

National Leadership Grants for Libraries

This web conference will begin at 2:00 pm, Eastern Time.

To access audio for this web conference, use any touchtone phone to dial **1-866-299-7945**.

When prompted to enter a passcode, enter **9485763#**.

Creating a Nation of Learners



INSTITUTE of
Museum and Library
SERVICES



National Leadership Grants for Libraries
FY2013 Information Sessions

December 4, 2012 & January 8, 2013

NLG-Libraries Program Staff On Today's Webinar



INSTITUTE of
Museum and Library
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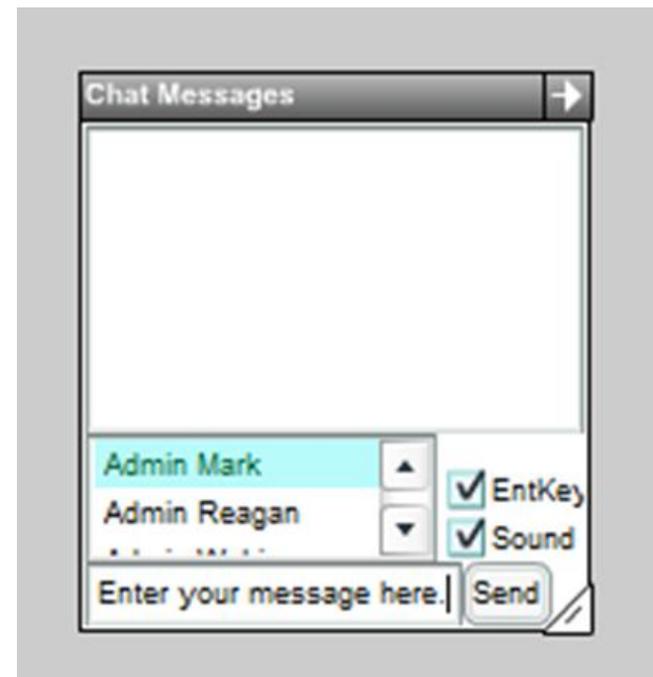
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Asking Questions

Two ways to ask questions:

- 1) Chat messages box
 - during the presentation
 - during the Q&A
 - send to IMLS

- 2) Over the phone
 - during the Q&A



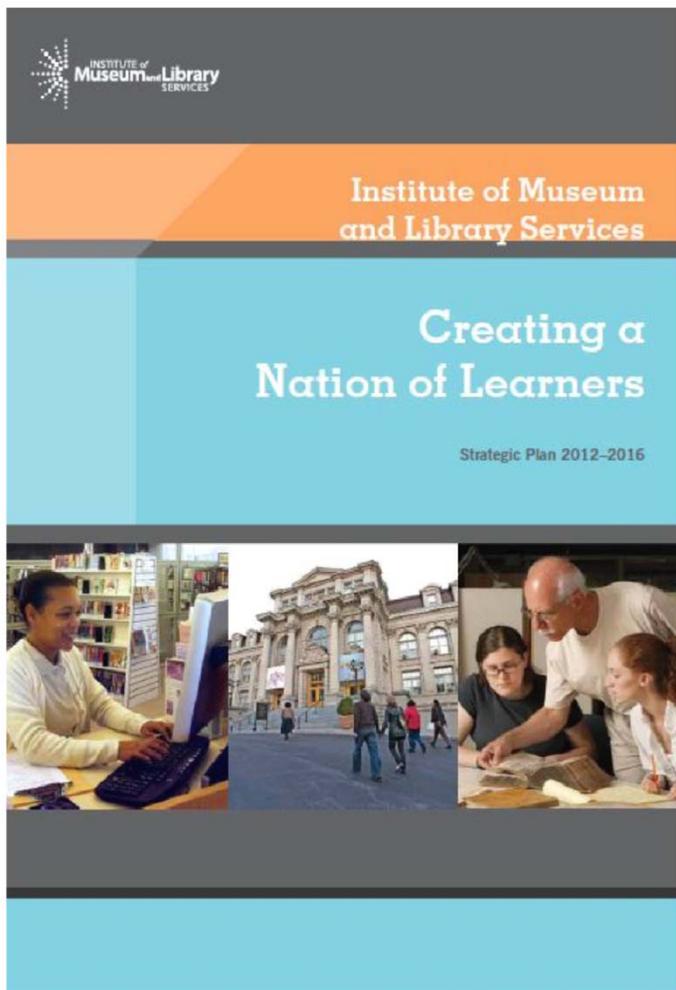
IMLS Vision and Mission

VISION: A democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage and lifelong learning.

