

# COLLECTIONS ASSESSMENT FOR PRESERVATION PROGRAM

## FY 2021 NOTICE OF FUNDING OPPORTUNITY

<b>Federal Awarding Agency</b>	Institute of Museum and Library Services
<b>Funding Opportunity Title</b>	Collections Assessment for Preservation Program
<b>Announcement Type</b>	New
<b>Funding Opportunity Number</b>	CAP-FY21
<b>Assistance Listing Number</b>	45.312, see also 45.018
<b>Application Due Date</b>	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 19, 2021.
<b>Anticipated Date of Notification of Award Decisions</b>	May 2021 (subject to the availability of funds and IMLS discretion)
<b>Beginning Date of Period of Performance</b>	Projects must begin on June 1, 2021.

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# Collections Assessment for Preservation Program

## A. Program Description

### A1. Purpose

The mission of the Institute of Museum and Library Services (IMLS) is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Guiding our grantmaking are three agency-level goals with two objectives each.

- **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.

The Collections Assessment for Preservation Program is designed to support the achievement of these agency-level goals and to facilitate the delivery of significant results consistent with its Federal authorizing legislation (20 U.S.C. § 9101 *et seq.*; in particular, § 9162 (National leadership grants) and § 9173 (Museum services activities)). The award that IMLS makes through the Collections Assessment for Preservation Program will align with Goal 3, Objective 3.1 and will contribute meaningfully to the achievement of both program and agency-level goals.

IMLS anticipates awarding a three-year cooperative agreement to administer the Collections Assessment for Preservation Program. Funding will be obligated annually with additional amounts subject to the availability of funds, IMLS discretion, and notification to the recipient.

[Click here to search awards by program, state, city, and/or keyword.](#)

Throughout its work, IMLS places importance on diversity, equity, and inclusion. This may be reflected in an IMLS-funded project in a wide range of ways, including efforts to serve individuals of diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; individuals with limited functional literacy or information skills; individuals having difficulty using a library or museum; and underserved urban and rural communities, including children from families with incomes below the poverty line. This may also be reflected in efforts to recruit future professionals in the library or museum fields as well as strategies for building or enhancing access to collections and information.

## A2. Collections Assessment for Preservation Program Goals and Objectives

This program is designed to support an affordable and accessible collections assessment program for small to midsize museums of all kinds to help them care for and conserve their collections. Reflecting IMLS's agency-level goal of advancing collections stewardship and access, the goals and objectives for this program are:

- **Goal 1:** Increase the capacity of small to midsize museums to understand the conservation needs of their collections and the building environments in which the collections are housed.
  - Objective 1.1: Engage with conservation professionals to establish parameters that support immediate and long-term collections care needs of museums of all types.
  - Objective 1.2: Identify readily available support materials and develop new ones to fill gaps.
  - Objective 1.3: Develop and implement a cost-effective technical assessment program to provide customized assessments of museum conservation needs each year to 100 small to midsize museums located within the United States, territories, and freely associated states.
- **Goal 2:** Strengthen the knowledge of museum personnel about the care and conservation of museum collections.
  - Objective 2.1: Engage in targeted outreach to provide information to a broad range of collecting museums, including aquariums, arboretums, art museums, botanical gardens, children's/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.
  - Objective 2.2: Collaborate in information sharing with other entities that address museum collections care and conservation, including but not limited to institutions of higher education, specialized membership organizations, and state, local, and tribal governments, through in-person and online means.
- **Goal 3:** Position museums to plan strategically for the long-term care and conservation of their collections under standard and emergency circumstances.
  - Objective 3.1: Develop a mechanism for following up informally with program participants after the completion of the assessment to identify progress in and/or barriers to capacity building and to make recommendations for resolving problems.
  - Objective 3.2: Identify strategies for offering immediate assessments to respond to emergency situations affecting program participants.
  - Objective 3.3: Develop one or more mechanisms consistent with the requirements of the Paperwork Reduction Act (44 U.S.C. § 3501 *et seq.*) to evaluate the results as the basis for making future program improvements.

**Substantial Federal Involvement:** IMLS will work closely with the recipient in the implementation of project activities. This will include, but not be limited to, reviewing and approving draft documents and materials; participating in meetings of project-related committees; engaging in program

promotion and publicity; and reviewing and submitting Federal Register notices and survey instruments to the Office of Management and Budget as part of Paperwork Reduction Act compliance.

### A3. Performance Measurement

The Collections Assessment for Preservation Program uses the following four performance measurements as a basis for understanding the level of performance by the program as a whole and by each award supported through it.

- **Effectiveness:** Are the activities being supported by the program contributing to (a) increasing the capacity of small and midsize museums to understand the conservation needs of their collections and the building environments in which the collections are housed; (b) strengthening the knowledge of museum personnel about the care and conservation of museum collections; and (c) positioning museums to plan strategically for the long-term care and conservation of their collections under standard and emergency circumstances?
- **Efficiency:** Are the activities minimizing resource costs while generating maximum value for program participants?
- **Quality:** Do the activities undertaken meet the requirements and expectations of the program participants?
- **Timeliness:** Is each activity being completed on time and as proposed?

In the Narrative of each application, the applicant must identify what data they will collect, how often, and from what source in order to produce these measurements (see [Section D2c](#)).

### A4. Authorizing Statute and Regulations

**Statute:** 20 U.S.C. § 9101 et seq.; in particular, § 9162 (National leadership grants) and § 9173 (Museum services activities).

**Regulations:** 45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI

*You are required to follow the IMLS regulations that are in effect at the time of the award.*

*The Office of Management and Budget (OMB) guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) can be found at 2 C.F.R. part 200. With certain IMLS-specific additions, IMLS regulations at 2 C.F.R. part 3187 formally adopt the 2 C.F.R. part 200 Uniform Guidance.*

### A5. Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, email the Civil Rights Officer at [CivilRights@imls.gov](mailto:CivilRights@imls.gov) or write to the Civil Rights Officer, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135.

## B. Federal Award Information

<p><b>Total amount of funding expected to be awarded through this announcement</b></p>	<p>Up to \$3,000,000 over a three-year period</p>
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<b>Expected performance measurements</b>	See <a href="#">Section A3</a> .
<b>Anticipated number of awards</b>	1
<b>Expected amount of individual awards</b>	Up to \$3,000,000 over a three-year period
<b>Average amount of funding per award experienced in previous years</b>	Up to \$1,000,000 per year for each of three years
<b>Anticipated start dates for new awards</b>	Projects must begin on June 1, 2021.
<b>Anticipated period of performance</b>	June 1, 2021-May 31, 2024. Project activities may be carried out for three years.
<b>Type of assistance instrument</b>	Cooperative Agreement

The funding in the above Federal Award Information table is subject to the availability of funds and IMLS discretion. IMLS is not bound by any estimates in this announcement.

If your request for federal funding, including all direct and indirect costs, is outside the applicable funding level range, your application will be rejected from consideration for funding in this program.

Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new awards.

Contingent upon the availability of funds, the quality of applications, and IMLS discretion, IMLS may make additional awards from the list of unfunded applications from this competition.

