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

2007

Native American Library Services

Grant Program Guidelines and Application Forms

CFDA No. 45.311

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

IMLS programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

Burden Estimate and Request for Public Comments
Public reporting burden for this collection of information is estimated to average two hours per response for a Basic Grant, and ten hours per response for an Enhancement Grant. This estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at the address above; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

DEAR COLLEAGUES

It is a pleasure to present the guidelines for the FY 2007 Institute of Museum and Library Services (IMLS) Native American Library Services grants. In 2006, we made Basic Grants to 232 American Indian tribes and Alaska Native villages. In addition, we received 53 applications for competitive Enhancement Grants and made 15 awards.

IMLS grants are designed to help Native American libraries overcome many of the challenges they face and improve services to their communities. The Institute encourages libraries to use technology to bring information to people in new and interesting ways. At the same time, these grants support a range of traditional library services to ensure that users have access to all the kinds of information they need and want.

Grant funds may be used to improve services to underserved communities and to persons who have difficulty using a library. They may also be used to establish or enhance electronic linkages with other libraries and service organizations, to promote the use of electronic networks, and to encourage the sharing of resources within and among communities.

It has been my pleasure to meet and talk with many of you who are working to improve library services to Native Americans, and I look forward to continuing a rewarding relationship.

Sincerely,

Anne-Imelda M. Radice, PhD
Director
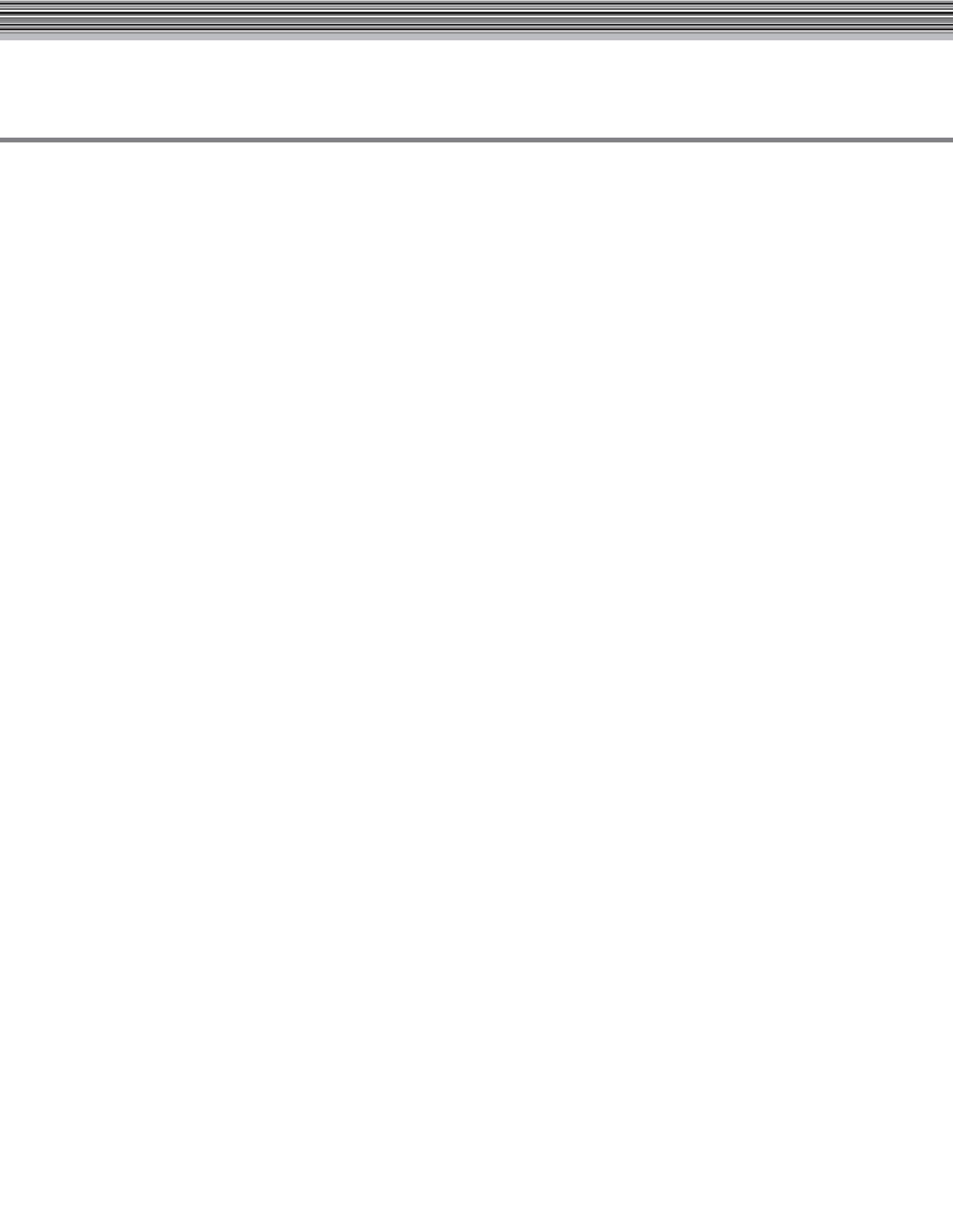
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General Information

ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

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

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

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

ABOUT THE NATIVE AMERICAN LIBRARY SERVICES PROGRAM

The Institute of Museum and Library Services (IMLS) is pleased to invite applications for the 2007 Native American Library Services grant program. These guidelines reflect recognition of a history of sound service by the precursor to this program within the U.S. Department of Education, the expressed needs of former program participants, and the opinions of representatives of Indian tribes and Alaska Native villages.

The Native American Library Services grant program marks new opportunities for improved library services for an important part of the nation's community of library users. The IMLS Native American Library Services grant program offers the following types of support to serve the range of needs of Indian tribes and Alaska Native villages.

Basic Grants and Basic Grants with Education/Assessment Option

Basic Grants are available to support existing library operations and to maintain core library services. The purposes of the Education/Assessment Option are to provide funding for library staff to attend library-related continuing education courses and training workshops on- or offsite; for library staff to attend or give presentations at conferences related to library services; and to hire a consultant for an onsite professional library assessment.

Enhancement Grants

Enhancement Grants support activities to advance the applicant library's operations to new levels of service for activities specifically identified in the Library Services and Technology Act. These competitive grants are intended to encourage the implementation of both mainstream and innovative library practices.

ELIGIBILITY

Indian tribes and Alaska Native villages and corporations are eligible to apply for funding under the Native American Library Services grant program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.

For purposes of funding under this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act [43 U.S.C. § 1601 et seq.]) that is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Eligible entities, except for the recognized regional corporations and village corporations, are listed on the Bureau of Indian Affairs Web site (www.doi.gov/bureau-indian-affairs.html). (Alaskan entities should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above.)

Two or more Alaska Native villages, regional corporations, or village corporations may not receive Basic Grants to serve the same population.

If a tribe has several bands, colonies, rancherias, communities, or other organizational entities listed in parentheses following the tribe's name on the Department of Interior's list of federally recognized tribes, only one of those entities may receive a grant in the same grant category (Basic Grant with Education/Assessment Option or Enhancement Grant) in a fiscal year. For example, if a tribe has four bands, only one band may apply for a Basic Grant with Education/Assessment Option in a fiscal year. However, one band may apply for a Basic Grant with Education/Assessment Option, while another band from that same tribe may apply for an Enhancement Grant. It is the responsibility of the tribal chief executive to determine which entity will apply for each grant.