MISSION: The mission of IMLS is to inspire libraries and museums to advance innovation, learning, and civic engagement. We provide leadership through research, policy development and grant-making.



New IMLS Strategic Plan



- ✓ Three programmatic goals drive grant-making

NOTE: Applicants must identify in their proposal which of these three goals their proposal most strongly supports.

Read more here:
www.imls.gov/about/strategic_plan.aspx

Goal 1: Learning Experiences



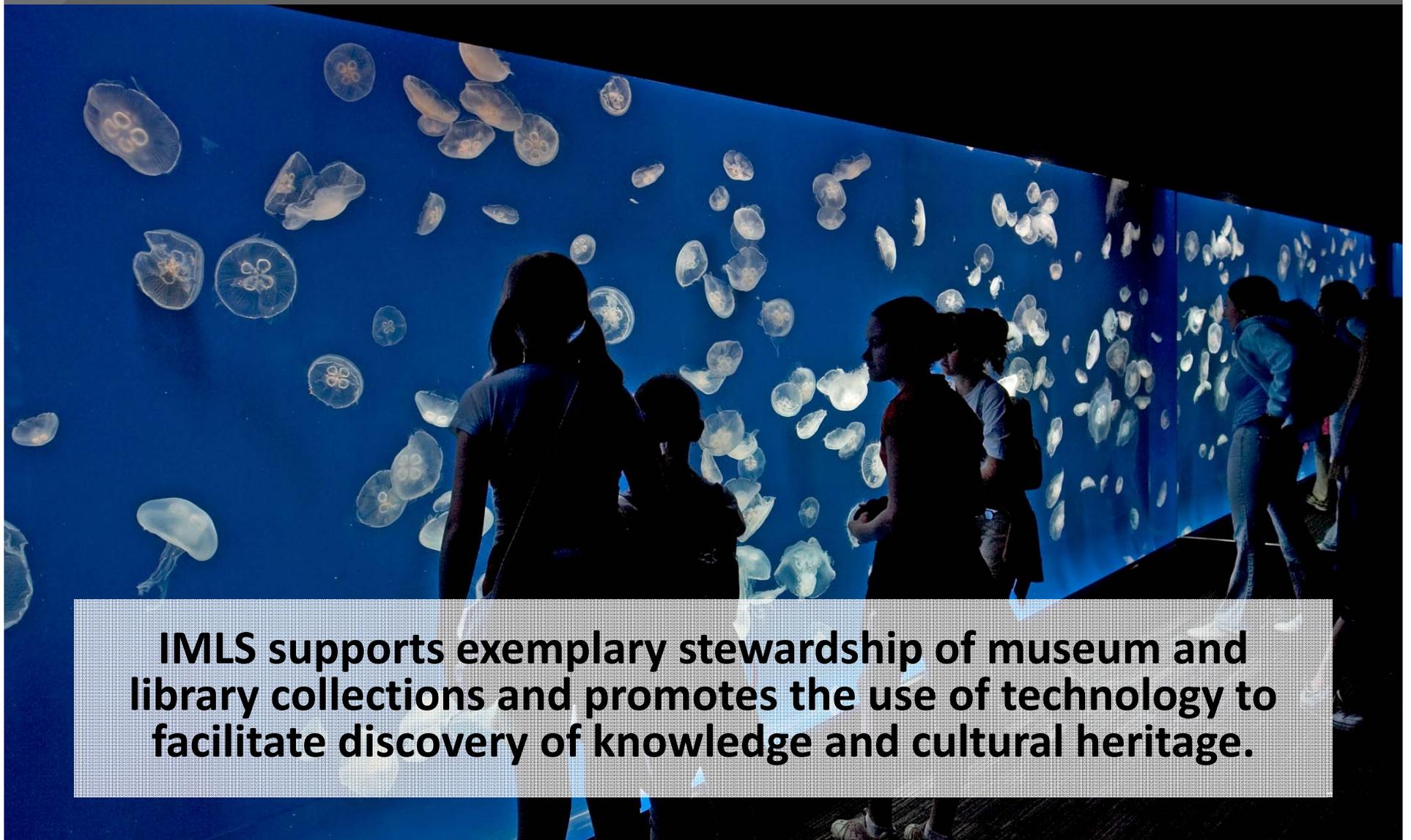
IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

