

**LIBRARY OF CONGRESS
CENTER FOR LEARNING, LITERACY AND EDUCATION
OFFICE OF LEARNING AND INNOVATION
101 INDEPENDENCE AVENUE, S. E.
WASHINGTON, D. C. 20540**

**NOTICE OF FUNDING OPPORTUNITY
REQUEST FOR APPLICATIONS FOR THE
DEVELOPMENT OF PRIMARY SOURCE-BASED CURRICULA, APPS/ONLINE
INTERACTIVES AND INSTRUCTIONAL MATERIALS**

March 1, 2019

a. Introduction.

The Library of Congress announces the availability of funds to support the development of curriculum, apps or online interactives and instructional materials, all focusing on the effective use of digitized primary sources in K-12 classrooms.

1.1 Deadline for Submission of Application for Funding: April 22, 2019.

1.2 Grant Amount.

Individual funding levels will depend on the content, quality and feasibility of proposed projects, their value and utility to a national audience of educators, the degree to which they will be distributable by other grantee organizations, the number of applications received, and availability of funding.

The maximum for any individual award is \$500,000 for a 12 month period. There is no minimum award amount.

Cost sharing or matching is not required. Applicants may adopt a cost sharing or matching approach, but such arrangements will not impact the review criteria or evaluation of an application.

The Library of Congress, Center for Learning, Literacy and Engagement, Office of Learning and Innovation, plans a single award cycle, resulting in multiple awards. However, the Library reserves the right to make a single award, to fund parts of applications, or to not make any awards at all.

Issuance of this Notice of Funding Opportunity does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for any costs incurred in the preparation and submission of any application.

1.3 Grant Period.

The grants will support activities for 12 months during fiscal year 2020, from October 01, 2019 through September 30, 2020.

The Library may make additional funds available to grantees in future years at the government's sole discretion, subject to grantee's satisfactory performance under the current award, and subject to the availability of funds. To be considered for up to two years beyond fiscal year 2020, applicants must additionally include program and administrative costs for fiscal year 2021 and fiscal year 2022 in the proposed budget and narrative outline at Appendix B.

b. Background.

2.1 Authority: The “Library of Congress Digital Collections and Educational Curricula Act of 2005” (2 U.S.C. § 184) authorized the Librarian of Congress to administer a program to teach educators and librarians how to incorporate the digital collections of the Library of Congress into educational curricula. This program is called “Teaching with Primary Sources” (TPS). The Librarian was further authorized to establish an educational consortium to support the program and to make funds appropriated available to consortium members, educational institutions and libraries. In Pub. L. 115-244, Legislative Branch Appropriations Act, 2019, Division B, Title I, Congress allocated funds for the TPS program. Under 2 U.S.C. § 136, the Librarian is authorized to enter into agreements to accomplish the mission of the Library.

2.2 Library of Congress: The Library of Congress is the nation’s oldest federal cultural institution and serves as the research arm of Congress. It is also the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts. The Library’s mission is to engage, inspire, and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

PLEASE NOTE: The Library of Congress is not an Executive agency. This NOFO will not be posted on the Grants.gov site. Inclusion of the Notice of Funding Opportunity in the Catalog of Federal Domestic Assistance and D-U-N-S numbers is not required.

2.3 Library of Congress Teaching with Primary Sources Program:

The Teaching with Primary Sources program is the Library of Congress’s premier educational outreach program. The goal of the program is to provide instructional materials, tools, education and professional development that enhance teachers’ ability to integrate digitized primary sources from the Library of Congress into inquiry-based instruction that builds student literacy, critical thinking skills, content knowledge and ability to conduct original research.

Since the 1990s, the Library of Congress has reached thousands of teachers through offerings at the Library, on our website, www.loc.gov/teachers, and onsite in communities nationwide.

