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National Conservation Assessment Program – FY15 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	National Conservation Assessment Program
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	NCAP-FY15
Catalog of Federal Financial Assistance (CFDA) Number:	45.312
Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on September 1, 2015
Anticipated Date of Notification of Award Decisions:	September 2015 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	No earlier than November 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 Conservation Assessment Program?

The Institute of Museum and Library Services (IMLS) is releasing a special Notice of Funding Opportunity under the National Leadership Grants for Museums (NLG for Museums) program to fund a cooperative agreement to develop, test, and implement an affordable and accessible conservation assessment program for small and midsize museums to help them care for their collections.

IMLS anticipates awarding a three-year cooperative agreement, although funding will be obligated annually with additional amounts subject to the availability of funds, IMLS discretion, and notification to the cooperator. The cooperator will be expected to provide or perform a field-

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wide needs assessment to inform this work, followed by a pilot of programming to test and evaluate the program before full-scale implementation.

What are the characteristics of a successful National Conservation Assessment Program application?

The goal of this cooperative agreement is to provide an affordable and accessible conservation assessment program for small to midsize museums to help them care for their collections. Through this program, IMLS wishes to increase the capacity of museums to:

- Understand the conservation needs of their collections
- Strengthen the knowledge of museum personnel as regards the care and conservation of collections
- Assist museums in planning strategically for the long-term care and conservation of their collections

The anticipated scope of work for the successful cooperator/grantee will, at a minimum, include:

- Development of a field-wide assessment of the conservation needs of small to midsize museums (consistent with the requirements of the Federal Paperwork Reduction Act) or provision of adequate existing needs assessments to justify the project design
- Consultation with conservation professionals to identify similar programs and opportunities and to establish program parameters for a national program that supports current needs in the field
- Identification of resources that will best support a national conservation assessment program and its participants
- Development of proposed program structure and parameters, including but not limited to promoting awareness of the program, soliciting and evaluating applications, selecting and notifying participants, soliciting and evaluating assessors, and receiving and distributing evaluation reports
- Development and testing of a pilot conservation assessment program for museums
- Evaluation of results of pilot program offering
- Development of final program structure and processes, guidelines, resources, and promotional materials to support participation of a minimum of 90-100 museums annually
- Implementation and management of full-scale national conservation assessment program
- Planning and implementation of ongoing evaluation and assessment of program impact

A successful application for a National Conservation Assessment Program award, as a component of the NLG for Museums program, should also reflect the following:

- *Broad Impact:* Your proposal should demonstrate potential impact on the entire museum field and influencing practice across multiple disciplines within the museum profession.
- *In-depth Knowledge:* Your proposal should reflect a thorough understanding of current practice and knowledge about the subject matter, an awareness and support of current strategic initiatives and agendas in the field, and familiarity with past and present work of this kind provided by IMLS and other organizations.
- *Innovative Approach:* Your proposal should consider novel approaches or techniques to strengthen and improve services to benefit the museums to be served by this program.
- *Collaborative Process:* Your project should incorporate appropriate audience, stakeholders and/or other partners to demonstrate broad need, field-wide buy-in and input, access to appropriate expertise, and sharing of resources.
- *Shared Results:* Your project should include an ongoing program of evaluation to determine its effectiveness, and a plan that supports broad dissemination of program results.

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

U.S. museums and libraries are at the forefront in the movement to create a nation of learners. As stewards of cultural and natural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. Grant awards from IMLS support one of the following three goals of the [IMLS strategic plan](#) for 2012-2016, *Creating a Nation of Learners*:

1. IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.
2. IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

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

In FY2015, the National Conservation Assessment Program award will support Goal 3 above.

What are the IMLS funding priorities?

There are no funding priorities in the National Conservation Assessment Program for this funding cycle.

How much money can my institution apply for?

You must submit a three-year budget for both IMLS funds and cost share. Your first-year budget may not exceed \$500,000. Your budget for years 2 and 3 may not exceed \$800,000 per year. IMLS will negotiate with potential cooperators to arrive at a final approved budget.

What are the project categories for the National Conservation Assessment Program?

While there are three project categories within the National Leadership Grants for Museums program, your proposal for the National Conservation Assessment Program must align with the Collections Stewardship category.

