



INSTITUTE of
Museum and Library
SERVICES

2009

American Heritage Preservation Grants

Grant Program Guidelines
CFDA No. 45.303

A special initiative of the
Conservation Project Support
Program in partnership between
IMLS and Bank of America

Application Deadline: September 15, 2008

*Applicants must apply through Grants.gov
(see www.ims.gov/grantsgov for more information).*

FOR MORE INFORMATION, CALL OR WRITE:

Museum Program Staff

Christine Henry, Senior Program Officer
Phone: 202/653-4674
E-mail: chenry@imls.gov

Mark Feitl, Program Specialist
Phone: 202/653-4635
E-mail: mfeitl@imls.gov

Library Program Staff

Susan Malbin, Senior Program Officer
Phone: 202/653-4768
E-mail: smalbin@imls.gov

Office of Museum Services

General phone: 202/653-4789

Office of Library Services

General phone: 202/653-470

Institute of Museum and Library Services

1800 M Street, NW, 9th Floor
Washington, DC 20036-5802
General phone: 202/653-IMLS (4657)
General e-mail: imlsinfo@imls.gov
Web site: www.imls.gov
TTY (for hearing-impaired persons):
202/653-4614

IMLS will provide visually impaired or learning-disabled persons with an audio recording of this publication or any other grant publication upon request.

Office of Management and Budget Clearance Numbers

Guidelines: OMB No. 3137-0029 Expiration Date 7/31/2010
Forms: OMB No. 3137-0071; Expiration Date: 7/31/2010

Burden Estimates and Request for Public Comments

Public reporting burden for the collection of information per the guidelines' instruction is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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 the address above; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

Public reporting burden is estimated to average 15 minutes per response for the Program Information Sheet, and 3 hours per response for the Detailed Budget and Summary Budget, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, Chief Information Officer, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0071), Washington, DC 20503.

IMLS programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

DEAR COLLEAGUES

We are pleased to present the 2009 guidelines for the American Heritage Preservation Program, a new public-private partnership between the Institute of Museum and Library Services and the Bank of America Charitable Foundation. This program is designed to fund the preservation of endangered and fragile collections of works of art, rare books, scientific specimens and historical documents (photographs, maps, deeds, etc.) held in the nation's small and medium sized museums, archives and libraries.

This partnership builds on the Institute of Museum and Library Services' *Connecting to Collections: A Call to Action*, a multi-year, multi-pronged initiative to raise public awareness and inspire action on the care of America's collections. That initiative implements recommendations of an IMLS-supported study, *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, which found that nearly 190 million objects in U.S. collections are in immediate danger of deterioration and need restoration or conservation.

These grants are intended to assist your institutions, as our nation's stewards of cultural collections, with activities that ensure the safekeeping and care of these precious artifacts and with sharing the impact of these activities with your community. It is through the preservation and care of our collective heritage that America's communities stay vital.

We encourage you to take this opportunity to apply for the first year of the American Heritage Preservation Grants.

Sincerely,

A handwritten signature in blue ink that reads "Anne-Imelda M. Radice". The signature is written in a cursive style with a light blue background behind it.

Anne-Imelda M. Radice, PhD, Director
Institute of Museum and Library Services

TABLE OF CONTENTS

General Information

About the Institute of Museum and Library Services	6
Connecting to Collections: A Call to Action.....	7
About American Heritage Preservation Grants	8
Institutional Eligibility.....	9
Examples of Fundable Projects	11
Data Universal Numbering System (DUNS), Taxpayer Identification Number (TIN), and Employer Identification Number (EIN)	12
Award Information	13
Project Start Date.....	13
Use of Funds.....	13
Payment, Accounting, Management, and Reporting Procedures.....	14
Announcement of Awards.....	14
Application Review Process	15

Preparing and Submitting an Application

Grants.Gov information and instructions.....	17
Find Grant Opportunities.....	17
Get Registered	17
Apply for Grants	18
Step 1: Download a grant application package.....	18
Step 2: Complete the grant application package	18
Step 3: Submit the completed grant application package.....	18
Step 4: Track the status of a submitted grant application package	18
Grants.gov Help	19
Preparing an application	20
Application Components	20
Attachments: naming the files and their sequence	21
SF-424s.....	22
Program Information Sheet.....	24
Narrative.....	25
1. Statement of Need	25
2. Project Design.....	25
3. Project Resources: Time, Personnel, Budget.....	25
4. Impact.....	25

Budget	26
Detailed Budget.....	26
Summary Budget	27
Budget Justification	27
Schedule of Completion	27
Project Staff and Resumes	28
Organizational Profile	28
Proof of Nonprofit Status.....	28
Supporting Photographic Documentation (Optional)	28
Sample Schedule of Completion.....	29

IMLS Assurances and Certification

Assurances Statement	30
----------------------------	----

SECTION 1:
GENERAL INFORMATION

ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute, please visit www.ims.gov.

The Institute supports the full range of museums, including art, history, science and technology, children's, natural history, historic houses, nature centers, botanical gardens, and zoos; and all types of libraries, including public, school, academic, research, and archival. Our robust capacity for research, evaluation, policy analysis, grantmaking, and partnerships help make it possible for libraries and museums to be leaders in their communities.