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

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

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

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

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

APPLICATION OPTIONS

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

Paper Applications

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

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

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

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

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

GRANTS.GOV APPLICATIONS

Organizations that are applying under the March 15, 2007, deadline for Basic Grants and the May 1, 2007, deadline for Enhancement Grants may submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 P.m. eastern time on the deadline date.

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

While the deadlines are March 15 and May 1, IMLS recommends strongly that applicants REGISTER EARLY (see "Grants.gov Registration" section below) and COMPLETE AND SUBMIT THEIR APPLICATION EARLY. Applicants are urged to not wait until the last day to submit their applications. Grants.gov can slow down during periods of high usage, which most often occur between 12:00 noon and 5:00 p.m. eastern time, particularly on days near a deadline. Applicants will have a better experience if they submit their application outside of these hours and in advance of the deadline.

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

Step-by-step instructions for registering are available at www.grants.gov/GetStarted. In addition, IMLS has created an easy-to-follow checklist for registering at www.imls.gov/applicants/grantsgov/checklist.shtm. Applicants who have problems registering should call the Grants.gov help desk at 1-800-518-4726; e-mail support@grants.gov; or consult the information posted on the Grants.gov Web site at www.grants.gov/CustomerSupport. The Grants.gov customer service hours are 7:00 a.m. to 9:00 p.m. eastern time, Monday through Friday.

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

Obtaining Application Packages

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

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

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

CFDA No: 45.311
Funding Opportunity Number:
NAG-BASIC-FY07 or
NAG-ENHANCEMENT-FY07

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

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

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

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

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

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

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

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

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

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

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

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

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

Note: For Basic Grants, the Program Information Sheet and the Part A—Project Budget for Basic Grant form also are mandatory components of the application. The Part B—Project Budget for Basic Grant Education/Assessment Option form also is mandatory if an applicant is requesting the additional Education/Assessment Option. For Enhancement Grants, the Program Information Sheet, Detailed Budget form, and Summary Budget form also are mandatory components of the application. All of these forms are included in the downloaded Zip file in both Adobe PDF and Microsoft Word formats, and are also available on the IMLS Web site. They can be saved in either PDF or Word format, then attached to the application using the Attachments Form.

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

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

Basic Grant
1. Program Information Sheet
2. Part A—Project Budget for 2007 Native American Basic Grant
3. Part B—Project Budget for 2007 Education/Assessment Option (if being requested)
4. Long-Range Plan

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

Several important points about the forms and documents to attach:

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

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

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

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

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

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

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

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

Grants.gov Help

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

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

Basic Grant

Basic Grants are available to support existing library operations and to maintain core library services. Basic Grants are for one year and cannot be extended. A new application is required every fiscal year.

Applicants will be required to document ongoing levels of library service in the "Institutional Profile" section of the application (see p. 21). At a minimum, an applicant should be able to document an existing library that meets three basic criteria: (1) regularly scheduled hours, (2) staff, and (3) materials available for library users.

Funds may be used to

- expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages,
- develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks,
- provide electronic and other linkages between and among all types of libraries,
- develop public and private partnerships with other agencies and community-based organizations,

- target library services to help increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills, and
- target library and information services to help increase access and ability to use information resources for persons having difficulty using a library and for underserved urban and rural communities, including children from birth to age 17 from families with incomes below the poverty line (as defined by the Office of Management and Budget).

The Education/Assessment Option provides funding for library staff to attend library-related continuing education courses and training workshops on- or offsite; for library staff to attend or give presentations at conferences related to library services; and to hire a consultant for an onsite professional library assessment.

Basic Grants are noncompetitive grants to eligible tribes and Alaska Native villages or corporations, to be distributed in equal amounts among all eligible applicant tribes.

CONDITIONS OF A GRANT

Duration of a Grant

The grant period begins October 1, 2007, and ends September 30, 2008. A new application is required each fiscal year. Grants are for one year; no extensions are allowed. An Indian tribe may receive only one Basic Grant in a fiscal year. Two or more Alaska Native villages, village corporations, or regional corporations may not receive Basic Grants to serve the same population.

All funds must be spent or obligated within the grant period and expended within 90 days after the close of the grant period. **A final performance report must be submitted no later than December 29, 2008.**

Amount of Grant

The estimated Basic Grant award for FY 2007 is $5,000. The estimated Basic Grant with Education/Assessment Option award amount is $6,000, which includes the $5,000 Basic Grant and a supplemental amount of $1,000 for eligible education and assessment activities. The final amounts will be determined after all applications have been received and eligibility has been determined.

Use of Funds

Basic Grant funds may be used for such costs as

- salary for library personnel,
- materials, supplies, and equipment (including books, journals, electronic resources, library supplies, furniture, computers and other equipment),
- services (computer- or library-related consultants, training of library personnel in addition to or in lieu of training funds requested under the Education/Assessment Option), and
- other items such as Internet access charges and fees for participation in networks and consortia that provide the library with direct services.

Education/Assessment Option funds may be used

- for library staff to attend library-related continuing education courses and training workshops on- or offsite,
- for library staff to attend or give presentations at conferences related to library services, and
- to hire a consultant for an onsite professional library assessment.

If funds remain after grant activities have been completed, the remaining funds may be used to enhance library services based on knowledge gained through professional development or consultants' recommendations.

Limits on Use of Funds

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, pregrant costs, or indirect costs. Government-wide cost principles apply.

Maintenance of Effort

An Indian tribe receiving a Basic Grant should expend the same amount for library services, exclusive of the grant amount, during the grant period that was expended in the 12-month period immediately preceding the grant period. The Basic Grant is not intended to replace funds allocated for library services by the tribe.

Long-Range Plan

To help ensure that library services meet current local needs, and to help applicants develop strategies to build services that will be needed in the future, IMLS requires that the applicant submit a long-range plan (formerly called a three-year plan) with the application. A long-range plan is required each year that a Basic Grant application is submitted. The submission of a long-range plan does not imply automatic funding for the years covered in the plan, nor does it imply the availability of grant funds past the stated grant period.

The long-range plan submitted in 2007 must cover the period October 2007 through September 2010.

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

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

Additional needs statements as appropriate

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

Announcement of Award

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

Payment, Accounting, Management, and Reporting Procedures

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

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

IMLS will establish final reporting requirements. A grantee that does not submit the final report by the due date will jeopardize its eligibility to receive future IMLS grants. Any funds that have not been obligated within the grant period and expended within 90 days after the close of the grant period must be returned to IMLS. **A final performance report must be submitted no later than December 29, 2008.**

IMLS Assurances

The Authorized Representative of the grant applicant must read the assurances in the "Application Forms" section of these guidelines (pp. 72–75) and sign the certification on the Application for Federal Domestic Assistance/Short Organizational Form, SF-424s (also called the Face Sheet). An Authorized Representative of the applicant tribe is a person who has the authority to apply for federal support of the tribe's activities and to enter into legal agreements in the name of the tribe.

