INSTITUTE *of* **Museum** and **Library** SERVICES

2007

Native Hawaiian Library Services

Grant Program Guidelines and Application Forms

CFDA No. 45.311

Application Deadline: May 15, 2007

Online applications available through Grants.gov
(see www.imls.gov/grantsgov for more information)

FOR MORE INFORMATION, CALL OR WRITE:

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General phone: 202/653-IMLS (4657)
General e-mail: imlsinfo@imls.gov
Web site: www.imls.gov

TTY (for hearing-impaired persons): 202/653-4699

IMLS will provide visually impaired or learning-disabled persons with an audio recording of this publication or any other grant publication upon request.

IMLS 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.

Burden Estimate and Request for Public Comments
Public reporting burden for this collection of information is estimated to average ten hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 the address above; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

DEAR COLLEAGUES

It is a pleasure to present the guidelines for the FY 2007 Institute of Museum and Library Services Native Hawaiian Library Services grants. This booklet contains the application forms and instructions you will need to prepare and submit an application.

The Institute of Museum and Library Services is committed to creating and sustaining a "nation of learners." We do this by helping libraries and museums enhance learning in families and communities, sustain cultural heritage, build 21st-century skills, and increase civic participation.

Native Hawaiian Library Services grants support projects that increase access to and use of Hawaiian language resources, improve children's reading skills, and help Native Hawaiians acquire literacy, computer, and employment skills. These funds may be used to create or support partnerships and networks among all types of libraries, other agencies, community-based organizations, and governmental bodies. We place particular emphasis on initiatives that provide enhanced services to underserved communities and people who have difficulty using or accessing libraries.

We are confident that in FY 2007 this grant program will continue to improve library services to Native Hawaiians.
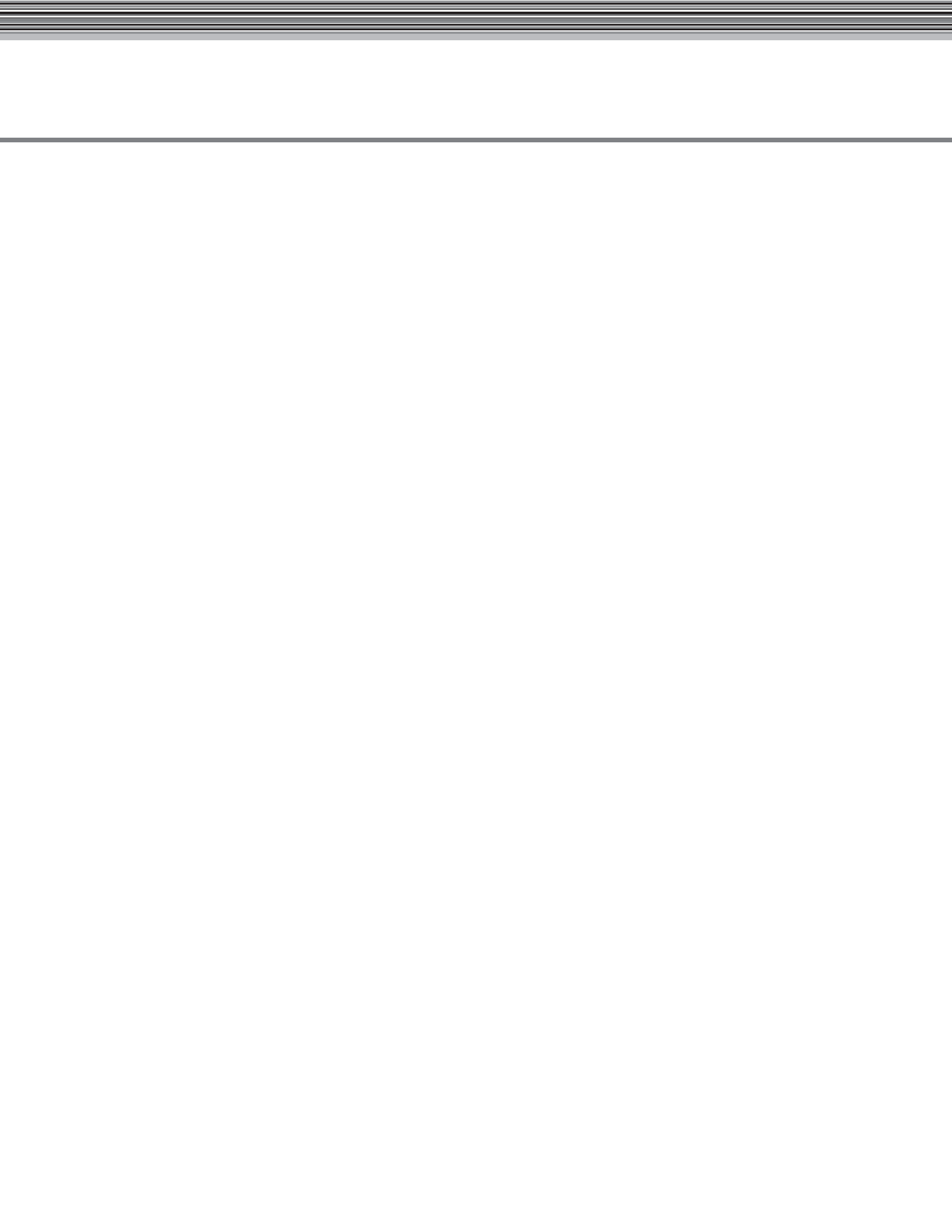
Sincerely,

Anne-Imelda M. Radice, PhD
Director

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General Information

ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. Its mission is to grow and sustain a "Nation of Learners," because lifelong learning is essential to a democratic society and individual success. Through its grant making, convenings, research, and publications, the Institute empowers museums and libraries nationwide to provide leadership and services to enhance learning in families and communities, sustain cultural heritage, build 21st-century skills, and increase civic participation.

Libraries and museums help create vibrant, energized learning communities. Our achievement as individuals and our success as a democratic society depend on learning continually, adapting to change readily, and evaluating information critically.

As stewards of cultural heritage, information, and ideas, museums and libraries have traditionally played a vital role in helping the public experience, explore, discover, and make sense of the world. That role is now more essential than ever. Through building technological infrastructure and strengthening community relationships, libraries and museums can offer the public unprecedented access and expertise in transforming information overload into knowledge.

ABOUT THE NATIVE HAWAIIAN LIBRARY SERVICES PROGRAM

Native Hawaiian Library Services grants support library services to the Native Hawaiian community to enhance existing library services or to implement new library services, particularly as they relate to the following:

❑ expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
❑ developing library services that provide all users with access to information through local, state, regional, national, and international electronic networks;
❑ providing electronic and other links between and among all types of libraries;
❑ developing public and private partnerships with other agencies and community-based organizations;
❑ targeting library services to increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills; and
❑ targeting library and information services to increase access and ability to use information resources for people who have difficulty using a library and for underserved urban and rural communities, including children from birth to age 17 from families with incomes below the poverty line (as defined by the Office of Management and Budget).

ELIGIBILITY

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

DATA UNIVERSAL NUMBERING SYSTEM (DUNS), TAXPAYER IDENTIFICATION NUMBER (TIN), AND EMPLOYER IDENTIFICATION NUMBER (EIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget (OMB) has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number is required whether an applicant is submitting a paper application or using the government-wide electronic portal (Grants.gov).

Organizations should verify that they have a DUNS number or take steps to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by visiting www.dnb.com/us. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA, whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If an organization does not have DUNS and TIN numbers, its application will be rejected.

APPLICATION OPTIONS

There are two ways to submit an application to the Native Hawaiian Library Services grant program: (1) on paper or (2) electronically through Grants.gov, the one-stop Web site for organizations looking for and applying for federal grant opportunities. The application instructions in these guidelines are designed to accommodate both the paper and the online application process. Applicants should feel free to contact Native Hawaiian Library Services program staff at any time with questions about an application component.

Paper Applications

Applicants that wish to apply on paper are encouraged to visit www.imls.gov and download the fill-in versions of the application forms, which are available in both Adobe PDF (Portable Document Format) and Microsoft Word. To open these files, applicants must have either the Adobe Acrobat Reader (available free) or Microsoft Word software on their computers. (Visit www.imls.gov/plugins.shtm to link to free downloads.)

Caution: Applicants using the free version of the Adobe Reader software cannot save the filled-in forms, so the forms must be completely filled in and printed in one operation. Applicants that have the full version of Adobe will be able to save filled-in forms. There are also many low-cost or free software packages that can help with saving documents as PDFs.

To learn more, see www.imls.gov/pdf/PDFConversion.pdf.

As an alternative, applicants may re-create the forms electronically following the IMLS format or may type on printed forms.

Please see the "Submitting Paper Applications" section for instructions on mailing paper applications.

GRANTS.GOV APPLICATIONS

Organizations that are applying under the May 15, 2007, deadline for the Native Hawaiian Library Services program may submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 p.m. eastern time on the deadline date.

The application instructions contained within these guidelines are designed to accommodate the online application process. Applicants should feel free to contact program staff at any time with questions about an application component.

While the deadline is May 15, IMLS recommends strongly that applicants REGISTER EARLY (see "Grants.gov Registration" section below) and COMPLETE AND SUBMIT THEIR APPLICATION EARLY. Applicants are urged to not wait until the last day to submit their applications. Grants.gov can slow down during periods of high usage, which most often occur between 12:00 noon and 5:00 p.m. eastern time, particularly on days near a deadline. Applicants will have a better experience if they submit their application outside of these hours and in advance of the deadline.

Grants.gov Registration
All applicants who are using Grants.gov must register with Grants.gov before submitting their application. The multistep registration process generally cannot be completed in a single day. Applicants who 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 at www.grants.gov/GetStarted. In addition, IMLS has created an easy-to-follow checklist for registering at www.imls.gov/applicants/grantsgov/checklist.shtm. Applicants who have problems registering should call the Grants.gov help desk at 1-800-518-4726; e-mail support@grants.gov; or consult the information posted on the Grants.gov Web site at www.grants.gov/CustomerSupport. The Grants.gov customer service hours are 7:00 a.m. to 9:00 p.m. eastern time, Monday through Friday.