Collections Stewardship

IMLS supports the exemplary management, care, and conservation of museum collections. Successful projects advance the museum field's ability to identify new solutions that address high priority and widespread collections care or conservation issues.

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

Statute: 20 U.S.C. §9101 et seq., in particular §9162 and §9171 et seq. (Museum Services)

Regulations: 45 CFR Chapter XI and 2 CFR Chapter XXXI

You are required to follow the IMLS regulations that are in effect at the time of the award.

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

B. Federal Award Information

Total amount of funding expected to be awarded	Up to \$500,000 for the first year.
Anticipated number of awards	1
Range of awards	\$50,000-500,000
Average amount of funding per award	\$500,000
Type of assistance instrument	Cooperative Agreement
Anticipated period of performance	November 2015-October 2018. Project activities supported by a National Conservation Assessment Program award may generally be carried out for up to three years.
Anticipated start date:	Not earlier than November 1, 2015. Projects must begin on November 1, 2015; December 1, 2015; or January 1, 2016.

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

C. Eligibility Information

Is my organization eligible for an award under the FY2015 National Conservation Assessment Program?

To be eligible for an award under the National Conservation Assessment Program, you must be an organization that meets all three of the following criteria:

1. 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;
2. You must 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
3. You must qualify as one of the following:

- a. A museum that, using a professional staff, is organized on a permanent basis for essentially educational or aesthetic purposes; owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits these objects to the general public on a regular basis through facilities that it owns or operates.

- **What types of institutions are included in the term “museum”?**

If they otherwise meet these requirements, including the criteria in (3) (a) above, museums include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children’s/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

- **What does it mean to be using a professional staff?**

An institution uses a professional staff if it employs at least one staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

- **What does it mean to exhibit the objects to the general public?**

An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. An institution that exhibits objects to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis.

An institution which does not have the exhibition of objects as a primary purpose and/or does not exhibit objects to the public for at least 120 days a year may be determined to be eligible as a museum under certain circumstances. For more information, please see 45 CFR §1180.2(d).

- b. An organization or association that engages in activities designed to advance the well-being of museums and the museum profession;
- c. An institution of higher education, including public and nonprofit universities; or
- d. A public or private nonprofit agency which is responsible for the operation of a museum that meets the eligibility criteria in (a) above may apply on behalf of the museum.

If my museum is located within a parent organization, can my museum apply on its own?

A museum located within a parent organization that is a state or local government or multipurpose nonprofit entity, such as a municipality, university, historical society, foundation, or cultural center, may apply on its own behalf if the museum

- is able to independently fulfill all the eligibility requirements listed in the above three criteria;

- functions as a discrete unit within the parent organization;
- has its own fully segregated and itemized operating budget; and
- has the authority to make the application on its own.

When any of the last three conditions cannot be met, a museum may only apply through its parent organization.

Is a nonprofit organization eligible if it is affiliated with a museum?

IMLS may determine that a nonprofit organization that is affiliated with a museum is eligible for this program where the organization can demonstrate that it has the ability to administer the project and can ensure compliance with the terms of these guidelines and the applicable law, including the [Assurances and Certifications](#). The applicant organization must submit an agreement from the museum that details the activities that the applicant and museum will perform and binds the museum to the statements and assurances made in the grant application.

What are the requirements for cost sharing?

In order to receive a National Conservation Assessment Program award, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant. [Click here for further information on cost sharing.](#)

How many applications can we submit to this program?

Your organization may submit only one application in response to this Notice of Funding Opportunity.

What if I fail to meet the eligibility requirements?

We will not review or make awards to ineligible applicants. In order to receive an IMLS grant award, you must be eligible, and in compliance and good standing on all active IMLS grants.

D. Application and Submission Information

How can I find the application package?

Use one of the following identifiers to locate the National Conservation Assessment Program package in Grants.gov:

CFDA Number: 45.312

Funding Opportunity Number: NCAP-FY15

We require all applicants to apply through Grants.gov. Please note that the entire completed application must be submitted online through Grants.gov.

[Click here to learn more about Grants.gov.](#)

You must register with Grants.gov prior to submitting your application package. The multi-step registration process generally cannot be completed in a single day. If you are not already registered, you should allow at least two weeks for completing this one-time process. Do not wait until the day of the application deadline to register.

