



RECORDING BEGINS

Welcome to the IMLS Office of Museum Services informational webinar, "FY2018 IMLS Forms." Our goal in this presentation is to provide information to help you complete the forms required for all IMLS grant applications.



Companion Webinars

PRE-RECORDED WEBINARS

- **Choosing a Funding Opportunity**
- **FY2018 Forms**

LIVE WEBINARS

National Leadership Grants for Museums
October 11, 2017; 3 pm Eastern Time

Museums for America
October 12, 2017; 1 pm Eastern Time

Native American/Native Hawaiian Museum Services Program
October 18, 2017; 3 pm Eastern Time

Museum Grants for African American History & Culture
October 19, 2017; 2 pm Eastern Time

Museums Empowered
January 24, 2018; 2 pm Eastern Time



Access our webinars here:
<https://www.ims.gov/news-events/events>
Choose the transcript or the recording link.

This is one of a series of webinars designed to help you find the information you need to create a competitive application for IMLS museum funding.






“Choosing a Funding Opportunity” and “FY2018 Forms” have been pre-recorded.

In October and January, we will be presenting one live webinar for each of our grant programs. The dates and times of the live webinars are listed here.

Links to the recordings of our live webinars are at www.ims.gov/news-events/events within a day or two of the presentations, and you will have the online option to access the transcript as a PDF as well as a recording.


 Companion Webinars	
Grant Program	Webinar Links and Instructions
National Leadership Grants for Museums	https://www.ims.gov/grants/available/national-leadership-grants-museums
Museums for America	https://www.ims.gov/grants/available/museums-america
Native American/Native Hawaiian Museum Services Grants	https://www.ims.gov/grants/available/native-american-native-hawaiian-museum-services-program
Museum Grants for African American History & Culture	https://www.ims.gov/grants/available/museum-grants-african-american-history-and-culture
Museums Empowered	https://www.ims.gov/grants/available/museums-empowered-professional-development-and-capacity-building-opportunities

To participate in the live webinars, find the login link, the phone number, and the participant code on the landing page of the grant program on our website as listed here.

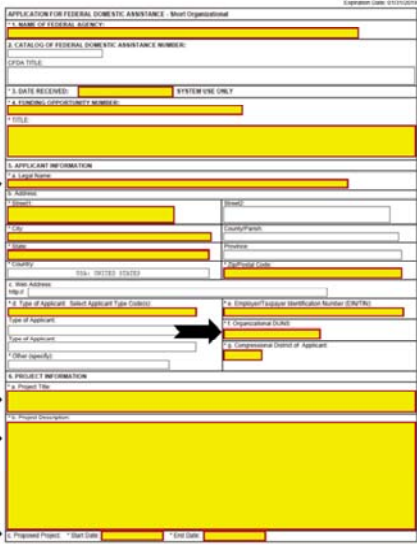
 Presentation Overview		
	Application for Federal Assistance/ Short Organizational Form (SF 424S)	Download from Grants.gov as part of the application package.
	2018 IMLS Program Information Sheet	http://tinyurl.com/qjb8mns
	2018 IMLS Budget Form	http://tinyurl.com/yb56jv34
	2018 IMLS Digital Product Form	http://tinyurl.com/hwcelhq
SUGGESTION: Download the IMLS forms using these URLs or from https://www.imls.gov/grants/apply-grant/notices-funding-opportunities/application-forms .		

We are going to address four forms in this webinar, and each of these is required for every proposal in every grant program. There are written instructions for completing these forms included in every Notice of Funding Opportunity, and so our intent is to focus on those elements that seem most challenging and/or about which we get the most questions.

The forms are listed here along with the source for each. The first—Application for Federal Domestic Assistance/Short Organizational Form—is available only through Grants.gov and you acquire it when you access your grant application package on that site. The other three are on the IMLS website and are accessible at the Tiny URLs here, through links within the Notice of Funding Opportunity for each grant program, and at <https://www.imls.gov/grants/apply-grant/notices-funding-opportunities/application-forms>.



SF-424S: Application for Federal Domestic Assistance - Short Organizational Form - p. 1



5a. Legal Name
Ties to Legal Name on the Program Information Sheet.

5f. Organizational DUNS
Must link to Legal Name in SAM.gov.

6a. Project Title
Create a good one.

6b. Project Description

- Tell what you will do, for whom, and for what purpose/outcome.
- 150-word limit
- Write this last.

6d. Start and End Dates
Using mm/dd/yyyy, start on the first and end on the last day of the month. Check the NOFO for options.

The Application for Federal Domestic Assistance/ Short Organizational Form or the SF 424S comes with Items 1, 2, and 4 pre-populated, and Item 3 is left blank.

There are five important things to watch for on the first page:

In Item 5a, the **Legal Name** must match the name you enter on the IMLS Program Information Sheet, which we'll get to in a few minutes. It is the name to which your DUNS number is officially tied.

In Item 5f, the **Organizational DUNS number** is important in confirming your eligibility, identity, and tax-exempt status. It must link to the Legal Name in SAM.gov.

In Item 6a, we ask you to provide a **Project Title**. This will track with your project throughout its lifespan. Create a good one that accurately represents your project. It should be short but informative.

In Item 6b, we ask for a **Project Description**. This is important because we use this for several purposes during the review process, and if you're

funded, it will be the basis for the representation of your project that goes on our website and to the media. Write your project description to address **what you plan to do, for whom, and for what purpose or outcome**. Be sure to list your major activities and your intended results. Don't waste characters on telling us what program you're applying to, how much you're asking for, or the history of your organization. **Consider making this the last piece you write so that it is as concise and accurate as possible.**

There is a character limit that you won't encounter until the moment you press the **SUBMIT** button. Your entire application might be rejected by Grants.gov if you exceed the limit. You'll get an immediate message to that effect, but if you're minutes away from the deadline, you might not have time to rewrite it. Our experience is that 150 words is close to the maximum limit, but be aware that characters include spaces and punctuation marks. This potential problem is another reason to not wait until the last minute to file your application. File early to be safe.

