



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](#)

National Leadership Grants for Libraries (NLG-Libraries) – FY 2015 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	National Leadership Grants Program
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	NLG-Libraries-FY15-1
Catalog of Federal Financial Assistance (CFDA) Number:	45.312
Key Dates:	Preliminary Proposal Due Date: Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on October 14, 2014 Full Proposal Due Date: Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on January 15, 2015 (by invitation only)
Anticipated Date of Notification of Award Decisions:	March, 2015 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Not earlier than May 1, 2015

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 National Leadership Grants Program?

National Leadership Grants for Libraries (NLG) support projects that address challenges faced by the library and archive fields and that have the potential to advance practice in those fields. Successful proposals will generate results such as new tools, research findings,

Contents

- A. [Program Description](#)
- B. [Federal Award Information](#)
- C. [Eligibility Information](#)
- D. [Application and Submission Information](#)
- E. [Application Review Process](#)
- F. [Award Administration Information](#)
- G. [Contacts](#)

models, services, practices, or alliances that can be widely used, adapted, scaled, or replicated to extend the benefits of federal investment.

We anticipate two FY15 National Leadership Grants for Libraries funding opportunities with two separate deadlines. In addition to the opportunity described in this Notice of Funding Opportunity, an additional NLG funding opportunity is anticipated to be announced in December 2014 with an application submission due date of February 2015.

What are the project categories and agency priorities?

For the October NLG deadline, we will accept applications under three project categories/funding priorities:

- National digital platform
- Learning spaces in libraries
- STEM learning in libraries

We are particularly interested in proposals that explore the following issues:

- What will move library and archival services in the United States forward?
- What will help libraries and archives make decisions about their own investments in these areas?
- What knowledge, capacity, functions or infrastructure can libraries and archives share?

We conducted a series of [focus meetings](#) in 2014 that identified issues in each of these areas. The [materials](#) from those meetings may help inform the development of projects.

What are the funding categories?

The funding categories are: Project Grant, Collaborative Planning Grant, Research or National Forum Grant. Your application must designate one of these funding categories. The same proposal may not be submitted under more than one category. An institution may submit only one proposal.

The award amount limitations are as follows:

- Project Grants: to be negotiated
- Research Grants: to be negotiated
- Planning Grants: up to \$50,000
- National Forum Grants: up to \$100,000

Project Grants support fully developed projects for which needs assessments, partnership development, feasibility analyses, prototyping, and other planning activities have been completed.

Research grants support the investigation of key questions important to library or archival practice.

Collaborative Planning Grants allow project teams to perform preliminary planning activities, such as analyzing needs and feasibility, solidifying partnerships, developing project work plans, or developing prototypes or proofs of concept. These activities should have the potential to lead to a full project, such as those described in Project Grants above. Planning Grant proposals may not include indirect costs (also known as administrative overhead) as part of the project budget.

National Forum Grants provide the opportunity to convene qualified groups of experts and key stakeholders to consider issues or challenges that are important to libraries or archives across the nation. Grant-supported meetings are expected to produce reports for wide dissemination with expert recommendations for action or research that address a key challenge identified in the proposal. The expert recommendations resulting from these meetings are intended to guide future applications to the NLG-Libraries program. National Forum Grant recipients are required at the end of the project to submit to us a brief whitepaper for public distribution summarizing those expert recommendations, which we will post online.

What types of activities can be funded under the National Digital Platform project category?

We are interested in proposals that will support a national digital platform, providing expanded and improved digital content and services to all users in the United States. Libraries have made important advancements in this area over the past 20 years, but much of that work was experimental or isolated. We want to bridge gaps between disparate pieces of the existing digital library infrastructure, for increased efficiencies, cost-savings, access and services.

Issues to consider may include:

- increasing access to shared digital services for libraries and archives (and museums, though not specifically funded under this category) via solutions such as the DPLA Hubs model;
- increasing discoverability of library-mediated digital content, including open source solutions demonstrating sustainability and tools that publish content to existing platforms;
- identifying interventions that can improve the overall library user experience;
- tackling the largest and most expensive problems facing libraries in providing digital access to users today (digital stewardship, data curation, bibliographic and linked data development and management, access to in-copyright electronic content....);
- addressing access at scale, including investigation of economic models, and to overcome artificial, geographic and legal boundaries to movement of content; and
- identifying interventions will help all users gain digital fluency.

What types of activities can be funded under the Learning Spaces in Libraries project category?

We are interested in work that builds institutional capacity, engages community and encourages partnerships to support all types of learning and inquiry, including participatory and hands-on learning, in libraries. Since we cannot fund the development and installation of learning spaces, proposals should focus on how to support and enhance libraries' ability to make their own decisions and investments.