Museums and libraries are America's leading public institutions, making knowledge available to millions at little or no cost. As public institutions they must meet a very high threshold of mission accountability and use resources wisely for public good.

Through grants and information resources, we annually reach thousands of museums and libraries in myriad ways—from providing much needed technical assistance for small institutions to establishing national and replicable models, strengthening state networks, and supporting professional development. To aid institutions in program design, we also provide tools for strategic planning and evaluation. Funding from the Institute helps museums and libraries operate effectively and give value to their communities. It also leverages additional public and private support.

Collecting and disseminating results from funded projects, engaging in research, and publishing reports enables the Institute of Museum and Library Services to make a significant contribution to library, museum, and information policy and practice in the United States.

CONNECTING TO COLLECTIONS: A CALL TO ACTION

The Institute of Museum and Library Services has an extensive track record in supporting projects in conservation/preservation in the nation's collecting institutions and is dedicated to increasing support in this crucial area. In 2006 the Institute launched *Connecting to Collections: A Call to Action* in response to the sobering statistics of the landmark 2005 *Heritage Health Index* report (HHI), supported by the IMLS and major private foundations. This comprehensive survey of the condition and preservation needs of the collections housed in the public trust in museums, libraries, and archives articulates the need to raise awareness nationwide about collections care. *Connecting to Collections: A Call to Action* was designed to assist small and mid-sized collecting institutions – those with comparatively few resources – in caring for their valuable collections.

This initiative comprises many components, in addition to the American Heritage Preservation Grants:

- *Connecting to Collections: The National Summit*, held in Washington, DC, in June 2007;
- The *IMLS Connecting to Collections Bookshelf*, a compendium of core texts on collections care being distributed to over 2,000 small and mid-sized museums and libraries nationwide;
- *Connecting to Collections: The National Tour*, a series of four forums in cities across the country, each examining a different issue in the care of collections;
- *Connecting to Collections: Statewide Planning Grants*, to be awarded to every state, commonwealth, and territory over the course of two years for the purpose of creating plans to address the recommendations of the *Heritage Health Index* report;
- A major website, containing webcasts of each of the four forums, the User's Guide for the Bookshelf, A Guide to Online Resources on collections care, and many other resources (www.imls.gov/collections);
- The *Connecting to Collections Video*, produced to underscore the importance of collections and to inspire communities to take action to save them for future generations; and
- A revised, updated version of *Capitalize on Collections Care* (available from Heritage Preservation), containing case studies of small and mid-sized collecting institutions.

All of these activities are designed to shine a spotlight on collections care and to give museums, libraries, and archives the information and tools they need to provide optimal care for their collections.

ABOUT AMERICAN HERITAGE PRESERVATION GRANTS

The purpose of the American Heritage Preservation Grants program is to raise awareness and fund preservation of treasures held in small and mid-sized museums, libraries and archives that convey the essential character and experience of the United States. These artifacts can be of diverse origin, but should have significance in the heritage of the community in which they are now held.

Priority will be given to smaller institutions, but all libraries, archives, and museums that meet IMLS institutional eligibility criteria are eligible to apply. Grants will provide funds to preserve specific items, including works of art, rare books, scientific specimens and historical documents (photographs, maps, deeds, etc.) that are in need of conservation. These funds are not intended to fund a small portion of a larger project, but are aimed at completing a stand-alone conservation project. Applicants will build on completed conservation assessments of their collections, to ensure that the American Heritage Preservation Grants go towards projects that represent best practices in the field and underscore the importance of assessment planning (Conservation Assessment Program (CAP) www.heritagepreservation.org/CAP/about.html grants, NEH Preservation Assistance grants (PAG) www.neh.gov/grants/guidelines/pag.html, state grant programs, or other internal or external strategic assessments). All eligible institutions may apply for projects in the following areas:

- Treatment of library, museum and archival collections
- Improvement of collections storage
- Environmental improvement of collections

INSTITUTIONAL ELIGIBILITY

Museum Eligibility

All types of museums are eligible to apply. Eligible museums include aquariums, arboretums and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums and zoological parks. Federally operated and for-profit museums may not apply for IMLS funds. An eligible applicant must be:

- either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code;
- located in one of the fifty states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated states of Micronesia, or the Republic of Palau; and
- a museum that, using a professional staff, (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) owns or uses tangible objects, either animate or inanimate; (3) cares for these objects; and (4) exhibits these objects to the general public on a regular basis through facilities which it owns or operates.

An organization uses a professional staff if it employs at least one professional staff member, or the fulltime equivalent, whether paid or unpaid primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

An organization “exhibits objects to the general public” if such exhibition is a primary purpose of the institution. Further, an organization which exhibits objects to the general public for at least 120 days a year shall be deemed to exhibit objects to the general public on a regular basis. An organization which exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis, if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public. Please note that an organization which does not have as a primary purpose the exhibition of objects to the general public, but which can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines.

