

**PROGRAM SOLICITATION**  
for a Cooperative Agreement to Support

***Connecting to Collections: The National Tour***

**In Cooperation with the Institute of Museum and Library Services**

Issued by the  
**Institute of Museum and Library Services**  
**Office of Strategic Partnerships**  
**1800 M Street NW, 9<sup>th</sup> Floor**  
**Washington, DC 20036-5802**

Proposals in response to this solicitation may be submitted in either hardcopy format or electronically via Grants.gov.

Proposals submitted in hard copy or by FAX must be received by 4:30 P.M. Eastern Daylight Time (EDT) August 17, 2007. Proposals should be sent by hard copy with an original sent by FAX to (202) 653-4608 Attention: Nancy Rogers, or the original PLUS 5 additional copies sent by US Mail or commercial delivery service to:

Institute of Museum and Library Services  
Office of Strategic Partnerships  
1800 M Street NW, Room 9308  
Washington, DC 20036-5802  
Attention: Nancy Rogers

Alternatively, proposal may be submitted through Grants.gov, which provides a single Web site for organizations to apply for competitive grant opportunities from all 26 of the federal grant-making agencies. All applicants who are using Grants.gov must register with Grants.gov before submitting their applications. This multi-step 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 day of the application deadline to register. Step-by-step instructions for registering are available at [www.grants.gov/GetStarted](http://www.grants.gov/GetStarted). The Grants.gov system will accept applications through 11:59 PM Eastern time on the deadline day; however, extra time should be allowed to ensure that the application is successfully received by Grants.gov. Organizations applying through Grants.gov will need to locate the application package at [www.grants.gov](http://www.grants.gov). The Funding Opportunity Number is: CC-CA-07.

For information about this solicitation, please contact: Nancy Rogers, Senior Project Coordinator, Office of Strategic Partnerships, Institute of Museum and

Library Services, 1800 M Street NW, Room 9308, Washington, DC 20036-5802,  
(202) 653-4714, [nrogers@imls.gov](mailto:nrogers@imls.gov).

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### **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 with 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.

## SECTION I. FUNDING OPPORTUNITY DESCRIPTION

### I.A. Introduction to *Connecting to Collections: A Call to Action*

In celebration of the 10<sup>th</sup> anniversary of the Institute of Museum and Library Services (IMLS), the 30<sup>th</sup> anniversary of federal funding for museums, and the 50<sup>th</sup> anniversary of federal funding for libraries, the IMLS has launched a major, multifaceted initiative on behalf of American's collections. The goal of this national initiative, *Connecting to Collections: A Call to Action*, is to raise public awareness about the significance and fragility of our nation's collections and to give museums and libraries the information and tools they need to care for their collections in the best possible way. The components of this initiative are the recent *Connecting to Collections: A National Conservation Summit*, Statewide Planning Grants; the *IMLS Connecting to Collections Bookshelf*, and the focus of this solicitation, *Connecting to Collections: The National Tour*, four forums to take place in cities throughout the country.

All of these components, separately and as a whole, are designed to address the findings and recommendations of the *Heritage Health Index (HHI)*, the first major survey of the state of our nation's collections, supported by the IMLS and Heritage Preservation and published in 2005. This analysis found, for example, that 26% of American museums and libraries lack environmental controls, that 65% of these institutions have experienced damage to collections because of improper storage, and that 77% do not allocate funds specifically for conservation/preservation. Based on the finding that America's collections are at great risk, the HHI made four key recommendations in order to ensure their survival, concluding that all collecting institutions should:

- Give priority to providing safe conditions for the collections they hold in trust;
- Develop an emergency preparedness plan to protect their collections;
- Provide a place in their organizational chart for staff with responsibility for collections care; and
- Create public awareness and understanding about the importance of caring for collections as an investment in the future and as a means of telling the nation's story.

In addition to urging all collecting institutions in the United States to take immediate and decisive action by responding to the recommendations of the Heritage Health Index, the goals of *Connecting to Collections* include:

- Creating networks among museum and library professionals from every state, commonwealth, and territory to focus on important issues and themes in collections care;
- Providing large numbers of small to mid-sized museums and libraries with the tools they need – such as access to collections care professionals and

- to core texts on the subject – to take the steps needed to protect and preserve their own collections for future generations;
- Bringing museum and library professionals together with civic leaders and funders in discussion of the most effective means of providing the support necessary for ongoing collections care; and
  - Educating the public about best practices in caring for collections.

