages suggested)

Describe the intended performance goals and benefits of this project:

- What are the specific learning outcomes the project is designed to improve or enhance?
- What performance indicators will you measure for the learning outcomes identified in the prior question?
- What are the project targets for these goals and benefits? How will you measure success toward these targets?
- What tangible products will result from this project?

Review Criteria:

- Degree to which the project is likely to have a far-reaching impact
- Evidence that the project will create, implement, and document workable models that have the

potential for successful, widespread adaptation where appropriate
- Degree to which potential benefits of the project outweigh its potential risks
- Degree to which the evaluation plan ties directly to project goals through measurable project outcomes, findings, or products
- Evidence that the project evaluation will provide reliable information on which to judge impact or base actions

Describe the project's communication plan. Include information such as the following:

- Description of the audiences you plan to reach and how you will reach them
- Plans for community building and/or audience engagement via discussion, involvement, collaboration or adoption
- Means to measure audience engagement and outcomes
- Staff assignments for outreach, promotion and dissemination
- Plans for technical documentation where applicable

Review Criteria:

- Evidence that the results, products, models, findings, processes, and benefits of this project will be communicated freely and effectively
- Evidence that communication activities will be ongoing throughout the project lifecycle rather than occur simply at the end of the project
- Evidence that the project will seek feedback from various stakeholders
- Evidence that the communities described in the Needs Assessment section can be reached and served through the proposed communications plan
- Evidence that the project will make every reasonable attempt to communicate lessons learned and the results of the project beyond standard professional audiences and communities of interest

Describe how the applicant will continue to support the project, its results, and/or new models that are created beyond the grant period.

Review criteria:

- Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, websites, development of institutional expertise and capacity, working with members of the broader community to continue support for project activities or products, and/or through broad long-term access to project products
- Extent to which you have planned to build buy-in or adoption among others in the field
- Extent to which the project will lead to systemic change within the organization as well as within the archive and/or library fields
- Plans for preserving and sustaining any digitized collections, software and supporting documentation, information systems, and other technology tools

Resources for Evaluating a Project's Impact
Click here for helpful information about project evaluation.

Link to Instructions for:
Schedule of Completion
Completing Budget Documents
Project Staff and Consultant Documents

Conditionally Required Documents

Please consult the table below to determine if any additional documents are required. If any of the conditions in the left column apply to your project, then the documents described in the right column are required. If you do not provide them, your application will be considered incomplete and will be rejected from further consideration.

If your project involves ...	Then you must include ...
A federally negotiated indirect cost rate	A copy of your current Federally Negotiated Indirect

	Cost Rate Agreement
A digital product (IMLS defines digital products very broadly. If you are developing anything through the use of information technology, you should assume that you need to complete this form.)	A Digital Stewardship Supplementary Information Form; click here for Requirements for Projects that Develop Digital Content

Please note that if you are eligible for and are choosing the option of claiming an indirect cost rate of 10 percent of modified total direct costs, you do not need to provide any documentation. Click here for further information on indirect costs.

Supporting Documents

You may submit other attachments, but these attachments should include only information that will supplement the narrative and support the project description provided in the application. They should help IMLS staff and reviewers envision your project, but they should not be used to answer narrative questions. You may wish to consider the following:

- Letters of commitment from subrecipients who will receive grant funds or entities that will contribute substantive funds to the completion of project activities
- Bibliography of references relevant to your proposed project design or evaluation strategy
- Letters of support from experts and/or stakeholders
- Reports from planning activities
- Products or evaluations from previously completed or ongoing projects of a similar nature
- Collections, technology, or other departmental plans for the institution as applicable to the proposed project
- Web links to relevant online materials
- Needs assessments

Note: When attaching these documents, give each one a specific title for clear identification. All Supporting Documents must include dates of creation and authorship.

What Federal Laws Do I Agree to Comply With When I Submit My Application?

Click here to read the IMLS Assurances and Certifications. Please note that IMLS is in the process of updating the Assurances and Certifications to reflect the Grant Reform. For reference, the existing Assurances and Certifications are linked here; when they are updated, they are anticipated to appear at the same link.

What is a D-U-N-S® Number and how do I get one?

Before submitting an application, your organization must have a current and active D-U-N-S® Number, SAM.gov registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

Click here to learn more about getting a D-U-N-S® Number.

What is the System for Award Management (SAM.gov) and how do I register?

Click here to learn more about SAM.gov Registration.

If your DUNS and SAM registrations are not active and current at the time of submission, your proposal will be rejected; if they are not active and current at the time of an award, your proposal cannot be funded.

When are proposals due?

For the FY15 Native Hawaiian Library Services Grants Program, applicants must submit their applications through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 1, 2015.

We strongly recommend that you REGISTER EARLY for DUNS and SAM and COMPLETE AND SUBMIT THE APPLICATION EARLY. We make grants only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline.

Contact the Grants.gov help line (1-800-518-4726) for assistance with hardware and software issues,

registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays, on which it is closed.

What happens after I submit my application to Grants.gov?

Once Grants.gov has received your submission, Grants.gov will send email messages regarding the progress of your application through the system. Over the next two business days, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors. Once your submission is retrieved by the grantor agency, you will receive a third email. You can check the status of your application(s) after submission in Grants.gov, by using the "Track My Application" feature. You may also check the status of a submission by logging into your Grants.gov account using the Applicant Login and clicking on the "Check Application Status" link.

Are there funding restrictions?

You may only use IMLS funds for allowable costs as found in IMLS and government-wide cost-principle rules, including OMB circulars and regulations.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

What are allowable and unallowable expenses?

Examples of allowable expenses include:

- project personnel (contract or in-house) whose staff time is necessary for the proper and efficient execution of the project
- project consultants
- purchase of equipment, materials, supplies, or services
- project activities
- integration of technology into operations or programs
- project-related travel of key project staff and consultants
- evaluation to show the extent to which the project has met its goals
- indirect or overhead costs (Click here to learn more about indirect costs.)

You must explain all proposed expenses in your Budget Justification.

Examples of unallowable expenses include:

- social activities, ceremonies, receptions, or entertainment, including food, gifts, and promotional items
- contributions to endowments
- construction or renovation of facilities
- pre-award costs

(Note: If you have questions about the allowability of specific activities, call IMLS staff for guidance.)

Are partner-related costs allowable?

Partners may strengthen an application, if they are appropriate to the project. An application may include one or more partners. Partner-related activities and costs are subject to applicable IMLS and OMB requirements (please see Note above). The lead applicant must be eligible to apply as an individual entity, and all partners should be active contributors to project activities. Please note that we encourage the lead applicant to include a letter of support from each partner.

What are the requirements regarding foreign travel?

All air transportation of persons or property that is paid in whole or in part with IMLS funds must be performed in accordance with applicable law, including but not limited to the Fly America Act (49 U.S.C. §40118). Each separate foreign trip must be itemized in the budget approved by IMLS. Foreign travel that is not included in the approved project budget must be specifically approved in writing by the appropriate

IMLS program officer.

What are my choices regarding indirect costs?

You can choose to:

- use a current indirect cost rate already negotiated with a federal agency
- use an indirect cost rate proposed to a federal agency for negotiation, but not yet approved, as long as it is approved by the time of award
- if you have never had a federally negotiated indirect cost rate and you are otherwise eligible, use a rate not to exceed 10% of total modified direct costs or
- not include any indirect costs

For further information on indirect costs, click here: http://www.imls.gov/applicants/indirect_cost.aspx

E. Application Review Process

What are the characteristics of successful applications?

Reviewers will look for evidence that the applicant has conducted a formal or informal assessment of community needs and library capacity and carefully considered the appropriate role for the library in addressing the need it has identified for the project. They will look for baseline data that can be used to determine project results.

Reviewers will look for efficient, effective, and reasonable goals that will achieve clearly envisioned project results and improve the audience's knowledge, skills, attitudes, or behaviors in particular ways. They will look for indications that the project is realistic and achievable.

Reviewers will look for indications that the design, methods, and timeline match the scope of the project; that project goals can be met successfully; and that project personnel have relevant expertise and can commit adequate time to carry out the project activities and achieve project goals. Reviewers will look for evidence that partners are contributing to and benefiting from the project, if appropriate. Reviewers will determine whether appropriate digitization plans are in place, if applicable.

Reviewers will look for evidence that evaluation will take place on a continuing basis to allow for adjustments and improvements in the project design. They will want information that shows how project results will be broadly disseminated. Reviewers will look for evidence that there is a solid plan for continued support after the end of the grant period.

Is cost sharing considered in the review process?

Cost sharing is permitted, but not required, and will not be considered in the review of the application. However, if you choose to include cost sharing in an application, your projected cost share in the project budget should be carefully calculated; grantees are expected to meet the cost share and other commitments that are set forth in their awards.

What is the review and selection process?

We use a peer review process to evaluate all eligible and complete applications. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. They are instructed to evaluate individual parts of an application according to the Review Criteria in Section D (above). Reviewer conflicts of interest are identified prior to review, and reviewers who may have conflicts with particular proposals are reassigned to review other projects.

The Director takes into account the advice provided by the review process and makes final funding decisions consistent with the purposes of the agency's programs.

When will awards be announced?

We will not release information about the status of an application until the applications have been reviewed and all deliberations are concluded. We expect to notify both funded and unfunded applicants of final decisions in September 2015. Funded projects may not begin earlier than October 1, 2015.

F. Award Administration Information

How will I be notified about the results of the grant process?

Award notifications will be sent electronically. The award packet sent to the Authorized Representative/Authorizing Official will contain the following:

- cover letter;
- the official grant award notification;
- the schedule of reporting dates; and
- links to the applicable documents, including general terms and conditions, reporting forms, etc.

The Project Director will receive the following:

- a copy of the cover letter;
- a copy of the official grant award notification;
- the schedule of reporting dates;
- links to the applicable documents, including general terms and conditions, reporting forms, etc.; and
- when appropriate for a particular funding category, reviewer comments.

Applicants who do not receive awards will be notified at the same time.

What is the award period?

The grant award period will run from the first day of the month in which project activities are undertaken and will end on the last day of the month in which these activities are completed.

What are the administrative and national policy requirements?

Organizations that receive IMLS grants or cooperative agreements are subject to the IMLS General Terms and Conditions for IMLS Discretionary Awards and the IMLS Assurances and Certifications. Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in the Assurances and Certifications. By signing the application form, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance. Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your grant and require you to return funds to the government.

Please note that IMLS is in the process of updating the General Terms and Conditions and the Assurances and Certifications, to reflect the Grant Reform. For reference, the existing General Terms and Conditions and Assurances and Certifications are linked here; when they are updated, they are anticipated to appear at the same link.

What are the reporting requirements?

Reports are due according to the reporting schedule that accompanies your award notification. Please note that grantees must submit performance reports in the format defined by the IMLS; both interim and final performance reports may be accessible on the IMLS website to support the agency's commitment to open government, to engage the public in communities of practice and to inform proposal development and grant making strategies.

For details and forms, please see: http://www.imls.gov/recipients/administration.aspx

What do I need to know about acknowledgement of IMLS support, sharing IMLS-supported work products and copyright, data management and sharing?

Read more about acknowledgement of IMLS support, sharing IMLS-supported work products and copyright, data management and sharing.

What are the performance expectations associated with grant awards?

In your performance reports, refer to the intended outcomes identified in the application and assess them against your originally stated performance goals. The intended results and benefits identified in the application narrative should be noted, along with the performance indicators.

G. Contacts

How can I contact program staff?

See the Native Hawaiian Library Services Grants web page for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to Native Hawaiian Services Program grants.

How can I participate in a webinar?

We invite you to participate in a web conference to learn more about the program, ask questions, and listen to the questions and comments of other participants. The date will be: Thursday, February 19th, at 3 PM US EST. See the Native Hawaiian Library Services Grants web page for more information.

H. Other Information

What are the requirements regarding conflict of interest?

You must comply with IMLS' conflict of interest requirements. These requirements include disclosing in writing to IMLS or pass-through entity any potential conflict of interest.

How can I become a reviewer?

If you are interested in serving as a reviewer, you may submit your information through our online reviewer application at www.imls.gov/reviewers/become.aspx. Please remember to attach your resume. Your information will be considered and, if accepted, your name will be entered into our reviewer database. You will be contacted prior to the next deadline regarding your availability to serve as a reviewer.

There are many benefits to reviewing applications, including enhancing your professional knowledge and serving the museum and library communities. If you are selected to serve, you will be helping IMLS and strengthening our grant review process.

How long should it take to complete this application?

We estimate the average amount of time needed for one applicant to complete the narrative portion of this application to be 40 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

We estimate that, in addition to the time needed for you to answer the narrative questions, it will take you an average of 15 minutes per response for the IMLS Program Information Sheet and three hours per response for the IMLS Budget Form.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

Office of Management and Budget Clearance Numbers

Guidelines: OMB No. 3137-0029; Expiration Date: September 30, 2015.
Forms: OMB No. 3137-0071; Expiration Date: September 30, 2015.

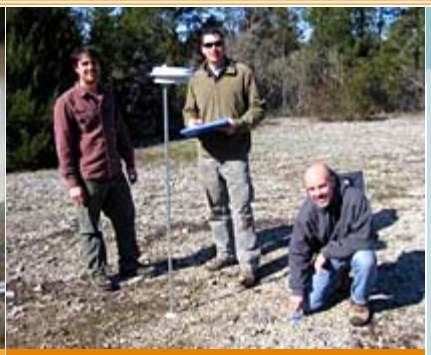
A Nation of Learners

The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making. IMLS supports key issues of national concern:

- Select an Issue Area - go

IMLS and Open Government Initiatives

The principles of open government are critical to the mission of IMLS. Today's launch of data.imls.gov will help unlock the power of government data to spur research and innovation. Read more.



Project Profile

Climate Change and Plants—Predicting and Planning

Research by the Missouri Botanical Garden combines bioclimatic modeling and innovative experiments to shed light on key questions concerning the impacts of climate change on plant diversity, with the aim of helping conservationists develop scientifically based protocols to avert the loss of species. Read more.

New! IMLS Data Catalog

Our new Data Catalog puts IMLS data—comprising agency data such as grants administration and data about museums, libraries, and related organizations—at the fingertips of researchers, developers, and interested members of the public who want to dig deeper. Read more.

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Search grants by grant name, institution, or project type.

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news

2/24/2015
Thirty Museums and Libraries Tapped as Finalists for National Medal

2/19/2015
New IMLS Data Catalog Enables Creative Use of Library, Museum, Administrative Datasets

2/19/2015
Blog Post: IMLS and Open Government Initiatives

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News & Events

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Project Profiles
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Thirty Museums and Libraries Tapped as Finalists for National Medal

FEB 24, 2015

For 21 years, the National Medal for Museum and Library Service has celebrated institutions that demonstrate extraordinary and innovative approaches to public service to make a difference for individuals, families, and communities. Read More

New IMLS Data Catalog Enables Creative Use of Library, Museum, Administrative Datasets

FEB 19, 2015

The launch of data.imls.gov is a step toward great government openness and transparency. Read More

USCIS-IMLS Present Webinar for Public Librarians on Human Trafficking Prevention

FEB 06, 2015

Learn about the government's Blue Campaign and steps you can take to raise awareness and combat this terrible crime. Read More

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UpNext Blog Posts

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Blog Post: IMLS and Open Government Initiatives

FEB 19, 2015

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help unlock the power of government data to spur research and innovation. Read More

Blog Post: Maker Movement Takes Over Pittsburgh

FEB 13, 2015

Children's Museum of Pittsburgh and IMLS co-hosted a convening of library and museum professionals from across the country to identify key elements of library and museum makerspaces that support learning. Read More

Blog Post: StoryCorps Interview: Chicago Public Library

FEB 12, 2015

Marcia Trawinski, long-time member of the Chicago Public Library, talks to her friend Dottie Gibson about how adaptive services for the visually impaired have improved her relationship with books and the library. Read More

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Primary Source

View the latest edition of the Institute's monthly eNewsletter.

Featured Project Profile

Climate Change and Plants—Predicting and Planning

Research by the Missouri Botanical Garden combines bioclimatic modeling and innovative experiments to shed light on key questions concerning the impacts of climate change on plant diversity, with the aim of helping conservationists develop scientifically based protocols to avert the loss of species. Read more..

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Freedom of Information Act (FOIA)

This guide answers the most frequently asked questions about the Freedom of Information Act (FOIA).

1. What is the Freedom of Information Act (FOIA?

The Freedom of Information Act (FOIA), 5 U.S.C. Section 552 is a federal law established in 1966 to give private citizens greater access to government information. It requires that federal agencies disclose the fullest possible amount of information to the public, subject to certain exemptions.

President's Memorandum Federal Register Notice / Vol. 74, No. 15 / Monday, January 26, 2009 (PDF, 88KB)
Attorney General's Memorandum March 19, 2009 (PDF, 1.17MB)

2. What is the Privacy Act?

The Privacy Act of 1974, 5 U.S.C. Section 552a is a companion to FOIA. It allows individuals access to federal agency records about themselves. It requires that personal information in agency files be accurate, complete, relevant, and timely. Additionally, each agency must publish a description of each system of records maintained by the agency that contain personal information.

3. What type of information can I request?

FOIA requests may be used to obtain "agency records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by a Federal agency and are, at the time the FOIA request is filed, in the agency's possession and control. However, FOIA excludes certain categories of records from disclosure, including materials related to national security, internal agency rules, proprietary business information, inter- and intra-agency communications that are protected by legal privileges, and personal privacy.

4. Can I access agency records without filing a FOIA request?

Yes. Many IMLS publications and much grant-related information are available to the public without the need to make a formal FOIA request. A great deal of this information, including publications, sample application narratives, reviewer handbooks, and grant recipients, is readily accessible on this website.

5. How do I make a FOIA request?

You can fax, write, or e-mail:

Freedom of Information Act Officer
Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, DC, 20036-5802

Facsimile: 202/653-4625
E-mail: foia@imls.gov

You can also submit your FOIA request online here.

It is important to include the following information in your request, so that we may answer your request in a timely manner:

- A statement that you are requesting information under the Freedom of Information Act (FOIA).
- A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles, or authors of the documents requested.
- An explanation of what the information will be used for (i.e. scholarly purpose, commercial use, personal use). This will help us determine what fees, if any, to charge you for the information.

- If you are requesting a waiver of fees, please state why you believe you are entitled to the waiver.
- Your contact information, including name, address, phone, fax, and email.

6. What charges apply to process FOIA requests?

Information requests may result in costs to the agency, such as search, review, duplication, computer programming, delivery, and special handling. The costs will be relayed to the requestor, according to the following cases:

- Commercial use requestors must pay all associated costs.
- Those requesting information for media use, educational research, or private or non-profit receive 100 pages of duplication and two hours of search and review free of charge. The remaining costs, and fees associated with computer programming, special handling, and delivery must be paid.
- You may request a waiver of all fees if your request is "likely to contribute to public understanding of the operation or activities of government and is not primarily in the commercial interest of the requestor."

7. How quickly will you respond to my request?

IMLS makes every effort to respond to your request as quickly as possible. The law requires that federal agencies respond to you within 20 days of the receipt of the request, excluding weekends and holidays. Especially complex or voluminous requests may need additional time. If your request cannot be answered within the twenty day period, you will be contacted to either narrow your request to allow for a timelier response, or to accept a delay in delivery.

Track a FOIA request. (DOCX, 14KB)

8. May I appeal if my FOIA request is denied?

If your FOIA request is denied, you have the right to appeal to the head of the agency. You may also appeal the following decisions regarding your request: a decision to withhold materials; a rejection of a fee waiver request; the type or amount of fees charged; or for any other type of adverse determination.

Appealing is a straightforward procedure. Simply write a letter including a description of your original request, the reason for your appeal, and why you believe the agency's response was incorrect. Please include a copy of your original request and the agency's response. You should be as complete as possible, and there is no charge for filing an administrative appeal. Your letter should be sent to:

IMLS Director
c/o Office of the General Counsel
Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, DC, 20036-5802

Phone: 202/653-4787
Facsimile: 202/653-4625

Quarterly FOIA Reports

- 2015 - First Quarter (ZIP 5KB)
- 2014 - Fourth Quarter (ZIP, 18KB)
- 2014 - Third Quarter (ZIP, 20KB)
- 2014 - Second Quarter (ZIP, 12KB)
- 2014 - First Quarter (ZIP, 13KB)
- 2013 - Fourth Quarter (ZIP, 13KB)
- 2013 - Third Quarter (ZIP, 5KB)
- 2013 - Second Quarter (ZIP, 13KB)
- 2013 - First Quarter (ZIP, 20KB)

Annual FOIA Reports

- 2014 (Word, 69KB); XML (25KB)
- 2013 (Word, 60KB); XML (28KB)
- 2012 (Word, 175KB); XML (26KB)
- 2011 (Word, 177KB); XML (28KB)
- 2010 (Word, 179KB); XML (25KB)
- 2009 (Word, 168KB); XML (512KB)
- 2008 (PDF, 150KB)

- 2007 (PDF, 68KB)

Chief FOIA Officer Report

- 2014 (PDF, 107KB)
- 2013 (PDF, 70KB)
- 2012 (PDF, 50KB)
- 2011 (PDF, 60KB)
- 2010 (PDF, 235KB)

FOIA Regulations

IMLS Freedom of Information Act Regulations, 45 CFR § 1184 (effective March 21, 2014)

FOIA Officers, FOIA Request Service Centers, and Public Liaisons

In response to the President's Executive Order 13,392 of December 14, 2005 "Improving Agency Disclosure of Information," the Institute of Museum and Library Services (IMLS) designates the following:

CHIEF FOIA COMPLIANCE OFFICER:

Nancy Weiss
202-653-4640
nweiss@imls.gov

FOIA OFFICER:

Director, Officer of Communications and Government Affairs
202-653-4757

FOIA REQUEST SERVICE CENTER
PRINCIPAL FOIA CONTACT:

Mae Ridges
202-653-4642
foia@imls.gov

FOIA PUBLIC LIAISONS:

Director, Officer of Communications and Government Affairs
202-653-4757

Mae Ridges
202-653-4642
mridges@imls.gov

FOIA Electronic Reading Room

Privacy Assessments

Privacy impact assessments are available through the Office of the Chief Information Officer. Please contact the Office of Chief Information Officer at 202-653-4767 for further assistance.

