



INSTITUTE of  
**Museum and Library**  
SERVICES

2007

# Laura Bush 21st Century Librarian Program

Grant Program Guidelines

CFDA No. 45.313

*Application Deadline: December 15, 2006*

*Applicants must apply through Grants.gov  
(see [www.ims.gov/grantsgov](http://www.ims.gov/grantsgov) for more information)*

## FOR MORE INFORMATION, CALL OR WRITE:

### **Laura Bush 21st Century Librarian Program Staff**

Stephanie Clark, Senior Program Officer

Phone: 202/653-4662

E-mail: sclark@imls.gov

Karmen Bisher, Program Specialist

Phone: 202/653-4664

E-mail: kbisher@imls.gov

### **Office of Library Services**

General number: 202/653-4700

### **Institute of Museum and Library Services**

1800 M Street, NW, 9th Floor

Washington, DC 20036-5802

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

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### **Burden Estimate and Request for Public Comments**

Public reporting burden for this collection of information is estimated to average 40 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 (3137-0049), Washington, DC 20503.

### **Office of Management and Budget Clearance Numbers**

#### **Guidelines:**

OMB No. 3137-0049,

Expiration Date 04/30/2008

*Except for:*

#### **Application for Federal Domestic Assistance/ Short Organizational Form, SF-424s:**

OMB No. 4040-0003,

Expiration Date 01/31/2007

## DEAR COLLEAGUES

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In 2003, with a shortage of professional librarians on the horizon, First Lady Laura Bush called on the Institute of Museum and Library Services to help recruit “a new generation of librarians” through a special funding initiative. Since then, the Institute has funded 1,537 master’s degree students, 119 doctoral students, 660 preprofessional students, and 378 continuing education students. The program also supported a major national study on the future of librarians in the workforce.

I am pleased to present the FY2007 Laura Bush 21st Century Librarian Program. The program continues its emphasis on recruiting and educating students at the master’s and doctoral levels, while also supporting efforts to recruit future librarians from the ranks of promising junior high, high school, and college students. It will help update the skills of current librarians and library staffs through continuing education programs, help graduate schools of library and information science build institutional capacity through curriculum development in key areas, and support critical research to evaluate program effectiveness and to develop strategies for recruiting and retaining librarians with the appropriate skills and characteristics to meet future users’ needs.

We are proud of the contribution of the Laura Bush 21st Century Librarian Program and its goal to develop a new generation of highly skilled librarians who will expand the educational role of libraries for learners of all ages, from early childhood through retirement. This program has demonstrated an ability to spur new innovations in library service while upholding our field’s traditional values. We are excited by its potential to deliver even greater results in the future.

Sincerely,



Anne-Imelda M. Radice, PhD  
Director

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## WHAT'S NEW IN FISCAL YEAR 2007

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Several changes have been made to the application and guidelines for the Laura Bush 21st Century Librarian Program. Please read these guidelines carefully.

In particular, please note the following:

- Applications will be accepted only electronically through Grants.gov. Instructions for completing and submitting applications through Grants.gov are included within these guidelines.
- Categories of funding have been expanded to highlight opportunities for library disaster recovery in 2005 and 2006 certified FEMA disaster areas, and internships in conservation practice in libraries that have suffered disaster-related collections damage.
- The category of funding for research has been expanded. See page 12 for details.

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# General Information

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## ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

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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.



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## **ABOUT THE LAURA BUSH 21ST CENTURY LIBRARIAN PROGRAM**

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In 2007, the Laura Bush 21st Century Librarian Program will support projects to develop faculty and library leaders, to recruit and educate the next generation of librarians, to conduct research, to attract high school and college students to consider careers in libraries, to build institutional capacity in graduate schools of library and information science, and to assist in the professional development of librarians and library staff.

This program addresses the field's need to conduct research on the library and information science profession, and also to advance the work of new faculty in library and information science by supporting an early career development program for untenured, tenure-track faculty. Research conducted under the early careers program should be in the faculty member's particular research area and is not restricted to research on the profession.

We invite all members of the library community to play an active role in ensuring that the profession is prepared to meet the challenges of the 21st century by recruiting a new generation of faculty and librarians, preparing library leaders, and strengthening our schools of library and information science.

## INSTITUTIONAL ELIGIBILITY

An applicant must:

- be either a unit of state or local government or a private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- be located in one of the 50 states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- qualify as one of the six types of organizations listed below:
  1. A library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, elementary and secondary school libraries, college and university libraries, research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available, and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located.
  2. An academic or administrative unit, such as a graduate school of library and information science, that is part of an institution of higher education through which it would make an application.
  3. A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation, under the supervision of at least one permanent professional staff librarian.
  4. A library agency that is an official agency of a state or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction.
  5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries.
  6. A library association that exists on a permanent basis, serves libraries or library professionals on a national, regional, state, or local level, and engages in activities designed to advance the well-being of libraries and the library profession.

