MFA & NLG-M

3137-XXXX

Application and reporting process	No. of respondents	Frequency	Annual hour burden	How estimated	Cost
Applicants preparing and submitting grant applications	**614**	one time	**24,560.00**	Time required to plan and write grant application, minus hours for completing forms	**$672,944.00**

Estimated burden hours and costs for grant applications by grant program

Preparing/submitting grant applications by grant program	Number of Respondents	Time per response (in hours)	Total Burden Hours	Cost (27.40 per hour)[1]	Year	hours for ROCIS / time per response	ROCIS wage/ROCIS hours per 1 response
Museums for America	548	40	21,920	$600,608.00	2016		1096
National Leadership Grants - Museums	66	40	2,640	$72,336.00	2016		1096
TOTALS	**614**	**80**	**24,560**	**$672,944.00**			
Ave. time per response		40				24,560	1096

Note: [1] Based on current mean average hourly wage for museum curators, BLS Occupational Employment and Wages

Application forms	Number of Responses (FY2014)	Number of Respondents for Small Entity (FY2016)	Percentage of Respondents Reporting Electronically (FY2016)
Museums for America	548	118	100
National Leadership Gratns - Museums	66	14	100
totals	**614**	**132**	

Programs that use the form	Percentage of small entities
	21.53
	22.72

Process	OMS/OLS average time to process one (hours)	GrantsAdmin average time to process one (hours)
NLG-M & MFA including SF-424S (data entry, first-check, budget check)	1.16	0
Discretionary Applications (IT download)	0	0
Discretionary Applications (IT download)	0	0

* Average salary of IMLS employees 2015

# of responses	Hour burden to IMLS	Average salary	$ burden to IMLS
614	712.24	41.12	$29,287.31
0	3.5	41.12	$143.92
0	1	41.12	41.12

614	**716.74**		**$29,472.35**	totals