

IMLS Library - Discretionary Program Information Form

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

Section 1. Applicant Information

Refer to the entity listed in Item 5a of the Application for Federal Domestic Assistance - Short Organizational Form (SF-424S) that you are submitting with your application.

Does this entity have an organizational unit that will carry out the activities described in your application?

Helpful Definitions

An **organizational unit** is governed by a larger administrative body. Examples include libraries and archives that are parts of colleges or universities; schools of information science; and libraries that are administered by units of state or local government. As a result of this arrangement, an organizational unit usually does not have its own Unique Entity Identifier (UEI) and does not have the legal authority to apply for IMLS funding on its own. It works with the larger administrative body, which is referred to as the **legal applicant**, to submit an application.

A **legal applicant** has its own Unique Entity Identifier (UEI) and has the legal authority to apply directly for IMLS funding. The name of the legal applicant is listed in Item 5a of the SF-424S. Examples include independently operating libraries; nonprofit organizations that are responsible for the operation of one or more libraries; universities; library consortia; library associations; school districts; and units of state or local government that administer libraries or archives. A single legal applicant may have many **organizational units**, or it may have none.

YES. Check here if the entity identified in Item 5a on the SF-424S submitted with your application **has** an organizational unit that will carry out the activities described in this application.

NO. Check here if the entity identified in Item 5a on the SF-424S submitted with your application does **not** have an organizational unit that will carry out the activities described in this application.

(development note: appears only if "No" is selected above)

Select the institution type that most accurately describes the legal applicant:

- Academic Library
- Academic or Administrative Unit
- Alaska Native Village Regional Corporation or Village Corporation
- Aquarium
- Arboretum/Botanical Garden
- Archive
- Art Museum
- Children's/Youth Museum

(development note: appears only if "Yes" is selected above)

Provide the following information for the **organizational unit** that will carry out the activities described in this application. Please do not repeat the information you provided for the legal applicant on the SF-424S.

Organizational unit

Street2 City

County/Parish State

Country

ZIP / Postal Code

Select the institution type that most accurately describes the organizational unit:

Section 2. Financial Information

- a. Complete the following table with figures representing the most recently completed fiscal year in the top row, followed by those for the previous year, and concluding with those for the year before that. Provide the information requested for the **legal applicant** if you have not identified an organizational unit for this application. If you have identified an **organizational unit** for this application, provide the information requested for that unit.

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 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 the Total Revenue amounts declined by more than 15% for any year over year listed

OR if there was a deficit of more than 10% of the Total Revenue for two or more years listed above, explain the circumstances in the box below.

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

Yes
 No
 Not applicable

Yes
 No

d. Has your organization had a single or program-specific audit in the past three years?

Section 3. Agency-Level Goal and Objective

Refer to **Section A1** of the Notice of Funding Opportunity for the program to which you are applying. Select the IMLS agency-level goal that best aligns with your proposed project. Once you have selected a goal, select one associated objective.

(development note: objectives display dynamically only once a goal is selected)

Goal 1: Champion Lifelong Learning

- Objective 1.1: Advance shared knowledge and learning opportunities for all
- Objective 1.2: Support the training and professional development of the museum and library workforce

Goal 2: Strengthen Community Engagement

- Objective 2.1: Promote inclusive engagement across diverse audiences
- Objective 2.2: Support community collaboration and foster civic discourse

Goal 3: Advance Collections Stewardship and Access

- Objective 3.1: Support collections care and management
- Objective 3.2: Promote access to museum and library collections

Section 4. Grant Program

Select the grant program to which you are applying.

(development note: project category/type selections and associated instructions appear only after a program is selected)

Laura Bush 21st Century Librarian Program

Refer to the Notice of Funding Opportunity for descriptions of the options below and instructions for how to make a selection.

Select one:

- Applied Research
- Early Career Research Development
- Forum

- Implementation
- Planning

National Leadership Grants for Libraries

Refer to the Notice of Funding Opportunity for descriptions of the options below and instructions for how to make a selection.