Goal 2: Community Anchors



IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

Goal 3: Collections Care & Access



IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

National Leadership Grants for Libraries

Program Parameters and the Application Process

National Leadership Grants for Libraries

- FY2013 Grant Program Information

Start with the NLG Web page on the IMLS site:

www.imls.gov/applicants/detail.aspx?GrantId=14

- Program Overview
- NLG Staff Contact Information
- Link to NLG Guidelines

Finding Information: IMLS Online Resources

- Grants.gov
- Application Process
- Search Awarded Grants
- Program Guidelines

The screenshot shows the IMLS website's 'Grant Applicants' page. The header includes the IMLS logo and a site search bar. The navigation menu contains links for Home, Press Room, Related Links, FOIA, Web 2.0, and Contact Us. The main content area is titled 'Grant Applicants' and includes a sidebar with links for Available Grants, Eligibility Criteria, Sample Applications, Grants.gov, Program Guidelines, After You Apply, and Outcome Based Evaluation. The main content area features a 'Grant Application Stage' diagram, a 'The Application Process' section with seven numbered steps, and a 'grant search' sidebar with search options for available and awarded grants, tools and materials, sample applications, outcome based evaluation, shaping outcomes, grantee requirements, reviewer materials, and a subscribe option.

NLG-Libraries Eligibility Criteria

Libraries and Archives

1. Either a unit of state or local government, or a 501c3 nonprofit organization
2. Located in one of the 50 states or territories
3. One of these six types of organizations:
 - a library or a parent organization, such as a school district, a municipality, a state agency, or an academic institution, that is responsible for the administration of a library
 - an academic or administrative unit, such as a graduate school of library and information science;
 - a digital library, if it makes library materials publicly available and provides library services
 - a library agency that is an official agency of a state or other unit of government
 - a library consortium that is a local, statewide, regional, interstate, or international cooperative association
 - a library association

NLG-Libraries Eligibility Criteria

You are *not* eligible to apply if you are:

- A federally funded institution
- A for-profit organization
- An individual
- A foreign country or organization

IMPORTANT: If you are a non-eligible institution, we encourage you to apply through a partnership with an eligible institution.

NLG-Libraries Program Goals

- **National Impact:** Address challenges that face the field and have far-reaching impact
- **Innovation:** Understand current practice and show how you will advance the field
- **Collaboration:** demonstrate a broad need, field-wide buy-in and input, access to appropriate expertise, and sharing of resources.

NLG-Libraries Categories

You must apply under one of these 3 categories:

- **Research**

- **NOTE:** List of questions for effective research proposals
- **NOTE:** Required Data Management Questionnaire

- **Demonstration**

- **Advancing Digital Resources**

- **NOTE:** Library-Museum Collaboration Category does not exist this year

NLG-Libraries Funding Types

Applicants must apply under one of the following funding types:

- Project Grant (\$50,000 - \$500,000)
- Planning Grant (up to \$50,000)
- National Forum Grant (up to \$100,000)

NOTE: Special opportunity for projects addressing the goals of the Campaign for Grade-Level Reading – the maximum award is capped at \$250,000 per award