The Teaching with Primary Sources program has four main goals:

1. Provide online and in-person primary source-based professional development programs nationwide.
2. Increase the ability of educators to design student-centered primary source-based learning experiences that use effective instructional practices.
3. Implement standards-based learning experiences that improve student ability to critically examine primary sources.
4. Build patronage of the Library’s digitized resources, which expands the community of educators dedicated to the improvement of education through the use of primary sources.

2.4 Educational Consortium.

An [educational consortium](#) made up of institutional partners such as universities, school districts, professional associations, and educational foundations helps the Library design and deliver the TPS program. Between 2006 and 2016, Consortium members were tasked with creating and offering professional development workshops and courses around [11 common learning goals](#). In 2017, the Library added organizations into the Consortium whose projects extended beyond professional development to

include curriculum design, apps and online interactives development and research. Since then, members of the TPS Consortium have created eight civics-related apps and online interactives, as well as curricula that use primary sources from the Library to teach subjects as wide ranging as research-based writing, culturally-responsive pedagogy, STEM, music, civics and civic engagement.

This current solicitation seeks *creation partners* who can conceive, design, develop, test and publish additional curriculum, apps/online interactives and instructional materials focused on the effective instructional use of the Library's digitized primary sources. A growing number of educational organizations who receive small grants from the [TPS Regional program](#) will disseminate these materials by embedding them into education and professional development for pre-and in-service pre-K-12 educators, in a variety of formats, including workshops, seminars, online courses, graduate courses and coaching.

To date, approximately 350 [organizations](#), called regional grantees, operating in all 50 states, the District of Columbia and Puerto Rico, have received grants of up to \$20,000 to incorporate TPS methods and materials into their existing teacher programs. Going forward, regional grantees will be referred to as *dissemination partners*, and will become members of the TPS Consortium. The Library will expect *creation partners* to identify additional potential *dissemination partners*, if needed, to deliver specific content, or work with targeted teacher populations, related to the TPS products they create. These organizations can apply for grants of up to \$20,000 from the [TPS Regional program](#).

2.5 Curriculum, Instructional Materials and Tools

The Library seeks to expand the body of high-quality, primary source-based TPS materials and tools that meet the needs of teachers across the curriculum and grade spectrum. It is our goal to provide greater resources for use in K - 12 classrooms suitable for a diverse array of subjects, teacher and student populations, educational settings, and geographic areas.

Successful applicants will be called *creation partners*. They will have demonstrated expertise in creating curriculum, apps/online interactives and or instructional materials founded on the fundamental belief of the value of primary sources in K -12 education. They will have a history of: contributing to the design of nationally-recognized learning standards; creating widely-used tools or learning materials; and delivering high quality professional development that address the needs of specific sectors of the K- 12 educational community, including science teachers, fine arts teachers, civics teachers, teachers of students with disabilities, teachers in rural areas, etc.

The Library of Congress will select *creation partners* who have networks and constituencies through which TPS tools and instructional materials can be developed and disseminated. In addition to their own delivery mechanisms, the Library will select grantees capable of working with *dissemination partners* from the TPS Consortium, who will provide teacher professional development associated with the curricula, tools and instructional materials they have developed, to teachers across the country.

c. Scope.

The Library of Congress will identify *creation partners* with national reputations for being experts and standard bearers in their fields, to develop high-quality K-12 curricula, apps/online interactives and instructional materials that incorporate Library of Congress digitized primary sources and other online resources.

Specifically, the Library of Congress seeks to award grants to support the development, testing and assessment of curriculum, apps/online interactives and instructional materials that effectively utilize

Library of Congress digitized primary sources for use in K-12 classrooms in particular content areas or with sub populations of students and teachers.