APPLICATION COMPONENTS

An application requesting a Basic Grant or a Basic Grant with Education/Assessment Option should include the following materials in the order listed below:

1. Face Sheet: the two-page Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) on pages 58–59 of these guidelines; also available on Grants.gov or as a fill-in PDF form or Word document on the IMLS Web site
2. Program Information Sheet: the three-page form on pages 60–62 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
3. Part A—Project Budget for 2007 Native American Basic Grant, on page 63 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
4. Part B—Project Budget for 2007 Education/Assessment Option (if requested), on page 64 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
5. Long-Range Plan
6. If filing by mail (i.e., not electronically through Grants.gov), one additional copy of the entire application

If filing a paper application, do not place the original or copy of the application in a binder or notebook. Applicants submitting incomplete applications will not be considered for funding. IMLS will determine whether an application is complete.

SF-424s/FACE SHEET

The Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) is a form located on Grants.gov and must be completed by applicants using this filing method. It is the equivalent to the two-page IMLS Face Sheet found on pages 58–59 within these guidelines, to be completed by applicants filing applications on paper.

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

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

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

In the Zip+4/Postal Code box, enter the full nine-digit Zip code assigned by the U.S. Postal Service. An organization's full Zip code can be retrieved at www.usps.com/zip4.

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

d. Type of Applicant: Select the box next to "Indian/Native American Tribal Government (Federally Recognized)."

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

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

g. Congressional District (Grants.gov applications only): Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by the three-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012." If an applicant does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter 00-000. To determine an institution's district, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information

a. **Project Title:** Enter "2007 Basic Grant" or "2007 Basic Grant with Education/ Assessment Option," as appropriate.

b. **Project Description:** Applicants for Basic Grants may skip this section.

c. **Proposed Project Start Date/End Date:** Enter "October 1, 2007" and "September 30, 2008," respectively.

7. Project Director

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

8. Primary Contact/Grants Administrator

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

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

9. Authorized Representative

Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The Authorized Representative should not be the same person as the project director. By checking the "I Agree" box at the top of Item 9 and signing the application, this individual certifies the applicant's compliance with relevant federal requirements (see the "IMLS Assurances and Certification" section, pp. 72–75). All written correspondence will be addressed to the Authorized Representative.

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

PROGRAM INFORMATION SHEET

1. Applicant Information
a. Legal Name: Enter the legal name of the applicant.

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

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

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

2. Grant Program or Grant Program Category
Select one of the categories listed under "g. Native American Library Services."

3. Request Information
a. IMLS Funds Requested: Enter the amount sought from IMLS.

b. Cost Share Amount: Applicants for Basic Grants should skip this item.

4–6
Applicants for Basic Grants should skip these sections.

7. Institutional Profile
Please provide complete information for all items (a through j) in this section.

i. Supported Activities: Check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

j. Maintenance of Effort: Check the one box that most appropriately corresponds to the applicant tribe's level of maintenance of effort for library services in the past year. The Basic Grant is not intended to replace funds allocated for library services by the tribe. An Indian tribe receiving a Basic Grant should expend the same amount for library services during the grant period (excluding the grant amount) that was expended in the 12-month period immediately preceding it.

8
Applicants for Basic Grants should skip this section.

BUDGET

The Budget forms are available on pages 63–64 within these guidelines. These forms are also available as fill-in PDF forms or Word documents on the IMLS Web site and on Grants.gov.

Part A—Project Budget for 2007 Basic Grant

Prepare a Basic Grant project budget based on the total amount of $5,000, no more and no less. Spending categories include library personnel; materials, supplies, and equipment; services (e.g., consultants, trainers, storytellers); and other items such as Internet and consortium fees. **No indirect costs are permitted.** See the Sample Project Budget on page 63 for guidance.

Part B—Project Budget for 2007 Basic Grant Education/Assessment Option

If the Education/Assessment Option is being requested, prepare an Education/Assessment Option project budget for $1,000, no more and no less. Spending categories include library-related continuing education and training for library personnel, travel to conferences, and onsite professional library assessment. **No indirect costs are permitted.** See the Sample Project Budget on page 64 for guidance.

LONG-RANGE PLAN

For the long-range plan (as described on pp. 16–17), create a single document that includes the information requested. When it is available, please run spell check and make corrections.

In addition, the document must

- include 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, and
- use 12-point typeface or larger with no more than six lines per vertical inch and standard spacing between the letters. Condensed fonts or handwritten documents are not acceptable.

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

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 March 15. However, applicants are strongly encouraged to submit applications early, in case of delays resulting from heavy online traffic or to deal with any last-minute problems that may be encountered.

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

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

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

SUBMITTING PAPER APPLICATIONS

Applicants not using Grants.gov to apply for funding should ship or hand deliver their paper applications for a Native American Library Services Basic Grant and Basic Grant with Education/Assessment Option to the following address:

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

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

Shipping

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

Proof of Shipping

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

Hand Delivery

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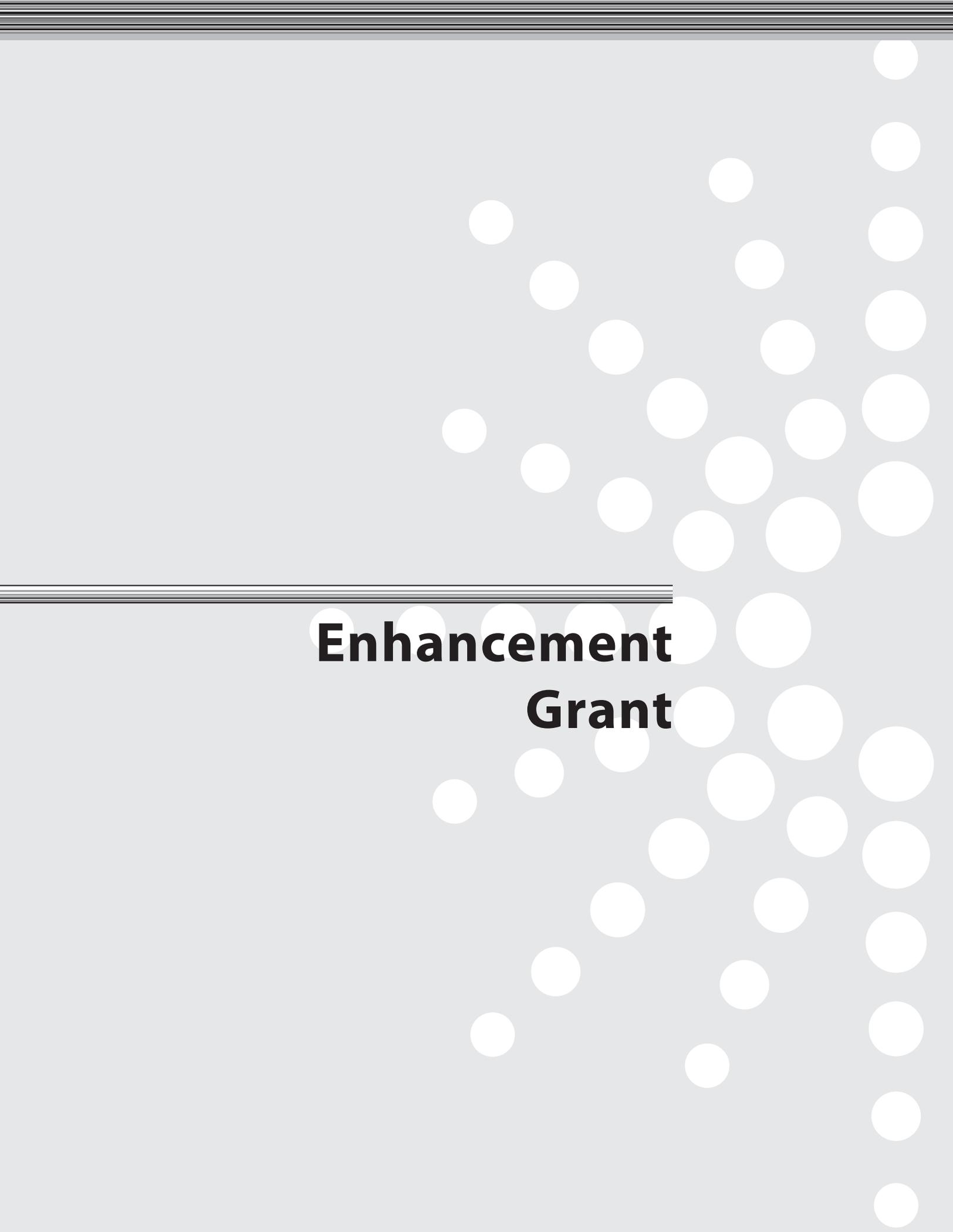
IMLS Acknowledgment

