



2007

# Museums for America

Grant Program Guidelines  
and Application Forms

CFDA No. 45.301

*Application Deadline: November 15, 2006*

*Online application available through [Grants.gov](http://Grants.gov)  
(see [www.ims.gov/grantsgov](http://www.ims.gov/grantsgov) for more information)*

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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, handicap, 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 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at the address above; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

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## DEAR COLLEAGUES

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I am pleased to present the 2007 guidelines for Museums for America grants. This is a cornerstone program for museums and the Institute of Museum and Library Services, providing support for basic and worthy projects that further a museum's mission, achieve its goals, and provide value to its communities.

Museums for America grants benefit museums of all sizes and types, in all parts of the country. Through three broad categories—sustaining cultural heritage, supporting lifelong learning, and serving as centers of community engagement—these grants provide funds for the full range of museum programs and activities, including digitization, staff training, research, exhibitions, educational programs, community partnerships and collections management. Applicants are required to demonstrate that proposed grant activities are clearly linked to the institution's strategic plan and enhance the museum's ties and value to its community. Although we invite proposals for specific projects, we ask that applicants show that the activities are an investment in the museum's long-term capacity.

In 2007, IMLS continues its efforts to assist museums in major disaster areas. In addition to the activities listed above, we will support programs that introduce students to potential careers in museums by employing them to assist with disaster recovery or service operations.

The mission of the Institute of Museum and Library Services is to strengthen museums and libraries so they can better serve the American people. Our nation's museums hold keys to knowledge and understanding of our cultural, artistic, historic, natural, and scientific heritage. Through the Museums for America grant program, the Institute is proud to support museums across our country in engaging, enlightening and enthralling millions of Americans each year with opportunities for lifelong learning and discovery.

I encourage you to read these guidelines, speak with IMLS staff, and consider applying for funding.

Sincerely,



Anne-Imelda M. Radice, Ph.D.

Director

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## WHAT'S NEW IN FISCAL YEAR 2007

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On May 18, 2006, Dr. Anne-Imelda M. Radice, Director of the Institute of Museum and Library Services, announced that the agency will make all of its grant applications for the FY2007 grant cycle available on Grants.gov.

Applicants have the choice of submitting their applications on paper or online through Grants.gov. The Institute strongly encourages applicants to apply online if possible.

To begin using Grants.gov, applicants must register with Grants.gov prior to submitting their applications. The multistep registration process generally cannot be completed in a single day. Applicants should allow at least two weeks to complete this one-time registration process. IMLS has prepared a checklist to help guide applicants through the Grants.gov registration process, available on our Web site at <http://www.ims.gov/applicants/grantsgov/checklist.shtm>.

Instructions for completing and submitting applications through Grants.gov are now included within these guidelines. See page 41 for more information.

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# **General Information**



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## ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

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

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

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



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## ABOUT MUSEUMS FOR AMERICA

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The Institute of Museum and Library Services administers a variety of grant programs that advance the value of museums and libraries as critical resources for a nation of learners.

Museums for America (MFA) is the largest grant program for museums at IMLS, providing more than \$17 million to support the role of museums in American society. The goal of MFA is to strengthen the ability of museums to serve the public more effectively by supporting high-priority activities that advance the institution's mission and strategic goals. Applicants can apply for projects within three categories:

- Sustaining cultural heritage
- Supporting lifelong learning
- Serving as centers of community engagement

Fiscal year (FY) 2007 MFA funding will support projects and activities that strengthen museums as active resources for lifelong learning and as important institutions in the establishment of livable communities. MFA grants can fund ongoing museum activities; improvement of institutional infrastructure; planning; new programs or activities; purchase of equipment or services; research and scholarship; or efforts of museums to upgrade and integrate new technologies into their overall institutional effectiveness.

In FY2007, IMLS is encouraging applications from institutions that will provide professional internships for museums that have suffered disaster-related damages. Please contact MFA staff at 202/653-4789 to discuss any training projects that pertain to disaster-related damages.

## INSTITUTIONAL ELIGIBILITY

An applicant must be

- 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;
- located in one of the 50 states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- a museum<sup>1</sup> that, using a professional staff,<sup>2</sup> (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) owns or uses tangible objects, either animate or inanimate; (3) cares for these objects; and (4) exhibits these objects to the general public on a regular basis through facilities that it owns or operates.<sup>3</sup>

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<sup>1</sup>Museums include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

<sup>2</sup>An institution uses a professional staff if it employs at least one professional staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

Please note that a museum located within a parent organization that is a state or local government or multipurpose not-for-profit entity, such as a municipality, university, historical society, foundation, or cultural center, may apply on its own behalf if the museum: (1) is able to independently fulfill all the eligibility requirements listed above; (2) functions as a discrete unit within the parent organization; (3) has its own fully segregated and itemized operating budget; and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

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<sup>3</sup>An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. An institution that exhibits objects to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis.

An institution that exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public.

An institution that does not have as a primary purpose the exhibition of objects to the general public but that can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines. For more information, please see 45 C.F.R. Chapter XI, Subchapter E (Institute of Museum and Library Services).

## ELIGIBLE ACTIVITIES AND COSTS

MFA's 2007 grants will provide an opportunity for institutions to build their effectiveness in meeting their missions and furthering their strategic plans. Museums can use MFA funds to serve their public more effectively, by improving their operations, both behind-the-scenes and publicly, in a number of ways, including the following:

- community engagement
- education
- exhibition
- visitor experience, including public programs and membership services
- research, scholarship, and publications
- staff training
- strategic plan enhancement and planning activities
- collections management
- other museum activities

Applicants should define how their request for funding relates to their institutional strategic goals in the critical area of public service. Additionally, all grantee organizations must be current with all IMLS reporting requirements for any open grants in any programs.

Applicants may not have more than one open MFA grant at a time.

IMLS sees MFA grants as investment grants and expects that they will provide the following for recipient institutions:

- investment in capacity
- support for sustainable institutional change
- support to measure outcomes

Types of grant activities funded may include but are not limited to the following:

- Migration of card-based collections management tools to an electronic collections management system.
- Creating or receiving a special one-time exhibit that has long-term impact on the museum.
- Bringing a traveling exhibit to the museum, and creating education and outreach programs supporting the exhibit for the museum's audience.
- Cataloging collections so they are more accessible for exhibition, interpretation, and research (may include hiring personnel and purchasing computer software).
- Digitization of collections.
- Continuation of an existing program in the museum to support widened access, inclusion, and diversity.
- Working with schools to develop curricula and/or programs.
- Improvement of existing or development of new exhibitions to enhance educational services.
- Research on collections to assist in the ongoing interpretation of the collection and/or development of museum programs.
- Research, scholarship, and the creation of a publication for the museum.

## ELIGIBLE ACTIVITIES AND COSTS

Grant activities are expected to have quantifiable and measurable outcomes, and grantees will be expected to evaluate the success of the project against the established outcomes. Grantees will submit assessment plans to IMLS for approval within eight weeks after the award is made. IMLS will work with grantees to create these assessment plans. *Information about outcome-based evaluation can be found on the IMLS Web site ([www.imls.gov/applicants/obe.shtm](http://www.imls.gov/applicants/obe.shtm)) or may be requested from IMLS.*

### Eligible Costs

Eligible expenses include but are not limited to the following:

- staffing
- costs related to planning and maintenance of project partnerships
- purchase of equipment, materials, supplies, or services
- staff training
- program development and implementation
- exhibition design and fabrication
- integration of technology into exhibition or educational programs
- costs associated with evaluation of grant programs or activities
- research
- publications
- indirect or overhead costs (see page 31)
- activities aimed at achieving intellectual control over the collection, including: inventory, daily maintenance, numbering, and cataloging.

