



INSTITUTE of  
**Museum and Library**  
SERVICES

2010

# Conservation Project Support

Grant Program Guidelines  
CFDA No. 45.303

*Application Deadline: October 1, 2009*

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

## FOR MORE INFORMATION, CALL OR WRITE:

### **Conservation Project Support Staff**

Christine Henry, Senior Program Officer  
Phone: 202/653-4674  
E-mail: [chenry@imls.gov](mailto:chenry@imls.gov)

Mark Feitl, Program Specialist  
Phone: 202/653-4635  
E-mail: [mfeitl@imls.gov](mailto:mfeitl@imls.gov)

### **Office of Museum Services**

General phone: 202/653-4789

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

1800 M Street, NW, 9th Floor  
Washington, DC 20036-5802  
General phone: 202/653-IMLS (4657)  
General e-mail: [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)  
Web site: [www.imls.gov](http://www.imls.gov)

TTY (for hearing-impaired persons): Call 202/653-4614.

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

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

Guidelines: OMB No. 3137-0029 Expiration Date 7/31/2010  
Forms: OMB No. 3137-0071; Expiration Date: 7/31/2010.

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

Public reporting burden for the collection of information per the guidelines' instruction 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.

Public reporting burden is estimated to average 15 minutes per response for the Program Information Sheet, and 3 hours per response for the Detailed Budget and Summary Budget, 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 comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, Chief Information Officer, 1800 M Street, NW, 9<sup>th</sup> Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0071), Washington, DC 20503.

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

## DEAR COLLEAGUES

I am pleased to share with you the 2010 Conservation Project Support (CPS) program guidelines. Through this grant program, dedicated museum professionals have instituted logical, institution-wide approaches to conservation and preservation of their institutions' collections since 1984.

The Institute of Museum and Library Services (IMLS) believes that preserving our nation's treasures for future generations is one of the most important things any collecting institution can do, which is why we instituted the *Connecting to Collections: A Call to Action* initiative three years ago. This program built upon the agency's longstanding commitment to funding conservation work. As part of the *Connecting to Collections* program, we hosted four forums focused on caring for a variety of different collections, and we distributed nearly 3,000 Conservation Bookshelves (a compendium of texts on conservation and preservation essential to any collecting institutions' library) to museums, archives, and libraries both nationally and internationally. Although events and grants surrounding this program have ended, we still encourage all museums to visit [www.ims.gov/collections](http://www.ims.gov/collections) for online materials and information centered on caring for your unique collections.

The Conservation Project Support Grants are an integral part of the IMLS strategy to focus on our nation's collections, and I encourage you to take this opportunity to apply for the 2010 CPS program.

Sincerely,

A handwritten signature in blue ink that reads "Anne-Imelda M. Radice". The signature is written in a cursive, flowing style.

Anne-Imelda M. Radice, PhD  
Director

# TABLE OF CONTENTS

## General Information

---

<b>About the Institute of Museum and Library Services</b> .....	<b>6</b>
<b>Connecting to Collections: A Call to Action</b> .....	<b>7</b>
<b>About Conservation Project Support</b> .....	<b>8</b>
Outcomes-Based Planning and Evaluation (OBPE) .....	8
<b>What’s New in Fiscal Year 2010</b> .....	<b>9</b>
<b>Institutional Eligibility</b> .....	<b>10</b>
<b>Partnerships</b> .....	<b>12</b>
<b>Categories of Funding</b> .....	<b>13</b>
Surveys .....	13
General Conservation Survey .....	13
Re-Survey .....	14
Detailed Conservation Survey.....	14
Environmental Survey .....	14
Environmental Improvements .....	15
Treatment.....	15
Training .....	16
<b>Data Universal Numbering System (DUNS), Taxpayer Identification Number (TIN), and Employer Identification Number (EIN)</b> .....	<b>17</b>
<b>Award Information</b> .....	<b>18</b>
Cost sharing .....	18
Project Start Date.....	18
Use of Funds.....	18
Cost Sharing.....	19
Outcomes-Based Planning and Evaluation .....	19
Announcement of Awards.....	19
<b>Application Review Process</b> .....	<b>20</b>

## Preparing and Submitting an Application

---

<b>Grants.Gov information and instructions</b> .....	<b>22</b>
Find Grant Opportunities.....	22
Get Registered .....	22
Apply for Grants .....	23
Grants.gov Help .....	24
<b>Preparing an application</b> .....	<b>25</b>
Application Components .....	25
Attachments: Naming the Files and Their Sequence .....	26

SF-424s.....	27
Abstract .....	29
Program Information Sheet.....	30
Narrative.....	31
1. Statement of Need .....	31
2. Project Design.....	31
3. Project Resources: Time, Personnel, Budget.....	32
4. Impact.....	32
Budget.....	33
Detailed Budget.....	33
Summary Budget .....	35
Budget Justification .....	35
Explanation of Budget Surplus or Deficit .....	35
Schedule of Completion .....	36
Partnership Statement (if applicable).....	36
Project Staff and Resumes .....	36
Letters of Commitment (if applicable) .....	37
information in the application narrative. ....	37
Statement of Purpose/Mission Statement.....	37
Proof of Nonprofit Status.....	37
Federally Negotiated Indirect Cost Rate Agreement .....	37
Supporting Documents for CPS Applicants .....	38
Optional Documentation.....	39
Summary of Supporting Documents for CPS applications .....	39
Sample Schedule of Completion.....	41

**IMLS Assurances and Certification**

---

Assurances Statement .....	43
Certifications Required of All Applicants .....	43
Certifications Required of Some Applicants.....	45

**Ten Tips to Work Successfully with Grants.gov.....47**

**SECTION 1:**  
**GENERAL INFORMATION**

---

## ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute, please visit [www.ims.gov](http://www.ims.gov).

The Institute supports the full range of museums, including art, history, science and technology, children's, natural history, historic houses, nature centers, botanical gardens, and zoos; and all types of libraries, including public, school, academic, research, and archival. Our robust capacity for research, evaluation, policy analysis, grantmaking, and partnerships help make it possible for libraries and museums to be leaders in their communities.

Museums and libraries are America's leading public institutions, making knowledge available to millions at little or no cost. As public institutions they must meet a very high threshold of mission accountability and use resources wisely for public good.

Through grants and information resources, we annually reach thousands of museums and libraries in myriad ways—from providing much needed technical assistance for small institutions to establishing national and replicable models, strengthening state networks, and supporting professional development. To aid institutions in program design, we also provide tools for strategic planning and evaluation. Funding from the Institute helps museums and libraries operate effectively and give value to their communities. It also leverages additional public and private support.

Collecting and disseminating results from funded projects, engaging in research, and publishing reports enables the Institute of Museum and Library Services to make a significant contribution to library, museum, and information policy and practice in the United States.