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

Enhancement Grant

ENHANCEMENT GRANT

Enhancement Grant projects may enhance existing library services or implement new library services, particularly as they relate to the goals of the LSTA listed here:

- to expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages,
- to develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks,
- to provide electronic and other linkages between and among all types of libraries,
- to develop public and private partnerships with other agencies and community-based organizations,
- to target library services to help increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills, and

- to target library and information services to help increase access and ability to use information resources for persons having difficulty using a library and for underserved urban and rural communities, including children from birth to age 17 from families with incomes below the poverty line (as defined by the Office of Management and Budget).

A tribe must submit a Basic Grant application in the same fiscal year to be eligible to apply for an Enhancement Grant. See page 4 for full information on eligibility.

CONDITIONS OF A GRANT

Duration of a Grant

Applicants may request either a one- or two-year grant. Once the grant is awarded, funds must be expended within the specified grant period. The grant period begins no earlier than October 1, 2007, and no later than December 1, 2007. Grantees may begin project activities any time during October, November, or December 2007, but the grant period will start on the first day of the month in which project activities are undertaken and end on the last day of the month in which project activities are completed.

The tribal Authorized Representative may submit a request for a one-time, no-cost extension of the grant period to the program officer. A request for an extension must be made in writing no later than 10 days before the end of the grant period.

Amount of Grant

An applicant may request up to $150,000, whether the grant period is one or two years. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than that requested.

Use of Funds

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

IMLS expects that funds will support projects that provide services to the public. If a tribe is requesting funding for services or materials to which access is restricted, it must submit its access policy with the application, explaining what percentage of materials would be restricted and providing a justification for the restricted access.

Limits on Use of Funds

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

Limits on Funding

An Indian tribe may submit only one application for an Enhancement Grant in a fiscal year. A grantee receiving a two-year Enhancement Grant from IMLS may not apply for another Enhancement Grant covering the second year of the first grant. For example, if a tribe received a two-year Enhancement Grant in FY 2006, it may not apply for another Enhancement Grant until FY 2008.

CONDITIONS OF A GRANT

Cost Sharing

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

All cost-sharing expenses must be incurred during the grant period, not before or after. Tribes must maintain documentation of cost sharing for reporting purposes to IMLS. In-kind contributions may be used for cost sharing if they specifically relate to the Enhancement Grant project. If any funds are to be contributed as cost share by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are not assured, the applicant should describe its plan for meeting the promised cost share from other sources in the event that the pending funds are not received. Government-wide uniform administrative rules and requirements apply.

Cost sharing may comprise:

- cash contributions: funds allocated directly to the project by the applicant or a third party, and
- In-kind contributions: the value of noncash contributions provided by the applicant

or a third party, e.g., staff time (if salaries are not paid with federal funds), volunteer time, materials and supplies, and services.

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

Maintenance of Effort

Although cost sharing is not required in this program, IMLS requires that organizations maintain their previous funding efforts and demonstrate that federal funds will enhance rather than replace tribal funding for library services. Applicants are encouraged, when possible, to contribute financially or through in-kind services to proposed projects in order to promote community interest and involvement.

Copyright/Work Products

IMLS assistance must be acknowledged in all publications and other products resulting from the project. Products should be distributed free or at cost unless the grant recipient has received written approval for another arrangement. With written permission, the grantee may copyright any work that is eligible for copyright and was developed, or for which ownership was purchased, under an Enhancement Grant. 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. Grantees must provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a beta version of software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

Announcement of Award

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

Payment, Accounting, Management, and Reporting Procedures

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

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

Grant recipients are required to submit six-month interim performance reports as well as annual financial status reports (SF-269A). In addition, grantees that are paid in advance are required to report the status of funds received from IMLS through the quarterly submission of a Federal Cash Transactions Report (SF-272). They are also required to submit a final performance report and a final financial report. Interim reports must be submitted within 30 days after the end of each reporting period. Final performance and financial reports are due within 90 days after the close of the grant period. IMLS will provide reporting instructions.

IMLS Assurances

To be considered for a grant, the tribe's Authorized Representative must read the assurances in the "Application Forms" section of these guidelines (pp. 72–75) and sign the certification on the Application for Federal Domestic Assistance/Short Organizational Form, SF-424s (also called the Face Sheet). An Authorized Representative of the applicant tribe is a person who has the authority to apply for federal support of the tribe's activities and to enter into legal agreements in the name of the tribe.

Information to Include in Proposal

In the proposal narrative, include a description of the subject matter and its significance, including relationships to related digital content. Explain how the material to be included in the project was or will be selected. Describe the additional value that any digital conversion or repurposing will bring to the materials, such as enabling innovative uses or attracting new audiences. Describe how potential users will discover any new digital material. The application also includes a form, Specifications for Projects That Develop Digital Products (see pp. 69–70), that must be completed and submitted with the application.

Interoperability

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

Digitization Plans

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

Resources for Digitization Projects

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

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

Training

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

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

- www.solinet.net/—The Southeastern Library Network offers training in digital imaging, copyright, digital preservation, and other related topics.
- www.oclc.org/education/workshops/default.htm—Seminars, workshops, and online training in digital projects, preservation, copyright, and other topics related to digitization, provided by the Online Computer Library Center (OCLC).

General
- www.cdpheritage.org/index.cfm—The Collaborative Digitization Program's Web site (born as the Colorado Digitization Project) offers many digitization resources that include information about copyright, metadata, digitization standards, and administrative concerns.
- http://memory.loc.gov/ammem/about/techIn.html—Building Digital Collections: Technical Information and Background Papers is part of the Library of Congress American Memory Project.
- www.archives.gov/preservation/technical/guidelines.html—Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files–Raster Images is by Steven Puglia, Jeffrey Reed, and Erin Rhodes of the U.S. National Archives.
- http://library.amnh.org/diglib/index.html—The American Museum of Natural History's Digital Library Project Web site has information on and links to resources on many topics, such as planning, standards, and digital resources management.

