



Communities for Immunity

Museums and Libraries as
Trusted Community Partners

Communities for Immunity Applicant Toolkit

Introduction

Thank you for your interest in participating in *Communities for Immunity*, an unprecedented partnership to boost COVID-19 vaccine confidence in communities across the United States that leverages the unique position of museums and libraries to employ highly localized approaches to reach the most vulnerable audiences.

The following resources will help you determine whether *Communities for Immunity* is a good fit for your institution and guide you through the application process.

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Communities for Immunity Application and Selection Process

US-based museums, libraries, and tribal organizations are eligible to apply for funding through the ASTC-administered *Communities for Immunity* award program to support projects that enhance understanding of and access to the COVID-19 vaccine. **Note:** organizations must be eligible to receive Institute of Museum and Library Services (IMLS) funding as outlined [here](#).

Communities for Immunity Award, Round One

Applications are due September 2, 2021. You can apply by setting up a [free ASTC](#) account and applying [here](#).

With support from the Centers for Disease Control and Prevention (CDC) and IMLS, the Association of Science and Technology Centers (ASTC) will make awards to US-based organizations to enhance understanding of the COVID-19 vaccine and engagement with vaccine-hesitant populations.

Communities for Immunity's priority during Round One will be making rapid funds available to eligible organizations who can use, adapt, and expand existing resources and approaches to engage their communities within 30-60 days of receiving their award.

In Round One, *Communities for Immunity* plans to award approximately:

- 20 micro-awards up to \$1,500
- 30 mini-awards up to \$2,500
- 30 small awards up to \$5,000
- 20 engagement awards up to \$10,000

Round One applications are due September 2, 2021, and awards will be announced on a rolling basis beginning August 19 until the end of the notification period on September 16, 2021. Projects may begin immediately following award notification and execution of an agreement, and must be completed by December 10, 2021. Round Two projects will be initiated in the fall of 2021 and conclude in the spring of 2022, with awards ranging from \$1,500 to \$100,000. Receiving awards in multiple rounds is possible, and applicants who are not successful in Round One may apply in future rounds.

Round One timeline

Application period	August 5-September 2, 2021
Webinars on Application	To be announced
Awardee notification/agreement execution period begins	August 19, 2021
Awardee notification/agreement execution period ends	September 16, 2021
Mandatory virtual meeting for awardees	To be announced
Projects implemented	August 19-December 10, 2021
Final reports due	January 31, 2022

Application requirements

Your proposal must include:

- A narrative describing how the proposed project will address COVID-19 vaccine confidence in your community through increased understanding of and/or access to the COVID-19 vaccine
- A description of the target audience, as well as evidence that the audience may be vaccine-hesitant
- A detailed project budget using the provided budget template
- A project timeline, including start date, end date, and significant milestones

Note: further information on proposal requirements, including information about COVID-19 vaccines, messaging approaches, and engagement with vaccine hesitant populations may be found in the FAQs.

Awardees will be required to:

- Participate in project evaluation, which may include pre- and post-project surveys, interviews with an external evaluator, and other evaluation activities
- Track and document audience reach, including demographics and number of participants
- Contribute information, tools, promising practices, and/or resources to a Community of Practice
- Track and document award expenditures and submit a final report on award activities and program outputs and outcomes. A final report template will be provided; more information may be found in the FAQs.
- Attend a mandatory online meeting for awardees

Strong proposals will include:

- A project plan that addresses a community priority for vaccine information, confidence, and uptake through evidence-driven approaches
- A thoughtful approach to audience selection, informed by data from public health officials and other sources about vaccine-hesitant communities and local vaccine uptake
- Awards less than \$5,000: use of existing resources and materials to communicate about vaccines
- Awards at or above \$5,000: development of new resources, materials, and approaches that can be shared with other organizations (not a requirement, but an element of a strong proposal)
- A plan to work with partners, which may include:
 - Coordination and/or collaboration with public health officials
 - Partnerships between libraries, museums, tribal organizations, and other cultural institutions
 - Coordination with other community institutions who are also working to increase vaccine access and confidence (e.g. schools, universities, social service organizations)
 - **Note:** in the event multiple awards are granted in the same geographic area, coordination between awardees will be required. ASTC will help facilitate this coordination when awards are announced.