In Item 6c, remember that for IMLS, your project start date must be on one of three dates specified in the Notice of Opportunity for your grant program, and in every case that's the first day of the month. The end date must be the last day of the month you choose. So, for example, for a two-year Museums for America grant you might choose a start date of November 1, 2018 and an end date of October 31, 2020.

20

Years

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

7. PROJECT DIRECTOR

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted]

Title: [Redacted] Email: [Redacted]

Telephone Number: [Redacted] Fax Number: [Redacted]

Street: [Redacted] City: [Redacted] State: [Redacted] Zip: [Redacted]

Country: [Redacted] (USA, CANADA, OTHER)

☐ Same as Project Director (skip to item 8)

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted]

Title: [Redacted] Email: [Redacted]

Telephone Number: [Redacted] Fax Number: [Redacted]

Street: [Redacted] City: [Redacted] State: [Redacted] Zip: [Redacted]

Country: [Redacted] (USA, CANADA, OTHER)

7. Project Director
The person responsible for the day-to-day activities of the project

Please include a prefix.

8. Primary Contact/ Grants Administrator
A person in a more administrative role

May be the same person as the Project Director.

Please include a prefix.

Page 2 of the SF-424S requests information about two key people in your project.

The Project Director should be the person who is responsible for the day-to-day activities of the project—in short for making sure the project gets done. The Primary Contact might be someone in the grants office or someone whose role is more purely administrative. Important to remember here is that in many cases these two positions may be the same person. They don't have to be, but they **may** be.

For each, we ask for the first, middle, and last name; work title; work email; work telephone number; work mailing address and zip code. Please include a prefix, such as Dr., Ms., Mr., Mrs. It helps us with data entry into the IMLS system.

HOWEVER...



SF-424S: Application for Federal Domestic Assistance - Short Organizational Form – p. 3

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

4. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms I accept as award. I am aware that any false, inflated, or fraudulent statements or omissions related to me to criminal, civil, or administrative penalties (28 Code, Title 28, Section 5302).

5. The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

6. Authorized Representative Name

First Name	Middle Name
<input type="text"/>	<input type="text"/>
Last Name	Dr.
<input type="text"/>	<input type="text"/>
Title	Email
<input type="text"/>	<input type="text"/>
Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>
Signature of Authorized Representative	Date Signed
<input type="text"/>	<input type="text"/>

9. Authorizing Official/ Authorized Representative

The person who has the authority and responsibility for certifying that (1) statements made in the application are true, complete, and accurate and (2) that the organization will comply with all rules and laws if an award is made.

Must be a person different from the Project Director.

Please include a prefix.

The Authorizing Official, also known as the Authorized Representative, **MUST** be different from the Project Director. This is the person who has the authority and the responsibility for certifying that statements made in the application are true, complete, and accurate and that the organization will comply with all necessary certifications, assurances, and terms if an award is made. This might be the President/CEO, Director, Board President, or other position of authority within the institution. **It cannot be the Project Director, however.**

We ask for this person's first, middle, and last name; work title; work email; and work telephone number. Please include a prefix, such as Dr., Ms., Mr., Mrs., here too as it helps us with data entry into the IMLS system.

Program Information Sheet – p. 1

IMLS PROGRAM INFORMATION SHEET

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

1. Applicant Information

a. Legal Name as it appears in United.gov (do not abbreviate)

b. Organizational D-U-N-S Number (do not abbreviate)

c. Expiration date of your SAM.gov registration

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

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

Street 1

Street 2

City County

State Zip+4/Postal Code

1. Organizational Unit Type (check one):

<input type="radio"/> Academic Library	<input type="radio"/> Library Association	<input type="radio"/> School Library or School District operating on behalf of a School Library or Libraries
<input type="radio"/> Aquarium	<input type="radio"/> Library Consortium	<input type="radio"/> Science/Technology Museum
<input type="radio"/> Arboretum/Botanical Garden	<input type="radio"/> Museum Library	<input type="radio"/> Special Library
<input type="radio"/> Art Museum	<input type="radio"/> Museum Services Organization/Association	<input type="radio"/> Specialized Museum**
<input type="radio"/> Children's/Youth Museum	<input type="radio"/> Native American/Tribal/Museum	<input type="radio"/> State Library
<input type="radio"/> Community College	<input type="radio"/> Native Hawaiian Organization	<input type="radio"/> State Museum Agency
<input type="radio"/> Digital Library	<input type="radio"/> Natural History/Anthropology Museum	<input type="radio"/> State Museum Library
<input type="radio"/> Four-year College	<input type="radio"/> Nature Center	<input type="radio"/> Zoo
<input type="radio"/> General Museum*	<input type="radio"/> Planetarium	<input type="radio"/> Institution of higher education other than listed above
<input type="radio"/> Graduate School of Library and Information Science	<input type="radio"/> Planetarium	<input type="radio"/> Other <input style="width: 100%;" type="text"/>
<input type="radio"/> Historic House/Place	<input type="radio"/> Planetarium	
<input type="radio"/> Historically Black College or University (HBCU)	<input type="radio"/> Planetarium	
<input type="radio"/> History Museum	<input type="radio"/> Planetarium	

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

1a. Legal Name
Match "Legal Name" in 5a on the SF-424S.

1c. SAM.gov Expiration Date
Make sure it is active by December 1, 2017.

1d and e. Organizational Unit Name and Address
Record if different from "Legal Name."

1f. Organizational Unit Type
Make sure your choice aligns with institutions eligible for the grant program you have chosen.

Be sure you are using OMB Control #: 3137-0092, Expiration date: 7/31/2018

Let's turn now to the IMLS Program Information Sheet, which is an IMLS form downloadable from our website. This is a five-page document that is VERY important to your application. Your answers help establish your eligibility for funding and make sure your application gets into the right stream for review. The Notice of Funding Opportunity provides complete instructions for how to fill out this form, but we want to highlight a couple of especially important things for you here.