# CONNECTING TO COLLECTIONS: A CALL TO ACTION

The Institute of Museum and Library Services has an extensive track record in supporting projects in conservation/preservation in the nation's collecting institutions and is dedicated to increasing support in this crucial area. In 2006 the Institute launched *Connecting to Collections: A Call to Action* in response to the sobering statistics of the landmark 2005 *Heritage Health Index* report (HHI), supported by the IMLS and major private foundations. This comprehensive survey of the condition and preservation needs of the collections housed in the public trust in museums, libraries, and archives articulates the need to raise awareness nationwide about collections care. *Connecting to Collections: A Call to Action* was designed to assist small and mid-sized collecting institutions – those with comparatively few resources – in caring for their valuable collections.

This initiative comprises many components, in addition to the American Heritage Preservation Grants:

- *Connecting to Collections: The National Summit*, held in Washington, DC, in June 2007;
- The *IMLS Connecting to Collections Bookshelf*, a compendium of core texts on collections care being distributed to 3,000 small and mid-sized museums and libraries;
- *Connecting to Collections: The National Tour*, a series of four forums in cities across the country, each examining a different issue in the care of collections;
- *Connecting to Collections: Statewide Planning Grants*, to be awarded to every state, commonwealth, and territory over the course of three years for the purpose of creating plans to address the recommendations of the *Heritage Health Index* report. A limited number of implementation grants will also be awarded.
- A major website, containing webcasts of each of the four forums, the User's Guide for the Bookshelf, A Guide to Online Resources on collections care, and many other resources ([www.imls.gov/collections](http://www.imls.gov/collections));
- The *Connecting to Collections Video*, produced to underscore the importance of collections and to inspire communities to take action to save them for future generations; and
- A revised, updated version of *Capitalize on Collections Care* (available from Heritage Preservation), containing case studies of small and mid-sized collecting institutions.

All of these activities are designed to shine a spotlight on collections care and to give museums, libraries, and archives the information and tools they need to provide optimal care for their collections.



## ABOUT CONSERVATION PROJECT SUPPORT

The purpose of the Conservation Project Support (CPS) program is to help safeguard the collections housed in the nation's museums so that current and future generations can learn from and gain access to the rich artistic, cultural, and scientific heritage represented by these collections. To achieve this purpose, IMLS awards matching grants to help museums identify their conservation needs and priorities and to help them ensure the safekeeping of their collections by implementing sound conservation practices.

IMLS has awarded 3,319 CPS grants since the program's inception in 1984. All types and sizes of museums have benefited from this program. The CPS program is a partnership between IMLS and each grant recipient, working toward the mutual goal of protecting significant aspects of our cultural and scientific heritage.

IMLS has supported a holistic approach to conservation, designing the program to assist museums in developing a logical, institution-wide approach to caring for their living and nonliving collections. The full range of conservation opportunities supported by this program, from comprehensive collection surveys to environmental improvements to conservation training, and treatment, taken together, can provide a roadmap to guide each institution's collections care.

CPS awards matching grants to help museums identify conservation needs and priorities and perform activities to ensure the safekeeping of all types of collections, including:

- Nonliving
- Natural History/Anthropology
- Living Plants
- Living Animals

Projects fall into one of four general areas: surveys of collections, improvement of collections environment, treatment of collections, and training proposals.

### **Outcomes-Based Planning and Evaluation (OBPE)**

IMLS encourages the use of an approach called outcomes-based planning and evaluation (OBPE) when it is appropriate for the type of project to be conducted. Any project that identifies learning or education for any audience among its goals should plan to measure representative outcomes for that aspect of its work. Information about evaluation is available on the IMLS Web site at [www.ims.gov/applicants/obe.htm](http://www.ims.gov/applicants/obe.htm) or on request from IMLS. IMLS encourages applicants to consider participating in Shaping Outcomes, a Web-based course for which information is available at [www.shapingoutcomes.org/](http://www.shapingoutcomes.org/), or a similar learning experience in advance of application. Such programs are intended to help planners refine their purposes and evaluation plans.

## WHAT'S NEW IN FISCAL YEAR 2010

Several changes have been made to the application and guidelines for Conservation Project Support grants. Please read these guidelines carefully.

In particular, please note the following:

- Museums that have received an IMLS-funded General Conservation Survey or received a survey from participation in the Conservation Assessment Program (CAP) now may re-apply for a General Conservation Survey if their previous general survey or CAP is seven years or older.
- The education component of CPS projects is no longer a separate portion of the project, but is integrated into the impact section of the proposal. There are many ways, both formal and informal, that museums can share their conservation activities with their communities. These activities range from a section on the museum web site to a publication dedicated to the project.

## INSTITUTIONAL ELIGIBILITY

All types of museums, large and small, are eligible for funding. Eligible museums include aquariums, arboretums and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, and zoological parks. Federally operated and for-profit museums may not apply for IMLS funds. An eligible 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 fifty 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 that, using a professional staff, (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 which it owns or operates.

An organization uses a professional staff if it employs at least one professional staff member, or the fulltime equivalent, whether paid or unpaid primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

An organization “exhibits objects to the general public” if such exhibition is a primary purpose of the institution. Further, an organization which exhibits objects to the general public for at least 120 days a year shall be deemed to exhibit objects to the general public on a regular basis. An organization which 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. Please note that an organization which does not have as a primary purpose the exhibition of objects to the general public, but which 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.

A museum located within a parent organization that is a state or local government or multipurpose non-profit entity, such as a municipality, university, historical society, foundation, or a 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.

Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant to determine the museum's autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application

narrative. A parent organization that controls multiple museums that are not autonomous but which are otherwise eligible may submit only one application per grant program; the application may be submitted by the parent organization on behalf of one or more of the eligible museums.

## PARTNERSHIPS

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

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

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

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

## CATEGORIES OF FUNDING

CPS assists museums in implementing a logical, institution-wide approach to caring for their collections. Applicants must apply for projects that are among their institution's highest collections care needs. All eligible institutions may apply for projects in the following categories:

- Surveys, including General Conservation Surveys, Detailed Conservation Surveys, and Environmental Surveys, Treatment of collections
- Training of staff, volunteers, and students
- Environmental Improvements of collections
- Training proposals

Note: Museums for America supports collections stewardship projects such as inventory and intellectual control project, and thus some collections-care activities may be more appropriate for the Museums for America program rather than CPS. Please refer to [www.ims.gov/applicants/grants/pdf/CollectionsCare.pdf](http://www.ims.gov/applicants/grants/pdf/CollectionsCare.pdf) for a list of collections care activities with corresponding program eligibility. Though not eligible for CPS funds, these stewardship activities can be used as cost share activities in a CPS proposal as long as such cost sharing is from nonfederal sources (see p. 18).

### Surveys

#### **General Conservation Survey**

A General Conservation Survey is a broad assessment of all of the museum's collections and environmental conditions. Its purpose is to generally describe conditions, identify conservation problems, and guide future conservation activities. For most institutions, it is the logical first step toward conserving the collections.

