



# IMLS Office of Museum Services National Leadership Grants for Museums Program

## FY2022 Information Session

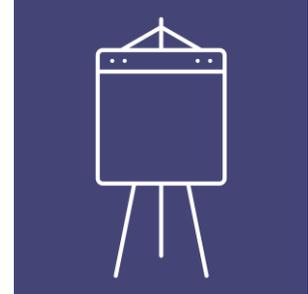
August 2022

Welcome to the Institute of Museum and Library Services' webinar, "National Leadership Grants for Museums - Fiscal Year 2022 Information Session."

My name is Helen Wechsler, and I'll be hosting this webinar. We are delighted that you could join us today and that you are interested in learning more about the NLG for Museums program.

Our goal in this presentation is to provide specific information about the National Leadership for Museums grant program and make some recommendations that you may wish to consider when preparing your application. Since this is a pre-recorded webinar and you won't have the opportunity to ask questions, feel free to contact me or other staff in the Office of Museum Services to seek answers to your questions or to discuss a project idea. The staff contact slide is shown later in this webinar.

# Companion Webinars



## PRE-RECORDED WEBINAR

### IMLS OMS: Choosing a Funding Opportunity for FY2022

*Basic information about all museum funding opportunities*

<https://www.ims.gov/webinars/ims-office-museum-services-choosing-funding-opportunity-fy-2022>

This is one of a series of webinars designed to help you find the information you need to create a competitive application for IMLS museum funding.

Choosing a Funding Opportunity for FY2022 is available as a recording, and as a PDFs of the slides (along with their transcripts) on our website at the link on this slide.

The webinar covers the IMLS vision, mission, and strategic plan; with an emphasis on how they influence our grant making. We also address institutional eligibility; provide a quick overview of all our funding opportunities; discuss how to find information on our website; provide tips to help you complete an application; and we cover the three places you must be registered in order to apply for an IMLS grant. There are also individual webinars for each of the museum grant programs.



# NLG Museums Statistics

## Application and Award Numbers

	Number of Applications	Number of Awards	Funds Requested	Funds Awarded
FY 2020	60	12	\$34,854,819	\$5,814,284
FY 2021	74	15	\$35,064,616	\$6,387,709

Before we jump into details about the NLG for Museums program, I want to provide some numbers from the last two cycles. As you can see, NLG for Museums is a fairly competitive grant program. We were able to fund about 20% of applications received in FY21. This webinar will help you determine if your project is right for the NLG program, which is essential before putting in the effort to prepare an application, and it will give you tips for creating a competitive proposal.

# NLG-M Notice of Funding Opportunity

The screenshot shows the IMLS website homepage. The main navigation menu includes 'About', 'Grants', 'Our Work', 'Data', 'News', and 'Contact'. The 'Grants' menu is open, showing options: 'Grant Programs', 'Apply for a Grant', 'Manage Your Award', 'Search Awarded Grants', and 'Peer Review'. A blue arrow points to the 'Apply for a Grant' option. The main content area features a green banner with the text 'Federal Support for Libraries and Museums' and two buttons: 'Apply For a Grant' and 'Manage Your Award'. Below the banner, there is a 'Fiscal Year 2020' dropdown menu and the text 'IMLS Generates Impact'.

www.imls.gov

1

**NATIONAL LEADERSHIP GRANTS  
FOR MUSEUMS**  
FY 2022 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	National Leadership Grants for Museums
Announcement Type	New
Funding Opportunity Number	NLG-MFY22
Assistance Listing Number	45.312
Application Deadline	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on November 15, 2021.
Anticipated Date of Notification of Award Decisions	August 2022 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on September 1, 2022.

