

IMLS PROGRAM INFORMATION SHEET

PLEASE NOTE: Information contained within this form may be made publicly available.

1. Applicant Information

a. Legal Name (5a from SF424S):

b. Organizational D-U-N-S® Number (5f from SF-424S):

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c. Expiration date of your SAM.gov registration

d. Organizational Unit Name (if different from Legal Name):

e. Organizational Unit Address (if different from Legal Name address)

Street 1

Street 2

City

County

State

Zip+4/Postal Code

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f. Organizational Unit Type (check one):

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

* A museum with collections representing two or more disciplines equally (e.g., art and history)

** A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

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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

a. Laura Bush 21st Century Librarian Program

1. *Select one:*
 - Project Grant
 - Planning Grant
 - National Forum Grant
 - Research Grant
2. *Select one:*
 - Pre-professional
 - Masters-level and Doctoral-level Programs
 - Early Career Development
 - Continuing Education
3. *Select one (except early career development proposals):*
 - Community Anchors
 - National Digital Platform
 - Curating Collections

b. National Leadership Grants for Libraries

1. *Select one:*
 - Sparks Grant
 - Project Grant
 - Planning Grant
 - National Forum Grant
 - Research Grant
2. *Select one:*
 - Community Anchors
 - National Digital Platform
 - Curating Collections

c. Native American/Native Hawaiian Library Services

1. *Select one:*
 - Basic Grant Only
 - Basic Grant with Education/Assessment Option
 - Enhancement Grant
 - Native Hawaiian Library 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

5. Funding Request

a. IMLS funds requested:

b. Cost share amount:

d. Museums for America

1. *Select one:*
 - Learning Experiences
 - Community Anchors
 - Collections Stewardship
2. *Select one:*
 - \$5,000–\$25,000 with no cost share permitted.
 - \$25,001–\$500,000 with cost share required.

e. National Leadership Grants for Museums

1. *Select one:*
 - Learning Experiences
 - Community Anchors
 - Collections Stewardship
2. *Select one:*
 - Non-research grant, \$50,000–\$1,000,000 with cost share required.
 - Research grant, \$50,000–\$1,000,000 with no cost share required.
 - Rapid prototyping grant, \$5,000–\$50,000 with no cost share required.

f. Museum Grants for African American History and Culture

1. *Select one:*
 - \$5,000–\$25,000 with no cost share permitted.
 - \$25,001–\$150,000 with cost share required.

g. Native American/Native Hawaiian Museum Services

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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. Your institution's attendance for the 12-month period prior to the application

On-site: Off-site:

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

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

i. Does your 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 your 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).

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

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**):

- | Access and Use | Collections Management | Conservation |
|-----------------------|---|--|
| Database Management | Cataloguing, Inventorying, Registration | Conservation Environmental Improvement/Rehousing |
| Digitization | Collections Information Management | Conservation Survey |
| Software Applications | | Conservation Treatment |
| Website Development | Collections Planning | 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 | |