The General Survey report should include

- general information about the institution
- the goals of the survey
- information on staffing, including training needs
- a description of the condition of the building, the facilities, and all exhibition and storage areas
- a description of climate control and environmental conditions
- an overview of the collections, their condition, and policies governing their care
- recommendations for future conservation care in order of priority (used as the basis of a long-range conservation plan)
- an executive summary

Competitive applications should designate a conservation professional as the surveyor (for living plant collections, a horticulturist or plant propagator with specific expertise); members of the museum's curatorial staff may assist this designated surveyor.

## Re-Survey

Museums that have either participated in the Conservation Assessment Program (CAP) seven or more years ago and are now too large for a ReCAP, or received a General Conservation Survey seven or more years ago may apply for another general survey. The rationale for another general survey should be addressed in the project narrative.

### **General Conservation Survey or Conservation Assessment Program**

Small to mid-sized museums that need a general assessment of their collections may qualify for the Conservation Assessment Program (CAP). CAP is an IMLS-funded technical assistance program administered by Heritage Preservation, a not-for-profit conservation organization located in Washington, D.C. CAP, like the IMLS general conservation survey, supports general collections assessments; however, unlike the general conservation survey, CAP provides between \$4,000 and \$6,000 for two consultants (conservator, architect) for a two-day survey. Museums with large numbers of collections and/or multiple structures may not qualify for the two-day CAP assessment and might be better served by the IMLS General Conservation Survey. For more information on CAP, please call Heritage Preservation at 202-233-0800 or e-mail [cap@heritagepreservation.org](mailto:cap@heritagepreservation.org).

IMLS encourages museums to work with a conservation professional to develop a long range conservation plan as part of the general survey project. A long-range conservation plan prioritizes the conservation needs within the museum's overall resources and mission. It also can provide sound, written support for future grant proposals.

*Note:* CPS will not fund projects whose sole purpose is to develop a long-range conservation plan; IMLS will support the development of such a plan through the Museums for America (MFA) grant program. For more information please contact Steve Shwartzman at 202-653-4641 or [sshwartzman@imls.gov](mailto:sshwartzman@imls.gov), or Sandra Narva at 202-653-4634 or [snarva@imls.gov](mailto:snarva@imls.gov)

## Detailed Conservation Survey

A detailed condition survey is a systematic, item-by-item examination of all or part of a museum's collections by a conservation professional. The end product of a detailed condition survey should be a set of condition reports that identify the condition of each object or specimen, its treatment priority, and cost and method of treatment. A detailed condition survey should precede any request for treatment. This type of survey can help a museum

- identify conservation problems specific to a particular collection, object, or specimen, including the need for treatment;
- establish priorities for treatment determine the resources and time necessary to address any issues.

A detailed conservation survey must be conducted by a conservation professional and should involve other appropriate museum staff.

## Environmental Survey

An environmental survey is an assessment of a museum's environmental conditions, including temperature, relative humidity, and light.

Funds may be used to survey environmental conditions in exhibition or storage areas or other areas where collections are housed. An environmental survey can help a museum

- identify specific environmental problems
- set priorities for making environmental improvements
- recommend specific solutions for correcting environmental problems
- develop a monitoring program to better determine existing environmental conditions
- map collections (for living plants)

An environmental survey must be conducted by a conservation professional and should involve other appropriate museum staff. Other types of consultants should be included as needed.

### **Environmental Improvements**

IMLS supports projects to improve and/or stabilize climatic conditions such as light, temperature, relative humidity, vibration, mold/fungus, pests, or air pollutants. Such projects might involve purchasing supplies, materials, and equipment (including storage furniture) to rehouse and reframe the collection, and upgrading storage facilities and holding and exhibition areas.

For living plant collections, control of invasive plant species would be supported in this funding category.

For living animal collections, IMLS supports projects to improve and/or stabilize the housing conditions for its living animal collections. Such projects might involve the purchase of supplies, materials, and equipment to upgrade holding and exhibition areas.

### **Treatment**

Museums may request funds to conserve, preserve, or stabilize collections. The applicant must legally own any object or specimen that will be treated using IMLS funding. Complete treatment proposals for all objects or specimens that are to receive treatment must be submitted with the application. These proposals must be prepared by a conservation professional and should include the following:

- identification of the objects or specimens
- a full description of the objects' or specimens' current conditions
- anticipated treatment costs
- precise recommendations for treatment, including suggested materials and techniques

If the application is for treatment of a large group of objects or specimens that are homogenous in period, type, or media, then the applicant is not required to submit specific condition reports and treatment proposals for each object or specimen. However, a conservation professional's report on the entire group, listing each object or specimen, should be submitted.

*Note:* IMLS will not provide funds to treat objects or specimens solely because they are needed for an upcoming exhibition.



## Training

A museum may request funds to train staff (including volunteers and interns) in all areas and at all levels of conservation and collections care. IMLS supports training of non-conservation staff in preventive maintenance and collections care. Training may also be incorporated into any CPS project as long as the training portion relates to and supports the project and the required training curriculum is provided. Examples of allowable projects include

- training museum staff including volunteers in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

*Note:* IMLS supports the care of living animal collections in zoos, nature centers, aquariums, and similar eligible museums. In addition, IMLS will support the care of nonliving collections in these museums as covered in the previous section.

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

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget (OMB) has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003.

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

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

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

## AWARD INFORMATION

These awards are for up to \$150,000. Generally, project activities supported by the grants may be carried out for up to three years.

### **Cost sharing**

A 1:1 match is required for Conservation Project Support grants.

### **Project Start Date**

Projects may begin no earlier than May 1 and no later than September 1, 2010. Projects must begin on the first day of the month and end on the last day of the month.

### **Use of Funds**

#### **Allowable Expenses include such items as**

- Project personnel, contract, or in-house staff time necessary for the proper and efficient execution of the project
- Project consultants and their travel
- Staff training in collections care
- Internships/fellowships in conservation
- Repair and stabilization activities that are directly related to the conservation project
- Micro-environments for an object, specimen, or room (e.g., storage)
- Basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with the project
- Educational materials staff time or other supplies for sharing the impact of the conservation activities
- For living plant collections, mapping software
- For living collections only, those physical improvements that relate directly to the perpetuation of the specimens or species involved in the project
- Staff time spent traveling to conservation facilities or consulting with conservation professionals
- Evaluation to show the extent to which the project has met its goals
- For training, evaluation to show the extent to which intended outcomes have resulted.
- Indirect or overhead costs

All proposed expenses must be justified in the application budget.

#### **Unallowable Expenses include such items as**

- inventory or cataloguing of collections
- a project whose goals are primarily aesthetic or educational
- the upgrade or installation of a security or fire suppression system
- the installation or purchase of heating, ventilation, and air conditioning systems (HVAC) for an entire museum building
- construction or major building improvements
- reconstruction or renovation of historic sites and landscapes
- replacement of architectural details for historical accuracy

### **Grant funds may not be used for**

- Acquisition of collections
- Contributions to endowments
- Social activities, ceremonies, or entertainment
- Pre-grant costs

### **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. IMLS and government-wide uniform administrative and cost rules and requirements apply, including appropriate OMB circulars.