Issues to consider may include:

- creating cross-institutional or national platforms/infrastructure for sharing knowledge and practices to increase institutional capacity; supporting a cultural shift away from passive service models to proactive, anticipatory and engaged user service models;
- sharing informal learning curricula;
- building bridges to national learning standards or other formal curricula;
- developing replicable models for community engagement, mentorship and partnerships;
- defining strategies to elevate the role of libraries by increasing relationships and collaborations with education partners;
- increasing national and local awareness of library importance in informal learning conversations;
- using libraries to increase digital, financial, health and other literacies;
- planning to help libraries reevaluate use of space for more and varied participatory, hands-on learning experiences; and
- improving methodologies for measurement of the impact of these service models.

What types of activities can be funded under the STEM Learning in Libraries project category?

We are interested in work that builds capacity, engages community and encourages partnerships to support STEM learning in libraries. While this goal is related to that of learning spaces in libraries, the difference lies in the emphasis on a specific type of content and program.

Issues to consider may include those above under Learning Spaces for Libraries, as well as:

- increasing STEM pedagogy and teacher training for librarians;
- joining art with STEM priorities;
- using practitioner-driven work and models;
- using models that cross-leverage resources and user interests;
- creating community of practice for STEM practitioners across fields;
- creating open educational resources for librarians and informal learning providers;
- using challenge/Badge models; and
- creating models for rural areas.

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

Statute: 20 U.S.C. 9101 et seq., in particular §9165 National Leadership).

Regulations: 45 C.F.R. Parts 1180 – 1183, and applicable 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.

Federal grantmaking agencies, including IMLS, are to formally adopt in whole or in part the Grant Reform by December 26, 2014.

The Grant Reform will be effective for all awards made after December 26, 2014. While the IMLS regulations listed above are current as of the date of this Notice of Funding Opportunity (August 2014), you will be required to follow the regulations that will be in effect at the time of award. For this reason, you are encouraged to become familiar with the Grant Reform.

B. Federal Award Information

Total amount of funding expected to be awarded	\$5,000,000
Anticipated number of awards	5-10
Range of awards	\$50,000-tbd
Average amount of funding per award	\$500,000
Type of assistance instrument	Grant

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 NLG Library Program?

To be eligible as an applicant for this National Leadership Grants for Libraries Program, you must:

- be either a unit of State or local government or be a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- be located in one of the 50 States of the United States of America, 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, or the Republic of Palau; and
- qualify as one of the following:
 - a library or a parent organization, such as a school district, a municipality, a State agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, public elementary and secondary school libraries, college and university libraries, research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available. Research libraries must be under the supervision of at least one permanent professional staff librarian and be either generally recognized as possessing unique, scholarly research materials and services that are made available to the public, or able to demonstrate that such is the case when submitting an application to IMLS.
 - a private library or other special library, but only if the State in which it is located determines that the library should be considered a library for purposes of Library Services and Technology (see 20 U.S.C. 9121-9165);
 - an academic or administrative unit, such as a graduate school of library and information science that is part of an institution of higher education through which it would make application;
 - a digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation, under the supervision of at least one permanent professional staff librarian;
 - a library agency that is an official agency of a State or other unit of government and is

charged by the law governing it with the extension and development of public library services within its jurisdiction;

- o a library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries; or
- o a library association that exists on a permanent basis; serves libraries or library professionals on a national, regional, State, or local level; and engages in activities designed to advance the well-being of libraries and the library profession.

Note to applicants: In order to receive an IMLS grant award, you must be in compliance and good standing on all active IMLS grants.

What are the requirements for cost sharing?

In order to receive a NLG-Libraries grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant. Cost sharing is not expected for research projects, or for applications for grants under \$250,000, and will not be considered in the review of the application. [Click here for further information on cost sharing.](#)

How many applications may I submit?

Single institutions may submit only one proposal.

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.

Additional Eligibility Information

Only invited full proposals will be considered for funding.

D. Application and Submission Information

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

Use one of the following identifiers to locate the National Leadership Grants for Libraries package in Grants.gov:

CFDA No: 45.312, or

Funding Opportunity Number: NLG-Libraries-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?

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

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

If needed because of difficulty using internet or for other accessibility reasons, potential applicants may also request paper copies of the materials. Use the [National Leadership Grant Program web page](#) for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to NLG Program grants.

What is the process for applying?

The application process for this round of the NLG program is a two phase process. In the first phase, all applicants must submit a two page preliminary proposal by October 14, 2014, describing the proposal, its relevance to one of the three project categories/funding priorities, its potential impact, its projected performance goals and outcomes and its estimated budget. Those applicants, whose preliminary proposals are the most promising and best aligned with the IMLS's funding priorities, will be invited to participate in the second phase of the process by submitting a full proposal and complete application by January 15, 2015. The review process and criteria are described in section E.