In short, *Connecting to Collections* has been created and launched in order to shine a bright spotlight on the significance and fragility of our national cultural patrimony and to provide both inspiration and practical information on collections care to the nation's collecting institutions, especially small and mid-sized libraries and museums, for the benefit of the American public.

### **I.B. Introduction to *Connecting to Collections: The National Tour***

The IMLS invites proposals for a cooperative agreement to support *Connecting to Collections: The National Tour*, four forums to be held in major American cities during 2008 and 2009. As a complement to the *National Conservation Summit*, which took place on June 27-28, 2007, in Washington, DC, the forums will strive to reach a broad national audience, with the goal of reinforcing the importance of collections care and providing the tools to begin addressing the challenges outlined in the *Heritage Health Index*. Therefore, each will build on what has been learned from the national summit and focus discussion on the issues of finding the needed collections care expertise; technology and collections care; connecting to the public; and fund raising. In addition, each will explore a particular issue in conservation/preservation facing museums and libraries today (see below). It is also anticipated that the forums will be used as occasions to promote public awareness of issues surrounding the care of both institutional and personal collections.

As was true for the *National Conservation Summit*, the primary audience will be representatives of small and mid-sized museums and libraries, all of whom will receive the *IMLS Connecting to Collections Bookshelf*, a collection of core resources in conservation/preservation, at a later date. Each forum will also include leaders in the field representing such institutions as foundations; regional and national organizations focused on conservation/preservation; libraries and museums (including members of boards of trustees); and local, state, or federal government. Attendance is expected to be at least 150 at each forum, and the IMLS anticipates awarding 30 travel stipends to representatives from small and mid-sized libraries and museums for each forum. In addition, the forums will reach a national audience through the use of webcasts and/or other technological means.

The overall goal of *Connecting to Collections* is to reach 10,000 people via webcasts, DVD's, or other communications technologies.

Anticipated schedule for the forums:

- Atlanta, Georgia, in January 2008. To be held at the High Museum of Art on January 24-25. The theme of the forum will be “America’s Diverse Heritage in Peril,” with a focus on topics and issues associated with diverse ethnic and cultural collections.
- Denver, Colorado, in May 2008. To be held at the Denver Art Museum, in collaboration with the Denver Public Library, on May 1-2, 2008. The theme of the forum will be “Collaboration in the Digital Age,” and the forum will take advantage of the learning that has resulted from such major initiatives as the Colorado Digitization Program.
- San Diego, California, in January 2009. Hosted by the San Diego Zoo, the forum will focus on issues related to the care of living collections.
- Buffalo, New York, in June 2009. We anticipate that this forum will be hosted by the Art Conservation Department at Buffalo State College, and the theme will be training in collections care

### **I.C. Scope of Work**

The “Connecting to Collections” Summits share one goal: to raise public awareness about the significance and fragility of our nation’s collections.

To achieve that end, the Summits shall reflect the high standards IMLS holds for itself as the leader in government support for America’s libraries and museums; the events must meet the highest professional standards in content, event management and public relations. In sum, it is IMLS’ desire to provide Summit participants with an exceptionally well-executed, professional experience in an atmosphere of learning and collaboration.

The following is a list of the Cooperator’s responsibilities. IMLS retains ultimate decision-making authority on these points and shall be included in all planning discussions. This list may be edited after the selection of the Cooperator at the mutual agreement of IMLS and the Cooperator.