Federal Register Notice (PDF, 181KB) / Volume 78, No. 236 / December 9,2013: Privacy Act of 1974; Notice of Amendment to System of Records

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Contact Us

General Contact Information

Contact Form

Website Accessibility

Office of the Chief Operating Officer

Phone: 202-653-4721

Office of the Chief Financial Officer

Phone: 202-653-4737

Communications and Government Affairs

Phone: 202-653-4757

Fax: 202-653-4600

Museum Services

Phone: 202-653-4789

Fax: 202-653-4608

Library Services

Phone: 202-653-4700

Main Office

1800 M Street NW

9th Floor

Washington, DC 20036-5802

Phone: 202-653-IMLS (4657)

Fax: 202-653-4600

Also, view the complete Staff Directory by Office or Staff Directory A-Z (with phone numbers).

grant search

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Grant Applicants

Available Grants

- By Grant Name
- By Institution Type
- By Project Type

Eligibility Criteria

Sample Applications

Grants.gov

Notices of Funding Opportunities

After You Apply

Outcome Based Evaluation

View Available Grants

Grant Name:
(Select multiple options by pressing the control key as you click.)

All
Conservation Assessment Program
Grants to State Library Administrative Agencies
Laura Bush 21st Century Librarian Program
LSTA Competitive Grants for the Pacific Region and U.S. Virgin Islands
Museum Assessment Program
Museum Grants for African American History and Culture

Project Type:
(Select multiple options by pressing the control key as you click.)

All
Awards
Collections Management
Community Engagement
Conservation
Digital Collections/Tools

Institution:
(Select multiple options by pressing the control key as you click.)

All
Archives
Federally Recognized Native American Tribe
Historical Society
Library
Nonprofits that serve Native Hawaiians

Sort options: Grant Name go

Grant Applicants

Eligibility Criteria

Available Grants

Eligibility Criteria

- Museums
- Libraries
- Tribal Organizations

Sample Applications

Grants.gov

Notices of Funding Opportunities

After You Apply

Outcome Based Evaluation

Each grant program has specific eligibility requirements. The links below provide general eligibility criteria for museums, libraries, and tribal organizations, but please note that additional organizations may be eligible for grants under certain programs. Additionally, ineligible organizations may still be able to participate in grant programs through partnerships with eligible organizations. Please see Applications and Guidelines for specific information.

Museums

Libraries

Tribal Organizations

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Grant Applicants

Sample Applications

Available Grants

Eligibility Criteria

Sample Applications

Grants.gov

Notices of Funding Opportunities

After You Apply

Outcome Based Evaluation

All sample applications are available in PDF format. Get Plug-ins.

Museum Grants for African American History and Culture

Maryland African American Museum Corporation

Museum of African American History

Spelman College Museum of Fine Art

Museums for America

Learning Experiences

- City of Palo Alto (Palo Alto Art Center)
- Museum of the New South
- USS Constitution Museum
- North Carolina Museum of Art
- Pacific Science Center
- Pennsylvania Academy of the Fine Arts
- Children's Museum of Denver

$25,000 or Less Funding Level:

- Historic Cherry Hill Inc.

Community Anchors

- Charles and Emma Frye Free Public Art Museum
- Nurture Nature Center
- Chicago Zoological Society (Brookfield Zoo)

Collections Stewardship

- Virginia Museum of Fine Arts
- Gilcrease Museum
- Isabella Stewart Gardner Museum
- Denver Museum of Nature and Science

$25,000 or Less Funding Level:

- University of Rochester (Memorial Art Gallery)

National Leadership Grants for Museums

Learning Experiences: University of Washington

Community Anchors: Museum of Science, Boston

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Collections Stewardship: Cincinnati Zoo and Botanical Garden

Native American/Native Hawaiian Museum Services Program

Chilkat Indian Village

Yurok Tribe

Mashantucket Pequot Tribal Nation

Sparks! Ignition Grants for Museums

Carnegie Museum of Natural History

Indianapolis Museum of Art

Laura Bush 21st Century Librarian Program

Masters Level -- Project

Masters Level -- Planning

Doctoral Program -- Project

Early Career Development -- Project

Research -- Project

Programs to Build Institutional Capacity -- Project

Continuing Education -- Project

Continuing Education -- Project

Continuing Education -- Planning

National Leadership Grants for Libraries

Advancing Digital Resources

Research

Demonstration

Library and Museum Collaboration

Native American Library Services: Enhancement Grants

Technology Library Innovations for Education (T-LIFE)

Pascua Yaqui Tribe

Chilkoot Indian Association

Pueblo of Pojoaque

Lac Courte Oreilles

Cherokee Nation

Lummi Nation

Native Hawaiian Library Services

Sample Narrative

Grant Applicants

Grants.gov

Available Grants
Eligibility Criteria
Sample Applications

Grants.gov
- Grants.gov Tips

Notices of Funding Opportunities
After You Apply
Outcome Based Evaluation

About Grants.gov

As part of the President's E-Government initiative, the federal government developed Grants.gov, a single Web site for organizations to electronically find and apply for competitive grant opportunities from all 26 of the federal grant-making agencies.

The Institute requires all applicants to apply online through Grants.gov. Applicants who are unable to use Grants.gov should contact an IMLS program officer.

Please note that the entire completed application must be either online through Grants.gov - the Institute will not accept mailed paper attachments.

For more information on the process of applying through Grants.gov, view the Applicant Resources.

Having Problems with Grants.gov?

If you experience any difficulties submitting your application through grants.gov, contact the IMLS Program Contact for the program you are applying to. Also, check out our Tips for Working Successfully With Grants.gov.

Grants.gov Registration

All applicants must register with Grants.gov prior to submitting their application. The multi-step registration process generally cannot be completed in a single day. Applicants that are not already registered should allow at least two weeks to complete this one-time process. DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER.

Step-by-step instructions for registering are available here. If you have problems registering, call the Grants.gov help desk at 1-800-518-4726; e-mail support@grants.gov; or consult the information posted on Grants.gov.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov UserID and password that you obtain during the registration process to submit your application when it's complete.

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Application Forms

Links to application forms are provided below for your convenience. Applicants must download the application package from Grants.gov in order to apply.

Consult program Notice of Funding Opportunity to determine which forms are needed for your application.

For best results, download the forms to your computer and work on them outside of your internet browser.

SF-424S:

Instructions for filling out the Application for Federal Domestic Assistance/Short Organizational Form (SF-424S) *Please note:* The SF-424S form is only available in the package that applicants must download from Grants.gov.

IMLS Program Information Sheet (minimum requirements Adobe Reader 7.0.5):

Adobe® PDF (853 KB)

IMLS Budget Form (minimum requirements Adobe Reader 7.0.5):

Adobe® PDF (212 KB)

Note: JavaScript must be enabled.

Digital Stewardship Supplementary Information Form:

Adobe® PDF (87 KB)

Microsoft Word (50 KB)

Budget Form for Native American Basic Grants, Part A:

Adobe® PDF (75 KB)

Microsoft® Word Document (46 KB)

Budget Form for Native American Basic Grants, Part B:

Adobe® PDF (73 KB)

Microsoft® Word Document (39 KB)

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Outcome Based Evaluation

Application Review Process

The Institute uses a peer review process to competitively evaluate all eligible and complete applications. Reviewers are professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications. Reviewers are instructed to evaluate proposed projects according to the criteria identified in the program guidelines. The Institute's director makes funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

Check grant program guidelines for information on when the program office expects to notify both funded and unfunded applicants of final award decisions.

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- Basics
- Purposes
- Webography
- Presentations

The mission of the Institute of Museum and Library Services is to create strong libraries and museums that connect people to information and ideas. Our accountability for advancing this goal reaches in many directions: toward our federal decision-makers, toward our grantee communities and their audiences, and to the public at large. If we are sincere in our goal—to help libraries and museums contribute to a nation whose people routinely seek strong skills and knowledge, adapt productively to change, actively engage in their work and communities, and excel in many areas of personal and public life—we must do more than provide support. We must measure and report our progress.

Note that for IMLS, while academic knowledge and skills are foundations, learning is broader. It includes the cognitive, social, and physical; the practical, entertaining, and personal; the formal and informal; and many, many more domains and settings. Learning represents knowledge, attitudes, skills, and behaviors that support individual success in our complex world—in short, outcomes. Outcomes allow us to know something about the extent to which we have (or haven't) reached our audiences. Information about outcomes allows us to strengthen our services. Equally important, it communicates the value of museums and libraries to the broadest spectrum of those to whom we account. Without data, it's been said, "you're just another guy with an opinion."

IMLS has responded to your need to know what difference our services make by developing a model of outcomes-based planning and evaluation as one foundation of our grant making. As our grantee or constituent, you connect to your audiences where learning happens. You can document individual change, often small and immediate, when it occurs. You can apply outcomes information quickly, to strengthen services as you develop and provide them. Finally, only you can accommodate the great variety of missions, resources, audiences, and creative services of museums and libraries as you assess your work. We turn to you not only to build locally effective learning resources and experiences, but also to measure the extent to which they achieve their educational purposes.

This area of our Web site contains information and resources about outcomes-based planning and evaluation. We hope you will return to this site often to see additions. If you have questions about library or museum-appropriate outcomes, or about outcomes-oriented planning or evaluation, please don't hesitate to contact IMLS's Research and Evaluation Officer, Matt Birnbaum, at mbirnbaum@imls.gov.

Susan Hildreth
Director, Institute of Museum and Library Services

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The IMLS Strategic Plan, 2012 – 2016: Creating a Nation of Learners envisions a democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage and lifelong learning. The plan identifies the mission of IMLS to inspire libraries and museums to advance innovation, learning and civic engagement by providing leadership through research, policy development and grant-making.

With this strategic plan, IMLS builds on its solid foundation and targets five strategic goals. The goals focus on achieving positive public outcomes for communities and individuals; supporting the unique role of museums and libraries in preserving and providing access to collections and content; and promoting library, museum, and information service policies that ensure access to information for all Americans.

Creating a Nation of Learners: IMLS Strategic Plan 2012 - 2016 (PDF, 740 KB)
The brochure is a concise overview of the strategic plan. Goals and objectives are discussed and examples of IMLS projects that meet the plan's objectives are provided.

IMLS Five-Year Strategic Plan 2012 - 2016 (PDF, 1.6 MB)
This slideshow is a presentation of the IMLS Five-Year Strategic Plan It includes many of the details in the plan and information on the planning process employed by IMLS.

IMLS Five-Year Strategic Plan 2012 - 2016 (PDF, 470 KB)
The complete IMLS Five-Year Strategic Plan 2012 - 2016 encourages strategic thought and action. complete plan provides details on the strategic planning process, as well as details about goal- and objective-related performance metrics and benchmarks used to measure progress.

Strategic Plan Development: Public Engagement
The IMLS strategic planning process involved significant public input. Through discussions with the National Museum and Library Services Board, IMLS stakeholders, and public meetings, we developed five strategic questions to help envision future services. We used an online social media tool to engage a broad public and more than 1,400 users participated in a robust discussion about the future of IMLS services. The comment period closed on August 5.

Additional Strategic Plan content on the IMLS Web site:

Publications View All Publications

2013 Annual Report

The Institute of Museum and Library Services FY 2013 annual report presents agency activity highlights from October 2012 - September 2013. Read More

IMLS Five-Year Strategic Plan 2012 - 2016

The complete IMLS Five-Year Strategic Plan 2012 - 2016 encourages strategic thought and action. complete plan provides details on the strategic planning process, as well as details about goal- and objective-related performance metrics and benchmarks used to measure progress. Read More

Creating a Nation of Learners: IMLS Strategic Plan 2012 - 2016

The brochure is a concise overview of the strategic plan. Goals and objectives are discussed and examples of IMLS projects that meet the plan's objectives are provided. Read More

INSTITUTE of Museum and Library SERVICES

Institute of Museum and Library Services

Creating a Nation of Learners

Strategic Plan 2012–2016

INSTITUTE OF MUSEUM AND LIBRARY SERVICES
1800 M Street NW, 9th Floor
Washington, DC 20036
202-653-IMLS (4657)
www.imls.gov

IMLS will provide an audio recording of this publication upon request.

Printed January 2012 in the United States of America.

Cover Photos
Left: "Info Pro" Marie Bleus-Francois welcomes patrons to the Champaign Public Library in Champaign, IL. Photo by Elizabeth Otto.
Middle: Visitors enter the New York Botanical Garden in Bronx, NY.
Right: At the Hill Museum & Manuscript Library at Saint John's University in Collegeville, MN, students peruse collection materials with a visiting faculty member.

Publication Design
Ellen Arnold Losey

Creating a Nation of Learners

Above: Students on a classroom tour of the Brooklyn Museum study *Bouquet,* a work of art by JoAnne Carson. Photo by Adam Husted.

U.S. museums and libraries are at the forefront in the movement to create a nation of learners. As stewards of cultural heritage with rich, authentic content they provide learning experiences for everyone.

With built infrastructure in nearly every community in the nation, robust online networks, and dedicated, knowledgeable staff, they connect people to one another and to the full spectrum of human experience. The nation's 17,500 museums and 123,000 libraries are trusted in their communities, inspire people throughout their lifetimes and contribute to the civic life of our nation.

Rapid changes in the economy, demographic shifts, and new technologies are creating demands for new library and museum services. IMLS's strategic plan creates a roadmap for carrying out our federal mandate to help America create 21st century institutions that provide the essential educational and cultural opportunities that we need for a competitive future.

Creating a Nation of Learners

A democratic society in the knowledge age demands that its citizens learn continually, adapt to change readily, and evaluate information critically.

Right: Visitors to the Indianapolis Museum of Art check out the museum's online offerings in The Davis LAB.

Economic strains are causing reductions in all sources of public (state and local) and private (corporate, foundation, and individual) funding for libraries and museums. At the same time, public demand for library and museum services is increasing. As stressed public agencies cut back on services, communities are more fully leveraging the assets of libraries and museums and calling on them to fill the gaps by providing workforce services, afterschool programming, teacher training and broadband access.

Museums and libraries help to level the playing field and provide opportunities that some individuals might not otherwise be able to access. Without libraries and museums it would be more difficult and potentially impossible for many people to pursue their education, seek employment, and lead healthier lives. Libraries and museums are fundamental to supporting the civic life and wellbeing of our nation.

We are living at a time when the strategic use of resources could not be more important. IMLS's role—to provide leadership, funding, data and policy analysis—is essential to help libraries and museums navigate change and continue to evolve their services.

In 2010, Congress passed and the President signed the reauthorization of the Museum and Library Services Act, giving IMLS unique federal responsibilities for the "development and implementation of policy to

ensure the availability of museum, library and information services adequate to meet the essential information, education, research, economic, cultural and civic needs of the people of the United States."

The law charges IMLS with advising the President and Congress on library, museum, and information services and with supporting a wide range of programming that impacts the lives of millions of Americans. It recognizes that U.S. libraries and museums are powerful national assets with capacity that must be developed and fully used to enhance economic development and lifelong learning. The law recognizes IMLS's role as a partner with other federal agencies to enlist libraries and museums in achieving important policy outcomes in education, cultural preservation, early learning, and workforce development.

Using the reauthorized Museum and Library Services Act as a guide, IMLS director, Susan Hildreth, launched IMLS's strategic planning process in June 2011 with the National Museum and Library Services Board. The process engaged a wide range of stakeholders including more than 1,400 participants in a robust online forum about the future of IMLS services.

The result is a new strategic is plan that envisions a democratic society where communities and individuals thrive with broad public access to

169 million people in the U.S. over the age of 14 (69% of the population) are library users.

148 million people in the U.S over the age of 18 visit a museum a year.

Left: Guests visit the Lewis Ginter Botanical Garden in Richmond, VA.

knowledge, cultural heritage and lifelong learning. It identifies the mission of IMLS to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement by providing leadership through research, policy development and grant making. The new plan builds on IMLS's solid foundation and targets five strategic goals focused on positive public outcomes for communities and individuals. The goals support the unique role of museums and libraries in preserving and providing access to collections and content and promoting library, museum, and information service policies that ensure access to information for all Americans.

The strategic plan establishes a clear framework for performance improvement that emphasizes evidence-based program development and evaluation and includes identifying and sharing best practices, aligning grant making to best practices and research results, networking to build capacity, and assessing progress.

The complete IMLS Strategic Plan is available at www.imls.gov/plan.

A staff member from the Humboldt County, CA Library teaches a member of the public to use an e-book reader. Photo by Josh Jackson, *Eureka Times Standard.*

Vision

A democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage, and lifelong learning.

Mission

The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

Goals

1. **IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.**
2. **IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.**
3. **IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.**
4. **IMLS advises the President and Congress on plans, policies, and activities to sustain and increase public access to information and ideas.**
5. **IMLS achieves excellence in public management and performs as a model organization through strategic alignment of IMLS resources and prioritization of programmatic activities, maximizing value for the American public.**

Goal 1: Learning

Above: Hands-on activities at the 2011 Maker Faire at New York Hall of Science in Queens. Photo by Andrew Kelly.

IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

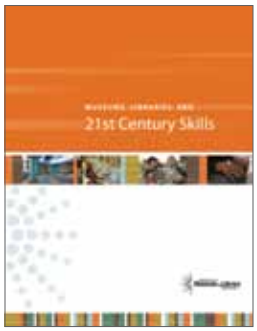
To succeed in our rapidly changing society and economy, individuals must keep informed of relevant events and trends, develop perspective and judgment, gain new knowledge to maintain currency in their occupation, and continually update their skills. Everyone is welcome at our nation's libraries and museums, giving these institutions the unique capacity to reach marginalized and underserved audiences and to develop learning experiences in every discipline, including science; engineering; business; and basic digital, health, and financial literacies.

Through their collections, exhibits, programs (onsite, offsite, and online), and partnerships, these institutions serve as essential and trusted components of the nation's learning ecosystem, providing opportunities for lifelong, "life-wide" learning. They help satisfy a critical need for pre-K, out-of-school, after-school, summer, and adult learning.

99.3% of public libraries offer free access to the Internet.

Over 64% are the only source of free Internet access in their communities.

Highlight: Museums, Libraries, and 21st Century Skills



The *Museums, Libraries, and 21st Century Skills* initiative emphasizes the critical roles of museums and libraries in reaching underserved communities and helping citizens build their 21st century skill set. These critical skills include information, communications and technology literacy, critical thinking, problem solving, creativity, civic literacy, and global awareness. By providing online tools; convening local library and museum leaders, public officials, social service agencies, and educators in communities across the nation; and highlighting important investments, IMLS is engaging libraries and museums in an important national dialogue about learning in the 21st century.

Highlight: Learning Labs in Libraries and Museums

IMLS and the MacArthur Foundation have collaborated to respond to the President's call to "Educate to Innovate" and improve outcomes in STEM (science, technology, engineering, and math) learning in the U.S. Together, IMLS and the MacArthur Foundation will support the design and development of up to 30 learning labs in libraries and museums throughout the country. The labs are intended to engage middle- and high-school youth in mentor-led, interest-based, youth-centered, collaborative learning using digital and traditional media.

Results of a recent study demonstrate both the value of libraries and what is at risk when our commitment flags. One hundred sixty-nine million people used a public library last year and 77 million of them used library computers. They found jobs, continued their education, and got answers to critical health questions.

Objectives:

Invest in projects that provide inclusive and accessible learning opportunities to individuals of diverse geographic, cultural, and socioeconomic backgrounds; individuals with special needs; and underserved communities.

Support communities of practice that draw on current research and evaluation literature to develop effective informal and formal learning experiences in museums and libraries.

Facilitate partnerships among museums, libraries, and other education providers to expand learning opportunities for the public.

Support the training and development of museum and library leadership to meet the needs of diverse publics in a rapidly changing environment.

Goal 2: Community

Above: The Miami-Dade Public Library celebrates the spirit of Colombia with traditional dances during the Art of Storytelling Festival.

IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

Healthy, thriving, sustainable communities need institutions that strengthen civic life, understand and respond to community needs, and provide common experiences that knit community members together through common experiences and shared interests. IMLS provides important national leadership to help local libraries and museums advance solutions to our most difficult problems by providing safe places for community gathering, centers for community vitality, a connecting point to community services, and a venue for cultural expression and lifelong learning.

75% of the Museums for America grantees partnered with community-based organizations, such as health or family services.