## C. Eligibility Information

### C1. Eligible Applicants

To be eligible for an award under this Collections Assessment for Preservation Program Notice of Funding Opportunity, you must be an organization that meets all three of the following criteria:

1. You must be either a unit of State, local, or tribal government or be a private, nonprofit organization that has tax-exempt status under the Internal Revenue Code;
2. You must be located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
3. You must qualify as one of the following:
  - (a) A museum that, using a professional staff, is organized on a permanent basis for essentially educational, cultural heritage, or aesthetic purposes; owns or uses tangible

objects, either animate or inanimate; cares for these objects; and exhibits these objects to the general public on a regular basis through facilities that it owns or operates.

- 1) **What types of institutions are included in the term “museum”?** If they otherwise meet these requirements, “museums” include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children’s/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.
- 2) **What does it mean to be “using a professional staff”?** An institution uses a professional staff if it employs 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 institution.
- 3) **What does it mean to “exhibit the objects to the general public”?** An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. An institution that exhibits objects to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis.

An institution which does not have the exhibition of objects as a primary purpose and/or does not exhibit objects to the public for at least 120 days a year may be determined to be eligible as a museum under certain circumstances. For more information, please see 2 C.F.R. § 3187.3.

- (b) An organization or association that engages in activities designed to advance the wellbeing of museums and the museum profession;
- (c) An institution of higher education, including public and nonprofit universities; or
- (d) A public or private nonprofit agency that is responsible for the operation of a museum that meets the eligibility criteria in 1, 2, and 3(a) above may apply on behalf of the museum.

Native American tribal organizations may apply if they otherwise meet the above eligibility requirements.

### **Eligibility of Museums Located within Parent Organizations**

A museum located within a parent organization that is a State, local, or tribal government or multipurpose nonprofit entity, such as a municipality, university, historical society, foundation, or cultural center, may apply on its own behalf if the museum:

- is able to independently fulfill all the eligibility requirements listed in the above three criteria;
- functions as a discrete unit within the parent organization;
- has its own fully segregated and itemized operating budget; and
- has the authority to make the application on its own.

When any of the last three conditions cannot be met, a museum may only apply through its parent organization.

### **Eligibility of Nonprofit Organizations Affiliated with Museums**

IMLS may determine that a nonprofit organization that is affiliated with a museum is eligible for this program where the organization can demonstrate that it has the ability to administer the project and

can ensure compliance with the terms of this Notice of Funding Opportunity and the applicable law, including the [IMLS Assurances and Certifications](#). The applicant organization must submit an agreement from the museum that details the activities that the applicant and museum will perform and binds the museum to the statements and assurances made in the grant application.

## C2. Cost Sharing

For the Collections Assessment for Preservation Program, you must provide funds from non-federal sources in an amount that is equal to or greater than the amount of the federal award.

Cost sharing that appears in your project budget should be carefully calculated. Grantees are expected to meet their cost share commitments.

[Click here for further information on cost sharing.](#)

## C3. Other Eligibility Information

An eligible applicant organization may submit only one application under this announcement.

IMLS will not review applications from ineligible applicants. We will notify you if your application will not be reviewed because your organization is determined to be ineligible.

IMLS will not make awards to ineligible applicants. In order to receive an IMLS award, your organization must be eligible, be in compliance with applicable requirements, and be in good standing on all active IMLS awards.

## D. Application and Submission Information

### D1. Application Package

This announcement contains all application materials needed to apply. Use one of the following identifiers to locate the application package in Grants.gov:

- Funding Opportunity Number: CAP-FY21
- Assistance Listing Number: 45.312, see also 45.018

To request an audio recording of this announcement, call 202-653-4744. To request a paper copy of this announcement, call 202-653-4744 or email [imls-museumgrants@imls.gov](mailto:imls-museumgrants@imls.gov).

Persons who are deaf or hard of hearing (TTY Users) can contact IMLS at 202-207-7858 via 711 for TTY-Based Telecommunications Relay Service.

### D2. Content and Forms of Application Submission

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table.

Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. § 3187.9.)

#### D2a. Table of Application Components

Component	Format	File name to use
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<b>Required Documents</b> <a href="#">Please see the guidance in Section D2c for more information.</a>		
<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>	IMLS PDF form	Programinfo.pdf
<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="#">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> <a href="#">Please see the guidance in Section D2d for more information.</a>		
<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 Product Form</a>	IMLS PDF form	Digitalproduct.pdf



<b>Supporting Documents</b> <a href="#">Please see the guidance in Section D2e for more information.</a>		
<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

## D2b. Format, Name, and Sequence of the Application Components

**Document format:** Aside from the SF-424S, the IMLS Supplementary Information Form (including Abstract) and the IMLS Museum Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents.

**Page limits:** Note the page limits listed in the table above. We will remove any additional pages, and we will not send them to reviewers as part of your application.

**Naming convention:** Use the naming conventions indicated in the table above. **IMPORTANT:** You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application may be rejected by Grants.gov.

**Attachment order:** In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the “Attachments Form” first. Attach any additional application components using the “Other Attachment File(s)” boxes.

**Complete applications:** Use the table above as a checklist to ensure that you have created and attached all necessary application components.

## D2c. Instructions for Required Documents

### 1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)

The SF-424S is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing the SF-424S.](#)

### 2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing it.](#)

### 3. IMLS Museum Program Information Form

The IMLS Museum Program Information Form is a [fillable PDF](#) (PDF, 409KB) that can be downloaded from the IMLS website. [Click here for instructions on completing it.](#)

### 4. Organizational Profile

Create a one-page Organizational Profile, addressing the following, and save it as a PDF.

- Your organization’s mission or statement of purpose, noting the source, approving body, and date of the official document in which it appears.
- Your organization’s governance structure if your organization is a museum located within a parent organization or if your organization is a nonprofit affiliated with a museum.

- Your service area (i.e., communities and/or audiences served, including size, demographic characteristics, and geographic area).
- A brief history of your organization, focusing on the unit that will be directly involved in carrying out the work.

If your proposal is selected for funding, the Organizational Profile may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

## 5. Proposal Narrative

Write a Narrative that addresses the questions listed under each section heading, and save it as a PDF.

- Limit the Narrative to ten numbered pages. We will remove any additional pages, and we will not send them to reviewers as part of your application.
- Consider each Narrative question and be mindful of each section's review criteria.
- Be clear and concise with a minimum of technical jargon and acronyms.
- Include references throughout your Narrative to any Supporting Documents that help make your case.
- Make sure your organization's name appears at the top of each page.
- Use at least 0.5-inch margins on all sides and a font size of at least twelve points.

If your proposal is selected for funding, the Narrative may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

Organize your Narrative using the section headings Project Justification, Project Work Plan, and Project Results.

### **Project Justification**

- How do you characterize collections care and conservation needs in small to midsize museums today, and what information sources do you draw upon in doing so?
- How are individual museums and the museum field at large likely to benefit from your proposed work?
- Have potential beneficiaries been involved in your planning, and if so, how?

#### *Review Criteria:*

- Is the characterization of collections care and conservation needs in small to midsize museums clearly described and supported by relevant evidence?
- Does the proposed work hold promise for positively affecting participant museums with potential for influencing practice on a broader scale?
- Are those who will benefit from the work clearly identified, and have they been involved meaningfully in planning the work?