- http://sunsite.berkeley.edu/imaging—Digitizing Images and Text, the Berkeley Digital Library portal, provides links to resources on digitization projects, resources, and tools.
- www.mainememory.net/cp_resources.shtml—The Maine Memory Network provides guidance and resources for its contributing cultural institutions such as libraries, museums, archives, and historical societies.
- http://images.library.uiuc.edu/resources/links.htm—The University of Illinois at Urbana-Champaign Digital Imaging Media Technology Initiative provides resources about many digitization topics, including a listing of current imaging programs, organizations, and committees.
- www.chin.gc.ca/English/index.html—The Canadian Heritage Information Network has information on creating and managing digital content.
- www.nedcc.org/digital/tofc.htm—The Handbook for Digital Projects: A Management Tool for Preservation and Access, a Northeast Document Conservation Center site, offers nine chapters of a handbook on project management, scanning, copyright issues, technical topics, best practices, vendor relations, and longevity. It includes many links to related sites.
- www.diglib.org/publications.htm—The Digital Library Federation has publications on a range of topics, including digital image management and preservation.

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

Metadata

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

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

Preservation of Digital Material

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

Intellectual Property

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

Universal Access

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

APPLICATION REVIEW PROCESS

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

All eligible and complete applications are competitively reviewed through the agency's peer review process. Applications are evaluated by individual field review and/or panel review. IMLS draws its reviewer pool from professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications.

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

APPLICATION COMPONENTS

An application requesting a Native American Enhancement Grant should include the following materials in the order listed below:

1. Face Sheet: the two-page Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) on pages 58–59 of these guidelines; also available on Grants.gov or as a fill-in PDF form or Word document on the IMLS Web site
2. Program Information Sheet: the three-page form available on pages 60–62 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
3. Narrative: not to exceed eight pages
4. Detailed Budget: the three-page form available on pages 65–67 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
5. Summary Budget: the one-page form available on page 68 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
6. Specifications for Projects That Develop Digital Products form, if applicable: the two-page form available on pages 69–70 of these guidelines; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site
7. Text Responses documents, which must include the following:
    a. Abstract
    b. Schedule of Completion
    c. Budget justification
    d. Long-range plan for October 2007–September 2010
    e. List of key project staff and consultants
    f. Resumes for key project personnel or position descriptions for new personnel (not to exceed two pages each)
8. Other attachments:
    a. Current, federally negotiated rate agreement for indirect costs, if applicable
    b. Planning documents, such as needs assessments or digitization plans, if applicable
9. If filing on paper (i.e., not electronically through Grants.gov), the applicant must submit **one original** (with the original signature of the tribe's Authorized Representative) and **TEN** copies of the entire application, plus **TWO** additional copies of the Face Sheet/SF-424s, and a 3.5-inch disk or CD containing the project description, abstract, and narrative.

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

The Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) is a form located on Grants.gov and must be completed by applicants using this filing method. It is the equivalent to the two-page IMLS Face Sheet found on pages 58–59 within these guidelines, to be completed by applicants filing applications on paper.

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

5. Applicant Information

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

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

In the Zip+4/Postal Code box, enter the full nine-digit Zip code assigned by the U.S. Postal Service. An organization's full Zip code can be retrieved at www.usps.com/zip4.

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

d. Type of Applicant: Select the box next to "Indian/Native American Tribal Government (Federally Recognized)."

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

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

g. Congressional District (Grants.gov applications only): Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by the three-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012." If an applicant does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter 00-000. To determine an institution's district, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

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 October 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. Leave the Social Security number blank. Select the appropriate prefix (even though this field is not required on Grants.gov).

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

9. Authorized Representative

Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The Authorized Representative should not be the same person as the project director. By checking the "I Agree" box at the top of Item 9 and signing the application, this individual certifies the applicant's compliance with relevant federal requirements (see the "IMLS Assurances and Certification" section, pp. 72–75). All written correspondence will be addressed to the Authorized Representative.

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

PROGRAM INFORMATION SHEET

1. Applicant Information
a. Legal Name: Enter the legal name of the applicant.

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

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

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

2. Grant Program or Grant Program Category
Select the box next to "Enhancement Grant" listed under "g. Native American Library Services."

3. Request Information
a. IMLS Funds Requested: Enter the amount sought from IMLS.

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

4–6
Applicants for Enhancement Grants should skip these sections.

7. Institutional Profile
Please provide complete information for all items (a through j) in this section.

i. Supported Activities: Check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

j. Maintenance of Effort: Check the one box that most appropriately corresponds to the applicant tribe's level of maintenance of effort for library services in the past year. The Enhancement Grant is not intended to replace funds allocated for library services by the tribe. An Indian tribe receiving an Enhancement Grant should expend the same amount for library services during the grant period (excluding the grant amount) that was expended in the 12-month period immediately preceding it.

8
Applicants for Enhancement Grants should skip this section.

NARRATIVE

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

The application narrative must:

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

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

APPLICATION EVALUATION CRITERIA

Assessment of Need

Describe the community, the library, and the need(s) the library proposal will address.

- Briefly describe the applicant's community, including population profile, location, economy, educational levels, languages, culture, and other important characteristics.
- Describe the current role of the library in the community and the services it provides.
- Describe the specific audience(s) to be reached with the Enhancement Grant project (e.g., particular age groups, underserved community members, or other types of target audiences). Describe the need(s) of the target audience(s) that the library project will address.
- Provide evidence of the need(s). What types of formal or informal assessments have been conducted that identified this need as a priority for the library?
- What is the best way to address the need(s)? Why is this a good solution?

Evaluation Criteria: Reviewers will look for evidence that the applicant has conducted a formal or informal assessment of community needs and carefully considered the appropriate role for the library in addressing this need and has determined the desired results of the project.

Project Goals, Required Resources, and Project Plan

Describe in detail the goals, activities, outputs, and timeline that will be necessary to ensure the success of the program. Identify specific resources that will be needed for each goal, including staff, materials, equipment, training, partners, consultants, facilities, and other resources necessary to develop and implement the project. Keep in mind that all project components should be reflected in the grant budget and budget justification. The budget should support the project goals and activities outlined in this application narrative.

For each goal, describe the services and activities that will be provided to meet the identified need of the target audience. In what sequence will project activities occur? What milestones will be set to keep the project on schedule or to allow for corrective action? What resources and staffing are needed to implement the project activities? In terms of staffing,

- Who will carry out these activities and what are their qualifications and levels of experience?
- How much staff time will be dedicated to the project?
- Will staff need specialized training to successfully carry out their duties?
- Will the expertise of other partners or consultants be required to ensure success?

Will other tribal, federal, or nonfederal resources be used to carry out the proposed project? What other community organizations will be involved or will strongly support the proposed project? (Include letters of commitment or support from these organizations in the attachments.) How will positive changes brought about by the project be maintained beyond the federal grant period?

Evaluation Criteria: Reviewers will look for efficient, effective, and reasonable approaches that will achieve clearly envisioned project results. They will look for indications that the design and methods match the scope of the project; that project goals can be met successfully; and that project personnel have relevant experience and can commit adequate time to carry out the project activities and achieve project goals. Reviewers will look for evidence that partners are contributing to and benefiting from the project.

Evaluation and Dissemination

Describe how activities will be monitored and the project's success will be assessed.

- What outcomes or results will be achieved for each goal? Outcomes describe changes or improvements in the skills, attitudes, knowledge, or behaviors of the target audience as a consequence of project activities.
  1. What baseline data will be used to compare with the final results?
  2. What information will be collected to determine whether the outcomes were met?
  3. Who will collect this information, and from whom?
  4. How will it be collected (surveys, interviews, informal feedback) and how often?
- How will information about project results and lessons learned be shared, both locally and with the Native American library community at large?