What is required in the preliminary proposal?

The required documents for the first phase of the application process are: a completed SF-424S form; the

Program Information Sheet; and a two page preliminary proposal. These documents must be submitted through Grants.gov, on or before the deadline of October 14, 2014. A preliminary proposal is required in order to be considered for invitation for a full proposal.

To frame a preliminary proposal, you may wish to review the documentation from the IMLS focus meetings, research the issues identified as critical and work with other professionals to develop a practical, collaborative proposal. The preliminary proposal should be no longer than two pages and should describe project director and partners; the proposed work plan; its relevance to one of the three funding priorities; its potential impact; its projected performance goals and outcomes; and its estimated budget.

How should the components for the preliminary proposal be formatted, named, and sequenced?

The Table of Application Components below will help you prepare a complete and eligible application. Links to more information and instructions for completing each component are provided in the table. Applications missing any Required Documents from this list will be considered incomplete and will be rejected from further consideration.

- Document format: Aside from the first document listed below which is 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.
- The organization's name must appear at the top of each page of the preliminary proposal. You should use at least 0.5-inch margins on all sides and a font size of at least twelve points. Attachments will not be accepted. You may contact IMLS program officers for further information.
- 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. Append any remaining application components using the "Optional Documents for Submission" box.
- Complete applications: Use the table below as a checklist to ensure that you have created and attached all necessary application components.

If you create a document in Microsoft® Word, you must convert it to PDF format before submitting it. [Click here for assistance in converting documents to PDF.](#) Do not send secured or password-protected PDFs; we cannot process these files.

Table of Preliminary Proposal Components

Component	Format	File name to use
Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Preliminary Proposal (two pages, max.)	PDF document	Preliminary Proposal
Program Information Sheet	IMLS PDF form	Programinfo.pdf

Copies of the SF-424S form and Program Information Sheet are available online: <http://www.imls.gov/applicants/forms.aspx>

Click here for instructions on:

[How to Fill Out the SF-424S](#)

Table of Complete Application (Full Proposal) Components

If you are invited to submit a full proposal you must submit a complete application by January 15, 2015. We make grants only to eligible applicants that submit complete full proposal applications through Grants.gov, on or before the deadline. Complete applications will be accepted only from applicants who have submitted preliminary proposals and have been invited to submit a full proposal.

The Table of Application Components below will help you prepare a complete and eligible application. Links to more information and instructions for completing each component are provided in the table. Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and will be rejected from further consideration.

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

- Document format: Aside from the first document listed below which is 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. Append any remaining application components using the "Optional Documents for Submission" box.
- Complete applications: Use the table below as a checklist to ensure that you have created and attached all necessary application components.

If you create a document in Microsoft® Word, you must convert it to PDF format before submitting it. [Click here for assistance in converting documents to PDF](#). 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	PDF document	Abstract.pdf
Program Information Sheet	IMLS PDF form	Programinfo.pdf
Organizational Profile (one page, max.)	PDF document	Organizationalprofile.pdf
Narrative (ten 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 (if applicable)	PDF document	Proofnonprofit.pdf
Federally Negotiated Indirect Cost Rate Agreement (if applicable)	PDF document	Indirectcostrate.pdf
Digital Stewardship Supplementary Information Form (if applicable)	IMLS PDF form	Specificationsdigital.pdf
Sample curriculum or equivalent description of training activities	PDF document	Curriculum.pdf
Service Expectations/Recruitment Documentation (if applicable)	PDF document	Serviceexpectations.pdf
Student Placement Documentation (if applicable)	PDF document	Studentplacement.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.
Partner Letter of Commitment	PDF document	PartnerCommitment1.pdf PartnerCommitment2.pdf PartnerCommitment3.pdf etc.

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, 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.

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: If you cannot apply for grants on your own behalf, then enter your organizational unit's name and address in these spaces. For example, if your library is part of a parent organization, such as a university, then enter the name of the university under Legal Name, and the library as the Organizational Unit.
- e. Organizational Unit Address: Be sure to include the four-digit extension on the ZIP code.
- f. Organization Governance: You should check the box that best characterizes your organization.

2. Organizational Financial Information:

- a-d. All applicants must provide the information requested.

3. Grant Program or Grant Program Category

Select one funding category under e. National Leadership Grants Libraries.

4. Check this box if your project addresses STEM learning.

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. You must provide cost sharing of at least one-half of the total project cost, excluding funds for student support. Proposals in the Research, Early Career Development, Collaborative Planning, and National Forum Planning Grant categories are exempt from the cost share requirement. [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 NLG applications.

