

## **Justification for Change**

3137-0029 General Clearance Grant Application and Post-Award Processes

IMLS is requesting a change to a previously approved clearance in order to change the grant program, National Medal for Museum and Library Service. This grant is requesting the same expiration date of 07/31/2018.

### **Previous request abstract:**

IMLS requests delegation of authority to review and approve all agency information collection requests (excluding surveys, evaluations, and data calls used for policy-making purposes, under the Paperwork Reduction Act. The information collections in this package include all of the guidelines and instructions to (1) apply for IMLS support, (2) identify grant reviewers, and (3) complete post-award reports for the agency's grant programs. In a separate clearance submission (3137-0071) and justification, IMLS is requesting a three-year generic clearance for all forms used in its grant programs, including application materials and post-award reports.

## **Justification for the National Medal for Museum and Library Service**

The National Medal for Museum and Library Service honors outstanding institutions that make significant and exceptional contributions to their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach. The winners are honored at a National Medal award ceremony held in Washington, D.C.

National Medal award application instructions are identified within the "Nomination Form – National Medal for Museum and Library Service." These instructions are guided by exemplary standards and practices in the museum and library communities, and requests from both internal staff and the IMLS Board.

The attached draft contains a few minor language clarifications and additions to reduce applicant confusion in several sections of the nomination form; and create requirements for applicants to describe their special needs access services, portfolio of services, strategic plan and method of evaluation.

The respondent burden should remain the same.