### **Outcomes-Based Planning and Evaluation**

IMLS expects all Conservation Project Support projects to have measurable results, and IMLS expects grantees to evaluate and report on these results. 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.

All applicants are expected to include the costs of evaluation, reporting, and dissemination in their project budget. Associated costs may be for consultants or staff, development of instruments, information collection, analysis, reporting, and/or disseminating project information by a variety of means. Any of these may be budgeted as direct costs or cost share.

### **Announcement of Awards**

No information about the status of an application will be released until the applications have been reviewed and all deliberations are concluded. IMLS will notify applicants of final decisions in late April 2010, with projects to begin no earlier than May 1, 2010.

## APPLICATION REVIEW PROCESS

IMLS staff determines whether an applicant is eligible and whether an application is complete. If an applicant is determined to be ineligible as an official applicant, the applicant will be rejected without evaluation (see “Institutional Eligibility, p. 10), and notified by IMLS. Applicants are encouraged to call IMLS Senior Program Officer Christine Henry prior to submission of their proposals to discuss their application.

All eligible and complete applications for *Conservation Project Support* grants will be evaluated by field review and in most cases a peer review panel. Reviewers and panelists will have professional experience in or relating to conservation/preservation and collections care and management. The IMLS Director will make the final funding decisions on the basis of the peer evaluations and the appropriateness of the projects to the goals of the Conservation Project Support Grant program, and the overall goals of IMLS.

**PREPARING AND SUBMITTING  
AN APPLICATION**

---

# GRANTS.GOV INFORMATION AND INSTRUCTIONS

Organizations that are applying under the October 1, 2009, deadline for the Conservation Project Support program must submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 P.M. eastern time on October 1st.

**While the deadline is October 1, 2009, IMLS recommends strongly that applicants REGISTER EARLY and COMPLETE AND SUBMIT THEIR APPLICATION EARLY.** 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 WEEK OF THE APPLICATION DEADLINE TO REGISTER.**

## Find Grant Opportunities

[www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp)

- **Search opportunities**
  - Basic search
  - Browse by category
  - Browse by agency
  - Advanced search
  
- **Email subscription**
  - All grants
  - Advanced criteria
  - Specific Funding Opportunity Number (FON)
  - Unsubscribe

## Get Registered

[www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)

- **Step 1: Register your organization**
  - Request a DUNS number
  - Register with CCR
  - Organization registration checklist
  
- **Step 2: Register yourself as an Authorized Organization Representative (AOR)**
  
- **Step 3: Get authorized as an AOR by your organization**

## Apply for Grants

[www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)

### Step 1: Download a grant application package

**Use one of the following identifiers to locate the  
Conservation Project Support package:  
CFDA No: 45.303  
Funding Opportunity Number: CPS-FY10**

IMLS applicants must download two packages to get all of the necessary forms and instructions:

1. *Download Application Instructions:* This package contains the grant application guidelines (which include instructions for completing the application) and the IMLS forms for budget, program information, and any others related to this specific program.
2. *Download Application Package:* This package has the face sheet (SF-424s, "Application for Federal Domestic Assistance/Short Organizational Form"), Abstract, and the Attachments form.

### Step 2: Complete the grant application package

### Step 3: Submit the completed grant application package

*Important deadline information:* Applications must be received by 11:59 p.m. on October 1, 2009, in the Grants.gov system. Within 48 hours of submitting a grant application, applicants will receive two email messages from Grants.gov:

- The first will confirm receipt of the application by the Grants.gov system.
- The second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected due to errors.

Only applications validated by the Grants.gov system will be available to IMLS for the grant review process.

*Applicants are encouraged to not wait until the final hours prior to the deadline to submit their applications. Submitting early may enable an applicant to deal with unexpected problems.*

### Step 4: Track the status of a submitted grant application package



## Grants.gov Help

For direct assistance with Grants.gov, contact the Grants.gov Help Desk via e-mail 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.

Help is also available on the Grants.gov Website: [www.grants.gov/help/help.jsp](http://www.grants.gov/help/help.jsp)

- User manual for applicants: [www.grants.gov/assets/GDG\\_AppUserGuide\\_0207.pdf](http://www.grants.gov/assets/GDG_AppUserGuide_0207.pdf)
- Frequently asked questions (FAQs): [www.grants.gov/help/faq.jsp](http://www.grants.gov/help/faq.jsp)
  - General FAQs
  - Applicant FAQs
  - Submit application FAQs
  - Adobe Reader r FAQs
- How to convert documents to PDF: [www.ims.gov/pdf/PDFConversion.pdf](http://www.ims.gov/pdf/PDFConversion.pdf)
- Download Adobe software: Step 3 in [www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)
- Glossary: [www.grants.gov/help/glossary.jsp](http://www.grants.gov/help/glossary.jsp)
- DUNS Help: <http://fedgov.dnb.com/webform>
- DUNS FAQs: <http://fedgov.dnb.com/webform/displayFAQPage.do>
- CCR help:
  - Central Contractor Registration Handbook: [www.ccr.gov/doc/CCR\\_Handbook.pdf](http://www.ccr.gov/doc/CCR_Handbook.pdf)
  - CCR FAQs: [www.ccr.gov/FAQ.aspx](http://www.ccr.gov/FAQ.aspx)

NOTE: Once an organization has registered with the CCR, the registration must be renewed each year. Go to: [www.ccr.gov/Renew.aspx](http://www.ccr.gov/Renew.aspx).

# PREPARING AN APPLICATION

## Application Components

An application requesting funding from the CPS grant program must include the materials listed below. Each component is in one of the following formats:

- **Grants.gov form:** These forms are available only in the package downloaded from Grants.gov. Applicants will need the Adobe reader to fill out these forms.
- **IMLS form:** These forms are available in both Microsoft Word document and Fill-in PDF formats, and are located in both the downloaded Grants.gov file and the IMLS Web site. While the Word versions of the forms are provided for convenience, please note that **completed forms must be submitted as PDF's**. For assistance in converting documents to PDF, visit [www.imls.gov/pdf/PDFConversion.pdf](http://www.imls.gov/pdf/PDFConversion.pdf).
- **Text document:** Applicants should create these documents using their own word processing or other software. Again, they **must be attached to the application as PDF's**.
- **Visual documentation:** For treatment applications images of the objects to be treated are required. Applicants should compress these files as much as possible to avoid long delays in uploading. Again, they **must be attached to the application as PDF's**.