[Click here to learn more about Grants.gov Registration and Tips for Using Grants.gov.](#)

You do not need to complete the registration process to download the application package and begin to prepare your material. However, you will need your Grants.gov User ID and password that you obtain during the registration process to submit your application when it is complete.

Can I request an audio recording of this publication?

Upon request, we will provide an audio recording of this publication. Use **Teletype (TTY/TDD) (for persons with hearing difficulty):** 202-653-4614.

Can I request this publication in another form?

If needed because of difficulty using the Internet or for other accessibility reasons, you may also request paper copies of the materials. We are available by phone at 202-653-4789.

What documents are required to make a complete application?

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for completing each application 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 application components be formatted, named, and sequenced?

- **Document format:** Aside from the first document listed below, which is completed 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 conventions indicated in the table. **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 by Grants.gov.
- **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.

Any document you create must be converted to PDF format before submitting it. Do not send secured or password-protected PDFs; we cannot process these files.

Note that IMLS does not permit the authorized representative to be the same person as the project director on the SF-424S.

Table of Application Components

Component	Format	File name to use
<u>Required Documents</u>		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Abstract (one page, max.)	PDF document	Abstract.pdf
IMLS 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
<u>Conditionally Required Documents</u>		
Proof of Nonprofit Status	PDF document	Proofnonprofit.pdf
Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
<u>Supporting Documents</u>		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf etc.
Digital Stewardship Supplementary Information Form	IMLS PDF form	Digitalstewardship.pdf

Required Documents**Abstract**

A project abstract must be no more than one page and address the following:

- Who is the lead applicant and, if applicable, who are the partners?
- What need, problem, or challenge will your project address, and how was it identified?
- What activities will you carry out and in what time frame?
- How does your project benefit the museum field?
- What are your project's intended outcomes?
- How will you [measure your success](#) in achieving your intended outcomes?

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

IMLS Program Information Sheet**Download IMLS Program Information Sheet:**

[Adobe® PDF](#) (318 KB)

1. Applicant Information:

- a. Legal Name: From 5a on the SF424S.
- b. Applicant D-U-N-S® Number: From 5f on the SF424S.
- c. 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 museum is part of a parent organization, such as a university, then enter the name of the university under **Legal Name**, and the name of the museum as the **Organizational Unit**.
- e. Organizational Unit Address: Be sure to include the four-digit extension on the ZIP code.

f. Organizational Unit Type: Select the one that most accurately describes your organization.

2. Organizational Financial Information: a-d. All applicants must provide the information requested. If you named an organizational unit under 1d, this financial information must pertain to that unit.

3. Grant Program Information:

- Select **f. National Leadership Grants for Museums.**
- Select **Collections Stewardship.**

4. Check this box if your project addresses STEM learning. Skip this section, as it does not pertain to this Notice of Funding Opportunity.

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, which must be at least one-half of the total project cost. [Click here to learn more about cost share.](#)

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

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

8. Museum Profile: Museum applicants must answer all questions (a - m) in this section. If you named an organizational unit under 1d, this information must pertain to that unit.

9. Project Elements: Skip this section, as it does not pertain to this Notice of Funding Opportunity.

Narrative

How should my narrative document be formatted?

Limit the narrative to ten single-spaced, numbered pages. We will remove any pages above the ten-page limit, and they will not be reviewed as part of your application.

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 point. See the instructions for "Supporting Documents" to provide supplementary material.

How will my narrative be reviewed?

Reviewers with a variety of professional backgrounds will read National Conservation Assessment Program applications and advise us on their merits. They base their evaluations on the information presented in the applications. Your project narrative should therefore be clear, concise, and well organized, with a minimum of technical jargon.

Review criteria are listed below for each section of the narrative. These criteria describe what the reviewers are instructed to consider as they evaluate proposals. Keep these review criteria in mind when writing your narrative.

How should my narrative be structured?

Structure your narrative according to the following outline, using the three section titles and addressing the bullet points beneath them. In each section, be mindful of the characteristics of successful National Conservation Assessment Program proposals: They address a key need or challenge of the museum field; they reflect a thorough understanding of current practice and knowledge; they employ novel approaches or techniques; they incorporate audience, stakeholders and/or other partners to demonstrate broad need, field-wide buy-in and input, and access to appropriate expertise; and they generate results that can be widely shared with the museum field.