Highlight: *Let's Move! Museums & Gardens*

Developed in coordination with national museum and garden leaders and in conjunction with First Lady Michelle Obama's campaign to overcome childhood obesity, *Let's Move! Museums & Gardens* is a coalition of museums and gardens seeking to teach young people to make healthy food choices and be physically active.

Highlight: Partnership with U.S. Department of Labor

Thirty million Americans used a library in 2009 to submit online job applications, search for employment opportunities, and work on their résumés. Many Americans depend on their libraries and visit them on a regular basis. Three-quarters of those asked said they used the library at least once a week.

IMLS and the U.S. Department of Labor, Employment and Training Administration (ETA) are building the connection between the workforce investment system and public libraries. IMLS has supported the training of over 1,800 library staff in economically hard-hit communities across the nation. ETA officially encouraged its state and local workforce investment boards, state workforce agencies, and One-Stop Career Centers to partner with public libraries to provide employment information to the public.

Highlight: Building Digital Communities

Libraries, businesses, hospitals, schools, museums, community technology centers, and local governments are challenged to create and sustain access to broadband technologies to meet national priorities and generate opportunity for difficult-to-reach populations. To help community leaders make strategic decisions about technology investments and in response to the National Broadband Plan, IMLS is working with hundreds of organizations and individuals to create *Building Digital Communities: A Framework for Action.*

Objectives:

Invest in projects that strengthen the role of libraries and museums as core components of the broader community learning and service infrastructure.

Partner with other federal agencies to leverage the resources of libraries and museums in advancing national priorities, including education, health, disaster preparedness, digital literacy, and economic and workforce development.

Ensure that public and private sector leaders have the information they need to make strategic policy and investment decisions that leverage the infrastructure and expertise of museums and libraries.

Goal 3: Content

Above: The Tennessee Aquarium's *Jellies: Living Art* gallery. Photo by Todd Stailey.

IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

Access to museum and library collections helps to fuel innovation, inspire the development of new knowledge, and boost global understanding. IMLS is a leader in advocating and supporting a comprehensive and logical approach to conservation that begins with assessment, planning, and prioritization and addresses environmental controls and storage conditions as well as treatment. Using the latest technology, institutions are embracing innovations and opportunities to digitize, share their collections, and develop new standards and protocols to preserve and provide access to digitized collections and to "born digital" data and objects.

There are more than 4.5 billion objects held in public trust by museums, libraries, archives, and other collecting institutions in the U.S.

Highlight: Connecting to Collections

Connecting to Collections is a call to action in response to the alarming findings of *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections,* an IMLS-funded study that for the first time documented the state of the collections that museums and libraries hold in public trust. *Connecting to Collections* prioritizes safe conditions for collections, emergency plans, accountability, and leveraging private and public sector support.

Highlight: Digital Collections and Content

Working with the nation's top researchers and digital curators, the University of Illinois at Urbana-Champaign has developed a test bed and portal to collections that have been digitized with the support of IMLS. Examples of digitized collections include original recordings from the Hoagy Carmichael Collection, Chinese calligraphy from Chinese Paintings, celebrations of Donkey Derby Days from the Collaborative Digitization Program's Heritage Colorado, and Walt Whitman reading his own poetry from the Whitman Archive. Project developers are creating innovative applications to increase use and ease of access of these collections.

Highlight: Digging into Data

IMLS is partnering with seven national and international organizations as sponsors of the *Digging into Data Challenge.* As the world becomes increasingly digital, new techniques are needed to search, analyze, and understand these everyday materials. *Digging into Data* challenges the research community to help create the new research infrastructure for 21st century scholarship.

Objectives:

Support the care and management of the nation's collections, both material and living, to expand and sustain access for current and future generations.

Develop and implement a nationwide strategy to expand the public's access to the information, meaning, and content found in museum and library collections.

Goal 4: Access

Above: Adults use computers in the Internet Cafe at the San José Public Library's Cambrian Branch.

IMLS advises the President and Congress on plans, policies, and activities to sustain and increase public access to information and ideas.

In an economy powered by knowledge, libraries and museums play essential roles in ensuring equitable access to information for everyone, a cornerstone of a healthy economy and strong democracy. Technology is changing the ways that people access and use library and museum services. During this time of rapid change, IMLS can help ensure that decision makers are armed with the data and analysis they need to develop policies that help libraries and museums to evolve their services and remain trusted sources of information and learning.

67% of libraries offer access to e-books.

86% of public libraries provide free Wi-Fi.

Highlight: Publishing Research, Data Analysis, and Issue Briefs

To inform policy makers at all levels, IMLS has released analysis in the following areas:

- Impacts of Budget Cuts to State Libraries
- Distribution of Public Access Broadband by Rural, Suburban, and Urban Areas
- Demographics of Public Library Computer Users
- Ten Years of Increasing Public Demand for Library Services and Decreasing Budgets
- Characteristics of Public Funding for Museums in the U.S.

The findings of these analyses have been used by Congress, federal agencies, foundations, and local communities to inform investments in library and museum services.

Highlight: Opportunity for All: Research and Policy Recommendations to Help Libraries Meet Demand for Public Access Internet

Working with the Bill and Melinda Gates Foundation, IMLS has published two groundbreaking studies on Internet access in public libraries. The first study examined public library computer users and their information-seeking behaviors. The study estimated that 77 million people used library computers in 2009 and cited education, workforce, and health issues among the most frequent searches. The second report provided policy recommendations for practitioners and highlighted four case studies undertaken to help libraries meet public demand.

Highlight: Museums Count

IMLS is undertaking a comprehensive census of museums in the U.S. There is currently no accurate inventory, and some experts believe that assumptions vastly underestimate the actual number of U.S. museums. This census data will help public officials and practitioners make informed policy decisions about the future of museum service in the U.S.

Objectives:

Promote federal policies that improve access to information services for underserved communities and help to remove barriers that prevent individuals from using these services effectively.

Identify trends and provide consistent and reliable data on museum and library services and use to ensure that federal policy makers, public and private sector leaders, and the public are aware of the critical role that libraries and museums provide in our democratic society.

Support and extend a national digital information infrastructure that leverages libraries and museums as key partners and providers of reliable, persistent, and widely available access to digital information and services.

Goal 5: Model Public Agency

Above: Children look at the Declaration of Independence at the Nashville Public Library. Photo by Gary Layda.

IMLS achieves excellence in public management and performs as a model organization through strategic alignment of resources and prioritization of programmatic activities, maximizing value for the American public.

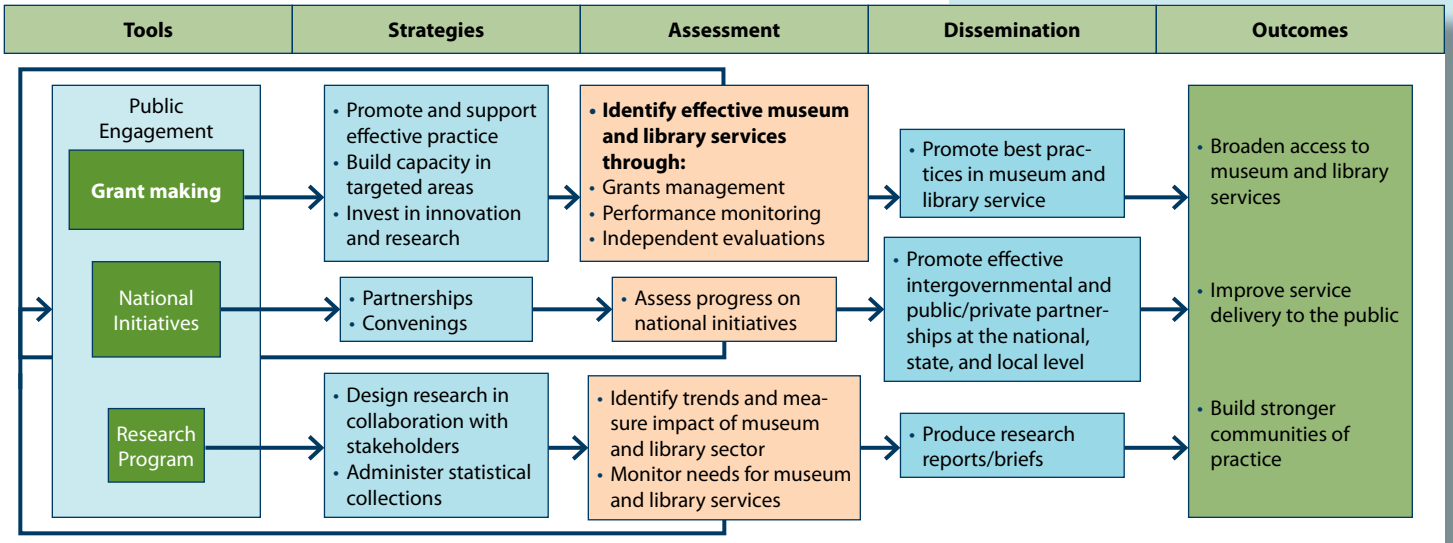
With this plan, we have established a Performance Improvement Model that provides a clear framework for engaging the public in IMLS program development, monitoring investments to identify lessons learned, and sharing best practices. This process will help IMLS to focus on areas where it can best effect change and measure its results.

Combining our role as a hub of ideas *for and from* museums and libraries with our research capacity, we have created an organization driven by knowledge.

Highlight: Focus on Monitoring and Results

IMLS is placing a priority on program evaluation. One example is new work with Grants to State Libraries. Working with library staff in every state we are developing new metrics to measure success. Another example is the recently completed independent evaluation of Museums for America. Findings from this study have been used to reshape the agency's museum investments.

IMLS Performance Improvement Model



Highlight: Citizen Engagement Strategies – Open Government

The agency uses social media and strategies to enhance public participation in the development of agency programs and encourage collaboration. IMLS recently launched an enhanced Web site, giving the public access to information about agency investments in community institutions as well as data and policy briefs associated with a variety of issue areas such as early learning, health, workforce, STEM (science, technology, engineering, and math) learning, and broadband.

IMLS used IdeaScale, a social media platform, to engage citizens in the development of its five-year strategic plan. More than 1,400 users participated by voting for their favorite ideas, adding new ideas, and commenting on ideas. UpNext, the IMLS blog (http://blog.imls.gov), promotes public participation and encourages dialogue about what works in library, museum, and information service.

Objectives:

Develop an exemplary model of efficient federal grants management.

Cultivate a culture of planning, evaluation, and evidence-based practice to maximize the impact of public investments.

Promote greater transparency and accountability of IMLS operations.

Encourage and promote an engaged and energized IMLS workforce.

About Us

National Museum and Library Services Board

The National Museum and Library Services Board is a twenty-three-member advisory body that includes Presidentially appointed individuals with expertise in, or commitment to, library, museum and information services. Informed by its collectively vast experience and knowledge, the Board advises the Institute's director on general policy and practices, selections for the National Medals for Museum and Library Service, and coordination with other federal agencies and offices.

Chairperson: Susan Hildreth, Director, IMLS

Members:

Althemese Pemberton Barnes, Florida
Charles Benton, Illinois
Julia W. Bland, Louisiana
Christie Pearson Brandau, Iowa
Bert Castro, Arizona
Jan Cellucci, Massachusetts
John Coppola, Florida
Vishakha N. Desai, New York
Claudia French, IMLS Museum Deputy
Paula Gangopadhyay, Michigan
William J. Hagenah, Illinois
Carla Hayden, Maryland
Luis Herrera, California
Mark Y. Herring, South Carolina
Eric Jolly, Minnesota
Susana Torruella Leval, Arizona
Vacant, IMLS Library Deputy
Mary Minow, California
Lawrence J. Pijeaux, Jr., Alabama
Winston Tabb, Maryland
Suzanne Thorin, New York
Robert Wedgeworth, Illinois

IMLS Executive Leadership Team

Susan Hildreth, Director
Vacant, Deputy Director for Libraries
Claudia French, Deputy Director for Museums
Mamie Bittner, Director of Communications and Government Affairs
Michael D. Jerger, Chief Operating Officer
Carlos A. Manjarrez, Director of Planning, Research and Evaluation
Marsha L. Semmel, Director of Strategic Partnerships
Nancy E. Weiss, General Counsel

Brief Legislative History

2010: On December 22, 2010, President Obama signed into law the Museum and Library Services Act of 2010. The law added responsibility for advising the President and Congress on library, museum, and information services policy and enhanced the agency's federal partnership role. In addition, the law underscored the role of libraries and museums in meeting the essential information, education, research, economic, cultural, and civic needs of the people of the United States.

2003: On September 25, 2003, President Bush signed into law the Museum and Library Services Act of 2003. The law added authorization to identify national needs and analyze impacts of library, museum, and information services.

In December 2003, President Bush signed the National Museum of African American History and Culture Act, which provided new authority to support African American museums.

1996: On September 30, 1996, President Clinton signed the Museum and Library Services Act of 1996, establishing the Institute of Museum and Library Services. The new agency combined the Institute of Museum Services, which had been in existence since 1976, and the Library Programs Office, which had been part of the Department of Education since 1956.

To receive more information, learn about funding opportunities and best practices, and participate in dialogue about the future of library, museum, and information service please visit:

www.imls.gov

Left: A mother and daughter share a learning opportunity at Michigan's West Bloomfield Township Public Library.

INSTITUTE of Museum and Library SERVICES

Grant Applicants

Available Grants
Eligibility Criteria
Sample Applications
Grants.gov
Notices of Funding Opportunities
After You Apply
Outcome Based Evaluation

2015 Guide to Funding Programs and Opportunities

This four-page overview of IMLS funding programs provides succinct information on the agency's grant and award programs, as well as agency initiatives and priorities. Read more.

Having problems with Grants.gov? Contact us, we can help you.

Are you interested in applying for an IMLS grant?

The links below will help you find the right grant for your institution, and introduce you to the process of applying so you can properly prepare for your application.

The Application Process

1. Search for available grants
Grant programs and deadlines can be searched by name, by eligible institution type, and by project type. View available grants.

2. Check eligibility requirements
Eligibility criteria will vary by program. Checking the program-specific criteria will help you ensure you're applying for the right grant for your institution. Read more.

3. Read application guidelines
Read through the application guidelines carefully to get all the information you need on the grant program. Read more.

4. Compose your application
Use the Applicant Tools & Materials links on the right to help you compose a stronger, more competitive application.

5. Contact a program officer
We welcome calls from applicants and are happy to answer any questions about the grant application and review process. Conversations with program officers can provide useful guidance and help you to explore how your idea may match the goals of a grant program. Contact us.

grant search

Find Available Grants

Search grants by grant name, institution, or project type.

- Select - go

Search Awarded Grants

Search our archive of grants awarded by the Institute.
Search now

Sample Applications
Examples of successful applications from previous years

Outcome Based Evaluation
Introduction to and resources for successful program evaluation

Shaping Outcomes
An IMLS-funded online course on outcomes-based planning and evaluation, which will help participants improve program designs and evaluations.

Grantee Requirements
Administration and dissemination requirements for all grantees

Reviewer Materials
Guidelines and handbooks used during application review

subscribe

Visit our Subscription Page to sign up to receive e-mail announcements, newsletters, and more from IMLS.

6. Submit your application via Grants.gov
Consult our Grants.gov guidelines to ensure we will receive your application, complete and on-time. Read more.

7. What happens next?
Learn how applications are reviewed and when grant announcements are made. Read more.

Grant Reviewers

Reviewer Resources

Apply to Become a Museum Reviewer

Apply to Become a Library Reviewer

The success of IMLS grant programs depends upon the quality of its peer review process. Each year hundreds of experts throughout the nation serve as IMLS peer reviewers. They work in a transparent and equitable way to make recommendations for funding. If you would like to apply to be an IMLS peer reviewer, please follow the steps below.

The Process for Becoming a Reviewer

If you would like to apply to be an IMLS peer reviewer, please follow the steps below.

1. Familiarize yourself with IMLS grant programs.

Read the Notices of Funding Opportunities.

Read Sample Applications.

2. Learn about the review process.

Access guidance for peer reviewers by grant program.

3. Submit your information.

Apply to become a museum reviewer.

Apply to become a library reviewer.

grant search

Find Available Grants

Search grants by grant name, institution, or project type.

- Select - go

Search Awarded Grants

Search our archive of grants awarded by the Institute. Search now

subscribe

Visit our Subscription Page to sign up to receive e-mail announcements, newsletters, and more from IMLS.

Grant Recipients

Administration

Grantee Communications Kit

Search our database of grant recipients

Recipients of IMLS grants are required to adhere to grants management terms and conditions. The resources you need to manage your award are all located here.

Grant Recipient Requirements

Now Available! Grantee 101 Narrated Web Presentation for Office of Library Services Discretionary Programs

This narrated web presentation provides guidance for grantees on administration and promotion of your grant project. Download now:

Grantee 101 Narrated Web Presentation (PDF; 28MB)
Grantee 101 Web Presentation handout (PDF; 164KB)
For best results, download the presentation to your computer and watch using Adobe® Acrobat® or Acrobat® Reader®.

The resources above are provided for IMLS Office of Library Services Discretionary grant recipients, but we encourage all interested parties to make use of them. Viewers must have Adobe® Acrobat Pro or Reader version 9 or above to be able to see the PDFs. Get Plug-in.

All Grant Recipients

In the grant announcement package, all grantees receive a description of the review process that was used in making funding decisions and copies of reviewer comments from their application. We urge our grantees to consider concerns raised by reviewers as they undertake their project as their suggestions could, in many cases, result in stronger projects.

Any project that is carried out under a grant must be consistent with the proposal that is approved for funding by IMLS. Any change to a grant project's programmatic scope, key personnel, or budget must first be approved by MLS. All requests for a change to a grant project shall be signed by the authorizing official and submitted to the appropriate IMLS program officer.

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grant search

Find Available Grants

Search grants by grant name, institution, or project type.

- Select - go

Search Awarded Grants

Search our archive of grants awarded by the Institute.
Search now

subscribe

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Administration

Process steps for implementing recommendations and making amendments to your awarded program, as well as financial, legal and reporting requirements, forms and documents

Grantee Communications Kit

Tips and tools for announcing your award and acknowledging IMLS

State Programs

State Profiles
State Allotments
State Libraries
5-Year Plans
5-Year Evaluations
Measuring Success
Purposes and Priorities of LSTA

Grants to State Library Administrative Agencies

Now Available: State Profiles

Learn more about how funding is used in your state. You will find contact information for the State Library Administrative Agency as well as allotment amounts, project examples, five-year plan highlights, five-year evaluations, and survey data.

Program Overview

What is the Grants to States program?

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, more than $150 million is distributed among the State Library Administrative Agencies (SLAAs) every year. SLAAs are official agencies charged by law with the extension and development of library services, and they are located in:

- Each of the 50 states and the District of Columbia;
- The Territories (Guam, American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands); and
- The Freely Associated States (Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands).

What do the funds support?

Each year, over 2,500 Grants to States projects support the purposes and priorities outlined in the Library Services and Technology Act (LSTA). SLAAs may use the funds to support statewide initiatives and services, and they may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

States and subrecipients have partnered with community organizations to provide a variety of services and programs, including access to electronic databases, computer instruction, homework centers, summer reading programs, digitization of special collections, access to e-books and adaptive technology, bookmobile service, and development of outreach programs to the underserved. To find out more about how funds are used in your state, visit your state profile page.

Who does the program serve?

Grants to States funds have been used to meet the needs of children, parents, teenagers, adult learners,senior citizens, the unemployed, and the business community. One of the program's statutory priorities is to address underserved communities and persons having difficulty using a

grant search

Find Available Grants

Search grants by grant name, institution, or project type.

- Select - go

Search Awarded Grants

Search our archive of grants awarded by the Institute. Search now

extranet

State Libraries - log in to the State Grant Programs Manual online (password-protected). Log in

subscribe

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library, and approximately ten percent of grant funds in recent years have supported library services for the blind and physically handicapped. The program also meets the needs of the current and future library workforce.

How are funds allocated?

The Grants to States program allocates a base amount to each of the SLAAs plus a supplemental amount based on population. For each of the 50 states, Puerto Rico and the District of Columbia, the base amount is $680,000 each, and for the U.S. Territories the base amount is $60,000 each. You can see recent allotments for all the states here.

How is the program evaluated?

The Library Services and Technology Act requires each SLAA to submit a plan that details library services goals for a five-year period. SLAAs must also conduct a five-year evaluation of library services based on that plan. These plans and evaluations are the foundation for improving practice and informing policy. View all the states' five-year plans and five-year evaluations for library services.

To strengthen the impact of the federal investment in the Grants to States program, IMLS and SLAAs are partnering in a comprehensive planning and evaluation initiative called Measuring Success. This multi-year effort will fundamentally shift the way in which Grants to States program information is gathered and shared, improve program evaluation and reporting, and highlight evidence-based best practices.

When did the program begin? How has it changed over the years?

For more than 50 years, the Library Services and Technology Act Grants to States program and its predecessor programs have supported the delivery of library services in the U.S. Although the legislation has undergone numerous reauthorizations, the basic function of the program, which merges federal priorities with state-defined needs, continues to this day. Legislative highlights include:

- 1956: Congress passed the Library Services Act (LSA), authorizing $7.5 million annually for 5 years for the extension and improvement of public library service in rural areas.
- 1962: LSA was reauthorized as the Library Services and Construction Act (LSCA), removing restrictions that limited funding to rural libraries and adding Title II, which contained funds for remodeling or construction of library buildings.
- 1996: Congress shifted LSCA to the Library Services and Technology Act (LSTA) as Subchapter II of the Museum and Library Services Act, ending federal funding for library construction and replacing it with a focus on new information technologies.