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IMLS recognizes the potential for valuable contributions to the overall goals of the Laura Bush 21st Century Librarian Program by public, nonprofit, non-U.S., and for-profit entities that do not meet the eligibility requirements above. Although such entities may not serve as the official applicants, they are encouraged to participate in projects as partners. Federally operated libraries and museums may not apply for the Laura Bush 21st Century Librarian Program grants, but

they may serve as nonessential partners to applicants if they do not receive IMLS grant funds as a result of the project. Contact IMLS before submitting a proposal involving a federal agency or federal collection. Other nonfederal entities may serve as partners and may receive IMLS grant funds as a result of the project. Consult with IMLS about any eligibility questions before submitting an application.

# SPECIAL CONDITIONS OF ELIGIBILITY FOR INSTITUTIONS OF HIGHER EDUCATION

In addition to all eligible applicants listed above, institutions of higher education as noted under Categories 1, 2, 3, and 5 (see “Categories of Funding,” pp. 12–14) are eligible to apply with these special conditions:

## 1. Doctoral Programs

- All graduate schools of library and information science offering programs of study at the doctoral level are eligible to apply for funding of doctoral level scholarships and fellowships, either individually or in a partnership.

## 2. Master’s Programs

- Graduate schools of library and information science or school library media certification programs are eligible to apply for funds to educate students at the master’s level, if they apply in a partnership that includes one or more eligible library entities. Any of the eligible applicants in the partnership may serve as the lead applicant.

## 3. Research

- For early career development projects:
  - all tenure-track faculty in graduate schools of library and information science are eligible to apply for early career development research funds;
  - the principal investigator must hold a doctoral degree, be untenured, and be in a tenure-track position that has both educational and research responsibilities;
  - projects must have a single principal investigator with no co-investigators. Consultants and students may be included in the project; and
  - a letter of departmental endorsement, including verification of principal investigator eligibility, must be included in the application packet.
- For all other research projects, all eligible library entities (see page 4) may apply, either individually or in a partnership.

## 5. Programs to Build Institutional Capacity

- All graduate schools of library and information science are eligible to apply for funding to build institutional capacity, either individually or in a partnership.

## Partnerships

IMLS encourages partnerships that are large enough to address the broadest possible needs, including statewide and regional collaborations. An application may include one or more partners. The lead applicant in a partnership must be eligible to apply as an individual entity, and all members of a partnership should be active contributors to and beneficiaries of project activities.

The members of the partnership shall either designate one member of the partnership to apply for the grant, or establish a separate, eligible legal entity consisting of the partnership members to apply for the grant. Any group application must contain a Partnership Statement that details the activities that each member of the partnership plans to perform and binds each member of the partnership to every statement and all assurances made by the applicant in the application. The applicant shall submit the Partnership Statement with its application.

By submitting the Partnership Statement with the application, the applicant affirms that (1) the partner(s) is available and has agreed to participate, and (2) the Partnership Statement is true, complete, and accurate to the best of the applicant's authorized representative's knowledge. The applicant will ensure that the partner(s) also provides a signed original version of the Partnership Statement to the applicant, which will be available to IMLS if requested by IMLS.

If IMLS makes a grant to a partnership, the lead applicant for the partnership is the grantee and is legally responsible for the use of all grant funds and for ensuring that the project is carried out by the partnership in accordance with the terms of the grant and applicable federal laws, regulations, and requirements. The lead applicant must be the fiscal agent but may subcontract with partners for other specific activities or services. Each member of the partnership is legally responsible for carrying out the activities it agrees to perform and using the funds it receives in accordance with the terms of the grant and applicable federal laws, regulations, and requirements.

## **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](http://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.

# CONDITIONS OF A GRANT

## Duration of a Grant

Project activities may be carried out for a period of up to 36 months, except for Doctoral Program (Category 1) project activities, which may be carried out for up to 48 months.

## Project Start Date

Projects may begin no earlier than July 1 and no later than December 1. Projects must begin on the first day of the month and end on the last day of the month.

## Amount of Grant

Grants range from \$50,000 to \$1 million. IMLS will review and negotiate budgets as necessary. IMLS may award an amount less than that requested by an applicant.

## Cost Sharing

Applicants are expected to share project expenses through the applicants' and partner institutions' cost share. Applicants to this program, other than those requesting research funds, are REQUIRED to provide cost sharing of at least one half of the total cost of the project, excluding funds for student support. All listed expenses, including all cost sharing, must be incurred during the grant period. Government-wide uniform administrative rules and requirements apply. **Federal funds may not be used to meet cost-sharing requirements.**

- IMLS does not require a match for research proposals. However, IMLS will consider cost-sharing contributions as a competitive factor when evaluating research proposals (see "Evaluation Criteria," page 28).