Applicants do not need to complete the registration process to download the application package and begin to prepare their material (see below). However, they will need their Grants.gov UserID and password, which are obtained during the registration process, to submit their completed application.

GRANTS.GOV APPLICATIONS

Obtaining Application Packages
Electronic application packages are obtained directly from www.Grants.gov. Organizations applying through Grants.gov will need to locate the Native Hawaiian Library Services program package on the site. To locate the package:

1. Go to www.Grants.gov to obtain the electronic application package for the Native Hawaiian Library Services program.
2. In the left-hand column, click on "Apply for Grants," then click on "Download a Grant Application Package and Instructions." Under "Find," click "Download Grant Application Packages."
3. This will take applicants to the "Download Application Package" screen. On this screen, enter the number found in the box below to locate the Native Hawaiian Library Services program application package, then click on "Download Package."

Applicants will need to know the following to locate the package:

Funding Opportunity Number:
NAG-HAWAIIAN-FY07

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4. When an applicant starts to download an application, two items need to be downloaded:

   (1) **Download Application Instructions—** This package contains the grant application guidelines (which include instructions for completing the application) and the IMLS forms for budget, program information, and any others related to this specific program.

   (2) **Download Application Package—**This package has the face sheet (SF-424s, "Application for Federal Domestic Assistance/Short Organizational Form") and the Attachments Form.

Applicants need to download both of these packages to have all of the materials and forms necessary to complete the application.

5. To access, complete, and submit the application package, applicants need to have PureEdge Viewer, a small, free software program, installed on their computer. Applicants who do not already have this software can follow the instructions on Grants.gov for installing this program.

   Please note that the PureEdge viewer is compatible with computers running the Windows operating system. Non-Windows users will be able to download and complete the PureEdge forms by taking advantage of the free Citrix server. See www.grants.gov/MacSupport for more information.

The application package will download in a Zipped file (.zip). Applicants need to have software that un-Zips files to open them. Numerous freeware packages are available on the Internet. The .zip contents are also available on the IMLS Web site at www.imls.gov/grantsgov.

Working on an Application Package

1. When opening the application package that is saved on the applicant's computer, the Grants.gov "Grant Application Package" screen will appear. In the "Application Filing Name" field, applicants should enter their organization's legal name.

2. The forms needed to complete the Native Hawaiian Library Services program application appear in the "Mandatory Documents" box. To open an item, click on it to select it, and then click on the "Open Form" button that is beneath the "Mandatory Documents" box. Forms cannot be opened by double-clicking. When a form is more than one page, navigate between pages by using the "Next" or "Previous" buttons at the top of the screen.

3. After working on a form, click the "Close Form" button at the top of the screen to capture entered information and return to the "Grant Application Package" screen. Before closing the "Grant Application Package" screen, click on the "Save" button. Until all of the required fields in all of the mandatory forms are completed, clicking on the "Save" button will generate an invalid values message. Click "Yes" to proceed. Grants.gov will also ask: "File Already Exists. OVERWRITE?" Clicking "Yes" will save the most recent changes to the existing file.

4. When a form is completed, click on the form name in the "Mandatory Documents" box to select it, and then click the "=>" button. This will move the form to the "Mandatory Completed Documents for Submission" box. All forms must be in the "Mandatory Completed Documents for Submission" box before an applicant will be able to submit the application. Forms can be worked on from either the "Mandatory Documents" or "Mandatory Completed Documents for Submission" box.

There are two forms in the "Mandatory Documents" box that every applicant must fill out before submitting their application:

1. Application for Federal Domestic Assistance/Short Organizational Form (SF-424s): This form asks for basic information on the applicant's organization and project. It is equivalent to the IMLS Face Sheet in the application package of previous years.
2. Attachments Form: This is not a form in the conventional sense, but rather a place to attach the other forms and additional items that must be included for a Grants.gov application package to be considered complete.

Note: The Program Information Sheet, Detailed Budget form, and Summary Budget form also are mandatory components of the application. All of these forms are included in the downloaded Zip file in both Adobe PDF and Microsoft Word formats, and are also available on the IMLS Web site. They can be saved in either PDF or Word format, then attached to the application using the Attachments Form.

Before completing the required forms, applicants may want to activate the Help tool by clicking on the help button (looks like a question mark) in the tool bar. Applicants can then find instructions by positioning the cursor over each item or, where relevant, over the radio button for an item. Detailed instructions for certain items are provided in the next section.

Application Attachments
The Attachments Form is not a form in the conventional sense. Rather, it is a place to attach documents/files that are completed and saved elsewhere on the applicant's computer. The forms and documents that must be attached to the Attachments Form are listed in their correct sequence below:

1. Program Information Sheet
2. Narrative
3. Detailed Budget form
4. Summary Budget form
5. Specifications for Projects That Develop Digital Products form (if applicable)
6. Text Responses documents
7. Any remaining attachments

Several important points about the forms and documents to attach:

1. On the Attachments Form, there are 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, applicants will be able to choose the file from their computer that they wish to attach. Applicants should attach only one copy of each item. Applicants are encouraged to create multipaged documents that consolidate multiple attachments into one document, if possible.

2. Applicants must submit all attachments in one of the following formats: Microsoft Word (.doc), Adobe Portable Document Format (.pdf), Microsoft Excel (.xls), JPEG (.jpg), rich text (.rtf), or plain text (.txt).

    To save the PDF versions of the Program Information sheet or budget forms as PDFs, applicants must use Adobe Acrobat Approval or the full Acrobat Standard or Professional Programs. (Acrobat Approval is no longer available for purchase, but existing versions will work.) *Caution:* Applicants using the free version of the Reader software cannot save the filled-in forms.

Nonform documents, such as the narrative and Text Responses document(s), can be created with any software, but must be saved and submitted in one of the formats listed above. Applicants who do not have the software needed to convert files to PDF can use one of the many low-cost or free software packages available. To learn more, go to www.imls.gov/pdf/PDFConversion.pdf. Documents not available in an electronic format should be scanned and submitted as a PDF or JPEG file.

3. For documents that are not forms, applicants should make sure that pages are clearly labeled with the organization's legal name and the name of the item (e.g., application narrative) and numbered sequentially.

4. Forms and document files should be labeled clearly and attached in the proper order so that IMLS can correctly identify attachments.

5. Applicants do not have to fill in all 15 Attachments Form buttons.

6. If unable to view an attachment by clicking the "View Attachment" button on the Attachments Form, applicants should check the bottom of the screen for the message "Pop-ups were blocked on this page." If this message is present, pressing "Ctrl" and "View Attachment" will enable the applicant to see the attachment.

Grants.gov Help

For help on how to use Grants.gov, please see the help material on the Grants.gov Web site at www.grants.gov/CustomerSupport. Applicants can also e-mail the Grants.gov helpdesk at support@grants.gov or call them at 1-800-518-4726 from 7:00 a.m. to 9:00 p.m. eastern time, Monday through Friday.

The Grants.gov help desk will assign a case number to each inquiry. This number only documents the inquiry to the help desk, and is in no way related to the tracking number that Grants.gov will assign an application once it has been successfully submitted.

CONDITIONS OF A GRANT

Duration of Grant

Funds must be expended within the one-year grant period. The grant period begins on October 1, 2007, and ends no later than September 30, 2008. A one-time, no-cost extension to the grant period may be made by the program officer. A request for an extension must be made in writing no later than 10 days before the end of the grant period.

Amount of Grant

The total amount available for the Native Hawaiian Library Services grant program is $519,700. More than one grant may be awarded. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than that requested.

Use of Funds

Native Hawaiian Library Services grant funds may be used only for costs directly related to the project, such as costs of salaries for library personnel, library materials (including books, journals, electronic resources, and equipment), library project supplies, telecommunication services and equipment, and fees for participation in networks and consortia that provide the library with direct services. General office supplies are considered part of indirect costs and should not be requested as direct costs. No more than 15 percent of the granted funds may be used for indirect costs unless the applicant has a current, federally negotiated indirect cost rate. Government-wide cost principles apply.

Limits on Use of Funds

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, or pregrant costs. All listed expenses, including all cost sharing, must be incurred during the grant period.

Cost Sharing

Cost sharing is encouraged but not required in this program. **IMLS does not allow federal funds to be used for cost sharing. The limitation on using federal funding for cost sharing applies to salaries, equipment, services, and other items funded by federal dollars.** If personnel or resources funded by federal dollars are part of the project design or management plan, their role may be described in the application narrative.

All cost-sharing expenses must be incurred during the grant period, not before or after. Grant recipients must maintain documentation of cost sharing for reporting purposes to IMLS. In-kind contributions may be used for cost sharing if they specifically relate to the grant project.

IMLS encourages applicants 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 IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.

CONDITIONS OF A GRANT

If any funds are to be contributed as cost sharing by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are pending, the applicant should describe its plan for meeting the promised cost share from other sources in the event that the pending funds are not received. Government-wide uniform administrative rules and requirements apply.

Cost sharing may include the following:

❑ cash contributions—funds allocated directly to the project by the applicant or a third party, and
❑ in-kind contributions—the value of noncash contributions provided by the applicant or a third party, for example, staff time (if salaries are not paid with federal funds), volunteer time, materials and supplies, and services.

Indirect costs may be used as cost sharing. Indirect costs, often referred to as overhead costs, are not attributable to a specific project or activity of an organization. Costs such as rent (if space is owned by the grant recipient), utilities, and insurance are considered to be part of indirect costs and will not be accepted as direct costs requested from IMLS. If an indirect cost rate or the 15 percent administrative fee is charged to the project, these costs cannot be accepted as part of the direct cost for in-kind contributions.

Maintenance of Effort

Any organization receiving a Native Hawaiian Library Services program grant must expend the same amount for library services, exclusive of the grant amount, during the grant period that was expended in the 12-month period immediately preceding the grant period.

Copyright/Work Products

IMLS requires acknowledgment of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the grant recipient has received written approval for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for federal government purposes, a royalty-free, worldwide, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work and to authorize others to reproduce, publish, or otherwise use the work. IMLS requires that awardees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a beta version of software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all deliberations are concluded. IMLS will notify applicants of final decisions in September 2007.