Download Program Information Sheet:

[Adobe® PDF](#) (318 KB)

[Click here to see instructions for providing your Organizational Profile.](#)

Narrative

Write a narrative that addresses the seven components listed and explained below. Limit the narrative to ten single-spaced, numbered pages. We will remove any pages above the ten-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 IMSL funding priorities

Be certain to address the bullet points under each of the seven narrative sections as you write. Address the seven 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. Statement of Need

Provide a justification for the proposed project as it relates to a field-wide need or challenge. Include

information such as the following:

- The project's intended audience and the need or challenge it faces
- Evidence that there is some consensus around the urgency to address this need or challenge
- How this project differs from, complements, or builds upon, previous work in this area
- How the project will benefit the intended audience

For Project Grants building on a prior NLG-Libraries Planning Grant, include a discussion of what was learned during the planning process.

2. Impact

Describe the intended performance goals and benefits of this project for the library or archive fields, as follows:

For National Digital Platform projects address the following issues:

- How the project effectively addresses current issues that concern the library or archive fields and will have a lasting impact on the field(s)
- How the project design allows for input, consensus building, and buy-in from others in and/or outside the field
- How the project will expand and improve digital content and services to all users in the United States
- What performance indicators will you develop to measure progress toward expanding or improving content and improving the digital library infrastructure?
- What are the project targets for these performance measures? How will you measure success toward these targets?
- What tangible products will result from this project?
- What tangible value will your project provide to the library or archive fields?
- How will you sustain the benefit(s) of your project?

For Learning Spaces OR Stem Learning projects address the following issues:

- How the project effectively addresses current issues that concern the library or archive fields and will have a lasting impact on the field(s)
- How the project design allows for input, consensus building, and buy-in from others in and/or outside the field
- What are the specific learning outcomes is the project 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 performance measures? How will you measure success toward these targets?
- What tangible products will result from this project?
- What tangible value will your project provide to the library or archive fields?
- How will you sustain the benefit(s) of your project?

Incorporating Evaluation into Your Project Proposal

[Click here for helpful information about evaluation.](#)

3. Project Design

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; and
- Description of how the project will test the potential applicability of any innovative techniques and procedures that the project is likely to develop.

Diversity Plan [if applicable]

If the project is designed to engage or provide services and products to diverse communities, please describe how the project accounts for their shared experiences, worldviews, and ways of learning. Include information such as the following:

- Identification of the diverse communities that will be served by the project;
- Description of the unique service needs for the identified population that will be served by the proposed project;
- Explanation for why this particular population was chosen; and
- Explanation of how the proposed project will address the library service needs of those communities, particularly the needs of traditionally underserved groups or communities.

4. Project Resources: Personnel, Time, Budget

Describe the resources, including those funded by the grant and those funded by the applicant organization as cost sharing (Research Grants and grants under \$250,000 are not expected to provide cost sharing), required to implement and complete the project. Include information such as the following:

- Identification of key project staff, their duties, and their qualifications for successfully completing their project tasks;
- Identification of consultants and service providers involved in project activities, the process for selecting them, and how they will work with project staff;
- Qualifications of personnel assigned to manage project finances;
- A timeline for specific activities, showing how the results of one stage of the project carry over into the next one;
- The amount of time that key project staff will devote to the project and how they will balance project responsibilities with other ongoing duties;
- The facilities, equipment, and supplies necessary to support the project;
- Source(s) of matching funds and/or in-kind contributions, if applicable;
- Source(s) and use of revenues that will be derived from the project, if applicable; and
- Contributions to and benefits from the project for both the applicant and partner organization(s), if applicable.

5. Communication Plan [Not required for Planning Grants]

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; and
- Plans for technical documentation where applicable.

6. Sustainability [Not required for Planning Grants, National Forum Grants, or Research Grants]

Describe how the applicant will continue to support the project, its results, and/or the new model it creates beyond the grant period.

The sustainability section should include:

- 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, 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; and
- Plans for preserving and sustaining any digitized collections, software and supporting documentation, information systems, and other technology tools.

For this section of the application, reviewers will consider information provided in the Narrative, Budget Forms, Budget Justification, and Resumes.

[Click here for Schedule of Completion instructions](#)

[Click here for instructions for Completing Budget Documents](#)

[Click here for Project Staff and Consultant Documents instructions](#)

Conditionally Required Documents

[Click here for Proof of Nonprofit Status instructions](#)

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 of your choosing as part of the second phase of the application (full proposal), 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; and
- 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](#)

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 and where must I submit my application?

For the first phase (preliminary proposals) of the FY15 National Leadership Grant Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on October 14, 2014.

For the second phase (full proposals) of the FY15 National Leadership Grant Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on January 15, 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 applicable government-wide cost-principle rules, including OMB circulars and regulations.

What are Allowable and Unallowable Expenses?