Table of Contents	
A. Program Description	2
B. Federal Award Information	6
C. Eligibility Information	6
D. Application and Submission Information	9
E. Application Review Information	20
F. Award Administration Information	22
G. Contacts	23
H. Other Information	24
Appendix One – IMLS Assurances and Certifications	25
Appendix Two – Guidance for Required Registrations	29
Appendix Three – Guidance for Completing Forms and Other Application Components	31
Appendix Four – Guidance for Creating a Digital Products Plan	39
Appendix Five – Guidance for Research Applications	41
Appendix Six – Conflict of Interest Requirements	43

OMB Control #: 3137-0094, Expiration Date: 07/31/2024

I also want to make sure to point out where the application process begins, which is on our website. Use the Grants drop-down menu and choose Apply for a Grant. Clicking that will take you to a list of grant programs from which you will choose National Leadership Grants for Museums.

These guidelines – or Notice of Funding Opportunity – which you can see on the right – will walk you through the application process and contain most of the information I will provide today.

# Overview



- Eligibility
- NLG for Museums Program Purpose
- Characteristics of Successful NLG Projects
- Important Dates
- How Much and How Many?
- NLG for Museums Program Goals
- Application Components
- Application Tips
- Review Process
- Contacts

[Image: Nick Youngson - <http://nyphotographic.com/>]

In this presentation, we'll be addressing the following topics:

Eligibility  
NLG for Museums Program Purpose  
Characteristics of Successful NLG Projects  
Important Dates  
How Much money you can apply for and How Many applications you can submit  
Project Categories  
Application Components  
Application Tips  
Review Process  
Contacts



# Eligibility

- A museum
  - use a professional staff;
  - be organized on a permanent basis for essentially educational or aesthetic purposes;
  - own or use tangible objects, either animate or inanimate;
  - care for these objects; AND
  - exhibit these objects to the general public on a regular basis, at least 120 days a year, through facilities that it owns or operates.
- An organization or association that engages in activities designed to advance the well-being of museums and the museum profession
- An institution of higher education

You can be one of three types of organizations to be eligible to apply to NLG-M.

If you are applying as a museum, you will need to certify that:

use a professional staff;

be organized on a permanent basis for essentially educational or aesthetic purposes;

own or use tangible objects, either animate or inanimate;

care for these objects; AND

exhibit these objects to the general public on a regular basis, at least 120 days a year, through facilities that it owns or operates.

Regarding the 120 day rule during our current COVID-19 reality – you can count these 120 day in either the year preceding the application due date, the year preceding your first shut down due to COVID-19, or the calendar year preceding this current unusual one (so, 2020).

You can also be eligible for NLG-M if you are an organization or association that engages in activities designed to advance the well-being of museums and the museum profession or if you are an institution of higher ed.



## NLG for Museums Program Purpose

Support projects that address critical needs of the museum field and that have the potential to advance practice in the profession so that museums can improve services for the American public.



Now for the NLG for Museums purpose. NLG supports innovative projects that address critical needs of the museum field and that have the potential to advance practice in the profession so that museums can improve services for the American public.

NLG is all about meeting the needs of the museum field, our institutions, and our professionals. We invest in leaders –institutions and partnerships– that understand the challenges and opportunities facing the field and devise plans to move the field forward through the development of resources and tools for wide use.

There are also three specific NLG-M program goals that correspond to IMLS’s Strategic Plan. We will talk about those is a moment.



## Characteristics of Successful NLG-Museums Projects

- Broad Impact for the Museum Field
- In-depth Knowledge of the Issue
- Innovative Approach
- Collaborative Process
- Shared Results and Tools for the Sector

Making sure your project shares the characteristics of successful NLG projects is an important first step to preparing an application. We are looking for project that are structured intentionally to produce results that can be used by the field to influence practice. We're looking for tangible results such as tools, resources, and research findings that will be useful to a broad segment of the museum field.

We expect proposals to demonstrate far-reaching impact to influence practice across one or more disciplines within the museum field. They should reflect a thorough understanding of current practice, knowledge about the subject matter, deep familiarity with previous work on the project topic, and an awareness of and support for current strategic priorities in the field. We encourage new perspectives and innovative ideas and expect collaboration that demonstrates broad need, field-wide buy-in and input, and access to appropriate expertise. Finally we want project that generate results such as models, new tools, research findings, services, practices, and/or alliances that can be widely used, adapted, scaled, or replicated to extend the benefits of federal investment.