### **Project Work Plan**

- What specific activities will you carry out and in what sequence?
- Who will plan, implement, and manage your project?

- What time, financial, personnel, and other resources will you need to carry out the activities?
- What are the risks to the project and how will you mitigate them?
- What data will you collect, how often, and from what source(s) in order to measure your performance as described in [Section A3](#)?
- How and with whom will you share your general findings and/or lessons learned?

*Review Criteria:*

- Are the proposed activities informed by appropriate theory and practice?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work?
- Are the time, financial, personnel, and other resources identified appropriate for the scope and scale of the project?
- Are the risks clearly stated and is the plan for mitigating them reasonable and well thought out?
- Is the methodology described for measuring performance likely to provide meaningful information?
- Is there an effective plan for communicating general findings and/or lessons learned?

**Project Results**

- To what degree do you expect to increase the capacity of participant museums to understand the conservation needs of their collections and the building environments in which the collections are housed?
- How will the personnel of participant museums experience change in knowledge, skills, behaviors, and/or attitudes about the care and conservation of museum collections as a result of your work?
- How will participant museums be positioned to sustain the benefits of their participation in the work you are proposing?

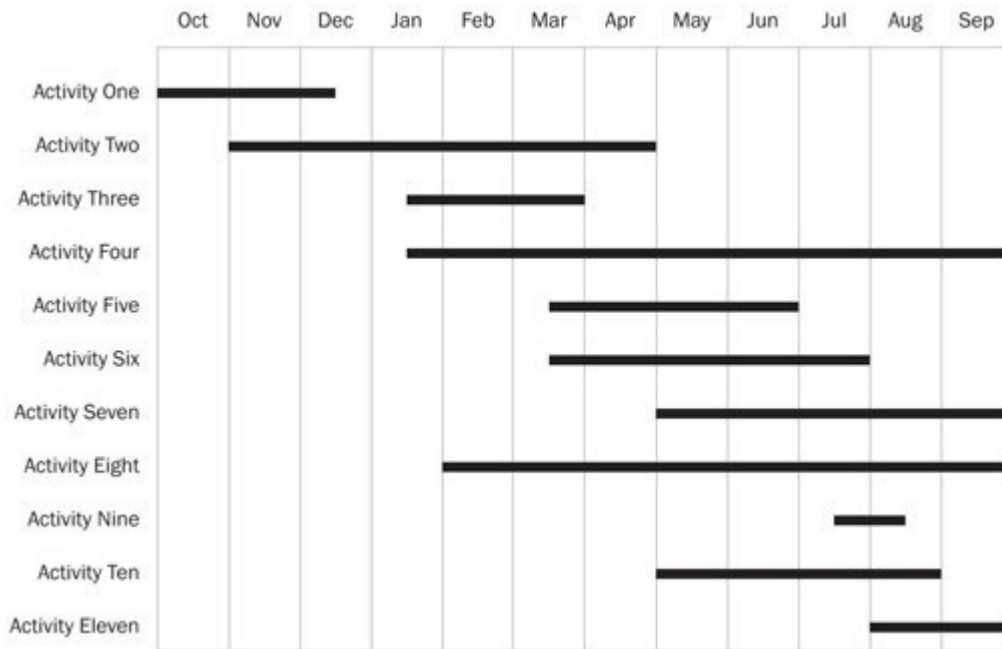
*Review Criteria:*

- Are the project's intended results clearly articulated, realistic, meaningful, actionable, and linked to the need, problem, or challenge addressed by the project?
- Is there evidence that the project will effect meaningful change in knowledge, skills, behaviors, and/or attitudes of the intended audience?
- Is there a reasonable and practical plan for museums to sustain the benefits of their participation in the project?

Please be advised that reviewers may also choose to visit your organization's website, as listed on the SF-424S form provided with your application.

**6. Schedule of Completion**

The Schedule of Completion should reflect each major activity identified in your application Narrative and the project dates identified on the SF-424S and the IMLS Budget Form. It should show when each major project activity will start and end. The schedule must be no longer than one page per project year. See the sample schedule of completion below. Save this document as a PDF.



If your proposal is selected for funding, the Schedule of Completion may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

**7. IMLS Budget Form**

Download and complete the current [IMLS Budget Form](#) (PDF, 1.1MB). [Click here for instructions on completing it.](#) JavaScript must be enabled in your web browser.

**8. Budget Justification**

Write a Budget Justification to identify each expense and show the method of cost computation used to determine each dollar amount, including any that you may have consolidated and summarized on the IMLS Budget Form. Save this document as a PDF. [Click here for detailed instructions.](#)

**9. List of Key Project Staff and Consultants**

Write a one-page list of only those staff and consultants whose expertise is essential to the success of the project and save it as a PDF. Do not list all staff involved in the project. If you cannot identify key project staff by the application deadline, then list the position title(s) instead. This list must include the Project Director listed in Item 7 of the SF-424S.

**10. Resumes of Key Project Staff and Consultants**

Provide a resume of no more than two pages for each individual whose expertise is essential to the success of the project. Save all the resumes in a single PDF. You must include the resume of the Project Director listed in Item 7 of the SF-424S. If you cannot identify key project staff by the application deadline, then (in lieu of a resume) provide position description(s) including the qualities, range of experience, and education necessary to successfully implement and complete project activities.

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## D2d. Conditionally Required Documents

These are documents that may be required, depending upon the circumstances. Please see the table below.

Failure to provide a Conditionally Required Document will result in your application’s being considered incomplete, and it may be rejected from further consideration.

If you are:	Then you must provide:	Notes:
Applying as a private, nonprofit institution, as indicated by choosing “M” as the Applicant Type code in 5d of the SF-424S form	A copy of the IRS letter indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended.	<p>You must submit this letter with each application whether or not you have submitted it with other applications in the current year or in previous years.</p> <p>We will not accept a letter of State sales tax exemption as proof of nonprofit status.</p>
Using a federally negotiated indirect cost rate in your budget	A current copy of your Final Federally Negotiated Indirect Cost Rate Agreement.	If you do not have a current negotiated (including provisional) indirect cost rate and elect to charge a de minimis rate of 10 percent of Modified Total Direct Costs (see 2 C.F.R. part 200, including 2 C.F.R. §§ 200.1, 200.414(f), and 200.510(b) (6)), you do not need to provide any documentation.
Proposing to generate digital content, resources, assets, software, and/or research data	A completed <a href="#">Digital Product Form</a> (PDF, 180KB; <a href="#">Word</a> , 46KB)	<a href="#">Click here for Guidance for Projects that Develop Digital Products, Software, and Research Data</a>

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## D2e. Supporting Documents

You may submit a reasonable number of Supporting Documents that supplement your Narrative and support the project description. Supporting Documents should help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers to the Narrative questions. Give each document a clear, descriptive title at the top of the first page. You may wish to consider the following:

- Letters of commitment from partners, consultants, or others who will work closely with you on your project
- Letters of support from museums who might benefit from your project activities
- Bibliography or references relevant to your proposed project design or evaluation strategy