On page 1 in Item #1a on page 1, we ask again for "Legal Name." This must be the same as the "Legal Name" you provided on the SF-424S, and again, it must link to the DUNS number for your organization.

In Item #1c, we ask for the expiration date of your SAM.gov registration. Your SAM.gov registration must be active throughout the grant review period, at the time awards are made, and throughout the lifespan of your grant. Without it, we cannot accept your application, review it, make an award, or provide you money. Consequently, we recommend that you check your expiration date immediately. If you haven't registered yet, start the process now because it can take several weeks to complete. If you need to renew your registration before December 1, please make sure you take care of that as soon as possible.

In #1d and e, we ask you to record the name of your Organizational Unit (if that is different from the Legal Name of the applicant) and its address. When might that be the case? In order to be eligible for a Museums for America award, you must qualify as a museum. In our Notice of Funding Opportunity and in our pre-recorded webinar, we outline what that means. In some cases, the Legal Name entity might be something other than a museum—such as a university. On its own, the university would not be eligible to apply for an MFA grant. However, it might administer an Organizational Unit that DOES qualify. In our example of a university, a campus natural history museum might meet the eligibility requirements and the **pairing** could therefore apply for funding. In that case, you would enter the university's name as the Legal Applicant and the museum name as the Organizational Unit.

If you have questions about your own situation, spend some time with the eligibility requirements for Museums for America, and then call us if you need help in interpreting them.

In Item 1f, we ask you to select an Organizational Unit Type that best describes your organization. Make sure that your choice aligns with the eligibility criteria for the grant program you've chosen. For example, if you are applying to Museums for America and you identify as a "Public Library," you will be eliminated from consideration. If you are an art museum within a university structure, be sure to select "Art Museum," and not "Four-year College" or "Institution of Higher Education." Your choice should relate to your Organizational Unit Type.

MAKE SURE THE PROGRAM INFORMATION SHEET YOU DOWNLOAD LOOKS LIKE THIS ONE and has a 7/31/2018 expiration date. Be sure you aren't using an old version that is cached on your machine or left over from a previous application. If your form does not display this OMB Control number and expiration date, download a current version from our website.



Program Information Sheet – p. 2

IMLS PROGRAM INFORMATION SHEET

2. Organizational Financial Information

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

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

* For nonprofit tax filers, Total Revenue can be found on Line 12 of the IRS Form 990.
** For nonprofit tax filers, Total Expenses can be found on Line 10 of the IRS Form 990.

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

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

☐ Yes ☐ No ☐ Not applicable

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

If yes, please explain:

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

☐ Yes ☐ No

2. Organizational Financial Information

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

Applicants to the Native American/Native Hawaiian Museum Services Program should ignore Item 2.

If the situations described in Item 2b and/or 2c apply to you, be sure to provide an explanation.

You may attach an audited financial statement as a supporting document if you believe it will help you explain special circumstances. It is not required, however.

OMB Control #: 3137-0002, Expiration date: 10/31/2018

OMB CLUP # 0031

On page 2, we ask questions about your organization's finances—the total revenue and expenses for three fiscal years; budget surpluses or deficits greater than 10% of your annual operating budget; and any material weakness identified in your prior year's audit report. If you are applying using an **Organizational Unit** designation, then these questions apply to the Organizational Unit, rather than to the Legal Name entity. If you're the museum that's run by a university, we want to know about the museum budget, not that of the entire university.

Applicants to the Native American/Native Hawaiian Museum Services Program should ignore Item 2.

If the situations described in Item 2b and/or 2c apply to your finances, be sure to provide an explanation in the appropriate box.

You may attach an audited financial statement as a supporting document if you believe it will help you explain special circumstances. It is not required, however.

Program Information Sheet – p. 3

IMLS PROGRAM INFORMATION SHEET

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

3. Grant Program

a. Laura Bush 21st Century Librarian Program

1. Select one:

- ☐ Planning Grant
- ☐ National Forum Grant
- ☐ Project Grant
- ☐ Research Grant

2. Select one:

- ☐ Pre-professional
- ☐ Masters level and Doctoral level Program
- ☐ Early Career Development
- ☐ Continuing Education

3. Select one:

- ☐ Community Anchors
- ☐ National Digital Platforms
- ☐ Curating Collections

b. National Leadership Grants for Libraries

1. Select one:

- ☐ Sparks Grant
- ☐ Planning Grant
- ☐ National Forum Grant
- ☐ Project Grant
- ☐ Research Grant

2. Select one:

- ☐ Community Anchors
- ☐ National Digital Platforms
- ☐ Curating Collections

c. Native American/Native Hawaiian Library Services

1. Select one:

- ☐ Native American Basic Grant
- ☐ Native American Enhancement Grant
- ☐ Native Hawaiian Library Services

d. Museums for America

Select one:

- ☐ Learning Experiences
- ☐ Community Anchors
- ☐ Collections Stewardship

2. Select one:

- ☐ \$1,000-\$25,000 with no cost share permitted.
- ☐ \$25,001-\$250,000 with cost share required.

e. Museums Empowered (an IFA Special Initiative)

1. Select one:

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

2. Select one:

- ☐ \$5,000-\$25,000 with no cost share permitted.
- ☐ \$25,001-\$250,000 with cost share required.

f. National Leadership Grants for Museums

Select one:

- ☐ Advancing Digital Assets and Capacity
- ☐ Exhibition Case and Access
- ☐ Diversity and Inclusion
- ☐ Professional Development

2. Select one:

- ☐ Non-research grant, \$10,000-\$1,000,000 with cost share required.
- ☐ Research grant, \$10,000-\$1,000,000 with no cost share required.
- ☐ Rapid prototyping grant, \$5,000-\$50,000 with no cost share required.

g. Museum Grants for African American History and Culture

Select one:

- ☐ \$5,000-\$25,000 with no cost share permitted.
- ☐ \$25,001-\$150,000 with cost share required.

h. Native American/Native Hawaiian Museum Services

4. Performance Goals

Select one of the following three BLS agency-level goals: (a) Learning, (b) Community, or (c) Content and Collections. Then select at least one of the performance goals listed beneath it.

a. Learning

- ☐ Train and develop museum and library professionals
- ☐ Support communities of practice
- ☐ Develop and provide inclusive and accessible learning opportunities

b. Community

- ☐ Strengthen museums and libraries as essential partners in addressing the needs of their communities

c. Content and Collections

- ☐ Broaden access and expand use of the Nation's content and collections
- ☐ Improve management of the Nation's content and collections
- ☐ Improve preservation, conservation, and care of the Nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, please review in the NFO the specific performance measure statement choices and the information you will be required to collect for each.