Examples of allowable expenses for National Leadership Grant Program grants include:

- project personnel (contract or in-house) whose staff time is necessary for the proper and efficient execution of the project;
- project consultants;
- project-related travel of key project staff and consultants;
- purchase of equipment, materials, supplies, or services;
- program development and implementation;
- integration of technology into operations or programs;
- publications based on project activities;
- software development;
- evaluation to show the extent to which the project has met its goals; and
- indirect or overhead costs.

You must explain all proposed expenses in your Budget Justification.

Examples of unallowable expenses for NLG-Libraries include:

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising;

- general operating support;
- acquisition of collections;
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project;
- construction and renovation of facilities (Generally, any activity involving contract labor in the construction trades is not an allowable cost.);
- exhibit fabrication that includes creation of large-scale permanent structures for animals or objects that would involve contract labor of the construction trades (Applicants with questions about the eligibility of exhibition activities should call us immediately.);
- projects in which the majority of requested funds go to training library or archive staff;
- contributions to endowments;
- social activities, ceremonies, receptions, or entertainment; and
- pre-award costs.

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

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. Federal grantmaking agencies, including IMLS, are to formally adopt in whole or in part the Grant Reform by December 26, 2014.

The Grant Reform will be effective for all awards made after December 26, 2014; you will be required to follow those regulations that will be in effect at the time of award. For this reason, you are encouraged to become familiar with the Grant Reform. If you have questions about the allowability of specific activities, call IMLS staff for guidance.

Are partner-related costs allowable?

Partners may strengthen an NLG application, if they are appropriate to the project. An application may include one or more partners. 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. [Click here to learn more about partnerships.](#)

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.

[Click here for further information on indirect costs.](#)

E. Application Review Process

What are the characteristics of successful NLG applications?

- *National or professional impact:* Your project should address a key goal identified in the IMLS priorities.
- *In depth knowledge:* Your proposal should reflect a thorough understanding of relevant work, current practice and knowledge about the subject matter.
- *Demonstrable results:* Your project should generate measureable results that tie directly to the need

or challenge it was designed to address.

Is cost sharing considered in the review process?

In order to receive a NLG-Libraries grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant. No cost sharing is expected for applications in the Research category, or for applications for grants under \$250,000 regardless of category. [Click here for further information on cost sharing.](#)

Cost sharing is permitted, but not expected, for Research Grants and for applications under \$250,000, and will not be considered in the review of the application. However, if you chose to include cost sharing in an application in such category(s), 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?

A two phase review process will be used in this grant cycle. This process is being used to identify those projects most closely aligned with the three project categories/funding priorities. We are incorporating the preliminary proposal into our application process so that applicants will find out **before** doing the work of putting together a complete application package – whether or not their proposal is competitive. Because of the shorter format, applicants invest less time upfront and will receive feedback early on in the process.

1. Preliminary Proposals

In the first phase, all eligible and complete preliminary proposals will be reviewed and evaluated. Full proposals will be invited from those applicants whose preliminary proposals:

- most directly and practically address the program's three funding priorities;
- have the potential for the greatest impact upon the library and archival services and practices;
- propose cost-effective solutions that can be easily replicated by other institutions;
- provide a sound basis and means for measuring impact;
- support IMLS digital stewardship policy (where applicable);
- provide for collaboration with other entities in the course of the project; and
- demonstrate appropriate project management skills and capacity.

If you are invited to submit a full proposal you will receive written comments for the improvement and development of your full proposal, and you will be encouraged to contact program officers for additional details.

If you are not invited to submit a full proposal your preliminary proposal will be rejected as not being competitive at this time, but you may apply for the February 2015 National Leadership Grants deadline. The decision to invite or not invite a full proposal from an applicant is binding.

2. Full Proposals

In the second phase of the process (full proposals), all invited, eligible and complete applications will be reviewed and evaluated. In addition to the criteria listed above, reviewers will use the criteria listed in Section D (above) for evaluating individual parts of a complete application. Full proposals that were not invited will be returned without review. An invitation to submit a complete application is no guarantee of funding.

We use a peer review process to evaluate eligible and complete applications, including both preliminary and full proposals. 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 proposed projects according to the criteria identified in the program guidelines. The Director of IMLS 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. For full proposals, we expect to notify both funded and unfunded applicants of final decisions by late February 2015. Funded projects may not begin earlier than May 1, 2015.

F. Award Administration Information

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

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

- appropriate cover letter(s);
- 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:

- copies of the cover letter(s);
- 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. Since the award period is directly related to project activities and determines when interim and final narrative and financial reports will be due, the beginning date of an award should not be changed when a grantee requests permission to incur project related costs before the award period begins. These pre-award costs are subject to written approval by the Program Officer.