Selection process

Round One applications will be reviewed by staff from professional organizations involved with this award. These organizations include:

- The Association of Science and Technology Centers (ASTC)
- The American Alliance of Museums (AAM)
- The Network of the National Library of Medicine (NNLM)
- The American Library Association (ALA)
- The Association of African American Museums (AAAM)
- The Association of Children's Museums (ACM)
- The Association of Rural and Small Libraries (ARSL)
- The Association of Tribal Archives, Libraries, and Museums (ATALM)
- The Urban Libraries Council (ULC)

Review criteria will include:

- Potential of project to effectively engage local vaccine-hesitant target audience
- Strength of impact, including estimated reach of project and quality of engagement
- Selection of target audience
- Thoughtful incorporation or adaptation of existing resources and materials to communicate about vaccines (**required** for Round 1 awards less than \$5,000)
- Development of new materials that can be shared with other organizations (**suggested** for Round 1 awards at or above \$5,000)
- Demonstration of an evidence-driven approach to developing and delivering project activities
- Coordination with public health authorities, community organizations, and other partners working on vaccine confidence
- Diversity factors such as geographic distribution, institutional diversity, target audience diversity, and project variety

Payment schedule

Awardees will receive 70% of the project payment upon execution of an award agreement with ASTC. The remaining 30% will be paid upon successful completion of the project and submission of the final report.

Certifications

By submitting an application, the applicant certifies that, should an award be made, the applicant will comply with assurances and certifications listed below.

Contact

Please email info@communitiesforimmunity.org with any additional questions.

Assurances and Certifications

Nondiscrimination

The applicant shall comply with the following nondiscrimination statutes and their implementing regulations:

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

Debarment and Suspension

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

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

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

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

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

Federal Debt Status

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

Drug-Free Workplace

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

Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency under which funds are to be provided to a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, or take other authorized actions, if the grantee or any subgrantee, or the contractor or any subcontractor, engages in, or uses labor recruiters, brokers, or other agents who engage in trafficking in persons, the procurement of a commercial sex act, the use of forced labor, or acts that directly support or advance trafficking in persons.

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.

Application Questions

Institutional Information

Organization information

- Organization name:
- Legal organization name (if different from above):
- Organization address:
 - Street
 - City
 - State or Province
 - Zip Code
- Type of organization
 - Museum
 - Library
 - Tribal organization
 - Other (explain)
- Name of fiscal contact at your organization:
- Email of fiscal contact at your organization:

Primary application point of contact

- Full name:
- Job title:
- Email:
- Phone number:

Primary project point of contact (if different from above)

- Full name:
- Job title:
- Email:
- Phone number:

Organization leadership contact information for notification purposes

- Full name:
- Job title:
- Email:

Project Information

Has your organization previously developed or implemented projects or programs around COVID-19 awareness, public health measures related to COVID-19, and/or the COVID-19 vaccine? **Note:** prior experience with these topics is not a requirement for this funding.

- No
- Yes
 - If yes, describe the project or program (maximum 250 words)

Please provide a narrative description (maximum 1,000 words) of your proposed project, including:

- The type of project you plan to implement and expected duration
- How the proposed project will address COVID-19 vaccine confidence in communities served by the awardee through understanding of and access to the COVID-19 vaccine (e.g., boosting access, engaging and informing target audiences, building community resilience, etc.)
- A description of any existing projects or materials that will be incorporated into the proposed project
- Any other important details

What common approaches does your project include (check all that apply):

- Distribution of materials at our institution

- Distribution of materials in our community (through outreach activities, community events, school programs, etc.)
- Display of content at our institution (i.e., posters, video/graphics, exhibit panels, etc.)
- Display of content in our community (i.e., billboards, posters, flyers, etc.)
- Creation of interactive exhibits
- Hosting of educational programs
- Hosting of vaccine administration site
- Hosting of dialogue between community members and public health experts

[Optional] Please describe any planned coordination, partnerships, or other collaborative efforts with other organizations and/or local health officials (maximum 250 words), including:

- Name and description of partner
- Primary role of partner

Please describe the target audience for your project (maximum 500 words), including:

- Description of target audience demographics
- How the audience was selected, as well as evidence the target audience is vaccine hesitant (may include data from national surveys, local public health authorities, or other validated sources)
- Estimated number of people the proposed project will reach

Please describe how your project could be replicated or shared with other organizations, if applicable (maximum 250 words)

Please provide a brief statement, approved for public dissemination, about what this funding means for your community and COVID-19 vaccination efforts in your area (maximum 100 words). If chosen for funding, this statement may be used in a press release.