- Letters of support from experts and stakeholders
- Relevant images that support your proposed project
- Reports from planning activities
- Contractor quotes
- Equipment specifications
- Products or evaluations from previously completed or ongoing projects of a similar nature
- Web links to relevant online materials
- Needs assessments

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## D3. Registration Requirements

Before submitting an application, your organization must have a current and active Dun and Bradstreet Universal Numbering System (D-U-N-S®) Number or Unique Entity Identifier (UEI) number (see [Section D3a](#)); a current and active System for Award Management (SAM) registration; and an active Grants.gov registration with an approved Authorized Organization Representative (AOR). Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

You must maintain current information in SAM, including information on your immediate and highest level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

### D3a. Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. The D-U-N-S® number will eventually be phased out as the official identifier for doing business with the federal government. The UEI will replace the D-U-N-S® Number and will be requested in, and assigned by, the System for Award Management. Until then, the D-U-N-S® Number remains the official identifier, and applicants should continue to use it to register in SAM. [Click here to learn more about getting a D-U-N-S® number.](#) [Click here to learn more about planned UEI updates](#) in grant application forms.

### D3b. System for Award Management (SAM)

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM. [Click here to learn more about SAM registration.](#)

### D3c. Grants.gov

Grants.gov is the centralized location for grant seekers to find and apply for Federal funding opportunities.

You must register with Grants.gov prior to submitting your application package. The multistep registration process generally cannot be completed in a single day. If you are not already registered,

you should allow several weeks before the application deadline to complete this one-time process. **Do not wait until the day of the application deadline to register.**

You will need your Grants.gov user ID and password that you obtain during the registration process to submit your application when it is complete.

[Click here to learn more about Grants.gov registration and tips for using Grants.gov.](#)

## D4. Submission Dates and Times

**You must submit your application through Grants.gov Workspace.** Do not submit through email or postal mail to IMLS.

For the Collections Assessment for Preservation Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on April 19, 2021.

We strongly recommend that you obtain a Unique Entity Identifier, register with SAM and Grants.gov, and complete and submit the application early (see [Section D3a](#)). We make grants only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline, as indicated by the date stamp generated by Grants.gov.

Visit [Grants.gov Support](#), email [support@grants.gov](mailto:support@grants.gov), or call Grants.gov Applicant Support at 1-800-518-4726 for technical assistance. The help line is available 24 hours a day, seven days a week, except for Federal holidays.

Grants.gov will generate a series of emails confirming the status of your application. You can check the status of your application(s) in Grants.gov by using "[Track My Application](#)." For further details, visit [Check Application Status](#) at Grants.gov.

## D5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review per Exec. Order No.12372.

## D6. Funding Restrictions

### D6a. Allowable and Unallowable Costs

You may use IMLS funds, and your cost share, only for allowable costs as found in IMLS and OMB government-wide cost-principle rules. Please consult 2 C.F.R. part 200 and 2 C.F.R. part 3187 for additional guidance on allowable costs.

The following list includes some examples of generally allowable costs, both for IMLS funds and for cost share (if applicable), under this announcement:

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities
- third-party costs
- publication design and printing
- program evaluation

- internships/fellowships
- indirect or overhead costs

You must explain all proposed expenses in your Budget Justification.

The following list includes some examples of unallowable costs, both for IMLS funds and for cost share (if applicable), under this announcement:

- 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 (see 2 C.F.R. § 3187.15(b))
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- social activities, ceremonies, receptions, or entertainment

*If you have questions about whether specific activities are allowable, call IMLS staff for guidance.*

## **D6b. Costs for Third Parties**

Your project may require you to provide federal funds to third parties (such as partners, consultants, collaborators, vendors, and/or service providers). It is your responsibility to determine whether a third party should be characterized as a subrecipient or a contractor. The characterization must be reflected in the terms of each agreement you make with each third party. (See 2 C.F.R. § 200.1 for definitions of *contract*, *contractor*, *subaward*, and *subrecipient*; see also 2 C.F.R. § 200.331 (Subrecipient and contractor determinations).) IMLS grant funds may not be provided to any federal agency serving as a third party.

## **D6c. Indirect Costs**

You can choose to:

- use a rate not to exceed your current indirect cost rate already negotiated with a federal agency;
- use an indirect cost rate proposed to a federal agency for negotiation, but not yet finalized, as long as it is finalized by the time of the award;
- use a rate not to exceed 10 percent of the Modified Total Direct Costs (MTDC) if you currently do not have a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and local governments and Indian tribes); or
- not include any indirect costs.

[Click here for further information on indirect costs.](#)



## **E. Application Review Information**

### **E1. Review Criteria**

IMLS instructs reviewers to evaluate applications according to the review criteria included within the Narrative instructions in [Section D2](#) of this document. Reviewers consider all Required, Conditionally Required, and Supporting Documents, as listed in [Section D2](#).

Cost sharing is an eligibility criterion and is not considered in the review of applications. Cost sharing requirements for this grant program are addressed in [Section C2](#).

### **E2. Review and Selection Process**

We use a peer review process to evaluate the merit of all complete applications from eligible institutions. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. We instruct reviewers to evaluate applications according to the review criteria. Peer reviewers must comply with IMLS's Federal ethics and conflicts of interest requirements.

The Director takes into account the input provided by the review process and makes final funding decisions consistent with the purposes of the agency's mission and programs.

### **E3. Designated Integrity and Performance System**

IMLS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold (currently \$250,000 but periodically adjusted), is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. § 2313 and 41 U.S.C. § 134).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered.

IMLS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in considering the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206 (Federal awarding agency review of risk posed by applicants).

### **E4. Anticipated Announcement and Award Dates**

We will not release information about the status of an application until the applications have been reviewed and all deliberations are concluded. We expect to notify both successful and unsuccessful applicants of the final decisions by May 2021.

## **F. Award Administration Information**

### **F1. How will we be notified of funding decisions?**

We will notify both successful and unsuccessful applicants of funding decisions by email.

## F2. Administrative and National Policy Requirements

Organizations that receive IMLS grants or cooperative agreements are subject to [2 C.F.R. part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [IMLS General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#) (PDF, 442KB) and the [IMLS Assurances and Certifications](#). Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

Applicants for Federal funds must certify that they are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in the IMLS Assurances and Certifications. By submitting the application, which includes the Assurances and Certifications, applicants certify that they are in compliance with these requirements and that they will maintain records and submit any reports that are necessary to ensure compliance. Failure to comply with these statutory and regulatory requirements may result in the suspension or termination of an award and require that the recipient return funds to the government. For information about award termination, please see the IMLS General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards and 2 C.F.R. § 200.340.

## F3. Reporting

Recipients must comply with the following reporting requirements.

Interim and final financial and performance reports are due according to the reporting schedule that is part of the official award notification. Grantees must submit reports using the IMLS electronic grants management system, eGMS. In support of the agency's commitment to open government, interim and final performance reports may be made accessible on the IMLS website to engage the public in communities of practice and to inform application development and grant-making strategies.

For details and forms, please see the [Manage Your Award: Grant Administration](#) page on the IMLS website.