Payment, Accounting, Management, and Reporting Procedures

A federal accounting office handles the payment of Native Hawaiian Library Services grants. Payments are made electronically within three weeks after recipients return the Automated Clearing House (ACH) Payment Enrollment Form (SF-3881) and the Request for Advance or Reimbursement (SF-270), which are included in the grant award notification packet sent to the Authorized Representative. The ACH form and SF-270 may be submitted from two weeks before the start of the grant period to no later than 90 days after the close of the grant period.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. Recipients do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that IMLS funds have been used for grant costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients are required to submit a six-month interim performance report, a final performance report, and a final financial report. The interim report must be submitted within 30 days after the end of the reporting period. Final performance and financial reports are due within 90 days after the close of the grant period. IMLS will provide reporting instructions.

IMLS Assurances

To be considered for a grant, the applicant's Authorized Representative must read the assurances in the Application Forms section of these guidelines (pp. 55–58) and sign the certification on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s), also called the Face Sheet. An Authorized Representative of the applicant organization is a person who has the authority to apply for federal support of the applicant organization's activities and to enter into legal agreements in the name of the applicant.

APPLICATION REVIEW PROCESS

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants to obtain information needed to make an eligibility determination. If an applicant is determined ineligible, the agency will reject the application without evaluating the proposed project. Similarly, the agency will reject an incomplete application without subsequent evaluation of the proposed project. IMLS will notify an organization if its application is rejected.

All eligible and complete applications are competitively reviewed through the agency's peer review process. Applications are evaluated by individual field review and/

or panel review. IMLS draws its reviewer pool from professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications.

During the evaluation process, reviewers are instructed to evaluate the proposed projects according to the criteria identified in these guidelines. Accordingly, applicants should address all program criteria in their application narratives and include supporting materials in their submissions to the agency. The IMLS director makes funding decisions based on the reviewers' evaluations and the overall goals of this program and the agency.

GUIDANCE FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

Information to Include in Proposal

In the proposal narrative, include a description of the subject matter and its significance, including relationships to related digital content. Explain how the material to be included in the project was or will be selected. Describe the additional value that any digital conversion or repurposing will bring to the materials, such as enabling innovative uses or attracting new audiences. Describe how potential users will discover any new digital material. The application also includes a form, Specifications for Projects That Develop Digital Products (see pp. 52–53), that must be completed and submitted with the application.

Interoperability

Project design should demonstrate the use of existing standards and best practices for digital material where applicable, and products should be interoperable with other digital content. Grantees creating digital collections are expected to participate in the IMLS Digital Collection Registry currently operated by the University of Illinois at Urbana-Champaign. The Grainger Library has created a registry and a metadata repository of collections digitized with IMLS funding. (See the project site at http://imlsdcc.grainger.uiuc.edu/.)

Digitization Plans

Projects that include digital conversion are strongly encouraged to develop a digitization plan before writing the grant application.

Resources for Digitization Projects

IMLS has published "A Framework of Guidance for Building Good Digital Collections" as a resource for applicants planning digital projects. The publication is now maintained by the National Information Standards Organization (NISO) and is available at www.niso.org/framework/Framework2.html. The second edition of this document contains links to many Web sites with useful information for planning and implementing digital projects. IMLS offers a wealth of information, including lists of funded digital projects, at the Digital Corner on the IMLS Web site at http://www.imls.gov/about/digitalCorner.shtm.

The list of resources below is provided to assist you in learning more about digital projects. The list is neither exhaustive nor an endorsement by IMLS of any particular resource.

Training

Many universities, organizations, and businesses provide training in digitization and related topics. The following are examples only—check the general resource lists for leads to more training opportunities and the topic lists below for training resources in specific subject areas.

❑ www.library.cornell.edu/preservation/tutorial/contents.html—Moving Theory into Practice: Digital Imaging Tutorial, by Cornell University Department of Preservation and Collections Maintenance.

❏ www.solinet.net/—The Southeastern Library Network offers training in digital imaging, copyright, digital preservation, and other related topics.

❏ www.oclc.org/education/workshops/default.htm—Seminars, workshops, and online training in digital projects, preservation, copyright, and other topics related to digitization, provided by the Online Computer Library Center (OCLC).

General

❏ www.cdpheritage.org/index.cfm—The Collaborative Digitization Program's Web site (born as the Colorado Digitization Project) offers many digitization resources that include information about copyright, metadata, digitization standards, and administrative concerns.

❏ http://memory.loc.gov/ammem/about/techIn.html—Building Digital Collections: Technical Information and Background Papers is part of the Library of Congress American Memory Project.

❏ www.archives.gov/preservation/technical/guidelines.html—Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files–Raster Images is by Steven Puglia, Jeffrey Reed, and Erin Rhodes of the U.S. National Archives.

❏ http://library.amnh.org/diglib/index.html—The American Museum of Natural History's Digital Library Project Web site has information on and links to resources on many topics, such as planning, standards, and digital resources management.

❏ http://sunsite.berkeley.edu/imaging—Digitizing Images and Text, the Berkeley Digital Library portal, provides links to resources on digitization projects, resources, and tools.

❏ www.mainememory.net/cp_resources.shtml—The Maine Memory Network provides guidance and resources for its contributing cultural institutions such as libraries, museums, archives, and historical societies.

❏ http://images.library.uiuc.edu/resources/links.htm—The University of Illinois at Urbana-Champaign Digital Imaging Media Technology Initiative provides resources about many digitization topics, including a listing of current imaging programs, organizations, and committees.

❏ www.chin.gc.ca/English/index.html—The Canadian Heritage Information Network has information on creating and managing digital content.

❏ www.nedcc.org/digital/tofc.htm—The Handbook for Digital Projects: A Management Tool for Preservation and Access, a Northeast Document Conservation Center site, offers nine chapters of a handbook on project management, scanning, copyright issues, technical topics, best practices, vendor relations, and longevity. It includes many links to related sites.

❏ www.diglib.org/publications.htm—The Digital Library Federation has publications on a range of topics, including digital image management and preservation.

- www.rlg.org/en/page.php?Page_ID=12081—The OCLC Research Library Group's DigiNews is a bimonthly Web-based newsletter.
- www.asis.org/Bulletin/index.html—*The Bulletin of the American Society for Information Science and Technology,* vol. 30, no. 5, June/July 2004, contains a special section about online museum information.
- http://lists.mdch.org/bin/listinfo/ digistates—DigiStates is an online discussion list for people working on collaborative statewide projects for the digitization of cultural heritage resources.

Metadata

- www.niso.org/standards/resources/ Metadata_Demystified.pdf—*Metadata Demystified,* by Amy Brand, Frank Daly, and Barbara Meyers (Sheridan Press and NISO Press, 2003).
- www.getty.edu/research/conducting_ research/standards/intrometadata/index. html—*Introduction to Metadata: Pathways to Digital Information,* edited by Murtha Baca (Getty Research Institute, 2000).
- www.rlg.org/en/page.php?Page_ID=214— Descriptive Metadata Guidelines for RLG Cultural Materials, by the OCLC Research Library Group.
- http://oai-best.comm.nsdl.org/cgi-bin/ wiki.pl?TableOfContents—Best Practices for OAI Data Provider Implementations and Shareable Metadata, by the Digital Library Federation/National Science Digital Library.

- www.utah.edu/cpbmetadata/PBCore/— PBCore: Public Broadcasting Metadata Dictionary, for public broadcasters' television, radio, and Web activities.

Preservation of Digital Material

- www.library.cornell.edu/iris/tutorial/ dpm—Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems is a tutorial by the Cornell University Department of Preservation and Collections Maintenance.
- www.dlib.org—D-Lib Magazine has many articles on preservation of digital materials.

Intellectual Property

- www.umuc.edu/distance/odell/cip—Center for Intellectual Property and Copyright in the Digital Environment, by the Office of Distance Education and Lifelong Learning at the University of Maryland University College.
- www.copyright.iupui.edu/—Copyright Management Center (CMC), Indiana University–Purdue University Indianapolis.

Universal Access

- www.w3.org/WAI/—The World Wide Web Consortium's guidance and resources on Web accessibility for people with disabilities.
- http://trace.wisc.edu/world/web— Designing More Usable Web Sites, resources on universally accessible Web guidelines, compliance with Section 508, and forums for discussing accessibility issues presented by the Trace Center.
- http://webaim.org/—WebAIM is a nonprofit organization within the Center for Persons with Disabilities at Utah State University.

1. In the top left corner of the Grants.gov menu screen, applicants will see "Submit," "Save," "Print," "Cancel," and "Check Package for Errors" buttons.

2. Once applicants have completed the application (i.e., all of the Mandatory Documents have been completed and moved to the "Completed Documents" box), they should click the "Check Package for Errors" button to double-check that they have provided all required information.

3. Applicants should then click the "Save" button one last time to make sure that all of the most current information is saved. (At this point, the invalid values message should not pop up.)

4. Applicants should print out a hard copy of the completed application for their files. Clicking the "Print" button will print out all of the forms in the "Mandatory Completed Documents for Submission" box. Applicants who desire a hard copy of the items attached to the Attachments Form will have to print those out on their own.

5. The authorized official will click the "Submit" button. The "Submit" button will not become active until the application is saved with all required fields completed. Clicking this button will reconnect the user to Grants.gov and the Internet. The authorized official will be prompted to provide the Grants.gov UserID and password that were obtained during the Grants.gov registration process. Applicants should be certain that they are satisfied with their application before clicking the "Submit" button. No changes or revisions are possible once the application is submitted.

Grants.gov will put a date/time stamp on each application after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors, including the size of the application, the speed of the applicant's Internet connection, and the number of other applications (for grants from a variety of federal agencies) being sent to Grants.gov at the same time.

Applications can be submitted until 11:59 p.m. (eastern time) on May 15. However, applicants are strongly encouraged to submit applications early, in case of delays resulting from heavy online traffic or to deal with any last-minute problems that may be encountered.

6. Upon submission of the application to Grants.gov, the Grants.gov tracking number assigned to the application will display on the screen. Applicants should print out a copy of this notification number for their records. The tracking number also will be e-mailed to the authorized organization representative.

