

IMLS Library - Discretionary Program Information Form

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

Section 1. Grant Program

Select the grant program to which you are applying.

☐ **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:

- ☐ Planning
- ☐ Forum
- ☐ Community-Centered Implementation
- ☐ National Implementation
- ☐ Early Career Research
- ☐ Applied Research

☐ **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:

- ☐ Planning
- ☐ Forum
- ☐ Community-Centered Implementation
- ☐ National Implementation
- ☐ Applied Research

☐ **Native American Library Services: Basic Grants Enhancement Grants**

☐ **Native American Library Services: Enhancement Grants**

☐ **Native Hawaiian Library Services**

Grant Program Goals and Objectives

Select the grant program goal that best aligns with your proposed project. Once you have selected a goal, select one associated objective.

Laura Bush 21st Century Librarian Program

- **Goal 1: Recruit and educate future library and archives professionals, faculty, and staff.**
 - Obj 1.1: Develop or enhance practices, programs, or initiatives encouraging students to pursue careers in library and information science.
 - Obj 1.2: Develop or enhance initiatives, programs, or curricula to increase the capacity of institutions to educate or retain library and information science students.
- **Goal 2: Train and retain current library and archives professionals, faculty, and staff.**
 - Obj 2.1: Develop or enhance professional development and training programs to enable the library and archival workforce to meet the needs of their communities.
 - Obj 2.2: Support the research of untenured, tenure-track library and information science faculty, furthering the faculty member's long-term research agenda, career trajectory, and professional development.

National Leadership Grants for Libraries

- **Goal: Develop, enhance, or disseminate replicable practices, programs, models, or tools to strengthen library and archival services for the American public.**
 - Obj 1: Serve the learning needs of the public through libraries and archives.
 - Obj 2: Improve community well-being through libraries and archives.
 - Obj 3: Provide broad access to and preservation of information and collections through libraries and archives.
 - Obj 4: Provide services to affected communities in the event of an emergency or disaster.

Native American Library Services: Basics Grants

- **Goal: Improve library and archival services for accessing, learning, and preserving information with the community.**
 - Obj 1.1: Support the acquisition of library-related materials.
 - Obj 1.2: Support programming for identified community priorities.
 - Obj 1.3: Support training for library staff.
 - Obj 1.4: Support project activities that include aspects of two or more of the objectives listed above.

Native American Library Services: Enhancement Grants

- **Goal: Develop, enhance, or disseminate practices, programs, models, tools, or library staff training to strengthen library and archival services for Native American Tribes.**
 - Obj 1: Serve the learning needs and interests of the community.

- ☐ Obj 2: Improve community well-being.
- ☐ Obj 3: Provide access to and preservation of information and collections.
- ☐ Obj 4: Provide services to affected communities in the event of an emergency or disaster.

Native Hawaiian Library Services Grants

☐ **Goal: Develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Native Hawaiian organizations.**

- ☐ Obj 1: Serve the learning needs and interests of the community.
- ☐ Obj 2: Improve Native Hawaiian well-being.
- ☐ Obj 3: Provide access to and preservation of information and collections.
- ☐ Obj 4: Provide services to affected communities in the event of an emergency or disaster.

Section 2. 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.

- ☐ **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.

If you selected **NO**, pick 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

☐ **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.

If you selected **YES**, provide the following information for the **organizational unit** that will carry out the activities described in this application. **Do not repeat the information you provided for the legal applicant on the SF-424S.**

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 3. 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.

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 in the box below.

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

- ☐ Yes
- ☐ No

Section 4. 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.

Development note: boxes should accept whole numbers only (no decimal points); should not accept alpha responses. A figure is required in the Cost Share/Match Amount field. Total should automatically calculate = sum of IMLS funds requested and cost share.

IMLS Funds Requested

Cost Share/Match Amount*

Total

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

Section 5. Indirect Costs

Refer to the **IMLS Budget Form - Indirect Costs in the Budget** guidance in the Notice of Funding Opportunity for the program to which you are applying. Then select one option below. Your selection should match the choice you make on the IMLS Budget Form that you are submitting with your application.

<input type="checkbox"/>	Current indirect cost rate(s) have been negotiated with a federal agency. Select from list: Rate: <i>(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)</i> 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. Select from list: Rate: Proposal Date: _____
<input type="checkbox"/>	Applicant chooses a rate not to exceed 15% of Modified Total Direct Costs and declares it is eligible for the 15% rate.
<input type="checkbox"/>	Applicant chooses not to include indirect costs.

Section 6. Abstract

Refer to the instructions for writing an Abstract in 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.