- Cost sharing is not required for funds to be provided to students in the form of scholarships, fellowships, other stipends, and/or tuition.
- IMLS encourages applicants to contribute as cost sharing the salaries of any 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 how their regular duties will be performed during the grant period.**
- IMLS prefers that applicants provide at least 50 percent of the cost of any equipment to be purchased for the project.

**Proposals that demonstrate strong institutional support through cost sharing are generally rated more favorably by reviewers.**

## Restrictions on Indirect Cost Rates

The cost of student scholarships, fellowships, other stipends, and/or tuition may not be included in the amount on which indirect costs are requested.

## Service Expectations/Recruitment

IMLS expects recipients of student support to return the investment of federal dollars by contributing to the library profession through employment in libraries or library education. Applicants requesting IMLS funds for student support should explain how they will incorporate this expectation into their programs and should include sample guidelines for potential students and agreements that will be required of successful recipients.

## CONDITIONS OF A GRANT

### Student Placement

Under Category 2, graduate schools of library and information science may apply for funding for master's-level scholarship or fellowship programs ONLY in partnership with another eligible library entity. IMLS encourages proposals that include offers of continued employment to scholarship or fellowship recipients on program completion. IMLS will not require an applicant to match every student position for which funds are requested with a prospective employer. However, the proposal should explain its plan for graduate placement and for tracking employment information for students who complete the program.

### Use of Funds

Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide cost principles apply. Applicants should explain how any funds used for student support and that are recovered for nonfulfillment during and after the grant period will be used to further the goals of the project.

Funds requested for student support may not be used to replace any funds for scholarships, fellowships, tuition, or other stipends that would otherwise be offered to students enrolling in master's, doctoral, or preprofessional programs in library and information science.

### Project Evaluation

IMLS expects that most Laura Bush 21st Century Librarian Program grant activities will have measurable results, and IMLS expects grantees to evaluate and report on these results. IMLS supports and encourages the use of an evaluation tool called outcomes-based evaluation (OBE) when it is appropriate for the type of project to be conducted. Additional information about OBE is available on the IMLS Web site at [www.imls.gov/applicants/obe.htm](http://www.imls.gov/applicants/obe.htm) or on request from IMLS. IMLS provides a two-day course on OBE for recipients of Laura Bush 21st Century Librarian Program grants. Applicants are required to request travel funds to attend this training and other IMLS-designated meetings. Applicants should budget \$2,000 per year for this IMLS-designated travel, or \$4,000 per year for partnership projects.



### **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 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 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 by mid-June 2007.

### **Payment, Accounting, Management, and Reporting Procedures**

A federal accounting office handles the payment of grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires each grant recipient to maintain a restricted account for funds received during the project period. A recipient does not need to maintain a separate bank account for IMLS grant funds; however, it must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project 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 semiannual interim performance reports every six months during the grant period as well as annual financial reports. They are also required to submit a final performance report and a final financial report at the end of the grant period.

## CATEGORIES OF FUNDING

Developing a diverse workforce of professional librarians is a goal of this recruitment and education effort. The diversity of persons recruited to the library profession should reflect the diversity of the communities they will serve. Recruitment proposals should address ways to enhance participation in the library profession by members of traditionally underserved groups and communities.

Six categories of funding are featured in FY2007. The goals of each category are described below.

### 1. Doctoral Programs

- Develop faculty to educate the next generation of library professionals. In particular, increase the number of students enrolled in doctoral programs that will prepare faculty to teach master's students who will work in school, public, and academic libraries.
- Develop the next generation of library leaders. In particular, increase the number of students enrolled in doctoral programs that will prepare them to assume positions as library managers and administrators.

### 2. Master's Programs

- Educate the next generation of librarians. In particular, increase the number of students enrolled in nationally accredited graduate library programs preparing for careers of service in libraries.

### 3. Research

- Support the early career development of new faculty members in library and information science by supporting innovative research by untenured, tenure-track faculty. **Proposed research should be in the investigator's own field of inquiry and need not relate to library education or librarianship as a career.** For more information on the early careers development program, contact Stephanie Clark at [sclark@imls.gov](mailto:sclark@imls.gov) and see "Special Conditions of Eligibility for Institutions of Higher Education" (page 6). See also "Frequently Asked Questions about the IMLS Early Careers Development Program" on the IMLS Web site at [www.imls.gov/applicants/grants/21centuryLibrarian.shtm](http://www.imls.gov/applicants/grants/21centuryLibrarian.shtm).
- Provide the library community with information needed to support successful recruitment and education of the next generation of librarians. In particular, through funded research, establish baseline data on professional demographics and job availability, and evaluate current programs in library education for their capacity to meet the identified needs.
- Conduct research and establish ongoing research capacity in the field of library and information science, particularly the evaluation of library and information services, assessment of the value and use of public libraries and their services by the public, and assessment of the public value and use of the Internet.