OMB Control #: 3157-0002, Expiration date: 7/31/2019

3. Grant Program

Select d, e, f, g, or h to indicate the grant program to which you are applying

On page 3 in Item 3, we ask a series of questions that will determine how your application is categorized for review. The museum grant programs are listed on the right.

First, choose one and only one grant program for your application. Check “d” for Museums for America; “e” for Museums Empowered; “f” for National Leadership Grants for Museums; “g” for Museum Grants for African American History and Culture; or “h” for Native American/Native Hawaiian Museum Services Program.

Program Information Sheet – p. 3

IMLS PROGRAM INFORMATION SHEET

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

3. Grant Program

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

1. Select one:

- ☐ Planning Grant
- ☐ National Forum Grant
- ☐ Project Grant
- ☐ Research Grant

2. Select one:

- ☐ Pre-professional
- ☐ Masters level and Doctoral-level Programs
- ☐ Early Career Development
- ☐ Continuing Education

3. Select one:

- ☐ Community Anchors
- ☐ National Digital Platform
- ☐ Curating Collections

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

1. Select one:

- ☐ Sparks Grant
- ☐ Planning Grant
- ☐ National Forum Grant
- ☐ Project Grant
- ☐ Research Grant

2. Select one:

- ☐ Community Anchors
- ☐ National Digital Platform
- ☐ Curating Collections

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

1. Select one:

- ☐ Native American Basic Grant
- ☐ Native American Enhancement Grant
- ☐ Native Hawaiian Library Services

4. Performance Goals

Select one of the following three IMLS agency-level goals: (a) Learning, (b) Community, or (c) Content and Collections. Then select at least one of the performance goals listed beneath it.

☐ **a. Learning**

- ☐ Train and develop museum and library professionals
- ☐ Support sustainability of practice
- ☐ Develop and provide inclusive and accessible learning opportunities

☐ **b. Community**

- ☐ Strengthen museums and libraries as essential partners in addressing the needs of their communities

☐ **c. Content and Collections**

- ☐ Broaden access and expand use of the Nation's content and collections
- ☐ Improve management of the Nation's content and collections
- ☐ Improve preservation, conservation, and care of the Nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, please review in the NFOFO the specific performance measure statement choices and the information you will be required to collect for each.

OMB Control # 3127-0002, Expiration date: 12/31/2019 OMB-CLM-F-0011

☐ **d. Museums for America**

1. Select one:

- ☐ Learning Experiences
- ☐ Community Anchors
- ☐ Collections Stewardship

2. Select one:

- ☐ \$1,000-\$25,000 with no cost share permitted
- ☐ \$25,001-\$250,000 with cost share required

☐ **e. Museums Empowered (an MFA Special Initiative)**

1. Select one:

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

2. Select one:

- ☐ \$1,000-\$25,000 with no cost share permitted
- ☐ \$25,001-\$250,000 with cost share required

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

1. Select one:

- ☐ \$1,000-\$25,000 with no cost share permitted
- ☐ \$25,001-\$100,000 with cost share required

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

3. Project Category or Focus

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

- Museums for America
 - Learning Experiences
 - Community Anchors
 - Collections Stewardship
- Museums Empowered
 - Digital Technology
 - Diversity and Inclusion
 - Evaluation
 - Organizational Management
- National Leadership Grants for Museums
 - Advancing Digital Assets and Capacity
 - Collection Care and Access
 - Diversity and Inclusion
 - Professional Development

Next, if you are applying to Museums for America, Museums Empowered, or National Leadership Grants for Museums, choose the project category or focus that best suits your proposal from the options listed for the grant program you have chosen.

Important to know here is that the project category or focus selection you make determines the group in which your proposal will be reviewed. We won't second-guess you on this, so you should choose wisely.

Do not choose a project category or focus associated with a grant program other than the one to which you are applying.

If you are applying to Museum Grants for African American History and Culture or to Native American/Native Hawaiian Museum Services, you may ignore this step.

Program Information Sheet – p. 3

IMLS PROGRAM INFORMATION SHEET

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

3. Grant Program

☐ **A. Lura Bush 21st Century Librarian Program**

1. Select one:

- ☐ Planning Grant
- ☐ National Forum Grant
- ☐ Project Grant
- ☐ Research Grant

2. Select one:

- ☐ Pre-professional
- ☐ Masters-level and Doctoral-level Programs
- ☐ Early Career Development
- ☐ Continuing Education

3. Select one:

- ☐ Community Anchors
- ☐ National Digital Platforms
- ☐ Curating Collections

☐ **B. National Leadership Grants for Librarians**

1. Select one:

- ☐ Sparks Grant
- ☐ Planning Grant
- ☐ National Forum Grant
- ☐ Project Grant
- ☐ Research Grant

2. Select one:

- ☐ Community Anchors
- ☐ National Digital Platforms
- ☐ Curating Collections

3. Funding Level

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

- **Museums for America**
 - \$5,000-\$25,000 with no cost share permitted.
 - \$25,001-\$250,000 with cost share required.
- **Museums Empowered**
 - \$5,000-\$25,000 with no cost share permitted.
 - \$25,001-\$250,000 with cost share required.
- **National Leadership Grants for Museums**
 - Non-research grant, \$50,000-\$1,000,000 with cost share required.
 - Research grant, \$50,000-\$1,000,000 with no cost share required.
 - Rapid prototyping grant, \$5,000-\$50,000 with no cost share required.
- **Museum Grants for African American History and Culture**
 - \$5,000-\$25,000 with no cost share permitted.
 - \$25,001-\$150,000 with cost share required.