7. After the program deadline, applicants will receive a notification via e-mail from Grants.gov when IMLS retrieves their applications from Grants.gov.

8. Within 30 working days after the application deadline, IMLS will e-mail applicants an acknowledgment form with an application log number. Applicants who do not receive this form in the stated time should contact IMLS to ensure that their application was successfully logged.

SUBMITTING PAPER APPLICATIONS

Applicants not using Grants.gov to apply for funding should ship or hand deliver their paper applications for the Native Hawaiian Library Services grant to the following address:

Native Hawaiian Library Services
Office of Library Services
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802

Applications must be postmarked, shipped, or hand delivered no later than May 15, 2007.

Shipping

❑ All applications must be postmarked no later than the May 15 application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
❑ Please consider using commercial delivery services. Overnight delivery is not required; ground service is acceptable.
❑ If the U.S. Postal Service is used to deliver the application, IMLS recommends certified or registered mail.
❑ Because of the length of the application and the number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
❑ If an application is received more than 30 working days after the application deadline, it may be rejected.
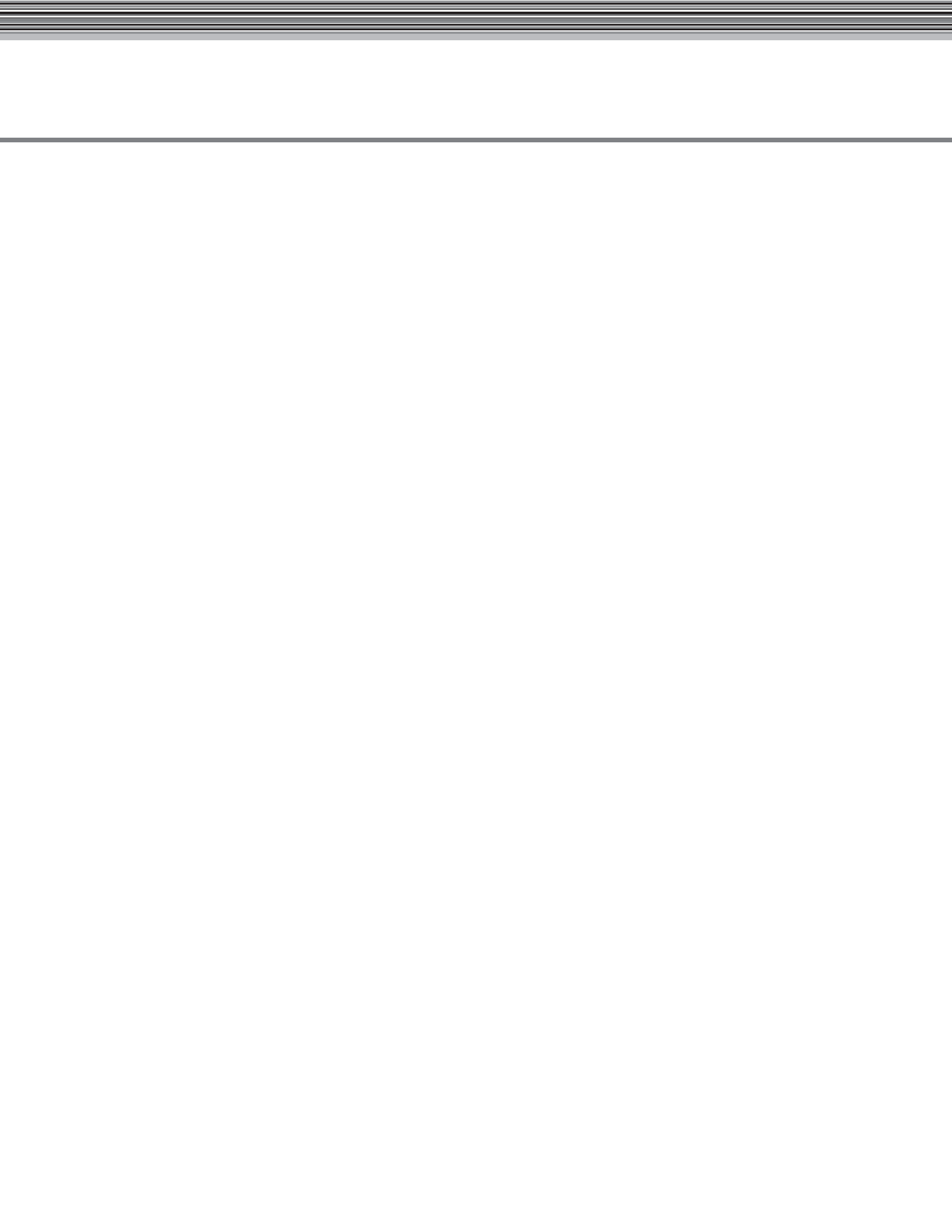
Proof of Shipping

❑ IMLS may ask for proof of shipping if the postmark date on the package cannot be read.
❑ The U.S. Postal Service does not always postmark packages when it receives them. Ask to have the package dated, then verify that the date stamped is accurate.
❑ IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
❑ Private metered postmarks or private mail receipts are not acceptable proof of the shipping date unless they contain a legible date stamped by the U.S. Postal Service.
❑ The green return receipt card for registered mail does not meet the IMLS requirement for proof of the shipping date.

Hand Delivery

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (eastern time) daily, except Saturday, Sunday, and federal holidays. IMLS will provide a dated receipt at the time of delivery.

IMLS Acknowledgment

Within 30 working days after the application deadline, IMLS will e-mail applicants an acknowledgment form with an application log number. Applicants that do not receive this form should contact IMLS to make sure the application was received.

The Application Package

APPLICATION COMPONENTS

An application requesting a Native Hawaiian Library Services grant should include the following materials in the order listed below:

1. Face Sheet: the two-page Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) on pages 43–44 of these guidelines; also available on Grants.gov or as a fill-in PDF form or Word document on the IMLS Web site
2. Program Information Sheet: the three-page form available on pages 45–47 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
3. Narrative: not to exceed eight pages
4. Detailed Budget: the three-page form available on pages 48–50 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
5. Summary Budget: the one-page form available on page 51 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
6. Specifications for Projects That Develop Digital Products form, if applicable: the two-page form available on pages 52–53 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
7. Text Responses documents, which must include the following:
   a. Abstract
   b. Schedule of Completion
   c. Budget Justification
   d. Long-Range Plan for October 2007– September 2010
   e. List of key project staff and consultants
   f. Resumes for key project personnel or position descriptions for new personnel (not to exceed two pages each)
8. Other attachments:
   a. Proof of nonprofit status
   b. Proof of eligibility
   c. Current, federally negotiated rate for indirect costs, if applicable
   d. Planning documents, such as needs assessments or digitization plans, if applicable
9. If filing on paper (i.e., not electronically through Grants.gov), the applicant must submit **one original** (with the original signature of the applicant's Authorized Representative) and **six copies** of the entire application, plus **TWO** additional copies of the Face Sheet/SF-424s, and a 3.5-inch disk or CD containing the abstract and narrative.

If filing a paper application, do not place the original or copies of the application in a binder or notebook. Applicants submitting incomplete applications will not be considered for funding. IMLS will determine if an application is complete. No submitted application materials will be returned.

The Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) is a form located on Grants.gov and must be completed by applicants using this filing method. It is the equivalent to the two-page IMLS Face Sheet found on pages 43–44 within these guidelines, to be completed by applicants filing applications on paper.

Note: Questions 1 through 4 on SF-424s will auto-fill for applicants using Grants.gov. These four fields are not required for applicants using paper applications.

5. Applicant Information

a. Legal Name: Enter the legal name of the organization that is making the application. Please see page 4 (Eligibility) for eligibility details.

b. Address: Use Street1 for the 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. An organization's full Zip code can be retrieved at www.usps.com/zip4.

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

d. Type of Applicant: Select the one code that best characterizes the applicant organization from the menu in the drop-down box. Leave the other boxes blank. The following types of applicants are not eligible to receive Native Hawaiian Library Services grants:

❑ Public/Indian Housing Authority
❑ Individual
❑ For-Profit Organization (Other than Small Business)
❑ Small Business
❑ Nondomestic (non-U.S.) Entity

e. EIN/TIN: Enter the nine-digit number assigned by the IRS; do not use a Social Security number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number. Ensure that the number entered here agrees with the number (either 9 or 13 digits) that was used with the Central Contractor Registry (CCR) as part of the Grants.gov registration.

g. Congressional District (Grants.gov applications only): Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by the three-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." If an applicant 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 an institution's district, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

SF-424s/FACE SHEET

6. Project Information

a. **Project Title:** Provide a brief descriptive title.

b. **Project Description:** Briefly describe the specific project, not the applicant organization. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area.

c. **Proposed Project Start Date/End Date:** Enter October 1, 2007, for the start date, and September 30, 2008, for the end date.

7. Project Director

Provide the requested information for the project director, who will be responsible for carrying out the project and who will serve as the key contact person with IMLS regarding the progress achieved under the grant. Leave the Social Security number blank. Select a prefix (even though this field is not required on Grants.gov).

8. Primary Contact/Grants Administrator

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. Leave the Social Security number blank. Select the appropriate prefix (even though this field is not required on Grants.gov).

In some organizations, particularly smaller ones, this individual may be the same as the project director. If this is the case, check the "Same as Project Director" box. (If the primary contact/grants administrator is the same as the Authorized Representative, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative

Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The Authorized Representative should not be the same person as the project director. By checking the "I Agree" box at the top of Item 9 and signing the application, this individual certifies the applicant's compliance with relevant federal requirements (see the "IMLS Assurances and Certification" section, pp. 55–58). All written correspondence will be addressed to the Authorized Representative.

For Grants.gov applications, the "Signature of Authorized Representative" and "Date Signed" boxes will be populated on submission of the application. Paper applications must be signed and dated by the appropriate official. Submission of the application by the Authorized Representative certifies compliance with relevant federal requirements, and that the statements in the application are true, complete, and accurate to the best of the applicant's Authorized Representative's knowledge.