Select one:

- Applied Research
- Forum
- Implementation
- Planning

Native American Library Services: Enhancement Grants

Refer to the Notice of Funding Opportunity for descriptions of the options below and instructions for how to make a selection.

Select one:

- Digital Services
- Educational Programming
- Preservation and Revitalization

Native Hawaiian Library Services

Refer to the Notice of Funding Opportunity for descriptions of the options below and instructions for how to make a selection.

Select one:

- Digital Services
- Educational Programming
- Preservation and Revitalization

Native American Library Services: Basic Grants

Grant Program Goals and Objectives

Refer to **Section A2** of the Notice of Funding Opportunity for the program to which you are applying. Select the grant program goal that best aligns with your proposed project. Once you have selected a goal, select one or more associated objectives.

(development note: program goal and objective options display dynamically based on program selection above)

Laura Bush 21st Century Librarian Program Goals and Objectives

- Goal 1: Recruit, train, develop, and retain a diverse workforce of library and archives professionals.
 - [858]**
 - o Obj 1.1: Develop programs encouraging diverse students to pursue careers in library and information science. **[859]**
 - o Obj 1.2: Collaborate with formal and/or informal learning organizations to incorporate promising practices from allied domains into library and archives services. **[860]**
 - o Obj 1.3: Develop workforce training to support families, groups, and individuals of diverse cultural and socioeconomic backgrounds and needs. **[861]**
- Goal 2: Develop faculty, library, and archives leaders by increasing the institutional capacity of libraries, archives, and graduate programs related to library and information science. **[862]**
 - o Obj 2.1: Support large-scale organizational change addressing diversity, equity, and inclusion (DEI). **[863]**

- o Obj 2.2: Create DEI initiatives, activities, and curricula to recruit, develop, and retain leaders from diverse and underrepresented backgrounds. **[864]**
- o Obj 2.3: Support the research of untenured tenure-track library and information science faculty. **[865]**
- Goal 3: Enhance training and professional development of the library and archival workforce to meet the needs of their communities. **[866]**
 - o Obj 3.1: Develop training to equip the library and archival workforce to engage in sustained community development. **[867]**
 - o Obj 3.2: Create and/or refine training programs that build library and archival workforce skills and expertise in contributing to the well-being of communities. **[868]**
 - o Obj 3.3: Create and/or refine training programs to build library and archival workforce skills and expertise in developing lifelong learning opportunities. **[869]**
 - o Obj 3.4: Support training of the library and archival workforce to advance digital inclusion for the benefit of community members. **[870]**
 - o Obj 3.5: Support training of the library and archival workforce in digital collection management. **[871]**

National Leadership Grants for Libraries Goals and Objectives

- Goal 1: Build the workforce and institutional capacity for managing the national information infrastructure and serving the information and education needs of the public. **[872]**
 - o Obj 1.1: Develop or enhance replicable library and archives programs, models, and tools to support learning. **[873]**
 - o Obj 1.2: Collaborate with formal and/or informal learning organizations to incorporate promising practices from allied domains into library and archives services. **[874]**
 - o Obj 1.3: Create and/or facilitate opportunities for continuous learning for families, groups, and individuals of diverse cultural and socioeconomic backgrounds and needs. **[875]**
- Goal 2: Build the capacity of libraries and archives to improve community well-being and strengthen civic engagement. **[876]**
 - o Obj 2.1: Develop or enhance replicable programming, models, and tools that engage communities and individuals of diverse cultural and socioeconomic backgrounds. **[877]**
 - o Obj 2.2: Develop or enhance collaborations between libraries and stakeholders to address community needs. **[878]**
 - o Obj 2.3: Establish or refine approaches that equip libraries and archives to contribute to the well-being of communities. **[879]**
- Goal 3: Improve the ability of libraries and archives to provide broad access to and use of information and collections. **[880]**
 - o Obj 3.1: Advance digital inclusion, broadly defined. **[881]**
 - o Obj 3.2: Support innovative approaches to digital collection management. **[882]**
 - o Obj 3.3: Support the design and development of online library and archives services that meet user expectations for operating in an online environment. **[883]**
- Goal 4: Strengthen the ability of libraries to provide services to affected communities in the event of an emergency or disaster. **[884]**