### Noneligible Activities and Costs

- Contributions to endowment funds.
- Acquisition of objects for the collection.
- Costs of social activities, ceremonies, and other entertainment.
- Pre-award costs (costs incurred prior to the effective date of the grant).
- Construction and renovation of museum facilities. Generally any activity involving contract labor in the construction trades is not an allowable cost. Exhibits fabrication can be an allowable cost. If you have a question about the eligibility of your exhibition activities, please call IMLS staff immediately.
- Collection conservation activities including the purchase of storage equipment such as shelving, installation of collections HVAC systems, creation of collections storage facilities, object treatment, collections surveys, or historic structure renovation. (For these activities, please see IMLS Conservation Project Support Guidelines for possible eligibility.)
- Exhibit fabrication that includes creation of large-scale permanent structures for animals or objects that would involve contract labor of the construction trades. If you have a question about the eligibility of your exhibition activities, please call IMLS staff immediately.
- General museum fundraising costs, such as development office staff or other staff time devoted to general fundraising.
- General advertising or public relations costs designed solely to promote the organization and not a specific project.

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Applicable government-wide cost principles are listed in 45 C.F.R. Section 1180.10 (a) (IMLS regulations), available upon request.

**Cost Share**

IMLS will provide up to one-half the cost of the project. Your cost share may consist of the following:

- cash contributions
- earned income
- equipment
- in-kind contributions
- materials and supplies

You may not use federal funds as your cost share. In-kind contributions, such as staff time, donated services, supplies, and space, may be used as cost share if you can document that donations relate specifically to your MFA project. Funds received for services rendered before the grant period may not be used as cost share without prior approval of the IMLS.

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

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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](http://Grants.gov)).

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

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

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

## CONDITIONS OF A GRANT

### Duration of a Grant

Generally, project activities supported by MFA grants may be carried out for up to three years.

### Project Start Date

Projects may begin no earlier than August 1 and no later than November 1, 2007. Projects must begin on the first day of the month and end on the last day of the month.

### Amount of Grant

MFA grants range from \$5,000 to \$150,000. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

### Cost Sharing

Project cost must be matched 1:1 through cost share by the applicant. Applicants must provide at least half of the total cost of the project from nonfederal sources. These costs may be supported by the grantee's cash outlays, including cash contributions from third parties that are used to support project costs, the value of the grantee's contributions of property and services to the project, and third-party in-kind contributions that are used to support project activities. IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period.

IMLS strongly encourages applicants to seek third-party donations of cash, equipment, and services. 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 the plan for meeting the promised cost share from other sources in the event that the pending funds are not received. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses, including all cost sharing, must be incurred during the grant period. Government-wide uniform administrative rules and requirements apply, including appropriate OMB circulars.

### Use of Funds

MFA grants may be used for a broad range of project activities. Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide uniform administration rules and requirements apply, including appropriate OMB circulars.

## CONDITIONS OF A GRANT

A museum may not have more than one active MFA grant. Recipients of MFA funding must complete their current projects before receiving funding for an additional MFA grant. The start date of any new application may not precede the end date of any previously funded MFA grant.

### Copyright/Work Products

IMLS requires acknowledgment of publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval from IMLS for another arrangement. With written permission from IMLS, the recipient may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. IMLS reserves, for federal government purposes, a royalty-free, worldwide, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires grantees to send three copies of any products produced with IMLS funds 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 negotiations are concluded. IMLS will notify applicants of final decisions in mid-July 2007.

### Payment, Accounting, Management, and Report Procedures

A federal accounting office handles the payment of MFA grant funds. Recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. Recipients need not maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of OMB audit requirements. In addition, government-wide uniform grant administrative rules and requirements, including appropriate OMB circulars, apply.

Grant recipients are required to submit interim performance reports every six months during the grant period as well as annual financial reports. They are also required to submit a final performance report and a final financial report at the end of the grant period.



## CATEGORIES OF FUNDING

MFA strengthens the ability of museums to serve the public more effectively by supporting high-priority activities that advance the institution’s mission and strategic goals. Three program categories have been established to support the wide range of museum activities, including both those that are behind-the-scenes and publicly accessible.

### **Sustaining Cultural Heritage**

This category supports all activities that museums undertake to sustain cultural heritage, including artistic, scientific, and historical artifacts and content. Collections management activities, research, scholarly and popular publications, and exhibit planning, design, and implementation are eligible for funding.

### **Supporting Lifelong Learning**

This category encompasses the broadest scale possible of museums’ educational activities, including programs designed for youth, families, or adults; exhibits; Web

site content and design; and publications. The means by which museums share their collections, content, and knowledge to support learning are eligible for funding.

### **Serving as Centers of Community Engagement**

This category supports projects and activities that actively engage museums with their community. Public programs, community partnerships with other organizations, and behind-the-scenes activities that enhance a museum’s ability to serve its community (including partnership organization, personnel administration, and communications) are eligible for funding.

Applicants may apply in one of nine divisions, as listed in the chart below.

The request amount is not dependent on institutional budget size, but on the museum’s ability to match funds with nonfederal sources for the proposed activities.

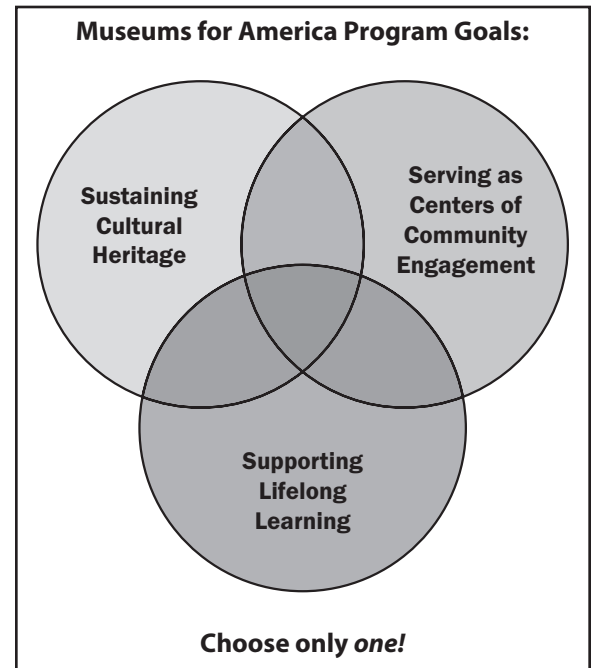
Funding Categories	Total Request Amount		
Sustaining Cultural Heritage	\$5,000–\$24,999	\$25,000–\$74,999	\$75,000–\$150,000
Supporting Lifelong Learning	\$5,000–\$24,999	\$25,000–\$74,999	\$75,000–\$150,000
Serving as Centers of Community Engagement	\$5,000–\$24,999	\$25,000–\$74,999	\$75,000–\$150,000

## CATEGORIES OF FUNDING

### Choosing a Category

As the diagram below indicates, many projects might fit into two or more categories; however, applicants *must* select only *one* category to address. For example, a museum could apply to digitize collections. If the project activities focus on the behind-the-scenes activities of the staff to digitize collections, then it would be a Cultural Heritage project. If the project activities focus on putting these images on a Web site and developing curriculum after the digitization occurs, then it would be a project for Lifelong Learning. But if the project activities focus on a partnership with the local library, school, or community center to use the digitized images in some shared programming for a community day, then the project would fall under Centers of Community Engagement. Projects that address multiple categories will hold no advantage in the review process.