PROGRAM INFORMATION SHEET

1. Applicant Information

a. Legal Name: Enter the legal name of the applicant.

b. and c. Organizational Unit and Address: Enter the name and address of the library that will administer the grant (see Eligibility, p. 4). Be sure to include the four-digit extension on the Zip code.

d. Web Address: If an organizational unit is listed, enter its Web address here. If not, enter the Web site of the entity listed at Legal Name.

e. Type of Institution: Select the box next to "Native American Tribe/Native Hawaiian Organization."

2. Grant Program or Grant Program Category

Select the "Native Hawaiian Library Services" box listed under "g. Native American/Native Hawaiian Library Services."

3. Request Information

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

b. Cost Share Amount: Enter the amount here, if applicable.

4–5

Applicants for Native Hawaiian Library Services grants should skip these sections.

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

Select the box for yes or for no.

7–8

Applicants for Native Hawaiian Library Services grants should skip these sections.

NARRATIVE

The following section, "Application Evaluation Criteria," describes the items to be addressed in the Native Hawaiian Library Services grant narrative. The narrative should explain what need the project will meet, and it should provide sufficient information for reviewers to evaluate all criteria. A thorough, succinct narrative of no more than eight single-spaced pages should address all of the criteria. These criteria should be addressed in the order presented and must be labeled with the criteria section titles to guide reviewers in their evaluation. Do not exceed the eight-page limit. Detailed budget discussion should not be included here, but in a separate budget justification. Planning documents that informed the project design, such as needs assessments or digitization plans, should be included as "other attachments."

The application narrative must:

❏ include the applicant organization's name at the top of each page,
❏ not exceed the space limits,
❏ be printable on 8.5- by 11-inch paper,
❏ have a margin of at least 0.5 inch on all sides,
❏ use a 12-point typeface or larger with standard spacing between letters (i.e., do not use a condensed typeface),
❏ use a typeface that contains no more than six lines per vertical inch, and
❏ have each page numbered.

Grants.gov applicants should use the Attachments Form to attach the narrative to the application. Attachments will be accepted in one of the following formats only: Microsoft Word (.doc), Adobe Portable Document Format (.pdf), Microsoft Excel (.xls), JPEG (.jpg), rich text (.rtf), or plain text (.txt).

APPLICATION EVALUATION CRITERIA

The four criteria listed below should be addressed in the application narrative. The narrative should be **eight pages** or less. Because reviewers base their evaluations only on the information presented in the application, it is important that applicants prepare a clear, concise, well-organized document. Applicants must address all of the evaluation criteria in the order in which they are listed below. Each criterion should be used as a heading and followed by a comprehensive description.

Assessment of Need

Include an assessment of need as it relates to the community and the library. Include information such as the following:

❑ a description of the community;
❑ the current status of the library, including baseline data that will be used to measure success of outcomes at project completion;
❑ what needs will be met by the goals of this project; and
❑ how those needs were determined.

Project Design and Evaluation Plan

Include a description of the proposed project plan. Include information such as the following:

❑ clear goals and objectives;
❑ action steps and activities to implement the project;
❑ evidence that the project is of sufficient scope to create positive changes in library services to the community;
❑ a plan to monitor and assess the project's progress;

❑ a plan to evaluate the impact of the project (that is, measurement of outcomes for each objective, measurement of community satisfaction, and documentation of final results, both expected and unexpected); and
❑ a plan to maintain and continue the positive changes after the period of federal funding.

Project Resources: Budget, Personnel, and Management Plan

Describe the resources that will be made available to complete the proposed project. Include information such as the following:

❑ evidence that the applicant will effectively complete the project activities through the deployment and management of resources, including money, facilities, equipment, and supplies;
❑ evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities;
❑ a description of reporting relationships for personnel and oversight responsibilities for the project;
❑ other federal or nonfederal resources that will be used to carry out the proposed project; and
❑ evidence of a record of sound financial planning and management.

Impact and Intended Results

Describe the impact and intended result of the proposed project. Include information such as the following:

- ❑ how this project will affect library services to your community;
- ❑ any innovative approaches that will be used;
- ❑ what aspects of this project could be replicated by other native libraries; and
- ❑ how the project results and lessons learned will be disseminated locally and to the Native Hawaiian library community at large.

The application requires three elements to describe the costs of a proposed project. The Detailed Budget for each year of the project and the Summary Budget that describes costs for the entire project are available on pages 48–51 of these guidelines; they are also available as fill-in PDF forms or Word documents in the Grants.gov Zip file or on the IMLS Web site. The third element is the budget justification, which is referenced below and further explained in the "Text Responses Document" section (pp. 37–38).

Applicants using the PDF fill-in forms will notice that the columns total automatically, whereas applicants using the Word forms will have to total their columns manually.

Section A: Detailed Budget

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by the applicant or third-party in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonably necessary to accomplish project objectives, allowable in terms of 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 the applicant organization. When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see "Indirect Costs" below) are not charged to the project as direct costs.

"Method of Cost Computation" can refer to a percentage of a person's time devoted to the project, a number of days, a quantity of items, and so on. This column should clarify how the applicant arrived at the costs indicated.

1. Salaries and Wages: Indicate both temporary and permanent staff by noting "temp" or "perm" in parentheses after each staff member listed.

2. Fringe Benefits: Fringe benefits may include contributions for Social Security, employee insurance, pension plans, and so on. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

3. Consultant Fees: List any consultants hired for this project. Identify the costs for each consultant's services by the daily fees charged.

4. Travel: Applicants must include $2,500 per year for travel to attend IMLS-designated meetings. The lowest available commercial fares for coach or equivalent accommodations must be used, and foreign travel must be undertaken on U.S. flag carriers when such services are available.

5. Supplies and Materials: In general, list the costs of material to be purchased specifically for the proposed project. Permanent equipment is defined as nonexpendable personal property having a useful life of more

than one year and an acquisition cost of $5,000 or more.

6. Services: List the costs of project activities to be undertaken by a third-party contractor, including a partner, under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. Attach a complete itemization of these costs to the budget form. If there is more than one contractor, list the cost of each contract separately on the budget form and include an attached itemization.

7. Student Support: Native Hawaiian Library Services grant applicants should skip this section.

8. Other Costs: 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 more lines are needed, the information should be summarized in the Detailed Budget form and further explained in the budget justification.

10. Indirect Costs: Indirect costs are project costs that an organization incurs that cannot be easily assigned to an individual project. They are also called "overhead" or "administrative costs." Examples of indirect-cost type items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the organization.

Organizations that do not have a federally negotiated indirect cost rate and do not wish to negotiate one may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to more than the first $5,000 of distorting costs such as equipment purchases or subcontracts.

If an organization has a federally negotiated indirect cost rate that will be current on the date of award, as cited on the award notification, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued. Institutions must use a federally negotiated indirect cost rate appropriate to the type of project proposed. For example, a rate for research may be used only for research projects.

An organization that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

Once an indirect cost rate is accepted by IMLS, the rate shall be considered fixed for the duration of the award even if, during the course of the award, the grantee negotiates a new indirect cost rate.

Section B: Summary Budget
The Summary Budget should clearly identify the amount requested from IMLS and the amount provided as in-kind contributions by the applicant and from any other sources.

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

For a list of resources on digitization projects that may help applicants complete this form, see pages 17–19. This list is intended to assist applicants in learning more about digitization projects. The list is neither exhaustive nor an endorsement by IMLS of any particular resource.

If there is not enough space on the form to provide complete answers to the questions, please copy the questions to a separate document, answer them fully, and incorporate the document (clearly named so as to be identifiable) into the Text Responses portion of the application.

Part I

Complete the appropriate sections. Select box A, B, C, or any combination of these boxes, depending on the original material the applicant will be working with and the digital products that will be developed.

Box A. Converting Non-Digital Material to Digital Format

A1.   Explain the types of original non-digital materials to be selected for digitization—such as text, photographs, three-dimensional art objects, archaeological artifacts, maps, motion pictures, video—and give the quantity of each type. For audio, video, and motion picture materials, give the total number of minutes or hours to be digitized. Describe the original format of each type of material to be digitized.

A2.   Identify all use or access restrictions covering the original material to be digitized. Check the intellectual property condition and give the corresponding percentage of the original material to be digitized for which restrictions exist.

A3.   Describe the terms of access and use that will apply to the newly digitized material being created by the project. Identify and explain any restrictions that will apply to the digitized material, and specify what percentage, if any, of the total material will be subject to restrictions. Examples are copyright, no downloading, and registration.

A4.   Explain what equipment and software will be used and include specifications that are relevant to the work of the project (e.g., cameras with zoom capability, scanners, servers, motorized object rigs). Equipment and software must be described, whether the digitization will be completed in-house or outsourced to a contractor or partner.

Box B. Repurposing Existing Digital Content

B1.   Explain the original materials whose digital form will be repurposed—such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files—and give the number of each type. Describe the digital format and the amount of material to be repurposed.

B2.   Identify copyright and other potential restrictions with regard to the original digital material. Check the intellectual property condition and give the corresponding percentage of the digital material to be repurposed.

B3.   Describe the terms of access and use of the repurposed digital material. Identify and explain any restrictions that will apply to the repurposed digital material, and specify what percentage, if any, of the total material will be subject to restrictions. Examples are copyright, no downloading, and registration.

B4.   Explain what equipment and software will be used and include specifications that are relevant to the work of the project. Equipment must be described, whether the repurposing will be completed in-house or outsourced to a contractor or partner.

Box C. Creating New Digital Content

C1.   Explain the types of digital content to be created—such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files—and give the quantity of each type.

C2.   Describe the plan to obtain releases and permissions from project content creators (e.g., filmmakers) and subjects (e.g., oral history interviewees).

C3.   Describe the disposition of ownership of the new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the new product, and specify what percentage, if any, of the total material will be subject to restrictions.

C4.   Explain what equipment and software will be used and include specifications that are relevant to the work of the project (e.g., camera, audio recording equipment, video recording equipment, encoding software, server). Equipment must be described, whether the content will be created in-house or outsourced to a contractor or partner.

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

Answer all questions.

5.   Specify the file formats to be produced and the anticipated quality of each format (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate, compression ratio, frames per second). If watermarks or other features will be used, explain. Provide information for Master, Access, and Thumbnail versions.