Then comes the opportunity to select a funding level.

If you are applying to Museums for America, Museums Empowered, National Leadership Grants for Museums, or Museum Grants for African American History and Culture, choose the funding level that best suits your proposal from the options listed for the grant program you have chosen.

Do not choose a funding level associated with a grant program other than the one to which you are applying.

If you are applying to Native American/Native Hawaiian Museum Services, you may ignore this step.

Program Information Sheet – p. 3

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

3. Grant Program

a. Laura Bush 21st Century Librarian Program

1. Select one:

- ☐ Planning Grant
- ☐ National Forum Grant
- ☐ Project Grant
- ☐ Research Grant

2. Select one:

- ☐ Pre-professional
- ☐ Masters-level and Doctoral-level Programs
- ☐ Early Career Development
- ☐ Continuing Education

3. Select one:

- ☐ Community Anchors
- ☐ National Digital Platforms
- ☐ Curating Collections

d. Museums for America

1. Select one:

- ☐ Learning Experiences
- ☐ Community Anchors
- ☐ Collections Stewardship

2. Select one:

- ☐ \$1,000-\$25,000 with no cost share permitted
- ☐ \$25,001-\$250,000 with cost share required

e. Museums Empowered (an IMLS Special Initiative)

1. Select one:

- ☐ Digital Technology
- ☐ Diversity and Inclusion
- ☐ Leadership
- ☐ Organizational Management

2. Select one:

- ☐ \$1,000-\$25,000 with no cost share permitted
- ☐ \$25,001-\$250,000 with cost share required

f. National Leadership Grants for Museums

1. Select one:

- ☐ Advancing Digital Assets and Capacity
- ☐ Collection Care and Access
- ☐ Diversity and Inclusion
- ☐ Professional Development

2. Select one:

- ☐ Non-research grant, \$50,000-\$1,000,000 with cost share required
- ☐ Research grant, \$50,000-\$1,000,000 with no cost share required
- ☐ Rapid prototyping grant, \$1,000-\$50,000 with no cost share required

g. Museum Grants for African American History and Culture

1. Select one:

- ☐ \$1,000-\$25,000 with no cost share permitted
- ☐ \$25,001-\$100,000 with cost share required

h. Native American/Native Hawaiian Museum Services

4. Performance Goals
Select the IMLS agency-level goal to which your project best corresponds:

- ☐ Learning
- ☐ Community
- ☐ Content and Collections

Select one or more of the pre-determined performance goals listed beneath it

Find more about performance goals and the specific performance measure statements associated with them in the Notice of Funding Opportunity for the grant program you have chosen.

4. Performance Goals
Select one of the following three IMLS agency-level goals: (a) Learning, (b) Community, or (c) Content and Collections. Then select at least one of the performance goals listed beneath it.

a. Learning

- ☐ Train and develop museum and library professionals
- ☐ Support communities of practice
- ☐ Develop and provide inclusive and accessible learning opportunities

b. Community

- ☐ Strengthen museums and libraries as essential partners in addressing the needs of their communities

c. Content and Collections

- ☐ Broaden access and expand use of the Nation's content and collections
- ☐ Improve management of the Nation's content and collections
- ☐ Improve preservation, conservation, and care of the Nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, please review in the NOFO the specific performance measure statement choices and the information you will be required to collect for each.

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On page 3 in Item #4. we ask you to select one or more performance goals that align with IMLS agency-level goals. As a reminder, these are abbreviated as “Learning,” “Community,” and “Content and Collections.”

Begin by selecting one of these. Next, choose one or more of the pre-determined performance goals beneath it. Confine your choice to the options listed for the agency-level goal you’ve chosen. For example, if your project will address Learning, then choose “Train and develop museum and library professionals,” “Support communities of practice,” and/or “Develop and provide inclusive and accessible learning opportunities.”

If yours is a Community project, then you only have one choice—“Strengthen museums and libraries as essential partners in addressing the needs of their communities.”

If you are proposing a Collections project, then choose “Broaden access and expand use of the Nation’s content and collections,” “Improve management of the Nation’s content and collections,” and/or “Improve preservation, conservation, and care of the Nation’s content and collections.”

One more important element is that of choosing performance measure statements. Be sure to read more about performance measure statements in the Notice of Funding Opportunity for the grant program you have chosen.

Program Information Sheet – p. 4

IMLS PROGRAM INFORMATION SHEET

5. Funding Request

a. IMLS funds requested:

b. Cost share amount:

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

☐ General Population
☐ Early Childhood/Preschool (0-5 years)
☐ Middle Childhood/Primary School (6-12 years)
☐ Adolescence/High School (13-19 years)
☐ Adults
☐ Aging, Elderly, Senior Citizens (65+ years)
☐ Ethnic or Racial Minority Populations other than Native Americans/Native Hawaiians
☐ Families/Intergenerational
☐ Immigrants/Refugees
☐ Military Families

☐ Museum and/or Library Professionals
☐ Native Americans/Alaska Natives/Native Hawaiians
☐ People with Mental or Physical Challenges/Disabilities
☐ People Who Are Low Income/Economically Disadvantaged
☐ Rural Populations
☐ Scholars/Researchers
☐ Unemployed
☐ Urban Populations
☐ Other

If other, please specify:

5a and b. IMLS Funds Requested and Cost Share

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

7. Museum Profile (Museum Applicants Only)

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

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

c. Does your institution care for these objects? ☐ Yes ☐ No

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

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

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

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

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

i. Number of full-time paid institution staff:

j. Number of full-time unpaid institution staff:


k. Number of part-time paid institution staff:

l. Number of part-time unpaid institution staff:

On page 4 in Item 5a, we ask you to enter the total dollar amount that you are requesting from IMLS, and in Item 5b we ask you to enter the total dollar amount that you will provide in cost share if the grant program to which you are applying requires or allows it. These numbers are often revised at the last minute of application preparation, so be sure to check this against the final version of your budget so the numbers you record here are accurate.