MFA Program Categories:



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## APPLICATION REVIEW PROCESS

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IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation (see “Institutional Eligibility,” page 41). Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail.

All eligible applications for MFA grants will be evaluated by individual field review and/or panel review. Reviewers will be professionals in the relevant field with expertise in the types of activities and projects. The IMLS Director makes the final funding decisions on the basis of the evaluations by reviewers and panels, the types of projects encouraged by IMLS, and the overall goals of the MFA program and of IMLS.

Field reviewers provide an initial evaluation applying the criteria identified on pages 27-29 (“Review Criteria”). For this evaluation, applications are grouped into field review panels based on (1) the three grant categories (sustaining cultural heritage; supporting lifelong learning; or serving as centers of community engagement); (2) the request amount; and (3) institutional budget size. IMLS staff determines institutional budget size panel breakdowns based on applications received.

Sitting panels of museum professionals review top-ranked applications (based on standardized field review scores) for (1) the ability of the project to further the institution’s mission and strategic plan; (2) the relationship between the institution’s proposal and IMLS MFA program goals; and (3) the strength and feasibility of the project design. The IMLS Director takes into account the advice provided by the review process and, by law, makes all final funding decisions. For examples of funded projects, search the Awarded Grants database at [www.imls.gov/search.asp](http://www.imls.gov/search.asp).

# GUIDANCE FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

## Information to Include in Application

In the application 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 new uses or attracting new audiences. Describe how potential users will discover any new digital material. This application also includes a form, *Specifications for Projects That Develop Digital Products* (See page 54), which 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; project products should be interoperable with other digital content. Grantees creating digital collections are expected to participate in the IMLS Digital Collections 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, and to include a copy of the plan as an appendix to the application.

## Resources for Digital Projects

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning a digital project, which is now maintained by the National Information Standards Organization. Available at [www.niso.org/framework/Framework2.html](http://www.niso.org/framework/Framework2.html), 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 digital projects funded at the Digital Corner on the IMLS Web site at [www.imls.gov/about/digitalCorner.shtm](http://www.imls.gov/about/digitalCorner.shtm).

The following list of resources will help you learn more about digital projects; it is neither exhaustive nor an endorsement 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 above for leads to more training opportunities and the topic lists below for training resources in specific subject areas.

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

- [http://www.solinet.net/digital\\_services/ds\\_tmpl.cfm?doc\\_id=2506](http://www.solinet.net/digital_services/ds_tmpl.cfm?doc_id=2506)  
SOLINET (Southeastern Library Network) offers training in digital imaging, copyright, digital preservation, and other related topics.
- <http://www.oclc.org/education/workshops/default.htm>  
OCLC (Online Computer Library Center) provides seminars, workshops, and online training in digital projects, preservation, copyright, and other topics related to digitization.

#### General

- <http://www.cdpheritage.org/resource/index.html>  
The Collaborative Digitization Program's Web site (born as the Colorado Digitization Project) has a site devoted to resources that includes information about copyright, metadata, digitization standards, audio materials, and administrative concerns.
- <http://memory.loc.gov/ammem/ftpfiles.html>  
*Building Digital Collections: Technical Information and Background Papers*—Library of Congress American Memory Project.
- <http://www.archives.gov/research/arc/techguide-raster-june2004.pdf>  
*Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files—Raster Images* by Steven Puglia, Jeffrey Reed, and Erin Rhodes, 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 links to resources on digitization projects, resources, and tools.
- <http://www.mainememory.net/home.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>  
University of Illinois at Urbana Champaign, Digital Imaging and Media Technology Initiative provides resources about many topics, including a listing of current imaging programs, organizations, and committees.
- <http://www.chin.gc.ca/English/index.html>  
The Canadian Heritage Information Network has information on creating and managing digital content.
- <http://www.nedcc.org/digital/tofc.htm>  
*Handbook for Digital Projects: A Management Tool for Preservation and Access*—This 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. Includes many links to related sites.
- <http://www.diglib.org/publications.htm>  
The Digital Library Federation has publications on a range of topics, including digital image management and preservation.

## GUIDANCE FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

- [http://www.rlg.org/en/page.php?Page\\_ID=12081](http://www.rlg.org/en/page.php?Page_ID=12081)  
The Research Library Group's *DigiNews*, a bimonthly Web-based newsletter.
- <http://lists.mdch.org/bin/listinfo/digistates>  
DigiStates online discussion list for people working on collaborative statewide projects for the digitization of cultural heritage resources.

### Metadata

- [http://www.niso.org/standards/resources/Metadata\\_Demystified.pdf](http://www.niso.org/standards/resources/Metadata_Demystified.pdf)  
*Metadata Demystified*, by Amy Brand, Frank Daly, and Barbara Meyers (Sheridan Press and NISO Press, 2003).
- [http://www.getty.edu/research/conducting\\_research/standards/intrometadata/index.html](http://www.getty.edu/research/conducting_research/standards/intrometadata/index.html)  
*Introduction to Metadata: Pathways to Information*, edited by Murtha Baca, (Getty Research Institute, 2000).
- [http://www.rlg.org/en/page.php?Page\\_ID=214](http://www.rlg.org/en/page.php?Page_ID=214)  
The Research Library Group's *Descriptive Metadata Guidelines for RLG Cultural Materials*
- <http://oai-best.comm.nsd.l.org/cgi-bin/wiki.pl?TableOfContents>  
Digital Library 4.5 4.6 *Guidelines 2006 IMLS MFA Grants Federation/National Science Digital Library Best Practices for OAI Data Provider Implementations and Shareable Metadata*
- <http://www.utah.edu/cpbmetadata/PBCore>  
*BCore: Public Broadcasting Metadata Dictionary* for public broadcasters' television, radio, and Web activities.

### Preservation of Digital Material

- <http://www.library.cornell.edu/iris/tutorial/dpm>  
*Digital Preservation Tutorial*, by Cornell University Department of Preservation and Collections Maintenance.
- <http://www.dlib.org>  
*D-Lib Magazine* has many articles on preservation of digital materials.

### Intellectual Property

- [www.umuc.edu/distance/odell/cip](http://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
- <http://www.iupui.edu/~copyinfo>  
Copyright Management Center (CMC) Indiana University—Purdue University Indianapolis.

### Universal Access

- <http://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—The Trace Center* presents resources on universally accessible Web guidelines, compliance with Section 508, and forums for discussing accessibility issues.
- <http://webaim.org>  
WebAIM is a non-profit organization within the Center for Persons with Disabilities at Utah State University.