For more recent activity, see the IMLS legislative timeline.

Who can I contact for more information?

For more information, use the IMLS contact form. You can also contact Robin Dale, Associate Depuy Director for Library Services (202-653-4650; rdale@imls.gov).

Read more Grants to States website content, including press releases, blog posts, project profiles, and publications.

Research

Data Collection
Publications
Program Evaluations
Data Analysis Tools
Evaluation Resources
Research Guidance
Fact Friday

The Institute of Museum and Library Service' Office of Planning, Research and Evaluation (OPRE) supports the agency in its efforts to create strong libraries and museums that connect people to information and ideas. OPRE is organized to execute three key functions: policy research, program evaluation and data collection.

The office is currently managing three evaluations of IMLS programs, the Grants to States Program, Museums for America Program and the Laura Bush 21st Century Librarian Program. In addition the office is overseeing four national data collection efforts: the Public Libraries in the United States Survey, State Library Agency Survey, the Museums Count collections and a national household survey to gauge the use of museums and library services among the American public.

OPRE's functions are detailed in Section 9108 of the general provisions of the IMLS' authoring legislation, which states that the policy research, analysis, and data collection shall be conducted in ongoing collaboration (as determined appropriate by the Director), and in consultation, with – (1) State library administrative agencies; (2) national, State, and regional library and museum organizations; (3) other relevant agencies and organizations.

The legislation further states that the policy research, analysis, and data collection shall be used to – (1) identify national needs for and trends in museum, library, and information services; (2) measure and reports on the impact and effectiveness of museum, library, and information services throughout the United States, including the impact of Federal programs authorized under this Act; (3) identify best practices; and (4) develop plans to improve museum, library and information services of the United States and to strengthen national, State, local, regional, and international communications and cooperative networks.

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New IMLS Data Catalog Enables Creative Use of Library, Museum, Administrative Datasets

FEBRUARY 19, 2015 11:55 AM

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JANUARY 26, 2015 02:01 PM

The analysis found positive links between investments—particularly in

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IMLS Presents Webinar on Museum Universe Data File on October 30

OCTOBER 2, 2014 12:15 PM

We invite interested museum organizations to participate in the webinar to get an update on what to expect in with the next data file, to ask questions, and to provide input. Read More

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Blog Post: IMLS and Open Government Initiatives

FEBRUARY 19, 2015 11:25 AM

The principles of open government are critical to the mission of IMLS. Today's launch of data.imls.gov will help unlock the power of government data to spur research and innovation. Read More

Blog Post: The Museum Universe Data File: A New Release and Update on Progress

DECEMBER 29, 2014 12:21 PM

The newly released file incorporates feedback from the field and further refinements. Read More

Blog Post: Visionary Evaluation for a Sustainable, Equitable Future

DECEMBER 5, 2014 02:29 PM

The 28th Annual American Evaluation Association conference covered a range of issues, from statistical methods to processes for making evaluation research more useful for program staff and policymakers. Read More

Resources

Publications
Webinars
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One important leadership role for IMLS is to act as a clearinghouse for information. By performing needed research and by publicizing the activities of our grantees, IMLS helps museums and libraries nationwide improve their service. These resources demonstrate the creativity and ingenuity of our libraries and museums.

To receive paper copies of any publication, please contact IMLS at imlsinfo@imls.gov. Links are provided to electronic versions in PDF format.

Featured Publications

2013 Annual Report

Format: PDF Download; 2.9 MB
Year: 2014
Description: The Institute of Museum and Library Services FY 2013 annual report presents agency activity highlights from October 2012 - September 2013.

Research Brief No. 5: The State of Small and Rural Libraries in the United States

Format: PDF Download; 1.3 MB
Year: 2013
Description: Rural and small public libraries in the United States are community anchors, providing critical services and resources to meet a variety of local needs. This brief provides the agency's first targeted analysis of trends for rural and small library services.

Growing Young Minds

Format: PDF Download; 1.7 MB
Year: 2013
Description: Growing Young Minds, from the Campaign for Grade-Level Reading and the Institute of Museum and Library Services calls upon policymakers, practitioners, and parents to make full use of libraries and museums, and the skills and talents of those who work in them, to close knowledge and opportunity gaps and give all children a string start in learning.

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IMLS Vision

A democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage, and lifelong learning.

IMLS Mission

The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

IMLS Strategic Goals

1. IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.
2. IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.
3. IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.
4. IMLS advises the President and Congress on plans, policies, and activities to sustain and increase public access to information and ideas.
5. IMLS achieves excellence in public management and performs as a model organization through strategic alignment of IMLS resources and prioritization of programmatic activities, maximizing value for the American public.

Fast Facts

- There are 123,000 libraries and 35,000 museums in the U.S.
- IMLS supports the full range of libraries, including public, academic, research, special and tribal, and the full range of museums including art, history, science and technology, children's museums, historical societies, tribal museums, planetariums, botanic gardens and zoos.
- 169 million people in the U.S. over the age of 14 (69% of the population) are library users.
- 148 million people in the U.S over the age of 18 visit a museum annually.

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Instructions for Completing Budget Documents

You must provide two budget documents to describe the costs of a proposed project:

- IMLS Budget Form
- Budget Justification

Note: If a separate IMLS Budget Form is included in an application for a project partner's portion of an overall project budget, please include the partner budget as a supporting document. Be sure that the primary IMLS Budget Form and Budget Justification for the lead applicant include summary explanations of all partner budget details. Project partner budgets must comply with all instructions in these Notice of Funding Opportunities regarding allowable costs and methods of budget calculation.

IMLS Budget Form

The IMLS Budget Form is designed to accommodate up to three years of project activities and expenses. Project timelines, allowable costs, and other budget details vary by program. Be sure to review the Notice of Funding Opportunity for the grant program/category to which you are applying before you complete the IMLS Budget Form. The Year 1 columns should include costs for activities that begin on the project start date (as listed on 6c of the SF-424S) and end 12 months later. If the project timeline exceeds one year, list the costs for the next 12 months in the Year 2 columns. If the project extends beyond two years, list the costs for the next 12 months in the Year 3 columns. If the program/category to which you are applying permits a fourth year as part of the budget, enter Year 4 budget details on a second copy of the IMLS Budget Form.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by cost sharing. In-kind contributions to cost sharing may include the value of services (e.g., donated volunteer or consultant time) or equipment donated to the project between the authorized start and end dates of your project. All the items listed, whether supported by grant funds or cost share, must be necessary to accomplish project objectives, allowable according to the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of your organization. You must report all revenues generated with project funds during the grant period as program income and apply it to your cost share.

1. Salaries and Wages: Include both temporary and permanent staff as well as volunteers engaged in project activities. Document the method of cost computation (e.g., as percentage of a person's time devoted to the project, a number of days, a number of hours) in your Budget Justification.

2. Fringe Benefits: Fringe benefits may include contributions for Social Security, employee insurance, pension plans, etc. Limit direct cost fringe benefits to those not included in your indirect cost pool. Fringe benefits may be claimed only on the portion of Salaries and Wages identified for this project.

3. Travel: *Before completing this section of the IMLS Budget Form, please consult the Notice of Funding Opportunity for the program to which you are applying for any special guidance.*

Explain the method of cost computation for each travel cost, including subsistence and transportation, in your Budget Justification.

You must use the lowest available commercial fares for coach or equivalent accommodations, and you

must use U.S. flagged air carriers for foreign travel when such services are available, in accordance with applicable U.S. legal requirements.

4. Supplies, Materials, and Equipment: List the costs of supplies, materials, and equipment purchased specifically for the proposed project. For definitions and other information regarding supplies, materials, and equipment, please see 2 CFR Part 200.Use the Budget Justification to explain or describe these items in further detail.

5. Contracts and Subawards: List the costs of project activities to be undertaken by a third party, including a formal partner, as a single line item that shows the amount that will be charged to IMLS grant funds and any cost sharing that will be contributed by the third party. Itemize these third party costs in the Budget Justification.List any individuals or groups who will provide consulting services for the project and their fees. Explain the method of computation for fees in your Budget Justification. Click here for more information on partners.

6. Student Support: If you are applying for a program that allows student support, enter those costs in this section. Student support can include costs such as scholarships or fellowships or student participant support costs. Other student items such as wages, materials including books or other supplies, student memberships in professional organizations, and travel should be included elsewhere in the budget (e.g., under supplies, contracts, travel categories) and identified as student items (e.g. “student wages”).

7. Other Costs: Use this section for costs that are not assignable to other categories. Please do not use the "Other Costs" section to list items that did not fit in the number of lines allotted for another section. If you need more lines for a specific section, summarize the information in the IMLS Budget Form and explain it further in the Budget Justification.

8. Total Direct Costs: These amounts will total automatically.

9. Indirect Costs: Indirect costs are the same as "overhead" or "administrative costs." They are costs that are incurred for common or joint objectives and cannot be easily identified with a particular project. Examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. Before completing this section of the IMLS Budget Form, please consult the Notice of Funding Opportunity for the program to which you are applying for any special guidance regarding indirect costs. Click here for more information about Indirect Cost Options.

10. Total Project Costs: These amounts will total automatically.

IMLS Budget Form:

Adobe® PDF (212KB)

Cost Share

Cost share is that portion of the project costs that is not charged to IMLS funds. These costs may be supported by your cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities. Cost share requirements may vary by project or program. For more information regarding cost sharing, refer to specific Notice of Funding Opportunity for the grant program to which you are applying.

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

Budget Justification

Use the Budget Justification to explain all the costs included in your IMLS Budget Form. Address the purpose for each expense and explain the basis or method of cost computation used to determine each dollar amount. Itemize and explain any costs that you consolidated and summarized in the IMLS Budget Form. Follow the format of the IMLS Budget Form’s section headings.

We encourage you to contribute as cost share the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If you are requesting IMLS funding for

salaries of permanent staff, explain the reason for the request and how the regular duties of these individuals will be performed during the grant period. Explain the role of any outside consultants and third party vendors to be employed on the project and how each was identified and selected. Document costs for third party service providers through bids or similar means.

List the cost of project activities to be undertaken by a third party under "Contracts and Subawards" on the IMLS Budget Form as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be provided by the third party. Include a complete itemization of these costs as part of the Budget Justification. If there is more than one contractor or subrecipient, list the costs of each contract or subaward separately on the IMLS Budget Form and include an itemization as part of the Budget Justification. Click here for guidance for writing a budget justification.

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Grants.gov Registration

You must register with Grants.gov before submitting your application to IMLS. Click here to learn more about the multistep registration process. Make sure your D-U-N-S® Number and SAM.gov registration are accurate, current, and active. We recommend that you allow 4 weeks to complete all steps in the Grants.gov registration process. DO NOT WAIT UNTIL THE WEEK OF THE APPLICATION DEADLINE TO REGISTER.

Before submitting an application, your organization must have a current and active D-U-N-S® Number, SAM registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

Tips for Working with Grants.gov

1. Start early! Click here to learn more about Grants.gov resources, which include checklists, FAQs, and online tutorials to assist you in preparing your organization to submit applications.
2. You must designate at least one Authorized Organization Representative (AOR) to use Grants.gov. Consider designating more than one AOR when you register. This will help avoid last-minute crises in the event that your one AOR is unavailable when you are ready to submit your application. Also, you should update the AOR at Grants.gov when staff at your organization changes.
3. Make effective technological choices.
    - Download the most recent version of Adobe® Acrobat® Reader® onto your computer for best results. Make sure to submit all documents in Adobe® PDF format.
    - Follow the instructions in the Grant Program Notice of Funding Opportunity to convert your documents into PDFs. Click here to learn more about PDF conversion programs. Use Internet Explorer® as your browser when submitting the application to Grants.gov. Click here for more information about browsers.
4. Contact the Grants.gov help line(1-800-518-4726) for assistance with hardware and software issues, registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays, when it is closed.

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Native Hawaiian Library Services

Application:

The Notice of Funding Opportunity (Grant Program Guidelines) for the current fiscal year is now available:

Access FY 2015 Notice of Funding Opportunity Online

Read more about the Native American Library Services program on the IMLS website.

Grant Program Webinars:

We invite you to participate in a web conference to learn more about the program, ask questions, and listen to the questions and comments of other participants. The date will be: Thursday, February 19th, at 3 PM US EST. Click here for instructions for participating.

Deadline:	April 01, 2015
Grant Amount:	Varies
Grant Period:	Up to two years
Cost Share Requirement:	None

Program Overview:

Native Hawaiian Library Services grant projects may enhance existing library services or implement new library services, particularly as they relate to the following goals in the updated Museum and Library Services Act (20 U.S.C. §9141):

1. Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills
2. Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services
3. (A) Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and
   (B) Enhancing efforts to recruit future professionals to the field of library and information services
4. Developing public and private partnerships with other agencies and community-based organizations
5. Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
6. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved

7. Developing library services that provide all users access to information through local, state, regional, national, and international collaborations and networks
8. Carrying out other activities consistent with the purposes of the Library Services and Technology subchapter of the IMLS statute (20 U.S.C. §9121)

Eligibility:

Native Hawaiian Library Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in 20 U.S.C. § 7517). The term "Native Hawaiian" refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii.

Program Contacts:

James Lonergan, Senior Library Program Officer
202-653-4653

Mary Alice Ball, Senior Library Program Officer
202-653-4730

E-mail: NHLSHelp@imls.gov

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How to Fill Out the SF-424S

The SF-424S is the "Application for Federal Domestic Assistance/Short Organizational Form" on Grants.gov.

Items 1-4 are automatically filled in by Grants.gov

Item 5. Applicant Information

a. Legal Name: Enter your organization's legal name as it appears in its SAM.gov registration. See grant Notice of Funding Opportunity for eligibility details. If your organization is eligible but does not have the authority to apply directly for funding, enter the name of the parent organization that is submitting the application on your organization's behalf. In that case, enter the name of your organization in the space provided for "Organizational Unit" on the Program Information Sheet, Question 1d.

b. Address: For Street1, enter your organization's street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a suite or room number or other similar information is part of the address.

In the ZIP+4/Postal Code box, enter the full nine-digit ZIP code assigned by the U.S. Postal Service. Click here to retrieve your full ZIP code.

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

d. Type of Applicant: Select the one code that best characterizes your organization from the menu in the first dropdown box. Leave the other boxes blank.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the Employer or Taxpayer Identification Number (EIN or TIN) assigned to your organization by the Internal Revenue Service.

f. Organizational DUNS: Enter your organization's D-U-N-S® Number received from Dun and Bradstreet. Click here for guidance in obtaining a D-U-N-S® Number.

g. Congressional District: Enter your organization's Congressional District. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by a zero, followed by the two-digit district number. For example, if the organization is located in the 5th congressional district of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012." For states and territories with "At Large" congressional districts—that is, one representative or delegate represents the entire state or territory—use "001," e.g., "VT-001.

If your organization does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter "00-000." To determine your organization's district, visit the House of Representatives website by clicking here and using the "Find Your Representative" tool.

Item 6. Project Information

a. Project Title: Enter a brief descriptive title for your project. IMLS may use this title for public information purposes.

b. Project Description: Enter a brief description of your specific project, not your organization. Tell us what your project will do, for whom or what, and why. Use clear language that can be understood readily by readers who might not be familiar with the discipline or subject area. Note: There is a 1,000 character limit (including spaces) for this section in Grants.gov! Your application may

be rejected if you exceed this limit.

c. Proposed Project Start Date/End Date: Enter the proposed start date and end date for your project in the format mm/dd/yyyy. Your project must begin on the first day of a month and end on the last day of a month, as directed in the program Notice of Funding Opportunities.

Item 7. Project Director

Enter the requested information for the person who will have primary responsibility for carrying out your project's activities. Please select a prefix, even though it is not required.

Item 8. Primary Contact/Grants Administrator

Enter the requested information for the individual who has primary responsibility for administering the grant. If the Primary Contact/Grants Administrator is the same as the Authorized Representative, please complete both Items 8 and 9.

In some organizations, particularly smaller ones, this individual may be the same as the Project Director. If this is the case, check the box and skip to Item 9.

Item 9. Authorized Representative

Enter the name and contact information of the person who has the authority to enter into legal agreements in the name of your organization. The Authorized Representative cannot be the same person as the Project Director. By checking the "I Agree" box at the top of Item 9, this individual certifies the applicant's compliance with relevant federal requirements (the IMLS Assurances and Certifications). IMLS will address written correspondence to the Authorized Representative whose information you enter in Item 9.

The "Signature of Authorized Representative" and "Date Signed" boxes will be automatically populated by Grants.gov upon submission of the application. This will be the person whose name was listed as your organization's Authorized Representative when you registered with Grants.gov. Please note that this name might not be the same as the name and other information you entered in Item 9 above; however, the person whose name appears in the "Signature of Authorized Representative" box must have authorization from your organization to submit this application on behalf of your organization. Submission of the electronic application acknowledges that your organization certifies compliance with relevant federal requirements, including but not limited to the IMLS Assurances and Certifications, to the same extent as the signature does on a paper application.

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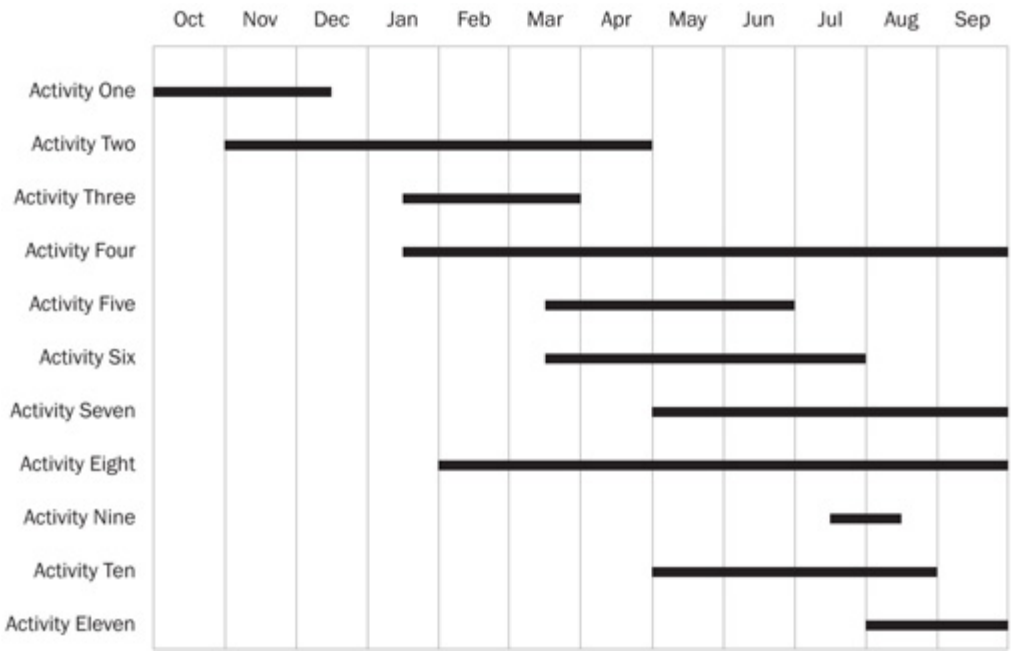
Schedule of Completion

The Schedule of Completion should reflect each major activity identified in your application narrative and the project dates identified on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424S) and IMLS Budget Form. It should show when each major project activity will be undertaken, mark important milestones for the project, and be no longer than one page per project year. If any proposed activity is part of a larger project, make sure the IMLS-funded portion is clearly identified. *Click image below for a larger view.*



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Project Staff and Consultant Documents

List of Key Project Staff and Consultants

Provide a one-page list of the staff, consultants, and service providers whose expertise is essential to the completion of the project. Do not list the entire staff involved in the project. This list must include the Project Director listed in Item 7 of the SF-424S.

Resumes of Key Project Staff and Consultants

Provide resumes of no more than two pages each for all project staff, consultants, and service providers identified on the List of Key Project Staff and Consultants described above.

If you cannot identify key project personnel by the application deadline, then submit position descriptions instead. A position description does not identify a specific individual; it identifies the qualities and range of experience and education necessary to successfully implement and complete project activities.

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Proof of Nonprofit Status

If your organization is a private, nonprofit institution, you must submit a copy of the IRS letter indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended. We will not accept a letter of State sales tax exemption as proof of nonprofit status.

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Indirect Costs

What are indirect costs?

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

What are my options for calculating and including indirect costs in my project budget?

You can choose to:

1. Use a current indirect cost rate already negotiated with a federal agency;
2. Use an indirect cost rate proposed to a federal agency but not yet approved;
3. Use a rate not to exceed 10% of modified total direct costs if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and Local Governments, and Indian Tribes); or
4. Not include any indirect costs.

What is a federally negotiated indirect cost rate, and how do I use one?

Federally negotiated indirect cost rates are negotiated agreements between federal agencies and non-profit organizations. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement and include a copy of the current negotiated agreement with your grant application. We will only accept federally negotiated indirect cost rates that are current at the time awards are announced.