- o Obj 4.1. Support the development of model emergency and disaster management plans. **[885]**
- o Obj 4.2. Support the implementation of emergency and disaster management plans. **[886]**
- Goal 5: Strengthen the ability of libraries, archives, and museums to work collaboratively for the benefit of the communities they serve. **[887]**
 - o Obj 5.1. Support the development of replicable systems that leverage institutional expertise and experience to maximize public access to and use of knowledge resources. **[888]**
 - o Obj 5.2. Support joint projects that are designed to address a shared problem and are structured to use the expertise, experience, and perspective of each partner institution in its solution. **[889]**

Native American Library Services: Basics Grants Goals and Objectives

- Goal 1: Improve services for learning and accessing information in a variety of formats. **[890]**
 - o Obj 1.1: Support the acquisition of library-related materials, supplies, equipment, furnishings, services, and fees for participation in networks and consortia that provide the library with direct services. **[891]**
 - o Obj 1.2: Support the engagement of consultants and/or third-party service providers with expertise in providing library and technology assessments, tutoring, skill-building, and other relevant fields. **[892]**
- Goal 2: Enhance the skills of the current library workforce and leadership through training, continuing education, and opportunities for professional development. **[893]**
 - o Obj 2.1: Support the coverage of expenses related to courses, workshops, and other forms of training for library staff. **[894]**
 - o Obj 2.2: Support the coverage of expenses related to staff participation at professional conferences. **[895]**

Native American Library Services: Enhancement Grants Goals and Objectives

- Goal 1: Improve digital services to support needs for education and skill building. **[896]**
 - o Obj 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology. **[897]**
 - o Obj 1.2: Support preservation and access to information and resources through digitization. **[898]**
- Goal 2: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users. **[899]**
 - o Obj 2.1: Support the identification of the needs and interests of learners. **[900]**
 - o Obj 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services. **[901]**
 - o Obj 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation. **[902]**
- Goal 3: Enhance the preservation and revitalization of Native American cultures and languages. **[903]**
 - o Obj 3.1: Support the development of efficient strategic partnerships within, across, and outside Native communities. **[904]**
 - o Obj 3.2: Support the preservation of content of unique and specific value to Native communities. **[905]**
 - o Obj 3.3: Support the sharing of content within and/or beyond Native communities. **[906]**

Native Hawaiian Library Services Grants Goals and Objectives

- Goal 1: Improve digital services to support needs for education and skill building. **[907]**
 - Obj 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology. **[908]**
 - Obj 1.2: Support preservation and access to information and resources through digitization. **[909]**
- Goal 2: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users. **[910]**
 - Obj 2.1: Support the identification of the needs and interests of learners. **[911]**
 - Obj 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services. **[912]**
 - Obj 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation. **[913]**
- Goal 3: Enhance the preservation and revitalization of Native Hawaiian culture and language. **[914]**
 - Obj 3.1: Support the development of efficient strategic partnerships within, across, and outside Native Hawaiian communities. **[915]**
 - Obj 3.2: Support the preservation of content of unique and specific value to Native Hawaiian communities. **[916]**
 - Obj 3.3: Support the sharing of content within and/or beyond Native Hawaiian communities. **[917]**

Section 5. Funding Request

Refer to the **Grant Fund** and **Cost Share totals** in **Section 10** of the IMLS Budget Form that you are submitting with your application. Enter the amount in dollars you are requesting from IMLS and the amount of non-federal funding you are providing as cost share/match below.

IMLS Funds Requested

Cost Share/Match Amount*

Total

* Enter \$0 if the budget includes no cost share/match.

Section 6. Indirect Costs

Refer to the **Options for Calculating and Including Costs in a Project Budget** in **Appendix Three** of the Notice of Funding Opportunity for the program to which you are applying. Then select one option below and provide the information requested. Your selection should match the choice you make on the IMLS Budget Form that you are submitting with your application.

Current indirect cost rate(s) have been negotiated with a federal agency.