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# **The Application Package**

## APPLICATION COMPONENTS

An application requesting MFA funding should include the following materials:

1. Face Sheet: the two-page form on pages 45–46 of this booklet or “Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)” on Grants.gov, also available as a fill-in PDF form or Word document in the Grants.gov zip file or on the IMLS Web site.
2. Program Information Sheet: the three-page form on pages 47–49 of this booklet, which is available as a fill-in PDF form or Word document in the Grants.gov zip file or on the IMLS Web site.
3. MFA narrative (not to exceed seven pages): include each question’s number and label.
4. Budget: the four-page form on pages 50–53 of this booklet, with the detailed budget pages replicated for each year. This form is available as a fill-in PDF form or Word document in the Grants.gov zip file or on the IMLS Web site.
5. Specifications for Projects that Develop Digital Products form, if applicable
6. Text Responses document(s), which will include the following:
  - a. Strategic plan summary
  - b. Institutional financial statements
  - c. Schedule of completion
  - d. Budget justification
  - e. List of key project staff and consultants
  - f. Resumes for key project personnel
  - g. Statement of purpose/mission statement and history
  - h. Explanation of budget surplus or deficit, if applicable
7. Other attachments:
  - a. Proof of Nonprofit Status, if applicable
  - b. Current, federally negotiated rate for indirect costs, if applicable
  - c. Optional attachments, if applicable



## APPLICATION OPTIONS

Applicants to the MFA program have two options for submitting their applications: (1) on paper or (2) through Grants.gov, the one-stop Web site for organizations looking for and applying for federal grant opportunities. The application instructions contained within these guidelines are designed to accommodate both the paper and the online application process. Applicants should feel free to contact MFA program staff at any time with questions about an application component.

### **Paper Applications**

Applicants who wish to submit their application on paper are encouraged to visit [www.imls.gov](http://www.imls.gov) and download the fillable 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 freely available Adobe Acrobat Reader or Microsoft Word software on their computers (visit [www.imls.gov/plugins.shtm](http://www.imls.gov/plugins.shtm) to link to free downloads). Caution: Applicants using the free version of the Reader software cannot save the filled-out forms, so the forms must be completely filled in and printed in one operation. Applicants who have the full version of Adobe will be able to save filled-out 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](http://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 “Assembling Paper Application Packages” and “Submitting Paper Applications” sections for instructions on printing, copying, and mailing paper applications.

## GRANTS.GOV APPLICATIONS

Organizations that are applying under the November 15, 2006, deadline for the MFA program may submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 P.M. eastern time, November 15, 2006.

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

### **Grants.gov Registration**

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

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

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

## Obtaining Application Packages

Electronic application packages are obtained directly from [www.Grants.gov](http://www.Grants.gov). Organizations applying through Grants.gov will first need to locate the MFA package on the site. To locate the package:

1. Go to [www.Grants.gov](http://www.Grants.gov).
2. In the left-hand column, click on “Apply for Grants,” then click on “Download a Grant Application Package and Instructions.”
3. This will take you to the “Download Application Package” screen. On this screen, enter one of the numbers below to locate the MFA Application Package:

**CFDA No:** 45.301

**Funding Opportunity Number:** MFA-FY07

To access, complete, and submit the application package, applicants will 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 PCs running the Windows operating system. Non-Windows users will be able to download and complete the PureEdge forms by taking advantage of the free Citrix server. See [www.grants.gov/MacSupport](http://www.grants.gov/MacSupport) for more information.

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

## Working on an Application Package

1. When opening the application package that is saved on the applicant’s computer, the Grants.gov “Grant Application Package” screen will appear. In the “Application Filing Name” field, applicants should enter their organization’s legal name.
2. The forms needed to complete the MFA 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

## GRANTS.GOV APPLICATIONS

“Mandatory Completed Documents for Submission” box before an applicant will be able to submit their application. Forms can be worked on from either the “Mandatory Documents” or “Mandatory Completed Documents for Submission” box.

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

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

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

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

### **Application Attachments**

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

1. Program Information Form
2. Narrative
3. Budget Form
4. Text Responses document(s)
5. 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 either the Program Information Form or Budget Form as a PDF, applicants must use Adobe Acrobat Approval or the full Acrobat Standard or Professional Programs. (Acrobat Approval is no longer available for purchase, but existing versions will work.) *Caution:* Applicants using the free version of the Reader software cannot save the filled-out forms.

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

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

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

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

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

#### **Grants.gov Help**

For help on how to use Grants.gov, please see the help material on the Grants.gov Web site at [www.grants.gov/CustomerSupport](http://www.grants.gov/CustomerSupport). Applicants can also e-mail the Grants.gov helpdesk at [support@grants.gov](mailto:support@grants.gov) or call them at 1-800-518-4726 from 7:00 A.M. to 9:00 P.M. eastern time, Monday through Friday.

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

## FACE SHEET/SF-424S

The IMLS Face Sheet is a two-page form located on pages 45–46. It is the equivalent of the “Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)” on Grants.gov.

*Note:* Questions 1 to 4 will auto-fill for Grants.gov applicants and are not required for paper applicants.

### 5. Applicant Information

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

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

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

**d. Type of Applicant:** After checking page 4 for MFA program eligibility, select the one code that best characterizes the applicant organization from the menu in the first drop-

down box. Leave the other boxes blank. The following types of applicants are not eligible to receive MFA grants:

- Individual
- Public/Indian Housing Authority
- For-profit organization
- Small business
- Nondomestic (non-U.S.) entity

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

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

**g. Congressional District** (Grants.gov applicants only—this field is not present on the paper form on pages 45–46: 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 a museum does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter 00-000. To determine an institution’s district, visit the House of Representatives Web site at [www.house.gov](http://www.house.gov) and use the “Find Your Representative” tool.

## 6. Project Information

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

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

**c. Proposed Project Start Date/End Date:** Enter the beginning and ending dates for the requested period of support—that is, the span of time necessary to plan, execute, and close out the proposed project. MFA projects must begin between August 1, 2007 and November 1, 2007. Start dates must be the first day of a month and end dates must be the last day of a month.

## 7. Project Director

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

## 8. Primary Contact/Grants Administrator

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a sponsored research, sponsored programs, or contracts and grants

officer. In some museums, the person could be the development director. 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/grant administrator is the same as the authorizing official, please complete all items under both 8 and 9 even though there will be some repetition.)

## 9. Authorized Representative

Enter the name and contact information of the person who has the authority to apply for federal support of the applicant’s activities and enter into legal agreements in the name of the applicant. The Authorized Representative should not be the person as the Project Director. By checking the “I Agree” box at the top of Item 9 and signing the application, this individual certifies the applicant’s compliance with relevant federal requirements (the “IMLS Assurances and Certification” section, pages 57–62. 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 upon submission of the application. Submission of the application by the authorized representative certifies compliance with relevant federal requirements as the signature does on a paper application.

# PROGRAM INFORMATION SHEET

## 1. Applicant Information

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

**b. and c. Organizational Unit and Address:**

If the eligible entity cannot apply for grants on its own behalf, then enter the name and address of the entity in these spaces. For example, if a museum or library that is part of a parent organization, such as a university, is applying, the university would be the legal applicant, and the museum or library would be entered as the organizational unit. Be sure to include the four-digit extension on the Zip code.

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

**e. Type of Institution:** Select the one that most accurately describes the applicant.

## 2. Grant Program or Grant Program Category

Select one of the categories listed under “b. Museums for America.”

## 3. Request Information

**a. Amount of Grant Money Requested:** Enter the amount sought from IMLS. This amount may not exceed \$150,000, including indirect costs, if requested.

**b. Cost Share Amount:** This program requires a 1:1 minimum match. Enter the amount here.

## 4. Museum Profile

All MFA applicants must answer all questions in this section. If a museum indicates a budget surplus or deficit for question 4g, an explanation should be included in its Text Responses document.

## 5–8.

MFA applicants should skip these sections.



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## MFA NARRATIVE

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The following section includes the narrative questions for the MFA grant application. A well-designed proposal narrative is thorough and succinct while addressing all of the following review criteria. These criteria must be addressed in the order presented and must be labeled with number and/or section title to guide reviewers in their evaluation. The narrative criteria are designed to create a proposal that begins with the broadest ideas and progresses to the details.