6.   Describe the medium that will be used to deliver the digital material (e.g., Internet streaming or download, broadcast, DVD).

7.   Describe the underlying software to manage and present the content (e.g., DSpace, Fedora, ContentDM).

8.   Describe the plan for ensuring the technical quality of the digital product.

9.   Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

10.   Describe plans for preserving and maintaining the digital material during and after the grant period. The plan should cover storage systems and media to be used, migration plans, maintenance responsibilities, and commitment of institutional funding support.

11.   If content will be provided on the Internet, indicate agreement to submit collection-level records for digital products to the IMLS Digital Collection and Content Registry. State reasons for selecting alternative approaches.

12.   Provide URL(s) for the applicant's previously digitized collections, if applicable. If the proposed digital collection will differ substantially in look and feel from collections previously digitized, explain what the differences will be.

TEXT RESPONSES DOCUMENT

For the following application items, create a single document that includes all of the items below, in the order listed and on separate pages. When it is finished, please run spell check (if available) and make corrections. Text Responses documents must

❑ supply information in the order requested.
❑ include the title (e.g., Abstract) for each item.
❑ have the applicant organization's name at the top of each page.
❑ have a margin of at least 0.5 inch on all sides.
❑ have each page numbered.
❑ use no smaller than a 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten text responses are not acceptable.

Grants.gov applicants should save the document with the file name "TextResponses." Applicants will use the Attachments Form to add this document to their applications. Attachments will be accepted in one of the following formats only: Microsoft Word (.doc), Adobe Portable Document Format (.pdf), Microsoft Excel (.xls), JPEG (.jpg), rich text (.rtf), or plain text (.txt).

Abstract
A project abstract of no more than one single-spaced page (600-word maximum) must be provided. It should be a self-contained description of the project, including a statement of objectives and methods to be used as well as anticipated results and outcomes.

This abstract may be used by IMLS for public information purposes, so it should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a technically literate lay reader. The abstract must not include any proprietary or confidential information.

Schedule of Completion
The applicant must provide a Schedule of Completion that shows when each major project task will be undertaken and marks the milestones for each grant activity. The Schedule of Completion must also correspond to the activities described in the narrative and the project dates on the Face Sheet/ SF-424s and budget pages. One way to plot this information is in a graph or chart that lists project activities and the corresponding months when these activities will take place during the project. This document may be created as a narrative or spreadsheet, and should be no longer than one page per year. See page 54 for an example.

Budget Justification
The budget justification should explain all elements of the Detailed Budget. For example, the budget justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The application should provide specifications for all hardware and software for which IMLS funding is requested.

The budget justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

The cost of project activities to be undertaken by a third-party contractor should be listed under "Services" on the Detailed Budget 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. A complete itemization of these costs should be included as part of the budget justification. If there is more than one contractor, the cost of each contract must be listed separately on the budget form and an itemization must be included as part of the budget justification.

Long-Range Plan

To help ensure that library services meet current local needs and to help applicants develop strategies to build services that will be needed in the future, IMLS requires that the applicant submit a long-range plan (formerly called a three-year plan) with the application. The long-range plan submitted in 2007 must cover the period October 2007 through September 2010. The plan should identify community needs and how the library will address those needs. The submission of a long-range plan does not imply automatic funding for the years covered in the plan, nor does it imply the availability of grant funds past the stated grant period.

State the library's mission and goals, as well as the programs and activities that will be implemented to achieve those goals. Include an evaluation plan that will demonstrate progress toward reaching the library's goals. Visit the IMLS Web site at www.imls.gov/pdf/07_longrangeplan.pdf to see a sample plan. Use the following outline to create a long-range plan.

1. Mission Statement
2. Needs Statement #1
    a. Goal
    b. Evaluation Plan
        1. Key Output Targets
        2. Key Outcome Targets
    c. Activities/Timeline
3. Needs Statement #2
    a. Goal
    b. Evaluation Plan
        1. Key Output Targets
        2. Key Outcome Targets
    c. Activities/Timeline
Additional needs statements as appropriate

IMLS supports and encourages the use of an evaluation tool called outcome-based evaluation (OBE). This system of measuring results replaces the question, "What activities did we carry out?" with the question, "What changed as a result of our work?" A focus on measuring outcomes—the effect of an institution's activities and services on the people it serves—rather than on the services themselves (outputs) is an emerging keystone of library programs. Additional information about OBE is available on the IMLS Web site at www.imls.gov/applicants/obe.shtm or on request from IMLS.

List of Key Project Staff and Consultants and Resumes for Key Project Personnel

1. Provide a list of the key project staff and the consultants who will be directly involved in the program.
2. Add resumes or curriculum vitae of no more than two pages each for all key personnel (both staff and consultants). Add a page break at the end of the list of personnel, then add page breaks at the end of each of the resumes/curriculum vitae.
3. If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes. Because application reviewers rely on resumes to determine the project's potential for success, if the personnel have not been chosen, the application may be at a competitive disadvantage.

OTHER ATTACHMENTS

Proof of Nonprofit Status

Applicants and any partners must submit proof of nonprofit status, which may be either (1) a copy of the IRS letter indicating the organization's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended; or (2) an official document identifying the organization as a unit of state or local government or other tax-exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization's letterhead and certified by an official of the parent organization. IMLS will not accept a letter of sales tax exemption as proof of nonprofit status.

Proof of Eligibility

Applicants must submit proof that they are eligible nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in 20 U.S.C. § 7517). As proof of eligibility, applicants must submit the organization's charter documents, including the organization's articles of incorporation. Applicants may provide additional proof of eligibility.

Supporting Documentation

Applicants may include documents that specifically relate to the justification for the project. Web links within the proposal narrative to relevant online materials are preferred to attachments.

Points to Remember

❑ The number of attachments that may be included is not limited. However, all attachments must relate specifically to the applicant's project. Grants.gov applicants are provided with two Attachments Forms, each allowing up to 15 attachments. Applicants are encouraged to create multipage documents that include multiple attachments, when possible.

❑ Do not overburden the reviewers with unnecessary materials.

❑ All attachments should include dates of creation and authorship.

Application Forms
and Assurances

APPLICATION CHECKLIST

An application requesting Native Hawaiian Library Services grant funding should include the following materials:

❑ Face Sheet: the two-page Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) available on pages 43–44; also available on Grants.gov or a fill-in PDF form or Word document on the IMLS Web site

❑ Program Information Sheet: the three-page form available on pages 45–47; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Narrative (not to exceed eight pages)

❑ Detailed Budget: the three-page form available on pages 48–50; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Summary Budget: the one-page form available on page 51; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Specifications for Projects That Develop Digital Products form, if applicable: the two-page form available on pages 52–53; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Text Responses documents, including the following:
   ❑ Abstract
   ❑ Schedule of Completion
   ❑ Budget justification
   ❑ Long-range plan for October 2007–September 2010
   ❑ List of key project staff and consultants
   ❑ Resumes of key project personnel or position descriptions for new personnel (not to exceed two pages each)

❑ Other attachments:
   ❑ Proof of nonprofit status
   ❑ Proof of eligibility
   ❑ Current, federally negotiated rate agreement for indirect costs, if applicable
   ❑ Planning documents, such as needs assessments or digitization plans, if applicable

If submitting a paper application, applicants must include the following:

❑ **AN ORIGINAL AND SIX COPIES** of the complete application package, plus **two** additional copies of the Face Sheet/SF-424s, and a 3.5-inch disk or CD containing the abstract and narrative
❑ **A copy of this checklist with your application package**

Please note: Questions 1–4 will auto-fill for Grants.gov applicants and are not required for paper applicants.

5. Applicant Information

a. Legal Name: _____

b. Address:

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Province: **N/A**_____

Country: _____   Zip+4/Postal Code: _____

c. Web Address: **http://**_____

d. Type of Applicant (check one):

❑ State Government
❑ County Government
❑ City or Township Government
❑ Special District Government
❑ Regional Organization
❑ U.S. Territory or Possession
❑ Independent School District
❑ Public/State-Controlled Institution of Higher Education
❑ Indian/Native American Tribal Government (Federally Recognized)
❑ Indian/Native American Tribal Government (Other than Federally Recognized)
❑ Indian/Native American Tribally Designated Organization
❑ Public/Indian Housing Authority

❑ Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education)
❑ Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education)
❑ Private Institution of Higher Education
❑ Individual
❑ For-Profit Organization (Other than Small Business)
❑ Small Business
❑ Hispanic-serving Institution
❑ Historically Black Colleges and Universities (HBCUs)
❑ Tribally Controlled Colleges and Universities (TCCUs)
❑ Alaska Native and Native Hawaiian Serving Institutions
❑ Nondomestic (non-U.S.) Entity
❑ Other (specify) _____

e. Employer/Taxpayer Number (EIN/TIN): _____   f. Organizational DUNS: _____

6. Project Information

a. Project Title: _____

b. Project Description:

c. Proposed Project Start Date: _____   End Date: _____

7. Project Director

a. Social Security Number: **N/A**_____

b. Prefix: _____   c. First Name: _____   d. Middle Name: _____

e. Last Name: _____   f. Suffix: _____

g. Title: _____   h. E-mail: _____

i. Telephone Number: _____   j. Fax Number: _____

7. Project Director (continued)

k. Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Province: **N/A**_____

Country: _____   Zip+4/Postal Code: _____

8. Primary Contact/Grants Administrator

❑   Same as Project Director (skip to next item)   a. Social Security Number: **N/A**_____

b. Prefix: _____   c. First Name: _____   d. Middle Name: _____

e. Last Name: _____   f. Suffix: _____

g. Title: _____   h. E-mail: _____

i. Telephone Number: _____   j. Fax Number: _____

k. Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Province: **N/A**_____

Country: _____   Zip+4/Postal Code: _____

9. Authorized Representative

*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 if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001).