A museum located within a parent organization that is a state or local government or multipurpose non-profit entity, such as a municipality, university, historical society, foundation, or a cultural center, may apply on its own behalf, if the museum: (1) is able to independently fulfill all the eligibility requirements listed above; (2) functions as a discrete unit within the parent organization; (3) has its own fully segregated and itemized operating budget; and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization.

Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant to determine the museum's autonomy. Each eligible applicant within a single

parent organization should clearly delineate its own programs and operations in the application narrative. A parent organization that controls multiple museums that are not autonomous but which are otherwise eligible may submit only one application per grant program; the application may be submitted by the parent organization on behalf of one or more of the eligible museums.

Library and Archive Eligibility

An eligible applicant must be:

- either a unit of state or local government or private nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- one of the six types of organizations listed below:
 1. A library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library. Eligible libraries include public libraries, elementary and secondary school libraries, college and university libraries, research libraries and archives that are not an integral part of an institution of higher education and that make publicly available library services and materials that are suitable for scholarly research and not otherwise available, and private or special libraries that have been deemed eligible to participate in this program by the state in which the library is located.
 2. An academic or administrative unit, such as a graduate school of library and information science, which is a part of an institution of higher education through which it would make application.
 3. A digital library, if it makes library materials publicly available and provides library services, including selection, organization, description, reference, and preservation under the supervision of at least one permanent professional staff librarian.
 4. A library agency that is an official agency of a state or other unit of government and is charged by the law governing it with the extension and development of public library services within its jurisdiction.
 5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of eligible libraries, as defined above, and information centers that work to improve the services delivered to the clientele of these libraries.
 6. A library association that exists on a permanent basis, serves libraries or library professionals on a national, regional, state, or local level, and engages in activities designed to advance the well-being of libraries and the library profession.

EXAMPLES OF FUNDABLE PROJECTS

The American Heritage Preservation Grants assist museums, libraries and archives with the preservation of specific items, including works of art, rare books, scientific specimens and historical documents (photographs, maps, deeds, etc.) that are in need of conservation and convey the essential character and experience of the United States. These artifacts can be of diverse origin, but have a significance in the heritage of the community in which they are now held.

Examples of fundable projects are provided to assist institutions in understanding how the funds can be used and to indicate a reasonable scope of the project, but are not an exhaustive list of possible projects. If applicants have any questions about the eligibility of project activities for museums, please contact Christine Henry, Senior Program Officer, at 202/653-4674 to discuss your questions. For questions about eligibility of project activities for libraries or archives, contact Susan Malbin, Senior Program Officer at 202/653-4768.

All eligible institutions may apply for project activities in the three areas outlined below:

Treatment of Library, Museum, or Archival Collections

- Conservation of the paint and wood for several 18th-century business signs held by a local historical society
- Treatment and stabilization of an early 19th-century quilt held in the special collection of the local library
- Stabilization and treatment of a collection of 19th-century deeds, prints or maps from the original town settlers held in the town archives

Improvement of Collections Storage

- Creation of proper mounts for a collection of locally important clothing held in a historic house museum
- Remounting and rehousing of locally gathered insect specimens in a nature center collection
- Purchase of acid-free folders and boxes, and rehousing of the class photo collection of the local college archives from the early 20th century

Environmental Improvement of Collections

- Reframing of several photographs from the library special collections on acid-free backings
- Purchase of a hygrothermograph to monitor the temperature and humidity in the storage area of the archives, manuscript, or rare book collections
- Remounting a rare book for display in a local historical society

DATA UNIVERSAL NUMBERING SYSTEM (DUNS), TAXPAYER IDENTIFICATION NUMBER (TIN), AND EMPLOYER IDENTIFICATION NUMBER (EIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget (OMB) has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003.

Organizations should verify that they have a DUNS number or take steps to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by visiting www.dnb.com/us. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA, whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If an organization does not have DUNS and TIN numbers, its application will be rejected.

AWARD INFORMATION

These awards are for up to \$3,000. Generally, project activities supported by the grants may be carried out for up to one year.

Cost sharing

There is no match requirement for American Heritage Preservation Grants.

Project Start Date

Projects may begin no earlier than February 1, 2009 and no later than May 1, 2009. Projects must begin on the first day of the month and end on the last day of the month.

Use of Funds

Allowable Expenses include, but are not limited to, such items as

- Treatment materials and supplies
- Collections storage materials such as acid-free boxes and folders, mylar sleeves
- Project personnel, contract, or in-house staff time necessary for the proper and efficient execution of the project
- Project consultants and their travel
- Repair and stabilization activities that are directly related to the project
- Micro-environments for an object, specimen, or room (e.g., storage)
- Basic environmental monitoring equipment and conservation supplies
- Educational materials (if an education component is applied for)

All proposed expenses must be justified in the application budget.