Item 7, Museum Profile, is meant for museum applicants only. This is required if you're applying to Museums for America or Museums Empowered, and it **may** be required if you are applying to National Leadership Grants for Museums, or Museum Grants for African American History and Culture. It is not required for applicants to the Native American/Native Hawaiian Museum Services Program.

This is where you provide the information we need to verify your **eligibility** for funding. We need answers for each question, **a** through **l**, so don't skip any. To do so could result in your institution's being found ineligible.



Program Information Sheet – p. 5

IMLS PROGRAM INFORMATION SHEET

8. Project Elements (Museums for America Only)
Your response to this question will help us match your application to reviewers with appropriate experience. Make your choice under the project category that you selected in Question 3 (Grand Programs).

LEARNING EXPERIENCES
If you are applying in the Learning Experiences Project Category, select the **primary** element that is core to your proposed project from the list below (check only one):

☐ Adult Programs
☐ Digital Media
☐ Early Learning
☐ Exhibitions
☐ Family Programs

☐ Interpretation
☐ K-12 Programs, With Schools
☐ K-12 Programs, Out of School
☐ Professional Development/Training
☐ Public Programs

COMMUNITY ANCHORS
If you are applying in the Community Anchors Project Category, select the **primary** element that is core to your proposed project from the list below (check only one):

☐ Audience Research and Evaluation
☐ Civic Engagement
☐ Community-Driven Exhibitions and Programs
☐ Community-Focused Planning Activities

☐ Community Outreach/Audience Development
☐ Digital Media
☐ Professional Development/Training

COLLECTIONS STEWARDSHIP
If you are applying in the Collections Stewardship Project Category, select the **primary** element that is core to your proposed project from the list below (check only one):

Access and Use
☐ Database Management
☐ Digitization
☐ Software Applications
☐ Website Development

Collections Management
☐ Cataloging, Inventorying, Digitization
☐ Collections Information Management
☐ Collections Planning

Conservation
☐ Conservation Environmental Improvement/Restoration
☐ Conservation Survey
☐ Conservation Treatment
☐ Professional Development/Training

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

☐ Animals, living
☐ Animals, preserved
☐ Architecture
☐ Books and Paper
☐ Electronic Media
☐ Objects
☐ Paintings

☐ Photographic Materials
☐ Plants, living
☐ Plants, preserved
☐ Sculpture
☐ Textiles
☐ Wooden Objects

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

On page 5, Item 8 is for applicants to Museums for America only. Its purpose is to help us identify the expertise and experience needed to review your project.

Begin by finding the project category that you selected in Question 3—Learning Experiences, Community Anchors, or Collections Stewardship. Beneath each of these headings is a list of primary elements for that project category. Select the ONE that you consider core to your proposed project. **To recap, you'll check one and only one primary element for your proposal.**

Many projects have more than one strong element. If you find it challenging to make just one choice, think about the skill set of museum professionals that you feel would be best qualified to judge your application.

In addition, for Collections Stewardship projects, we ask you to identify the material type or types that will be affected by your project. You may select as many material types as you feel appropriate here.

Form Features

- 4-page fillable PDF
- 10 numbered budget categories
- Accommodates up to 3 years of project activities and expenses
- Accommodates expenses to be charged to grant funds and those supported by cost sharing.
- Adds automatically but there may be a time lag, depending on your computer's configuration.
- Be sure to use the form version, OMB Control #: 3137-0092, Expiration date: 7/31/2018.

At this point, we move on to the IMLS Budget Form. This is a four-page fillable PDF document that you download from the IMLS website. It accommodates up to three years of project activities and expenses, including those to be paid from IMLS funds and those to be paid as cost share.

There are ten numbered budget sections on the form, beginning with Salaries and Wages and extending through Total Project Costs. The Notice of Funding Opportunity for each program contains detailed instructions for what to include in which budget category.

The form adds automatically, although our experience has been that there can be a time lag, depending on your computer's configuration. If totals do not seem to be appearing as they should, click on an empty cell and give it some time rather than closing out. That has worked for most people.

We urge you to check your figures very carefully, making sure that expenses that will be paid from IMLS funds as well as those that you will cover as part of your cost share are in the right categories, are justifiable in the context of your project, and, of course, represent allowable costs.

It's very important to make sure you have **this** version of the form, and not a cached one, as there are some important changes over previous years.

staff as well as volunteers who will be engaged in your project activities. Assign them to the proper column to indicate whether they will be paid from grant funds or will serve as part of your cost share. Entering the person's name and/or title is sufficient here. On the budget justification, you will need to document the method of cost computation you used to arrive at your figures. This might be a percentage of a person's time devoted to the project, a number of days, or a number of hours paid at a certain rate.

For Fringe Benefits in Section 2, you may claim only on the portion of Salaries and Wages identified for this project. If a staff member is contributing 100 hours of their time to the project, then you may include fringes on only that 100 hours.

IMLS Budget Form – p. 2

IMLS BUDGET FORM

a. Legal name (5a from SF-424S):

3. Travel

From/To and Purpose	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									

4. Supplies, Materials, and Equipment

Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									

5. Contracts and Subawards

Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Contract▼									
Contract▼									
Contract▼									
Subaward▼									
Subaward▼									
Subaward▼									
Subaward▼									
Subaward▼									
Subtotal									

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3. Travel
Include transportation, housing, and subsistence costs here.

4. Supplies, Materials, and Equipment
Include expenses for this project only. Consult 2 CFR pt. 200 for guidance.

5. Contracts and Subawards
List each third party on a separate line. Select "Contract" or "Subaward" for each to show how you will manage the relationship. Consult the NOFO and 2 CFR §200.300 for guidance.