The application narrative must be no more than seven pages, must address the review criteria in the order presented here, with each response numbered, and must

- Answer the questions reflecting the project category you have chosen (see page 11).
- Identify grant activities and address the narrative questions listed below.
- Answer each question in the order listed below, labeled and numbered.
- Not include detailed budget discussions. These should be included in the “Budget Justification” section (see page 37).
- Be no more than seven single-spaced, one-sided pages in length.
- Have the applicant organization’s name at the top of each page.
- Have a margin of at least .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 applications are not acceptable.

Grants.gov applicants should use the Attachments Form to attach this document to their applications. Attachments will be accepted only 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).

# MFA NARRATIVE

## 1. Project Design

Discuss the project activities and overall goals. Include information on any partners involved in the project activities. Discuss project management, process for corrections and adjustments throughout the project, and evaluation processes beyond outcomes-based evaluation assistance from IMLS.

*Review Criteria:* Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. If technology purchase is requested, extent to which it will support the project or activity goals and further the institution's strategic plan. If partnerships are supported by the grant, evidence that all partners are active contributors to and beneficiaries of the partnership activities. Extent to which project has allowed for project management and mid-term correction of project activities.

## 2. Grant Program Goals

Describe how the project fulfills MFA goals to strengthen the ability of the museum to serve its public more effectively by supporting high-priority activities that advance the institution's mission and strategic goals.

*Review Criteria:* Degree to which the project addresses the MFA program goal stated above.

## 3. How the Project Fits into Strategic Plan and Mission

Describe how your proposal relates to your mission statement and strategic plan as outlined in your strategic plan summary, a separate two-page requirement of this application (see page 36). Describe how the project will serve as an investment in institutional capacity. Discuss the long-term impact of this project after IMLS funding ends.

*Review Criteria:* Evidence that the project or activities fit into and further the institution's strategic plan and mission. Extent to which the project is of sufficient scope to effect systemic change within the organization and/or expand institutional capacity to carry out the above strategic goals.

## 4. Strategic Plan: Process and Financial Resources

Describe briefly how the institution arrived at its strategic plan, including the planning process and the participants in that process. Describe how the institution's financial resources support its strategic plan and the long-term stability of the museum.

*Review Criteria:* Evidence that the museum's strategic (institutional, long-range, master) plan had community, board, and staff involvement and supports the goals and needs of both the museum and its community. Evidence that the planning activities of the museum also ensure the long-term financial stability of the museum. (Please note: Financial statements for the applicant's two fiscal years prior to application are required.)

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## **5. Appropriateness of Project for Institution, Audience**

Describe who the intended audience is for this proposal and how the project will serve this audience. Briefly describe your area's demographics and how this intended audience fits within the institutional strategic plan. Discuss publicity plans for this project to the intended audience(s).

*Review Criteria:* Evidence that the project designers have identified an audience, performed a formal or informal assessment of their needs, and designed this project as the best solution to answer those needs. Evidence that this project will be promoted to the intended audience.

## **6. Project Resources: Time and Budget**

Describe the specifics of the time allotted for major activities and how these activities will fit within the overall activities of the museum. Discuss the budget allocated to accomplish the proposed activities.

*Review Criteria:* Evidence that the project activities will be effectively completed and that the institution is capable of carrying the project to its successful conclusion through the deployment and management of resources, including money, facilities, equipment, and supplies. Appropriateness and cost-efficiency of budget to complete these activities.

## **7. Project Resources: Personnel and Technology**

Describe personnel who will accomplish the proposed goals. Briefly describe their qualifications and how they will be able to accomplish the necessary tasks for the project, especially if they are current museum staff with other duties. If new personnel will be hired, describe the positions in detail and the qualifications of appropriate candidates. If the project includes digitization of museum collections, complete "Specifications for Projects Involving Digitization" on pages 54–55.

*Review Criteria:* Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which personnel can commit adequate time to manage and implement project activities. Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses. If project includes digitization, evidence that appropriate procedures will be followed.

# BUDGET

The MFA application requires three elements to describe the costs of a proposed project. The Detailed Budget for each year of the project and the Summary Budget that describes costs for the entire project are both part of the four-page Budget Form on pages 50–53. The third element is the Budget Justification, which is referenced below and further explained in the “Text Responses Document” section.

## 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 or print it, then fill it out again for the remaining years. Applicants using the PDF fill-in forms will notice that the columns total automatically, whereas applicants using the Word forms will have to total their columns manually.

Applicants who are including an education component in their application should include the component’s costs under “Other Costs” and provide more detailed explanation in the Budget Justification.

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 cash and 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.

**4. Travel:** The lowest available commercial fares for coach or equivalent accommodations must be used, and foreign travel must be undertaken on U.S. flag carriers when such services are available.

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

**7. Student Support:** MFA applicants should leave this section blank.

**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 Budget Form and further explained in the Budget Justification.

Applicants who are including an education component in their application should include the component’s costs under “Other Costs” and provide more detailed explanation in the Budget Justification.

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

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

## BUDGET

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

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 OGA. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

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

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

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

### **Section B: Summary Budget**

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

# SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

For a list of resources on digitization projects that can help you complete this form, see page 14–16. This list is intended to help you learn more about digitization projects and is neither exhaustive nor an endorsement of any particular resource. Some of the questions on this form may not apply to your project, but please answer all that are applicable.

The *Specifications for Projects That Develop Digital Products* form is on pages 54–55. If there is not enough room on the form for your answers, you may copy the questions and provide answers on a separate page.

## Part I.

Complete the appropriate sections. Select Box A, B, or C, or any combination of these boxes, depending on the original material you will be working with and the digital products you will develop.

### Box A. Converting Nondigital Material to Digital Format

1. Explain the type of original **nondigital** materials you will select for digitization, such as text, photographs, three-dimensional art objects, archaeological artifacts, maps, motion pictures, video, etc., 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 you will digitize.

2. Identify all use or access restrictions covering the original material you will digitize. Check the intellectual property condition and give the corresponding percentage of the original material that will be digitized.

3. 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, registration, etc.)

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (such as cameras with zoom capability, scanners, servers, motorized object rigs, etc.). Equipment and software must be described whether you will do the digitization in-house or outsource it to a contractor or partner.

### Box B. Repurposing Digital Content

1. Explain the original materials whose **digital** form you will repurpose, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc., and give the number of each type. Describe the **digital format** and the amount of the material you will repurpose.

2. 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.

## SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

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

4. 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 you will do the repurposing in-house or outsource it to a contractor or partner.

### **Box C. Creating New Digital Content**

1. Explain the types of digital content you will **create**, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc. and give the quantity of each type.

2. Describe your plan to obtain releases/permissions from project content creators (such as filmmakers) and subjects (such as oral history interviewees).

3. Describe the disposition of ownership and use rights of the new product.

4. 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 you will create the content in-house or outsource it 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). If watermarks or other features will be used, explain. For other media, (for example, audio, video, or motion pictures), provide appropriate specifications. Provide information for Master, Access, and Thumbnail versions.

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

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



8. Describe your plan for ensuring the 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 applicant's previously digitized collections, if applicable. If the proposed digital collection will differ substantially in look and feel from collections you previously digitized, explain what the difference 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 below. 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 .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 (or documents) to their applications. Attachments will be accepted only 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).