NLG-Libraries Specs

FY 2013 Deadline

- February 1, 2013

Grant Period

- Up to 3 years for Project Grants
- 1 year for Planning Grants and National Forum Grants

Project Start and End Date

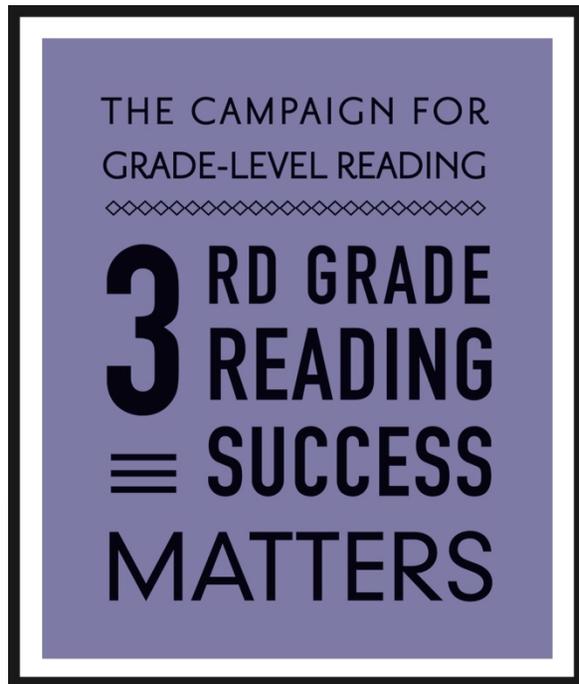
- Projects may begin on October 1, November 1, or December 1, 2013
- Projects must begin on the first day of the month and end on the last day of the month specified in the project plan

Cost Share Requirements

- A 1:1 cost share is required for requests of \$250,000 or more
- A one-third cost share is encouraged for requests under \$250,000 and all applications in the Research category, regardless of amount.

IMLS Supporting National Initiatives

IMLS supports projects that further the goals the *Campaign for Grade-Level Reading*, which are to tackle school readiness, summer learning loss, and chronic school absence.



- FY2012, IMLS awarded more than \$2.5 million to museums and libraries in this area.
- Check the box in Question 4 of the Program Information Sheet.

Read more here:

http://www.imls.gov/about/campaign_for_grade_level_reading.aspx

NLG-Libraries Proposal Narrative Components

1. Assessment of Need
2. National Impact and Intended Results
3. Project Design and Evaluation Plan
4. Project Resources: Budget, Personnel, and Management
5. Communication Plan (not required for Planning Grants)
6. Sustainability (not required for Research, Planning, and National Forum Grants)

Narrative

Project Work Plan

- What specific activities will you carry out?
- Who will plan, implement, and manage your project?
- When and in what sequence will your activities occur?
- What financial, personnel, and other resources will you need to carry out the activities?
- What resources will your institution contribute to the project?
- How will you track your progress toward achieving your intended results?
- How and with whom will you share your project's results?

Tips and Advice for Success

Preparing and Submitting an Application

“WE MAKE GRANTS ONLY TO **ELIGIBLE** APPLICANTS THAT SUBMIT **COMPLETE** APPLICATIONS, INCLUDING ATTACHMENTS, ON OR BEFORE THE **DEADLINE.**”

Table of Application Components

Use the table to keep organized.

- Serves as a checklist of application components
- Identifies document formats and naming conventions
- Provides links to instructions and forms
- Identifies categories of documents (Required, Conditionally Required, Supporting)

Table of Application Components

Component	Format	File name to use
Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Abstract (to be uploaded through Grants.gov) (one page, max.)	Text document that you create	n/a
Program Information Sheet	IMLS PDF form	Programinfo.pdf
Organizational Profile (one page, max.)	PDF document	Organizationalprofile.pdf
Strategic Plan Summary (two pages, max.)	PDF document	Strategicplan.pdf
Narrative (seven pages, max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year, max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page, max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)	PDF document	Resumes.pdf
Conditionally Required Documents		
Proof of Nonprofit Status	PDF document	Proofnonprofit.pdf
Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Specifications for Projects that Develop Digital Products Form	IMLS PDF form	Specificationsdigital.pdf
Supporting Documents		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf etc.