Component:	Format:
1. Face sheet: the Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form
2. Abstract	Grants.gov form
3. Program Information Sheet	IMLS form
4. Narrative (not to exceed 7 pages)	Text document
5. Detailed Budget, replicated for each year of the project	IMLS form
6. Summary Budget	IMLS form
7. Budget Justification, a narrative of up to 2 pages to describe expenses as listed in the budget forms	Text document
8. Explanation of budget surplus or deficit	Text document
9. Schedule of Completion	Text document
10. Partnership Statement (if applicable)	IMLS document
11. List of key project staff and consultants and brief (no more than 2 pages per person) résumés for key project personnel	Text document
12. Letters of commitment (if applicable)	Text document
13. Statement of purpose/mission statement and history	Text document
14. Proof of non-profit status	Text document
15. Current federally negotiated rate for indirect costs (if applicable)	Text document
16. Support documentation (these are required materials which may vary based on project type. See list on page 39 for requirements)	Text document/ Visual document
17. Optional attachments (not to exceed 20 pages)	Text document

## Attachments: naming the files and their sequence

The IMLS forms and text documents that are part of the application must each be saved as a PDF that is named according to the list below. **Note:** IMLS will not convert files for applicants and will not accept file formats other than PDF. For assistance in converting documents to PDF, visit [www.imls.gov/pdf/PDFConversion.pdf](http://www.imls.gov/pdf/PDFConversion.pdf). Also, please do not send secured PDFs, because IMLS cannot process these files.

Append all of the documents to the Attachments Form in the prescribed sequence. If there are more attachments than will fit on one Attachments Form, please use the Optional Attachments Form for the remaining ones, following the same naming convention.

**The Face Sheet (SF 424S) and the Abstract are Grants.gov forms that will automatically be saved as PDF's.** The table below is for all of the other application components that are appended to the Attachment form.

Document	File name to use	Attach in this order
Program Information Sheet	Programinfo.pdf	1
Narrative	Narrative.pdf	2
Detailed budget form [by year, as appropriate]	Detailedbudget year 1.pdf Detailedbudget year 2.pdf Detailedbudget year 3.pdf	3a 3b 3c
Summary budget form	SummaryBudget.pdf	4
Budget justification	BudgetJustification.pdf	5
Surplus/Deficit explanation	SurplusDeficit.pdf	6
Schedule of completion	ScheduleOfCompletion.pdf	7
Partnership Statement (if applicable)	Partnershipstatement.pdf	8
Project staff and resumes	ProjectStaff.pdf	9
Letters of Commitment	LetterOfCommitment1.pdf LetterOfCommitment2.pdf etc.	10a 10b etc.
Institutional Statement of Purpose/Mission	StatementOfPurpose.pdf	11
Proof of nonprofit status	ProofOfNonprofit.pdf	12
Indirect Cost Rate form	IndirectCostRate.pdf	13
Supporting documents [numbered, as appropriate]	Supportingdocument 1.pdf Supportingdocument 2.pdf Supportingdocument 3.pdf etc.	14a 14b 14c etc.
Optional Attachments (not to exceed 20 pages)	OptionalAttachment1.pdf OptionalAttachment1.pdf etc.	15a 15b etc.

## SF-424s

The IMLS Face Sheet is the equivalent of the “Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)” on Grants.gov.

Items 1 – 4 are automatically filled in by Grants.gov.

### 5. Applicant Information

a. Legal Name: Enter the legal name of the organization that is making the application. Please see page 10 (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 Sheet, 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: Select the one code that best characterizes the applicant organization from the menu in the first dropdown box. Leave the other boxes blank. The following types of applicants are not eligible to receive *Conservation Project Support Grants*:

- Individuals
- 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: 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 12<sup>th</sup> 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. *Conservation Project Support* grant projects must begin between May 1, 2008 and September 1, 2008. 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/grants administrator is the same as the Authorized Representative, please complete all items under both 8 and 9 even though there will be some repetition.)

## **9. Authorized Representative**

Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The Authorized Representative should not be the same person as the Project Director. By checking the "I Agree" box at the top of Item 9, this individual certifies the applicant's compliance with relevant federal requirements (the "IMLS Assurances and Certification" section, page 43). 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.

## **Abstract**

A Project Abstract not exceeding one single-spaced (660-word maximum) page. Insert the text into the Abstract form provided in the package downloaded from Grants.gov.

Information in the abstract should cover the following areas as related to the proposed project:

- What will be the project's activities, outcomes, and tangible products?
- Who is the lead applicant and who are the formal partners (if applicable)?
- What is the time frame for the project?

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

## 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 that is part of a parent organization, such as a university, is applying, the university would be the legal applicant, and the museum 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 the category "e. Conservation Project Support Grant."

### 3. Request Information

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

b. Cost Share Amount: Enter the amount here. Applicants must provide cost sharing of at least one half of the total project cost. See page 19 for further information.

### 4. Museum Profile (Museum Applicants only)

Museum applicants must answer all questions in this section.

### 5. Project Partners

List the names of any organizations that are official project partners (if applicable).

**6–7. Do not complete.**

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

## Narrative

Limit the narrative to seven single-sided, single-spaced, numbered pages. All pages should have at least 0.5 inch margins on all sides, and the font size should be no smaller than twelve point type. Use the appendices to provide supplementary material.

IMLS reviewers base their evaluations only on the information presented in the application. This makes it very important for applicants to prepare a clear, concise, well-organized document. Applicants must address each question and related criteria separately, and in the same order in which they are listed below. When providing more information in attached documents, please make clear reference in narrative text to the appropriate image or document.

### 1. Statement of Need

Include a statement of need as it relates to the museum and its collections care activities. Include information such as:

- How the project supports the museum's long-range conservation plan, conservation priorities, and institutional strategic goals;
- Why this project is among the museum's highest collections care priorities at this time;
- How the project ties into the museum's previous and current collections care activities;
- The museum's overall financial commitment to conservation as well as the governing authority's commitment.

Review Criteria: Evidence that the project will address needs identified as among the institution's highest conservation priorities as demonstrated/documentated in a conservation assessment report or long range conservation plan. Evidence that the museum is practicing good responsible collections care and, if applicable, how previous IMLS grants have enhanced the collections care at the institution. Evidence that the museum's management has committed resources (financial, staff, materials, supplies, equipment) for improving overall collections care.

### 2. Project Design

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

- Project goals and objectives (including goals and objectives of each task and how they will be met);
- Museum's plan to ensure that normal museum operations are not disrupted;
- Conditions to which the object(s), historic structure(s) or specimen(s) are currently exposed and why they merit attention at this time;
- A description of the object(s), historic structure(s), or specimen(s) that is the focus of the project;
- Conservation methods in terms of efficiency, reliability, and safety; if this is an innovative approach, describe the variation from standard practices and rationale for these new methods;
- Rationale for the proposed training curriculum (if applicable), including training materials, training methods, audience served, and intended benefits for the applicant and trainees. (What collections will directly benefit from this training; all relevant teaching experience of the instructor(s), and how the results will be assessed).