- Work with the four host institutions to organize local arrangements committees on logistics;
- Develop a meeting structure to ensure consistency, while allowing adaptability at all four forums;
- Manage the selection and attendance of speakers, with the goal of disseminating collections care expertise to a wide audience. The Cooperator will issue invitations to selected speakers, handle their travel arrangements and honoraria, and obtain requisite speakers’ permissions. The program and speakers will be subject to final approval by IMLS;
- Select and invite participants, consistent with the broad representation goals of *Connecting to Collections: A Call to Action*;

- Work collaboratively with IMLS to establish the criteria for the stipend recipients;
- Develop and implement registration and confirmation procedures and provide the stipends to the applicable participants;
- Handle liaison with outside entities to include: the four host organizations, vendors, and professional organizations;
- Develop materials that promote the forums and the goals of *Connecting to Collections: A Call to Action*. All such materials should be submitted for review and approval by the IMLS prior to distribution;
- Select and supervise a public relations firm to create a comprehensive communications and marketing plan that will advance the goals of *Connecting to Collections: A Call to Action*.
- Develop and provide a resource binder and other materials to each forum participant that will guide participants through the forums and assist them in addressing their collections care needs when they return home;
- Develop a youth component for each forum;
- Host Web pages for the forums with links to IMLS;
- Coordinate and build upon the efforts to promote and disseminate information about the *National Conservation Summit* and the *Connecting to Collections Bookshelf*;
- Provide staff on-site during the forums;
- Select, supervise, and issue payment to all contracted vendors;
- Work with vendors to extend the reach of each forum via technology; and
- Collect data on the participants, evaluate the forums, and provide the results to IMLS.

#### **I.D. Estimated Timeline**

**As a part of the proposal, the applicant should develop a more detailed timeline based upon the estimated timeline below.**

August 17, 2007	Proposals due to IMLS
September 7, 2007	Cooperative Agreement awarded Formal relationship between Cooperator and IMLS Begins
January 2008	Atlanta Forum
April 2008	Interim report (six-month) submitted to IMLS
May 2008	Denver Forum
October 2008	First annual reports submitted to IMLS

January 2009	San Diego Forum
April 2009	Interim report submitted to IMLS
June 2009	Buffalo Forum
October 2009	Second annual reports submitted to IMLS
December 31, 2009	Final reports submitted to IMLS

**SECTION II. ELIGIBILITY INFORMATION**

A U.S. nonprofit organization with tax exempt status is eligible, including museum and library services organizations. In addition, state and local government agencies and tribal governments are eligible to apply. Individuals are not eligible to apply.

Ineligible proposals will not be reviewed.

**SECTION III. AWARD INFORMATION**

**III.A. The IMLS anticipates awarding only one (1) Cooperative Agreement.**

**III.B.** The award under this program will be for up to \$1,000,000. No cost sharing is required, but cost sharing is encouraged and will be considered as an evaluation factor.

**III.C.** The award will be for a minimum of two (2) years and a maximum of three (3) years from date of award.

**III.D.** The estimated award date is September 7, 2007, with a start date of September 12 2007. The IMLS will notify all applicants of final decisions. No information about the status of an application will be released until all applications have been reviewed and all negotiations concluded.

**III.E.** The IMLS will work closely with the recipient of the Cooperative Agreement on all decisions related to the management of the four forums. The IMLS will also consult with the recipient of the Cooperative Agreement on other matters and activities set forth in the Scope of Work in Section I.B.

**SECTION IV. APPLICATION AND SUBMISSION INFORMATION**

**IV.A.** This solicitation contains all information needed to apply for this opportunity. See <http://www.imls.gov/applicants/grantsgov/nlg07.shtm> for electronic versions of the Face Sheet and Budget forms. The Partnership Statement, Program Information Sheet, and the Specifications for the Projects

that Produce Digital Products are not applicable. Applicants may download and print these forms.

Alternatively, proposals may be submitted through Grants.gov, which provides a single Web site for organizations to apply for competitive grant opportunities from all 26 of the federal grant-making agencies. All applicants who are using Grants.gov must register with Grants.gov before submitting their applications. This multi-step 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 day of the application deadline to register. Step-by-step instructions for registering are available at [www.grants.gov/GetStarted](http://www.grants.gov/GetStarted). The Grants.gov system will accept applications through 11:59 PM Eastern time on the deadline day; however, extra time should be allowed to ensure that the application is successfully received by Grants.gov. Organization applying through Grants.gov will need to locate the application package at Grants.gov. The Funding Opportunity Number is: CC-CA-07.

Information about submitting applications through Grants.gov, plus instructions for how to complete the necessary IMLS forms, is available within the following set of guidelines posted on the IMLS Web site:

<http://www.imls.gov/applicants/grantsgov/nlg07.shtm>.