Grant funds may not be used for

- Acquisition of collections
- Contributions to endowments
- Social activities, ceremonies, or entertainment
- Construction or major building improvements such as window replacement
- Replacement or renovation of historic sites and landscapes
- Pre-grant costs

Payment, Accounting, Management, and Reporting Procedures

A federal accounting office handles the payment of American Heritage Preservation Grants. Payments will be made electronically after recipients return the SF-3881, Automated Clearing House (ACH) Payment Enrollment Form, and SF-270, Request for Advance or Reimbursement. The ACH form and SF-270 may be submitted as early as two weeks prior to the start of the grant period, but no later than 90 days after the close of the grant period.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. Recipients do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that IMLS funds have been used for eligible grant costs only. This

restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

A grantee that does not submit the final report by the due date will jeopardize its eligibility to receive future IMLS grants. Any funds that have not been obligated within the grant period and expended within 90 days after the close of the grant period must be returned to IMLS. A final performance report must be submitted no later than 90 days after the close of the grant period.

Announcement of Awards

No information about the status of an application will be released until the applications have been reviewed and all deliberations are concluded. IMLS and Bank of America will notify applicants of final decisions in late January 2009, with projects to begin no earlier than February 1, 2009.

APPLICATION REVIEW PROCESS

IMLS staff determines whether an applicant is eligible and whether an application is complete. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation (see “Institutional Eligibility”, p. 9-10), and notified by IMLS. Museum applicants are encouraged to call IMLS Senior Program Officer Christine Henry prior to submission of their proposals to discuss their application. Library and archival applicants are encouraged to call IMLS Senior Program Officer Susan Malbin.

All eligible and complete applications for American Heritage Preservation grants will be evaluated by field reviewers. Reviewers will have professional experience in or relating to conservation/preservation and collections care and management. The IMLS Director will make the final funding decisions on the basis of the field reviewer evaluations and the appropriateness of the projects to the goals of the American Heritage Preservation grant program, the *Collecting to Collections* initiative and the overall goals of IMLS.

PREPARING AND SUBMITTING AN APPLICATION

GRANTS.GOV INFORMATION AND INSTRUCTIONS

Organizations that are applying under the September 15, 2008, deadline for the American Heritage Preservation grant program must submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 P.M. eastern time on September 15, 2008.

Applications must be submitted by an authorized representative of the eligible entity.

While the deadline is September 15, 2008, IMLS recommends strongly that applicants REGISTER EARLY and COMPLETE AND SUBMIT THEIR APPLICATION EARLY. All applicants who are using Grants.gov must register with Grants.gov before submitting their application. The multistep registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete this one-time process. **DO NOT WAIT UNTIL THE WEEK OF THE APPLICATION DEADLINE TO REGISTER.**

Find Grant Opportunities

www.grants.gov/applicants/find_grant_opportunities.jsp

- **Search opportunities**
 - Basic search
 - Browse by category
 - Browse by agency
 - Advanced search

- **Email subscription**
 - All grants
 - Advanced criteria
 - Specific Funding Opportunity Number (FON)
 - Unsubscribe

Get Registered

www.grants.gov/applicants/get_registered.jsp

- **Step 1: Register your organization**
 - Request a DUNS number
 - Register with CCR
 - Organization registration checklist

- **Step 2: Register yourself as an Authorized Organization Representative (AOR)**

- **Step 3: Get authorized as an AOR by your organization**

Apply for Grants

www.grants.gov/applicants/apply_for_grants.jsp

Step 1: Download a grant application package

**Use one of the following identifiers to locate the
American Heritage Preservation Grants package:
CFDA No: 45.303
Funding Opportunity Number: AHPG-FY09**

IMLS applicants must download two packages to get all of the necessary forms and instructions:

1. *Download Application Instructions:* This package contains the grant application guidelines (which include instructions for completing the application) and the IMLS forms for budget, program information, and any others related to this specific program.
2. *Download Application Package:* This package has the face sheet (SF-424s, "Application for Federal Domestic Assistance/Short Organizational Form"), and the Attachments form.

Step 2: Complete the grant application package

Step 3: Submit the completed grant application package

Important deadline information: Applications must be received by 11:59 p.m. on September 15, 2008, in the Grants.gov system. Within 48 hours of submitting a grant application, applicants will receive two email messages from Grants.gov:

- The first will confirm receipt of the application by the Grants.gov system.
- The second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected due to errors.

Only applications validated by the Grants.gov system will be available to IMLS for the grant review process.

Applicants are encouraged not to wait until the final hours prior to the deadline to submit their applications. Submitting early may enable an applicant to deal with unexpected problems.

Step 4: Track the status of a submitted grant application package

Grants.gov Help

For direct assistance with Grants.gov, contact the Grants.gov Help Desk via e-mail at support@grants.gov, or call them at 1-800-518-4726 from 7:00 A.M. to 9:00 P.M. Eastern time, Monday through Friday.

The Grants.gov help desk will assign a case number to each inquiry. This number only documents the inquiry to the help desk and is in no way related to the tracking number that Grants.gov will assign an application once it has been successfully submitted.