Project budget and timeline

What is the total project budget? **Note:** Cost-share is *not* required for these awards, however, if additional funding or in-kind support will be used in the execution of this project, we request that be documented in the project budget (see template).

What is the total amount requested in this proposal (if different than total project budget)? **Note:** awardees must follow the cost principles outlined in 2 C.F.R. part 200, which may be found [here](#).

Please fill out the attached budget template and upload it as an Excel file.

Please provide a timeline for the proposed project, including start date, end date, and significant milestones (maximum 250 words). **Note:** projects must be completed by December 10, 2021.

Project reporting and evaluation

Awardees will be required to submit a short final report using a provided template. The final report will include: a brief summary of all project activities, photos of the project in action (e.g. pictures from events, pictures of exhibits, etc.), estimates of how many people were reached through the project, and a summary of how project funds were spent. Do you agree to submit this report, which may become publicly available?

- Yes
- No

Communities for Immunity will engage expert evaluators to assess the outcomes and impact of these projects. Do you agree to participate in project evaluation, including completing pre- and post-project surveys (voluntarily or subject to the availability of funds), participating in at least one interview with an external evaluator, and other evaluation activities?

- Yes
- No
 - If no, what are your concerns with project evaluation (maximum 100 words)?

Awardees may be asked to participate at their own cost, unless additional funding is provided, in dissemination activities to share their projects. Dissemination activities may take place during or after the award period has ended. Examples of dissemination activities you may be asked to participate in include: writing a blog post, presenting during a webinar or event, participating in conversations with Community of Practice members. Do you agree to participate in dissemination activities if requested?

- Yes
- No
 - If no, what are your concerns with outreach (maximum 100 words)?

Do you have any additional questions or comments (maximum 500 words)?

Acknowledgement and Agreement of Terms

Check the boxes below to acknowledge your agreement with the following statements. Please note you must check all boxes to be considered for an award.

- If selected to receive an award, I will:
 - Sign an agreement before receiving funding
 - Track and document award expenditures
 - Document my project, including collecting program data, anecdotal information, and submitting photos/video allowable for wider distribution
 - Submit a final report about my project by January 31, 2022
 - Attend a mandatory online meeting for awardees
- This project is motivated by the desire to share helpful resources with the broader museum and library community. As such, any work created by you solely for this project must be made freely available under a Creative Commons license that allows others to adapt, build upon, and distribute the work. You must agree to make any products that can be shared digitally, which are created with funds from the subaward, freely available through the project's digital platform. Any work that incorporates intellectual property from a third party, including yourself, will retain the original licensing provisions and rights granted by the third party, and you may exclude from the freely available work any third party intellectual property that is not able to be redistributed under the terms of a Creative Commons license.
- By checking the boxes below, I certify that:
 - My organization is eligible to apply for this award as it meets [eligibility criteria](#) as defined by the Institute of Museum and Library Services (IMLS)
 - I have informed my organization's leadership of this application and have their full support
 - My organization will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies, including those listed below.
 - To the best of my knowledge, all information provided in this application is truthful and accurate

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1. are presently excluded or disqualified;
2. have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
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Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency under which funds are to be provided to a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, or take other authorized actions, if the grantee or any subgrantee, or the contractor or any subcontractor, engages in, or uses labor recruiters, brokers, or other agents who engage in trafficking in persons, the procurement of a commercial sex act, the use of forced labor, or acts that directly support or advance trafficking in persons.

Budget Template

Please use the following Budget Template as a guide as you put together your application materials. A budget spreadsheet (downloadable Excel file) for you to complete is provided in the application form.