Evaluation Criteria: Reviewers will look for evidence that the evaluation plan is directly related to the project's goals. They will look for indications that reliable information that demonstrates the extent of the project's success will be collected. They will want information that shows how project results will be broadly disseminated.

The application requires three elements to describe the costs of a proposed project. The Detailed Budget for each year of the project and the Summary Budget that describes costs for the entire project are available on pages 65–68 of these guidelines; they are also available as fill-in PDF forms or Word documents in the Grants.gov Zip file or on the IMLS Web site. The third element is the Budget Justification, which is referenced below and further explained in the "Text Responses Document" section (pp. 49–51).

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

5. Supplies and Materials: In general, list the costs of material to be purchased specifically for the proposed project. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

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

7. Student Support: Enhancement Grant applicants should skip this section.

8. Other Costs: Please do not use the "Other Costs" section to list items that did not fit in the number of lines allotted for another section. If more lines are needed, the information should be summarized in the Detailed Budget form and further explained in the Budget Justification.

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

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

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

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

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

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.

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

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

For a list of resources on digitization projects that may help applicants complete this form, see pages 32–34. This list is intended to assist applicants in learning more about digitization projects. The list is neither exhaustive nor an endorsement by IMLS of any particular resource.

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

Part I

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

Box A. Converting Non-Digital Material to Digital Format

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

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

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

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

Box B. Repurposing Existing Digital Content

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

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

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

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

Box C. Creating New Digital Content

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

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

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

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

Part II
Answer all questions.

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

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

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

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

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

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

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

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

TEXT RESPONSES DOCUMENT

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

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

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

Abstract

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

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

Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project task will be undertaken and marks the milestones for each grant activity. The Schedule of Completion must also correspond to the activities described in the narrative and the project dates on the Face Sheet/SF-424s and budget pages. One way to plot this information is in a graph or chart that lists project activities and the corresponding months when these activities will take place during the project. This document may be created as a narrative or spreadsheet, and should be no longer than one page per year. See page 71 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 should be listed under "Services" on the Detailed Budget as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be provided by the third party. A complete itemization of these costs should be included as part of the budget justification. If there is more than one contractor, the cost of each contract must be listed separately on the budget form and an itemization must be included as part of the budget justification.

Long-Range Plan

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

The long-range plan submitted in 2007 must cover the period October 2007 through September 2010. The plan may be a revised or expanded version of the plan submitted for the 2007 Basic Grant and it should include the proposed Enhancement Grant project as it relates to the library's mission and future goals.

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

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

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

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

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

OTHER ATTACHMENTS

Supporting Documentation

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

Points to Remember

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

- Do not overburden the reviewers with unnecessary materials.

- All attachments should include dates of creation and authorship.

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 May 1. However, applicants are strongly encouraged to submit applications early, in case of delays resulting from heavy online traffic or to deal with any last-minute problems that may be encountered.

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

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

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

SUBMITTING PAPER APPLICATIONS

Applicants not using Grants.gov to apply for funding should ship or hand-deliver their paper applications for a Native American Library Services Enhancement Grant to the following address:

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

Applications must be postmarked, shipped, or hand delivered no later than May 1, 2007.

Shipping
- All applications must be postmarked no later than the May 1 application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- Please consider using commercial delivery services. Overnight delivery is not required; ground service is acceptable.
- If the U.S. Postal Service is used to deliver the application, IMLS recommends certified or registered mail.
- Because of the length of the application and the number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- If an application is received more than 30 working days after the application deadline, it may be rejected.

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

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

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

Application Forms and Assurances

BASIC GRANT APPLICATION CHECKLIST

An application requesting Basic Grant funding should include the following materials:

❑ Face Sheet: the two-page Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) available on pages 58–59; also available on Grants.gov or as a fill-in PDF form or Word document on the IMLS Web site

❑ Program Information Sheet: the three-page form available on pages 60–62; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Part A—Project Budget for 2007 Native American Basic Grant: available on page 63; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Part B—Project Budget for 2007 Education/Assessment Option (if requested): available on page 64; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Long-range plan for October 2007–September 2010

If submitting a paper application, applicants must include

❑ **AN ORIGINAL AND ONE COPY** of the complete application package

❑ **A copy of this checklist with your application package**

ENHANCEMENT GRANT APPLICATION CHECKLIST

An application requesting Enhancement Grant funding should include the following materials:

❑ Face Sheet: the two-page Application for Federal Domestic Assistance/Short Organizational Form (SF-424s) available on pages 58–59; also available on Grants.gov or a fill-in PDF form or Word document on the IMLS Web site

❑ Program Information Sheet: the three-page form available on pages 60–62; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Narrative (not to exceed eight pages)

❑ Detailed Budget: the three-page form available on pages 65–67; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Summary Budget: the one-page form available on page 68; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

❑ Specifications for Projects That Develop Digital Products form, if applicable: the two-page form available on pages 69–70; also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site

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

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

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

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

FACE SHEET - PAGE ONE

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

5. Applicant Information

a. Legal Name: _____

b. Address:

  Street1: _____   Street2: _____

  City: _____   County: _____

  State: _____   Province: N/A _____

  Country: _____   Zip+4/Postal Code: _____

c. Web Address: http:// _____

d. Type of Applicant (check one):

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

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

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

6. Project Information

a. Project Title: _____

b. Project Description:

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

7. Project Director

a. Social Security Number: N/A _____

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

e. Last Name: _____   f. Suffix: _____

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

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

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7. Project Director (continued)

k. Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Province: __N/A_____

Country: _____   Zip+4/Postal Code: _____

8. Primary Contact/Grants Administrator

❑   Same as Project Director (skip to next item)   a. Social Security Number: __N/A_____

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

e. Last Name: _____   f. Suffix: _____

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

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

k. Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Province: __N/A_____

Country: _____   Zip+4/Postal Code: _____

9. Authorized Representative

*By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001).

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

a. ❑   *I Agree

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

e. Last Name: _____   f. Suffix: _____

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

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

k. Signature of Authorized Representative: _____

l. Date Signed: _____

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information

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

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

c. Organizational Unit Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Zip+4/Postal Code: _____

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

e. Type of Institution (check one):

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

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

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

_____

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

2. Grant Program or Grant Program Category

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

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

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

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

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

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

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

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

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

3. Request Information

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

4. Museum Profile (Museum Applicants only)

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

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

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

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

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

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

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

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

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

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

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

g.

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

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

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

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

b. CPB CSG ID# _____

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

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

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

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

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

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

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

e. Number of circulation transactions per year: _____

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

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

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

i. Identify which of the following activities will be supported by grant funds (check all that apply):
❑ Expand services for learning and access to information and educational resources.
❑ Develop library services that provide all users with access to information.
❑ Provide electronic and other linkages between and among all types of libraries.
❑ Develop public and private partnerships with other agencies and community-based organizations.
❑ Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
❑ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.

j. Maintenance of Effort (check the appropriate response):
❑ FY 2007 expenditures will equal or exceed previous 12-month grant period. Maintenance of effort is assured.
❑ FY 2007 expenditures will not equal or exceed previous 12-month expenditure. Maintenance of effort is not assured.
❑ Maintenance of effort does not apply.