3.1 Development of Curriculum in Specific Content Area(s).

a. Grant Requirements

- Design, develop and test curriculum, apps/online interactive or instructional materials (for teacher professional development and/or for use in K-12 classrooms), which effectively utilize Library of Congress digitized primary sources, and which enhance learning within a specific sub group of the K-12 educational community (e.g., professional focus, student population, and geographic location).
- Make needed modifications to the curriculum, app/online interactive or instructional materials created under the grant, based on critical feedback from users.
- Obtain all necessary permissions, releases and/or other clearances that must be acquired for use of any content to be included by grantee in grantee's curriculum, app/online interactive or instructional materials. Such permissions, releases and/or other clearances may pertain to, but are not limited to, copyright, right of publicity, right of privacy, defamation, or any other right whatsoever.
- Enter into an agreement with the Library and openly license to the public any new copyrightable materials created in whole, or in part, with these grant funds, and openly license to the public any copyrightable modifications made to pre-existing content using these grant funds. The license must be worldwide, non-exclusive, royalty-free, perpetual, and irrevocable, and must grant the public permission to freely access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use, for any purposes, copyrightable intellectual property created with such funds, provided that the licensee gives attribution to the designated authors of the intellectual property. All materials must be labeled as open educational resources (OER). All computer software source code developed or created with these grant funds must be openly licensed under an intellectual property license that allows the public to freely use and build upon source code created or developed pursuant to this grant of funds. Grantee shall also provide the Library a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all projects created under this grant for Federal purposes, and to authorize others to do so.
- Ensure that curriculum, app/online interactives, instructional materials and accompanying products are available online through channels approved by Library of Congress staff.
- Maintain public access to the curriculum, app/online interactive and instructional materials developed under the grant for a minimum of five years, after the end of the grant.
- Disseminate the curriculum, app/online interactive or instructional materials developed under the grant through existing networks of subsidiary and partner organizations.
- Identify organizations to help disseminate products developed under the grant, and recommend them as *dissemination* partners, where appropriate.
- Prepare *dissemination partners* to design and deliver professional development, centered on the curriculum, app/online interactive or instructional materials created, through written materials, information sessions, meetings, demonstrations and or train-the-trainer courses.
- Implement a system of regular review of the curriculum, app/online interactive or instructional materials created by scholars, institutional partners, Library staff, other

TPS Consortium members, and appropriate numbers of targeted K-12 teachers and students to maintain current of national trends.

- Attend and co-convene, if requested, at least two TPS Consortium meetings per year, held in Washington, DC and elsewhere in the U.S.
- Participate in the TPS Educational Consortium by sharing ideas, methods and information to enhance the development and dissemination of the national program, and provide access to networks and communities that can help broaden the reach and applicability of the TPS program.
- Participate in Consortium-wide TPS program design, testing, research and evaluation activities, as requested, to support the quality of TPS resources and the efficacy of TPS program processes.
- Participate in promotional efforts and outreach activities that inform educators of the availability of the curriculum, app/online interactives and instructional materials created under this grant.
- Explain and promote the curriculum, app/online interactives or instructional materials and the pedagogical approaches represented in Library of Congress and relevant association publications.
- Attend a TPS orientation and fundamentals program (The program lasts 30 hours. Grantees should be available to attend at least 24 hours of the orientation in Washington, DC at the Library of Congress).

b. Deliverables: Recipients of an award shall deliver to the Library:

- A project development plan for the Library's approval, including ongoing status updates and regular review by Library staff;
- Curriculum, app/online interactive or instructional materials for use with K-12 students in a specific content area, incorporating Library of Congress digitized primary sources, that: includes teacher resource materials, detailed procedures and guidance for implementation, and discipline-specific support for student literacy development; and aligns with appropriate and relevant content and disciplinary standards and frameworks, such as the Next Generation Science Standards, the C3 Framework, etc., as outlined in the approved project development plan.
- Quarterly quantitative and budget reports and semi-annual narrative reports.
- A final report, assessing the use, adoption and impact of the product created under the grant.

d. Eligible Applicants

Eligible applicants include: public or private organizations, both not-for profit and for-profit organizations and including institutions of higher education, colleges, universities, professional associations, library systems, cultural institutions, other educational organizations, and collaborative partnerships (such as an organization with content expertise paired with a state or regional educational entity); states; public or private agencies, including for-profit agencies; and Indian tribes and tribal organizations.