Allowable expenses include, but are not limited to: materials, production costs, stipends for community partners, and staff time. Note that this award does not cover capital expenditures, alcoholic beverages, or admission fees. Awards of \$10,000 and less may not include indirect or overhead costs; awards of greater than \$10,000 may include indirect costs at the organization's current Federally negotiated rate, or at the *de minimis* rate of 10%.

If your plan includes programmatic components, they should be provided at no cost to participants. Programs that are free with paid admission are acceptable.

Do not include any elements that are being paid for by funding from other sources, only what these grant funds would be used for.

As an award recipient, your budget must follow the cost principles of [2 C.F.R. part 200](#).

Template

Name of Organization

Expense Category	Amount	Explanation
Staff (list individually)		
Materials (list individually)		
Other		
Total	\$0.00	

Example

Name of Organization

Expense Category	Amount	Explanation
Staffmember 1	\$200.00	Modifies existing resources
Staffmember 2	\$200.00	Distributes resources
Staffmember 3	\$200.00	Distributes resources
Staffmember 4	\$200.00	Distributes resources
Staffmember 5	\$200.00	Distributes resources
Materials (ink)	\$250.00	Ink to print informational materials.
Materials (paper)	\$250.00	Paper for informational materials.
Other	\$0.00	
Total	\$1,500.00	

Frequently Asked Questions

What organizations are eligible to apply?

This funding is for museums, libraries, and tribal organizations located in the United States, including territories and tribal lands. To be eligible for this award, your organization must be either a part of the State or local government or a private nonprofit organization with tax-exempt status. Clarification of these eligibility criteria, including definitions of museums, libraries, and tribal organizations can be found at the [Institute of Museum and Library Services Eligibility Criteria](#) page.

What will be included in Round One awards?

Communities for Immunity's priority during Round One will be making rapid funds available to eligible organizations who can use, adapt, and expand existing resources and approaches to engage their communities within 30–60 days of the funding award. Eligible institutions may apply for Round One awards from August 5 through September 2, 2021. *Communities for Immunity* will select awardees on a rolling basis beginning August 19, and all Round One awardees will be notified no later than September 16, 2021. Round One Projects must be completed by December 10, 2021, and final reports must be submitted no later than January 31, 2022. Awards in Round One will range from \$1,500 to \$10,000.

What will be included in Round Two awards?

In Round Two of the project, awards will focus on sustained engagement through the end of 2021 and first half of 2022. *Communities for Immunity* will prioritize projects that include cross-community partnerships, and are designed to engage the hardest-to-reach audiences, reach children and families as younger children become eligible for the vaccine, and include opportunities to build broader vaccine confidence and assess deeper community needs. Eligible institutions may apply for Round Two awards from October 4 through October 29, 2021, and all Round Two awardees will be notified no later than November 18, 2021. Round Two projects must be completed by March 31, 2022, and final reports must be submitted no later than April 29, 2022. Round Two awards will range from \$1,500 to \$100,000.

May I apply for funding in both Rounds One and Two?

Yes, organizations selected for awards during Round One may apply for additional funding in Round Two to build upon and/or expand their Round One projects. Additionally, organizations not selected for awards in Round One are encouraged to reapply in Round Two. Lastly, organizations that did not apply in Round One are still encouraged to apply in Round Two.

How can I apply?

First, you will need to create a free account with ASTC. Go to [My ASTC](#) and click “Sign Up” in the upper right corner and provide the necessary information to create an account. Once you start your application, you will be able to save it and return to finish it later.

What is a vaccine hesitant audience?

The World Health Organization (WHO) Working Group on Vaccine Hesitancy [defines vaccine hesitancy](#) as “delay in acceptance or refusal of vaccines despite availability of vaccine services. Vaccine hesitancy is complex and context specific, varying across time, place and vaccines. It is influenced by factors such as complacency, convenience and confidence.”

In your application, we expect to see a justification for your chosen target audience, including supporting evidence for that group having high levels of vaccine hesitancy. You can provide your own resources to support your choice of audience, and we encourage the use of local data where it is available. Please provide references to any resources that you use to support the selection of your audience.

The following resources are not requirements for your application, but may help to get you started in selecting a target audience:

- The CDC [Estimates of Vaccine Hesitancy for COVID-19](#) provides frequently updated data on hesitancy by geographic region.