Review Criteria: Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish clear goals and objectives. Evidence that the methodology and design are appropriate to the scope of the project. Evidence that the project will meet IMLS



program goals. Evidence that the proposed training will increase recipient's knowledge of collections care. Evidence that the training will have positive benefits for the applicant's conservation/collections care practices. Evidence of the instructor's ability to train museums personnel in collections care.

### **3. Project Resources: Time, Personnel, Budget**

Describe project resources, both those funded by the grant and those funded by the institutional cost share. Include information such as:

- Time allocated to complete project;
- Key staff and consultants involved in the project, their qualifications, commitment to project activities, and how they will balance project responsibilities with other ongoing duties;
- Budget allocation to accomplish project activities, including both the applicant's contributions and how the applicant will meet the required 1:1 match.

Review Criteria: Evidence that the applicant will effectively complete the project activities through the deployment and management of resources, including money, facilities, equipment, and supplies. Evidence of sound financial management, coupled with an appropriate and cost-efficient budget. Evidence that the applicant has the ability to meet the cost share requirement. Evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities. For this section of the application, reviewers will consider the Narrative, Budget Forms, Budget Justification, and Resumes.

### **4. Impact**

Describe the benefits of this project for the museum and your audience such as:

- How the project activities and results will be assessed and their significance, if known;
- Information about any intended formal products (written reports, plans, publications, public programs, outreach, education, etc.) that will result from this project;
- The variety of media and other means the project will use to share project activities (process and conservation methods) and results with various audiences. (this could include additions to a museum's web site, member tours of new storage facilities, publication or presentation to the field or other outreach about project activities)

*Note:* Many strategies that apply to publicizing an award may apply to dissemination of the project's impact as well. See [www.ims.gov/recipients/communication.shtm](http://www.ims.gov/recipients/communication.shtm).

Review Criteria: Evidence that the collections will be better served by the successful completion of this project. Evidence of the beneficial impact the project activities will have on the institution, its staff, and its audience(s). Evidence that the project will be shared with the museum's community. Degree to which evaluation will provide sufficient and objective data to convey project results, including outcomes and audience demographics, and evidence that the evaluation will provide reliable information on which to judge benefit and on which to base decisions or actions.

## Budget

The application requires three elements to describe the costs of a proposed project:

- Detailed Budget
- Summary Budget
- Budget Justification

### 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 can fill out the form for one year, save it, then fill it out again for the remaining years. Applicants will notice that the columns total automatically.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by the applicant or third-party in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge. Remember to include costs for evaluation, which, like many costs, may fall under any or all of these categories. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonably necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see "Indirect Costs" below) are not charged to the project as direct costs.

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

1. **Salaries and Wages:** Indicate both temporary and permanent staff by noting "temp" or "perm" in parentheses after each staff member listed.
2. **Fringe Benefits:** Fringe benefits may include contributions for Social Security, employee insurance, pension plans, and so on. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.
3. **Consultant Fees:** List any consultants hired for this project. Identify the costs for each consultant's services by the daily fees charged.
4. **Travel:** The lowest available commercial fares for coach or equivalent accommodations must be used, and foreign travel must be undertaken on U.S. flag carriers when such services are available.
5. **Supplies and Materials:** In general, list the costs of material purchased specifically for the proposed project. Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.
6. **Services:** List the costs of project activities to be undertaken by a third-party contractor, including a partner, under this budget category as a single line item that shows the

amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. Attach a complete itemization of these costs to the IMLS Budget Form. If there is more than one contractor, list the cost of each contract separately on the IMLS Budget Form and include an attached itemization.

7. **Student Support:** Ignore this section. It does not apply to CPS.
8. **Other Costs:** Please do not use the "Other Costs" section to list items that did not fit in the number of lines allotted for another section. If more lines are needed, the information should be summarized in the Detailed Budget Form and further explained in the Budget Justification.
9. **Total Direct Costs:** Add up the subtotal amounts from the previous sections.
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.
11. **Total Project Costs:** Complete the first line; ignore the second line, which is specific to another IMLS grant program.

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

If an organization has a federally negotiated indirect cost rate that will be current on the date of award, as cited on the award notification, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application.

However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued. Institutions must use a federally negotiated indirect cost rate appropriate to the type of project proposed. For example, a rate for research may be used only for research projects.

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

used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application. Once an indirect cost rate is accepted by IMLS, the rate shall be considered fixed for the duration of the award even if, during the course of the award, the grantee negotiates a new indirect cost rate.

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

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

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

### **Summary Budget**

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

### **Budget Justification**

The Budget Justification is a text document that explains all elements of the Detailed Budget and the "Other cost" 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.

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.

### **Explanation of Budget Surplus or Deficit**

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

## 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 41 for an example.

## Partnership Statement (if applicable)

Complete a Partnership Statement for each formal partner involved in the proposed project. Applicants should save each Partnership Statement with a distinct file name that includes the word “*Partner*” and a short form of the partner’s name—e.g., PartnerCornell.pdf or PartnerNOMA.pdf. Then add each document to the Attachments form, following the sequence in the Application Checklist. At the top of the Partnership Statement, enter the legal name of the applicant organization. This information should match that provided on the SF-424s and the Program Information Sheet.

### 1–5 (if applicable)

Provide all of the information requested for the partner organization. If the partner organization does not have a DUNS number, refer the partner to page 12 within these guidelines for information and instructions on how to secure one. To obtain a full Zip+4 postal code, visit [www.usps.com/zip4](http://www.usps.com/zip4).

### 6. Governing Control of Partner (if applicable)

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

### 7–9.

Provide the information requested for each of these items. The limits on the amount of text allowed are given in the item statement on the form. The applicant must ensure that each partner also provides a signed original version of the Partnership Statement to the applicant, and that the applicant will make this form available to IMLS if requested by IMLS.

## Project Staff and Resumes

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). Resumes that exceed the two page limit will have the remaining pages removed by IMLS staff. Add a page break at the end of the list of personnel, and then add page breaks at the end of each of the resumes/vitae.

*Note:* If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes.

### **Letters of Commitment (if applicable)**

Applicants must submit a letter of commitment for each project consultant. The letter should include confirmation that the consultant will work on the project if funded, dates of service, scope of work, and fee structure. The information in this letter must correspond to the information in the application narrative.

### **Statement of Purpose/Mission Statement**

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. You may quote from or summarize to convey the essential points of the statement, if the statement is too long to be quoted in full. It must accurately portray the museum's purpose or mission. Use the remaining space on the page to include a brief history of the museum. It must be one page or less.

### **Proof of Nonprofit Status**

If the applicant's organization is a private, nonprofit organization (for those who elected "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.

### **Federally Negotiated Indirect Cost Rate Agreement**

If your institution has a federally negotiated indirect cost rate agreement that will be current at the time your project will begin then you may submit this document and claim the approved rate agreement on the IMLS budget forms.