An applicant may be disqualified if the applicant or any principal or employee has been subject to any legal proceeding involving fraud, criminal activity or has been subject to any Federal or state citation for a criminal activity. If so, an explanation must be provided.

System for Award Management (SAM). Each applicant must: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain

an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The Library may not make an award to an applicant until the applicant has complied with this requirement and, if an applicant has not fully complied with the requirement by the time the Library is ready to make an award, the Library may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

e. Application and Selection Process

Interested parties must submit an application containing the following information:

- a) **Organizational description**, including configuration, staffing, expertise, affiliations and networks, and other characteristics that would allow your organization to create and distribute the curricular or instructional materials you propose.
- b) **Brief description of past activities** relevant to the grant project proposed (see required content of Appendix C, below).
- c) **Detailed description of the proposed project** for which funding is sought. Describe: its targeted K-12 audience; methodologies and formats; the process by which it will be designed, developed and tested – including the timeline, from inception to completion, and all involved participants and their roles. Explain the rationale (referring to the available literature and research, where appropriate) for the approaches proposed in the application.
- d) **Articulated need and impact** of your project. Provide evidence that the intended project will meet a significant need identified in a segment of the K-12 educational community. Describe the impact the proposed curriculum, app/online interactive or instructional materials is expected to have on teachers and student learning. Include the methodology you will use to assess this impact.
- e) **Projected distribution targets** the project is expected to reach. Include the projected numbers and types of teachers and students reached through distribution outlets over which the applicant organization has direct control. Please include information about the strategies, and *dissemination partners*, to be used to meet these targets
- f) **Name**, address, telephone number, email address, and title of a contact person.

The main body of the proposal should be no longer than 15 double-spaced pages in 11 or 12-point font.

Proposals should also include five appendices:

1. Appendix A: A logic framework that provides a description your project from start to finish that includes, at a minimum: project priorities, inputs, activities outputs, short and long-term outcomes, and impact.

2. Appendix B: Proposed budget and narrative, using the attached budget and narrative plan format provided, outlining and explaining both program and administrative costs. Indirect cost rates may not exceed 15%. (The Library of Congress does not adhere to the indirect cost rates negotiated by other federal agencies pursuant to OMB regulations. Indirect cost rates included in an applicant's proposed budget and narrative may not exceed 15%. Applicants who have never received a negotiated indirect cost rate agreement may elect the 10% de minimis rate, per 2 CFR §200.414 Indirect (F&A) costs.) The Library may make additional funds available to grantees in future years at the government's sole discretion, subject to grantee's satisfactory performance under the current award, and subject to the availability of funds. To be considered for potential additional funding beyond fiscal year 2020, applicants must additionally include program and administrative costs for fiscal year 2021 and fiscal year 2022 in the proposed budget and narrative outline at Appendix B.

3. Appendix C: Descriptions, links, user testimonials, reviews, featured articles, research findings, etc., pertaining to previously created curricula, apps/online interactives and instructional materials. Descriptions of the process by which previous tools and materials were created and distributed (who was involved, collaboration, processes established, etc.).

2. Appendix D: List and description of the role played in similar federal or state-funded projects.

3. Appendix E: Names of the project director and other key staff with half-page descriptions for each person who will work on the grant, if awarded.

