

Estimated burden hours and costs for grant applications by grant program

<i>Preparing/submitting grant applications by grant program</i>	Number of Respondents in FY 2006	Time per response (in hours)	Burden Hours	Minus burden hours for application forms	Burden hours for non-form application pieces
Conservation Project Support (CP)	144	9	1,296	479.52	816.48
21st Century Museum Professional	52	40	2,080	190.32	1,889.68
Museums for America (MFA)	448	40	17,920	1,939.84	15,980.16
National Leadership Grant	253	40	10,120	1,178.98	8,941.02
Native American Library Services Grants : Basic	228	2	456	114.00	342.00
Native American Library Services Grants : Enhancement	54	10	540	233.82	306.18
Native American/Native Hawaiian Museum Services	43	9	387	143.19	243.81
Museum Grants for African American History and Culture	44	9	396	146.52	249.48
Laura Bush 21st Century Librarian	111	40	4,440	406.26	4,033.74
Native Hawaiian Library Services	1	10	10	4.33	5.67
National Award for Museum/Library Services	160	9	1,440	27.20	1,412.80
Grants to State Libraries Program - five year plan	56	90	5,040	0.00	5,040.00
Congressional setasides	0	0	0	0.00	0.00
TOTALS	1594	308	44,125	4,863.98	39,261.02

Cost per hour used for the cost calculation is \$23.64.

Estimated burden hours and costs for grant applications by grant program

Cost

\$19,301.59
\$44,672.04
\$377,770.98
\$211,365.71
\$8,084.88
\$7,238.10
\$5,763.67
\$5,897.71
\$95,357.61
\$134.04
\$33,398.59
\$119,145.60
\$0.00
\$928,130.52

<i>Application and reporting process</i>				
	No. of respondents	Annual hour burden	Cost	
	1,594	39,261.02	\$928,130.52	
<i>Application and reporting FORMS</i>				
	No. of responses	Annual hour burden	Cost	How estimated
Total application forms	4,102	4,781.72	\$113,039.86	Total of time required to complete forms required for each grant application times number of applications in a one year period.
Reporting forms				
Discretionary grant programs	2,606	6,704.51	\$158,494.61	Using the number of awards made by program, responses are calculated by the number of times each report is filed in a year.
Grants to State Program	109	3,236.00	\$76,499.04	
Total report forms	2,715	9,940.51	\$234,993.65	
Grand total of all forms	6,817	14,722.23	\$348,033.51	

	Number of Responses	Time per response (hours)	Burden Hours	Cost	Total cost	Programs that use the form
<i>Application forms</i>						
Program Information Sheet	1,378	0.25	344.50	\$23.64	\$8,143.98	All except NAMS/NALS and State Programs
Budget form - detailed + summary	1,150	3	3,450.00	\$23.64	\$81,558.00	All except NAG Basic and NAMS/NALS
Partnership Statement	416	0.17	70.72	\$23.64	\$1,671.82	NLG, L21, 21MP
Specifications for Projects that Develop Digital Products	755	1	755.00	\$23.64	\$17,848.20	NLG, MfA, NAG Enhancement
Native American Basic/Basic with Education Option Grant: Project Budget	228	0.5	114.00	\$23.64	\$2,694.96	NAG Basic
National Award for Museum/Library Services cover sheet	125	0.08	10.00	\$23.64	\$236.40	NAMS/NALS
Library Reviewer application	25	0.5	12.50	\$23.64	\$295.50	Discretionary grants
Museum Reviewer application	25	1	25.00	\$23.64	\$591.00	Discretionary grants
Totals for application forms	4,102		4,781.72	\$23.64	\$113,039.86	

<i>Application forms by program</i>	Number of applicatons received
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Conservation Project Support (CP)	144
21st Century Museum Professional	52
Museums for America (MFA)	448
National Leadership Grant	253
Native American Library Services Grants : Basic	228
Native American Library Services Grants : Enhancement	54
Native American/Native Hawaiian Museum Services	43
Museum Grants for African American History and Culture	44
Laura Bush 21st Century Librarian	111
Native Hawaiian Library Services	1
National Award for Museum/Library Services	125
Library Reviewer application	25
Museum Reviewer application	25
Congressional setasides	0
TOTALS	1553