Registration

Register early!

1. Acquire a D-U-N-S® Number: www.dnb.com/us
2. SAM Registration: www.sam.gov
3. Grants.gov Registration: www.grants.gov

The image displays three overlapping screenshots of web registration portals. The top-left screenshot shows the D&B website with a navigation menu including 'OUR DATA INSIGHT', 'LEARNING CENTER', and 'ABOUT US', and a search bar. The middle screenshot shows the SAM (System for Award Management) website, featuring a login form with fields for 'USER NAME' and 'PASSWORD', and a 'LOG IN' button. Below the login form are three main sections: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The bottom-right screenshot shows the Grants.gov website, which includes a search bar and a 'GRANTS GOV' header. The main content area is titled 'APPLY FOR GRANTS' and contains a list of steps for applying, such as 'Download a grant application package' and 'Complete the Grant Application Package Step'. The bottom-left corner of the overall image features the logo for the 'INSTITUTE of Museum and Library SERVICES'.

Program Information Sheet

NEW: Program Information Sheet

- Additional questions for IMLS analysis
- Fillable PDF form only
- Campaign for Grade-Level Reading



PROGRAM INFORMATION SHEET

PLEASE NOTE: Information contained within this form may be made publicly available.

1. Applicant Information

a. Legal Name (5a from SF424S):

b. Applicant D-U-N-S® Number (5f from SF424S):

c. Does your organization have a current SAM.GOV Registration? Yes No

If yes, what is the expiration date of your registration?

d. Organizational Unit (if different from Legal Name):

e. Organizational Unit Address

Street 1

Street 2

City County

State ZIP+4/Postal Code -

f. Organizational Governance (Check one):

- | | |
|--|---|
| <input type="radio"/> State Government | <input type="radio"/> Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) |
| <input type="radio"/> County Government | <input type="radio"/> Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) |
| <input type="radio"/> City or Township Government | <input type="radio"/> Private Institution of Higher Education |
| <input type="radio"/> Special District Government | <input type="radio"/> Individual |
| <input type="radio"/> Regional Organization | <input type="radio"/> For-Profit Organization (Other than Small Business) |
| <input type="radio"/> U.S. Territory or Possession | <input type="radio"/> Small Business |
| <input type="radio"/> Independent School District | <input type="radio"/> Hispanic-serving Institution |
| <input type="radio"/> Public/State Controlled Institution of Higher Education | <input type="radio"/> Historically Black College or University (HBCU) |
| <input type="radio"/> Indian/Native American Tribal Designated Organization | <input type="radio"/> Tribally Controlled College or University (TCCU) |
| <input type="radio"/> Indian/Native American Tribal Government (Federally Recognized) | <input type="radio"/> Alaska Native or Native Hawaiian Serving Institution |
| <input type="radio"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="radio"/> Non-domestic (non-US) Entity |
| <input type="radio"/> Public/Indian Housing Authority | <input type="radio"/> Other |

If other please specify:

Application Tips

- Be certain your project goals relate to the goals of the program and category to which you are applying.
- Take time to carefully research and articulate the need for your project.
- Prepare your budget form and budget justification carefully and make sure that numbers match narrative statements.
- Identify consultants and other key personnel or outline the selection process.
- Carefully prepare your budget and double-check.
- Follow the narrative outline.
- Avoid generalities, acronyms, and jargon.
- Ask a colleague to review before you submit.
- Contact IMLS program staff for assistance!

What Next?

- 30 days after submission, you will get an email with an IMLS log number for your application.
- IMLS staff check each application for eligibility and completeness.
- Peer reviewers score all eligible and complete applications and provide comments based on the criteria outlined in the program guidelines.
- By law, the IMLS director is charged with the authority and responsibility to make final award decisions.
- Awards will be announced in September 2013.

Q & A



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Thank you and good luck!

To learn more, visit www.ims.gov.