What are the administrative and national policy requirements?

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

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.](#)

G. Contacts

How can I contact program staff?

See the [National Leadership Grants for Libraries web page](#) for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to NLG Program grants.

How can I participate in a webinar?

We are available by phone and through e-mail to discuss general issues relating to National Leadership Grants for Libraries Program grants. We also invite you to participate in one of two pre-application web conferences to learn more about the program, ask questions, and listen to the questions and comments of other participants. The dates are: Wednesday, 20 August, at 3 PM Eastern and Tuesday, 16 September, at

3 PM Eastern. See the [National Leadership Grants for Libraries web page](#) for more information.

For best results, download the presentation to your computer and watch using Adobe® Acrobat® or Acrobat® Reader®.

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.ims.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

Notices of Funding Opportunities: OMB No. 3137-0029; Expiration Date: September 30, 2015.

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

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



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
- Museum Assessment Program
- Museum Grants for African American History and Culture
- Museums for America

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

- All
- Awards
- Collections Management
- Community Engagement
- Conservation
- Demonstration
- 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
- Museum
- Nonprofits that serve Native Hawaiians

Sort options: Grant Name 



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](#)

grant search

Find Available Grants

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

- Select -



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 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

[MH-00-14-0020, Maryland African American Museum Corporation](#)

[MH-00-14-0023, Museum of African American History](#)

[MH-00-14-0029, Spelman College Museum of Fine Art](#)

Museums for America

Learning Experiences

[MA-10-14-0431-14, City of Palo Alto \(Palo Alto Art Center\)](#)

[MA-10-14-0230-14, Museum of the New South](#)

[MA-10-14-0551-14, USS Constitution Museum](#)

[MA-10-14-0411-14, North Carolina Museum of Art](#)

[MA-10-14-0253-14, Pacific Science Center](#)

[MA-10-14-0257-14, Pennsylvania Academy of the Fine Arts](#)

[MA-10-14-0458-14, Children's Museum of Denver](#)

\$25,000 or Less Funding Level:

[MA-11-14-0202, Historic Cherry Hill Inc.](#)

Community Anchors

[MA-20-14-0283, Charles and Emma Frye Free Public Art Museum](#)

[MA-20-14-0417, Nurture Nature Center](#)

[MA-20-14-0438, Chicago Zoological Society \(Brookfield Zoo\)](#)

Collections Stewardship

[MA-30-14-0296, Virginia Museum of Fine Arts](#)

[MA-30-14-0276, Gilcrease Museum](#)

[MA-30-14-0246, Isabella Stewart Gardner Museum](#)

[MA-30-14-0499, Denver Museum of Nature and Science](#)

\$25,000 or Less Funding Level:

[MA-31-14-0527, University of Rochester \(Memorial Art Gallery\)](#)

National Leadership Grants for Museums

[Learning Experiences: MG-10-14-0067, University of Washington](#)

[Community Anchors: MG-20-14-0060, Museum of Science, Boston](#)

[Collections Stewardship: MG-30-14-0072, Cincinnati Zoo and Botanical Garden](#)

grant search

Find Available Grants

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

- Select -



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.

Native American/Native Hawaiian Museum Services Program

[MN-00-14-0006. Chilkat Indian Village](#)

[MN-00-14-0031. Yurok Tribe](#)

[MN-00-13-0021 Mashantucket Pequot Tribal Nation](#)

Sparks! Ignition Grants for Museums

[LG-45-14-0004. Carnegie Museum of Natural History](#)

[LG-45-14-0012. 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](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



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.

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)

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](#)

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)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



Grant Applicants

After You Apply

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)[Grants.gov](#)[Notices of Funding Opportunities](#)

After You Apply

[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.

grant search

Find Available Grants

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

- Select - 

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 Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)
[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)
[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



Grant Applicants

Outcome Based Evaluation

[Available Grants](#)
[Eligibility Criteria](#)
[Sample Applications](#)
[Grants.gov](#)
[Notices of Funding Opportunities](#)
[After You Apply](#)

Outcome Based Evaluation

- [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

grant search

Find Available Grants

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

- Select -



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 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 - 

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 Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



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](#)

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.](#)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



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](#)

Grants.gov Registration and Tips

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.

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)

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](#)

National Leadership Grants For Libraries

Application:

[Access FY 2015 Notice of Funding Opportunity Online](#)

Webinars with Program Staff

We invite you to participate in one of two pre-application webinars to learn more about the program, ask questions, and listen to the questions and comments of other participants. The webinars are scheduled for Wednesday, 20 August, and Tuesday, 16 September, both at 3 PM Eastern. [Learn more](#)

[Read more about the National Leadership Grants program on the IMLS website.](#)

Deadline: October 14, 2014

Grant Amount: Project & Research: to be negotiated. Planning: up to \$50,000. Nat. Forum: up to \$100,000.