# Important Dates

Nov '21



**Applications due: 11:59 pm Eastern Time on November 15, 2021**

Dec '21

Jan '22

Feb '22

Mar '22

Apr '22

May '22

June '22

July '22

Aug '22



**Awards announced: August, 2022**

Sept '22



**Projects start: September 1, 2022**

We want to remind you of important dates for NLG applications. They are due by 11:59 pm Eastern Time on November 15, 2021. The Grants.gov system generates a time stamp so this deadline is non-negotiable so **start early** and **submit early**. That way, if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem.

NLG for Museums awards will be announced in August of 2022 and all NLG projects must be scheduled to start on September 1, 2022.



# How much and how many?

## HOW MUCH?

**Option 1:** \$50,000-\$750,000 projects with 1:1 cost share required

**Option 2:** \$50,000-\$750,000 research projects with no cost share required.

**Option 3:** \$5,000-\$50,000 for one-year rapid prototyping projects with no cost share required

## HOW MANY?

There is no limit on the number of applications your museum may submit to NLG for Museums.

There are three funding options for NLG for Museums.

Option 1 is for full NLG for Museum projects that result in robust results for the field. These can request anywhere from \$50,000 to \$750,000. There is a 1:1 cost share requirement. Cost share may be in the form of cash, staff or volunteer time, or third-party contributions. It may not be funds from another federal source.

Option 2 is for research projects from \$50,000 to \$750,000, which do not require a cost share. We'll talk more about research projects a little later.

Option 3 supports one-year, rapid prototyping projects budgeted between \$5,000 and \$50,000, with no cost share required.

If you have an idea for an innovative solution to a field-wide challenge that requires some funding to rapidly develop, test, iterate, and retest, this funding level is for you. Remember, whether you succeed, fail, or come out somewhere in between, we want you to report your results to the field; tell others what worked, what is promising, what needs more tweaking, and what they should not try at home.

The second question is how many applications you may submit? There is no limit on the number of applications your museum may submit to NLG-museums.



## Program Goals

**Goal 1:** Advance the museum field's ability to empower people of all ages and backgrounds through experiential and cross-disciplinary learning and discovery.

- Objective 1.1: Support the development, implementation, and dissemination of model programs that facilitate adoption by museums across the field.
- Objective 1.2: Support training and professional development programs, tools, or resources that build the knowledge, skills and abilities of museum staff and/or volunteers in multiple institutions
- Objective 1.3: Support research focusing on the role of museums in engaging learners of all types.

Now I want to talk about the three program Goals for NLG for Museums. This year, there are no categories from which to choose. Instead, your project must align with three program goals and a set of corresponding objectives that reflect IMLS's agency-level goals. Goal and objective choices should be identified clearly in the Narrative (see Section D2c).



## Program Goals

**Goal 2:** Advance the museum field's ability to maximize the use of museum resources to address community needs through partnerships and collaborations.

- Objective 2.1: Support the development of new and innovative methods for addressing community challenges through partnerships, services, processes, or practices for use across the museum field.
- Objective 2.2: Support the development and implementation of training and professional development programs, tools, or resources that build the knowledge, skills and abilities of museum staff and/or volunteers to meet the needs of their communities.
- Objective 2.3: Support research focusing on museums' roles in engaging diverse audiences and fostering civic discourse.



## Program Goals

**Goal 3:** Advance the museums field's ability to identify new solutions that address high priority and widespread collections care or conservation issues.

- Objective 3.1: Support the development, implementation, and dissemination of new tools or services that facilitate access, management, preservation, sharing, and use of museum collections.
- Objective 3.2: Support the development and implementation of training and professional development programs, tools, or resources that impact the ability of museum staff and/or volunteers in multiple institutions to improve the stewardship of collections
- Objective 3.3: Support research focusing on any broadly relevant aspect of the management, conservation, and preservation of collections.