## Supporting Documents for CPS Applicants

Supporting documentation is provided for further reference and detail that specifically relates to the justification for the project. Each type of project has documentation that is required. See chart below for requirements. Please include optional documentation only if necessary to make your case for support.

Required attachments may include survey reports, treatment proposals, photographic documentation, resumes, position descriptions, and curricula. Suggested attachments, although not required, that may strengthen a proposal include a long-range conservation plan, letters of support, and photographic documentation.

*Note:* All supporting documentation should include dates of creation and authorship. Total number of optional attachments must not exceed 20 pages.

### **For All Conservation Projects (Except General Surveys)**

- General Conservation Survey report or CAP survey (projects with Nonliving, Natural History/Anthropology, and Living Plant collections only). Applicants who do not have a General Conservation Survey or CAP survey should contact CPS program staff immediately. *Note:* Instead of the entire survey, applicants may submit only its executive summary and pertinent parts.

### **For General Survey and Detailed Condition Survey Projects**

- A sample of the survey form to be used, a sample of a similar conservation survey previously completed by the applicant's proposed consultant or conservation professional, or a brief paragraph that details what will appear on the survey form.

### **For Training Projects (or projects that include a Training Component)**

- Applicants must include a training curriculum or a separate description of the proposed training activities.

### **For Treatment Projects**

- Visual documentation of object(s) or specimen(s) to be conserved (e.g., digital photographs, publication). *Note:* Because these images must be submitted electronically, please make sure the quality of the visual images submitted allows for easy identification of the object or specimen and the damage from which it suffers.
- Detailed condition reports and/or proposals for each object or specimen (or group of like objects or specimens). *Note:* Condition reports and treatment proposals should be prepared in accordance with the American Institute for Conservation's Code of Ethics and Guidelines for Practice.

**Optional Documentation (not to exceed a total of 20 pages, this may mean including only executive summaries or relevant sections of documents below)**

**For All Conservation Projects**

- Collections management policy
- Long-range conservation plan
- Any relevant previous conservation surveys conducted at the museum

**For Environmental Improvement Projects**

- Any previous survey reports of environmental conditions
- Product literature and comparative bids for major purchases or contracts
- Photographs of environment to be improved
- Any building structure reports

**Summary of Supporting Documents for CPS applications**

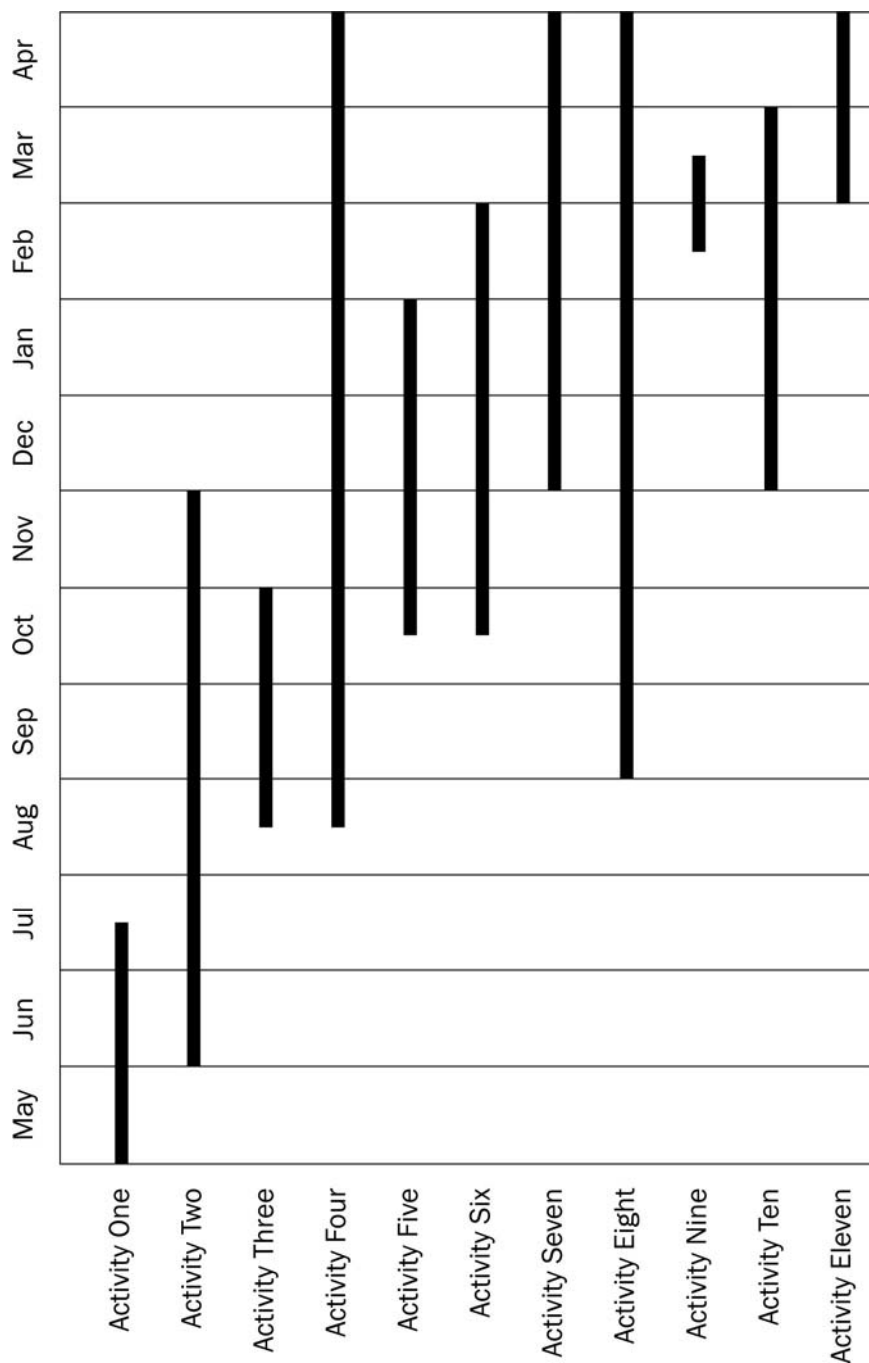
Project Type	Attachments	
	Required	Optional (not to exceed 20 pages)
General Conservation Survey	<ul style="list-style-type: none"> <li>• Sample of survey form</li> </ul>	<ul style="list-style-type: none"> <li>• General conservation survey (if this is a re-survey)</li> <li>• Collections management policy</li> <li>• Long-range conservation plan</li> <li>• Relevant previous conservation surveys</li> </ul>
Detailed Condition Survey	<ul style="list-style-type: none"> <li>• General conservation survey (summary or pertinent parts)</li> <li>• Sample of survey form</li> </ul>	<ul style="list-style-type: none"> <li>• Collections management policy</li> <li>• Long-range conservation plan</li> <li>• Relevant previous conservation surveys</li> </ul>
Environmental Survey	<ul style="list-style-type: none"> <li>• General conservation survey (summary or pertinent parts)</li> <li>• Sample of survey form</li> </ul>	<ul style="list-style-type: none"> <li>• Collections management policy</li> <li>• Long-range conservation plan</li> <li>• Relevant previous conservation surveys</li> </ul>
Training	<ul style="list-style-type: none"> <li>• General conservation survey (summary or pertinent parts)</li> <li>• Sample curriculum or description of training activities</li> </ul>	<ul style="list-style-type: none"> <li>• Collections management policy</li> <li>• Long-range conservation plan</li> <li>• Relevant previous conservation surveys</li> </ul>
Treatment	<ul style="list-style-type: none"> <li>• General conservation survey (summary or pertinent parts)</li> <li>• Visual documentation of object(s), specimen(s) to be conserved</li> </ul>	<ul style="list-style-type: none"> <li>• Collections management policy</li> <li>• Long-range conservation plan</li> <li>• Relevant previous conservation surveys</li> </ul>