Help is also available on the Grants.gov Website: www.grants.gov/help/help.jsp

- User manual for applicants: www.grants.gov/assets/GDG_AppUserGuide_0207.pdf
- Frequently asked questions (FAQs): www.grants.gov/help/faq.jsp
 - General FAQs
 - Applicant FAQs
 - Submit application FAQs
 - Adobe Reader Viewer FAQs
- How to convert documents to PDF: www.imls.gov/pdf/PDFConversion.pdf
- Download Adobe software: Step 3 in www.grants.gov/applicants/apply_for_grants.jsp
- Glossary: www.grants.gov/help/glossary.jsp
- DUNS Help: <http://fedgov.dnb.com/webform>
- DUNS FAQs: <http://fedgov.dnb.com/webform/displayFAQPage.do>
- CR help:
 - Central Contractor Registration Handbook: www.ccr.gov/doc/CCR_Handbook.pdf
 - CCR FAQs: www.ccr.gov/FAQ.aspx

NOTE: Once an organization has registered with the CCR, the registration must be renewed each year. Go to: www.ccr.gov/Renew.aspx.

For additional hints on working with Grants.gov, please see the list of ten tips on the back page of these Grant Program Guidelines.

PREPARING AN APPLICATION

Application Components

An application requesting funding from the American Heritage Preservation grant program should include the following materials:

1. Face sheet: the Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)
2. Program Information Sheet
3. Narrative Project Description (answers to questions on page 25; not to exceed 4 pages)
4. Detailed Budget: a three-page form available as a fill-in PDF form in the Grants.gov Zip file or on the IMLS website
5. Summary Budget
6. Budget Justification, a narrative of up to one page to describe expenses as listed in the budget forms.
7. Schedule of completion
8. List of key project staff and consultants and brief, maximum of two pages, résumés for project director and consultants
9. Organizational profile
10. Proof of nonprofit status (if applicable)
11. Photographic documentation (optional)

Attachments: naming the files and their sequence

The IMLS forms, text documents and other documents that are part of the application must each be saved as a PDF that is named according to the list below. **Note:** IMLS will not convert files for applicants and will not accept file formats other than PDF.

Append all of the documents to the Attachments Form in the prescribed sequence. If you have more attachments than will fit on one Attachments Form, please use the Optional Attachments Form for the remaining ones, following the same naming convention.

The Face Sheet (SF 424S), the first component, is a Grants.gov form that will automatically be saved as PDFs. The table below is for all of the other application components that are appended to the Attachment form.

Document	File name to use	Attach in this order
Program Information Sheet	2.Programinfo.pdf	2
Narrative project description	3.Narrative.pdf	3
Detailed budget form	4.Detailedbudget.pdf	4
Summary budget form	5.Summarybudget.pdf	5
Budget justification	6.Budgetjustification.pdf	6
Schedule of completion	7.Scheduleofcompletion.pdf	7
Project staff and resumes	8.Projectstaff.pdf	8
Organizational profile	9.Organizationalprofile.pdf	9
Proof of nonprofit status	10.Proofofnonprofit.pdf	10
Photos of project (optional)	11.Photosofcollection.pdf	11

SF-424s

Items 1 – 4 are automatically filled in by Grants.gov.

5. Applicant Information

a. Legal Name: Enter the legal name of the organization that is making the application. Please see page 9 (Institutional Eligibility) for eligibility details. If the eligible entity does not have the authority to apply directly to IMLS for funding, enter the name of the parent organization that is submitting the application on behalf of the eligible entity. Enter the name of the eligible entity in the space provided for “Organizational Unit” on the Program Information Sheet, Question 1b.

b. Address: Use Street1 for the organization’s street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a Suite or Room Number or other similar information is part of the address.

In the Zip+4/Postal Code box, enter the full nine-digit Zip code assigned by the U.S. Postal Service. An organization’s full Zip code can be retrieved at www.usps.com/zip4.

d. Type of Applicant: Select the one code that best characterizes the applicant organization from the menu in the first dropdown box. Leave the other boxes blank. The following types of applicants are not eligible to receive *American Heritage Preservation Grants*:

- Individuals
- Public/Indian Housing Authority
- For-profit organization
- Small business
- Nondomestic (non-U.S.) entity

e. EIN/TIN: Enter the nine-digit number assigned by the IRS; do not use a Social Security number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number. When applying through Grants.gov, ensure that the number entered here agrees with the number (either 9 or 13 digits) that was used with the CCR (Central Contractor Registry) as part of the Grants.gov registration.

g. Congressional District: Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by the three-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter “CA-005.” For the 12th district of North Carolina, enter “NC-012.”

If an institution 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 an institution’s district, visit the House of Representatives Web site at www.house.gov and use the “Find Your Representative” tool.

6. Project Information

a. Project Title: Provide a brief descriptive title.

b. Project Description: Briefly describe the specific project, not the applicant organization. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for the requested period of support, that is, the span of time necessary to plan, execute, and close out the proposed project. *American Heritage Preservation* grant projects must begin between February 1, 2009 and May 1, 2009. Start dates must be the first day of a month and end dates must be the last day of a month. The grant period is not to exceed 12 months from the start date.