How do I use the 10% indirect cost rate?

Except for those non-Federal entities described in Appendix VII to 2 CFR Part 200 (States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)), you may choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of $25,000. If you choose to use this rate, you must be careful to exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization.
As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use this rate with no additional documentation required.

What if my organization is currently in indirect cost rate negotiations with a federal agency, or my organization's current indirect cost rate will change or expire before grants are awarded in this IMLS program?

If your organization is in the process of negotiating an indirect cost rate with another federal agency, you

may use the indirect cost rate that was proposed to the federal agency to estimate total project costs. You must include with your grant application a copy of the indirect cost proposal. In such situations, if we award a grant, we will accept the rate only if the negotiations are final by the award date and a copy of the final agreement is submitted to us. It is possible that we may reduce the amount of the award if the final negotiated rate is less than the rate that was used for budget estimates in the application budget. However, we will not increase the amount of the award if the final negotiated indirect cost rate is higher than the rate that was used for budget estimates in the application budget.

Can I apply my indirect cost rate to the cost sharing portion of my proposal budget?

Yes. You may apply your indirect cost rate to the cost sharing portion of your total direct costs, but you must count it as cost share. IMLS will provide federal funds for indirect costs, but only for the portion of the total direct costs for which you are requesting IMLS funds (the Grant Fund column).

Are there any other project costs that cannot be included in my indirect cost calculations?

You should follow your federally negotiated indirect cost rate document. If you are eligible for and using the 10% de minimis rate, you may charge 10% of the modified total direct costs (MTDC) (please see above question on this 10% rate as well as 2 CFR sections 200.414(f) and 200.68).

Updated 9/4/2014

DIGITAL STEWARDSHIP SUPPLEMENTARY INFORMATION FORM

Introduction:
IMLS is committed to expanding public access to IMLS-funded research, data and other digital products: the assets you create with IMLS funding require careful stewardship to protect and enhance their value. They should be freely and readily available for use and re-use by libraries, archives, museums and the public. Applying these principles to the development of digital products is not straightforward; because technology is dynamic and because we do not want to inhibit innovation, IMLS does not want to prescribe set standards and best practices that would certainly become quickly outdated. Instead, IMLS defines the outcomes your projects should achieve in a series of questions; your answers are used by IMLS staff and by expert peer reviewers to evaluate your proposal; and they will play a critical role in determining whether your grant will be funded. Together, your answers will comprise the basis for a work plan for your project, as they will address all the major components of the development process.

Instructions:
If you propose to create any type of digital product as part of your proposal, you must complete this form. IMLS defines digital products very broadly. If you are developing anything through the use of information technology – e.g., digital collections, web resources, metadata, software, data– you should assume that you need to complete this form.

Please indicate which of the following digital products you will create or collect during your project.
Check all that apply:

	Every proposal creating a digital product should complete …	Part I
	If your project will create or collect …	**Then you should complete …**
☐	Digital content	Part II
☐	New software tools or applications	Part III
☐	A digital research dataset	Part IV

PART I.

A. Copyright and Intellectual Property Rights

We expect applicants to make federally funded work products widely available and usable through strategies such as publishing in open-access journals, depositing works in institutional or discipline-based repositories, and using non-restrictive licenses such as a Creative Commons license.

A.1 What will be the copyright or intellectual property status of the content you intend to create? Will you assign a Creative Commons license to the content? If so, which license will it be? http://us.creativecommons.org/

A.2 What ownership rights will your organization assert over the new digital content, and what conditions will you impose on access and use? Explain any terms of access and conditions of use, why they are justifiable, and how you will notify potential users of the digital resources.

A.3 Will you create any content or products which may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities? If so, please describe the issues and how you plan to address them.

Part II: Projects Creating Digital Content

A. Creating New Digital Content

A.1 Describe the digital content you will create and the quantities of each type and format you will use.

A.2 List the equipment and software that you will use to create the content or the name of the service provider who will perform the work.

A.3 List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to create, along with the relevant information on the appropriate quality standards (e.g., resolution, sampling rate, pixel dimensions).

B. Digital Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

B.2 Describe your plan for preserving and maintaining digital assets during and after the grant period (e.g., storage systems, shared repositories, technical documentation, migration planning, commitment of organizational funding for these purposes). Please note: Storage and publication after the end of the grant period may be an allowable cost.

C. Metadata

C.1 Describe how you will produce metadata (e.g., technical, descriptive, administrative, preservation). Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

C.2 Explain your strategy for preserving and maintaining metadata created and/or collected during your project and after the grant period.

C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content created during your project (e.g., an Advanced Programming Interface, contributions to the DPLA or other support to allow batch queries and retrieval of metadata).

D. Access and Use

D.1 Describe how you will make the digital content available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

D.2 Provide URL(s) for any examples of previous digital collections or content your organization has created.

Part III. Projects Creating New Software Tools or Applications

A. General Information

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

A.2 List other existing digital tools that wholly or partially perform the same functions, and explain how the tool or system you will create is different.

B. Technical Information

B.1 List the programming languages, platforms, software, or other applications you will use to create your new digital content.

B.2 Describe how the intended software or system will extend or interoperate with other existing software applications or systems.

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

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

B.5 Provide URL(s) for examples of any previous software tools or systems your organization has created.

C. Access and Use

C.1 We expect applicants seeking federal funds for software or system development to develop and release these products as open source software. What ownership rights will your organization assert over the new software or system, and what conditions will you impose on the access and use of this product? Explain any terms of access and conditions of use, why these terms or conditions are justifiable, and how you will notify potential users of the software or system.

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

Part IV. Projects Creating Research Data

1. Summarize the intended purpose of the research, the type of data to be collected or generated, the method for collection or generation, the approximate dates or frequency when the data will be generated or collected, and the intended use of the data collected.

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

3. Will you collect any personally identifiable information (PII) about individuals or proprietary information about organizations? If so, detail the specific steps you will take to protect such information while you prepare the research data files for public release (e.g. data anonymization, suppression of personally identifiable information, synthetic data).

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.

5. What 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 dataset(s).

6. What documentation will you capture or create along with the dataset(s)? What standards or schema will you use? Where will the documentation be stored, and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

7. What is the plan for archiving, managing, and disseminating data after the completion of research activity?

8. Identify where you will be publicly depositing dataset(s):

Name of repository: _____

URL: _____

9. When and how frequently will you review this data management plan? How will the implementation be monitored?

About Us

Issues

Issues

- 21st Century Skills
- Accessibility
- Afterschool/Out-of-School
- Broadband
- Civic/Community Engagement
- Collections Care/Preservation
- Cultural Heritage/ Sustainability
- Early Learning
- Economic/Community Development
- Education Support
- Environment and Energy
- Global Awareness
- Health
- Information Infrastructure/ Systems/ Workflows
- Learning Tools and Interactives
- Lifelong/ Intergenerational Learning
- STEM (Science, Technology, Engineering, Math)
- Workforce Development/Job Assistance

National Initiatives and Partnerships

Legislation and Budget

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IMLS Policy Notices

Donate to IMLS

Staff Directory

STEM (Science, Technology, Engineering, Math)

Libraries and museums are improving learning in science, technology, engineering and math, a national priority for US competitiveness.

Partnership: STEM Video Game Challenge

IMLS is a National Community Sponsor of the National STEM Video Game Challenge. The Challenge, now in its third year, was inspired by President Obama's "Educate to Innovate" Campaign, promoting science, technology, engineering and math education.

Search the Awarded Grants database for grants to projects that strengthen STEM learning. Select STEM as a Grant Issue Area to get results for projects from FY 2009, or do a keyword search for science, technology, engineering, and/or math terms.

STEM Grantmaking

In FY 2013 and 2014, IMLS awarded more than $23 million in grants for STEM-related projects. A list of these grants is available here.

STEM Resources

Click here for resources to help museums and libraries develop STEM projects.

STEM content on the IMLS website:

Press Releases — View All Press Releases

Thirty Museums and Libraries Tapped as Finalists for National Medal

FEBRUARY 24, 2015 09:28 AM

For 21 years, the National Medal for Museum and Library Service has celebrated institutions that demonstrate extraordinary and innovative approaches to public service to make a difference for individuals, families, and communities. Read More

STEM-Rich Afterschool Making Project of IMLS and Exploratorium is Part of Interagency Learning Collaboration for Underserved Students

FEBRUARY 3, 2015 12:01 PM

The project will use STEM-focused content, instructional strategies, and training approaches developed by science museums to help 21st Century Community Learning Centers offer making activities. Read More

Application Period Opens for 2015 National Digital Stewardship Residency Program

DECEMBER 18, 2014 09:53 AM

IMLS and the Library of Congress call for applicants and announce the 2015 host institutions and projects. The application deadline is January 30. Read More

National Museum and Library Services Board

Contact and Directions

Jobs at IMLS

Blog Posts

View All Blog Posts

Blog Post: Maker Movement Takes Over Pittsburgh

FEBRUARY 13, 2015 11:59 AM

Children's Museum of Pittsburgh and IMLS co-hosted a convening of library and museum professionals from across the country to identify key elements of library and museum makerspaces that support learning. Read More

Blog Post: The STEM Challenge Is on the Road!

JANUARY 30, 2015 12:09 PM

A series of STEM Video Game Challenge workshops on game design kicked off at the Free Library of Philadelphia during Computer Science Education Week. Read More

Blog Post: Interview: Colorado State Library

NOVEMBER 21, 2014 10:20 AM

The state library is focusing on early literacy, including their "1,000 books by kindergarten" program. Read More

Project Profiles

View All Project Profiles

Teacher Institutes for Science Education and Ocean Conservation at the Monterey Bay Aquarium

The Monterey Bay Aquarium offered expanded professional development programs for teachers through a teacher institute project, providing 450 teachers with new tools, skills, and support through 15 year-long, grade-appropriate teacher institutes over 3 years. Participating teachers were better able to engage and inspire students to develop a connection to their local environment and gain the basic ocean science and critical thinking skills necessary to be effective citizens and ocean stewards. Read More

Open-Ended Exploration: "Making" Endless Possibilities in STEM

The New York Hall of Science, in partnership with the Queens Museum of Art, created "Queens Makes," a program to foster invention, experimental problem solving, design, and building for young tinkerers and their families. Read More

Multimedia Story Project Gives Voice to Teens and Extends a Hand to Refugee Community

Supported by the IMLS Grants to States program, Salt Lake County Library Services partnered with nonprofit Spy Hop to teach a free six-week course called Speak Up!, to teach local refugee youth how to use digital media to tell their stories. Read More

Publications

View All Publications

Learning Labs in Libraries and Museums:Transformative Spaces for Teens

Learn how 24 cities and counties applied new research about young people's media practices to create physical and digital spaces for learning. This publication describes lessons learned, new models and practices and the impact of Learning Labs, supported by IMLS and the John D. and Catherine T. MacArthur Foundation. Read More

Talking Points

View All Talking Points

Talking Points: From Third Place to Makerspace: Public Libraries and Teens

A snapshot of how public libraries reach out to teens with programs and services. Read More

Talking Points: Libraries and STEM (Science, Technology, Engineering, and Math)

Brief overview of STEM learning at libraries. Read More

Talking Points: Museums, Libraries, and Makerspaces

Quick summary of makerspaces -- hands-on, mentor-led learning environments to make and remake the physical and digital worlds -- in museums and libraries. Read More

For Office Use Only _____

IMLS PROGRAM INFORMATION SHEET

PLEASE NOTE: Information contained within this form may be made publicly available.

1. Applicant Information

a. Legal Name (5a from SF424S):

b. Applicant D-U-N-S® Number (5f from SF424S):

c. Does your organization have a current SAM.GOV registration? ○ Yes ○ No

If yes, what is the expiration date of your registration?

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

e. Organizational Unit Address

Street 1

Street 2

City

County

State Please Select Your State

Zip+4/Postal Code -

f. Organizational Unit Type (Check One):

- ○ Academic Library
- ○ Aquarium
- ○ Arboretum/Botanical Garden
- ○ Art Museum
- ○ Children's/Youth Museum
- ○ Community College
- ○ Four-year College
- ○ General Museum*
- ○ Graduate School of Library and Information Science
- ○ Historic House/Site
- ○ Historically Black College or University (HBCU)
- ○ History Museum
- ○ Library Association
- ○ Library Consortium
- ○ Museum Library
- ○ Museum Services Organization/Association
- ○ Native American Tribe/Native Hawaiian Organization
- ○ Natural History/Anthropology Museum
- ○ Nature Center
- ○ Planetarium
- ○ Public Library
- ○ Research Library/Archives
- ○ School Library or School District applying on behalf of a School Library or Libraries
- ○ Science/Technology Museum
- ○ Special Library
- ○ Specialized Museum**
- ○ State Library
- ○ State Museum Agency
- ○ State Museum Library
- ○ Zoo
- ○ Institution of higher education other than listed above
- ○ Other

* A museum with collections representing two or more disciplines equally (e.g., art and history)
** A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

IMLS PROGRAM INFORMATION SHEET

2. Organizational Financial Information

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

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit

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

** For nonprofit tax filers, Total Expenses can be found on Line 18 of the IRS 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

IMLS PROGRAM INFORMATION SHEET

3. Grant Program Information

☐ **a. Laura Bush 21st Century Librarian Program**

Select one funding category:

- ○ Project Grant
- ○ Collaborative Planning Grant
- ○ National Forum Planning Grant

Select one project category:

- ○ Masters-level Programs
- ○ Doctoral-level Programs
- ○ Early Career Development
- ○ Continuing Education
- ○ Programs to Build Institutional Capacity
- ○ Research

☐ **b. National Leadership Grants for Libraries**

Select one funding category:

- ○ Project Grant
- ○ Collaborative Planning Grant
- ○ National Forum Planning Grant

Select one project category:

- ○ National Digital Platform
- ○ STEM
- ○ Learning Spaces

☐ **c. Native American/Native Hawaiian Library**

Select one funding category:

- ○ Basic Grant Only
- ○ Basic Grant with Education/Assessment Option
- ○ Enhancement Grant
- ○ Native Hawaiian Library Services

d. Sparks! Ignition Grants

Select one:

☐ Museum ☐ Library

☐ **e. Museums for America**

Select one project category:

- ○ Learning Experiences
- ○ Community Anchors
- ○ Collections Stewardship

Select one funding level:

- ○ IMLS funds requested total $25,000 or less with no applicant cost share permitted.
- ○ IMLS funds requested total more than $25,000 with applicant cost share required.

☐ **f. National Leadership Grants for Museums**

Select one project category:

- ○ Learning Experiences
- ○ Community Anchors
- ○ Collections Stewardship

☐ **g. Museum Grants for African American History and Culture**

Select one funding level:

- ○ IMLS funds requested total $25,000 or less with no applicant cost share permitted.
- ○ IMLS funds requested total more than $25,000 with applicant cost share required.

☐ **h. Native American/Native Hawaiian Museum Services**

4. Please check this box if your project addresses STEM learning ☐

5. Funding Request Information

a. IMLS funds requested: _____ b. Cost share amount: _____

6. Project Subject Area

Please select the subject area(s) addressed by the proposed project:

- ☐ 21st Century Skills
- ☐ Afterschool/Out-of-School
- ☐ Accessibility
- ☐ Broadband
- ☐ Civic Engagement
- ☐ Community Engagement
- ☐ Collections Care/Preservation
- ☐ Cultural Heritage/Sustainability
- ☐ Digital Literacy
- ☐ Disaster Preparedness
- ☐ Early Learning
- ☐ Economic/Community Development
- ☐ Education Support
- ☐ Environment and Energy
- ☐ Global Awareness
- ☐ Health and Wellness
- ☐ Information Infrastructure/Systems/Workflows
- ☐ Learning Tools and Interactives
- ☐ Lifelong Learning
- ☐ Intergenerational
- ☐ STEM (Science, Technology, Engineering, Math)
- ☐ Workforce Development/Job Assistance
- ☐ Other

If other, please specify: _____

IMLS PROGRAM INFORMATION SHEET

7. Population Served

Please select the population(s) served by the proposed project:

- ☐ General Population
- ☐ Early Childhood/Preschool (0-5 years)
- ☐ Middle Childhood/Primary School (6-12 years)
- ☐ Adolescents/High School (13-19 years)
- ☐ Adults
- ☐ Aging, Elderly, Senior Citizens (65+ years)
- ☐ Ethnic or Racial Minority Populations other than Native Americans/Native Hawaiians
- ☐ Families/Intergenerational
- ☐ Immigrants/Refugees
- ☐ Military Families
- ☐ Museum and/or Library Professionals
- ☐ Native Americans/Native Hawaiians/Alaskans Native
- ☐ People with Mental or Physical Challenges/Disabilities
- ☐ People who are Low Income/Economically Disadvantaged
- ☐ Rural Populations
- ☐ Scholars/Researchers
- ☐ Unemployed
- ☐ Urban Populations
- ☐ Other

If other, please specify: _____

8. Museum Profile (Museum Applicants Only)

a. Is the 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 that is organized on a permanent basis for essentially educational or aesthetic purposes? ○ Yes ○ No

b. Does the institution own or use these objects, whether animate or inanimate? ○ Yes ○ No

c. Does the institution care for these objects? ○ Yes ○ No

d. Does the institution exhibit these objects to the general public on a regular basis through facilities the institution owns or operates? ○ Yes ○ No

e. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates? ○ Yes ○ No

f. Institution's attendance for the 12-month period prior to the application

On-site: _____ Off-site: _____

g. Year the institution was first open and exhibiting to the public: ☐☐☐☐

h. Total number of days the institution was open to the public for the 12-month period prior to application: ☐☐☐

i. Does the 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 the institution? ○ Yes ○ No

j. Number of full-time paid institution staff: ☐☐☐☐

k. Number of full-time unpaid institution staff: ☐☐☐☐

l. Number of part-time paid institution staff: ☐☐☐☐

m. Number of part-time unpaid institution staff: ☐☐☐☐

IMLS PROGRAM INFORMATION SHEET

9. Project Elements (Museums for America and National Leadership Grants for Museums Applicants Only)

Your response to this question will help us match your application to reviewers with appropriate experience. Begin by choosing the project category that you selected in Question 3 (Grant Program Information).

LEARNING EXPERIENCES

If you are applying in the Learning Experiences Project Category, select the ***primary*** element that is core to your proposed project from the list below. **Check only one**.

- ○ Adult Programs/Lifelong Learning
- ○ Digital Media
- ○ Early Learning
- ○ Exhibitions
- ○ Family Programs
- ○ Interpretation
- ○ K-12 Programs with Schools
- ○ K-12 Programs – Out of School
- ○ Professional Development/Training
- ○ Public Programs

COMMUNITY ANCHORS

If you are applying in the Community Anchors Project Category, select the ***primary*** element that is core to your proposed project from the list below. **Check only one**.

- ○ Audience Development/Community Outreach
- ○ Audience Research and Evaluation
- ○ Civic Engagement
- ○ Community-Driven Exhibitions and Programs
- ○ Community-Focused Planning Activities
- ○ Digital Media
- ○ Professional Development/Training
- ○ Visitor Experience

COLLECTIONS STEWARDSHIP

If you are applying in the Collections Stewardship Project Category, select the ***primary*** element that is core to your proposed project from the list below. **Check only one**.

Conservation

- ○ Environmental Improvement/Rehousing
- ○ Survey
- ○ Treatment

Collections Management

- ○ Cataloguing, Inventorying, Registration
- ○ Collections Planning
- ○ Information Management
- ○ Professional Development/Training

Please identify the material type(s) that will be affected by your project.

- ☐ Animals, living
- ☐ Animals, preserved
- ☐ Architecture
- ☐ Books and Paper
- ☐ Electronic Media
- ☐ Objects
- ☐ Paintings
- ☐ Photographic Materials
- ☐ Plants, living
- ☐ Plants, preserved
- ☐ Sculpture
- ☐ Textiles
- ☐ Wooden Artifacts

Grant Applicants
Program Guidelines

Available Grants
Eligibility Criteria
Sample Applications
Grants.gov

Notices of Funding Opportunities
- Forms

After You Apply
Outcome Based Evaluation

Resources for Evaluating a Project's Impact

We expect your application budget to include specific and sufficient resources for project evaluation, and expect you to use interim findings to strengthen project results. Your proposed plan for project evaluation is a significant element in competitive review. We promote outcomes-based planning and evaluation as one important way for museums and libraries to measure results. For projects that intend to effect changes in behavior or knowledge, whether for professional peers or end users, you should identify your specific audiences and say how the project will objectively and concretely measure outcomes.

In cooperation with Indiana University-Purdue University Indianapolis (IUPUI), we have supported *Shaping Outcomes*, an online course on outcomes-based planning and evaluation (OBPE), which can help applicants improve program design and evaluation. Available at www.shapingoutcomes.org, this resource:

- provides an online curriculum in OBPE,
- is designed for library and museum professionals as well as students in these fields,
- teaches the concepts and vocabulary of OBPE, and
- helps participants develop the skills necessary for producing a logic model using OBPE.

At the end of each project, you are required to submit a final narrative performance report that documents project goals and project design and provides an analysis of the project. The report requires quantitative information on project activities and audiences reached. It also requires quantitative and qualitative data that summarize lessons learned and document project achievements, outcomes and, if applicable, large-scale or long-term results that affect one or more institutions, communities, or fields.