### **Strategic Plan Summary**

The strategic plan summary, sometimes called an institutional, long-range, or master plan summary, is used by reviewers to evaluate how your grant proposal project or activities further your institutional goals. The summary should

- Describe a current and comprehensive plan covering all relevant areas of operation. Partial plans such as education or interpretation plans are only one element of a strategic plan.
- Explain the key components of the current plan; methods used to develop the plan, such as institutional self-study or assessment; how the plan is evaluated and updated; and the roles of trustees, staff, consultants, members of the community, or others in developing the plan.
- Discuss the institution's success in meeting the plan's goals. Use no more than two single-spaced, one-sided pages.
- Make sure to indicate where the museum is in the planning process at the time of application. If your museum is in the midst of a strategic planning process, please indicate how this project relates to the plan that preceded it.

# TEXT RESPONSES DOCUMENT

## Institutional Financial Statements

Institutional financial statements are a snapshot of the museum's financial health that helps reviewers determine the financial stability of the institution and gives an overall picture of the institution.

- Include your museum's financial statements for the past two complete fiscal years. If at the time of application your fiscal year is complete, but not yet audited, please submit these unaudited figures and label as such.
- If your museum is part of a larger organization (municipal government, university, etc.), do not include financial statements for those parent organizations, *only* for the museum.
- Institutional financial statements can be in the form of statement of activities, internal balance sheets, audit summary pages, or federal tax returns.
- *Do not* include copies of full audits. (Full audits may be included in the attachments section, if desired.)
- *Do not* include audits of the value of the collection used for insurance purposes.

## Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project task will be undertaken, marks the milestones for each grant activity, and designates how grant funds are to be spent throughout the project. The Schedule of Completion must also correspond to the activities described in the narrative and the project dates on the Face Sheet 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 56 for an example.

## Budget Justification

The Budget Justification should explain all elements of the Detailed Budget and the "Other costs" listed for the education component, if requested. 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.

## TEXT RESPONSES DOCUMENT

IMLS encourages applicants to contribute as cost share the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

The cost of project activities to be undertaken by a third-party contractor, or a partner, should be listed under “Services on the Detailed Budget” as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be provided by the third party. A complete itemization of these costs should be included as part of the Budget Justification. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS Budget Form and an itemization must be included as part of the Budget Justification.

### 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/vitae.
3. If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes.

### Statement of Purpose/Mission Statement and History

The Statement of Purpose and History page includes a mission statement and brief background history for the reviewers that

- must note the source, approving body, and date of the official document in which it appears
- may be quoted from or summarized to convey the essential points of the statement, if the statement is too long to be quoted in full
- must accurately portray the museum's purpose or mission
- uses the remaining space on the page to include a brief history of the museum
- must be one page or less

### Explanation of Budget Surplus or Deficit

If an applicant indicates a budget surplus or deficit for the two previous fiscal years on question 4g of the Program Information Sheet, they must include a one-page explanation.

## OTHER ATTACHMENTS

### Proof of Nonprofit Status

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

- The applicant must submit a copy of the IRS letter indicating the organization's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

### Optional Attachments

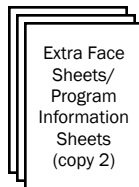
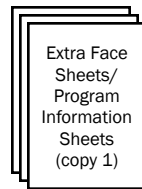
Attachments are optional documents that specifically relate to the justification for the project.

- IMLS encourages applicants to include only information that will supplement the narrative and support the information provided in the application. Applicants should not use attachments to answer narrative questions.
- IMLS strongly encourages inclusion of needs assessments (formal or informal documentation used to evaluate and plan projects, which can include surveys, reports, etc.); reports from planning activities; products or evaluations from previously completed or ongoing projects of a similar nature; or other documents for the evaluation of the proposal.
- Other attachments could include letters of support from partners or other groups that the museum works closely with on this project, collections, technology, or other departmental plans for the institution as applicable to the proposed project.
- Total attachments are limited to 20 one- or two-sided pages. This includes any books. If they are over 20 pages in length, they will not be included in your application and cannot be returned.
- IMLS will remove any supplemental materials above the 20-page limit. They will not be sent to field reviewers as part of your application, and cannot be returned.

## ASSEMBLING PAPER APPLICATION PACKAGES

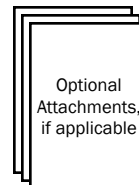
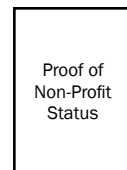
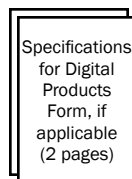
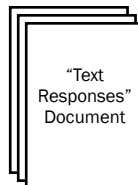
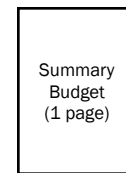
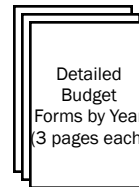
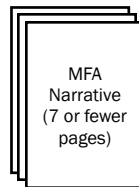
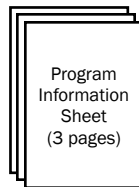
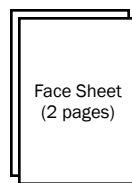
Review your application package carefully before sending it to us. You must include all of the required items listed below and the proper number of copies. (Each item described in detail in Step 2.) Your application is subject to rejection without review if any required item is missing. If you have any questions, contact MFA Program staff.

### Step One: Make two photocopies of your Face Sheet and Program Information Sheet



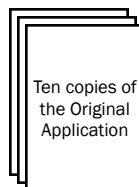
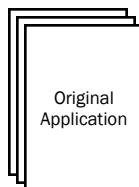
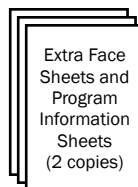
Note: Make sure to copy all 5 pages of the Face Sheet and Program Information Sheet

### Step Two: Collate ONE original (complete) copy of your application as follows:



### Step Three: Make TEN identical sets of the material assembled in Step Two.

### Step Four: Collate your piles from Steps One thru Three as follows:



**Step One**

**Step Two**

**Step Three**

Do not use staples to fasten pages together; use binder clips or other removable binding. *Please Note: IMLS will not do your photocopying or collating!*

**Your materials are now ready to send to IMLS!**

## 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 MFA 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 November 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 MFA deadline (November 15, 2006), applicants will receive a notification via e-mail from Grants.gov when IMLS retrieves their applications from Grants.gov.

## SUBMITTING PAPER APPLICATIONS

Ship or hand-deliver MFA applications  
*postmarked by November 15* to

### **Museums for America Grants**

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

### **Shipping**

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- Please consider using commercial delivery services. Applications need not be sent overnight; ground service is acceptable.
- If the U.S. Postal Service must be used, IMLS recommends certified or registered mail.
- Because of the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. post offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

### **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 who do not receive this form should contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review and may be rejected. See “Shipping,” above, for information about postal delays.
- 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 it is properly date stamped.
- 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.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If registered mail is used, the green return receipt card does not meet the IMLS requirement for proof of shipping.