# What Have We Funded in the Past?

Home > Grants > Advanced Search

Search by Keywords...

Fiscal Year: FY 2021, FY 2020, FY 2019

Program: National Leadership Grants - Museums

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
MA-249131-OMS-21	Pennsylvania State University	2021	National Leadership Grants - Museums	\$83,940	Office of Museum Services	University Park	PA
MA-249341-OMS-21	The Institute for Learning Innovation	2021	National Leadership Grants - Museums	\$48,998	Office of Museum Services	Reston	OK
MA-249246-OMS-21	Museum of Science, Boston	2021	National Leadership Grants - Museums	\$402,040	Office of Museum Services	Boston	MA
MA-250443-OMS-21	History Colorado	2021	National Leadership Grants - Museums	\$207,478	Office of Museum Services	Denver	CO
MA-249333-OMS-21	Metropolitan Museum of Art	2021	National Leadership Grants - Museums	\$647,000	Office of Museum Services	New York	NY
MA-249321-OMS-21	Crossland Zoo and Botanical Garden	2021	National Leadership Grants - Museums	\$877,878	Office of Museum Services	Crossland	OH
MA-249349-OMS-21	Nuclear Institute of Technology	2021	National Leadership Grants - Museums	\$175,143	Office of Museum Services	Rochester	NY
MA-249188-OMS-21	University of Wisconsin-Madison	2021	National Leadership Grants - Museums	\$508,952	Office of Museum Services	Madison	WI
MA-249219-OMS-21	Broadfield Zoo	2021	National Leadership Grants - Museums	\$688,819	Office of Museum Services	Broadfield	IL

Home > Grants > Apply for a Grant > Sample Applications

## Sample Applications

Grant Programs >

Apply for a Grant >

- Eligibility Criteria >
- Sample Applications >
- Notices of Funding Opportunities >
- Outcome Based Evaluations >
- Manage Your Award >
- Search Awarded Grants >
- Peer Review >

### Museum for America

#### Lifelong Learning

- MA-249222-OMS Sample Application (PDF 319KB)
- MA-249741-OMS Sample Application (PDF 255KB)
- MA-249731-OMS Sample Application (PDF 355KB)
- MA-249718-OMS Sample Application (PDF 912KB)
- MA-249291-OMS Sample Application (PDF 286KB)
- MA-249497-OMS Sample Application (PDF 729KB)
- MA-249518-OMS Sample Application (PDF 765KB)
- MA-249077-OMS Sample Application (PDF 574KB)
- MA-249061-OMS Sample Application (PDF 309KB)

#### Community Anchors

- MA-249631-OMS Sample Application (PDF 283KB)
- MA-249579-OMS Sample Application (PDF 263KB)
- MA-249463-OMS Sample Application (PDF 402KB)
- MA-249366-OMS Sample Application (PDF 451KB)

#### Collections Stewardship

- MA-249806-OMS Sample Application (PDF 211KB)
- MA-249871-OMS Sample Application (PDF 691KB)
- MA-249457-OMS Sample Application (PDF 133KB)
- MA-249375-OMS Sample Application (PDF 210KB)
- MA-249221-OMS Sample Application (PDF 319KB)
- MA-249014-OMS Sample Application (PDF 216KB)

#### Inspire! Grants for Small Museums

##### Lifelong Learning

- IGSM-249883-OMS Sample Application (PDF 514KB)
- IGSM-249784-OMS Sample Application (PDF 289KB)
- IGSM-249469-OMS Sample Application (PDF 601KB)

IMLS offers a few ways to find examples of funded projects. On the left are results using the Search Awarded Grants feature of our website. The arrows point to my sample search criteria – the last three years at the top, and National Leadership Grants for Museums at the bottom. We have also posted the abstract, narrative, and schedule of completion for a cross-section of successful NLG for Museums applications. The proposals posted present a variety of project types, meet the overarching goal of the NLG for museums program, and were considered to be clear and well-written by reviewers. Looking at these exemplary proposals might help clarify your thinking about your own application. The image on the right shows the Sample Application page; you will scroll down to find National Leadership Program for Museums examples.

