

Application Questions

Estimated time to complete: *Communities for Immunity* has designed the application process to be as simple and straightforward as possible. The application consists of four primary questions, a budget attachment, and some multiple choice selections. While we encourage you to take sufficient time to develop a thoughtful, evidence-based approach to project concept and design, we estimate completing the application itself will take no more than 2-4 hours.

Institutional Information

Organization information

- Organization name:
- Legal organization name (if different from above):
- Organization address:
 - Street
 - City
 - State or Territory
 - Zip Code
- Type of organization
 - Museum
 - Museum type – please select the category that best describes your organization:
 - Aquarium
 - Arboretum
 - Art museum
 - Botanical garden
 - Children’s/youth museum
 - Cultural center/institution
 - General museum
 - Historic house/site
 - History museum
 - Natural history/anthropology museum
 - Nature center
 - Planetarium
 - Science/technology center
 - Specialized museum
 - Zoological park
 - Other
 - Library
 - Library type – please select the category that describes your organization:
 - Public library or parent organization (e.g., municipality, etc.)
 - School library or parent organization (e.g., school district, university)
 - Academic or administrative unit (e.g., graduate school of library and information science)
 - Digital library
 - Library agency (i.e., government unit)
 - Library consortium
 - Library association
 - Other
- Tribal organization
- Other (explain)
- Number of staff
 - 1-10
 - 11-50
 - 51-100

- 101+
- Annual budget
- Approximate annual number of visitors (please use pre-COVID 2019 data)
- 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 community-facing 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)

Type of project activities you plan to implement (check all that apply):

- Distribute materials at our institution
- Create and distribute materials at our institution
- Distribute materials in our community (through outreach activities, community events, school programs, etc.)
- Create and distribute materials in our community (through outreach activities, community events, school programs, etc.)
- Distribute materials online
- Create and distribute materials online
- Display content at our institution (e.g., posters, video/graphics, exhibit panels, etc.)
- Create and display content at our institution (e.g., posters, video/graphics, exhibit panels, etc.)
- Display content in our community (e.g., billboards, posters, flyers, etc.)
- Create and display content in our community (e.g., billboards, posters, flyers, etc.)
- Create interactive exhibits
- Host educational programs
- Host vaccine administration site
- Host dialogue between community members and public health experts and/or other trained members of the community
- Other (please explain)

Total expected duration of your project activities (i.e., how long it will be displayed, timeframe of events, etc.):

- 1 week or less
- 2-4 weeks

- 1-3 months
- 6 months or more

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

- 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

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(s)
- Primary role of partner

How do you define the project target audience (Select as many as apply or indicate you did not use a given characteristic to define your target audience.):

- Urbanicity
 - Urban
 - Suburban
 - Rural
 - Not applicable
- Race
 - American Indian or Native Alaskan
 - Asian
 - Native Hawaiian or Pacific Islander
 - Black or African American
 - Middle Eastern or North African
 - White
 - Other
 - Not applicable.
- Ethnicity
 - Hispanic or Latino
 - Not Hispanic or Latino
- Age range
 - 0-4
 - 5-11
 - 12-17
 - 18-64
 - 65+
 - Age range is not part of how we defined the target audience.
- Parents and caregivers
 - Of children ages 0-4
 - Of children ages 5-11
 - Of children ages 12-17
 - Not applicable.
- Political views
 - Conservative
 - Liberal
 - Independent
 - Not applicable.
- Income Level
 - Low income
 - Not low income
 - Income level is not part of how we defined the target audience.

Please describe the target audience for your project (maximum 750 words), including:

- Description of target audience demographics
- How the audience was selected, as well as evidence that the target audience is vaccine hesitant (e.g., data from national surveys, local public health authorities, or other validated sources)
- Description of your organization's or partner's connection to that target audience (including successful previous engagements)
- Estimated number of people the proposed project will reach and rationale behind that estimate

Describe the approach(es) (e.g., storytelling, dialogue, vaccine incentives, etc.) that you will be using to reduce vaccine hesitancy. Please cite evidence-based sources that support the effectiveness of your approach. These sources could describe the effectiveness of the approach for vaccine confidence specifically, for other health-related matters, or for combating misinformation in general (maximum 500 words).

Please describe how your project could be replicated or shared with other organizations, if applicable (maximum 500 words). **Note:** For projects over \$25,000, replicability (to include templates, facilitation guides, etc.) will be a core requirement for successful applications. If you are requesting this amount or more, please provide a detailed description of what materials will be made available for use by other institutions and when they will be available.

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 whole or in part, in a press release or other publicity related to *Communities for Immunity*.

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 this be documented in the project budget (see template).

What is the total amount requested in this proposal (if different than total project budget; otherwise leave blank)? **Note:** Awardees must follow the [cost principles outlined in 2 C.F.R. part 200](#).

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

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.