4. Appendix F: Letters of support from senior staff of organizations identified as partners and subsidiaries in the proposal that clearly articulate the nature of their collaboration under the grant proposal.

f. Review Criteria

Panels comprising Library of Congress staff, staff from other government agencies, and senior professionals, from organizations across the country, will review and evaluate submissions on the basis of: the applicant's demonstrated history of providing high-quality curricula, apps/online interactives and or materials focused on a specific subject or population; the applicant's leadership in educational network(s) that propagate teaching excellence in the field targeted by the proposal; experience, knowledge and contacts within the broader K-12 community that would support significant adoption and use of the tools or materials created; quality and use of previously created curricula, apps/online interactives and instructional materials; and programmatic and financial capability of the applicant, as witnessed by the soundness of the project plan and management of similar previous projects. Specifically, Library staff and review panels will evaluate applications based on the following criteria:

a. Expertise

- Extent to which an applicant has an established regional or national reputation for providing the type and scope of materials proposed under this grant.
- Applicant's expertise and experience in developing and delivering curricula, apps/online interactives or instructional materials similar to that described in the proposal.
- Evidence that methodology and design are appropriate to the scope of the project proposed.
- Evidence that the projects use existing or emerging standards or best practices.
- Demonstrated expertise and skill of personnel to be assigned to the project.

b. Need and Impact

- Evidence that the proposed project addresses a recognized need within the K-12 community.
- Extent to which the curriculum, app/online interactive or instructional materials developed are likely to be used by a significant portion of the K-12 educational community, to further student learning within the specific subject or context identified by the applicant.
- Extent to which the project's benefits will continue beyond the grant period.
- Soundness of the plan to assess the impact of project activities.

c. Programmatic and Financial Capability

- Evidence that the applicant will complete the project activities in the time allocated, through the effective deployment and management of resources, including personnel, money, facilities, equipment, and supplies.
- The degree to which the curriculum, app/online interactive or instructional materials are flexible enough to allow for meaningful adaptations for and by local educators while maintaining their effectiveness.

- Evidence of the applicant’s plans to keep the Library fully informed of project progress throughout the grant period, including lessons-learned, modifications and project results.
- Evidence of sound financial management and submission of an appropriate and cost-efficient budget

d. Educational Networks and Affiliations

- Extent to which the applicant can demonstrate past collaborations with other educational entities leading to the design, testing and distribution of K-12 curricula, apps/online interactives or instructional materials.
- Extent to which the applicant includes a sound plan to disseminate the curriculum, app/online interactive or instructional materials, developed under this grant, through already-existing affiliations and networks, and by recruiting additional *dissemination partners*, where needed.
- Extent to which the applicant demonstrates an ability and commitment to incorporate knowledge, materials and activities developed during the grant period into the organization’s continuing work after funding has ended.

e. Scope of the Proposal’s Use of Library of Congress Resources

- Extent to which the proposed project incorporates primary sources from the online collections of the Library of Congress.
- Extent to which the proposed project incorporates materials available from the Library’s online collections and other resources (including, but not limited to essays, publications, bibliographies, subject guides, teacher materials, and resources from www.Congress.gov, chroniclingamerica.loc.gov, and www.wdl.org).
- The degree to which analysis of Library of Congress resources is critical to building understanding of key concepts within the proposed curriculum, apps/online interactive or materials.

g. Submission Information

Applications for this grant should be submitted to:

Vivian Awumey

Library of Congress

101 Independence Ave. S. E., Washington, D.C. 20540-1300

Email: yawu@loc.gov

Applications are due on April 22, 2019. Applicants must submit:

- Two (2) electronic copies of the proposal (*one Word version and one pdf version*), by email by 5:00 pm on April 22, 2019 (*Please combine the body of your proposal with appendices to create one file.*); ***AND***
- Five (5) bound hard copies of the proposal via mail, which must be post marked on or before April 22, 2019.

Due to delays caused by the Library’s security procedures, we recommend using an express mail service operated by the US Postal Service or a private company, such as FedEx or DHL, to send hardcopies of proposals.

The Library of Congress will review the applications and may request additional information if necessary. The selection process is expected to take a minimum of sixty (60) days.