# Application Components

## Required Documents

All applications must include these.

## Conditionally Required Documents

Some applications must include these.



## Supporting Documents

These are optional. Make good decisions and include only those that supplement the narrative and support the project description provided in the application.

Next up are the documents that make up your application and that you will upload into Grants.gov.

These application components fall into three categories. The first is **Required Documents**. **All applications must include these.**

The second group is **Conditionally Required Documents**. **Some** applications must include these. It might depend on the nature of your institution or some aspect of your project. In either case, omission of any one can result in the exclusion of your application from further consideration.

The third group of application components are **Supporting Documents**. These are completely optional. You may submit some or none. Think about including only those that supplement or back-up your narrative. You may refer to these materials in your narrative so your reviewers know where to look. This is not the place to introduce new information. Be respectful of your reviewers' time.

# Table of Application Components

Use the table to keep organized.

- Serves as a checklist of application components
- Identifies document formats and naming conventions
- Provides links to instructions and forms
- Identifies categories of documents (Required, Conditionally Required, Supporting)

Component	Format	File name to use
<b>Required Documents</b> Please see the guidance in <a href="#">Section D2c</a> for more information.		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">IMLS Museum Program Information Form</a>	Grants.gov form	n/a
<a href="#">Organizational Profile</a> (one page max.)	PDF document	Organizationalprofile.pdf
<a href="#">Narrative</a> (ten pages max.)	PDF document	Narrative.pdf
<a href="#">Schedule of completion</a> (one page per year max.)	PDF document	Scheduleofcompletion.pdf
<a href="#">Performance Measurement Plan</a> (two pages max.)	PDF document	Perfmeasurement.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants</a> (one page max.)	PDF document	Projectstaff.pdf
<a href="#">Resumes of Key Project Staff and Consultants</a> (two pages each max.)	PDF document	Resumes.pdf
<b>Conditionally Required Documents</b> Please see the guidance in <a href="#">Section D2c</a> for more information.		
<a href="#">Proof of Private, Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Final Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Products Plan</a> (two pages max.)	PDF document	Digitalproduct.pdf
<a href="#">Data Management Plan</a> (two pages max.)	PDF document	Datamanagement.pdf
<b>Supporting Documents</b> Please see the guidance in <a href="#">Section D2c</a> for more information.		
<a href="#">Information that supplements the narrative and supports the project description provided in the application</a>	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

In the NLG for Museums Notice of Funding Opportunity you will find a Table of Application Components. We recommend that you use this to keep yourself organized. It serves as a checklist of application components divided into Required, Conditionally Required, and Supporting. The middle column tells you about document formats and the third tells you how to name each document. Note that attempting to upload a document that is not a pdf (such as Word or Excel) will result in an error and the document will not be included in the full application.

The table also provides links to instructions and forms, and it tells you which documents are required, conditionally required, and supporting.



## Narrative: Project Justification

- Which program goal and associated objective(s) of National Leadership Grants for Museums will your project address?
- What field-wide need, problem, or challenge will your project address, and how was it identified? Describe how you have used relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project.
- Who is the target group for your project and how have they been involved in the planning? “Target group” refers to those who will be most immediately and positively affected by your project. Identify the number of individuals in the target group or in each target group, if you identify more than one.
- Who are the ultimate beneficiaries for this project? “Beneficiaries” refers to those who are likely to be aided in the long-term by your project. They may or may not be the same as your “target group.”
- How will the museum field benefit from your project?
- How does this proposed project differ from, complement, or build upon existing theory, scholarship, and practice?

Now let’s talk about the narrative of your proposal. You have ten pages to cover three sections.

### **PROJECT JUSTIFICATION**

In this section of the narrative, you should lay out the reasoning for your project. Tell us in the clearest terms what need, problem, or challenge you expect to address; how you identified it; who or what will benefit from your work (which should be some segment of the museum field); and how your project will address the goals of NLG for Museums.