Grant Period: Up to three years for Project Grants. Up to one year for Planning Grants and National Forum Grants.

Cost Share Requirement: In order to receive a NLG-Libraries grant, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant. No cost sharing is expected for research projects, or for applications for grants under \$250,000, and will not be considered in the review of the application.*

Program Contact: Tim Carrigan, Senior Library Program Officer
202-653-4639
tcarrigan@imls.gov

Sandra Toro, PhD, Senior Library Program Officer
202-653-4662
storo@imls.gov

Sarah Fuller, Library Program Specialist
202-653-4783
sfuller@imls.gov

Kathy Mitchell, Library Program Specialist
202-653-4687
kmitchell@imls.gov

Program Overview:

National Leadership Grants for Libraries (NLG) support projects that address challenges faced by the library and archive fields and that have the potential to advance practice in those fields. Successful proposals will generate results such as new tools, research findings, models, services, practices, or alliances that can be widely used, adapted, scaled, or replicated to extend the benefits of federal investment.

IMLS anticipates two FY15 National Leadership Grants for Libraries funding opportunities. An additional NLG funding opportunity is anticipated to be announced in December 2014 with an application submission due date of February 2015.

For the October NLG deadline, IMLS accepts applications under three project categories/funding priorities:

- National digital platform
- Learning spaces in libraries
- STEM learning in libraries

IMLS is particularly interested in proposals that explore the following issues:

- What will move the library and archival services in the United States forward?
- What will help libraries and archives make decisions about their own investments in these areas?
- What knowledge, capacity, functions or infrastructure can libraries and archives share?

IMLS conducted [a series of focus meetings](#) in 2014 that identified issues in each of these areas. The [materials from those meetings](#) may help inform the development of projects.

Eligibility:

Applicants that fulfill the [general criteria for libraries](#) may apply. See program guidelines for special conditions of eligibility for this program.

* [Click here for further information on cost sharing.](#)

[Return to Available Grants Search](#)

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



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](#)

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.

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



Grant Applicants

Notices of Funding Opportunities

- [Available Grants](#)
- [Eligibility Criteria](#)
- [Sample Applications](#)
- [Grants.gov](#)

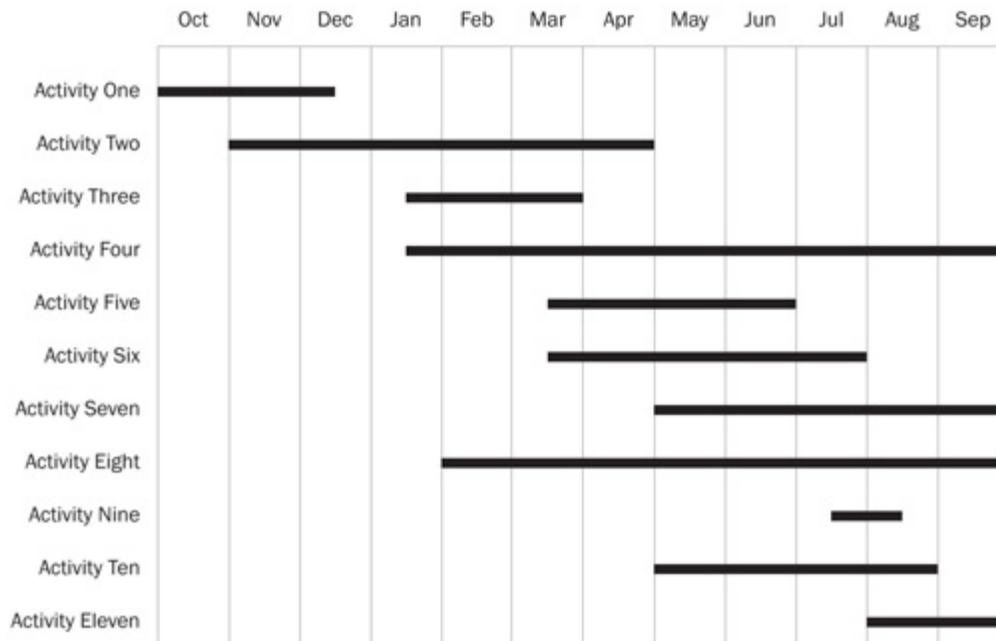
Notices of Funding Opportunities

- [Forms](#)

- [After You Apply](#)
- [Outcome Based Evaluation](#)

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.*





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](#)

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.



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](#)

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.