Select from list:

Rate:

(Development note: user must either enter an expiration date or check the Until Amended checkbox; if one is populated/selected, the other is disabled/cleared)

<input type="checkbox"/>	Expiration Date:	Until Amended: <input type="checkbox"/>
<input type="checkbox"/>	Indirect cost proposal has been submitted to a federal agency but has not yet been finalized.	
<input type="checkbox"/>	Select from list:	
<input type="checkbox"/>	Rate:	
<input type="checkbox"/>	Proposal Date:	
<input type="checkbox"/>	Applicant chooses a rate not to exceed 10% of Modified Total Direct Costs and declares it is eligible for the 10% rate.	
<input type="checkbox"/>	Applicant chooses not to include indirect costs.	

Section 7. Abstract

Refer to the instructions for writing an Abstract in **Appendix Three** of the Notice of Funding Opportunity for the program to which you are applying. Enter or paste your Abstract below (maximum 3,000 characters, including spaces).

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

Section 8. Project Keywords

(Development note: allow no more than 8 selections)

Select from one to eight keywords that best characterize your project from the options below. IMLS may use these keywords as search terms in its compilations describing the agency's grantmaking and/or provide them as tools to help applicants, other awardees, and the public understand more about what IMLS supports.

- | | |
|---|---|
| <ul style="list-style-type: none">□ Accessibility / Universal Design / Inclusive Design [789]□ Archives Practice / Management / Use [790]□ Artificial Intelligence / Machine Learning [791]□ Broadband Access [792]□ Civic Engagement [793]□ Civic Technology [794]□ Collections Care / Conservation / Preservation [795]□ Collections Management [796]□ Community Engagement [797]□ Community Memory / Community History [798]□ Community Science [799]□ Crowdsourcing [800]□ Data Privacy / Security [801]□ Data Science / Computational Analysis [802]□ Digital Asset Management [803]□ Digital Preservation / Curation [804]□ Diversity, Equity, Inclusion, and Accessibility [805]□ Early Learning [806]□ Emergency / Disaster / Crisis Preparedness and Response [807]□ Environmental Education [808]□ Family Learning [809]□ Fellowship / Internship / Mentorship Programs [810]□ Gaming [811]□ Institutional Capacity Building [812]□ Language Preservation / Cultural Revitalization [813]□ Literacy: Civic [814]□ Literacy: Digital [815]□ Literacy: Financial [816]□ Literacy: Health and Wellness [817]□ Literacy: Information [818]□ Museum /Archives / Library Staff Professional Development / Training [826]□ Museum and Library Partnerships [819]□ Museum Education Technology [820]□ Museum Exhibitions [821] | <ul style="list-style-type: none">□ Museum Interpretation [822]□ Museum Multilingual Programs / Resources [823]□ Museum Program Evaluations [824]□ Museum Visitor Services [825]□ Open Educational Resources [827]□ Oral History [828]□ Pre-K-12 Out of School / Summer [829]□ Pre-K-12 School Programs [830]□ Public Programs [831]□ Scholarly Communications [832]□ School Libraries / Librarianship [833]□ Services and Programs for Adults [834]□ Services for Children and Families [835]□ Services for College Students [836]□ Services for Emerging Adults [837]□ Services for English-Language Learners [838]□ Services for Immigrants / Refugees [839]□ Services for Incarcerated Individuals / Returning Citizens [840]□ Services for Individuals who are Neurodivergent [841]□ Services for Individuals with Disabilities [842]□ Services for LGBTQIA+ Individuals [843]□ Services for Older Adults [844]□ Services for Rural Communities [845]□ Services for Teens [850]□ Services for Those below the Poverty Line or Unstably Housed [846]□ Services for Tribal Communities [847]□ Services for Urban Communities [848]□ Services for Veterans / Active-Duty Military [849]□ Shared Infrastructures / Open-Source Software [851]□ STEM / STEAM Programming [852]□ Summer Services [852]□ Teacher / Educator Professional Development [854]□ Web Archiving [855]□ Website Creation / Enhancement [856]□ Workforce Development [857] |
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