1. Project Justification

- What do you propose to do?
- What need, problem, or challenge will your project address and how was it identified?
- How many museums do you expect to benefit from your project on an annual basis?
- What are the performance goals and intended results of your project?

Review Criteria:

- Is the project clearly explained?
- Is the need, problem, or challenge to be addressed clearly identified and supported by relevant evidence?
- Does the project address current needs of the museum field and/or have the potential to advance practice in the museum profession?
- Does the proposal reflect broad knowledge of similar resources available to the museum field?
- Are the people and/or organizations to benefit from the project clearly identified and have they been involved in planning the project?
- Will the program design allow for the participation of an appropriate number of museums each year?
- Are the performance goals and intended results well formulated and achievable? Does the project align with the selected NLG for Museums category: Collections Stewardship?

2. Project Work Plan

- What specific activities will you carry out?
- Who will plan, implement, and manage your project?
- When and in what sequence will your activities occur?
- What financial, personnel, and other resources will you need to carry out the activities?
- How will you select consultants, if applicable, to assist with the implementation of project activities?
- What resources will your organization contribute to the project?
- How will you [evaluate your project](#)?
- How will you track your progress toward achieving your performance goals and intended results?
- How will you promote awareness of the National Conservation Assessment program to engage the full range of museums?

Review Criteria:

- Are the proposed activities informed by appropriate theory and practice?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Is the schedule of work realistic and achievable?
- Are the time, personnel, and financial resources identified appropriate for the scope and scale of the project?
- Does the organization provide evidence of its familiarity with the intended audience?
- Does the organization demonstrate its capacity to manage the project activities and meet the cost-share requirement?
- Is the proposed evaluation methodology appropriate for project activities? Will it result in valid, reliable, and generalizable findings?
- Is a clear methodology described for tracking the project's progress and adjusting course when necessary?

3. Project Results

- How will the knowledge, skills, behaviors, and/or attitudes of the participants in a National Conservation Assessment program change as a result of your project?
- What performance indicators will you use to [measure this change](#)?
- What are the proposed targets for these performance indicators?
- How will you compare the proposed targets to actual outcomes?
- Is there an effective plan for communicating results and/or sharing discoveries?
- What project results will be of value to the field?
- How will the benefit(s) of your project be sustained by the participating museums?

Review Criteria:

- Are the project's intended results and performance indicators clearly articulated, appropriate and realistic?
- Is the plan to effect meaningful change in knowledge, skills, behaviors, and/or attitudes solidly grounded and appropriately structured?
- Will the proposed National Conservation Assessment program generate results that can be broadly shared?
- Is there a reasonable and practical plan for museum participants to sustain the benefits of their

participation in the National Conservation Assessment program offerings?

Conditionally Required Documents

Failure to provide a conditionally required document will result in your application being considered incomplete and rejected from further consideration.

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.

Federally Negotiated Indirect Cost Rate

If your project budget includes a federally negotiated indirect cost rate, then you must submit a current copy of your Federally Negotiated Indirect Cost Rate Agreement.

[Click here for information on Federally Negotiated Indirect Cost Rates.](#)

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.

Supporting Documents

You may submit other attachments of your choosing as part of your application package, but do not overload the reviewers with too much information. These attachments should be limited to information that will supplement your application narrative and project description. Supplemental information should not be used to answer narrative questions. You may wish to consider the following:

- Letters of commitment from consultants or other groups who will work closely with you on your project
- Letters of support from experts and/or stakeholders
- Position descriptions for project staff (if not included with resumes for key personnel) to be supported by grant funds
- Technical details about the proposed activities, including the [Digital Stewardship Supplementary Information Form](#) if your project involves a digital product
- Existing needs assessments
- Web links to relevant online materials
- Vendor quotes
- Equipment specifications

What Federal laws do I agree to comply with when I submit my application?

[Click here to read the IMLS Assurances and Certifications](#)

Are there registration requirements in order to submit an application?

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.

If your D-U-N-S® 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.

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

[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.](#)

Please note: You must continue to maintain an active SAM registration with current information at all times during which you have an active federal award or an application under consideration by IMLS.

What is Grants.gov and how do I register?