#### **4. Preprofessional Programs**

- Recruit future professionals in library and information science. In particular, attract promising junior high, high school, or college students to consider careers in library and information science through statewide or regional pilot projects employing recruitment strategies that are cost-effective and measurable.
- Introduce high school or college students to potential careers in library and information science by employing them to assist with library disaster recovery or service operations in areas that have suffered major disasters. Participation of at least one library, as the applicant or as an official partner, in a location certified by the Federal Emergency Management Agency as a major disaster area in 2005 or 2006, is required.

#### **5. Programs to Build Institutional Capacity**

- Develop or enhance curricula within graduate schools of library and information science. In particular:
  - Develop or enhance courses or programs of study for library, museum, and archives professionals in the creation, management, preservation, presentation, and use of digital assets.
  - Develop or enhance courses or programs of study related to the development of critical thinking skills, such as organization leadership and research methods.

- Broaden the library and information science curriculum by incorporating perspectives from other disciplines and fields of scholarship, such as public policy, ethics, American studies, urban planning, mass communication, and instructional design.
- Develop projects or programs in data curation as training programs for graduate students in library and information science. Data curation includes the authentication, archiving, management, preservation, retrieval, and representation of high-quality digital data for use and reuse over time. No limitations on topic or data format are imposed. Successful proposals will involve collaborations with existing data repositories of sufficient scale and complexity to provide a rich test bed for education and investigation. Collaborations with repositories or programs within the same institution as the applicant are permitted. One or more awards may be made.

#### **6. Continuing Education**

- Develop or enhance programs of continuing education and training in library and information science, both formal and informal, for librarians and library staff.
- Develop or enhance programs to enable librarians and library staff to improve services to audiences with special needs, such as youth at risk, seniors, and those with language, physical, or other barriers to service.

## CATEGORIES OF FUNDING

- Develop or enhance programs to promote collaboration between educators and librarians employed in educational institutions.
- Provide internships in conservation practice in libraries that have suffered disaster-related collections damage. Participation of at least one library, as the applicant or as an official partner, in a location certified by the Federal Emergency Management Agency as a major disaster area in 2005 or 2006, is required.

### **Determining the Appropriate Funding Program**

Proposals for research to support the successful recruitment of new librarians and proposals to support innovative research by untenured library and information science faculty (on any topic in library and information science) should be submitted under the Laura Bush 21st Century Librarian Program. Proposals for other research in library and information science should be submitted under the Research and Demonstration category of the 2007 National Leadership Grants for Libraries (see guidelines on the IMLS Web site at [www.imls.gov](http://www.imls.gov)).

**The same proposal may not be submitted to IMLS under more than one category or program. A proposal must designate the single priority under which it is to be considered.**

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## APPLICATION REVIEW PROCESS

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IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation (see “Institutional Eligibility,” page 4). Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by IMLS. All eligible and complete applications will be competitively reviewed.

All eligible applications for Laura Bush 21st Century Librarian Program grants will be evaluated through panel review. Panelists are professionals in their field who have expertise in the various types of activities and projects. The IMLS director will make funding decisions on the basis of the evaluations by reviewers, the types of projects encouraged by IMLS, and the overall goals of the grant program and of IMLS.

Reviewers provide their evaluation applying the review criteria identified with the narrative questions on pages 28–29. For examples of funded projects, search the Awarded Grants database at [www.imls.gov/search.asp](http://www.imls.gov/search.asp).



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# **The Application Package**



## APPLICATION COMPONENTS

An application requesting funding from the Laura Bush 21st Century Librarian Program should include the following materials:

1. Face Sheet: the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) on Grants.gov
2. Program Information Sheet: the three-page form 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 10 pages
4. Detailed Budget: a three-page form available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site, replicated for each year of the project
5. Summary Budget: a one-page form available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
6. Partnership Statement form, if applicable: the one-page form available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site, replicated for each individual partner
7. Text Responses documents, which will include the following:
  - a. Abstract
  - b. Schedule of Completion
  - c. Budget Justification
  - d. Organizational Profile
  - e. Service expectations/recruitment documentation
  - f. Student placement documentation
  - g. List of key project staff and consultants
  - h. Resumes for key project personnel
8. Other attachments:
  - a. Proof of nonprofit status, if applicable
  - b. Current, federally negotiated rate for indirect costs, if applicable
  - c. Planning documents, such as needs assessments or digitization plans, if applicable



Organizations that are applying under the December 15, 2006, deadline for the Laura Bush 21st Century Librarian Program must 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 December 15.