Questions regarding this Notice of Funding Opportunity should be submitted to:

Phoebe Coleman
Grants Management Specialist
Library of Congress
101 Independence Avenue, S.E., Washington, D.C. 20540-9410
Telephone: (202) 707-3309; email: phco@loc.gov

Responses to submitted questions will be posted publically to an online FAQ page.

8. Terms and Conditions

A. General. Unless otherwise specified herein, OMB guidance will be incorporated by reference into grant awards. The following authorities will be administered in accordance with standard deferral requirements for grant agreements, as interpreted by the Library: 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (formerly contained in OMB Circulars A-21, A-87, A-102, A-110, A-122, and A-133).

B. Access and Use. The Library expects applicants to make Library funded work products widely available and accessible through the use of open source software, use of non-restrictive licenses such as a Creative Commons license, and otherwise through implementation of strategies such as publishing in open-access journals or depositing works in institutional or discipline-based repositories. To the extent an applicant intends to assert ownership rights over the content produced, the application must explain the anticipated limitations and all associated restrictions on access and use.

C. Branding. Grantees shall not use the name “Library of Congress” or any abbreviation or subset of the name (such as “LC,” “LoC,” or “Teaching with Primary Sources”) to explicitly or implicitly endorse a product or service or materials in any publication, including online. Subject to the Library’s prior written approval over all aspects of the use and presentation of the Library’s name and logo, Grantees may use the name Library of Congress in connection with publication, distribution, packaging, publicity and promotion of the grant project or products produced as a result of a grant agreement. In addition, Grantees will acknowledge the collaboration with the Library by including a credit line in or on projects created under the terms of a grant agreement with the Library that reads “The [title of program/project] has been made possible in part by a grant from the Library of Congress.”

D. Certifications. Applicant institutions must certify that their programs operate in compliance with the requirements of federal statutes and their implementing regulations as described below. Grantees are also required to obtain an executed certification of compliance with these statutes from all institutions that are subrecipients under a grant. By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related Library regulations.

i. **Nondiscrimination.** Grants are subject to the provisions of: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d *et seq.*), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86 *et seq.*), which prohibits discrimination on the basis of sex in education programs; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability; the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*); the requirements of any other nondiscrimination statutes that may apply to the application and implementing regulations.

ii. **Lobbying Activities.** 31 U.S.C. § 1352 prohibits recipients of federal contracts, grants, loans or cooperative agreements from using appropriated funds to influence the executive or legislative branches of the federal government in connection with a specific contract, grant, cooperative agreement, loan, or any other award covered by § 1352. 18 U.S.C. § 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations.

iii. **Drug-Free Workplace.** The Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103, requires grantees to have an on-going drug-free awareness program; to publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace; to maintain evidence that this statement was given to each employee engaged in the performance of the grant; and to identify in the funding proposal or to keep on file in its office the place(s) where grant activities will be carried out.

iv. **Debarment and Suspension.** Applicant institutions or their principals must not be presently debarred or suspended or otherwise excluded from or ineligible to participate in federal assistance programs. An applicant or grantee shall provide immediate written notice to the Library's Grants Officer if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Grantees shall not make or permit any subgrant or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

v. **Trafficking in Persons.** Applicant institutions are prohibited from engaging in various forms of exploitation or trafficking in persons and certify, as a condition of an award, that the applicant will comply with the trafficking in persons requirements that are set out in 2 C.F.R. § 175.15, Award Term.

vi. **Record Retention.** Grantees shall retain all records relating to a grant award for a period of three years following the completion of any grant-related projects.