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](#)

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

[Grant Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)

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



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](#)

Organizational Profile

An organizational profile must be no more than one page and include the following information:

- Your organization's mission or statement of purpose, noting the source, approving body, and date of the official document in which it appears. If your organization's mission statement is longer than one page, you may excerpt from it or summarize it to convey the essential points.
- Your service area (communities and/or audiences served, including size, demographic characteristics, and geographic area)
- A brief history of your organization, focusing on the unit that will be directly involved in carrying out the work

Grant Applicants

Notices of Funding Opportunities

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](#)

Evaluating Your Project

Your proposed plan for tracking and measuring your success in achieving your intended results is a significant element in the review process. You should include specific and sufficient resources dedicated to evaluation activities in your detailed work plan, project budget, and schedule of completion. Examples of relevant costs associated with evaluation include payments for consultants or qualified project staff, development of effective instruments, information collection, and analysis of project data. Include the costs of evaluation, reporting, and sharing project results in your project budget. You may budget any of these as grant funds or as cost share. Keep in mind that effective evaluation strategies often use multiple techniques not just to measure and analyze final project outputs and outcomes but also to inform and help shape your project design as the project progresses.

Your evaluation plan should

- clearly link the performance goal(s) stated in your proposal and the outcomes you intend to measure to the program/project you are proposing,
- identify the primary beneficiaries (people or organizations) of the project and the methodology for collecting outcome information from them (if applicable)
- explain how things will be different as a consequence of this project and what data you will collect to determine whether or not these changes occurred
- indicate the methods you will use to analyze your data and to judge the overall effectiveness of the project
- describe the qualifications of staff and consultants involved in evaluation activities,
- include all plans you have to monitor the project's effectiveness on an ongoing basis so that you can make needed midcourse corrections
- describe how you intend to use the evaluation results and how they may affect long-term program planning
- describe how you will share the evaluation results with people and organizations outside your organization

Your proposal narrative should address as many of these points as possible. If you do not have all this information at the time you submit your application, your proposal should explain how you will obtain it if the project is funded by IMLS.



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](#)

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.

###

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](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



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.



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](#)

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.

Grant Applicants

Program Guidelines

[Available Grants](#)[Eligibility Criteria](#)[Sample Applications](#)[Grants.gov](#)

Notices of
Funding
Opportunities

- [Forms](#)

[After You Apply](#)[Outcome Based
Evaluation](#)

Partnerships

Many IMLS-funded projects involve collaboration. The successful completion of project activities often requires organizations to work together. These partnerships or collaborations can take many forms, both informal and formal. Sometimes partners provide cost share toward a project; sometimes the grantee provides federal grant funds to a partner. Below are some frequently asked questions about partnerships within IMLS grants.

In projects that involve partnerships, what are the responsibilities of the lead applicant and its partners?

The lead applicant organization in a project that involves one or more partners is the grantee. It is legally responsible for the use of all grant funds and for ensuring that the project is carried out by the partner(s) in accordance with the terms of the grant and all applicable federal laws, regulations, and requirements. The grantee must be the fiscal agent but may provide federal grant funds to its partners for specific activities or services. Each partner is legally responsible for carrying out the activities that it agrees to perform and for complying with the terms of the grant and all applicable federal laws, regulations, and requirements.

We encourage the lead applicant to include a letter of commitment from each partner, detailing the activities that the partner plans to perform and indicating that the partner agrees to comply with the terms of the grant and all applicable federal laws, regulations, and requirements. Letters of commitment should be signed by a person authorized to sign on behalf of the partner organization.

New government-wide grants regulations, 2CFR Chapter II Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, provide new rules for situations where federal funds are provided by the grantee to its partner, whether through a contract or a subaward. [Click here to find these regulations](#). These regulations are anticipated to become effective for IMLS awards that are made after December 26, 2014.

Are partnerships with federal agencies permitted?

You may partner with federal agencies when appropriate. However, no IMLS grant funds may be provided to the federal agency partner. In addition, it is important to remember that federally appropriated funds, whether they are disbursed directly to you by a federal agency or indirectly through another organization, do not count toward your cost share. [Click here for more information about cost share](#).

Are international partnerships permitted?

While we do not make grants to non-U.S. entities, such entities may partner with eligible U.S. organizations on IMLS-funded projects, subject to applicable law. Applicants and grantees must ensure that the non-U.S. entities are not on the Excluded Parties List System (EPLS), which has been incorporated into SAM.gov, or otherwise not eligible to receive federal funds. [Click here to view the Excluded Parties List System](#).



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](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)



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 Applicants](#) [Grant Reviewers](#) [Grant Recipients](#) [State Programs](#) [Research](#)

[Resources](#) [News](#) [About Us](#) [Web 2.0](#) [Grant Search](#) [Contact Us](#)

[Privacy/Terms of Use](#) [Open](#) [FOIA](#) [Get Plug-Ins](#) [Accessibility](#)