[Click here to learn more about Grants.gov Registration and Tips for Using Grants.gov.](#)

What is the deadline for applying for a National Conservation Assessment Program award?

For the FY2015 National Conservation Assessment Program award, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on September 1, 2015. All applications successfully submitted through Grants.gov contain a date and time stamp.

We strongly recommend that you REGISTER EARLY and COMPLETE AND SUBMIT THE APPLICATION EARLY. Late applications are neither reviewed nor considered for funding. We make awards only to eligible applicants that submit complete applications, including attachments, 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 e-mail messages regarding the progress of your application through the system. Over the next two business days, you should receive two e-mails. 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 IMLS or has been rejected due to errors. Once your submission is retrieved by IMLS, you will receive a third e-mail. 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 use IMLS funds only for allowable costs as found in IMLS and applicable government-wide cost-principle rules, including OMB circulars and regulations.

Please Note: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. Federal grant making 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.

What are some examples of allowable costs for the FY2015 National Conservation Assessment award?

The following list includes some examples of allowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult the appropriate cost principles for additional guidance on allowable costs.

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- consultant fees
- publication design and printing
- design, technical support, printing, non-construction labor
- training for staff and volunteers that impacts multiple museums
- internships/fellowships
- indirect or overhead costs

You must justify all proposed expenses in your application budget.

What are some examples of unallowable costs for the FY2015 National Conservation Assessment award?

The following list includes some examples of unallowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult the appropriate cost principles for additional guidance on unallowable costs.

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- general operating support
- acquisition of collections
- general advertising or public relations costs designed solely to promote activities other than those related to the specific project
- construction and renovation of facilities (generally, any activity involving contract labor of the construction trades is not an allowable cost)
- exhibit fabrication that involves contract labor of the construction trades
- reconstruction or renovation of historic sites
- social activities, ceremonies, receptions, or entertainment
- pre-award costs

Are partner-related costs allowable?

Yes. [Click here for helpful information about incorporating partners into your project.](#)

What are the requirements for cost sharing?

In order to receive a National Conservation Assessment Program award, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the grant. [Click here for more information on cost sharing.](#)

Any cost sharing that appears in your project budget should be carefully calculated. Cooperators/grantees are expected to meet their cost share commitments.

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 about indirect costs.](#)

E. Application Review Process

What are the characteristics of successful National Conservation Assessment Program applications?

The goal of this cooperative agreement is to provide an affordable and accessible conservation assessment program for small to midsize museums to help them care for their collections, thereby providing more effective services for the public. Through this program, IMLS wishes to increase the capacity of museums to:

- Understand the conservation needs of their collections
- Strengthen the knowledge of museum personnel as regards the care and conservation of collections
- Assist museums in planning strategically for the long-term care and conservation of their collections

The anticipated scope of work for the successful cooperator/grantee will, at a minimum, include:

- Development of a field-wide assessment of the conservation needs of small to midsize museums (consistent with the requirements of the Federal Paperwork Reduction Act) or provision of adequate existing needs assessments to justify the project proposal
- Consultation with conservation professionals to identify similar programs and opportunities and to establish program parameters for a national program that supports current needs in the field
- Identification of resources that will best support a national conservation assessment program and its participants
- Development of proposed program structure and parameters, including but not limited to promoting

awareness of the program, soliciting and evaluating applications, selecting and notifying participants, soliciting and evaluating assessors, and receiving and distributing evaluation reports

- Development and testing of a pilot conservation assessment program for museums
- Evaluation of results of pilot program offering
- Development of final program structure and processes, guidelines, resources, and promotional materials to support participation of a minimum of 90-100 museums annually
- Implementation and management of full-scale national conservation assessment program
- Planning and implementation of ongoing evaluation and assessment of program impact

A successful application for a National Conservation Assessment Program award, as a component of the NLG for Museums program, should also reflect the following:

- *Broad Impact:* Your proposal should demonstrate potential impact on the entire museum field and influencing practice across multiple disciplines within the museum profession.
- *In-depth Knowledge:* Your proposal should reflect a thorough understanding of current practice and knowledge about the subject matter, an awareness and support of current strategic initiatives and agendas in the field, and familiarity with past and present work of this kind provided by IMLS and other organizations.
- *Innovative Approach:* Your proposal should consider novel approaches or techniques to strengthen and improve services to benefit the museums to be served by this program.
- *Collaborative Process:* Your project should incorporate appropriate audience, stakeholders and/or other partners to demonstrate broad need, field-wide buy-in and input, access to appropriate expertise, and sharing of resources.
- *Shared Results:* Your project should include an ongoing program of evaluation to determine its effectiveness, and a plan that supports broad dissemination of program results.