**Appendix A - Sample Logic
Framework Template**

Impact Statement

Priorities

Inputs

Activities

Outputs

**Short Term
Outcomes**

**Intermediate
Outcomes**

**Long Term
Outcomes**

Assumptions

Appendix B - 3-Year Budget Plan for FY2020, FY2021, FY2022

Teaching With Primary Sources

Local Program

<Organization Name>

Financial Contact: <name, telephone, email>

The total amount of Federal award funds requested (10/1/19 - 9/30/22) is \$ _____ -

	Funds Requested for FY2020	Funds Requested for FY2021	Funds Requested for FY2022	Total Budget
Personnel				
a. Project Director	\$ -	\$ -	\$ -	\$ -
b. Administrative Support	\$ -	\$ -	\$ -	\$ -
c. Other	\$ -	\$ -	\$ -	\$ -
Subtotal Personnel	\$ -	\$ -	\$ -	\$ -
Fringe Benefits				
d. Project Director	\$ -	\$ -	\$ -	\$ -
e. Administrative Support	\$ -	\$ -	\$ -	\$ -
f. Other	\$ -	\$ -	\$ -	\$ -
Subtotal Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Non-personnel				
g. Travel				
a. Personnel Travel	\$ -	\$ -	\$ -	\$ -
b. Non-Personnel Travel	\$ -	\$ -	\$ -	\$ -
h. Equipment (<= 5% of total budget**)	\$ -	\$ -	\$ -	\$ -
i. Supplies				
a. Administrative Supplies	\$ -	\$ -	\$ -	\$ -
b. Program Materials	\$ -	\$ -	\$ -	\$ -
j. Contractual				
a. Consultants	\$ -	\$ -	\$ -	\$ -
b. Hired Instructors	\$ -	\$ -	\$ -	\$ -
c. Licensing/ Hosting	\$ -	\$ -	\$ -	\$ -
k. Conference Attendance	\$ -	\$ -	\$ -	\$ -
l. Other	\$ -	\$ -	\$ -	\$ -
Subtotal Non-personnel	\$ -	\$ -	\$ -	\$ -
Total Direct Charges	\$ -	\$ -	\$ -	\$ -
Total Indirect Costs	\$ -	\$ -	\$ -	\$ -
Total Requested	\$ -	\$ -	\$ -	\$ -

**Program costs for equipment should be limited to no more than 5% of the total budget.

The total budget is \$ _____ -
 Program costs for equipment are not over the limit

Appendix B - Budget Plan Narrative for FY2020-2022
Teaching With Primary Sources (TPS)
Local Grant Program Application

< Organization Name >

Instructions

The Library of Congress, Contracts and Grants Directorate, and the Learning and Innovation Office require grant recipients to provide a budget plan narrative with *detailed* descriptions of all expense types for each budget line item.

Project Costs

Personnel

- a. **Project Director** – \$ (line total amount) - Description:

- b. **Administrative Support** – \$ - Description:

- c. **Other** – \$ - Description:

Fringe Benefits

- d. **Project Director** – \$ - Description:

- e. **Administrative Support** – \$ - Description:

- f. **Other** – \$ - Description:

Nonpersonnel

- g. **Travel** – \$ - Description:
 - a. **Personnel Travel** – \$ - Description:
 - b. **Non-Personnel Travel** – \$ - Description:

- h. **Equipment** – \$ - Description:

- i. **Supplies** – \$ (line total amount)
 - a. **Administrative supplies** \$ - Description:
 - b. **Program materials** \$ - Description:

- j. **Contractual** – \$ (line total amount)
 - a. **Consultants** – \$ - Description:
 - b. **Hired Instructors** – \$ - Description:
 - c. **Licensing/ Hosting** – \$ - Description:

- k. **Conference Attendance** – \$ - Description:

- l. **Other** – \$ - Description:

Total Direct Charges (sum of above): \$

Indirect Base (Modified Total Direct Costs): \$

Indirect Cost Rate (total amount charged and must not exceed 15%): **%**

Indirect Cost Rate Type (Negotiated or 10% de minimis): _____

Total Indirect (F&A) Costs (total amount charged): \$

- a. Facilities – \$** - Description:
- b. Administration – \$** - Description:

Budget Plan Total: \$

Budget Plan Category Descriptions

The following guidelines provide detailed descriptions of the budget categories. These guidelines are not exclusive. Please refer to the 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Project Costs

Program costs are directly related to creation of program deliverables such as professional development, curriculum, apps/interactives or research

Personnel - Provide the name, title, unit of time, quantity, cost per unit of time, and total dollar amount for each personnel included in the line item. For each personnel, indicate full or part time and the % breakdown of amount of direct program and administrative time. Compensation for personal services covers all amounts paid currently or accrued by the organization for services of employees rendered during the period of performance under the Library of Congress agreement. You may use your own organizational titles.