- The Public Religion Research Institute and Interfaith Youth Core [Religious Diversity and Vaccine Survey](#) provides data from March 2021 on vaccine hesitancy along with multiple demographic characteristics including religious affiliation, partisan affiliation, age, race, educational attainment, and more.
- The Kaiser Family Foundation (KFF) [COVID-19 Vaccine Monitor](#) is updated monthly and includes data on vaccine hesitancy as well as demographic characteristics like partisan affiliation, gender, education, work from home status and more.

Why are museums and libraries being called on to address vaccine hesitancy?

Museums and libraries are well positioned to help address vaccine hesitancy because of their deep relationships with local communities and reputations for being among the most trusted sources of information. Museums and libraries are experienced conveners with the ability to deploy aspects of their infrastructure and staff expertise in inclusive community engagement and quality informal education.

Which types of projects will be funded?

Communities for Immunity seeks effective, innovative ways to engage vaccine-hesitant populations, so project design is only constrained by your creativity and what resonates with your community! The project may involve the use of existing resources and materials to communicate about vaccines. This could involve printing and distributing pamphlets about: COVID-19 vaccination, facilitating a community discussion about vaccines, or opening or maintaining a vaccination site.

For requests over \$5,000, it is suggested, but not required, that you involve the creation of new resources and materials that can be shared with other organizations. This could involve designing new materials for distribution (pamphlets, infographics, posters, videos, podcasts, public service announcements) or designing a new program, display, activity, or framework for public discussion.

Compelling proposals will include coordination with partners, such as local health officials, community organizations, or other libraries, museums, or cultural institutions. For suggestions on creating a strong partnership, you can read the CDC's guidance on [Engaging Community-Based Organizations to be Vaccination Partners](#).

Where can I find existing resources addressing vaccine hesitancy?

Several websites have compiled resources for addressing vaccine hesitancy, including discussion guides, information on vaccine efficacy, safety, and side effects, how to access a vaccine, and more. These resources may be helpful to you as you design your proposal.

- The Centers for Disease Control (CDC) [Vaccinate with Confidence](#)
- The Smithsonian Institute [Vaccines & Us](#)
- The ASTC [Engaging the Public with the Science of Coronavirus](#)

Is this program about the recently announced COVID-19 booster shot?

The intention of *Communities for Immunity* is to reach out to people who are hesitant about the COVID-19 vaccine and have not yet received their first dose. While we recognize that booster shots are now available for some residents in the US, and that communication about the science of booster shots will also be important, that is outside the scope of this project.

How will my application be reviewed?

Your application will be reviewed by a panel of staff from the multiple library and museum associations collaborating on this project.

The proposal will be judged on several criteria including:

- Potential of project to effectively engage local vaccine-hesitant target audience
- Strength of impact, including estimated reach of project and quality of engagement
- Selection of target audience
- Thoughtful incorporation or adaptation of existing resources and materials to communicate about vaccines (required for awards less than \$5,000)
- Development of new materials that can be shared with other organizations (suggested for awards at or above \$5,000)

- Demonstration of an evidence-driven approach to developing and delivering project activities
- Coordination with public health authorities, community organizations, and other partners working on vaccine confidence
- Diversity factors such as geographic distribution, institutional diversity, target audience diversity, and project variety

Is cost-share expected or required for this project?

Cost-share is not required for these awards. However, if additional funding or in-kind support will be used in the execution of this project, we request that be documented in the project budget (see template).

What guidelines are there surrounding use of funds for this project?

Because Federal funds are being administered in *Communities for Immunity*, awardees are responsible for compliance with Part 200, Chapter II, Subtitle A, Title 2 of the Code of Federal Regulations, hereafter referred to as 2 C.F.R. part 200 (also known as the “Uniform Guidance”). Highlights from the Uniform Guidance are provided below, and the full text of this regulation may be found [here](#).

Are applicants allowed to include indirect costs in their proposal budgets?

Awards of \$10,000 and less may not include indirect or overhead costs; awards of greater than \$10,000 may include indirect costs at the organization’s current Federally negotiated rate, or at the *de minimis* rate of 10%.