Grantees must also comply with 2 C.F.R. §§ 180.335 and 180.350 and 2 C.F.R. part 3185 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

If the Federal share of the award is more than \$500,000 over the period of performance, recipients should refer to the post-award reporting requirements reflected in 2 C.F.R. part 200, Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters.

## G. Contacts

The following IMLS staff are available by phone and email to answer programmatic and administrative questions relating to this grant program.

Mark Feitl  
Senior Museum Program Officer  
Office of Museum Services  
[mfeitl@imls.gov](mailto:mfeitl@imls.gov)  
202-653-4635

Christopher J. Reich  
Chief Administrator  
Office of Museum Services  
[creich@imls.gov](mailto:creich@imls.gov)  
202-653-4685

Visit the [Federal Service Desk](#) or call 1-866-606-8220 for questions about registering or renewing your registration with [login.gov](#) or [SAM.gov](#). Hours of operation are Monday through Friday, 8 a.m. to 8 p.m. Eastern Time.

Visit [Grants.gov Support](#), email [support@grants.gov](mailto:support@grants.gov), or call Grants.gov Applicant Support at 1-800-518-4726 for assistance with software issues, registration issues, and technical problems. Grants.gov Applicant Support is available 24 hours a day, seven days a week, except for Federal holidays.

Be sure to obtain a case number when calling the Federal Service Desk or Grants.gov for support.

## H. Other Information

### H1. Acknowledging IMLS Support

Grantees must include an acknowledgement of IMLS support in all grant products, publications, websites, and presentations developed with IMLS funding. All work products should reference IMLS and include the associated grant award number(s). [Click here for the Grantee Communications Kit, which provides guidance for fulfilling these requirements.](#)

### H2. Disclosure of Information in Applications

IMLS may share grant applications, products, and reports to further the mission of the agency and the development of museum, library, and information services.

As a general practice, and except for information that is privacy-protected, information contained in IMLS applications that receive funding may be made public. Please identify any information you deem confidential and/or proprietary and seek to have protected.

### H3. Sharing and Copyright of IMLS-Supported Work Products and Managing Digital Products

Read more about [sharing and copyright of IMLS-supported work products](#) and [management of digital products](#) (including digitized and born-digital content, resources, or assets; software; and research data) produced with IMLS support.

### H4. Conflict of Interest Requirements

As a non-federal entity, you must follow IMLS conflict of interest policies for federal awards. [Click here for more information about IMLS conflict of interest requirements.](#)

### H5. Additional Information about IMLS

Visit the [IMLS website](#) for information about IMLS and IMLS activities.

### H6. IMLS Obligations to Make Awards

IMLS is not obligated to make any Federal award or commitment as a result of this announcement.

## H7. Peer Review

If you are interested in serving as a peer reviewer, you may enter your contact information, identify your experience and expertise, and upload your resume through our [online reviewer application portal](#). If you are identified as a potential reviewer, we will notify you by email prior to the next review period to confirm your availability.

## H8. Application Completion Time

Complete applications include the elements listed in the Table of Application Components in [Section D2a](#). We estimate the average amount of time needed for one applicant to complete the narrative portion of this application to be 45 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

We estimate that it will take you an average of 15 minutes per response each for the IMLS Supplementary Information Form and the IMLS Museum Program Information Form and three hours per response for the IMLS Budget Form. We estimate that it will take you an average of 60 minutes per response for the Digital Product Form.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0103), Washington, DC, 20503.

## H9. PRA Clearance Number:

OMB Control #: 3137-0103, Expiration date: 03/31/2024

## Appendix One – IMLS Assurances and Certifications

As a federal agency, IMLS is required to obtain from all applicants certifications, including those regarding Nondiscrimination, Debarment and Suspension, Federal Debt Status, and Drug-Free Workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" form (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative must review the statement and provide the certification in item 9 on the SF-424S.

### Assurances Statement

By submitting the application, the authorized representative, on behalf of the applicant, assures and certifies that, should a Federal award be made, the applicant will comply with the statutes outlined below and all related IMLS regulations (for example, see 2 C.F.R. Chapter XXXI and 45 C.F.R. Chapter XI). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States Government has the right to seek judicial enforcement of

these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized representative whose signature appears on the application form.

## Certifications Required of All Applicants

### Financial, Administrative, and Legal Accountability

The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, reporting, recordkeeping, and completion of the project described in this application.

The authorized representative, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with applicable law. The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable OMB Circulars and regulations.

### Nondiscrimination

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

1. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Exec. Order No. 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*, including § 794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with Section 504 as it applies to recipients of federal assistance);
3. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, §§ 1685–1686), which prohibits discrimination on the basis of sex in education programs;
4. The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age; and
5. The requirements of any other nondiscrimination statute(s) which may apply to the application.

### Debarment and Suspension

The applicant shall comply with 2 C.F.R. part 3185 and 2 C.F.R. part 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

1. are presently excluded or disqualified;
2. have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
3. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or

4. have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative, on behalf of the applicant, shall attach an explanation to the application.

The applicant, as a primary tier participant, is required to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

#### **Federal Debt Status**

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

#### **Drug-Free Workplace**

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. part 3186, which adopts the Government wide implementation (2 C.F.R. part 182) of Sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707). This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents kept on file in the recipient's offices) all known workplaces under Federal awards.

#### **Trafficking in Persons**

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in the General Terms and Conditions for IMLS Discretionary Awards (2 C.F.R. § 175.15 (Award Term)).

#### **Certification Regarding Lobbying Activities**

(Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. § 1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **General Certification**

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

## **Certifications Required for Certain Projects**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

#### **Subawards**

Under IMLS regulations at 2 C.F.R. § 3187.14, a recipient may not make a subaward unless expressly authorized by IMLS. A recipient may contract for supplies, equipment, and services, subject to applicable law, including but not limited to applicable Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 C.F.R. part 200.

#### **Native American Human Remains and Associated Funerary Objects**

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 *et seq.*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

#### **Historic Properties**

The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f, see 54 U.S.C. § 306108), Exec. Order No. 11593, and any related applicable preservation laws.

### **Environmental Protections**

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- a. institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 *et seq.*) and Exec. Order No. 11514;
- b. notification of violating facilities pursuant to Exec. Order No. 11738;
- c. protection of wetlands pursuant to Exec. Order No. 11990, as amended by Exec. Order No. 12608;
- d. evaluation of flood hazards in floodplains in accordance with Exec. Order No. 11988, as amended (see Exec. Order No. 12148);
- e. assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 *et seq.*);
- f. conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 *et seq.*);
- g. protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f *et seq.*); and
- h. protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. § 1531-1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. § 1271 *et seq.*), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 *et seq.*), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more, or as otherwise designated.

### **Research on Human Subjects**

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

### **Research on Animal Subjects**

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135, or call 202-653-IMLS (4657).



## Appendix Two – Required Federal Systems

### Getting a D-U-N-S® Number

Currently, all non-federal entities must obtain a Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) Number in order to apply for, receive, and report on federal awards. The Unique Entity Identifier (UEI) will eventually replace the D-U-N-S® Number and will be requested in, and assigned by, the System for Award Management (SAM). Until then, the D-U-N-S® Number remains the official identifier, and applicants should continue to use it to register in SAM.