Fringe Benefits – Cost must be distributed in proportion to the relative amount of time or effort actually devoted by the employees to the Library of Congress funded project. Provide the fringe benefit rate and the total line item dollar amount for each person.

Non-personnel

Travel – Subcategories include personnel and non-personnel. Costs include transportation, lodging, subsistence, and incidental expenses. Airfare costs must not exceed lowest available commercial discount airfare or customary standard commercial airfare. See applicable 2 CFR 200 for airfare rules. Costs should be calculated in the budget narrative and include for each travel event: event title, the number of people, person type (personnel or non-personnel), location, and the number of days with all associated costs/rate. Per Diem, Meals & IE, airfares, hotels, and POV mileage should use the GSA Travel Rates (<https://www.gsa.gov/travel-resources>).

Equipment – Rent or purchase of tangible nonexpendable personal property charged directly to the Library of Congress project having a useful life of more than one year and an acquisition cost of \$5000 or more per unit. These items must facilitate TPS program-specific activities. Total allocation must be no more than 5% of the total budget and are not included in the budget's indirect (F&A) costs.

Supplies – Subcategories include administrative supplies and program materials. Examples of **administrative supplies** are general office supplies and software directly related to the creation of program deliverables. A computer device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5000, regardless of the length of its useful life. Examples of **program materials** are handbooks, manuals, or other printouts distributed at conferences and trainings. Provide a description, quantity, cost per unit, and resultant dollar amount for any consumable supplies, raw materials, and expendable equipment (items costing less than \$5000 and/or have an estimated useful life of less than one year).

Contractual – Subcategories include consultants, hired instructors, and licensing/ hosting. **Consultants** are professionals with specific technical expertise not available at your organization. For example, a consultant hired to provide advice on the overall program or course development. The services provided are not directly related to a TPS workshop or training course. **Hired Instructors** – Fees for hired instructors (under contracts for work) to deliver specific program

events or contractors providing professional and consulting services rendered by members of a particular profession who are not employees of your institution. Associated travel costs for consultants and hired instructors should be included in the travel budget category above. **Licensing/Hosting** includes direct licensing fees and systems hosting costs for online or mobile application deliverables.

Professional Development/Conference Attendance – Fees for conferences and professional development training. These cost are not directly sponsored by or directly related to a TPS workshop or training course. Associated travel costs for conferences and professional development should be included in the travel budget category above. Costs should be itemized with an activity title, amount of people, location, and length or number of hours of the activity.

Other - Additional expenses may be included and inserted as additional line items into the budget plan. Provide a description and amount for each item.

Indirect (F&A) Costs - Provide the indirect cost rate percentage amount charged (not exceeding 15%), the type (negotiated or 10% de minimis), associated base (modified total direct costs), and resultant indirect amount. If indirect costs are included you must include a copy of the current negotiated indirect cost rate agreement and apply the approved rate accordingly. Provide an explanation if the associated base differs from budget category I (Total Direct Charges). If electing the 10% de minimis rate, include a statement asserting that a negotiated indirect cost rate has never been received and the applicant is electing to charge a de minimis rate of 10%. Provide a breakdown of total indirect facilities and total indirect administration costs. Examples **facilities** costs include rent, utilities, furniture, equipment and capital improvements, and operations and maintenance expenses. Indirect **administration** costs are defined as general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategory of "Facilities."

Budget Plan Total – The total amount of direct and indirect costs requested.