

# PROGRAM INFORMATION SHEET – PAGE ONE

## 1. Applicant Information

a. Legal Name (5a from Face Sheet):

b. Organizational unit (if different from Legal Name) :

c. Organizational Unit Address

Street1:

Street2:

City:

County:

State:

Zip+4/Postal Code:

d. Web Address: http://

e. Type of Institution (Check one):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic Library                                   | <input type="checkbox"/> Library Association                                | <input type="checkbox"/> School Library or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium   | <input type="checkbox"/> Library Consortium                                 | <input type="checkbox"/> Science/Technology Museum   |
| <input type="checkbox"/> Arboretum/Botanical Garden                         | <input type="checkbox"/> Museum Library                                     | <input type="checkbox"/> Special Library   |
| <input type="checkbox"/> Art Museum   | <input type="checkbox"/> Museum Services Organization/ Association          | <input type="checkbox"/> Specialized Museum **   |
| <input type="checkbox"/> Children's/Youth Museum                            | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library   |
| <input type="checkbox"/> Community College                                  | <input type="checkbox"/> Natural History/Anthropology Museum                | <input type="checkbox"/> State Museum Agency   |
| <input type="checkbox"/> Four-year College                                  | <input type="checkbox"/> Nature Center                                      | <input type="checkbox"/> State Museum Library  |
| <input type="checkbox"/> General Museum*                                    | <input type="checkbox"/> Planetarium  | <input type="checkbox"/> Zoo   |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library                                     | <input type="checkbox"/> Institution of higher education other than listed above                               |
| <input type="checkbox"/> Historic House/Site                                | <input type="checkbox"/> Research Library/Archives                          | <input type="checkbox"/> Other, please specify:  |
| <input type="checkbox"/> Historically Black College or University           |   |  |
| <input type="checkbox"/> History Museum                                     |   |  |

\*A museum with collections representing two or more disciplines equally (e.g., art and history)

\*\*A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

## 2. Grant Program or Grant Category

a. 21<sup>st</sup> Century Museum Professionals

b. Congressionally Directed Grants

c. Connecting to Collections: Statewide Grants

**d. Conservation Project Support**

- General Conservation Survey
- Detailed Conservation Survey
- Environmental Survey
- Environmental Improvements
- Treatment
- Training

**e. Grants for Learning Labs in Libraries and Museums**

Select Museum or Library:

- Museum
- Library

**f. Laura Bush 21<sup>st</sup> Century Librarian Program**

Select Funding Category:

- Project Grant
- Collaborative Planning Grant
- National Forum Planning Grant

Select Project Category:

- Master's-level Programs
- Doctoral-level Programs
- Research: Early Career Development
- Continuing Education
- Programs to Build Institutional Capacity
- Scholarship Continuation

**g. Museum Grants for African American History and Culture**

**h. Museums for America**

- Engaging Communities
- Building Institutional Capacity
- Collections Stewardship

**i. National Leadership Grants**

Select Museum or Library:

- Museum
- Library

Select Funding Category:

- Project Grant
- Planning Grant
- National Forum Grant

Select Project Category:

- Advancing Digital Resources
- Demonstration
- Library Museum Collaboration
- Research

**j. Native American/Native Hawaiian Library Services**

- Basic Grant only
- Basic Grant with Education/ Assessment Option
- Enhancement Grant
- Native Hawaiian Library Services

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# PROGRAM INFORMATION SHEET – PAGE TWO

## 2. Grant Program or Grant Category (cont'd)

### k. Native American/Native Hawaiian Museum Services

- Programming  
 Professional Development  
 Enhancement of Museum Services

### l. Sparks! Ignition Grants

Select Museum or Library:

- Museum  
 Library

## 3. Request Information

a. IMLS funds requested:

b. Cost share amount:

## 4. Museum Profile (Museum Applicants only)

- a. Is the institution 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 and that is organized on a permanent basis for essentially educational or aesthetic purposes?  Yes  No
- b. Does the institution own or use tangible objects, whether animate or inanimate?  Yes  No
- c. Does the institution care for tangible objects whether animate or inanimate?  Yes  No
- d. Are these objects exhibited by the institution to the general public on a regular basis through facilities the institution owns or operates?  Yes  No
- e. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates?  Yes  No

Institution's attendance for the 12-month period prior to the application: Onsite: \_\_\_\_\_ Offsite: \_\_\_\_\_

Year the institution was first open and exhibiting to the public: \_\_\_\_\_

Total number of days the institution was open to the public for the 12-month period prior to application: \_\_\_\_\_

- f. Does the institution employ at least one professional staff member, or the fulltime equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution?  Yes  No

Number of full-time paid institution staff: \_\_\_\_\_

Number of full-time unpaid institution staff: \_\_\_\_\_

Number of part-time paid institution staff: \_\_\_\_\_

Number of part-time unpaid institution staff: \_\_\_\_\_

g.

Fiscal year	Revenue/ Support Income	Expenses/ Outlays	Budget deficit (if applicable)*	Budget surplus (if applicable)*
Most recently completed FY				
Second most recently completed FY				

\*If Institution has a budget deficit or surplus for either of the two most recently completed fiscal years, please explain the circumstances of this deficit or surplus in the Text Responses section of the application.

## 5. Project Partners

In the space below, please list the names of any organizations that are official partners in the project. All official partners must include a completed Partnership Statement Form in this package.

## 6. Native Hawaiian Organization Eligibility (Native American/Native Hawaiian Programs only)

Is the institution an eligible not-for-profit organization that primarily serves and represents Native Hawaiians (as defined in Title 20 U.S.C. Section 7517; if yes, see Proof of Eligibility requirements)?  Yes  No

# PROGRAM INFORMATION SHEET – PAGE THREE

## 7. Institutional Profile (Native American Library Services Grants only)

- a. Number of hours per week the library collection is accessible to patrons:
- b. Number of staff dedicated full-time to library operations:
- c. Number of staff with part-time library duties:
- d. Number of items in the collection (books, journals, media):
- e. Number of items checked out per year:
- f. Does library staff have access to the Internet?  Yes  No
- g. Does the library provide public access to the Internet?  Yes  No
- h. Amount of operating budget for library services in most recently completed fiscal year:
- i. Identify which of the following activities will be supported by grant funds (check all that apply):
  - Expand services for learning and access to information and educational resources.
  - Develop library services that provide all users with access to information.
  - Provide electronic and other linkages between and among all types of libraries.
  - Develop public and private partnerships with other agencies and community-based organizations.
  - Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
  - Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.
- j. Maintenance of Effort (check the appropriate response):
  - This year's expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
  - This year's expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
  - Maintenance of effort does not apply.

## 8. Collection and Material Information (Conservation Project Support Grants only)

### a. Type of Collection

- Art
- Natural History
- Living Plants
- History
- Anthropology
- Living Animals

### b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

aeronautics, space/airplanes	horological (clocks)	photography, negatives
animals, live	landscape features, constructed	photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health, pharmacological	sculpture, indoor
Ceramics, glass, metals, plastics		sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral, paleontological	musical instruments	toys and dolls
historic building	numismatics (money)	transportation, excluding airplanes
historic sites	paintings	
	philatelic (stamps)	works of art on paper