	<ul style="list-style-type: none"> <li>Detailed condition reports and/or treatment proposals for each object or specimen (or group if appropriate) to be treated</li> </ul>	
Environmental Improvement	<ul style="list-style-type: none"> <li>General conservation survey (summary or pertinent parts)</li> </ul>	<ul style="list-style-type: none"> <li>Collections management policy</li> <li>Long-range conservation plan</li> <li>Relevant previous conservation surveys</li> <li>Building structure reports</li> <li>Photographic documentation of environment to be improved</li> <li>Product literature and comparative bids for major purchases</li> <li>Previous environmental condition reports</li> </ul>

### Sample Schedule of Completion

This is a sample format for a Schedule of Completion (see p. 36). Applicants may prepare theirs in a similar manner, but this format is not required. Whatever format is selected, be sure to list each major project activity addressed in the application narrative and the date each activity begins and ends. It is critical that the dates on the Schedule of Completion correspond to the project dates on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s; also known as the Face Sheet). If the proposed activity is part of a larger project, make sure the IMLS-funded portion is clearly identified.



**IMLS ASSURANCES  
AND CERTIFICATION**

---

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

### **Assurances Statement**

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

### **Certifications Required of All Applicants**

#### **Financial, Administrative, and Legal Accountability**

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

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

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable OMB Circulars.

#### **Federal Debt Status**

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

#### **Debarment and Suspension**

The applicant shall comply with 2 CFR Part 3185. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) are presently excluded or disqualified;

- (b) have been convicted within the preceding three years of any of the offenses listed in 2 CFR § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- (c) are 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 2 CFR § 180.800(a); or
- (d) have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

### **Nondiscrimination**

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

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

### **Drug-Free Workplace**

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in Subpart B of 45 C.F.R. Part 1186.

This includes: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for its employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application or upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

[Note: IMLS Drug-Free Workplace regulations will shortly be relocated from 45 CFR Part 1186 to 2 CFR.]

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

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- (a) no federal appropriated funds have been paid or will be paid by or on behalf of the authorized representative to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;
- (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
- (c) the authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

### **General Certification**

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 C.F.R. Chapter XI.

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

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

### **Subcontracts**

A grantee may not make a subgrant (for more details, see 45 C.F.R. Chapter XI, Subchapter E [Institute of Museum and Library Services]). Applicants who plan to use awards to fund contracts and subcontracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

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

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

### **Historic Properties**

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

## **Environmental Protections**

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

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

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

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

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

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

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

• • •

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

## TEN TIPS TO WORK SUCCESSFULLY WITH GRANTS.GOV

1. **Register early!** Go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). This process may take up to two weeks to complete, and may take longer if your organization does not have a DUNS number. You must have a DUNS number to register with Grants.gov. If you registered last year, please note that you must renew each year. Go to [www.ccr.gov/Renew.aspx](http://www.ccr.gov/Renew.aspx).
2. You may wish to designate more than one **Authorized Organization Representative (AOR)** for your organization when you register. This will help to avoid last minute crises in the event that a single AOR is unavailable when you are ready to submit your application. This person might not be the same person that you list as the Authorized Representative for IMLS.
3. **Log onto Grants.gov and start working on your grant application NOW.** Do not wait until the last week before the application deadline to begin the submission process, particularly if you are not familiar with Grants.gov. It may take up to 48 hours to receive notification that your application has been both received **and** validated after submission. Give yourself enough time to make corrections, if necessary, and resubmit before the grant deadline.
4. Download the most recent version of Adobe Acrobat Reader onto your computer for best results. Currently, Grants.gov only supports versions 7.0.9 and later. If you are working with a “track changes” tool while writing your application, be sure to **accept** all changes and save the document before submission to Grants.gov.
5. All documents must be submitted in **PDF format**. Follow the instructions in the IMLS Grant Guidelines to convert your MS Office documents like Word and Excel to PDF: [www.imls.gov/pdf/PDFConversion.pdf](http://www.imls.gov/pdf/PDFConversion.pdf). Start practicing the conversion of Word, Excel and other types of documents into the PDF format. If you are new to this process, you may need time to learn how to do this smoothly and avoid frustration as the deadline nears.
6. Avoid scanning your documents when possible—this creates a very large file that makes your application more cumbersome to manage, and the large files may not be processed properly. Whenever possible, use the “conversion to PDF” instructions noted above.
7. Use Internet Explorer for your browser when submitting the application to Grants.gov. Mozilla Firefox is not currently compatible with this process.
8. Do not email, fax, or mail applications or any part of an application to IMLS. We can only accept application documents that are submitted and successfully validated by Grants.gov.



9. The IMLS Grant Program Guidelines contain extensive instructions and hints to help you with this entire process. Please make time to read through these materials as well as the information provided at [www.grants.gov](http://www.grants.gov). You will be more likely to receive the assistance you need, if you begin by taking the time to familiarize yourself with the basic instructions and guidance provided through these sources.
10. Contact Grants.gov help ([www.grants.gov/help/help.jsp](http://www.grants.gov/help/help.jsp) or 1-800-518-4726) for assistance with the following:
  - Hardware and software issues
  - Registration issues
  - Technical problems with attachments

Contact your IMLS Senior Program Officer (Christine Henry: [chenry@imls.gov](mailto:chenry@imls.gov) or (202) 653-4674) Program Specialist (Mark Feitl: [mfeitl@imls.gov](mailto:mfeitl@imls.gov) or (202) 653-4635) for assistance with the following:

- Guidelines
- Eligibility questions
- Content, budget, timeline (schedule of completion) questions

NOTE: Grants.gov help and IMLS Program staff assistance are not available on weekends.



INSTITUTE of  
**Museum and Library**  
SERVICES

*1800 M Street, NW, 9th Floor*

*Washington, DC 20036-5802*

*Official Business*

*Penalty for Private Use, \$300*

*Dated Material*

*OPEN IMMEDIATELY*