Post-award forms by discretionary grant program	Number of grant awards by program	How calculated	No. cover sheets	X 0.17 hr. per resp.	No. interim repts	X 3 h. per resp.	No. final repts. 1 yr project	X 8 hr. per resp.	No. final reports, 2 yr project	X 10 hr. per resp.	No. final reports, 3 yr project	X 13 hr. per resp.
Conservation Project Support (CP) interim reports one year	40	2 interim reports, 2 cover forms	80		80		0		0		0	
Conservation Project Support (CP) final report	40	1 final report, 1 cover sheet; 2 year grant	40		0		0		40		0	
21st Century Museum Professional interim reports	9	2 interim reports, 2 cover forms	18		18		0		0		0	
21st Century Museum Professional final report	9	1 final report, 1 cover sheet; 3 year grant	9		0		0		0		9	
Museums for America (MFA) interim reports one year	177	2 interim reports, 2 cover forms	354		354		0		0		0	
Museums for America (MFA) final report	177	1 final report, 1 cover sheet; 2 year grant	177		0		0		177		0	
National Leadership Grant interim reports one year	52	2 interim reports, 2 cover forms	104		104		0		0		0	

National Leadership Grant final report	52	1 final report, 1 cover sheet; 3 year grant	52	0	0	0	52		
Native American Library Services Grants: Basic	224	1 final report, 1 cover sheet	224	0	0	0	0		
Native American Library Services Grants: Enhancement interim reports one year	15	2 interim reports, 2 cover forms	30	30	0	0	0		
Native American Library Services Grants: Enhancement final report	15	1 final report, 1 cover sheet; 2 year grants	15	0	0	15	0		
Native American/Native Hawaiian Museum Services interim reports one year	23	2 interim reports, 2 cover forms	46	46	0	0	0		
Native American/Native Hawaiian Museum Services final report	23	1 final report, 1 cover sheet; 2 year grants	23	0	0	23	0		
Museum Grants for African American History and Culture interim reports	8	2 interim reports, 2 cover forms	16	16	0	0	0		
Museum Grants for African American History and Culture final reports	8	1 final report, 1 cover sheet; 2 year grants	8	0	0	8	0		
Laura Bush 21st Century Librarian interim reports	35	2 interim reports, 2 cover forms	70	70	0	0	0		

Laura Bush 21st Century Librarian final report	35	1 final report, 1 cover sheet; 3 year grant	35	0	0	0	0	35				
Native Hawaiian Library Services interim report	1	1 interim report, 1 cover sheet	1	1	0	0	0	0				
Native Hawaiian Library Services final report	1	1 final report, 1 cover sheet 1 year grant	1	0	1	0	0	0				
Totals			1,303	221.51	719	2,157	1	8	263	2,630	96	1,240

Cost per hour used for the cost calculation is \$23.64.

responses hours resp. hours resp. hours resp. hours resp. hours

the final report with cover sheets.

Burden times for specific forms:

- Performance Report Cover Page 10 min.
- Project Interim Performance Report 3 hours
- Project Final Perf. Report: 1 year grant 8 hours
- Project Final Perf. Report: 2 year grant 10 hours
- Project Final Perf. Report: 3 year grant 13 hours

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0					
0					
224	448	\$23.64	2,606	6,704.51	\$158,494.61
resp.	hours		total response s	total hours	total cost

Post-award forms: Grants to States	Number of responses	Time per response	Burden hours	Cost per hour
State Grants Yearly Report (SPR)	53	60	3,180.00	\$23.64
State Grants Yearly Financial Report	56	1	56	\$23.64
Totals: Grants to State reports	109		3,236.00	\$23.64

Cost

\$75,175.20
\$1,323.84
\$76,499.04