You are expected to include the costs of evaluation, reporting, and dissemination in your project budget. Associated costs may be for consultants or staff, development of instruments, information collection, and analysis. Any of these may be budgeted as direct costs or cost share.

You should include information in the application narrative that demonstrates that the project plan and evaluation design will enable you to provide the data and analysis necessary to meet the requirements of the final report. See the final report form at www.imls.gov/assets/1/AssetManager/rptInstructions.doc and a glossary of key reporting terms at www.imls.gov/assets/1/AssetManager/Glossary.pdf.

Grant Applicants

Notices of Funding Opportunities

Requirements for Projects that Develop Digital Content

What are the requirements for projects that develop digital content?

IMLS is committed to expanding public access to IMLS-funded research, data and other digital products: the assets you create with IMLS funding require careful stewardship to protect and enhance their value. They should be freely and readily available for use and re-use by libraries, archives, museums, and the public.

If your project involves the creation of new digital content such as online collections or databases, new metadata about collections, software tools or electronic systems, or digital datasets, you must explain the need, the intended uses, and identify the audiences for this content in your narrative, with details included in your work plan. We urge you to include the Digital Stewardship Supplementary Information Form with your application. Your responses to the questions on this form are used by IMLS staff and by expert peer reviewers to better understand technical aspects of your proposed work.

The form consists of three parts. Part I and Part II contain questions relevant to a variety of digital projects, while Part III is a data management planning questionnaire for projects that will create research datasets. The form's embedded instructions will help you decide which questions to answer. You need answer only those questions relevant to your project.

Additionally, IMLS participates in the Federal Agencies Digitization Guidelines Initiative (FADGI), a collaborative effort by federal agencies to define common standards, guidelines, methods, and best practices for creating digital collections. The FADGI website includes a growing list of links to relevant standards, recommendations, and other resources. While this list is not exhaustive—nor do we endorse any specific resource—applicants considering digital projects may find the information useful.

Related Links

Digital Stewardship Supplementary Information Form

Adobe® PDF (87 KB)

Microsoft Word (50 KB)

Resources for Projects Developing Digital Products

www.digitizationguidelines.gov

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After You Apply
Outcome Based Evaluation

IMLS Assurances and Certifications

As a Federal agency, IMLS is required to obtain from all applicants certifications, including those regarding Nondiscrimination, Debarment and Suspension, Federal Debt Status, and Drug-Free Workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" form (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative must review the statement and provide the certification in item 9 on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s).

Assurances Statement

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations (see 45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States Government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

Financial, Administrative, and Legal Accountability

The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, reporting, recordkeeping, and completion of the project described in this application.

The authorized representative, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. §7501 *et seq.*) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable OMB Circulars.

Nondiscrimination

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

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));

- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 *et seq.*, including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. Part 1170 in determining compliance with section 504 as it applies to recipients of Federal assistance);
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681–83, §1685–86), which prohibits discrimination on the basis of sex in education programs; and
- the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §6101 *et seq.*), which prohibits discrimination on the basis of age.
- the requirements of any other nondiscrimination statute(s) which may apply to the application.

Debarment and Suspension

The applicant shall comply with 2 C.F.R. Part 3185 and 2 C.F.R. Part 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- are presently excluded or disqualified;
- have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 C.F.R. Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

Federal Debt Status

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. Part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, you as the recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 C.F.R. Part 3186, which adopts the Governmentwide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

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

Trafficking in Persons

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

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

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

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

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

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

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

General Certification

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

Certifications Required of Some Applicants

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

Subgrants

A grantee may not make a subgrant unless expressly authorized by the Institute (see IMLS regulations at 45 CFR §1180.55).

Native American Human Remains and Associated Funerary Objects

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. §3001 *et seq.*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties

The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469 *et seq.*).

Environmental Protections

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. §4321 *et seq.*) and E.O. 11514;

(b) notification of violating facilities pursuant to E.O. 11738;

(c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;

(d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;

(e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. §1451 *et seq.*);

(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 *et seq.*);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. §300f *et seq.*); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §1531–1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 *et seq.*), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. §4001 *et seq.*), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

Research on Human Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

Research on Animal Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. §2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

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

08/05/14

Grant Applicants

Notices of Funding Opportunities

Available Grants
Eligibility Criteria
Sample Applications
Grants.gov

Notices of Funding Opportunities
- Forms

After You Apply
Outcome Based Evaluation

Getting a D-U-N-S® Number

All non-Federal entities are required to have a Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) Number in order to apply for, receive, and report on a Federal award.

You should verify that your organization has a D-U-N-S® Number. If you find you do not, you can acquire one at no cost by calling the dedicated toll-free D-U-N-S® Number request line at 1-866-705-5711 or by visiting www.dnb.com/get-a-duns-number/html.

Be sure that the D-U-N-S® Number is the same as the number you use in the System for Award Management (SAM) as part of Grants.gov registration.

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SAM Registration

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. You must be registered with SAM.gov before registering with Grants.gov. Click here to find information about registering with SAM.gov.

Registration cannot be completed in a single day. Once you have completely and accurately entered all of the information into SAM, it will take an average of 7-10 business days for processing to be completed. Some information must be validated by outside parties before your registration can be activated. This includes TIN validation with the IRS and CAGE validation/assignment with Department of Defense. The activation timeframe may be longer if the information you provide is flagged for manual validation by any party. You will receive an email alerting you when your registration is active.

You must renew and revalidate your registration in SAM.gov at least every 12 months from the date you last certified and submitted the registration in SAM--and sooner, if your information changes. An expired registration will affect your ability to receive awards or payments, submit applications via Grants.gov, or receive certain payments from some federal government agencies.

Please note that grant payments will be made to the bank account that is associated with your SAM.gov registration.

General Terms and Conditions for
• IMLS Discretionary Awards
• IMLS Native American Library Services Basic Awards
• IMLS Native American Library Services Basic Awards with Education/Assessment Option

Organizations that receive IMLS grants or cooperative agreements are subject to these General Terms and Conditions for IMLS Discretionary Awards (General Terms and Conditions). The General Terms and Conditions are based on the administrative requirements of 2 CFR Part 215, (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations); 45 CFR Part 1180 (IMLS grants regulations); 45 CFR Part 1183 (IMLS administrative requirements for grants and cooperative agreements to State, local, and Indian tribal governments); and 2 CFR Chapter XXXI (IMLS debarment and suspension, and drug-free workplace) Organizations that receive grants that are subject to these General Terms and Conditions must be familiar with these regulations and comply with the relevant requirements and with other laws that may be applicable.

April 2014

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Glossary of Terms

Authorized Representative/Authorized Organization Representative/Certified Authorizing Official - An official of the institution with the authority, in accordance with applicable law and requirements, to apply for federal support and/or enter into agreements and/or sign grant-related documents.

Cash Contributions - The grantee's cash outlay for budgeted project activities, including the outlay of money contributed to the grantee by third parties.

Central Contractor Registration (CCR) - See "System for Award Management."

Cost Sharing - The portion of the costs of a project not charged to IMLS funds. This would include cash contributions (as defined above), the value of grantee contributions of property and services (valued in accordance with the applicable cost principles), and the value of third-party in-kind contributions.

Data Universal Numbering System (D-U-N-S®) Number - The nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to give business entities a unique designation. A D-U-N-S® Number may be obtained from D&B by telephone or the Internet (currently at http://fedgov.dnb.com/webform).

Debarment - An action taken by an agency to exclude an organization from participating in Federal grants and contracts. (IMLS debarment and suspension regulations are found at 2 CFR Part 3185 and 2 CFR Part 180).

Equipment - Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

FFATA - The Federal Funding Accountability and Transparency Act, as amended (currently at www.fsrs.gov).

Grant - A legal instrument of financial assistance between IMLS and a recipient to enter into a relationship that enables the recipient to carry out a public purpose.

Grant Period - The span of time designated in the grant award notification or an amendment, during which you, as the grantee, have the authority to obligate grant funds and undertake project activities.

Grantee - The organization to which a grant is awarded and which is accountable for the use of the funds provided.

Indian tribe - "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims

Settlement Act (43 U.S.C. 1601 et. seq.)), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the Unites States to Indians because of their status as Indians.

In-Kind Contributions - The value of non-cash contributions provided by non-Federal third parties. In-kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project.

Intangible Property - Property that includes, but is not limited to, trademarks, copyrights, patents and patent applications.

Obligation - The amount of orders placed, contracts awarded, goods and services received, and similar transactions during the grant period that will require payment during the same or future period.

Program Officer - The IMLS program staff member designated in the cover letter of the official grant award package as the person responsible for the oversight of the grant.

Program Income - Gross income earned by a grantee that is directly earned as a result of the grant. It includes but is not limited to income from fees for services performed and from the sale of items created under a grant, usage or rental fees for equipment or property acquired under a grant, and license fees and royalties from patents and copyrights.

Project Funds - Both the federal and non-federal funds that are used to cover the cost of budgeted project activities.

Simplified Acquisition Threshold - This term replaces "small purchase threshold," and the threshold is currently set at $150,000 [2 CFR 2.101]. (See "Contract Provisions" in the Appendix to these General Terms and Conditions.)

State - Each of the 50 States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

Subgrant - An award of financial assistance in the form of money or property, made under a grant by a grantee to an eligible sub-recipient or by a sub-recipient to a lower-tier sub-recipient. The term does not include the procurement of goods and services. **Discretionary program grantees of the Office of Museum Services (OMS) and the Office of Library Services (OLS) do not have the authority to make subgrants (re-grant) with funds they have received from IMLS (45 C.F.R. §1180.55).**

Supplies - All personal property, excluding equipment and intangible property as defined in this glossary.

Suspension of an organization - An action taken by an agency that immediately prohibits an organization from participating in Federal grants and contracts for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings. (IMLS debarment and suspension regulations are found at 2 CFR Part 3185 and 2 CFR Part 180).

Suspension of a grant - The temporary withdrawal of federal sponsorship. This includes the withdrawal of authority to incur expenditures against grant funds, pending corrective action or a decision to terminate the grant.

System for Award Management (SAM) - The federal repository into which an entity must provide information required in order to conduct business as a recipient. This information was previously collected at the Central Contractor Registration (CCR) repository. Additional information about registration procedures may be found at the SAM Internet site (currently at https://www.sam.gov).

Termination - Cancellation of federal sponsorship of a project, including the withdrawal of authority to incur expenditures against previously awarded grant funds prior to the planned end of the grant period.

1. What do these General Terms and Conditions apply to?

These General Terms and Conditions apply to grants that IMLS issues to private nonprofit organizations; institutions of higher education; and state, local, and federally recognized Indian tribal governments (unless we designate in the grant award that a different set of IMLS General Terms and Conditions apply). The IMLS Library Grants to States Program has a separate set of award terms and conditions.

2. What are my responsibilities when accepting a grant?

In accepting an award, you assume the legal, financial, administrative, and programmatic responsibility for administering the award in accordance with these General Terms and Conditions and must comply with applicable laws, statutes, regulations, executive orders, OMB Circulars, and the terms of the award. You must also comply with the specific Assurances and Certifications that are part of a grant application.

While these General Terms and Conditions highlight those laws and requirements that apply most frequently to recipients of IMLS awards, you are responsible for following all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program, whether or not they are listed herein. Failure to comply could result in suspension or termination of the award, IMLS recovery of award funds, suspension/debarment of your organization, and/or other actions.

For reference, laws and requirements that relate specifically to IMLS grants include but are not limited to:

- IMLS's authorization statute (20 U.S.C. §9101 *et seq.*)
- IMLS's African American grant program statute (20 U.S.C. §80r-5)
- IMLS regulations (45 CFR Chapter XI and 2 CFR Chapter XXXI)
- IMLS appropriations laws

You assume responsibility for the conduct of project activities under an IMLS award, for adherence to the award conditions, for submitting financial and performance reports, and for informing IMLS during the course of the award of any significant programmatic, administrative, or financial problems that have arisen, including allegations of research misconduct. Forms, form instruction, and other guidance for successfully managing an IMLS discretionary grant are available on the IMLS website. You must also maintain documentation, which is subject to audit, of all activities and expenditures affecting the award.

3. What are these Terms and Conditions based on?

These General Terms and Conditions are based on the administrative requirements of 2 CFR Part 215; 45 CFR Part 1180; 45 CFR Part 1183; 2 CFR Chapter XXXI. The above regulations apply to the majority of IMLS discretionary awards. Organizations that receive IMLS grants or

cooperative agreements that are subject to these General Terms and Conditions must be familiar with these regulations and any other applicable laws and follow the relevant requirements.

4. Do I have to be registered in the System for Award Management (SAM)?

Grant payments cannot be made to organizations that do not hold current System for Award Management (www.SAM.gov) registrations.

You must maintain your registration in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, more frequently if required by changes in your information or by other guidance.

5. Do I have to comply with the Federal Funding Accountability and Transparency Act (FFATA)?

You must comply with the Federal Funding Accountability and Transparency Act (as implemented in 2 CFR Part 170) and report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, **if the following criteria are true for your organization** —

- More than 80 percent of annual gross revenues are from the federal government, and those revenues are greater than $25M annually; and
- Compensation information is not already available through reporting to the Securities and Exchange Commission (SEC).

6. What determines allowable costs for IMLS-funded work?

Allowable costs and cost allocation methods for work performed under an IMLS grant must be determined in accordance with the applicable federal cost principles and the terms and conditions of the grant award.

The following circulars set forth the federal cost principles that apply to the various types of IMLS grantees:

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

Copies of the cost principles may be obtained from www.omb.gov.

7. Are extensions of the grant period allowed?

If you determine toward the end of a grant period that additional time is required to complete the original scope of the project with the funds already made available, an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official of your institution may submit a request to the appropriate IMLS program officer to extend the grant for up to a year.

Extension requests must be made at least 30 calendar days prior to the original grant ending date and explain in detail the reason for the request. Extensions are not automatic and some IMLS programs do not allow extensions. We will inform you in writing as to whether an extension request has been granted. We do not typically extend a grant more than once.

8. Are changes in project scope allowed?

Any project that is carried out under a grant must be consistent with the scope of the approved proposal. The scope of a project encompasses the purpose for which the grant is undertaken, the subject matter, the treatment of the subject matter, the historical time frame of the project, the volume of material that will be studied/treated, and the products that are expected to result from grant activities. No changes may be made in the scope of a project without written approval from IMLS.

All requests for a change in the scope of a grant must be signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official and submitted to the appropriate IMLS program officer.

9. Are changes in key project personnel allowed?

The replacement of the project director or the co-director or other personnel specifically identified in the grant award notification, or a substantial reduction in the level of their effort (e.g., their unanticipated absence for more than three months, or a 25 percent reduction in the time devoted to the project), requires **prior** written approval from IMLS. When it is specifically required as a condition of a grant, written approval will also be needed for the replacement or the substantial reduction in the level of effort of other personnel whose work we deem critical to the project's successful completion.

All requests for approval of changes in key project personnel must be signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official and include evidence of the qualifications for replacement personnel.

10. How do I make changes to the project budget?

The project budget is the schedule of anticipated project expenditures that is approved by IMLS for carrying out the purposes of the grant. When you or a non-Federal third party supports a

portion of the project costs, the project budget includes that portion as well as the IMLS share of project expenses.

You must obtain prior written approval from the IMLS program officer whenever a budget change is necessary because of:

a. a change in the scope or objectives of the project (see Article 8);
b. the transfer to a third party (by contracting, or other means) of any work under a grant;[1]
c. the addition of costs that are specifically disallowed by the terms and conditions of the grant award or for which the applicable cost principles require prior approval, e.g., the purchase of equipment, participant support costs, foreign travel;
d. the transfer of funds among direct costs categories, or, if applicable, among separately budgeted programs, projects, functions or activities, when the federal share of project costs exceeds $100,000 and the cumulative amount transferred exceeds 10 percent of the total current approved project budget (IMLS funds plus cost share); or
e. the transfer of funds from stipends or training allowances to other budget categories.

All requests for budget revisions must be dated and signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official and submitted to the IMLS program officer.

Within 30 calendar days of receiving the request for budget revision, we will review the request and notify you whether or not it has been approved. If the budget revision is still under consideration at the end of 30 calendar days, we will inform you in writing of the date by which you may expect a decision.

11. What are the cost-sharing requirements?

You are required to share in project expenses at the level indicated in the approved project budget. You must also maintain auditable records of all project costs whether they are charged to grant funds or supported by cost-sharing contributions. Any proposed change in level of cost share must be submitted to IMLS for approval.

All cash and in-kind contributions to a project that you or a non-federal third party provide are acceptable as your cost share when such contributions are

- verifiable from your records;
- not included as contributions for any other federally assisted program;
- necessary and reasonable for the proper and efficient accomplishment of project objectives;
- types of charges considered allowable under the applicable cost principles;
- used to support activities that are included in the approved project work plan; and
- incurred during the grant period.

[1] IMLS approval is not required for third-party transfers that were described in the approved project plan, or for the purchase of supplies, materials, or general support services.

Contributions, such as property, space, or services that you provide for a project must be valued in accordance with the applicable federal cost principles.

When your cost sharing includes non-federal third-party in-kind contributions, the basis for determining the value of volunteer services and donated property or space must be documented and must conform to the applicable federal cost principles.

Unless otherwise approved by IMLS, the following items are **not eligible** as cost share:

- other federal funds, including IMLS funds. This includes federal funds that have been subgranted or disbursed to you from another grantor;
- resources that have been used as cost share for another IMLS award or other federal program;
- contributions or gifts transferred to your organization that are restricted and cannot be used to support the project;
- gifts (testamentary or otherwise) that are not available to your organization during the project period.

12. What is the process for receiving payment from IMLS?

Grant payments cannot be made to organizations that do not hold current System for Award Managment registrations (SAM.gov). You must maintain the currency of your information in SAM from the time of application until submission of the final financial report required under an award or receipt of the final payment, whichever is later. Generally, you must renew SAM registration annually.

You will request payments with form SF270, Request for Advance or Reimbursement, which you can find on the IMLS website at http://www.imls.gov/recipients/administration.aspx and e-mail it in PDF format to IMLS Grants Administration at grantsadmin@imls.gov.

If you do not have the capability to email PDF documents, forms may be mailed to

Institute of Museum and Library Services
Attn. Grants Administration
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802

If your SF270 form is incomplete or inaccurate, your payment will be delayed.

The SF270 must be signed by an Authorized Representative/Authorized Organization Representative/Certified Authorizing Official of your institution.

You may submit a payment request whenever grant funds are needed. Emailed payment requests are normally processed within ten business days. Mailed payment requests will take longer.

To avoid possible delays in processing a payment request, you should explain unusually high payment requests when they are submitted to IMLS.

Advance Payment

Unless otherwise stated in the special terms and conditions of the grant award notification (or subsequent action), you are authorized to be paid on an advance basis through electronic funds transfer, provided that the following conditions exist:

1. Funds for the project period have been obligated in the form of a signed grant award notification;
2. You maintain or demonstrate the willingness to maintain written procedures that will minimize the time elapsing between the transfer of funds to you from the U.S. Treasury and your disbursement of such funds;
3. Your financial management system meets the standards for fund control and accountability prescribed in 2 CFR Part 215 (formerly OMB Circular A-110) or 45 CFR § 1183.20; and
4. Your SAM.gov registration is current and active.

Requests for advance payment must be limited to your immediate cash needs. Advance payments must be fully disbursed (example: checks written, signed, and issued to the payees) within 30 days of the date you receive the advance funds from the U.S. Treasury. Advance payment requests for must be submitted no earlier than 15 business days prior to the beginning of the period for which the funds are requested.

Frequency of Requests

You may submit a payment request whenever grant funds are needed. Requests for advance payment must be submitted no earlier than 15 business days prior to the beginning of the period for which the funds are requested. Grantees that email payment requests to IMLS can normally expect payment via electronic transfer within ten business days. Mailed payment requests will take longer to process.

Limitations on Advance Payments

Requests for advance payment must be limited to immediate cash needs. Federal funds advanced to the recipient must be fully disbursed (example: checks written, signed, and issued to the payees) within 30- days of the date you receive the advance funds from IMLS. To avoid possible delays in processing a payment request, you should explain unusually high payment requests when they are submitted to IMLS.

Reporting on Advance Payments

You are required to report on the status of funds received from IMLS within 30 days of receiving an advance, using either Section 11 or Section 12 of the SF270 form. This form must be submitted for reporting, even if no additional funds are being requested. The next request for payment will not be approved until the outstanding advance has been fully liquidated by the recipient.

You must maintain advances of federal funds in interest-bearing bank accounts unless you receive less than $120,000 per year in advanced grant funds or the most reasonably available interest-bearing account would not earn more than $100 (State, Local and Indian Tribal Governments) or $250 (Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations) per year on the federal cash balance, or would entail bank services charges in excess of the interest earned. (You are encouraged to use women-owned and minority-owned banks - banks that are owned at least 50 percent by women or minority group members).

Interest in excess of $250 annually that is earned on advanced payments must be remitted annually to IMLS. You must mail a check identified as interest earned on advances of IMLS funds to:

Institute of Museum and Library Services
Attn. Grants Administration
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802

13. What are the reporting requirements?

You are responsible for submitting interim and final performance and financial reports. A final performance report and a final financial report must be submitted to IMLS Grants Administration within 90 calendar days after the completion date of the grant period. The grant award notification includes a schedule of interim and final report due dates. If a grant is extended, IMLS will email a revised reporting schedule.