For Travel expenses in Section 3, you may include transportation costs, housing, and subsistence, and you must detail those expenses for each person in your budget justification. You must use the lowest available commercial fares and be sure to comply with all other special travel requirements. These will be outlined in the Notice of Funding Opportunity for your grant program.

In Section 4, Supplies, Materials, and Equipment, you should list the costs of such items purchased specifically for your proposed project. For guidance on allowable and unallowable costs, and definitions of supplies and equipment, see 2 CFR pt. 200, which is available in electronic form on the Government Publishing Office website. You'll use the budget justification to describe and explain these items in greater detail, so summaries are acceptable here.

In Section 5, Contracts and Subawards, you should list each third party that will undertake project activities along with their associated costs as an individual line item. Do not combine two or more contracts or subawards into a single line. For each third party, you will need to designate them as either a contract or subaward by choosing from the dropdown menu on the form.

Please know that it is your responsibility to determine whether each

agreement you make regarding disbursing IMLS funds to third parties will treat the receiving party in the role of a subrecipient/subawardee or a contractor. These can be complex situations, particular in large organizations, and investigating options and rules at your institution early on in the process of developing your budget would be wise.

IMLS Budget Form – p. 3

IMLS BUDGET FORM									
a.	Legal name (See from SF-424S): _____								
6. Student Support									
Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									
7. Other Costs									
Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									
8. Total Direct Costs									
	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotals (Items 1-7)									

6. Student Support
Consult the NOFO for definitions of "student" and examples of student support

7. Other Costs
Include costs that cannot be placed elsewhere. Do not use for spillover.

8. Total Direct Costs
Calculates automatically.

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Section 6 of the budget relates to Student Support. "Students" are defined as individuals enrolled in a graduate or undergraduate program of study; individuals participating in post-master's or post-doctoral programs focused on supporting their career development; and museum staff participating in education and training activities focused on their career or professional development. This does not, then, include schoolchildren coming to a museum for programs. Examples of student support costs that should be included in this section include tuition support; salaries or stipends for graduate assistants or fellows; costs for travel and conference registration; and costs of supplies and equipment for students defined in this way. There are implications for the calculation of indirect costs associated with these expenses, so a careful consideration is in order if your project involves these kinds of students.

Section 7, “Other Costs,” is the place to put costs that cannot be assigned elsewhere. It is not for spillover from another section.

Section 8, "Total Direct Costs," will calculate automatically by column and by row.

- You may use a rate not to exceed 10% of **modified total direct costs** (MTDC) if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements, such as those in place for states, local governments, and Indian tribes. OR
- You may opt to not include any indirect costs.

Let's take a quick look at what constitutes modified total direct costs.



Indirect Costs

MODIFIED TOTAL DIRECT COSTS

- MTDC **includes** direct salaries and wages, applicable fringe benefits, supplies and materials, travel, and up to the first \$25,000 of each subaward.
- MTDC **excludes** equipment, rental costs, tuition remission/scholarships/ fellowships, participant support costs, the portion of each subaward in excess of \$25,000, or indirect cost type items.

See 2 CFR §200.68.

Modified total direct costs include direct salaries and wages, applicable fringe benefits, supplies and materials, travel, and up to the first \$25,000 of each subaward.

Modified total direct costs exclude several cost categories, including equipment, rental costs, tuition remission/scholarships/fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

If you opt to use the indirect cost rate of 10% of modified total direct costs, then you will need to calculate your base for the IMLS column and for the cost share column.

Budget Justification

- Address each purpose for each expense in the budget—both the IMLS ask and the cost share, if required.
- Explain the basis or method of cost computation used to determine each dollar amount.
 - 6 museum-quality powder-coated steel storage cabinets at \$1,550 each = \$9,300.
 - Jane Doe, contract conservator, will visit two times to advise on rehousing materials and train staff in mount making. Two trips, 3 days each, at \$500/day = \$3,000.
 - Salary for Collections Assistant new hire, one year, \$42,000.
 - Fringe benefits for new hire, one year, 32% of \$42,000 = \$13,440.
- Itemize and explain any costs that you consolidated and summarized on the IMLS Budget Form.
- Follow the order and format of the IMLS Budget Form section headings.
- DO NOT use the budget justification to detail staff qualifications or to justify your project.




In addition to the IMLS Budget Form, you will need to write a budget justification. This separate component is a very important part of your application. Peer reviewers will use it to evaluate the appropriateness of the financial resources you have identified as necessary for your project, and IMLS staff will use it to check your calculations and make determinations regarding the allowability of specific expenses according to the applicable cost principles. The Notice of Funding Opportunity includes specific guidance for creating this document and we strongly recommend you follow it. You may use as many pages as necessary to fully justify your budget.

Your budget justification should:

- Address each purpose for each expense in the budget—both the IMLS ask and the cost share, if required.
- Explain the basis or method of cost computation used to determine each dollar amount. Here are a few examples we might see in a collections rehousing project:
 - 6 museum-quality powder-coated steel storage cabinets at \$1,550 each = \$9,300.
 - Jane Doe, contract conservator, will visit two times to advise on rehousing materials and train staff in mount making. Two trips, 3

days each, at \$500/day = \$3,000.

- The salary for a Collections Assistant to be hired for this project is \$42,000 per year.
- Fringe benefits for the new hire are calculated at 32% of \$42,000 = \$13,440.
- Itemize and explain any costs that you consolidated and summarized on the IMLS Budget Form. We have said that for a complex supply/material list, you may summarize the entry, but here you must break out the costs of what you propose to buy and show how you arrived at the figures you used in the budget.
- Follow the order and format of the IMLS Budget Form section headings.
- DO NOT use the Budget Justification to detail staff qualifications or to justify your project. There are other places for that!



Digital Product Form – p. 1

If your project **WILL NOT** produce any digital products, then check **only** this box, save the form as a PDF, and upload it as part of your application.