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 December 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](http://www.grants.gov/GetStarted). In addition, IMLS has created an easy-to-follow checklist for registering at [www.imls.gov/applicants/grantsgov/checklist.shtm](http://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](mailto:support@grants.gov); or consult the information posted on the Grants.gov Web site at [www.grants.gov/CustomerSupport](http://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.

## Obtaining Application Packages

Electronic application packages are obtained directly from [www.Grants.gov](http://www.Grants.gov). Organizations applying through Grants.gov will need to locate the Laura Bush 21st Century Librarian Program package on the site. To locate the package:

1. Go to [www.Grants.gov](http://www.Grants.gov) to obtain the electronic application package for the Laura Bush 21st Century Librarian 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 one of the numbers found in the box below to locate the Laura Bush 21st Century Librarian Program application package, then click on “Download Package.”

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

**CFDA No:** 45.313

**Funding Opportunity Number:** L21-FY07

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](http://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](http://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 Laura Bush 21st Century Librarian 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 their 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, the Detailed Budget form, and the Summary Budget form are also mandatory components of the application. They 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. Partnership Statement
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-out 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](http://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](http://www.grants.gov/CustomerSupport). Applicants can also e-mail the Grants.gov helpdesk at [support@grants.gov](mailto: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.

## SF-424s

Note: Questions 1 through 4 will auto-fill in Grants.gov.

### 5. Applicant Information

**a. Legal Name:** Enter the legal name of the organization that is making the application. Please see page 4 (Institutional Eligibility) for eligibility details. If the eligible entity does not have the authority to apply directly to IMLS for funding, enter the name of the parent organization that is submitting the application on behalf of the eligible entity. Enter the name of the eligible entity in the space provided for “Organizational Unit” on the Program Information Form, Item 1b.

**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](http://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 first drop-down box. Leave the other boxes blank. The following types of

applicants are not eligible to receive Laura Bush 21st Century Librarian Program grants:

- Public/Indian Housing Authority
- Individual
- For-profit organization
- 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:** 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](http://www.house.gov) and use the “Find Your Representative” tool.

## 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 the beginning and ending dates for the requested period of support—that is, the span of time necessary to plan, execute, and close out the proposed project. Projects must begin between July 1, 2007 and December 1, 2007. Start dates must be the first day of a month and end dates must be the last day of a month.

## 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. For colleges and universities, this person is often a sponsored research, sponsored programs, or contracts and grants officer. 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 authorizing official, 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 (the “IMLS Assurances and Certification” section, pages 42–47). All written correspondence will be addressed to the Authorized Representative.

The “Signature of Authorized Representative” and “Date Signed” boxes will be populated on submission of the application. Submission of the application by the authorized representative certifies compliance with relevant federal requirements, and that the statements in the application (including, but not limited to, the Partnership Statement) 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:**

If the eligible entity cannot apply for grants on its own behalf, then enter the name and address of the entity in these spaces. For example, if a museum or library that is part of a parent organization, such as a university, is applying, the university would be the legal applicant, and the museum or library would be entered as the organizational unit. 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 one that most accurately describes the applicant.

## 2. Grant Program or Grant Program Category

Select one of the categories listed under “c. Laura Bush 21st Century Librarian Program.”

## 3. Request Information

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

**b. Cost Share Amount:** Enter the amount here. Applicants must provide cost sharing of at least one half of the total project cost, excluding funds for student support. Proposals in Category 3, Research, are exempt from this requirement. See “Conditions of a Grant” on page 9 for further information.

## 4–8

Applicants to the Laura Bush 21st Century Librarian Program should skip these sections.



## NARRATIVE

The following section, “Application Evaluation Criteria,” describes the items to be addressed in the Laura Bush 21st Century Librarian Program grant application 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 10 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 10-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 typeface that contains no more than six lines per vertical inch,
- use a typeface with standard spacing between letters (i.e., do not use a condensed typeface), 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

### Assessment of Need

Evidence should be provided that shows the applicant identified an audience, performed a formal or informal assessment of the audience's needs, is aware of similar projects completed by other institutions, and developed the project goals as the best solution to answer the specified needs.

Research proposals should frame the project in the context of current research and explain the need for the research findings.

### Impact

Project proposals will be evaluated on their anticipated impact, to the degree to which the project has one or more of the following characteristics:

- The project will increase the number of qualified professionals for employment as librarians throughout the country.
- The project is likely to contribute to results or products that will benefit multiple institutions and diverse constituencies.
- The project reflects an understanding of library service needs in the communities served by the applicant(s) and addresses issues facing libraries of similar size and type.
- The project reflects a vision of potential change in the field that could result from the project. Innovative approaches to these issues will be given high consideration.
- For research, the project will support the purposes and priorities of this program.