Interim and final report forms and instructions are available on the IMLS website: http://www.imls.gov/recipients/administration.shtm. Failure to submit reports on a timely basis may result in delayed payments and the suspension of action on pending applications from the grantee organization.

Interim and final reports (reports of 20MB or less) should be emailed in PDF format to imlsreporting@imls.gov. The grant number must be referenced in the 'Subject' of the email. If you do not have the capability to email PDF documents, the reports may be mailed to:

Institute of Museum and Library Services
Attn. Grants Administration
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802

Reports that exceed 20MB must be mailed.

When a signed report is emailed to IMLS, you are required to retain the original report in accordance with the standards set forth in Article 16 (Record Retention) of these General Terms and Conditions.

14. What are the requirements for my organization's financial management system?

Your organization's financial management system must meet the applicable federal requirements (for example, 45 CFR § 1180.53 and 45 CFR §1183.20), consistent with the following standards.

Accounting System

You must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to **each federally sponsored project**. Accounting records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest. These records must be maintained on a current basis and balanced at least quarterly.

Cash contributions to the project from third parties must be accounted for in the general ledger with other grant funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger.

Source Documentation

Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, and contractual and consultant agreements. All supporting documentation should be clearly identified with the grant and general ledger accounts that are to be charged or credited.

The documentation required for salary charges to grants is prescribed by the cost principles applicable to your organization, for example:

- 2 CFR, Part 220 (Cost Principles for Educational Institutions)
- 2 CFR, Part 230 (Cost Principles for Non-Profit Organizations),
- 2 CFR, Part 225 (Cost Principles for State, Local, and Indian Tribal Governments)

Personnel activity reports must account on an after-the-fact basis for one hundred percent of the employee's actual time, separately indicating the time spent on the IMLS grant, other grants or projects, vacation or sick leave, and administrative time if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records should be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of the your organization.

If third party in-kind (non-cash) contributions are used on a project, the valuation of these contributions must be supported with adequate documentation.

Internal Control
Effective control and accountability must be maintained for all cash, real and personal property, and other assets. You must adequately safeguard all such property and provide assurance that it is used solely for authorized purposes. You must also have systems in place that ensure compliance with the terms and conditions of each grant award.

Budget Control
Records of expenditures must be maintained for each grant project by the cost categories of the approved budget (including indirect costs that are charged to the project), and actual expenditures are to be compared with budgeted amounts no less frequently than quarterly. IMLS approval is required for certain budget revisions (see Article 10).

Allowable Costs
The applicable OMB cost principles, these General Terms and Conditions, and any special conditions of the grant award shall govern the determination of the reasonableness, allowability, and allocability of project costs.

Cash Management
You must also have written procedures to minimize the time elapsing between the receipt and the disbursement of grant funds to avoid having excessive federal funds on hand. Requests for advance payment must follow the guidelines set forth in Article 12 of this document.

Grant funds may only be obligated during the grant period, and they must be distributed no later than 90 days after the end of the grant period.

15. Do I need to get an audit of my organization's finances?

You must obtain an audit, as required by the Single Audit Act Amendments of 1996 (31 U.S.C. §§7501-7507), and comply with the requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," if you expend in the aggregate of $500,000 or more in federal funds on financial assistance awards or cost-reimbursement contracts in any fiscal year ending after December 31, 2003. (Copies of A-133 may be obtained from www.omb.gov)

16. What are the rules for retaining records after a grant is finished?

You must meet the applicable federal requirements for record retention (for example, see 2 CFR §215.53 and 45 CFR §1183.42), as consistent with the following standards:

You must retain financial records, supporting documentation, statistical records, and all other records pertinent to the grant for three years from the date of submission of the final Federal Financial Status Report Form (SF425 form). Other requirements may apply for program income and indirect cost rate proposals, etc.

If any litigation, claim, or audit is started before the end of the three year period, you must retain the records until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

IMLS, the Comptroller General of the United States, and any of their duly authorized representatives, have the right of access to any pertinent books, documents, papers, and records to make audits, examinations, excerpts, transcripts, and copies. Further, any contract you negotiate in excess of the simplified acquisition threshold for the purposes of carrying out the grant project must include a provision to the effect that you as the grantee, IMLS, the Comptroller General, or any of their duly authorized representatives shall have access for similar purposes to any books, documents, papers, and records that are directly pertinent to the project for the purpose of making audits, examinations, excerpts, and transcriptions (for example, 2 CFR §215.48(d) or 45 CFR §1183.36(i)(10)).

17. What rules govern our procurement procedures?

You are responsible for complying with the applicable procurement standards, for example set forth in 2 CFR Part 215 (for institutions of higher education, hospitals, and other non-profit organizations) and 45 CFR Part 1183 (for state, local, and Indian tribal governments).

You must have standards to ensure that materials and services acquired under federal awards are obtained in an effective manner and in compliance with the provisions of applicable federal statutes, regulations, and executive orders.

Written procedures should include, among other things, determining economical approaches; providing for competition; dealing with conflict of interest; efforts to use small businesses, minority-owned firms, and women's business enterprises; and maintaining records sufficient to detail the procurement process.

(See Appendix A for further guidance on procurement.)

18. What are the rules for equipment and supplies?

The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved by IMLS and there is documentation to support that the purchase is necessary and reasonable to carry out project activities.

Equipment records must be maintained that include the description of the equipment; the serial number or other identification number; the source of the equipment; the title holder; the acquisition date; the cost of the equipment; the location, use, and condition of the equipment; and any ultimate disposition data including the date of disposal and the sale price of the equipment. A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years while the grant is active.

Title to equipment purchased or fabricated with IMLS funds belongs to your organization with the understanding that the equipment will be used for the approved project. We reserve the right to request the transfer of title to the federal government or to a third party when the current per-unit fair market value of the equipment is $5,000 or more and the equipment is no longer needed to carry out the purposes of the project or other projects funded by government agencies.

Title to supplies and other expendable property belongs to you upon acquisition. If there are unused supplies exceeding $5,000 in total aggregate value upon termination or completion of the project and the supplies are not needed for any other federally sponsored project or program, you may keep the supplies for use on non-Federal sponsored activities or sell them, but must, in either case, compensate the Federal Government for its share.

19. What are the rules for travel costs?

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by those on grant-related official business.

Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs, or on a combination of the two. The chosen method must be consistent with those normally allowed by your organization, as stated in your written travel policy.

Travelers must use the lowest commercial discount or customary standard (coach) airfare unless such accommodations are not reasonably available to accomplish the purpose of travel.

22. Are there additional rules for foreign travel?

For the purposes of these Terms and Conditions, foreign travel includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions.

All air transportation of persons or property that is paid in whole or in part with IMLS funds must be performed in accordance with applicable law, including but not limited to the Fly America Act (49 U.S.C. §40118). Each separate foreign trip must be itemized in the budget approved by IMLS. Foreign travel that is not included in the approved project budget must be specifically approved in writing by the appropriate IMLS program officer.

(See Appendix B for additional information on rules for foreign travel.)

23. Are there specific requirements for your sharing of results and work products, and what may IMLS share?

Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services. For this reason, IMLS encourages creators of works resulting from IMLS funding to share their work whenever

possible through forums such as institutional or disciplinary repositories, open-access journals, or other media.

All work products resulting from IMLS funding should be distributed for free or at cost unless IMLS has given you written approval for another arrangement. IMLS expects you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge.

Unless otherwise specified in the award documents, IMLS requires that at the end of your project, you provide IMLS at least one copy of any printed or physical distributable products and one copy of any electronic projects produced with IMLS funds. Printed or physical products include items such as learning resources, promotional materials, publications like journal articles or book manuscripts, research instruments, and reports from consultants or external evaluators. Electronic products include materials such as research datasets or software tools produced during the project. Generally, at least a beta version of any software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. You should consult with IMLS regarding software development projects.

IMLS may share grant applications, grant products, and performance and other reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum and library services. These materials may be disseminated in a variety of ways and formats, including online.

24. What are the requirements for data collection and data sharing?

Data Collection

Data collection activities performed under an IMLS grant are your responsibility, and IMLS support of the project does not constitute approval of the survey design, questionnaire content, or data collection procedures. You shall not represent to respondents that such data are being collected for, or in association with, IMLS or any other government agency without the specific written approval of the data collection plan or device by IMLS. However, this requirement is not intended to preclude mention of IMLS support of the project in response to an inquiry or acknowledgment of such support in any publication of this data; acknowledgement of IMLS support is still required.

Data Sharing

Research data sharing is an essential component of research and expedites the translation of research results into new knowledge and practices.

If you collect and analyze data as part of an IMLS funded project, IMLS expects you to deposit data resulting from IMLS-funded research in a broadly accessible repository that allows the public to use the data without charge no later than the date upon which you submit your final

report to IMLS. You should deposit the data in a machine-readable, non-proprietary digital format to maximize search, retrieval, and analysis.

Your project budget may include the costs of preparing the data for public release and for making the data publicly available, as long as these activities are undertaken and the costs are incurred during the grant award period. In your final report to IMLS, you will be required to identify where your data has been deposited and can be accessed by the public.

IMLS recognizes that data sharing may be complicated or limited in some cases by institutional policies; local Institutional Review Board (IRB) rules; and local, state, and federal laws and regulations, including those protecting confidentiality and personal privacy. The rights and privacy of people who participate in IMLS-supported research must be protected at all times. Thus, data intended for broader use should be free of anything that could lead to disclosure of the identity of individual participants. For data files containing personally identifiable information (PII), it is your responsibility to employ a standard and systematic statistical disclosure limitation methodology to limit the risk of PII disclosure. Additional guidance on statistical disclosure limitation methodology is available at http://www.imls.gov/research/research_guidance.aspx. You should identify and explain the reasons for any limitations in your data management plan.

For the purposes of this section, "data" is defined consistent with OMB circular A-110.

25. What are the rules for Acknowledgment of IMLS Support?

All materials publicizing or resulting from grant activities must contain an acknowledgement of IMLS support, unless you are advised otherwise. This includes items such as invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and electronic items such as websites and e-mail announcements. (See http://www.imls.gov/recipients/imls_acknowledgement.aspx for specific guidance).

The type of recognition varies according to the type of activity. Please use the following guidelines for acknowledgement:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo (available at http://www.imls.gov/recipients/logos.aspx), displayed in accordance with the Logo Standards Guide;
- Electronic items should link to the IMLS Web site, http://www.imls.gov;
- Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

In materials that contain or present substantive project content, such as an exhibition, catalogue, video documentary, or online exhibition, the acknowledgement must also include the following statement: "The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of the Institute of Museum and Library Services."

26. What are the intellectual property and data rules for products that result from IMLS grants?

a. You may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under the grant. IMLS reserves a royalty-free, worldwide, nonexclusive, and irrevocable right to reproduce, publish or otherwise use the work for Federal purposes and to authorize others to do so (*see also*, Intangible Property, 2 CFR Part 215.36, and 45 CFR Part 1183.34 Copyrights). You shall also ensure that all publication and distribution agreements include provisions giving the government a royalty-free, worldwide, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work for Federal purposes, and for IMLS to authorize others to do so, and requiring the acknowledgment of IMLS support.
b. IMLS reserves a royalty-free, worldwide, nonexclusive, and irrevocable right to: (1) obtain, reproduce, publish or otherwise use the data first produced under the grant; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
c. If you are awarded funds for experimental, developmental, or research work, you are subject to the regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements."
d. In response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a grant that were used by the Federal Government in developing an agency action that has the force and effect of law, IMLS shall request, and you shall provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA (5 U.S.C. §552).

27. What happens if a funded project earns income?

The federal share of program income is determined by the percentage of total project costs supported by IMLS.

<u>Income Earned During the Grant Period</u>
You will retain the federal share of program income earned during the grant period and, unless the grant award notification specifies how such income will be used, must use it in one or more of the following ways:

- It may be added to the existing project funds and used to further eligible project objectives.
- It may be used to meet the grantee's cost-sharing requirement.
- It may be deducted from the <u>total</u> allowable costs to determine the net allowable project costs that may be charged to the IMLS grant.

You must be in contact with your IMLS program officer to discuss which of the three ways are appropriate for your grant.

A report of program income must be submitted with the final Federal Financial Report Form (SF425) whenever program income is earned during the grant period or when the special conditions of the grant award specifically require such a report. The report must indicate the total amount of program income that was earned and how it was used. Costs related to the generation of income may be deducted from gross amount earned to determine the amount of program income that is subject to the requirements of this article, as long as they are not charged to the grant or included in the grantee's cost sharing.

Income Earned After the Grant Period
The grantee has no obligation to the federal government regarding program income earned after the end of the grant period, unless otherwise stated in the grant award notification.

28. What do we do when research misconduct is alleged or discovered?

Research misconduct is defined as the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

You bear primary responsibility for prevention and detection of research misconduct and for the inquiry, investigation, and adjudication of research misconduct alleged to have occurred in association with your institution.

If an allegation of research misconduct is first made to your institution, you must notify IMLS if the allegation meets the definition of research misconduct given above, and if your institution's inquiry into the allegation determines there is sufficient evidence to proceed to an investigation.

At any time during an inquiry or investigation, the grantee will immediately notify IMLS if

- federal resources or interests are threatened,
- public health or safety is at risk,
- research activities should be suspended,
- there is a reasonable indication of possible violations of civil or criminal law,
- federal action is required to protect the interests of those involved in the investigation,
- the grantee believes the inquiry or investigation may be made public prematurely so that appropriate steps can be taken to safeguard evidence and protect the rights of those involved, or
- the research community or public should be informed.

We will make a finding of misconduct or take action on such a finding only after careful inquiry and investigation by your institution, by another federal agency, or by IMLS. In the event of a finding of research misconduct, we will determine what administrative actions are appropriate.

29. How does a grant get terminated before its completion?

Grants may be terminated in whole or in part

a) by IMLS, if you materially fail to comply with the terms and conditions of an award;
b) by IMLS with your consent, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion of the project to be terminated; or
c) by you, upon sending to IMLS written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion of the project to be terminated. However, if we determine that the reduced or modified portion of the grant will not accomplish the purposes for which the grant was made, we may terminate the grant in its entirety either unilaterally or with your consent.

When we determine that you have failed to comply with the terms and conditions of the grant award, we may suspend or terminate the grant for cause. Normally, this action will be taken only after you have been notified of the deficiency and given sufficient time to correct it. This does not preclude immediate suspension or termination when such action is required to protect the interests of the government.

In the event that a grant is suspended and corrective action is not taken within 90 calendar days of the effective date, we may issue a notice of termination. No costs that are incurred during the suspension period or after the effective date of termination will be allowable except those specifically authorized by the suspension or termination notice or those that, in the opinion of IMLS, could not have been reasonably avoided.

Within 30 calendar days of the termination date, you must provide to IMLS a summary of progress achieved under the grant, an itemized accounting of charges incurred against grant funds and cost sharing prior to the effective date of the suspension or termination, and a separate accounting and justification for any costs that may have been incurred after this date. Should you fail to furnish this material, we may place your organization on the list of ineligible grantees.

The total of IMLS payments under a terminated award cannot exceed the obligated award amount.

30. What are the procedures for requesting a review of termination?

If you receive a notice of termination, you may request IMLS review of the decision. The request must be postmarked no later than 30 calendar days after the date of the termination notice and should be addressed to:

IMLS Director
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, D.C. 20036-5802

The request for review must contain a full statement of your position and the pertinent facts and reasons that support such a position. The Director will promptly acknowledge the request for review and appoint a review committee of at least three staff members. Pending the resolution of the review, the notice of termination will remain in effect.

None of the review committee members may be from the IMLS program or administrative staff that recommended termination or were responsible for monitoring the programmatic or administrative aspects of the grant. The committee will have full access to all relevant IMLS background materials. The committee may also request the submission of additional information from your organization or IMLS staff. At its discretion, the committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be fully documented by the committee. Based on its review, the committee will present its written recommendation to the Director, who will make the final decision and make it known to the parties involved.

31. How do I proceed if this document contradicts other IMLS materials related to grants?

Should there be any inconsistency between these General Terms and Conditions, the special terms of the grant or cooperative agreement award, and any IMLS Program Guidelines, brochures, or other IMLS materials cited or included by reference in the award, contact the IMLS Program Office or Grants Administration Office for guidance.

32. What are the government-wide requirements for implementing federal grants?

You are responsible for complying with all laws related to Federal awards, including but not limited to those in the Assurances and Certifications you agreed to when applying for an IMLS award, the IMLS-specific statutes and regulations referenced in Article 2 of these General Terms and Conditions, and the following U.S. government-wide requirements:

(a) Nondiscrimination
The grantee must comply with the following nondiscrimination statutes and their implementing regulations and must also comply with the requirements of any other nondiscrimination laws which may apply:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 *et seq.* including §794), which prohibits discrimination on the basis of disability (note: IMLS

applies the regulations in 45 CFR Part 1170 in determining compliance with section 504 as it applies to recipients of Federal assistance);

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681–83, §1685–86), which prohibits discrimination on the basis of sex in education programs; and

(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §6101 *et seq.*), which prohibits discrimination on the basis of age.

(b) Debarment and Suspension

Grantees are prohibited from doing business with any organization or person (as a recipient, subrecipient, contractor, or key employee) if they have been debarred or suspended by any Federal department or agency.

The *OMB Guidelines to Agencies on Governmentwide Debarment and Suspension* (Nonprocurement) contained in 2 CFR Part 180 and the corresponding IMLS regulations contained in 2 CFR Part 3185 apply to IMLS grants.

The grantee, as a primary tier participant, is required to comply with 2 CFR Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The grantee is also required to communicate the requirement to comply with 2 CFR Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the grantee enters into covered transactions.

(c) Drug-Free Workplace

The grantee must provide a drug-free workplace by complying with the requirements in 2 CFR Part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the grantee must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 CFR Part 3186.

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

(d) Trafficking in Persons

The grantee must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 CFR Part 175 requires IMLS to include the following award term, which is made a part of these General Terms and Conditions:

a. *Provisions applicable to a recipient that is a private entity*.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

ii. Procure a commercial sex act during the period of time that the award is in effect; or

iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —

i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or

ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Chapter XXXI, part 3185.

b. *Provision applicable to a recipient other than a private entity*.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

i. Associated with performance under this award; or

ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 3185.

c. *Provisions applicable to any recipient*.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. §7104(g)), and

ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions*. For purposes of this award term:

1. "Employee" means either:

i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. §7102).

(e) Federal Debt Status

The grantee should not be delinquent in the repayment of any Federal debt.

(f) Lobbying

The grantee may not conduct political lobbying within the Federally-supported project. In addition, the grantee may not use Federal funds for lobbying specifically to obtain awards, extensions, amendments, or other Federal actions. (31 U.S.C. §1352) Certain other lobbying restrictions, such as the following, may also apply:

Lobbying Activities (Applies to Applicants Requesting Funds in Excess of $100,000) (31 U.S.C. §1352). The following provisions, which were part of the grant application, remain in effect for the award:

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

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

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

In addition, no IMLS grant funds shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, relating to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature. (P.L. 111-117, Division D, Title V General Provisions, sec. 503(b)).

(g) Requirements for Certain Projects

The grantee must comply with the following requirements if applicable to the project. The grantee should also be aware that additional Federal laws, not listed below, might apply to a particular project and that the grantee is responsible for compliance, as applicable.

Subgrants in IMLS Discretionary Programs

Discretionary program grantees of the Office of Museum Services (OMS), the Office of Library Services (OLS) and the Office of Policy, Research and Evaluation (OPRE) do not have the authority to make a subgrant (re-grant) with funds they have received from IMLS unless expressly authorized by IMLS (45 C.F.R. §1180.55). The OLS State

Library Program grantees are subject to different requirements and may make subgrants under certain circumstances (45 C.F.R. §1183.37).

Native American Human Remains and Associated Funerary Objects
The grantee must comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. §3001 *et seq.*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties
The grantee must assist the awarding agency (IMLS) in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469 *et seq.*).

Environmental Protections
The project must comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. §4321 *et seq.*) and E.O. 11514;
(b) notification of violating facilities pursuant to E.O. 11738;
(c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;
(d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
(e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. §1451 *et seq.*);
(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 *et seq.*);
(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. §300f *et seq.*);
(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §1531–1543);
(i) the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 *et seq.*), related to protecting components or potential components of the national wild and scenic rivers system; and
(j) the grantee must comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. §4001 *et seq.*), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

Research on Human Subjects

The grantee must protect the rights and welfare of any human subjects involved in research, development, and related activities that are supported by an IMLS grant award. The grantee must ensure that the project complies with 45 CFR Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by the IMLS award of assistance.

Research on Animal Subjects

The grantee must ensure that the project complies with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. §2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by the IMLS award of assistance.

• • •

Appendix A

1. Procurement Standards

The grantee is responsible for complying with the procurement standards set forth in 2 CFR Part 215 (for institutions of higher education, hospitals, and other non-profit organizations) and 45 CFR Part 1183 (for State, local, and Indian tribal governments) and, to the extent consistent with such regulations, the standards set forth below.