Remember that core to NLG for Museums is the desire to support projects that strengthen the museum field. Show the reviewers how this all fits together.

[read slide]

Reviewers will consider how well you’ve defended the need, problem, or challenge you will address; how well you’ve identified who or what will benefit from the project, and how good of a job you’ve done in involving them in the planning. Reviewers also value external needs assessment or research that can support and validate your need. They’ll look at who particularly will benefit and how the museum field will benefit. And they will weigh in on your demonstrated understanding of current research and practice in the area.



# Narrative: Project Work Plan

- What specific activities will you carry out and in what sequence?
- What are the risks to the project and how will you mitigate them?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities?
- How will you track your progress toward achieving your intended results?

## PROJECT WORK PLAN

The Project Work Plan is the part of the narrative in which you explain what you will do, who will do it, when, and using what resources.

The reviewers will be looking for evidence that you know what you are doing, have the right people at the table, that the project is realistic, that there is room to change course if needed, and, for research projects, they'll look for appropriate research design and answers to the questions outlined in the guidance on [effective research proposals](#).



## Research Projects

- What are your specific research questions, methods, and theoretical framing?
- What is the relevance of the proposed research for current practice?
- What type of data will you gather?
- How will you analyze the data?
- Does your study require Institutional Review Board (IRB) approval?
- How will you report and disseminate your findings?

Speaking of research...here are the questions outlined and explained in the Guidance for Research Applications, within the NLG for Museums Notice of Funding Opportunity. To submit a competitive research proposal, your narrative should answer these. We sometimes see projects submitted as research in order to avoid the cost share requirement. This is not a winning strategy. Think carefully about these question and if they do not makes sense for your project, you likely do not have a research project.

If you do submit a research project, note that a data management plan becomes a required document.



# Narrative: Project Results

- What are your project's intended results, and how will they address the need, problem, or challenge you have identified?
- How will the knowledge, skills, behaviors, and/or attitudes of the target group change as a result of your project?
- What models, tools, research findings, and/or services will result from your project? How will you ensure that they are broadly adaptable and usable by other institutions and are widely disseminated to the field?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

## PROJECT RESULTS

The final section of your narrative should be devoted to articulating your project's intended results.

What specific results do you intend to achieve in your project and what will change as a result.

Tell us about the tangible products that will result from your project, if you have any, and last but not least, tell us how you will sustain the benefits of your project beyond the lifespan of this particular project? In other words, when the federal funding goes away, how will the benefit to the field be sustained?

Reviewers will register their thoughts about how likely it is you will deliver on the results that you've proposed; how useful the tangible products you plan to create will be; and whether your plan for sustaining the benefits of the project are reasonable and practical.

# Allowable/Unallowable Costs

Electronic Code of Federal Regulations  
e-CFR™

Home  
gpo.gov  
govinfo.gov

e-CFR Navigation Aids

Advanced Search

Search History

Search Tips

Latest Updates

Agency List

Electronic Code of Federal Regulations

Related Resources

The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government; produced by the Office of the Federal Register (OFR) and the Government Publishing Office.

Download the Code of Federal Regulations in XML.

Download the Electronic Code of Federal Regulations in XML.

Monthly Title and Part user viewing data for the e-CFR is available for download in CSV format.

**Electronic Code of Federal Regulations**

We invite you to try out our new beta eCFR site at <https://ecfr.federalregister.gov>. We've made big changes to make the eCFR easier to use. Be sure to leave feedback using the Help button on the bottom right of each page!

e-CFR data is current as of **August 14, 2020**

**USER NOTICE**  
The Electronic Code of Federal Regulations (e-CFR) is a currently updated version of the Code of Federal Regulations (CFR). It is not an official legal edition of the CFR. The e-CFR is an editorial compilation of CFR material and Federal Register amendments produced by the National Archives and Records Administration's Office of the Federal Register (OFR) and the Government Publishing Office. The CFR updates the material in the e-CFR on a daily basis. The current update status appears at the top of all e-CFR web pages. More.