### Diversity

Project proposals will be evaluated on the degree to which the project identifies the diversity of the communities within its scope and explains how the project will address the library service needs of those communities, particularly the needs of traditionally underserved groups and/or communities.

### Project Methodology and Evaluation Plan

Project proposals will be evaluated on the extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. They will be evaluated on evidence that (1) the scope, methodology, and design are appropriate for the project proposed, (2) the project uses appropriate standards or best practices, (3) the evaluation plan ties directly to project goals through measurable project outcomes, findings, or products, and (4) evaluation will provide reliable information on which to judge impact or base actions.

All proposals should explain how information on the demographic characteristics of the target populations, including persons to be recruited, educated, or employed in libraries or in library education, will be tracked over time.

Research proposals should pose the research questions clearly and explain through the plan of work how the questions will be investigated, how data will be gathered and analyzed, and how results will be evaluated. The proposal should provide evidence that care has been taken to ensure that results will be valid, reliable, and generalizable.

For projects involving distance education, proposals should include information about the synchronous and asynchronous elements of any courses designed (e.g., face-to-face, streaming audio or video, Web-based course content, etc.). Proposals should explain the technical requirements for the institution and the students, as well as describe the course management system that will be used to offer or support the course. The proposal should describe who will be able to take the course both during and after the grant period; how the course and course content would be made available to other entities that might wish to use or adapt the course, the conditions of use, and what assistance would be provided to users; what costs would be charged to students, both during and after the grant period; and how potential students and/or providers will be made aware of the course (e.g., through a searchable portal or clearinghouse).

### **Project Resources: Budget, Personnel, and Management Plan**

Project proposals should provide evidence that the applicant will effectively complete the project activities through the deployment and management of resources including money, facilities, equipment, and supplies. Evidence should show also that project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities. If the project includes partnerships, give evidence that all partners are active contributors to and beneficiaries of the partnership activities. Proposals also should describe the extent to which the project budget is cost-effective,

reasonable, and uses appropriate resources, including cost sharing as appropriate.

### **Dissemination**

Project proposals should indicate the extent to which the results, products, models, findings, processes, and/or benefits will be made transparent and accessible through effective communication channels in the library and information fields and, where appropriate, in other professional organizations and communities. Examples include, but are not limited to, conference presentations, publications, Web sites, and community outlets.

### **Sustainability**

Project proposals should indicate the extent to which the project's benefits will continue beyond the grant period through ongoing institutional support of project activities or products, including Web sites; through development of institutional expertise and capacity; or through continuing access to project findings or products. They should also show the extent to which the project will lead to systemic change within the institution as well as within the library field.

For projects involving distance education, proposals should identify who will own copyright on the course content and describe any restrictions placed on use of the course and course content during and after the grant period. Plans for preservation and maintenance of the course and course content during and after the expiration of the grant period also should be described.

## BUDGET

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 both 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 (pages 34–36).

Applicants for funding from the Laura Bush 21st Century Librarian Program must provide cost sharing of at least one half of the total project cost, excluding funds for student support (e.g., scholarships, fellowships, stipends). Research proposals (Category 3) are exempt from this requirement.

### Section A: Detailed Budget

Applicants need to fill out a copy of the Detailed Budget Form for each year of the project. The first copy of the Budget Form should begin on the project start date and end 12 months later. Applicants using the PDF or Word fill-in forms can fill out the form for one year, save it, then fill it out again for the remaining years. 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.

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 \$2,000 per year for travel to attend IMLS-designated meetings. For partnership projects, include \$4,000 per year for such travel. 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 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 IMLS Budget Form. If there is more than one contractor, list the cost of each contract separately on the IMLS Budget Form and include an attached itemization.

**7. Student Support:** Include any costs associated with funds provided to students in the form of scholarships, fellowships, other stipends, and/or tuition.

**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.

## BUDGET

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.

If a grantee has one or more predetermined rates negotiated at the time of the award, e.g., 30 percent the first year and 32 percent the second year, these rates may be used in the project budget. However, in the example given above, if the grant period ran more than two years, the last predetermined rate would apply not only to the second year of the grant but also to any subsequent years.

The cost of student scholarships, fellowships, other stipends, and/or tuition may not be included in the amount on which indirect costs are requested.

These instructions also apply to an organization that will function as a partner in undertaking grant activities.

### **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, by any partners, and from any other sources.

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## PARTNERSHIP STATEMENT

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Complete a Partnership Statement for each formal partner involved in the proposed project.

that the applicant will make this form available to IMLS if requested by IMLS.

Applicants should save each Partnership Statement with a distinct file name that includes the word “*Partner*” and a short form of the partner’s name—e.g., Partner Cornell or Partner NOMA. Then add each document to the Attachments form, following the sequence in the Application Checklist.

At the top of the Partnership Statement, enter the legal name of the applicant organization. This information should match that provided on the SF-424s and the Program Information Sheet.

