INSTITUTE OF MUSEUM AND LIBRARY SERVICES CARES ACT GRANT FAQ

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GENERAL QUESTIONS ABOUT THE OPPORTUNITY

WHAT ARE THE CRITERIA FOR BEING CONSIDERED A MUSEUM ENTITY?

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QUESTIONS ABOUT THE PROCESS

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WHAT IS THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)?

The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Find out more at https://www.imls.gov.

WHAT IS THIS GRANT?

"The IMLS CARES Act Grants for Museums and Libraries grant program invites project proposals that focus on preserving jobs, training staff, addressing the digital divide, planning for reopening, and providing technical support and capacity building for digital inclusion and engagement while prioritizing services for high-need communities."

https://www.imls.gov/sites/default/files/fy20-cag-ml-nofo.pdf

WHAT IS THE GOAL OF THIS GRANT PROGRAM?

To support the role of museums and libraries in responding to the coronavirus pandemic in ways that meet the immediate and future COVID-19 needs of the communities and audiences they serve.

WHAT COUNTS AS A "HIGH-NEED COMMUNITY?"

To reflect the priorities outlined in the CARES Act, ILMS is asking applicants addressing digital inclusion and related technical support needed by their communities or target audiences to design their projects using the following types of data:

-Economic Indicators, including but not limited to:

- • Poverty rates

- • Supplemental Nutrition Access Program (SNAP) participation rates

- • Unemployment rates

-Broadband availability and adoption

IS THERE AN EASY WAY TO GET THIS INFORMATION?

Applicants may wish to explore the data for these and other variables posted by the United States Census Bureau (including COVID-19 Demographic and Economic Resources) as they develop their proposals.

IS THERE A COST-SHARING REQUIREMENT?

No, but any cost sharing that appears in your project budget should be carefully calculated. Grantees are expected to meet their cost share commitments.

WHO IS ELIGIBLE?

To be eligible for an award under the IMLS CARES Act Grants for Museums and Libraries Notice of Funding Opportunity, you must meet the eligibility requirements of a Museum Entity or a Library Entity.

WHAT ARE THE CRITERIA FOR BEING CONSIDERED A MUSEUM ENTITY?

- You must be either a unit of State, local, or tribal government or be a private, nonprofit organization that has tax-exempt status under the Internal Revenue Code;
- You must be located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- You must qualify as one of the following:
    - o (a) A museum that, using a professional staff, is organized on a permanent basis for essentially educational, cultural heritage, or aesthetic purposes; owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits these objects to the general public on a regular basis through facilities that it owns or operates.
    - o (b) An organization or association that engages in activities designed to advance the wellbeing of museums and the museum profession;
    - o (c) An institution of higher education, including public and nonprofit universities; or

- o (d) A public or private nonprofit agency that is responsible for the operation of a museum that meets the eligibility criteria in 1, 2, and 3(a) above may apply on behalf of the museum.

WHAT TYPES OF INSTITUTIONS ARE INCLUDED IN THE TERM "MUSEUM"?

If they otherwise meet these requirements, "museums" include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children's/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

WHAT DOES IT MEAN TO BE "USING A PROFESSIONAL STAFF"?

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

WHAT DOES IT MEAN TO "EXHIBIT THE OBJECTS TO THE GENERAL PUBLIC"?

An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. An institution that exhibits objects to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis. An institution which does not have the exhibition of objects as a primary purpose and/or does not exhibit objects to the public for at least 120 days a year may be determined to be eligible as a museum under certain circumstances.

IF MY MUSEUM IS LOCATED WITHIN A PARENT ORGANIZATION, CAN MY MUSEUM APPLY ON ITS OWN?

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

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

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

IS A NONPROFIT ORGANIZATION ELIGIBLE IF IT IS AFFILIATED WITH A MUSEUM?

IMLS may determine that a nonprofit organization that is affiliated with a museum is eligible for this program where the organization can demonstrate that it has the ability to administer the project and can ensure compliance with the terms of this Notice of Funding Opportunity and the applicable law, including the IMLS Assurances and Certifications. The applicant organization must

submit an agreement from the museum that details the activities that the applicant and museum will perform and binds the museum to the statements and assurances made in the grant application.

WHAT ARE THE CRITERIA FOR BEING CONSIDERED A LIBRARY ENTITY?

- Be either a unit of State or local government or be a private, nonprofit organization that has nonprofit status under the Internal Revenue Code of 1954, as amended, and
- Be located in one of the 50 States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

- Qualify as one of the six types of approved organizations (detailed below).

WHAT ARE THE APPROVED TYPES OF LIBRARY ORGANIZATIONS?

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:

(a) Public libraries

(b) Public elementary and secondary school libraries

(c) College (including community college) and university libraries

(d) 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. Research libraries must be under the supervision of at least one permanent professional staff librarian and must be either generally recognized as possessing unique, scholarly research materials and services that are made available to the public, or able to demonstrate that such is the case when submitting an application to IMLS.

(e) Private or other special library, but only if the State in which such private or special library is located determines that the library should be considered a library for purposes of Library Services and Technology

2. An academic or administrative unit, such as a graduate school of library and information science that is 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; or

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 wellbeing of libraries and the library profession.

CAN NATIVE AMERICAN TRIBAL ORGANIZATIONS APPLY?

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

QUESTIONS ABOUT THE PROCESS

HOW DO I SUBMIT AN APPLICATION?

You must submit your application through Grants.gov. Do not submit through email or postal mail to IMLS. The Funding Opportunity Title is "IMLS CARES Act Grants for Museums and Libraries." The Funding Opportunity Number is CAG-ML-FY20.

HOW MANY APPLICATIONS CAN WE SUBMIT?

One per eligible organization.

WHAT ARE THE REGISTRATION REQUIREMENTS FOR SUBMITTING AN APPLICATION?

Before submitting an application, your organization must have a current and active D-U-N-S® number (a unique entity identifier), System for Award Management (SAM) registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® number and SAM registration are not active and current at the time of submission, your application will be rejected; if they are not active and current at the time an award is made, we may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Contact Grants.gov at support@grants.gov or call their help line at 1-800-518-4726 for technical assistance. The help line is available 24 hours a day, seven days a week, except for federal holidays.

WHAT IS A DUNS NUMBER?

A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

HOW DO I GET A DUNS NUMBER?

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet (D&B) website](#) or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

WHAT IS A SAM REGISTRATION?

The System for Award Management (SAM) is [an official website](#) of the U.S. government. There is no cost to use SAM. You can use the site for free to:

- Register to do business with the U.S. government

- Update or renew your entity registration

- Check status of an entity registration

- Search for entity registration and exclusion records

You must have an active registration in SAM to do business with the Federal Government.

WHERE CAN I FIND OUT WHAT I NEED FOR THE APPLICATION?

Visit the [Notice of Funding Opportunity](#), Section D, for application and submission information, including what materials are needed and how to best submit them.

WHAT IS THE DEADLINE FOR APPLICATION?

Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on June 12, 2020.

It is strongly recommended that you obtain a D-U-N-S® number, register with SAM, and Grants.gov, and complete and submit the application early. Grants will be awarded only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline, as indicated by the date stamp generated by Grants.gov.

WHEN WILL WE BE NOTIFIED OF FUNDING DECISIONS?

August 2020.

WHOM SHOULD WE CONTACT IF WE HAVE QUESTIONS?

[Click here for IMLS staff contact information for this grant program](#). IMLS staff are available by phone and email to answer programmatic and administrative questions relating to this grant program.

Contact Grants.gov or call their help line at 1-800-518-4726 for assistance with software issues, registration issues, and technical problems.