**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.

a. ❑   *I Agree

b. Prefix: _____   c. First Name: _____   d. Middle Name: _____

e. Last Name: _____   f. Suffix: _____

g. Title: _____   h. E-mail: _____

i. Telephone Number: _____   j. Fax Number: _____

k. Signature of Authorized Representative: _____

l. Date Signed: _____

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information

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

b. Organizational Unit (if different from Legal Name): _____

c. Organizational Unit Address

    Street1: _____   Street2: _____

    City: _____   County: _____

    State: _____   Zip+4/Postal Code: _____

d. Web Address: **http://**_____

e. Type of Institution (check one):

- ❑ Academic Library
- ❑ Aquarium
- ❑ Arboretum/Botanical garden
- ❑ Art Museum
- ❑ Children's/Youth Museum
- ❑ Community College
- ❑ Four-year College
- ❑ General Museum*
- ❑ Graduate School of Library and Information Science
- ❑ Historic House/Site
- ❑ Historically Black College or University
- ❑ History Museum

- ❑ Library Association
- ❑ Library Consortium
- ❑ Museum Library
- ❑ Museum Services Organization/ Association
- ❑ Native American Tribe/Native Hawaiian Organization
- ❑ Natural History/Anthropology Museum
- ❑ Nature Center
- ❑ Planetarium
- ❑ Public Library
- ❑ Research Library/Archives

- ❑ School Library, or School District applying on behalf of a School Library or Libraries
- ❑ Science/Technology Museum
- ❑ Special Library
- ❑ Specialized Museum**
- ❑ State Library
- ❑ State Museum Agency
- ❑ State Museum Library
- ❑ Zoo
- ❑ Institution of higher education other than listed above
- ❑ Other, please specify:

    _____

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

2. Grant Program or Grant Program Category

- ❑ **a. 21st Century Museum Professionals**

  b. Conservation Project Support
- ❑ General Conservation Survey
- ❑ Detailed Conservation Survey
- ❑ Environmental Survey
- ❑ Environmental Improvements
- ❑ Treatment
- ❑ Research
- ❑ Training
- ❑ Impact Project

  c. Laura Bush 21st Century Librarian Program
- ❑ Master's-level Programs
- ❑ Doctoral-level Programs
- ❑ Pre-professional Programs
- ❑ Research (early career development)
- ❑ Research (other than early career development)
- ❑ Continuing Education
- ❑ Programs to Build Institutional Capacity

- ❑ **d. Museum Grants for African American History and Culture**

  e. Museums for America
- ❑ Sustaining Cultural Heritage
- ❑ Supporting Lifelong Learning
- ❑ Serving as Centers of Community Engagement

  f. National Leadership Grants
  Select Museum or Library:
- ❑ Museum
- ❑ Library
  Select Grant Category:
- ❑ Building Digital Resources
- ❑ Library and Museum Community Collaboration Grant
  Research and Demonstration:
  - ❑ Research
  - ❑ Demonstration
- ❑ Collaborative Planning Grant

  g. Native American/Native Hawaiian Library Services
- ❑ Basic Grant only
- ❑ Basic Grant with Education/ Assessment Option
- ❑ Enhancement Grant
- ❑ Native Hawaiian Library Services

  h. Native American/Native Hawaiian Museum Services
- ❑ Programming
- ❑ Professional Development
- ❑ Enhancement of Museum Services

- ❑ **i. Partnership for a Nation of Learners Community Collaboration Grants**

3. Request Information

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

4. Museum Profile (Museum Applicants only)

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

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

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

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

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

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

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

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

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

   Number of full-time paid institution staff: _____ Number of full-time unpaid institution staff: _____

   Number of part-time paid institution staff: _____ Number of part-time unpaid institution staff: _____

g.

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

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

5. Public Broadcasting Licensee Information (Partnership for a Nation of Learners Grants only)

a. Nonfederal financial support (NFFS) for the most recently completed fiscal year: _____ $.00

b. CPB CSG ID# _____

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

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

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

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

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

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

d. Number of holdings (books, journals, media):

e. Number of circulation transactions per year:

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

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

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

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

❑ Expand services for learning and access to information and educational resources.

❑ Develop library services that provide all users with access to information.

❑ Provide electronic and other linkages between and among all types of libraries.

❑ Develop public and private partnerships with other agencies and community-based organizations.

❑ Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.

❑ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.

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

❑ FY 2007 expenditures will equal or exceed previous 12-month grant period. Maintenance of effort is assured.

❑ FY 2007 expenditures will not equal or exceed previous 12-month expenditure. Maintenance of effort is not assured.

❑ Maintenance of effort does not apply.

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

a. Type of Collection

❑ Nonliving ❑ Natural History/Anthropology

❑ Animals, living ❑ Plants, living

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

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

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DETAILED BUDGET FORM - PAGE ONE

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

b. Requested Grant Period From: _____   Requested Grant Period Through: _____

c. If this is a revised budget, indicate application/grant number: _____

Section A: Detailed Budget

a. Year: 1❑ 2❑ 3❑ 4❑   b. Budget Detail for the Period From: _____   c. Through: _____

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
		SUBTOTALS			

2. Fringe Benefits

Rate		$ Salary Base	$ Grant Funds	$ Cost Sharing	$ Total
	% of				
	% of				
	% of				
	SUBTOTALS				

3. Consultant Fees

Name or Type of Consultant	No. of days	Daily Rate of Compensation	$ Grant Funds	$ Cost Sharing	$ Total
		SUBTOTALS			

DETAILED BUDGET FORM - PAGE TWO

4. Travel

From/To	No. of persons	No. of days	$ Subsistence Costs	$ Transportation Costs	$ Grant Funds	$ Cost Sharing	$ Total
				SUBTOTALS			

5. Supplies and Materials

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
	SUBTOTALS			

6. Services

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
	SUBTOTALS			

DETAILED BUDGET FORM - PAGE THREE

7. Student Support (Laura Bush 21st Century Librarians Program only)

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
	SUBTOTALS			

8. Other Costs

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
	SUBTOTALS			

9. Total Direct Costs

	$ Grant Funds	$ Cost Sharing	$ Total
TOTALS (Add subtotals of items 1 to 8)			

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested.

❑ Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).

❑ Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

❑ Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Item A: Name of federal agency: _____

Expiration Date: _____ Proposal Date: _____

Item B:

Rate		$ Base	$ Grant Funds	$ Cost Sharing	$ Total
	% of				
	% of				
	% of				
	SUBTOTALS				

11. Total Project Costs

	$ Grant Funds	$ Cost Sharing	$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)			
PROJECT COST TOTALS (Excluding Student Support)			

SUMMARY BUDGET FORM

Section B: Summary Budget

	$ IMLS	$ Cost Share	$ TOTAL COSTS
1. Salaries and Wages			
2. Fringe Benefits			
3. Consultant Fees			
4. Travel			
5. Supplies and Materials			
6. Services			
7. Student Support			
8. Other Costs			
TOTAL DIRECT COSTS (1–8)			
9. Indirect Costs			
TOTAL COSTS (Direct and Indirect)			

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS

2. Cost Sharing:

    a. Cash Contribution

    b. In-Kind Contribution

    c. Other Federal Agencies*

    d. TOTAL COST SHARING

3. TOTAL PROJECT FUNDING (1+2d)

% of Total Costs Requested from IMLS

* If funding has been requested from another federal agency, indicate the agency's name:

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

Part I. Complete the appropriate section(s):

A. Converting Non-Digital Material to Digital Format

A1. Describe types and original formats of materials to be selected for digitization and quantity of each.

A2. Identify copyright issues and other potential restrictions with regard to the original non-digital material.

❏ Public domain: _____% of total.

❏ Permissions have been obtained: _____% of total.

❏ Permissions to be requested: _____% of total.
    Plan to address:

❏ Privacy concerns: _____% of total. Plan to address:

❏ Other: _____% of total. Explain:

A3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material and specify what percentage if any of the total material will be subject to restrictions.

A4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter).

B. Repurposing Existing Digital Content

B1. Describe types and original formats of digital materials to be selected for repurposing and quantity of each.

B2. Identify copyright issues and other potential restrictions with regard to the original digital material.

❏ Public domain: _____% of total.

❏ Permissions have been obtained: _____% of total.

❏ Permissions to be requested: _____% of total.
    Plan to address:

❏ Privacy concerns: _____% of total. Plan to address:

❏ Other: _____% of total. Explain:

B3. Describe how the repurposed material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to repurposed material and specify what percentage if any of the total material will be subject to restrictions.

B4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., MPEG encoder, non-linear editing system, GIS software).

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

C. Creating New Digital Content

C1. Describe types of materials to be created in digital form and quantity of each.

C2. Describe plan to obtain releases/permissions from project content creators and subjects.

C3. Describe disposition of ownership and use rights of new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to new content and specify what percentage if any of the total material will be subject to restrictions.

C4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).

Part II. Answer all questions:

5. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.

  Master: _____

  Access: _____

  Thumbnail: _____

6. Describe the delivery medium that will be used (e.g., Internet, broadcast, DVD).

7. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, ContentDM).

8. Describe the quality control plan.

9. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

10. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and commitment of institutional funding).

11. If content will be provided on the Internet, indicate agreement to submit collection-level records for digital products to the IMLS Digital Collections Registry. State reasons for selecting alternative approaches.