Grants.gov information and instructions:

- General information, including how to download the application package: page 21
- Submitting application via Grants.gov: page 45

Instructions for completing IMLS forms:

- Face sheet/SF-424s: page 26
- Budget: pg. 34

**IV.B.** Proposals submitted in hard copy or by FAX must be received by 4:30 P.M. Eastern Daylight Time (EDT) August 17, 2007. Proposals should be sent by hard copy with an original sent by FAX to (202) 653-4608 Attention: Nancy Rogers, or the original PLUS 5 additional copies sent by US Mail or commercial delivery service to:

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Nancy Rogers



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Email: [nrogers@imls.gov](mailto:nrogers@imls.gov)

**IV.C.** Any proposal received after the time specified for receipt will not be considered unless (1) it was sent by surface mail and the IMLS determines that the late receipt was due solely to handling by the IMLS after receipt at the IMLS, (2) it is the only proposal received, or (3) it offers significant cost or technical advantage, and it is received before an award determination has been made.

**IV.D.** In order to streamline and simplify the management of federal financial assistance, the Office of Management and Budget (OMB) has directed that all federal agencies require applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or an electronic application.

#### **IV.E. Format**

- The application narrative may be no more than ten pages in length and must address the proposal Evaluation Criteria listed in Section IV.F.2, and must:
- Address the Evaluation Criteria in the order presented.
- Provide sufficient information for reviewers to evaluate all Evaluation Criteria.
- Conform to the space limits of ten single-spaced, one-sided pages.
- Use 8.5 by 11 inch format.
- Leave a margin of at least 0.5 inches on all sides.
- Have each page numbered.
- Be printed in a sans-serif, 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.

Handwritten applications will not be accepted.

#### **IV.F. Content**

Signed proposals in response to the solicitation, in original and five (5) copies, shall include:

##### **IV.F.1 A Face Sheet and Program Information Sheet**

(see <http://www.imls.gov/applicants/grantsgov/nlg07.shtm#>)

##### **IV.F.2.A narrative that includes:**

- A project design covering all elements and activities listed in the Scope of Work in Section I.B.

- A project budget, including funds requested from IMLS, funds to be contributed by the applicant (including in-kind contributions), and funds to be contributed by any third parties.
- A communications and marketing plan demonstrating the resources and knowledge that will be brought to bear in promoting the initiative, with a focus on the Forums, to participants both regionally and nationally.

#### **IV.F.3. Budget**

The proposal must include a Detailed Budget for the proposed project, Summary Budget, and a Budget Justification that explains the elements of the Detailed Budget. See budget forms at

<http://www.ims.gov/applicants/grantsgov/nlg07.shtm#>. Applicants may create their own budget forms as long as all items of information included in the forms are included.

- Only costs attributable to achieving specific project activities should be included in the budget.
- The Detailed Budget should identify whether support is requested from IMLS or is contributed. All of the items listed, whether supported by award funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the award period.
- For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected.
- The Budget Justification should explain 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, and should justify all proposed equipment, supplies, travel, services, and other expenses.
- Resumes or curriculum vitae of no more than two pages each for all key personnel must be included.

**IV.F.4.** The applicant must provide a Task List that shows when each major project activity will be completed and how award funds will be expended throughout the project. The Task List must correspond to the activities described in the Narrative. It must include each major activity for which direct costs are requested from IMLS. It must indicate milestones for completion of each major project activity and show how award funds are to be spent over the course of the project.

## **SECTION V. APPLICATION REVIEW INFORMATION**

**V.A.** The IMLS will determine whether applicants are eligible and whether an application is complete.

**V.B.** All eligible and complete proposals will be competitively reviewed. The evaluation will be based on the following Evaluation Criteria:

**V.B.1. Project Design**

- Evidence of the quality of the proposed plan to accomplish the work identified above under “Scope of Work,” including evidence of the applicant’s capacity to manage all aspects of the forums, work with outside organizations, create and implement a plan for using technology to extend the reach of the content of the forums, and prepare and disseminate promotional and other materials.
- Extent to which the proposal reflects an understanding of and experience in the design, delivery, and management of such efforts.
- Extent to which the applicant has experience in delivering high-caliber, large-scale projects.