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# **Application Forms**

## APPLICATION CHECKLIST

An application requesting MFA funding should include the following materials:

- Face Sheet: the two-page form on pages 45–46 of this booklet or “Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)” on Grants.gov.
- Program Information Sheet: the three-page form on pages 47–49 of this booklet, which is available as a fill-in PDF form or Word document in the Grants.gov zip file or on the IMLS Web site.
- MFA narrative (not to exceed seven pages); include each question’s number and label.
- Budget: the four-page form on pages 50–53 of this booklet, with the detailed budget pages replicated for each year.
- Text Responses document(s), which will include the following:
  - Strategic plan summary
  - Institutional financial statements
  - Schedule of completion
  - Budget justification
  - List of key project staff and consultants
  - Resumes for key project personnel
  - Statement of purpose/mission statement and history
  - Explanation of budget surplus or deficit, if applicable
- Other attachments:
  - Proof of Nonprofit Status, if applicable
  - Current, federally negotiated rate for indirect costs, if applicable

# 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):

- |   |  |
|---|--|
| <input type="checkbox"/> State Government   | <input type="checkbox"/> Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education)    |
| <input type="checkbox"/> County Government  | <input type="checkbox"/> Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> City or Township Government  | <input type="checkbox"/> Private Institution of Higher Education   |
| <input type="checkbox"/> Special District Government  | <input type="checkbox"/> Individual  |
| <input type="checkbox"/> Regional Organization  | <input type="checkbox"/> For-Profit Organization (Other than Small Business)                               |
| <input type="checkbox"/> U.S. Territory or Possession   | <input type="checkbox"/> Small Business  |
| <input type="checkbox"/> Independent School District  | <input type="checkbox"/> Hispanic-serving Institution  |
| <input type="checkbox"/> Public/State-Controlled Institution of Higher Education                    | <input type="checkbox"/> Historically Black Colleges and Universities (HBCUs)                              |
| <input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized)            | <input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs)                             |
| <input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institutions                            |
| <input type="checkbox"/> Indian/Native American Tribally Designated Organization                    | <input type="checkbox"/> Nondomestic (non-U.S.) Entity   |
| <input type="checkbox"/> Public/Indian Housing Authority  | <input type="checkbox"/> 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: \_\_\_\_\_

## FACE SHEET - PAGE TWO

### 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)

b. Prefix: \_\_\_\_\_ c. First Name: \_\_\_\_\_ a. Social Security Number: N/A  
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):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Academic Library                                   | <input type="checkbox"/> Library Association                                | <input type="checkbox"/> School Library, or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium   | <input type="checkbox"/> Library Consortium                                 | <input type="checkbox"/> Science/Technology Museum  |
| <input type="checkbox"/> Arboretum/Botanical garden                         | <input type="checkbox"/> Museum Library                                     | <input type="checkbox"/> Special Library  |
| <input type="checkbox"/> Art Museum   | <input type="checkbox"/> Museum Services Organization/ Association          | <input type="checkbox"/> Specialized Museum**   |
| <input type="checkbox"/> Children's/Youth Museum                            | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library  |
| <input type="checkbox"/> Community College                                  | <input type="checkbox"/> Natural History/Anthropology Museum                | <input type="checkbox"/> State Museum Agency  |
| <input type="checkbox"/> Four-year College                                  | <input type="checkbox"/> Nature Center                                      | <input type="checkbox"/> State Museum Library   |
| <input type="checkbox"/> General Museum*                                    | <input type="checkbox"/> Planetarium  | <input type="checkbox"/> Zoo  |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library                                     | <input type="checkbox"/> Institution of higher education other than listed above                                |
| <input type="checkbox"/> Historic House/Site                                | <input type="checkbox"/> Research Library/Archives                          | <input type="checkbox"/> Other, please specify: _____   |
| <input type="checkbox"/> Historically Black College or University           |   |   |
| <input type="checkbox"/> History Museum                                     |   |   |

\*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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>a. 21st Century Museum Professionals</b>         | <input type="checkbox"/> <b>d. Museum Grants for African American History and Culture</b> | <input type="checkbox"/> <b>g. Native American Library Services</b>                                    |
| <input type="checkbox"/> <b>b. Conservation Project Support</b>              | <input type="checkbox"/> <b>e. Museums for America</b>                                    | <input type="checkbox"/> Basic Grant only  |
| <input type="checkbox"/> General Conservation Survey                         | <input type="checkbox"/> Sustaining Cultural Heritage                                     | <input type="checkbox"/> Basic Grant with Education/ Assessment Option                                 |
| <input type="checkbox"/> Detailed Conservation Survey                        | <input type="checkbox"/> Supporting Lifelong Learning                                     | <input type="checkbox"/> Enhancement Grant   |
| <input type="checkbox"/> Environmental Survey                                | <input type="checkbox"/> Serving as Centers of Community Engagement                       | <input type="checkbox"/> Native Hawaiian Library Services  |
| <input type="checkbox"/> Environmental Improvements                          | <input type="checkbox"/> <b>f. National Leadership Grants</b>                             | <input type="checkbox"/> <b>h. Native American/Native Hawaiian Museum Services</b>                     |
| <input type="checkbox"/> Treatment   | Select Museum or Library:   | <input type="checkbox"/> Programming   |
| <input type="checkbox"/> Research  | <input type="checkbox"/> Museum   | <input type="checkbox"/> Professional Development  |
| <input type="checkbox"/> Training  | <input type="checkbox"/> Library  | <input type="checkbox"/> Enhancement of Museum Services  |
| <input type="checkbox"/> Impact Project                                      | Select Grant Category:  | <input type="checkbox"/> <b>i. Partnership for a Nation of Learners Community Collaboration Grants</b> |
| <input type="checkbox"/> <b>c. Laura Bush 21st Century Librarian Program</b> | <input type="checkbox"/> Advancing Learning Communities                                   |  |
| <input type="checkbox"/> Master's-level Programs                             | <input type="checkbox"/> Building Digital Resources                                       |  |
| <input type="checkbox"/> Doctoral-level Programs                             | Research and Demonstration:   |  |
| <input type="checkbox"/> Pre-professional Programs                           | <input type="checkbox"/> Research   |  |
| <input type="checkbox"/> Research (early career development)                 | <input type="checkbox"/> Demonstration  |  |
| <input type="checkbox"/> Research (other than early career development)      |   |  |
| <input type="checkbox"/> Continuing Education                                |   |  |
| <input type="checkbox"/> Programs to Build Institutional Capacity            |   |  |

# PROGRAM INFORMATION SHEET - PAGE TWO

### 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

## PROGRAM INFORMATION SHEET - PAGE THREE

### 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    | ___ military, including weapons              | ___ sculpture, outdoor                  |
| ___ documents, manuscripts               | ___ motion picture, audiovisual              | ___ textiles and costumes               |
| ___ furniture/wooden objects             | ___ musical instruments                      | ___ tools                               |
| ___ geological, mineral, paleontological | ___ numismatics (money)                      | ___ toys and dolls                      |
| ___ historic buildings                   | ___ paintings                                | ___ transportation, excluding airplanes |
| ___ historic sites                       | ___ philatelic (stamps)                      | ___ works of art on paper               |





# 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				

# BUDGET FORM - PAGE THREE

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

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

## 8. Other Costs

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

## 9. Total Direct Costs

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

## 10. Indirect Costs

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

- Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).
- Applicant chooses a rate not to exceed 15% of direct costs (complete item B).
- 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)			

# 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.

Privacy concerns: \_\_\_\_\_ % of total. Plan to address:

Permissions have been obtained: \_\_\_\_\_ % of total.

Permissions to be requested: \_\_\_\_\_ % 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.

Privacy concerns: \_\_\_\_\_ % of total. Plan to address:

Permissions have been obtained: \_\_\_\_\_ % of total.

Permissions to be requested: \_\_\_\_\_ % 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).