Can funds be used as incentives or giveaways for attending vaccine-related programs or exhibits?

Yes. Funds may be used to provide incentives that are directly related to project goals (for example, branded pens, books, or other items for program participants). However, funds may not be used for cash or cash-equivalent (i.e., gift cards) incentives.

What are the reporting expectations for this project?

Award recipients will be required to submit a short final report using a template that we will provide. This report will include:

- A brief summary of all project activities
- High-quality photos of the project in action (e.g., pictures from events, pictures of materials distributed, and displays and exhibits installed)
- A count of how many people were reached during project, as well as an estimate of the number of people who will be reached in the future from exhibits, programs, and other ongoing efforts
- A summary of how project funds were spent

What is the expectation for evaluation of this project?

Communities for Immunity will engage expert evaluators to assess the outcomes and impact of these efforts to ensure that there is an opportunity to capture and share the lessons learned through these projects. All awardees will be required to participate in basic project evaluation consisting of pre- and post-surveys.

What is the Community of Practice?

We expect that awardees will participate in an online community of practice. ASTC Communities of Practice (CoPs) are groups of professionals who share a concern or a passion for something they do and learn how to do it better as they interact regularly. This community will serve as a space in which to share promising practices, tools, and resources, as well as a source of coordination and support amongst museums and libraries.

Does my project have to include creation of new materials that can be shared with other organizations?

No, the creation of sharable materials is not a requirement for this funding. However, it is something that would add to the strength of your proposal, and is highly suggested for projects requesting over \$5,000. We are especially interested in supporting projects that have the potential to be replicated, or that produce materials or approaches that can be shared with other organizations. For example, a strong proposal may feature a plan to design programs or displays about vaccination that could be distributed and used by other organizations.

In the event you do create new content, *Communities for Immunity* asks awardees to agree that they shall use their best efforts to ensure that any intellectual property generated by their project will be made freely available to libraries, museums, and the public.

What's next for *Communities for Immunity*?

In Round Two of the project, awards will focus on sustained engagement through the end of 2021 and first half of 2022. *Communities for Immunity* will prioritize projects that include cross-community partnerships, and are designed to engage the hardest-to-reach and hardest-to-convince audiences, reach children and families as younger children become eligible for the vaccine, and include opportunities to build broader vaccine confidence and assess deeper community needs. Round Two awards will range from \$1,500 to \$100,000.

Whom do I contact with questions not addressed here?

Please email info@communitiesforimmunity.org with any additional questions.

Communities for Immunity 2 C.F.R. part 200 highlights

Because Federal funds are being administered under this funding program, awardees are responsible for compliance with Part 200, Chapter II, Subtitle A, Title 2 of the Code of Federal Regulations, hereafter referred to as 2 C.F.R. part 200 (also known as the “Uniform Guidance”). The full text of the Uniform Guidance may be found [here](#).

The following paragraphs summarize some key sections of 2 C.F.R. part 200 that may provide clarity to awardees. **Note:** this is not intended to be an exhaustive list.

Direct costs

Direct costs are those costs that can be identified specifically with the project. Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials, and other items of expense incurred for the Federal award. If directly related to the project, costs that usually would be indirect may also be considered direct costs, including extraordinary utility consumption, materials supplied from stock or services rendered by specialized facilities, program evaluation costs, or other institutional service operations, etc. (§ [200.413](#)).

Administrative salaries

Administrative and clerical salaries should not typically be charged unless all the following criteria are met (§ [200.413\(c\)](#)):

1. Administrative or clerical services are integral to the project;
2. Individuals involved can be specifically identified with the project; and,
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.

Materials and supplies costs, including costs of computing devices

Materials and supplies used for the project may be charged as direct costs. In the specific case of computing devices, charging as direct costs is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of the project (§ [200.453](#)).

Pre-award costs

Pre-award costs are those incurred prior to the effective date of the award and are directly related to the project. Such costs are allowable only if they would have been allowable if incurred after the award date (§ [200.458](#)).

Travel costs

Travel costs can only be included in the project budget if the participation of the individual is necessary for the project and the costs are directly related to that travel. Documentation must detail why the individual is traveling, why the travel is necessary, and how it benefits the project (§ [200.474](#)).