

IMLS Supplementary 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 university museums and libraries; university schools and departments; and museums and libraries that are units of local or state 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.

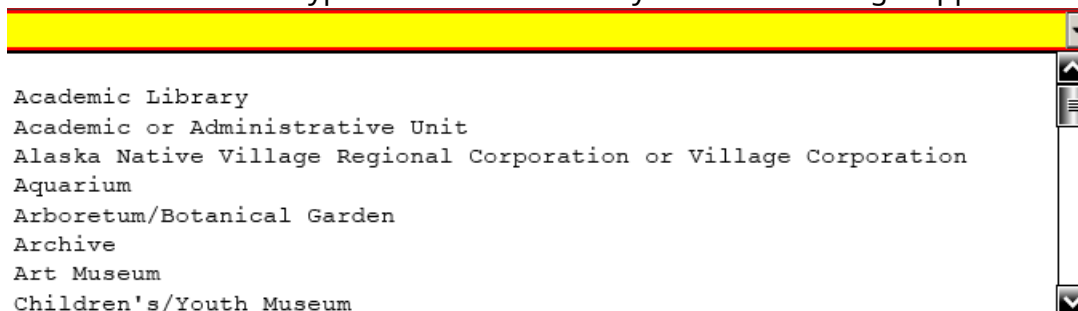
A **legal applicant** has its own Unique Entity Identifier (UEI) and has the legal authority to apply directly for IMLS funding. The name of the legal applicant is listed in Item 5a of the SF-424S. Examples include independently operating museums and libraries; nonprofit organizations that are responsible for the operation of museums or libraries; universities; and units of state or local government that administer museums or libraries. 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)

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	

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

* 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.

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Yes
 No
 Not applicable

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

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. Museum Profile

Refer to **Section C1** of the Notice of Funding Opportunity for the program to which you are applying. If your organization is eligible to apply for an IMLS grant as a museum, then answer the questions in a through k below.

a. Is your organization a public, tribal, or private nonprofit agency or institution?

Yes

No

b. Is your organization organized on a permanent basis for essentially educational, cultural heritage, or aesthetic purposes?

Yes

No

c. Does your organization own or utilize tangible objects (either animate or inanimate) and care for these objects?

Yes

No

d. Does your organization exhibit these objects to the general public in a facility that you own or operate?

Yes

No

e. What was your institution's attendance for the 12-month period prior to the application?

Fewer than 1,000

1,000 - 9,999

10,000 - 99,999

100,000 - 999,999

1,000,000 - 9,999,999

10,000,000 +

f. How many days was your institution open to the public during these 12 months?

0 - 119

120 - 249

250 - 365

g. Does your organization use a professional staff (i.e., does your organization employ at least one staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the organization)?

Yes

No

h. Number of full-time paid institutional staff:

0

1

2

3

4 - 10

11 - 50

51+

i. Number of full-time unpaid institutional staff:

0

- 1
- 2
- 3
- 4 - 10
- 11 - 50
- 51+

j. Number of part-time paid institutional staff:

- 0
- 1
- 2
- 3
- 4 - 10
- 11 - 50
- 51+

k. Number of part-time unpaid institutional staff:

- 0
- 1
- 2
- 3
- 4 - 10
- 11 - 50
- 51+

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)

Expiration Date:

Until Amended:

Indirect cost proposal has been submitted to a federal agency but has not yet been finalized.