**V.B.2. Project Resources: Time; Budget; Personnel; Management Plan**

- Evidence of the ability to develop, deliver, and manage the project in an effective and timely manner.
- Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which they demonstrate appropriate experience both generally and in the specific areas that the proposal addresses.
- Extent to which personnel commit adequate time to manage and implement the project activities.
- Extent to which the budget is reasonable and appropriate.

**V.B.3. Promotion Plan**

- Evidence that the applicant has sufficient resources and knowledge to provide communications and marketing services to the *Connecting to Collections* initiative in general, and to the national tour in particular.
- The extent to which the proposal demonstrates the ability of the organization to work collaboratively with IMLS to develop and implement a communications and marketing plan that includes goals, objectives, and potential outcomes; identifies target audiences, partners, and media; articulates key messages; identifies tactics and strategies; and continues to develop the initiative’s visual identity.
- Evidence that the applicant will work with the IMLS and with other organizations promoting the *National Conservation Summit* and the *Connecting to Collections Bookshelf* to create a seamless promotional campaign.

**SECTION VI. AWARD ADMINISTRATION INFORMATION**

**VI.A. Cooperative Agreement**

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee of profit (or other increment above allowable cost) is allowed.

#### **VI.B. Terms and Conditions**

Institute of Museum and Library Services Cooperative Agreements are subject to the General Terms and Conditions for grantees (please see <http://www.ims.gov/recipients/administration.shtm>).

The Cooperator shall also comply with the Cooperator's applicable OMB Circulars and with the Institute of Museum and Library regulations at 45 C.F.R. subparts 1180, 1181, 1182, 1183, 1185, and 1186. Such OMB Circulars and IMLS regulations will be incorporated by reference into the Cooperative Agreement.

#### **VI.C. Assurances and Certifications**

##### **Assurance of Compliance with Non Discriminations Requirements**

By submission of a proposal, the Cooperator hereby agrees that it will execute projects, productions, workshops, and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendment of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, Institute of Museum and Library Services, 1800 M Street NW, 9<sup>th</sup> Floor, Washington, DC 20036.

##### **Certification Concerning Debarment, Suspension, and Other Responsibilities**

In compliance with 45 CFR Part 1185,

1. The Cooperator certifies to the best of his or her knowledge and belief that the Cooperator 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 with 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 year for cause or default.

2. The Cooperator further certifies that the Cooperator 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.

Where the Cooperator or any lower-tier participant is unable to certify to this statement, it shall provide an explanation to the IMLS Grants Office.

### **Delinquent Debt Certification**

The Cooperator certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances, and benefit overpayments.

### **Drug-Free Workplace Act Certification**

The Cooperator certifies, as a condition of the award, that the Cooperator 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.

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

### **V.I.D. Reporting**

It will be the responsibility of the recipient to file required reports. Interim narrative performance reports must be submitted within 30 days after the end of each six-month period for the duration of the award, except for the final six months (when final reports will be submitted within 90 days after the end of the grant period).

An annual financial status report must be submitted within 30 days after the end of the first year of the project, unless the award is for a one-year project. For one-year projects, only a final financial status report is required.

Final performance and final financial status reports must be submitted within 90 days of the close of the project period. Interim and final financial status reports

must be submitted on the required forms [either SF 269, Financial Status Report (long form), or SF 269A, Financial Status Report (short form)].

Failure to comply with the reporting requirements may result in the loss of current or future funding from the IMLS.

## **SECTION VII. AGENCY CONTACTS**

For information on this solicitation, write or call:

Nancy Rogers,  
Senior Project Coordinator  
Institute of Museum and Library Services  
1800 M Street NW, Room 9308  
Washington, DC 20036-5802

Telephone: (202) 653-4714

Email: [nrogers@imls.gov](mailto:nrogers@imls.gov)

## **SECTION VIII. OTHER INFORMATION**

### **Rejection and Award**

IMLS reserves the right to reject any or all proposals.

### **Payment**

Payment schedule and terms will be determined after the Cooperator is selected by mutual agreement between the Cooperator and IMLS.

### **Termination**

IMLS reserves the right to terminate this agreement for the convenience of the government and at the discretion of the IMLS Director.