Visit <https://www.dnb.com/duns-number.html> or call 1-866-705-5711 to look up, request, or update the information associated with an organization's D-U-N-S® Number. D-U-N-S® Numbers are free and can be created in one or two business days.

For more information about the transition from D-U-N-S® to UEI, visit [gsa.gov/entityid](https://gsa.gov/entityid).

### Registering for SAM

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients and is free to all users. You must be registered with SAM before you register with Grants.gov. [Click here](#) to quickly check on an organization's registration status in SAM by entering a D-U-N-S® Number or a Commercial and Government Entity (CAGE) Code.

Representatives of organizations that must register with SAM for the first time must begin by creating a SAM user account through [login.gov](https://login.gov). [Click here to access instructions and FAQs](#). Then proceed to the registration process.

We recommend that you allow several weeks to complete your SAM registration and to secure a CAGE Code.

You must renew your registration in SAM at least every 12 months—and sooner, if your information changes. An expired registration will prevent you from submitting applications via Grants.gov and receiving awards or payments. Grant payments will be made to the bank account that is associated with your SAM registration.

### Registering for Grants.gov

Grants.gov is a website owned and operated by the Federal government and is free to all users. Applicants must register with Grants.gov before submitting an application to IMLS. [Click here to learn more about the multistep registration process](#). Applicants should make sure that the information associated with their D-U-N-S® Numbers is accurate and that the SAM registration is current and active. Allow several weeks to complete the Grants.gov registration.

After you register with Grants.gov and create an Organizational Applicant Profile, the request for the organization's Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log into Grants.gov and assign the appropriate roles to individuals within the organization. This will include the Authorized Organization Representative (AOR) which will give permission to complete and submit applications on behalf of the organization. [Click here for more detailed instructions](#) for creating a profile on Grants.gov.

Designating more than one Authorized Organization Representative (AOR) when registering in Grants.gov will help avoid last-minute crises in the event that a single AOR is unavailable when the

organization is ready to submit the application. It is also important to update the contact information and password in Grants.gov whenever an AOR changes.

Visit [Grants.gov Support](#), email [support@grants.gov](mailto:support@grants.gov), or call Grants.gov Applicant Support at 1-800-518-4726 for technical assistance. Grants.gov Applicant Support is available 24 hours a day, seven days a week, except for Federal holidays. [Click here for Grants.gov Applicant FAQs](#) with links to additional applicant resources.

## Working with Grants.gov Workspace

Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different forms within an application. For each funding opportunity, applicants can create individual copies of a workspace to complete an application. [Click here for an overview of Grants.gov Workspace](#) with links to interactive graphics, videos, and Help Articles.

## Appendix Three – Explanation of Forms for Reference

### Grants.gov SF-424S

The SF-424S is the “Application for Federal Domestic Assistance/Short Organizational Form,” which is part of the application package that you downloaded from Grants.gov.

#### Items 1 through 4

These items are automatically populated by Grants.gov.

#### Item 5. Applicant Information

- a. **Legal Name:** Enter your organization’s legal name as it appears in your SAM registration. This is the organization with the authority to apply directly for funding in this program. If you have an organizational unit that will be carrying out the project, be sure that it is specified as the organizational unit on the IMLS Supplementary Information Form.
- b. **Address:** Enter your legal applicant’s address as it appears in your SAM registration.
- c. **Web Address:** Enter your web address.
- d. **Type of Applicant:** Select the code that best characterizes your organization from the menu in the first dropdown box. Leave the other boxes blank.
- e. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter the EIN or TIN assigned to your organization by the Internal Revenue Service.
- f. **Organizational DUNS:** Enter your organization’s D-U-N-S® number received from Dun and Bradstreet.
- g. **Congressional District:** Enter your organization’s congressional district. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by a zero, followed by the two-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter “CA-005.” For the 12th Congressional District of North Carolina, enter “NC-012.” For states and territories with “At Large” Congressional Districts—that is, one representative or delegate represents the entire state or territory—use “001,” e.g., “VT-001.”

If your organization does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter “00-000.” To determine your organization’s district, visit the [House of Representatives website by clicking here](#) and using the “Find Your Representative” tool.

#### Item 6. Project Information

- a. **Project Title:** Enter a brief descriptive title for your project. IMLS may use this title for public information purposes.
- b. **Project Description:** Enter a brief description (about 120 words) of your project. Tell us what your project will do, for whom or what, and with what expected outcomes. Use clear language that can be understood by readers who might not be familiar with the discipline or subject area.
- c. **Proposed Project Start Date/End Date:** Enter the start date and end date of the proposed period of performance in the format mm/dd/yyyy. The project period begins on the first day of the month in which project activities start and ends on the last day of the month in which these activities are completed. Refer to [Section B](#) of this Notice of Funding Opportunity to determine when your project can begin.

#### Item 7. Project Director

The Project Director is the person who will have primary responsibility for carrying out your project’s activities. Enter the requested information for this individual here.

*IMLS requires that the Project Director be a different person than the Authorized Representative.*

#### Item 8. Primary Contact/Grants Administrator

The Primary Contact/Grants Administrator is the person who has primary responsibility for administering the award. Enter the requested information for this individual here. If the Primary Contact/Grants Administrator is the same as the Authorized Representative, please still complete both Items 8 and 9.

In some organizations this individual may be the same as the Project Director. If this is the case, check the box and skip to Item 9.

#### Item 9. Authorized Representative

The Authorized Representative is the person who has the authority to legally bind your organization. Enter the requested information for this individual here. **The Authorized Representative cannot be the same person as the Project Director.** By checking the “I Agree” box at the top of Item 9, this individual certifies the applicant’s compliance with the [IMLS Assurances and Certifications](#) and any other relevant federal requirements.

The “Signature of Authorized Representative” and “Date Signed” boxes will be automatically populated by Grants.gov upon submission of the application. This will be the person whose name was listed as your organization’s authorized representative when you registered with Grants.gov. Please note that this name might not be the same as the name and other information you entered in Item 9 above; however, the person whose name appears in the “Signature of Authorized Representative” box must have authorization from your organization to submit this application on behalf of your organization.

Submission of the electronic application acknowledges that your organization certifies compliance with relevant federal requirements, including but not limited to the [IMLS Assurances and Certifications](#), to the same extent as the signature does on a paper application.

## IMLS Supplementary Information Form

This is a dynamic form, so your answers to certain questions will determine what questions you see next.

### Applicant Information

The organizational unit performing the activities described in the application is the same as the legal applicant from the SF-424S: Check YES or NO, and provide the information requested in the blocks that appear next.

- If your organization, on its own, meets the eligibility criteria for the grant program to which you are applying, check YES. Then select the institution type that most accurately describes you as the legal applicant.
- If your museum is part of a parent organization, such as a university or a unit of state or local government, or cannot apply for grants on its own behalf, check NO. Then provide your organization's name and address, and select the institution type that most accurately describes the organizational unit that will perform the activities described in the application.

### Funding Request

IMLS Funds Requested: Enter the amount in dollars sought from IMLS.