### **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).

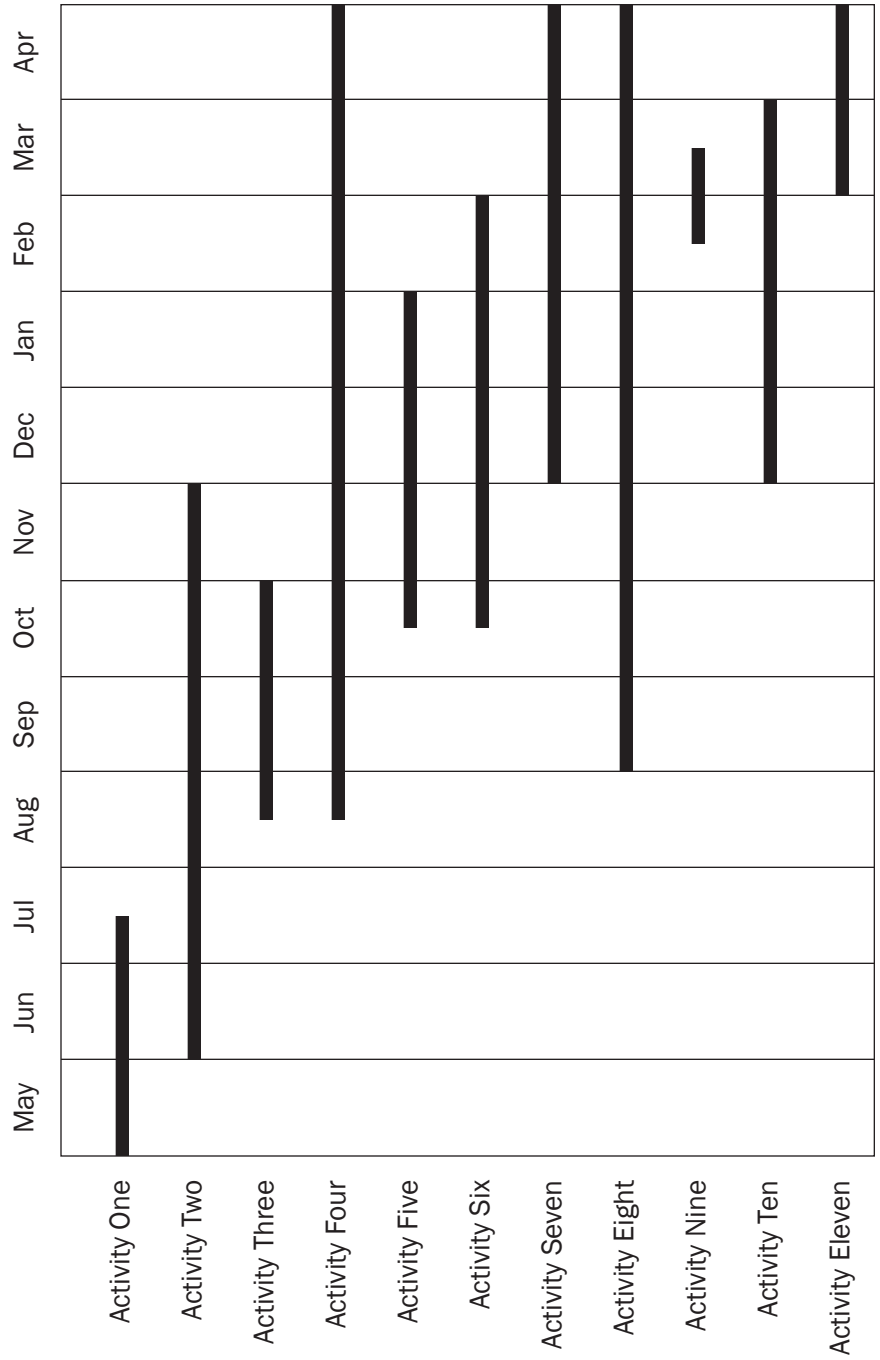
10. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and commitment of institutional funding).

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 page 37). You may prepare yours in a similar manner or you may create your own format. Whatever format you choose, be sure to list each major project activity addressed in your narrative, the date each activity begins and ends (month, day, year), and, if part of a much larger project, make sure the IMLS-funded portion is clearly identified. It is critical that the dates on your schedule of completion correspond to the project dates on your Face Sheet (pages 45–46).



## 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/authorizing official must review the statement and provide the certification in item 9 on the application Face Sheet, pages 45–46.

### **Assurances Statement**

By signing the application form, the authorized representative/authorizing official, 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.

# IMLS ASSURANCES AND CERTIFICATION

## Certifications Required of All Applicants

### Financial, Administrative, and Legal Accountability

The authorized representative/authorizing official, 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/authorizing official, 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/authorizing official, 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 Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

### Federal Debt Status

The authorized representative/authorizing official, 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/authorizing official, 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/authorizing official, 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.



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### **Nondiscrimination**

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

## IMLS ASSURANCES AND CERTIFICATION

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

The authorized representative/authorizing official 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 authorizing official, 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/authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

- (c) the authorizing official 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/authorizing official, on behalf of the applicant, certifies that it 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 certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

### **Subagreements**

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

1. certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
2. certification regarding debarment and suspension from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for contracts that are expected to equal or exceed \$100,000:

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

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

### **Historic Properties**

The authorized representative/authorizing official, 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.).

## IMLS ASSURANCES AND CERTIFICATION

### **Environmental Protections**

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

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

The authorized representative/authorizing official, on behalf of the applicant, certifies

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

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

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

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

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

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

## APPLICATION TIPS

### To Make Your Application More Competitive...

- The most successful proposals are focused projects with a defined beginning, middle, and end. Your Museums for America proposal may be part of a larger institutional initiative, but it should be a distinct aspect of a larger project.
- When asking for funds for staff time on a new project, please explain how the regular duties of that staff person will also be accomplished.
- When requesting funds for new staff, explain how each position will be supported after the grant period is over.
- Make sure to discuss the long-term impact of any project, particularly if the requested funds are for one-time activities such as an exhibit.
- When applying for collections cataloging projects, include information about the amount of information that is to be collected, the software to be used, and the rate of this cataloging process.
- Overall institutional marketing is not allowed under federal rules, but you are encouraged to discuss how you will publicize grant funded activities to the intended audience(s).
- If you are doing a wholly behind-the-scenes project, discuss how it will help you better serve your mission and your public.
- Attachments are optional information that is supplemental to the information provided in the narrative and other required parts of the application. Do not rely on your attachments to tell your story and do not make reviewers hunt through attachments to understand your project.
- Resubmissions are welcome! If you have applied in the past, but were not funded, we encourage you to take a look at your reviewer comments and revise and resubmit your application. A number of applications have been funded after being revised and resubmitted.

### And Remember...

- Please use IMLS staff as a resource. If you have any questions, don't hesitate to call or e-mail us!
- You must have a current strategic plan in order to apply. MFA funds can be used to enhance these planning activities, but they cannot be used to create a new institutional plan.
- Double-check all math calculations with a calculator; make sure the detail and summary budget sheets add up to the same totals.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information in different narrative sections.
- Ensure that all project contact information is correct, including e-mail and phone numbers.
- Budget amounts referred to in the narrative should match the numbers on the budget sheets for the project.
- When including institutional budget information, make sure to include relevant notes that explain these statements.
- The person designated as your Authorizing Official will receive all correspondence from IMLS, including receipt of application and notification of award. Please make sure that their contact information is current.

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## **APPLICATION TIPS**

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### **How to Get Help from IMLS**

IMLS has put together a packet of successful MFA grant application narratives from last year's competition. Request these samples from the Office of Museum Services or download them from the IMLS Web site ([www.ims.gov](http://www.ims.gov)) and use them as guides. Contact the Office of Museum Services at 202/653-4789 immediately if you have any questions about the application forms or procedures.





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