7. Project Director

Provide the requested information for the Project Director, who will be responsible for carrying out the project and who will serve as the key contact person with IMLS regarding the progress achieved under the grant. Leave the Social Security number blank. Select a prefix (even though this field is not required on Grants.gov).

8. Primary Contact/Grants Administrator

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a sponsored research, sponsored programs, or contracts and grants officer. In some museums, the person could be the development director. Leave the Social Security Number blank. Select the appropriate prefix (even though this field is not required on Grants.gov). In some organizations, particularly smaller ones, this individual may be the same as the Project Director. If this is the case, check the "Same as Project Director" box. (If the primary contact/grants administrator is the same as the Authorized Representative, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative

Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The Authorized Representative should not 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 relevant federal requirements (the "IMLS Assurances and Certification" section, page 31). All written correspondence will be addressed to the authorized representative.

For Grants.gov applications, the "Signature of Authorized Representative" and "Date Signed" boxes will be populated upon submission of the application. Submission of the application by the Authorized Representative certifies compliance with relevant federal requirements as the signature does on a paper application.

Program Information Sheet

1. Applicant Information

a. Legal Name: Enter the legal name of the applicant.

b. and c. Organizational Unit and Address:

If the eligible entity cannot apply for grants on its own behalf, then enter the name and address of the entity in these spaces. For example, if a museum that is part of a parent organization, such as a university, is applying, the university would be the legal applicant, and the museum would be entered as the organizational unit. Be sure to include the four-digit extension on the Zip code.

d. Web Address: If an organizational unit is listed, enter its Web address here. If not, enter the Web site of the entity listed at Legal Name.

e. Type of Institution: Select the one that most accurately describes the applicant.

2. Grant Program or Grant Program Category

Select the category “b. American Heritage Preservation Grants.”

3. Request Information

a. IMLS Funds Requested: Enter the amount sought from IMLS.

b. Cost Share Amount: Applicants are not required to provide cost sharing. See “Award Information” on page 13 for further information.

4. Museum Profile (Museum Applicants only)

Museum applicants must answer all questions in this section.

5–7. Do not complete.

8. Collection and Material Information

Please check only the most important materials in the object/collection.

Narrative

Answers to these questions should not exceed a total of four pages.

1. Statement of need:

- What kind of assessment has the institution undertaken (Conservation Assessment Program survey (CAP), NEH Preservation Assistance Grants (PAG), state supported surveys, or other internal or external assessments)?
- Please describe current collections care activities.

Reviewer criteria: Evidence that the project will address the needs identified in an assessment. Evidence that the institution is practicing good, responsible collections care.

2. Project Design:

- Describe the object(s), book(s), historic document(s), or specimen(s) that is the focus of the project and explain its significance to the institution and the community.
- Describe the conservation activities in the project (treatment, storage improvement, or environmental improvements).

Reviewer criteria: Evidence that the project proposes an efficient, effective, and reasonable approach to accomplish clear goals and objectives. Evidence that the methodology and design are appropriate to the scope of the project.

3. Project Resources: Time, Personnel and Budget

- How much time will be allocated to the project?
- Who are the key staff and consultants involved in the project, their qualifications and experience with this type of conservation procedure?
- How are resources, monetary or in-kind, adequate to complete the project?

Reviewer criteria: Evidence that the staff and consultants are appropriate for the project. Evidence that the time line is reasonable to accomplish the goals of the project. Evidence that sufficient funds have been allocated to accomplish the project.

4. Impact

- What impact will this conservation or rehousing project have on how the institution cares for its collection?
- What impact will this project have on the community that your institution serves?

Reviewer criteria: Evidence that the collection will be better cared for after this project. Evidence that results of the project will be shared with the community.

Budget

The application requires three elements to describe the costs of a proposed project:

- Detailed Budget
- Summary Budget
- Budget Justification

Detailed Budget

Applicants need to fill out a copy of the Detailed Budget Form. The Budget Form should begin on the project start date and end 12 months later. Applicants using the PDF form will notice that the columns total automatically.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by the applicant or third-party in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge. Remember to include costs for evaluation, which, like many costs, may fall under any or all of these categories. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonably necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. 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 the applicant organization. When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see "Indirect Costs" below) are not charged to the project as direct costs.

"Method of Cost Computation" can refer to a percentage of a person's time devoted to the project, a number of days, a quantity of items, and so on. This column should clarify how the applicant arrived at the costs indicated.

1. **Salaries and Wages:** Indicate both temporary and permanent staff by noting "temp" or "perm" in parentheses after each staff member listed.
2. **Fringe Benefits:** Fringe benefits may include contributions for Social Security, employee insurance, pension plans, and so on. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.
3. **Consultant Fees:** List any consultants hired for this project. Identify the costs for each consultant's services by the daily fees charged.
4. **Travel:** The lowest available commercial fares for coach or equivalent accommodations must be used, and foreign travel must be undertaken on U.S. flag carriers when such services are available.
5. **Supplies and Materials:** In general, list the costs of material purchased specifically for the proposed project.
6. **Services:** List the costs of project activities to be undertaken by a third-party contractor, including a partner, under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. Attach a complete itemization of these costs to the IMLS

Budget Form. If there is more than one contractor, list the cost of each contract separately on the IMLS Budget Form and include an attached itemization.

