PROGRAM INFORMATION SHEET – PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet):

b. Organizational unit (if different from Legal Name) :

c. Organizational Unit Address

Street1: Street2:

City: County:

State: Zip+4/Postal Code:

d. Web Address: http://

e. Type of Institution (Check one):

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

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

2. Grant Program or Grant Category

☐ **a. 21st Century Museum Professionals**

☐ **b. Congressionally Directed Grants**

☐ **c. Connecting to Collections: Statewide Grants**

d. Conservation Project Support

- ☐ General Conservation Survey
- ☐ Detailed Conservation Survey
- ☐ Environmental Survey
- ☐ Environmental Improvements
- ☐ Treatment
- ☐ Training

e. Grants for Learning Labs in Libraries and Museums

Select Museum or Library:

- ☐ Museum
- ☐ Library

f. Laura Bush 21st Century Librarian Program

Select Funding Category:

- ☐ Project Grant
- ☐ Collaborative Planning Grant
- ☐ National Forum Planning Grant

Select Project Category:

- ☐ Master's-level Programs
- ☐ Doctoral-level Programs
- ☐ Research: Early Career Development
- ☐ Continuing Education
- ☐ Programs to Build Institutional Capacity
- ☐ Scholarship Continuation

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

h. Museums for America

- ☐ Engaging Communities
- ☐ Building Institutional Capacity
- ☐ Collections Stewardship

i. National Leadership Grants

Select Museum or Library:

- ☐ Museum
- ☐ Library

Select Funding Category:

- ☐ Project Grant
- ☐ Collaborative Planning Grant Level 1
- ☐ Collaborative Planning Grant Level 2

Select Project Category:

- ☐ Advancing Digital Resources
- ☐ Demonstration
- ☐ Library Museum Collaboration
- ☐ Research

j. Native American/Native Hawaiian Library Services

- ☐ Basic Grant only
- ☐ Basic Grant with Education/ Assessment Option
- ☐ Enhancement Grant
- ☐ Native Hawaiian Library Services

continued on next page...

PROGRAM INFORMATION SHEET – PAGE TWO

2. Grant Program or Grant Category (cont'd)

k. Native American/Native Hawaiian Museum Services
☐ Programming
☐ Professional Development
☐ Enhancement of Museum Services

l. Sparks! Ignition Grants
Select Museum or Library:
☐ Museum
☐ Library

3. Request Information

a. IMLS funds requested:

b. Cost share amount:

4. Museum Profile (Museum Applicants only)

a. Is the institution either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code and that is organized on a permanent basis for essentially educational or aesthetic purposes? ☐ Yes ☐ No

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

c. Does the institution care for tangible objects whether animate or inanimate? ☐ Yes ☐ No

d. Are these objects exhibited by the institution to the general public on a regular basis through facilities the institution owns or operates? ☐ Yes ☐ No

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

Institution's attendance for the 12-month period prior to the application: Onsite: Offsite:

Year the institution was first open and exhibiting to the public:

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

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

Number of full-time paid institution staff:

Number of full-time unpaid institution staff:

Number of part-time paid institution staff:

Number of part-time unpaid institution staff:

g.

Fiscal year	Revenue/ Support Income	Expenses/ Outlays	Budget deficit (if applicable)*	Budget surplus (if applicable)*
Most recently completed FY				
Second most recently completed FY				

*If Institution has a budget deficit or surplus for either of the two most recently completed fiscal years, please explain the circumstances of this deficit or surplus in the Text Responses section of the application.

5. Project Partners

In the space below, please list the names of any organizations that are official partners in the project. All official partners must include a completed Partnership Statement Form in this package.

6. Native Hawaiian Organization Eligibility (Native American/Native Hawaiian Programs only)

Is the institution an eligible not-for-profit organization that primarily serves and represents Native Hawaiians (as defined in Title 20 U.S.C. Section 7517; if yes, see Proof of Eligibility requirements)? ☐Yes ☐ No

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

a. Number of hours per week the library collection is accessible to patrons:

b. Number of staff dedicated full-time to library operations:

c. Number of staff with part-time library duties:

d. Number of items in the collection (books, journals, media):

e. Number of items checked out per year:

f. Does library staff have access to the Internet? ☐ Yes ☐ No

g. Does the library provide public access to the Internet? ☐ Yes ☐ No

h. Amount of operating budget for library services in most recently completed fiscal year:

i. Identify which of the following activities will be supported by grant funds (check all that apply):

- ☐ Expand services for learning and access to information and educational resources.
- ☐ Develop library services that provide all users with access to information.
- ☐ Provide electronic and other linkages between and among all types of libraries.
- ☐ Develop public and private partnerships with other agencies and community-based organizations.
- ☐ Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
- ☐ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.

j. Maintenance of Effort (check the appropriate response):

- ☐ FY 2010 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
- ☐ FY 2010 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
- ☐ Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

☐ Art	☐ History
☐ Natural History	☐ Anthropology
☐ Living Plants	☐ Living Animals

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

☐ aeronautics, space/airplanes	☐ horological (clocks)	☐ photography, negatives
☐ animals, live	☐ landscape features, constructed	☐ photography, prints
☐ animals, preserved	☐ machinery	☐ physical science projects
☐ anthropologic, ethnographic	☐ maritime, historic ships	☐ plants, live
☐ archaeological	☐ medals	☐ plants, preserved
☐ books	☐ medical, dental, health, pharmacological	☐ sculpture, indoor
☐ Ceramics, glass, metals, plastics		☐ sculpture, outdoor
☐ documents, manuscripts	☐ military, including weapons	☐ textiles and costumes
☐ furniture/wooden objects	☐ motion picture, audiovisual	☐ tools
☐ geological, mineral, paleontological	☐ musical instruments	☐ toys and dolls
	☐ numismatics (money)	☐ transportation, excluding airplanes
☐ historic building	☐ paintings	
☐ historic sites	☐ philatelic (stamps)	☐ works of art on paper