Select from list:

Rate:

Proposal Date:

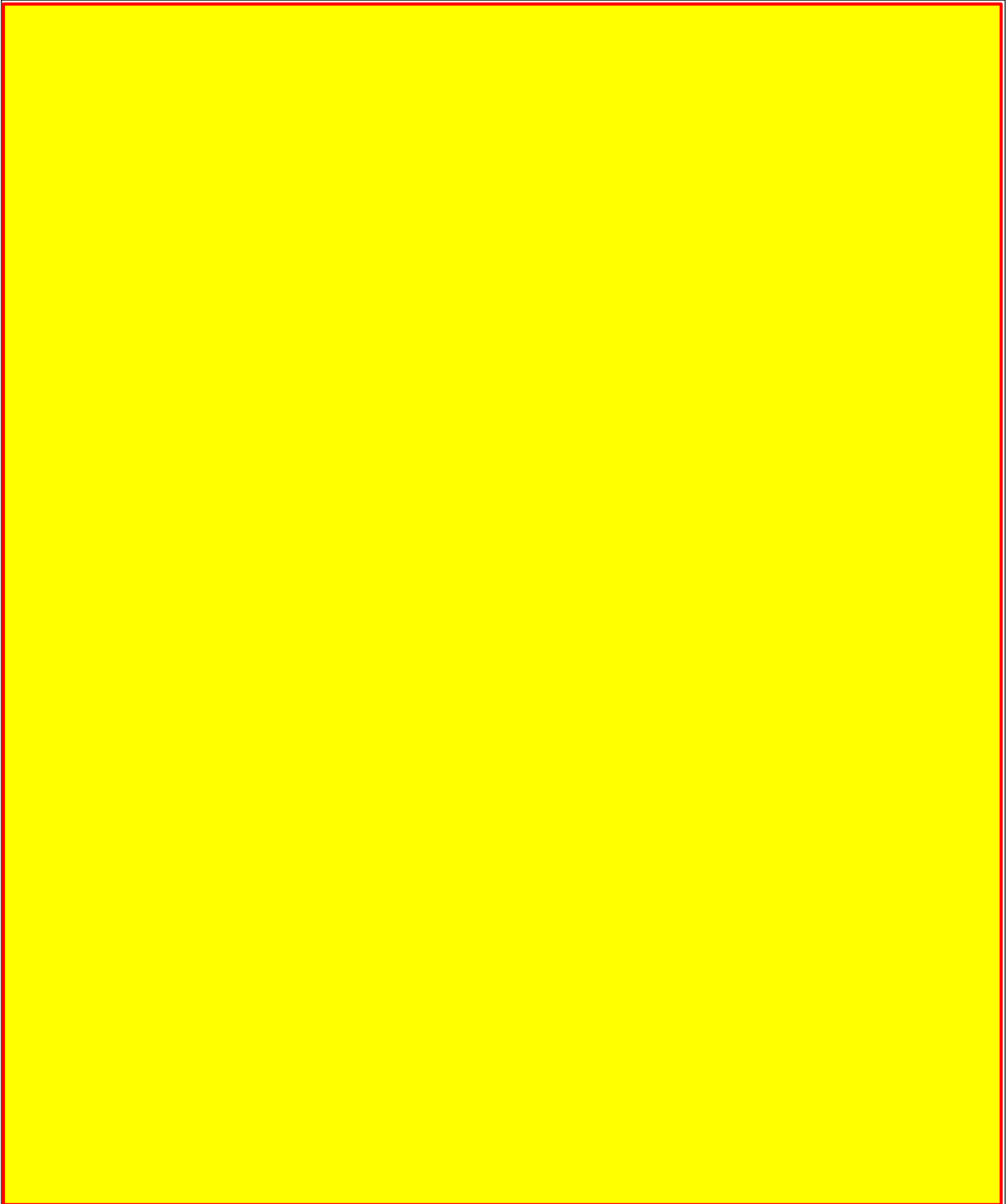
Applicant chooses a rate not to exceed 10% of Modified Total Direct Costs and declares it is eligible for the 10% rate.

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 3000 characters, including spaces).

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

A large yellow rectangular area with a red border, intended for entering the abstract text. The area is currently empty.

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

- Museum and Library Partnerships **[819]**
- Museum Education Technology **[820]**
- Museum Exhibitions **[821]**

- Development **[854]**
- Web Archiving **[855]**
- Website Creation / Enhancement **[856]**
- Workforce Development **[857]**