Browse: Select a title from the list below, then press "Go".

Title 1 - General Provisions

Need assistance?

**Subpart E—Cost Principles**

GENERAL PROVISIONS

\$200.400 Policy guide.  
\$200.401 Application.

BASIC CONSIDERATIONS

\$200.402 Composition of costs.  
\$200.403 Factors affecting allowability of costs.  
\$200.404 Reasonable costs.  
\$200.405 Allocable costs.  
\$200.406 Applicable credits.  
\$200.407 Prior written approval (prior approval).  
\$200.408 Limitation on allowance of costs.  
\$200.409 Special considerations.  
\$200.410 Collection of unallowable costs.  
\$200.411 Adjustment of previously negotiated indirect (F&A) cost rates.

DIRECT AND INDIRECT (F&A) COSTS

\$200.412 Classification of costs.  
\$200.413 Direct costs.  
\$200.414 Indirect (F&A) costs.  
\$200.415 Required certifications.

SPECIAL CONSIDERATIONS FOR STATES, LOCAL GOVERNMENTS AND INDIAN TRIBES

\$200.416 Cost allocation plans and indirect cost proposals.  
\$200.417 Interagency service.

<http://tinyurl.com/yd7gq9bp>

<http://tinyurl.com/yd7gq9bp>

When preparing your proposal, be careful to include only allowable costs in both your IMLS request and your cost share. To do otherwise can hurt your chances of getting positive reviews and being recommended for funding.

We'll go through some common expenses that are allowable and unallowable, but for details, please see 2 CFR part 200, this is the part of the Code of Federal Regulations covering Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Fortunately, the regulations are available online in a searchable format on the U.S. Government Publishing Office website and a tiny url link is listed on this slide.

Of particular interest is Subpart E—Cost Principles, a small section of which is shown on the right side of the slide.

# Allowable Costs

## Examples of allowable costs

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- third-party costs (e.g., program evaluation, software development)
- publication design and printing
- training for staff and volunteers that impacts multiple museums
- Paid internships
- indirect or overhead costs



In the NLG for Museums Notice of Funding Opportunity, we provide a partial list of the most common examples of allowable costs for this grant program. These include:

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- third-party costs (e.g., program evaluation, software development)
- publication design and printing
- training for staff and volunteers that impacts multiple museums
- Paid internships
- indirect or overhead costs

So, these costs may be part of what you ask IMLS to pay for and/or what you will pay for as part of your cost share, if one is required.



# Unallowable Costs

## Examples of unallowable costs

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- general operating support
- acquisition of collections
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- construction or renovation of facilities
- social activities, ceremonies, receptions, or entertainment



Unallowable costs include:

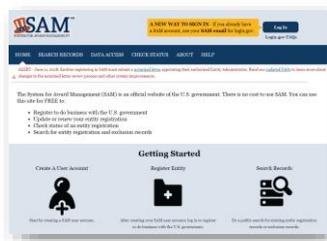
- general fundraising costs, such as development office staff or other staff time devoted to general fundraising;
- contributions to endowments;
- general operating support;
- acquisition of collections;
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project;
- construction or renovation of facilities; and
- social activities, ceremonies, receptions, or entertainment.

So, these costs may NOT be part of what you ask IMLS to pay for, NOR can they be part of what you will pay for as part of your cost share. In fact, unallowable expenses can't show up anywhere in your proposal.

# Application Tips

## Register early!

1. D-U-N-S® Number: [www.dnb.com/us](http://www.dnb.com/us)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)



Now for some tips.

First on the list is “Register early!” You must have a DUNS number, an active SAM.gov registration, and a current and functional Grants.gov registration. You must have a DUNS number to register with SAM.gov. You must have an active SAM.gov registration to register with Grants.gov. And you must have a functional Grants.gov registration in order to submit an application to IMLS. Check to see whether your Grants.gov registration is associated with a former staff member whose password is a mystery to you. Leave time to deal with these eventualities!