12. Provide URL(s) for applicant's previous digital products, if applicable.

SAMPLE SCHEDULE OF COMPLETION

This is a sample format for a Schedule of Completion (see p. 37). Applicants may prepare theirs in a similar manner, but this format is not required. Whatever format is selected, be sure to list each major project activity addressed in the application narrative and the date each activity begins and ends. It is critical that the dates on the Schedule of Completion correspond to the project dates on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s; also known as the Face Sheet). If the proposed activity is part of a larger project, make sure the IMLS-funded portion is clearly identified.
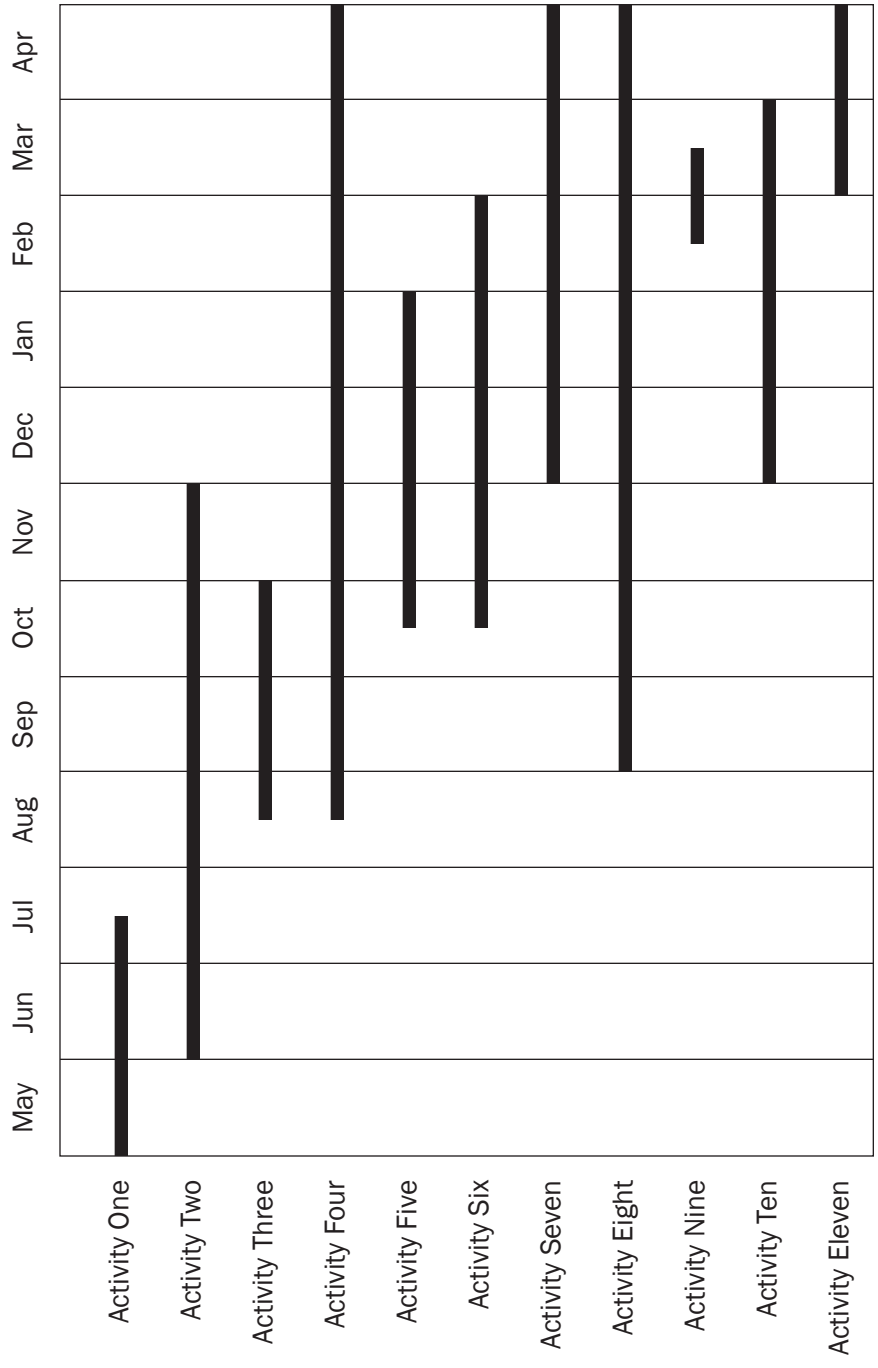
IMLS ASSURANCES AND CERTIFICATION

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a 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" (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, which are found in 45 C.F.R. Chapter XI, Subchapter E (Institute of Museum and Library Services). 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, 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 OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

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.

Suspension, Debarment, and Other Responsibility Matters

1. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

   (a) are not presently excluded or disqualified;

   (b) have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;

   (c) are not 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 45 C.F.R. 1185.800(a); and

   (d) have not had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

2. The authorized representative, on behalf of the applicant, further certifies that the applicant and its principals will comply with 45 C.F.R. Part 1185 Subpart C (Responsibilities of Participants Regarding Transactions) and will require similar compliance with Subpart C by persons at the next lower tier with whom the primary tier participant enters into covered transactions.

Nondiscrimination

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

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

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 Subpart B of 45 C.F.R. Part 1186.

This includes: 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 its employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application or upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of $100,000)

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 any 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 a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) 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 request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(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.

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. IMLS grant regulations may be found at 45 C.F.R. Chapter XI, Subchapter E (Institute of Museum and Library Services).

Certifications Required of Some Applicants

The following certification is 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.

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.).
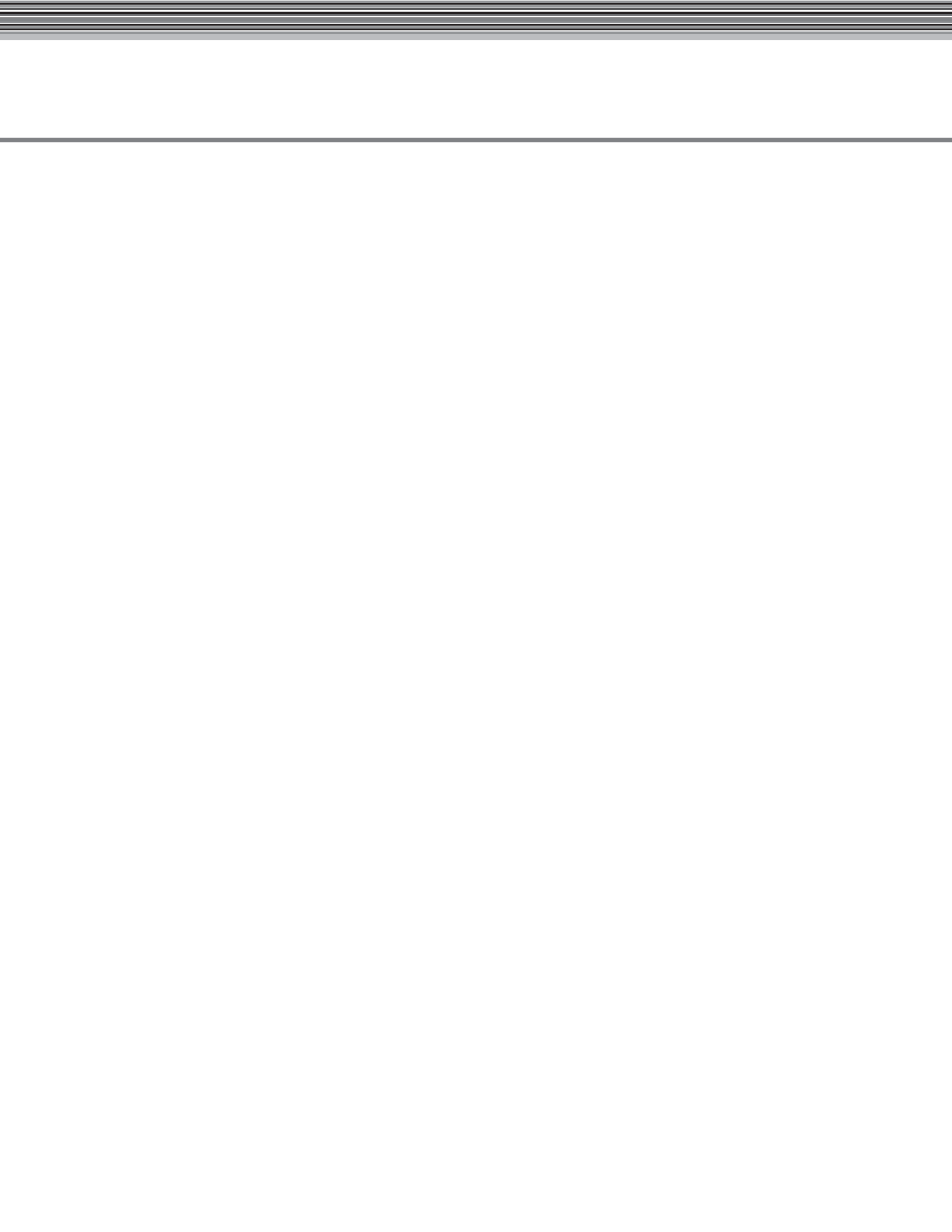
APPLICATION TIPS

To Make Your Application More Competitive...

❑ Start with a good idea! Identify the problem you are trying to solve and a potential solution that grant funding would support. Remember that competitive programs are often very competitive. In general, projects that benefit more than one institution and reach a broad audience will be the most competitive.

❑ Match your idea with the appropriate funder and program—contact the program officer to find out if your idea matches the goals of the program.

❑ Read the program guidelines carefully and note all instructions and deadlines. It takes time to develop a good proposal and a good project, so give yourself plenty of it.

❑ Assemble your project team, including external partners—your team will be your most important asset.

❑ Meet to discuss all aspects of the project and all of the program evaluation criteria—identify assets, weaknesses, and potential allies. Ask questions: Who is the target audience? What are the anticipated outcomes (who will benefit and how)? How can the benefits be measured (how will you know if you succeed)? Who will know about it? Generally, projects involving two or more institutions will require time and ongoing discussions to develop a strong relationship, but projects based on these kinds of collaborative relationships will be more competitive for funding and more successful in execution. Involve potential allies as partners, members of advisory boards, or writers of support letters. They will help to disseminate results and extend the benefit.

❑ Develop a draft proposal—follow the recommended format and all instructions, and address all of the evaluation criteria in the order prescribed. Be sure to highlight your assets and try to resolve potential weaknesses (e.g., arrange to hire a consultant if your team lacks expertise in a specific area). Write in plain, understandable language.

❑ Contact your program officer for clarification of questions.

❑ Ask others who have not been involved in the project to read your draft—they may notice an important omission or weakness.

❑ Revise your proposal and submit it on time.

❑ If your proposal is not successful, do not be discouraged. Read the reviewers' comments carefully—they can provide important suggestions for improving your project. Ask your program officer to help clarify any comments that you do not understand.

IMLS has available for review on its Web site (www.imls.gov) examples of successful application narratives for the Native Hawaiian Library Services program. You may view them on or download them from the Web site to use as guides in the preparation of your own narrative. Contact the Office of Library Services at 202/653-4700 if you have questions.