Cost share amount: Enter the amount of non-federal funding you are providing. [Click here for further information on cost sharing.](#)

### Indirect Cost Rate

Select one option for calculating and including indirect costs in your project budget.

### Population(s) Served

Select the primary population(s) to be served by the activities described in the application. Choose no more than three. If you choose General Population, do not choose any others.

### Abstract

Write an Abstract of no more than 3,000 characters in a concise narrative format for experts as well as a general audience, and paste it into the block provided. If your proposal is selected for funding, the Abstract may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

Address the following:

- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, problem, or challenge your project will address, and how it was identified.
- List the high-level activities you will carry out and identify the associated time frame.
- Identify who or what will benefit from your project.
- Specify your project's intended results.
- Describe how you will measure your performance in achieving your intended results.

## IMLS Museum Program Information Form

**Section 1. Organizational Financial Information:** Provide the information requested in a-d. If you named an organizational unit in the IMLS Supplementary Information Form, this information must pertain to that unit.

**Section 2. Agency-Level Goals and Objectives:** Select one of the three IMLS Agency-Level Goals with which your project best aligns. Once you have selected a goal, then select an associated objective.

**Section 3. Grant Program:** Select National Leadership Grants for Museums. Select Non-research.

**Section 4. Museum Profile (Museum Applicants Only):** Museum applicants must answer all questions (a–k) in this section. If you named an organizational unit in the IMLS Supplementary Information Form, this information must pertain to that unit.

## IMLS Budget Form

Download the [IMLS Budget Form](#) (PDF, 1.1MB) to your computer and work on it outside your internet browser. When it is complete, save it as a PDF and upload it as part of your application through Grants.gov.

The IMLS Budget Form accommodates up to three years of project activities and expenses. Project timelines, allowable costs, and other budget details vary by program. Be sure to review the Notice of Funding Opportunity for the grant program/category to which you are applying and the cost principles in 2 C.F.R. part 200 and 2 C.F.R. part 3187.

The Year 1 columns should include costs for activities that begin on the project start date (as listed on 6c of the SF-424S) and end 12 months later. If the project timeline exceeds one year, list the costs for the next 12 months in the Year 2 columns. If the project extends beyond two years, list the costs for the next 12 months in the Year 3 columns. If the program/category to which you are applying permits a fourth year as part of the budget, enter Year 4 budget details on a second copy of the IMLS Budget Form.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by cost sharing. In-kind contributions to cost sharing may include the value of services (e.g., donated volunteer or consultant time) or equipment donated to the project between the authorized start and end dates of your project. All the items listed, whether supported by grant funds or cost share, must be necessary to accomplish project objectives, allowable according to the applicable federal cost principles, auditable, and incurred during the award period of performance. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of your organization. You must report all revenues generated with project funds during the award period of performance as program income.

If you need more lines for a specific section, summarize the information in the IMLS Budget Form and explain it further in the Budget Justification.

- 1. Salaries and Wages:** Include both temporary and permanent staff as well as volunteers engaged in project activities. Document the method of cost computation (e.g., as percentage of a person's time devoted to the project, number of days, number of hours) in your Budget Justification.
- 2. Fringe Benefits:** Fringe benefits can only be claimed as a direct cost for those positions included in your direct cost pool. Fringe benefits may be claimed only on the portion of salaries and wages identified for this project.
- 3. Travel:** Explain the method of cost computation for each travel cost, including subsistence, lodging, and transportation, in your Budget Justification.

You must use the lowest available commercial fares for coach or equivalent accommodations, and you must use U.S. flagged air carriers for foreign travel when such services are available, in accordance with applicable U.S. legal requirements.

Please refer to the Narrative section of this Notice of Funding Opportunity for information about special travel requirements, if any.

4. **Supplies, Materials, and Equipment:** List the costs of supplies, materials, and equipment purchased specifically for the proposed project. For definitions and other information, please see 2 C.F.R. part 200. Use the Budget Justification to explain or describe these items in further detail.
5. **Subawards and Contracts:** List each third party that will undertake project activities and their associated costs as an individual line item on your IMLS Budget Form. Designate each arrangement as either a subaward or a contract using the drop-down menu on each line. To explain or describe these items in further detail, you may either:
  - itemize these third-party costs in your Budget Justification or
  - include a separate IMLS Budget Form as a supporting document and refer to it in the Budget Justification, for more complex projects.
6. **Student Support:** If your project includes student support costs, enter them in this section. [Click here for a definition and examples of student support.](#)
7. **Other Costs:** Use this section for costs that cannot be assigned to other categories. Do not use this section to list items that do not fit in the lines allotted for another section.
8. **Total Direct Costs:** These amounts will total automatically.
9. **Indirect Costs:** Indirect costs are expenses that are incurred for common or joint objectives that cannot be easily identified with a particular project. [Click here for more information about indirect costs.](#)
10. **Total Project Costs:** These amounts will total automatically.

## Cost Share

Cost share is that portion of the project costs that is not paid by IMLS funds. Common examples of cost share include cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities.

All expenses, including cost sharing, must be incurred during the award period of performance unless otherwise specified and allowed by law. Federal funds from other federal awards may not be used for cost sharing. All federal, IMLS, and program requirements regarding the use of funds apply to both requested IMLS funds and to cost sharing. See 2 C.F.R. §§ 200.1 and 200.306 for more information on cost share.

## Budget Justification

To write your Budget Justification, follow the format of the IMLS Budget Form's section headings and save it as a PDF. Address both grant funds and cost share.

### 1. Salaries and Wages

Identify each person whose salary or wages will be paid with IMLS funds or by cost share, provide their names, describe their role in the project, the percent of time to be devoted to the project, and their rate of pay. If cost share is being provided by unpaid volunteers, explain how you arrived at the dollar amount used to represent the value of their services.

If you are requesting IMLS funding for salaries of permanent staff, explain the reason for the request and how the regular duties of these individuals will be performed during the award period of performance.

### 2. Fringe Benefits

Identify your organization's fringe benefit rate and explain the base for the calculation for each person. If you have consolidated several persons' fringe benefits into a single line on the IMLS Budget Form, break out the detail here.

### **3. Travel**

For each trip, explain the purpose of the trip and specify the points of origin and destination, the name of the traveler, and break out the costs of transportation, lodging, per diem, and any other expenses associated with the travel. Explain how you arrived at the dollar amount.

### **4. Supplies, Materials, and Equipment**

List each type of supply, material, and equipment you propose to purchase or provide as cost share for the project. Detail the number and unit cost for each item, and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists as Supporting Documents with your application.

### **5. Subawards and Contracts**

List the costs of project activities to be undertaken by third parties for the project. (Familiar terms for third parties can include partners, consultants, collaborators, vendors, and service providers.) Identify each third party by name, describe their role in the project, the activities they will carry out, and the cost. For each entry, designate the third party as either a subrecipient (who receives a subaward) or a contractor (who receives a contract). Explain costs for third parties and provide relevant Supporting Documents with your application. IMLS grant funds may generally not be provided to other U.S. government agencies.