DIGITAL PRODUCT FORM

Introduction
The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets). The products you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products can be challenging. Because technology is dynamic, and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

Instructions

☐ Please check here if you have reviewed Parts I, II, III, and IV below and you have determined that your proposal does NOT involve the creation of digital products (i.e., digital content, resources, assets, software, or datasets). You must still submit this Digital Product Form with your proposal even if you check this box, because the Digital Product Form is a Required Document.

If you ARE creating digital products, you must provide answers to the questions in Part I. In addition, you must also complete at least one of the subsequent sections. If you intend to create or collect digital content, resources, or assets, complete Part II. If you intend to develop software, complete Part III. If you intend to create a dataset, complete Part IV.

Part I: Intellectual Property Rights and Permissions

A.1 What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? Who will hold the copyright(s)? How will you explain property rights and permissions to potential users? For example, by assigning a non-exclusive license such as IMLS, GNU, MIT, or Creative Commons to the product(s)? Explain and justify your licensing selections.

A.2 What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

A.3 If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

Part II: Projects Creating or Collecting Digital Content, Resources, or Assets

A. Creating or Collecting New Digital Content, Resources, or Assets

A.1 Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and format you will use.

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

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

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

If your project **WILL NOT** produce any digital products, then check **only** this box, save the form as a PDF, and upload it as part of your application.

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

If you will create or collect digital content, resources, or assets, then complete Part II as well. These questions relate to the nature, quantity, and format of the content you will create; your workflow and asset maintenance/preservation plan; your approach to metadata; and your plans for making what you create available to the public, including any exceptions.




Digital Product Form – pp. 2-3


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

<p>A.3 List all the digital file formats (e.g., XML, TIFF, MP3) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, or pixel dimensions).</p> <p>B. Workflow and Asset Maintenance/Preservation</p> <p>B.1 Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).</p> <p>B.2 Describe your plan for preserving and maintaining digital assets during and after the award period of performance. Your plan may address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. <i>Please note: You may charge the federal award before disbursement for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.407).</i></p> <p>C. Metadata</p> <p>C.1 Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata. Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description (EAD), PREMIS) and metadata content (e.g., Resourc).</p> <p>C.2 Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.</p> <p>C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable future queries and retrieval of metadata).</p> <p>D. Access and Use</p> <p>D.1 Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or hosted services, accessibility via standard web browsers, requirements for special software tools in order to use the content).</p> <p>D.2 Provide the name(s) and URL(s) (Uniform Resource Locator) for any examples of previous digital content, resources, or assets your organization has created.</p> <p style="color: green; font-weight: bold; font-size: 1.2em;">➔</p> <p>Part III. Projects Developing Software</p> <p>A. General Information OMB Control #: 3137-0092, Expiration Date: 7/31/2018 DMLS-CLB-F-0032</p>	<p>A.1 Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.</p> <p>A.2 List other existing software that wholly or partially performs the same functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.</p> <p>B. Technical Information</p> <p>B.1 List the programming languages, platforms, software, or other applications you will use to create your software and explain why you chose them.</p> <p>B.2 Describe how the software you intend to create will extend or interoperate with relevant existing software.</p> <p>B.3 Describe any underlying additional software or system dependencies necessary to run the software you intend to create.</p> <p>B.4 Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.</p> <p>B.5 Provide the name(s) and URL(s) for examples of any previous software your organization has created.</p> <p>C. Access and Use</p> <p>C.1 We expect applicants seeking federal funds for software to develop and release these products under open source licenses to maximize access and promote reuse. What ownership rights will your organization assert over the software you intend to create, and what conditions will you impose on its access and use? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GPL, or MIT software licenses). Explain and justify any prohibitive terms or conditions of use or access and detail how you will notify potential users about relevant terms and conditions.</p> <p>C.2 Describe how you will make the software and source code available to the public and/or its intended users.</p> <p>C.3 Identify where you will deposit the source code for the software you intend to develop. Name of publicly accessible source code repository: URL: OMB Control #: 3137-0092, Expiration Date: 7/31/2018 DMLS-CLB-F-0032</p>
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If your project will develop software, complete Part III. Questions here relate to the functions the software will perform and the audience it will serve; the programming language(s), platforms, software, and other applications you will use to create it; interoperability and dependencies; your processes for development, documentation, and updating the documentation for users; and how you will manage licensing and access to the source code.



Digital Product Form – p. 4

Part IV: Projects Creating Datasets 

A.1 Identify the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. Describe the method(s) you will use and the approximate dates or intervals at which you will collect or generate it.

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

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

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

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

A.6 What documentation (e.g., data documentation, codebooks) will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s)? (It describes?)

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

A.8 Identify where you will deposit the dataset(s).

Name of repository:

URL:

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

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





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

OMB Control #: 3175-0002, Expiration Date: 7/31/2018
IMS-CLP-F-0012

If your project will create a dataset, then complete Part IV. These questions relate to the type of data you plan to collect and the purpose to which you expect it to be put; IRB approval; how you will handle confidential information; your methods for collecting or generating the data; how you will manage documentation; your plan for archiving and disseminating the data after the project is concluded; where you will deposit the dataset; and your plans for reviewing and implementing the data management plan.

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

Summary

	Application for Federal Assistance/ Short Organizational Form (SF 424S)	Download from Grants.gov as part of the application package.
	2018 IMLS Program Information Sheet	http://tinyurl.com/qjb8mns
	2018 IMLS Budget Form	http://tinyurl.com/yb56jv34
	2018 IMLS Digital Product Form	http://tinyurl.com/hwcelhq

To conclude, here are the forms that we have reviewed, and each of these is a required component for FY2018 IMLS grant applications.

This webinar is one source of information that we hope you will find valuable as you fill out the forms. Detailed instructions are included in the Notice of Funding Opportunity for each grant program.

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Finally, here is a listing of the names, email addresses, and direct phone numbers for program staff in the Office of Museum Services. We encourage you to contact us with any questions you might have about forms or any other aspect of the grant application process. We'll be very happy to help.

Thank you for your interest in IMLS funding programs and opportunities, and for checking out this webinar. Good luck, and we look forward to seeing your application.

RECORDING ENDS



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