What is the review and selection process?

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

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

Is cost sharing considered in the review process?

Your projected cost share in the project budget is a consideration in the review of your application and should be carefully calculated.

When will we find out if we have been selected to receive an award?

Shortly after you submit your application to Grants.gov, you will receive an electronic acknowledgement of its receipt, followed several days later by a notice that your application has been downloaded by IMLS. By September 15, 2015, you will receive an e-mail message from IMLS-MuseumGrants@imls.gov confirming the names of the project director and authorizing official, the amount of the request, and providing you with the IMLS log number assigned to your application.

No other information about the status of an application will be released until the applications have been reviewed and all deliberations have been concluded. IMLS expects to notify both funded and unfunded applicants of final decisions by late September 2015. Funded projects may not begin before November 1, 2015.

F. Award Administration Information

How will we be notified if we receive an award?

Award notifications will be sent electronically to the authorized representative/authorizing official and project director. They will contain the following:

- cover letter;
- the official grant award notification;

- the schedule of reporting dates;
- reviewers' comments;
- links to applicable documents, including general terms and conditions and reporting forms.

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

What is the period of time in which my organization can conduct activities funded by a FY2015 National Conservation Assessment award?

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. IMLS anticipates awarding a three-year cooperative agreement, although funding will be obligated annually with additional amounts subject to the availability of funds, IMLS discretion, and notification to the cooperator.

What are the administrative and national policy requirements?

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

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

What are the reporting requirements associated with grant awards?

Reports are due according to the reporting schedule that accompanies your grant 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 are the performance expectations associated with grant awards?

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

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 IMLS program staff?

See the [National Conservation Assessment Program web page](#) for IMLS contact information. We are available by phone and through email to discuss general issues relating to this program.

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 a pass-through entity any potential conflict of interest.

How long should it take me 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, three hours per response for the IMLS Budget Form, and one hour per response for the Digital Stewardship Supplementary Information 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.

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.

Office of Management and Budget Clearance Numbers

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

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

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View Available Grants

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

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

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

- Awards
- Collections Management
- Community Engagement
- Conservation
- Demonstration

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

- Archives
- Federally Recognized Native American Tribe
- Historical Society
- Library
- Museum

Sort options: Grant Name 

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

[Museums](#)

[Libraries](#)

[Tribal Organizations](#)

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All sample applications are available in PDF format. [Get Plug-ins.](#)

Museum Grants for African American History and Culture

[Maryland African American Museum Corporation](#)[Museum of African American History](#)[Spelman College Museum of Fine Art](#)

Museums for America

Learning Experiences

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

\$25,000 or Less Funding Level:

- [Historic Cherry Hill Inc.](#)

Community Anchors

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

Collections Stewardship

- [Virginia Museum of Fine Arts](#)
- [Gilcrease Museum](#)
- [Isabella Stewart Gardner Museum](#)
- [Denver Museum of Nature and Science](#)

\$25,000 or Less Funding Level:

- [University of Rochester \(Memorial Art Gallery\)](#)

National Leadership Grants for Museums

[Learning Experiences: University of Washington](#)[Community Anchors: Museum of Science, Boston](#)[Collections Stewardship: Cincinnati Zoo and Botanical Garden](#)

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Native American/Native Hawaiian Museum Services Program

[Chilkat Indian Village](#)

[Yurok Tribe](#)

[Mashantucket Pequot Tribal Nation](#)

Sparks! Ignition Grants for Museums

[Carnegie Museum of Natural History](#)

[Indianapolis Museum of Art](#)

Laura Bush 21st Century Librarian Program

[Masters Level -- Project](#)

[Masters Level -- Planning](#)

[Doctoral Program -- Project](#)

[Early Career Development -- Project](#)

[Research -- Project](#)

[Programs to Build Institutional Capacity -- Project](#)

[Continuing Education -- Project](#)