You are responsible for making a case-by-case determination as to whether the agreement you make with a third party should be a subaward or a contract. That determination will depend upon the nature of your relationship with the third party with respect to the activities to be carried out. (See 2 C.F.R. § 200.331 (Subrecipient and contractor determinations).)

### **6. Student Support**

Explain your method for calculating the costs listed in this section. [Click here for a definition and examples of student support.](#)

### **7. Other Costs**

Use this section for costs that cannot be assigned to other categories.

### **8. Total Direct Costs**

Indicate the total direct costs, and specify how much you are asking from IMLS and how much you intend to provide as cost share.

### **9. Indirect Costs**

If you include indirect costs in your project budget, identify the rate(s) and explain the base(s) on which you are calculating the costs. [Click here for more information about indirect costs.](#)

### **10. Total Project Costs**

Indicate the total project costs here, and specify how much you are asking from IMLS and how much you intend to provide as cost share.

## **Indirect Costs**

Indirect costs are expenses that are incurred for common or joint objectives that cannot be easily identified with a particular project. Some examples include utilities, general insurance, use of office

space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. See 2 C.F.R. part 200 for additional guidance.

### **Options for Calculating and Including Indirect Costs in A Project Budget**

You can choose to:

- Use a rate not to exceed your current indirect cost rate already negotiated with a federal agency;
- Use an indirect cost rate proposed to a federal agency but not yet finalized (if the rate is not finalized by the time of award, it will not be allowed);
- Use a rate not to exceed 10 percent of Modified Total Direct Costs if you currently do not have a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and local governments and Indian tribes); or
- Not include any indirect costs.

#### **Using a Federally Negotiated Indirect Cost Rate**

Federally negotiated indirect cost rates are negotiated agreements between federal agencies and non-federal entities. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement and include a copy of the current negotiated agreement with your grant application. You may also choose to use a rate lower than your current federally negotiated indirect cost rate. We will only accept federally negotiated indirect cost rates that are current by the award date.

#### **Using a Proposed Indirect Cost Rate**

If your organization is in the process of negotiating an indirect cost rate with a federal agency, you may use the indirect cost rate that was proposed to the federal agency to estimate total project costs. In such situations, if we issue an award, we will accept the rate only if the negotiations are final by the award date and a copy of the final agreement is submitted to us. IMLS staff will work with you to adjust your budget prior to issuing an award.

#### **Using the 10 Percent De Minimis Indirect Cost Rate**

Except for those non-federal entities described in Appendix VII to 2 C.F.R. part 200, you may choose to charge a rate not to exceed 10 percent of Modified Total Direct Costs (MTDC), as long as you do not currently have a federally negotiated indirect cost rate and you meet the applicable requirements. See 2 C.F.R. part 200, including 2 C.F.R. §§ 200.1, 200.414(f), and 200.510(b)(6), for additional guidance.

Modified Total Direct Costs means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes several cost categories, including equipment, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. See 2 C.F.R. § 200.1 for additional information.

If you are using the 10 percent indirect cost rate, check the box indicated on the IMLS Budget Form. No additional documentation is required.

#### **Applying an Indirect Cost Rate to the Cost Share Portion of a Budget**

You may, consistent with 2 C.F.R. part 200 (Uniform Guidance), apply your indirect cost rate to your total direct costs covered by cost share, but any costs you claim as cost share must be accounted for in the cost share column on the IMLS Budget Form. IMLS funds can be used for indirect costs, but



only for the portion of the total direct costs for which you are requesting IMLS funds (the Grant Funds column).

### **Restrictions on Project Costs Included in Indirect Cost Calculations**

If you have a federally negotiated indirect cost rate agreement, you must follow its conditions and requirements.

If you do not have a current negotiated (including provisional) indirect cost rate and meet applicable requirements, you may elect to charge a de minimis rate of 10 percent of the Modified Total Direct Costs (MTDC) in your indirect cost calculations.

If you have a federally negotiated indirect cost rate agreement of less than 10 percent, you must use it rather than the de minimis rate in your indirect cost calculations.

Please see above section on this 10 percent rate as well as 2 C.F.R. § 200.414(f) and § 200.1.

## **Student Support Costs**

### **Students are understood to be:**

- Students enrolled in a community college, undergraduate, or graduate program of study.
- Individuals participating in post-master's or post-doctoral programs which are focused on supporting their career or professional development.
- Library, archive, and museum staff participating in education and training activities focused on their career or professional development.

### **Examples of student support include:**

- Tuition support for students participating in the project.
- Salaries or stipends for graduate assistant work, so long as their work is focused on research and teaching activities (therefore contributing to their education).
- Pay and benefits for a resident or fellow to work in a position that is intended to support their learning outcomes or professional development.
- Costs for travel and conference registration provided to support a student or participant's learning outcomes or professional development.
- Costs of supplies and equipment provided to students to support a student's learning outcomes or professional development.

### **Activities not considered student support include:**

- Students employed in roles that are primarily administrative or clerical, doing work that is not primarily focused on their career or professional development. These costs should be listed in the salaries and wages section of the budget, and tuition paid on behalf of these students would not be considered student support.

## **Proof of Private, Nonprofit Status**

If your organization is applying as a private, nonprofit institution, you must submit a copy of the letter from the Internal Revenue Service indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended. (See 2 C.F.R. § 3187.7(b)). We will not accept a letter of state sales tax exemption as proof of nonprofit status.

## Appendix Four – IMLS Products Guidance

### Guidance for Projects that Develop Digital Products, Software, and/or Research Data

IMLS broadly defines digital products as any digitized or born-digital content, resources, or assets; software; or research data that you may create, collect, or develop during the course of your project.

IMLS is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data. The products you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products in the Digital Product Form. [Click here to access the Digital Product Form](#) (PDF, 2MB; [Word](#), 40.4KB).

Additionally, IMLS participates in the Federal Agencies Digital Guidelines Initiative (FADGI), a collaborative effort by federal agencies to define common standards, guidelines, methods, and best practices for creating digital collections. The FADGI website includes a growing list of links to relevant standards, recommendations, and other resources. While this list is not exhaustive— nor do we endorse any specific resource—applicants considering digital projects may find the information useful. [Click here to access the FADGI website](#).

### Access to Work Products and Documents from IMLS Supported Projects

All work products resulting from IMLS funding should be distributed for free or at cost unless we have given you written approval for another arrangement. We encourage IMLS grant recipients to share their work products (including publications, datasets, educational resources, software, and digital content) whenever possible through free and open-access journals and repositories. We expect you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge. Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services.

#### Copyright Information

You may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. However, we reserve, for federal government purposes, a royalty free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. We encourage you to make your works produced with IMLS support widely available, including through the use of open licenses.

## Appendix Five – Conflict of Interest Requirements

As a non-federal entity, you must follow IMLS conflict of interest policies for Federal awards. You must disclose in writing any potential conflict of interest to an IMLS Program Officer, or to the pass-

through entity if you are a subrecipient or contractor. This disclosure must take place immediately whether you are an applicant or have an active IMLS award.

The IMLS conflict of interest policies apply to subawards as well as contracts, and are as follows:

- As a non-federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a subaward or procurement action involving a related organization.