7. **Student Support:** Ignore this section. It does not apply to American Heritage Preservation Grants.
8. **Other Costs:** Please do not use the "Other Costs" section to list items that did not fit in the number of lines allotted for another section. If more lines are needed, the information should be summarized in the Detailed Budget Form and further explained in the Budget Justification.
9. **Total Direct Costs:** Add up the subtotal amounts from the previous sections.
10. **Indirect Costs:** not applicable for this grant
11. **Total Project Costs:** Complete the first line; ignore the second line, which is specific to another IMLS grant program.

Summary Budget

The Summary Budget should clearly identify the amount requested from IMLS and the amount provided as in-kind contributions by the applicant, by any partners, and from any other sources.

Budget Justification

The Budget Justification is a text document that explains all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The application should provide specifications for all hardware and software for which IMLS funding is requested. This document may only be a paragraph or two, but will provide an additional explanation necessary to assist reviewers in understanding the project budget.

Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project task will be undertaken, marks the milestones for each grant activity, and designates how grant funds are to be spent throughout the project. The Schedule of Completion must also correspond to the activities described in the narrative and the project dates on the SF-424 and Budget pages. One way to plot this information is in a graph or chart that lists project activities and the corresponding months when these activities will take place during the project. This document may be created as a narrative or spreadsheet, and should be no longer than one page per year. See page 29 for an example.

Project Staff and Resumes

1. Provide a list of the key project staff and the consultants who will be directly involved in the program.

2. Add resumes or curriculum vitae of no more than two pages each for the Project Director and any consultants. Resumes that exceed the two page limit will have the remaining pages removed by IMLS staff.

Note: If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes.

Organizational Profile

The Organizational Profile should include the following information, and be one page or less in length:

- Statement of Purpose or mission statement should note the source, approving body, and date of the official document in which it appears. You may quote from or summarize to convey the essential points of the statement, if the statement is too long to be quoted in full. It must accurately portray the institution's purpose or mission.
- Institutional annual operating budget for the past year
- Brief history of the institution

Proof of Nonprofit Status

If the applicant's organization is a private, nonprofit organization (for those who elected "Private Nonprofit" or "Other" on question 5d of the):

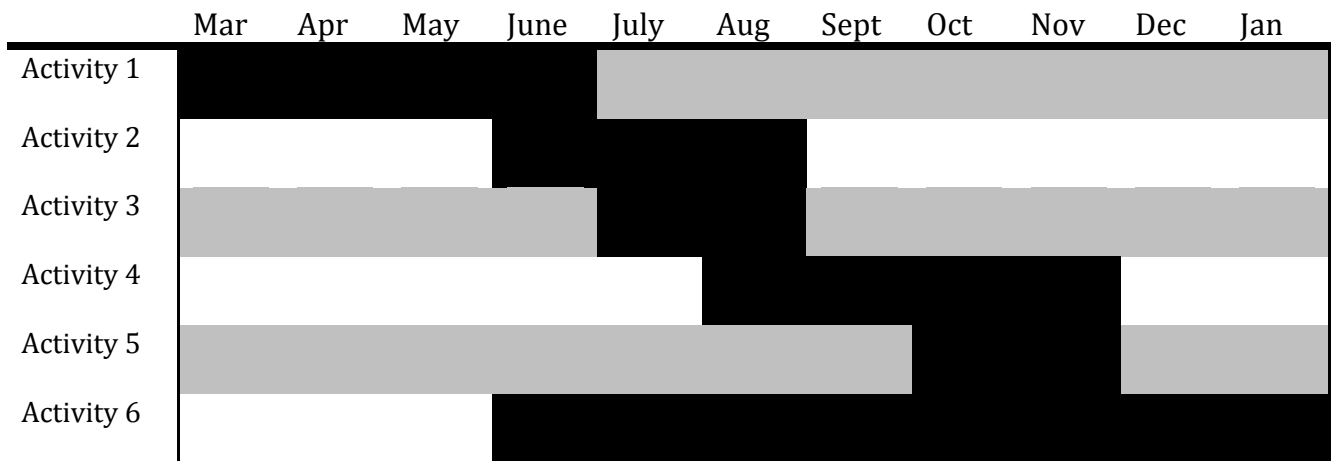
- The applicant must submit a copy of the IRS letter indicating the organization's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

Supporting Photographic Documentation (Optional)

Visual documentation of the collection object(s) to be conserved or rehoused is optional, but encouraged in order to show current state of collections.

Sample Schedule of Completion

This is a sample format for a Schedule of Completion (see p. 27). Applicants may prepare theirs in a similar manner, but this format is not required. Whatever format is selected, be sure to list each major project activity addressed in the application narrative and the date each activity begins and ends. It is critical that the dates on the Schedule of Completion correspond to the project dates on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s; also known as the Face Sheet). If the proposed activity is part of a larger project, make sure the IMLS-funded portion is clearly identified.