[Continuing Education -- Project](#)

[Continuing Education -- Planning](#)

National Leadership Grants for Libraries

[Advancing Digital Resources](#)

[Research](#)

[Demonstration](#)

[Library and Museum Collaboration](#)

Native American Library Services: Enhancement Grants

[Technology Library Innovations for Education \(T-LIFE\)](#)

[Pascua Yaqui Tribe](#)

[Chilkoot Indian Association](#)

[Pueblo of Pojoaque](#)

[Lac Courte Oreilles](#)

[Cherokee Nation](#)

[Lummi Nation](#)

Native Hawaiian Library Services

[Sample Narrative](#)

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- [Grants.gov Tips](#)

[Notices of Funding Opportunities](#)[After You Apply](#)[Outcome Based Evaluation](#)**About Grants.gov**

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

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

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

For more information on the process of applying through Grants.gov, view the [Applicant Resources](#).

Having Problems with Grants.gov?

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

Grants.gov Registration

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

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

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

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Application Forms

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

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

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

SF-424S:

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

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

[Adobe® PDF](#) (853 KB)

IMLS Budget Form (minimum requirements Adobe Reader 7.0.5):

[Adobe® PDF](#) (212 KB)

Note: JavaScript must be enabled.

Digital Stewardship Supplementary Information Form:

[Adobe® PDF](#) (87 KB)

[Microsoft Word](#) (50 KB)

Budget Form for Native American Basic Grants, Part A:

[Adobe® PDF](#) (75 KB)

[Microsoft® Word Document](#) (46 KB)

Budget Form for Native American Basic Grants, Part B:

[Adobe® PDF](#) (73 KB)

[Microsoft® Word Document](#) (39 KB)

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Application Review Process

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

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

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

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

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

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

Susan Hildreth

Director, Institute of Museum and Library Services

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[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.](#)

6. Submit your application via Grants.gov

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[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

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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.](#)

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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).

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Instructions for Completing Budget Documents

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

- IMLS Budget Form
- Budget Justification

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

IMLS Budget Form

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

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

- 1. Salaries and Wages:** Include both temporary and permanent staff as well as volunteers engaged in project activities. Document the method of cost computation (e.g., as percentage of a person's time devoted to the project, a number of days, a number of hours) in your Budget Justification.
- 2. Fringe Benefits:** Fringe benefits may include contributions for Social Security, employee insurance, pension plans, etc. Limit direct cost fringe benefits to those not included in your indirect cost pool. Fringe benefits may be claimed only on the portion of Salaries and Wages identified for this project.
- 3. Travel:** *Before completing this section of the IMLS Budget Form, please consult the Notice of Funding Opportunity for the program to which you are applying for any special guidance.*

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

You must use the lowest available commercial fares for coach or equivalent accommodations, and you must use U.S. flagged air carriers for foreign travel when such services are available, in accordance with applicable U.S. legal requirements.

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

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

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

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

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

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

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

IMLS Budget Form:

[Adobe® PDF \(212KB\)](#)

Cost Share

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

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

Budget Justification

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

We encourage you to contribute as cost share the salaries of permanent staff to be employed on a project in

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

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

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Grants.gov Registration 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.
 - o 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.
 - o Follow the instructions in the Grant Program Notice of Funding Opportunity to convert your documents into PDFs. [Click here to learn more about PDF conversion programs.](#) Use Internet Explorer® as your browser when submitting the application to Grants.gov. [Click here for more information about browsers.](#)
4. Contact the [Grants.gov help line](#)(1-800-518-4726) for assistance with hardware and software issues, registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays, when it is closed.

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How to Fill Out the SF-424S

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

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

Item 5. Applicant Information

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

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

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

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

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

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

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

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

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

Item 6. Project Information

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

b. Project Description: Enter a brief description of your specific project, not your organization. Tell us what your project will do, for whom or what, and why. Use clear language that can be understood readily by readers who might not be familiar with the discipline or subject area. **Note: There is a 1,000 character limit**

(including spaces) for this section in Grants.gov! Your application may be rejected if you exceed this limit.