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

a. Type of Collection
❑ Nonliving   ❑ Natural History/Anthropology
❑ Animals, living   ❑ Plants, living

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

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

BASIC GRANT BUDGET PART A—PROJECT BUDGET FOR BASIC GRANT

APPLICANT ORGANIZATION: _____

Use the following form for the Basic Grant project budget. The total should equal $5,000, no more and no less. **No indirect costs are allowed.** This form is also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site at www.imls.gov/applicants/grants/nativeAmerican.shtm. See the sample budget below for guidance.

Spending Categories	Estimated Cost
1. Library Personnel	
2. Materials, Supplies, and Equipment	
3. Services	
4. Other (describe)	
Total:	$5,000

Sample Project Budget

Spending Categories	Estimated Cost
1. Library Personnel • Library staff/tutor for after-school hours— $9.00/hr × 5 hrs/week × 50 weeks = $2,250	$2,250
2. Materials, Supplies, and Equipment • New library books and magazine subscriptions • New computer	$1,200 $ 900
3. Services • Storyteller events at the library—$50 honorarium for five storytellers • Training for graphic design for library newsletter	$ 250 $ 100
4. Other • Internet service provider fees—$25/month × 12 months	$ 300
Total:	$5,000

BASIC GRANT BUDGET PART B—PROJECT BUDGET FOR BASIC GRANT EDUCATION/ASSESSMENT OPTION

APPLICANT ORGANIZATION: _____

The purpose of the Education/Assessment Option is to provide funding for tribal library staff to attend library-related continuing education courses and/or training workshops on- or offsite; to attend or give presentations at conferences related to library services; and/or to hire a consultant for an onsite professional library assessment. Use the following form to describe how the Education/Assessment Option grant will be spent. The total should equal $1,000, no more and no less. **No indirect costs are allowed.** This form is also available as a fill-in PDF form or Word document in the Grants.gov Zip file or on the IMLS Web site at www.imls.gov/applicants/grants/nativeAmerican. shtm. See the sample budget below for guidance.

Spending Categories	Estimated Cost
1. Library-related Continuing Education/Training	
2. Travel to Conferences, Continuing Education, and Other Library-related Training	
3. Services of a Professional Librarian to Conduct an Onsite Library Assessment and Provide Written Assessment and Recommendations	
Total:	$1,000

Sample Project Budget

Spending Categories	Estimated Cost
1. Continuing Education/Training • Registration for state library conference	$100
2. Travel to Conferences, Continuing Education, and Other Library-related Training • Travel to state library conference, hotel, meals	$300
3. Services of a Professional Librarian to Conduct an Onsite Library Assessment • Site visit for collection assessment and report of recommendations	$600
Total:	$1,000

ENHANCEMENT GRANT BUDGET FORM - PAGE ONE

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

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

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

Section A: Detailed Budget

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

1. Salaries and Wages

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

2. Fringe Benefits

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

3. Consultant Fees

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

ENHANCEMENT GRANT BUDGET FORM - PAGE TWO

4. Travel

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

5. Supplies and Materials

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

6. Services

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

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

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

8. Other Costs

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

9. Total Direct Costs

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

10. Indirect Costs

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

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

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

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

❑ Applicant is a State Library Administrative Agency and will charge an administrative fee of 4% of total costs (complete item B).

Item A: Name of federal agency: _____

Expiration Date: _____   Proposal Date: _____

Item B:

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

11. Total Project Costs

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

ENHANCEMENT GRANT BUDGET FORM - PAGE FOUR

Section B: Summary Budget

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

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS

2. Cost Sharing:

    a. Cash Contribution

    b. In-Kind Contribution

    c. Other Federal Agencies*

    d. TOTAL COST SHARING

3. TOTAL PROJECT FUNDING (1+2d)

% of Total Costs Requested from IMLS

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

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

Part I. Complete the appropriate section(s):

A. Converting Non-Digital Material to Digital Format

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

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

❑ Public domain: _____ % of total.

❑ Permissions have been obtained: _____ % of total.

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

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

❑ Other: _____ % of total. Explain:

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

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

B. Repurposing Existing Digital Content

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

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

❑ Public domain: _____ % of total.

❑ Permissions have been obtained: _____ % of total.

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

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

❑ Other: _____ % of total. Explain:

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

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

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

C. Creating New Digital Content

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

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

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

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

Part II. Answer all questions:

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

　　Master: _____

　　Access: _____

　　Thumbnail: _____

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

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

8. Describe the quality control plan.

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

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

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

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

SAMPLE SCHEDULE OF COMPLETION

This is a sample format for a Schedule of Completion (see p. 49). 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.

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Activity One												
Activity Two												
Activity Three												
Activity Four												
Activity Five												
Activity Six												
Activity Seven												
Activity Eight												
Activity Nine												
Activity Ten												
Activity Eleven												
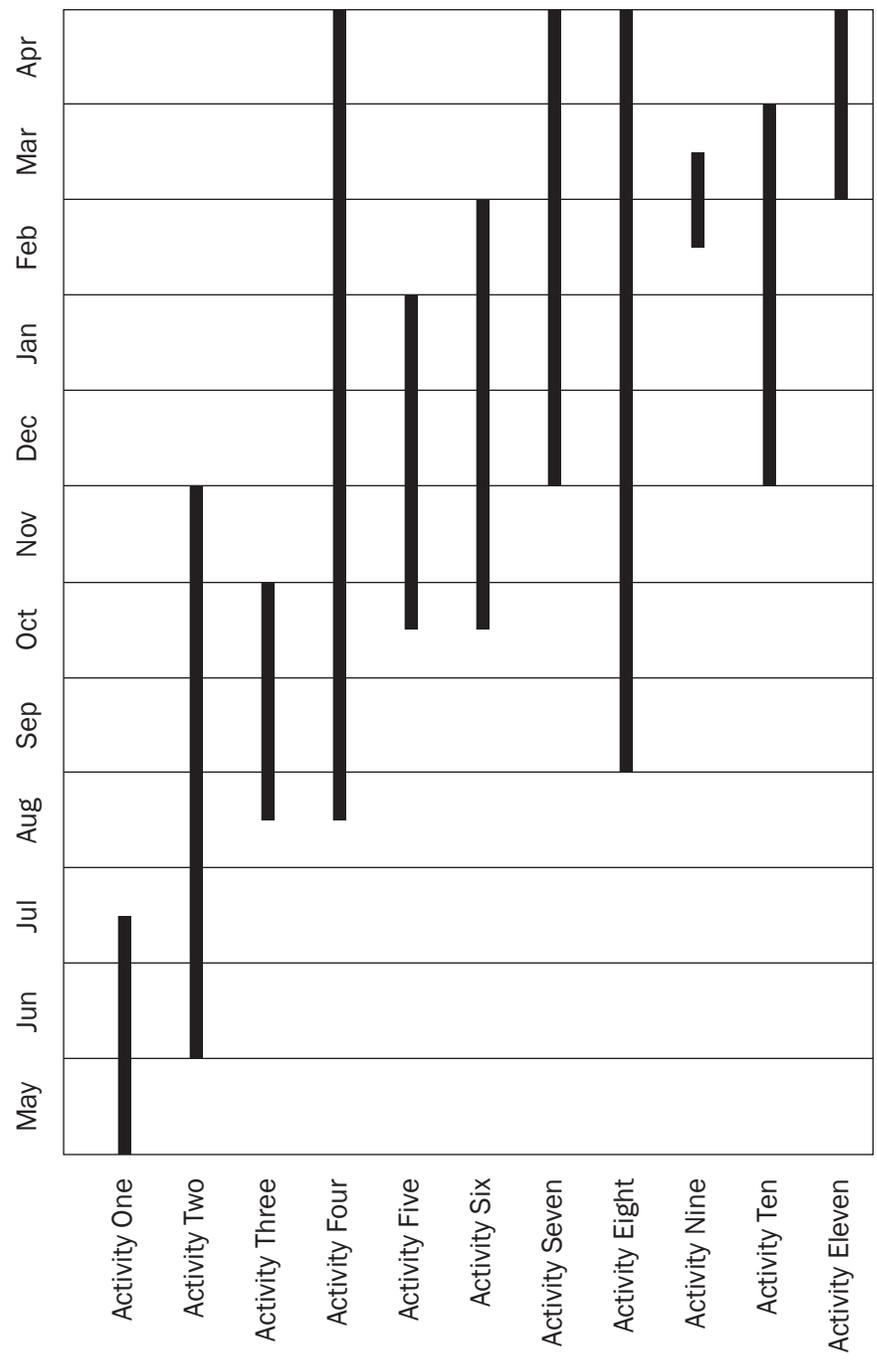
IMLS ASSURANCES AND CERTIFICATION