The standards contained in this section do not relieve the grantee of the contractual responsibilities arising under its contracts. The grantee is the responsible authority, without recourse to IMLS, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a grant or other agreement. This includes disputes, claims, protests of award, source evaluation or other matters of a contractual matter. Matters concerning the violation of a statute are to be referred to such Federal, State, or local authority as may have proper jurisdiction.

When procuring property or services under a grant, the grantee's procurement policies must adhere to the applicable regulations and the standards set forth below. Subrecipients of grant funds are subject to the same policies and procedures as the grantee.

a. The grantee must maintain a system for contract administration that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Grantees shall evaluate contractor performance and document, as appropriate, whether or not contractors have met the terms, conditions, and specifications of the contract.

b. A written standard of conduct for awarding and administrating contracts shall be maintained by the grantee. No employee, officer, or agent of the grantee shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for a contract: the employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the preceding parties.

The officers, employees, and agents of the grantee shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. However, the grantee may set standards governing when the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the grantee.

c. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The grantee should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition.

d. All grantees shall establish written procurement procedures that meet the requirements set forth in applicable statutes, regulations, and related laws, and in this Appendix.

2. Contract Provisions

The following section also contains the types of provisions that **must be included in IMLS-funded grantee procurement contracts** when applicable and consistent with applicable law. Please note that the Contract Provisions below are given for general guidance; the grantee should follow the **specific** regulations and provisions that correspond to the grantee's organizational identity (e.g. 2 CFR Part 215 for institutions of higher education, hospitals, and nonprofit organizations or 45 CFR Part 1183 for State, local, and Indian tribal governments) and other law, as applicable.

a. Grantee contracts must provide for:

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and such remedial actions as may be appropriate.
(2) Termination by the grantee, including the manner by which it will be effected and the basis for settlement.
(3) Access by the grantee, IMLS, the Comptroller General of the United States, or any other duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

b. Contracts shall contain the following provisions as applicable:

(1) Equal Employment Opportunity
(2) Copeland "Anti-Kickback" Act
(3) Contract Work Hours and Safety Standards Act
(4) Clean Air Act
(5)Rights to Inventions and Materials Generated Under a Contract or Agreement (Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Government and the recipient in any resulting invention in accordance with 37 CFR Part 401 and any implementing regulations issued by the awarding agency.)
(6) Federal Water Pollution Control Act (33 U.S.C. §1251 et seq.), as amended
(7) Byrd Anti-Lobbying Amendment (31 U.S.C. §1352)
(8) Debarment and Suspension (E.O. 12549 and 12689)

No contracts shall be made to parties listed on the Lists of Parties Excluded From Federal Procurement or Nonprocurement Programs (EPLS) in accordance with Executive Orders 12549 and 12689. These lists contain the names of contractors debarred, suspended, or proposed for debarment by agencies, and contractors declared ineligible under other statutory or regulatory authority other than Executive Order 12549.

Under certain circumstances, grantees are required to obtain a certification regarding debarment and suspension from subrecipients and from parties with whom they contract for goods or services.

Appendix B

Use of U.S.-Flag Air Carriers

All air travel funded by IMLS must be on U.S.-flag air carriers or under a code-sharing arrangement with a U.S.-flag air carrier, unless otherwise permitted by law. The fact that comparable service provided by a foreign-flag carrier is less expensive, more convenient, or can be paid for with excess foreign currency is not sufficient justification for using a foreign flag carrier that does not have a code-sharing arrangement with a U.S. flag air carrier.

The following **general rules** apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a foreign-flag air carrier:
(a) a U.S.-flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
(b) if a U.S.-flag air carrier does not serve an origin or interchange point, a foreign-flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.
(c) a U.S.-flag air carrier involuntarily reroutes the traveler via a foreign-flag air carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

Use of Foreign-Flag Air Carriers

1. Travel To and From the U.S.
Use of a foreign-flag air carrier is permissible if:
(a) the airport abroad is the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag air carrier; or
(b) the airport abroad is an interchange point, and use of U.S.-flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by 2 or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.

2. Travel Between Points Outside the U.S.
Use of a foreign-flag air carrier is permissible if:
(a) travel by a foreign-flag air carrier would eliminate two or more aircraft changes en route;
(b) travel by a U.S.-flag air carrier would require a connecting time of four hours or more at an overseas interchange point; or
(c) the travel is not part of the trip to or from the U.S., and use of a U.S.-flag air carrier would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.

3. Short Distance Travel

For all short distance travel, regardless of origin and destination, use of a foreign-flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a foreign-flag air carrier is three hours or less and service by a U.S.-flag air carrier would double the travel time.

Grant Recipients
Administration

Administration

- Legal References

Grantee Communications Kit

All the documents and forms you will need to administer your awards are accessible below. Be certain to read the General Terms and Conditions for IMLS Discretionary Awards; it is your responsibility to be familiar with this document and to comply with its requirements. All forms are provided as fill-in PDF files or Microsoft Word documents.

Getting Started

General Terms and Conditions (PDF-75 KB)

Interim Reporting

Performance Reports

- Cover Sheet for Performance Reports: PDF-229KB, Word-75KB
- Guidance for Preparing and Submitting an Interim Performance Report Package (PDF-31KB)

Financial Reports

- Federal Financial Report Form (SF425); (PDF-109KB)
- Instructions for Federal Financial Report Form (SF425); (PDF-53KB)

Final Reporting

Performance Reports

- Cover Sheet for Performance Reports: PDF-229KB, Word-75KB
- Guidance for Preparing and Submitting a Final Performance Report Package (PDF-31KB)

Financial Reports

- Federal Financial Report Form (SF 425); (PDF-109KB)
- Federal Financial Report Instructions (SF 425); (PDF-53KB)

Final Performance and Financial Reporting for Native American Library Services Basic Grants

- Final Financial and Performance Report: Word-70KB, PDF-60KB

Requesting Payment

SF270 - Request for Advance or Reimbursement (PDF-159KB)

You will request payments with form SF270 - Request for Advance or Reimbursement and e-mail it in PDF format to IMLS Grants Administration at Grantsadmin@imls.gov.

If you do not have the capability to email PDF documents, forms may be

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mailed to:

Institute of Museum and Library Services
Attn. Grants Administration
1800 M Street, NW
9th Floor
Washington, DC 20036-5802

If your SF270 form is incomplete or inaccurate, your payment will be delayed.

Helpful Resource

Glossary to Support Grant Reporting (PDF-56KB)

Contact information for questions concerning the SF425 and SF270

La Shaune Person, Financial Specialist
Programs: Save America's Treasures, LSTA Grants to States, National Medals - Museums, Congressionally Directed – Museums, Conservation Assessment Program, Museum Assessment Program, Conservation Project Support, Museums for America, African American History & Culture, Native American & Native Hawaiian Museum Services, 21st Century Museum Professionals, Native American Library Services
Phone: 202-653-4631
E-mail: lperson@imls.gov

Andrea Wood, Financial Specialist
Programs: National Medals – Libraries, Congressionally Directed – Libraries, National Leadership Grants, Connecting to Collections Statewide Planning and Implementation Grants, Laura Bush 21st Century Librarian
Phone: 202-653-4782
E-mail: awood@imls.gov

Grant Applicants

Notices of Funding Opportunities

Available Grants
Eligibility Criteria
Sample Applications
Grants.gov

Notices of Funding Opportunities
- Forms

After You Apply
Outcome Based Evaluation

Acknowledgement of IMLS Support

What are the requirements for acknowledging work done with IMLS grant funding?

We require acknowledgement of IMLS assistance in all publications and other products resulting from the project, such as research reports, websites, and presentations. All work products should reference IMLS and include the associated grant award numbers. Grant recipients will receive further instructions on how to acknowledge IMLS support and tips on how to share information about their projects.

Sharing IMLS-Supported Work Products and Copyright

How is information shared about IMLS projects and for what purposes?

We encourage creators of works resulting from IMLS funding to share their work whenever possible through forums such as institutional or discipline-based repositories, open-access journals, or other media. Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services.

We require that your final report include one copy of each product you create, unless otherwise instructed. We may share grant applications, products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum, library, and information services. These materials may be disseminated and made available in a variety of ways and formats, including online.

What do I need to know about copyright and works produced with IMLS support?

You may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. However, we reserve, for Federal government purposes, a royalty-free, worldwide, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

All work products resulting from IMLS funding should be distributed for free or at cost unless we have given you written approval for another arrangement. We expect you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge.

What do I need to know about digital assets produced with IMLS support?

IMLS is committed to expanding public access to IMLS-funded assets, including research data and other digital products: the assets you create with IMLS funding require careful stewardship to protect and enhance their value. They should be freely and readily available for use and re-use by libraries, archives, museums and the public. Applying these principles to the development of digital products is not straightforward; because technology is dynamic and because we do not want to inhibit innovation, the IMLS does not want to prescribe set standards and best practices that would certainly become quickly outdated. Instead, IMLS defines the digital assets your projects should achieve in a series of questions; your answers are used by IMLS staff and by expert peer reviewers to evaluate your proposal; and they will play a critical role in determining whether your grant will be funded. Together, your answers will comprise the basis for a work plan for your project, as they will address all the major components of the development process. See the Digital Stewardship Supplementary Information Form for more information.

Data sharing is an essential component of research and expedites the translation of research results into

new knowledge and practices. If your project involves the collection and analysis of data, we expect you to include, as part of your application, a data management plan (Part III of the Digital Stewardship Supplementary Information Form) that provides for long-term preservation and access. We expect you to deposit data resulting from IMLS-funded research in a broadly accessible repository that allows the public to use the data without charge no later than the date upon which you submit your final report to IMLS. The data should be deposited in a machine-readable, non-proprietary digital format to maximize search, retrieval, and analysis.

Your project budget may include the costs of preparing the data for public release and for making the data publicly available. In your final report to IMLS, you will be required to identify where your data have been deposited and can be accessed by the public

We recognize that data sharing may be complicated or limited in some cases by institutional policies; local Institutional Review Board (IRB) rules; and local, state, and federal laws and regulations, including those protecting confidentiality and personal privacy. The rights and privacy of people who participate in IMLS-supported research must be protected at all times. Thus, data intended for broader use should be free of anything that could lead to disclosure of the identity of individual participants. You should identify and explain the reasons for any limitations in your data management plan.

For the purposes of this section, “data” is defined consistent with OMB guidance (please see 2 CFR 200.315). We reserve a royalty-free, worldwide, nonexclusive, and irrevocable right to: (1) obtain, reproduce, publish or otherwise use the data first produced under a grant; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

Grant Applicants

Notices of Funding Opportunities

Available Grants
Eligibility Criteria
Sample Applications
Grants.gov

Notices of Funding Opportunities
- Forms

After You Apply
Outcome Based Evaluation

Conflict of Interest Requirements

What Conflict of Interest requirements must I follow?

As a non-Federal entity, you must follow IMLS conflict of interest policies for Federal awards. You must disclose in writing any potential conflict of interest to an IMLS Program Officer, or to the pass-through entity if you are a subrecipient or contractor. This disclosure must take place immediately whether you are an applicant or have an active IMLS award.

The IMLS conflict of interest policies apply to subawards as well as contracts, and are as follows:

1. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
2. None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
3. If you have a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a subaward or procurement action involving a related organization.

Grant Reviewers

How to Become a Reviewer

Reviewer Resources

Apply to Become a Museum Reviewer

Apply to Become a Library Reviewer

All IMLS competitive awards are reviewed by library and museum professionals who know the needs of communities, can share promising practices, and are well versed in the issues and concerns of museums and libraries today. Peer reviewers dedicate their time and expertise to advance the highest professional practices in the field. The IMLS review process is well respected, and the success of our grant programs is largely due to the expertise of our reviewers.

Museum reviewers

The IMLS Office of Museum Services offers opportunities to serve as a field reviewer for the following grant programs: Museums for America, National Leadership Grants, Native American/Native Hawaiian Museum Services Program, and Museum Grants for African American History and Culture. Applications are reviewed by experts in specific funding categories. If you would like to be included in our database of potential reviewers, please provide us with your information on the museum reviewer application form.

Library reviewers

The IMLS Office of Library Services manages competitive awards in three program areas: Librarians for the 21st Century, and Native American/Native Hawaiian Library Services, and National Leadership Grants for Libraries, which includes three categories: Research and Demonstration, Building Digital Resources, Advanced Learning Communities. If you would like to be in our database of potential reviewers, please give us your information on the library reviewer form.

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Grant Recipients

Administration

Grantee Communications Kit

Search our database of grant recipients

Recipients of IMLS grants are required to adhere to grants management terms and conditions. The resources you need to manage your award are all located here.

Grant Recipient Requirements

Now Available! Grantee 101 Narrated Web Presentation for Office of Library Services Discretionary Programs

This narrated web presentation provides guidance for grantees on administration and promotion of your grant project. Download now:

Grantee 101 Narrated Web Presentation (PDF; 28MB)
Grantee 101 Web Presentation handout (PDF; 164KB)
For best results, download the presentation to your computer and watch using Adobe® Acrobat® or Acrobat® Reader®.

The resources above are provided for IMLS Office of Library Services Discretionary grant recipients, but we encourage all interested parties to make use of them. Viewers must have Adobe® Acrobat Pro or Reader version 9 or above to be able to see the PDFs. Get Plug-in.

All Grant Recipients

In the grant announcement package, all grantees receive a description of the review process that was used in making funding decisions and copies of reviewer comments from their application. We urge our grantees to consider concerns raised by reviewers as they undertake their project as their suggestions could, in many cases, result in stronger projects.

Any project that is carried out under a grant must be consistent with the proposal that is approved for funding by IMLS. Any change to a grant project's programmatic scope, key personnel, or budget must first be approved by MLS. All requests for a change to a grant project shall be signed by the authorizing official and submitted to the appropriate IMLS program officer.

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Administration

Process steps for implementing recommendations and making amendments to your awarded program, as well as financial, legal and reporting requirements, forms and documents

Grantee Communications Kit

Tips and tools for announcing your award and acknowledging IMLS

State Programs

State Profiles
State Allotments
State Libraries
5-Year Plans
5-Year Evaluations
Measuring Success
Purposes and Priorities of LSTA

Grants to State Library Administrative Agencies

Now Available: State Profiles

Learn more about how funding is used in your state. You will find contact information for the State Library Administrative Agency as well as allotment amounts, project examples, five-year plan highlights, five-year evaluations, and survey data.

Program Overview

What is the Grants to States program?

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, more than $150 million is distributed among the State Library Administrative Agencies (SLAAs) every year. SLAAs are official agencies charged by law with the extension and development of library services, and they are located in:

- Each of the 50 states and the District of Columbia;
- The Territories (Guam, American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands); and
- The Freely Associated States (Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands).

What do the funds support?

Each year, over 2,500 Grants to States projects support the purposes and priorities outlined in the Library Services and Technology Act (LSTA). SLAAs may use the funds to support statewide initiatives and services, and they may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

States and subrecipients have partnered with community organizations to provide a variety of services and programs, including access to electronic databases, computer instruction, homework centers, summer reading programs, digitization of special collections, access to e-books and adaptive technology, bookmobile service, and development of outreach programs to the underserved. To find out more about how funds are used in your state, visit your state profile page.

Who does the program serve?

Grants to States funds have been used to meet the needs of children, parents, teenagers, adult learners,senior citizens, the unemployed, and the business community. One of the program's statutory priorities is to address underserved communities and persons having difficulty using a

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extranet

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library, and approximately ten percent of grant funds in recent years have supported library services for the blind and physically handicapped. The program also meets the needs of the current and future library workforce.

How are funds allocated?

The Grants to States program allocates a base amount to each of the SLAAs plus a supplemental amount based on population. For each of the 50 states, Puerto Rico and the District of Columbia, the base amount is $680,000 each, and for the U.S. Territories the base amount is $60,000 each. You can see recent allotments for all the states here.

How is the program evaluated?

The Library Services and Technology Act requires each SLAA to submit a plan that details library services goals for a five-year period. SLAAs must also conduct a five-year evaluation of library services based on that plan. These plans and evaluations are the foundation for improving practice and informing policy. View all the states' five-year plans and five-year evaluations for library services.

To strengthen the impact of the federal investment in the Grants to States program, IMLS and SLAAs are partnering in a comprehensive planning and evaluation initiative called Measuring Success. This multi-year effort will fundamentally shift the way in which Grants to States program information is gathered and shared, improve program evaluation and reporting, and highlight evidence-based best practices.

When did the program begin? How has it changed over the years?

For more than 50 years, the Library Services and Technology Act Grants to States program and its predecessor programs have supported the delivery of library services in the U.S. Although the legislation has undergone numerous reauthorizations, the basic function of the program, which merges federal priorities with state-defined needs, continues to this day. Legislative highlights include:

- 1956: Congress passed the Library Services Act (LSA), authorizing $7.5 million annually for 5 years for the extension and improvement of public library service in rural areas.
- 1962: LSA was reauthorized as the Library Services and Construction Act (LSCA), removing restrictions that limited funding to rural libraries and adding Title II, which contained funds for remodeling or construction of library buildings.
- 1996: Congress shifted LSCA to the Library Services and Technology Act (LSTA) as Subchapter II of the Museum and Library Services Act, ending federal funding for library construction and replacing it with a focus on new information technologies.

For more recent activity, see the IMLS legislative timeline.

Who can I contact for more information?

For more information, use the IMLS contact form. You can also contact Robin Dale, Associate Depuy Director for Library Services (202-653-4650; rdale@imls.gov).

Read more Grants to States website content, including press releases, blog posts, project profiles, and publications.

Web 2.0

Press Releases
Project Profiles
UpNext Blog Posts
Primary Source
Conferences & Events

Web 2.0
- Commenting Policy
- IMLS on Twitter

UpNext, the Official IMLS Blog

The primary goal of the UpNext Blog is to be a relevant and engaging online community where readers and contributors can share what works in library and museum service. http://blog.imls.gov.

Facebook

Visit the IMLS Facebook page at www.facebook.com/USIMLS.

Read our Commenting and Posting Policy.

Twitter

The Institute of Museum and Library Services is on Twitter! Follow us at www.twitter.com/US_IMLS.

Read more about IMLS on Twitter.

YouTube

Follow the IMLS YouTube page at www.youtube.com/USIMLS.

Read our Commenting and Posting Policy.

Open Government

The resources on the IMLS Open Government page are intended to help make the agency's work more transparent to the public, while also making possible the public's participation in the work of IMLS. This effort is part of a government-wide initiative to promote openness in the work of federal agencies.

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• resources
• Project Profiles
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Questions, comments, or problems? Contact the IMLS Webmaster

Grant Search

Search Awarded Grants

Grant Name:
(Select multiple options by pressing the control key as you click.)

- All
- Museum Grants
- Library Grants
- 21st Century Museum Professionals Program
- American Heritage Preservation Grants
- Congressionally-Directed Grants to Libraries
- Congressionally-Directed Grants to Museums
- Connecting to Collections Statewide Grants - Implementation Grants

Grant Issue Area:
(Select multiple options by pressing the control key as you click.)

- All
- 21st Century Skills
- Accessibility
- Afterschool/Out-of-School
- Broadband
- Civic/Community Engagement
- Collections Care/Preservation
- Early Learning

Institution Name:

City:

State:

- All
- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California
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- Commonwealth of Northern Mariana Islands

Year:

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- 2015
- 2014
- 2013
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Keyword:

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Privacy/Terms of Use Open FOIA Get Plug-Ins Accessibility

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Welcome to the IMLS Open Government Webpage

The resources on this page are intended to help make the agency's work more transparent to the public, while also making possible the public's participation in the work of IMLS. This effort is part of a government-wide initiative to promote openness in the work of federal agencies. For detailed information about the initiative, visit the White House Web site or see the Open Government Directive (PDF, 81KB), issued by the Office of Management and Budget on December 8, 2009.

Please continue to check this page, or subscribe to the IMLS RSS Feed, to see what new resources have been added.

Available now: The IMLS Data Catalog!

Our new Data Catalog puts IMLS data—comprising agency data such as grants administration and data about museums, libraries, and related organizations—at the fingertips of researchers, developers, and interested members of the public who want to dig deeper. Read more.

Open Government Plan

Download and read the latest Open Government Plan (PDF, 135KB)

Datasets on Data.gov

IMLS has made the following datasets available on Data.gov:

Public Libraries Survey

This dataset is a national census of public library systems. Its data elements cover library service measures such as the number of uses of electronic resources, the number of Internet terminals available to the general public, reference transactions, interlibrary loans, circulation, library visits, children's program attendance, and circulation of children's materials. It also includes information on collection sizes, staffing, operating revenue and expenditures. Selected data elements are aggregated and summarized at the state level.

State Library Agency Survey

This dataset is a national census of state library agencies. A state library agency is the official agency of a state that is charged by state law with the extension and development of public library services throughout the state and that has adequate authority under state law to administer state plans in accordance with the provisions of the Library Services and Technology Act (LSTA). Beyond these two roles, state library agencies vary greatly. This dataset provides information on the range of roles played by state library agencies and the various combinations of fiscal, human, and informational resources invested in such work.

We plan on positing additional high-value datasets on Data.gov and on this page. Please check back.

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Additional IMLS Information

- Budget and Performance Information
- IMLS Guidelines for Information Dissemination
- Other Policy Notices

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Website Accessibility

IMLS Website Accessibility

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In 1998, Congress amended the Rehabilitation Act to require federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual′s ability to obtain and use information quickly and easily.Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 USC 794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.

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