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

Item 7. Project Director

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

Item 8. Primary Contact/Grants Administrator

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

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

Item 9. Authorized Representative

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

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

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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

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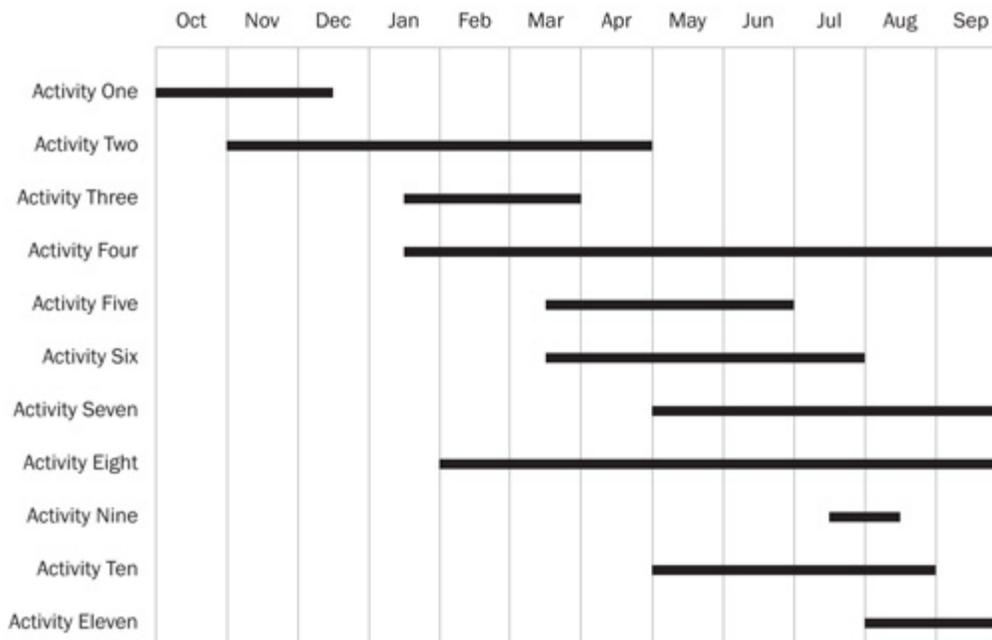
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Schedule of Completion

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





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Project Staff and Consultant Documents

List of Key Project Staff and Consultants

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

Resumes of Key Project Staff and Consultants

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

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

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Proof of Nonprofit Status

.....

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

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Indirect Costs

What are indirect costs?

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

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

You can choose to:

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

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

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

How do I use the 10% indirect cost rate?

Except for those non-Federal entities described in Appendix VII to 2 CFR Part 200 (States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)), you may choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000. If you choose to use this rate, you must be careful to exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization.

As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use this rate with no additional documentation required.

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

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

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

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

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

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

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

Updated 9/4/2014

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Requirements for Projects that Develop Digital Content

What are the requirements for projects that develop digital content?

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

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

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

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

Related Links

Digital Stewardship Supplementary Information Form

[Adobe® PDF](#) (87 KB)

[Microsoft Word](#) (50 KB)

Resources for Projects Developing Digital Products

www.digitizationguidelines.gov

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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.

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Getting a D-U-N-S® Number

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

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

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



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SAM Registration

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

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

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

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

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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](#).

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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.

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National Conservation Assessment Program

Application:

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

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

Deadline: September 01, 2015

Grant Amount: \$50,000-500,000 annually for first year; up to \$800,000 for subsequent years*

Grant Period: Up to three years

Cost Share Requirement: In order to receive a National Conservation Assessment Program award, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the request.

Program Overview:

The Institute of Museum and Library Services (IMLS) is releasing this special Notice of Funding Opportunity to support a cooperative agreement to develop, test, and implement an affordable and accessible conservation assessment program for small and midsize museums to help them care for their collections.

IMLS anticipates awarding a three-year cooperative agreement, although funding will be obligated annually with additional amounts subject to the availability of funds, IMLS discretion, and notification to the cooperator. The cooperator will be expected to provide or perform a field-wide needs assessment to inform this work, followed by a pilot of programming to test and evaluate the program before full-scale implementation.

Eligibility:

Museums that fulfill the [eligibility criteria for museums](#) may apply. Public or private nonprofit agencies, organizations, or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and non-profit universities, are eligible.

Program Contacts:

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* Subject to the availability of funds and IMLS discretion.

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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.

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