It’s also crucial to remember that your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status.

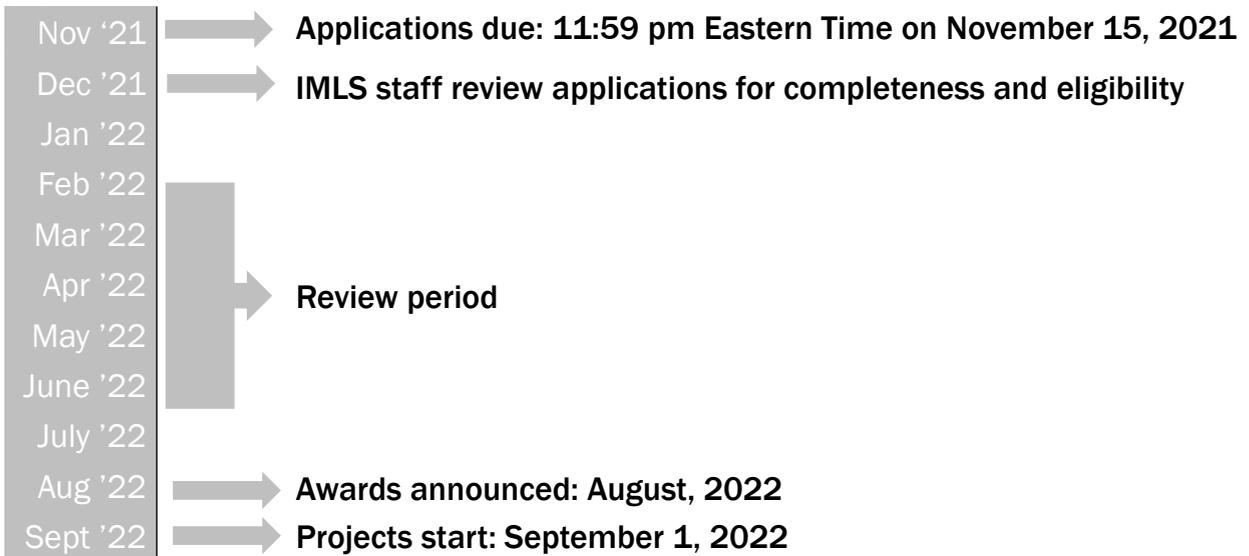


## Application Tips

**IMPORTANT TO KNOW:** We can make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. So...

- Start early.
- Do your background research.
- Revisit the grant Notice of Funding Opportunity frequently and follow the narrative outline it provides. Use headings, subheadings, or numbered sections to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon.
- Check your spelling, grammar, and math.
- Ask a colleague to review everything with fresh eyes before you submit.
- Be sure your application is complete. **Pay close attention to required documents, formats, and naming.**
- Submit to Grants.gov **early** so you can correct any errors.

# Review Timeline



We want to remind you of important dates for NLG applications. They are due by 11:59 pm Eastern Time on November 15, 2021 and Grants.gov system generates that time stamp. Staff reviews applications for completeness and institutional eligibility before they are sent for review, which will happen from February through June. There will be two tiers of review during that time.

This year, NLG for Museums awards will be announced in August of 2022.

And all NLG projects must be scheduled to start on September 1, 2022.



# Contacts

## IMLS Office of Museum Services Staff Contacts

Helen Wechsler  
hwechsler@imls.gov  
202.653.4779

Jeannette Thomas  
jthomas@imls.gov  
202.653.4766

Thank you very much for your interest in IMLS and in the National Leadership for Museums program. We hope you have found the information in this webinar helpful. Here is a listing of the names, email addresses, and direct phone numbers for program staff in the Office of Museum Services. There is also a list of staff on the NLG for Museums page of our website with contact information. We encourage you to contact us with any questions you might have. We'll be very happy to help.



**To learn more, visit [www.imls.gov](http://www.imls.gov)**

And remember that our website is the central place for information about applying for IMLS grants.