**IMLS ASSURANCES AND
CERTIFICATION**

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a 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 Application for Federal Domestic Assistance/Short Organizational Form (SF-424s).

Assurances Statement

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations, which are found in 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 official 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 nonfederal share of project costs) to ensure proper planning, management, 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 the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable OMB Circulars.

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.

Suspension, Debarment, and Other Responsibility Matters

1. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently excluded or disqualified;

- (b) have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;
 - (c) are not 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 45 C.F.R. 1185.800(a); and
 - (d) have not had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.
2. The authorized representative, on behalf of the applicant, further certifies that the applicant and its principals will comply with 45 C.F.R. Part 1185 Subpart C (Responsibilities of Participants Regarding Transactions) and will require similar compliance with Subpart C by persons at the next lower tier with whom the primary tier participant enters into covered transactions.

[Note: IMLS Debarment and Suspension (Non-procurement) regulations will shortly be relocated from 45 CFR Part 1185 to 2 CFR part 180.]

Nondiscrimination

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

- (a) 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;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) 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.

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 Subpart B of 45 C.F.R. Part 1186.

This includes: 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 its employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application or upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

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. IMLS grant regulations may be found at 45 C.F.R. Chapter XI.

Certifications Required of Some Applicants

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.

Subcontracts

A grantee may not make a subgrant (for more details, see 45 C.F.R. Chapter XI, Subchapter E [Institute of Museum and Library Services]). Applicants who plan to use awards to fund contracts and subcontracts should be aware that they must receive the following certifications from those who bid on contracts:

1. certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
2. certification regarding debarment and suspension from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for contracts that are expected to equal or exceed \$100,000:
 - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).



For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036. Or call 202/653-IMLS (4657).

TEN TIPS TO WORK SUCCESSFULLY WITH GRANTS.GOV

1. **Register early!** Go to www.grants.gov/applicants/get_registered.jsp. This process may take up to two weeks to complete, and may take longer if your organization does not have a DUNS number. You must have a DUNS number to register with Grants.gov. If you registered last year, please note that you must renew each year. Go to www.ccr.gov/Renew.aspx.
2. You may wish to designate more than one **Authorized Organization Representative (AOR)** for your organization when you register. This will help to avoid last minute crises in the event that a single AOR is unavailable when you are ready to submit your application. This person might not be the same person that you list as the Authorized Representative for IMLS.
3. **Log onto Grants.gov and start working on your grant application NOW.** Do not wait until the last week before the application deadline to begin the submission process, particularly if you are not familiar with Grants.gov. It may take up to 48 hours to receive notification that your application has been both received **and** validated after submission. Give yourself enough time to make corrections, if necessary, and resubmit before the grant deadline.
4. Download the most recent version of Adobe Acrobat Reader onto your computer for best results. Currently, Grants.gov only supports versions 7.0.9 and later. If you are working with a “track changes” tool while writing your application, be sure to **accept** all changes and save the document before submission to Grants.gov.
5. All documents must be submitted in **PDF format**. Follow the instructions in the IMLS Grant Guidelines to convert your MS Office documents like Word and Excel to PDF: www.imls.gov/pdf/PDFConversion.pdf. Start practicing the conversion of Word, Excel and other types of documents into the PDF format. If you are new to this process, you may need time to learn how to do this smoothly and avoid frustration as the deadline nears.
6. Avoid scanning your documents when possible—this creates a very large file that makes your application more cumbersome to manage, and the large files may not be processed properly. Whenever possible, use the “conversion to PDF” instructions noted above.
7. Use Internet Explorer for your browser when submitting the application to Grants.gov. Mozilla Firefox is not currently compatible with this process.
8. Do not email, fax, or mail applications or any part of an application to IMLS. We can only accept application documents that are submitted and successfully validated by Grants.gov.
9. The IMLS Grant Program Guidelines contain extensive instructions and hints to help you with this entire process. Please make time to read through these materials as well as the information provided at www.grants.gov. You will be more likely to receive the assistance you need, if you begin by taking the time to familiarize yourself with the basic instructions and guidance provided through these sources.

10. Contact Grants.gov help (www.grants.gov/help/help.jsp or 1-800-518-4726) for assistance with the following:

Hardware and software issues
Registration issues
Technical problems with attachments

Contact your IMLS Senior Program Officer (Christine Henry: chenry@imls.gov or 202/653-4674; Susan Malbin: smalbin@imls.gov or 202/653-4768) or Program Specialist (Mark Feitl: mfeitl@imls.gov or 202/653-4635) for assistance with the following:

Guidelines
Eligibility questions
Content, budget, timeline (schedule of completion) questions

NOTE: Grants.gov help and IMLS Program staff assistance are not available on weekends.

Remember that this is a new process for everyone and you are not alone. We hope these hints help you to avoid unexpected frustration and disappointment. Many applicants have found this to be a smooth process when the instructions are followed carefully.



INSTITUTE of
Museum and Library
SERVICES

1800 M Street, NW, 9th Floor

Washington, DC 20036-5802

Official Business

Penalty for Private Use, \$300

Dated Material

OPEN IMMEDIATELY