



# IMLS PROGRAM INFORMATION SHEET

## 2. Organizational Financial Information

a. Please complete the following table for the Organizational Unit for the three most recently completed fiscal years.

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit

\* For nonprofit tax filers, Total Revenue can be found on Line 12 of the IRS Form 990.

\*\* For nonprofit tax filers, Total Expenses can be found on Line 18 of the IRS Form 990.

b. If you had a budget surplus or deficit greater than 10% of your annual operating budget for two or more of the three fiscal years listed above, please explain the circumstances of this surplus or deficit in the box below.

c. Were there any material weaknesses identified in your prior year's audit report?

Yes                      No                      Not applicable

A **material weakness** is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

If **yes**, please explain.

d. Has your organization had an A-133 audit in the past three years?

Yes                      No

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## 3. Grant Program Information

### a. Laura Bush 21<sup>st</sup> Century Librarian Program

Select one funding category:

- Project Grant
- Planning Grant
- National Forum Grant
- Research Grant

Select one project category:

- Masters-level and Doctoral-level Programs
- Research and Early Career Development
- Continuing Education and Programs to Build Institutional Capacity

### b. National Leadership Grants for Libraries

Select one funding category:

- Project Grant
- Planning Grant
- National Forum Grant
- Research Grant

### c. Native American/Native Hawaiian Library Services

Select one funding category:

- Basic Grant Only
- Basic Grant with Education/Assessment Option
- Enhancement Grant
- Native American Library Services

### d. Sparks! Ignition Grants

Select one:

- Museum
- Library

### e. Museums for America

Select one project category:

- Learning Experiences
- Community Anchors
- Collections Stewardship

Select one funding level:

- IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
- IMLS funds requested total more than \$25,000 with applicant cost share required.

### f. National Leadership Grants for Museums

Select one project category:

- Learning Experiences
- Community Anchors
- Collections Stewardship

### g. Museum Grants for African American History and Culture

Select one funding level:

- IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
- IMLS funds requested total more than \$25,000 with applicant cost share required

### h. Native American/Native Hawaiian Museum Services

## 4. Performance Goals

Select one of the following three IMLS agency-level goals: (a) Learning, (b) Community, or (c) Content and Collections. Then select at least one of the performance goals listed beneath it:

#### a. Learning

- Train and develop museum and library professionals
- Support communities of practice
- Develop and provide inclusive and accessible learning opportunities

#### b. Community

- Strengthen museums and libraries as essential partners in addressing the needs of their communities

#### c. Content and Collections

- Broaden access and expand use of the Nation's content and collections
- Improve management of the Nation's content and collections
- Improve preservation, conservation, and care of the Nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, [click here](#) to review the specific performance measure statement choices and the information you will be required to collect for each.

## 5. Funding Request Information

a. IMLS funds requested:

b. Cost share amount:

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## 6. Population Served

Please select the target population(s) served by the proposed project:

- |  |  |
|--|--|
| General Population   | Museum and/or Library Professionals                    |
| Early Childhood/Preschool (0-5 years)  | Native Americans/Alaska Natives/Native Hawaiians       |
| Middle Childhood/Primary School (6-12 years)                                       | People with Mental or Physical Challenges/Disabilities |
| Adolescents/High School (13-19 years)  | People Who Are Low Income/Economically Disadvantaged   |
| Adults   | Rural Populations                                      |
| Aging, Elderly, Senior Citizens (65+ years)  | Scholars/Researchers                                   |
| Ethnic or Racial Minority Populations other than Native Americans/Native Hawaiians | Unemployed   |
| Families/Intergenerational   | Urban Populations                                      |
| Immigrants/Refugees  | Other  |
| Military Families  |  |

If other, please specify:

## 7. Museum Profile (Museum Applicants Only)

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

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

c. Does your institution own or use these objects, whether animate or inanimate? Yes      No

d. Does your institution care for these objects? Yes      No

e. Does your institution exhibit these objects to the general public on a regular basis through facilities your institution owns or operates? Yes      No

f. Institution's attendance for the 12-month period prior to the application

On-site:  Off-site:

g. Year the institution was first open and exhibiting to the public:

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

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

j. Number of full-time paid institution staff:

k. Number of full-time unpaid institution staff:

l. Number of part-time paid institution staff:

m. Number of part-time unpaid institution staff:

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## 8. Project Elements (Museums for America and National Leadership Grants for Museums Applicants Only)

Your response to this question will help us match your application to reviewers with appropriate experience. Make your choice under the project category that you selected in Question 3 (Grant Program Information).

### LEARNING EXPERIENCES

If you are applying in the Learning Experiences Project Category, select the **primary** element that is core to your proposed project from the list below (**check only one**):

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| Adult Programs/Lifelong Learning | Interpretation                    |
| Digital Media                    | K-12 Programs, with Schools       |
| Early Learning                   | K-12 Programs, out of Schools     |
| Exhibitions                      | Professional Development/Training |
| Family Programs                  | Public Programs                   |

### COMMUNITY ANCHORS

If you are applying in the Community Anchors Project Category, select the **primary** element that is core to your proposed project from the list below (**check only one**):

- |   |                                   |
|---|-----------------------------------|
| Audience Development/Community Outreach   | Digital Media                     |
| Audience Research and Evaluation          | Professional Development/Training |
| Civic Engagement                          | Visitor Experience                |
| Community-Driven Exhibitions and Programs |                                   |
| Community-Focused Planning Activities     |                                   |

### COLLECTIONS STEWARDSHIP

If you are applying in the Collections Stewardship Project Category, select the **primary** element that is core to your proposed project from the list below (**check only one**):

- |                                     |   |
|-------------------------------------|---|
| Conservation                        | Collections Management                  |
| Environmental Improvement/Rehousing | Cataloguing, Inventorying, Registration |
| Survey                              | Collections Planning                    |
| Treatment                           | Information Management                  |
|                                     | Professional Development/Training       |

Please identify the material type(s) that will be affected by your project:

- |                    |                        |
|--------------------|------------------------|
| Animals, living    | Photographic Materials |
| Animals, preserved | Plants, living         |
| Architecture       | Plants, preserved      |
| Books and Paper    | Sculpture              |
| Electronic Media   | Textiles               |
| Objects            | Wooden Artifacts       |
| Paintings          |                        |