### 1–5

Provide all of the information requested for the partner organization. If the partner organization does not have a DUNS number, refer the partner to page 8 within these guidelines for information and instructions on how to secure one. To obtain a full Zip+4 postal code, visit [www.usps.com/zip4](http://www.usps.com/zip4).

### 6. Governing Control of Partner

Check one box to indicate the partner’s governing control.

### 7–9

Provide the information requested for each of these items. The limits on the amount of text allowed are given in the item statement on the form.

The applicant must ensure that each partner also provides a signed original version of the Partnership Statement to the applicant, and

## TEXT RESPONSES DOCUMENT

For the following application items, create a single document that includes all of the items below, in the order listed. 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.

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 not exceeding one single-spaced page (660-word maximum) must be provided. Information in the abstract should cover the following areas as related to the proposed project:

- Who is the lead applicant and who are the formal partners, if applicable?
- What is the time frame for the project?
- What community need(s) will the project address?
- Who is the intended audience for the activities?
- What will be the project's activities, outcomes, and tangible products?
- What are the intended outcomes for audience members, in terms of measurable changes in knowledge, attitudes, or behavior?

This abstract may be used 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, marks the milestones for each grant activity, and designates how grant funds are to be spent throughout the project. The Schedule of Completion must also correspond to the activities described in the narrative and the project dates on the 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 41 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.

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. 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, or a partner, 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 IMLS Budget Form and an itemization must be included as part of the Budget Justification.

## TEXT RESPONSES DOCUMENT

### **Organizational Profile**

Provide an organizational profile of no more than one page. Include the following information: (1) the organization's mission and (2) the organization's service area (audience served, including size, demographic characteristics, and geographic area). This information will give the reviewers an understanding of the applicant organization.

### **Service Expectations/ Recruitment Documentation**

If applicable, applicants requesting IMLS funds for student support must explain how they will incorporate a service expectation into their programs. Include sample guidelines for potential students and agreements that will be required of successful recipients. Please limit this explanation to no more than two single-spaced pages.

### **Student Placement Documentation**

If applicable, institutions that offer continued employment should explain how they will incorporate employment opportunities into their programs. IMLS will not require an applicant to match every student position for which funds are requested with a prospective employer. However, the proposal should explain its plan for graduate placement and for tracking employment information for students who complete the program. Please limit this explanation to no more than two single-spaced pages.

### **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.

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## OTHER ATTACHMENTS

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### 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.

### Proof of Nonprofit Status

If the applicant's organization is a private, nonprofit organization (for those who answered "Private Nonprofit" or "Other" on question 5d of the SF-424s):

- The applicant must submit 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.
- IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

### 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.

## SUBMITTING GRANTS.GOV APPLICATIONS

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 December 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.

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# **Application Resources and Assurances**