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative must review the statement and provide the certification in item 9 on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s).

Assurances Statement

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations, which are found in 45 C.F.R. Chapter XI, Subchapter E (Institute of Museum and Library Services). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants
Financial, Administrative, and Legal Accountability

The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

Federal Debt Status

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

Suspension, Debarment, and Other Responsibility Matters

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

   (a) are not presently excluded or disqualified;
   (b) have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;
   (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 45 C.F.R. 1185.800(a); and
   (d) have not had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

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

IMLS ASSURANCES AND CERTIFICATION

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).

Certifications Required of Some Applicants

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

Historic Properties

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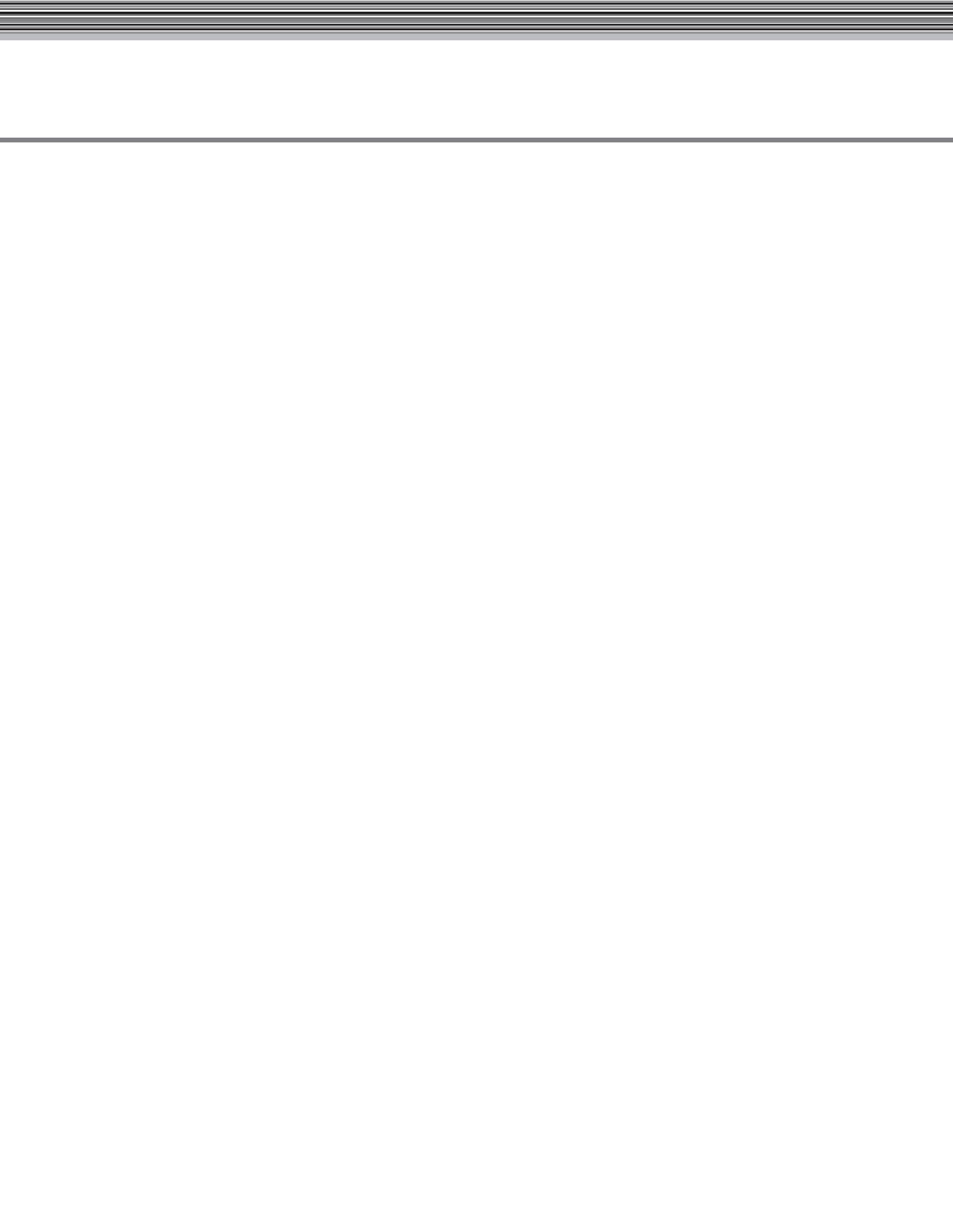
APPLICATION TIPS

To Make Your Application More Competitive...

- Start with a good idea! Identify the problem you are trying to solve and a potential solution that grant funding would support. Remember that competitive programs are often very competitive. In general, projects that benefit more than one institution and reach a broad audience will be the most competitive.
- Match your idea with the appropriate funder and program—contact the program officer to find out if your idea matches the goals of the program.
- Read the program guidelines carefully and note all instructions and deadlines. It takes time to develop a good proposal and a good project, so give yourself plenty of it.
- Assemble your project team, including external partners—your team will be your most important asset.
- Meet to discuss all aspects of the project and all of the program evaluation criteria—identify assets, weaknesses, and potential allies. Ask questions: Who is the target audience? What are the anticipated outcomes (who will benefit and how)? How can the benefits be measured (how will you know if you succeed)? Who will know about it? Generally, projects involving two or more institutions will require time and ongoing discussions to develop a strong relationship, but projects based on these kinds of collaborative relationships will be more competitive for funding and more successful in execution. Involve potential allies as partners, members of advisory boards, or writers of support letters. They will help to disseminate results and extend the benefit.
- Develop a draft proposal—follow the recommended format and all instructions, and address all of the evaluation criteria in the order prescribed. Be sure to highlight your assets and try to resolve potential weaknesses (e.g., arrange to hire a consultant if your team lacks expertise in a specific area). Write in plain, understandable language.
- Contact your program officer for clarification of questions.
- Ask others who have not been involved in the project to read your draft—they may notice an important omission or weakness.
- Revise your proposal and submit it on time.
- If your proposal is not successful, do not be discouraged. Read the reviewers' comments carefully—they can provide important suggestions for improving your project. Ask your program officer to help clarify any comments that you do not understand.

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