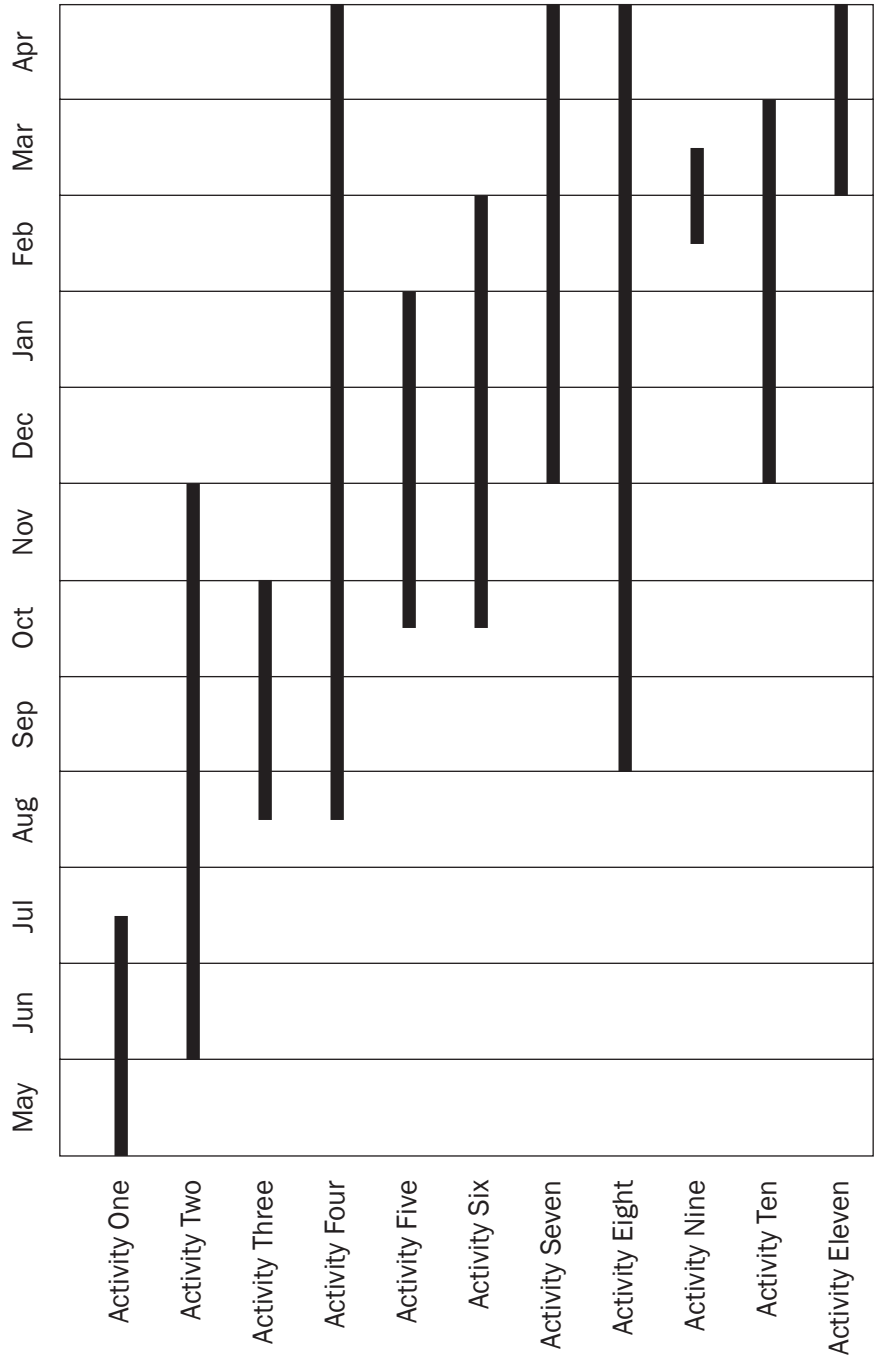
## APPLICATION CHECKLIST

An application requesting Laura Bush 21st Century Librarian Program funding should include the following materials:

- Face Sheet: the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) on Grants.gov.
- Program Information Sheet: the three-page form 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 10 pages).
- Detailed Budget: a three-page form available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site, replicated for each year of the project.
- Summary Budget: a one-page form available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site.
- Partnership Statement, if applicable.
- Text Responses document(s), which will include the following:
  - Abstract
  - Schedule of Completion
  - Budget Justification
  - Organizational Profile
  - Service expectations/recruitment documentation
  - Student placement documentation
  - List of key project staff and consultants
  - Resumes for key project personnel
- Other attachments:
  - Proof of Nonprofit Status, if applicable
  - Current, federally negotiated rate for indirect costs, if applicable
  - Planning documents, such as needs assessments or digitization plans, if applicable

# SAMPLE SCHEDULE OF COMPLETION

This is a sample format for a Schedule of Completion (see page 35). 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**

The authorized representative understands that all financial assistance under this program is awarded by the Institute of Museum and Library Services. The authorized representative further understands that First Lady Laura Bush is not involved in the review and approval of any application, and if awarded a grant under this program, the authorized representative agrees that he or she will make no statement suggesting that First Lady Laura Bush has personally endorsed him or her or his or her institution in any capacity.

The authorized representative agrees that his or her institution shall refer to any financial assistance awarded under this program as a “Laura Bush 21st Century Librarian Program grant from the Institute of Museum and Library Services.” The authorized representative further agrees that his or her institution will not otherwise associate the name Laura Bush with any fundraising or solicitation in connection with this program.

### **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;

## IMLS ASSURANCES AND CERTIFICATION

- (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, subgrants, 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).

## IMLS ASSURANCES AND CERTIFICATION

### **Certifications Required of Some Applicants**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

### **Subcontracts**

A grantee may not make a subgrant (for more details, see 45 C.F.R. Chapter XI, Subchapter E [Institute of Museum and Library Services]). Applicants who plan to use awards to fund contracts and subcontracts should be aware that they must receive the following certifications from those who bid on contracts:

1. certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
2. certification regarding debarment and suspension from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for contracts that are expected to equal or exceed \$100,000:
  - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### **Native American Human Remains and Associated Funerary Objects**

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

### **Historic Properties**

The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

## **Environmental Protections**

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and E.O. 11514;
- (b) notification of violating facilities pursuant to E.O. 11738;
- (c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;
- (d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
- (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);
- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. § 1271 et seq.), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

## **Research on Human and Animal Subjects**

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036. Or call 202/653-IMLS (4657).



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## APPLICATION TIPS

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### 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](http://www.imls.gov)) examples of successful application narratives for the Laura Bush 21st Century Librarian 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.



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