



# NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANT

Applicant Webinar

March 9, 2020

## What will we cover today?

- General information about IMLS NALS Enhancement Grants
- What types of projects are funded?
  - Sample applications
- Key questions to address in your proposal
- Key components of your application package

*We will rely on you to read the Notice of Funding Opportunity (NOFO) carefully for details on what is required and how to complete the forms and submit the application.*



# General Information



## Native American Library Services Enhancement Grants

### Program Goals

- Project-based grants that advance the operations of eligible Native American libraries to new levels of service. Competitive.

### Deadline

- May 1, 2020

### Amount and Length

- Up to \$150,000 for up to two years

### Cost Share

- Not required

### Eligibility

- Federally recognized tribes; Alaska Native villages and corporations

The Native American Library Services Enhancement Grants are competitive grants for up to two years and up to \$150,000. Cost share is not required. You need to have applied for a Basic grant in order to be eligible to apply for an Enhancement grant. The language in the Notice of Funding Opportunity can be confusing, but, basically, you can't get an Enhancement grant if you don't get a Basic grant in the same year. The deadline for Basic grant applications is April 1<sup>st</sup>. Indian tribes are eligible to apply for funding under the Native American Library Services Enhancement Grant Program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, but they can be involved in the administration of this program and their staff may serve as project directors in partnership with eligible applicants. By Indian tribe we mean any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation, which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. To be eligible for this program, you must have an existing library with regularly scheduled hours, staff, and materials available for library users. Remember, the applying institution **MUST BE** the tribe itself. If you are an ineligible institution, we encourage you to partner with an eligible institution on a project. While you cannot be the lead applicant, you may apply through a partnership with an eligible institution and receive funding to support activities in that manner.

- Anticipated number of awards: 20
- Average amount of funding per award experienced in previous years: \$132,500

- Anticipated start dates for new awards has changed: all awards must begin on September 1<sup>st</sup>.
- Anticipated period of performance: September 2020–August 2022. Project activities may be carried out for up to two years.



## Native American Library Services Enhancement Grants

<https://www.ims.gov/sites/default/files/fy20-ols-nag-enhancement-nofo.pdf>

Be sure to follow all the links in the NOFO!

When is the deadline?

- Applications are due by 11:59 p.m. eastern time May 1st
- All Applications must be submitted through Grants.gov

You can find the Notice of Funding Opportunity on our website. Make sure to read the NOFO carefully and follow all the links.

# Application Checklist

**D2a. Table of Application Components**

Component	Format	File name to use
Required Documents <a href="#">Please see the guidance in Section D2c for more information.</a>		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">IMLS Library Information Form</a>	Grants.gov form	n/a
<a href="#">Organizational Profile</a> (one page max.)	PDF document	Organizationalprofile.pdf
<a href="#">Narrative</a> (eight pages max.)	PDF document	Narrative.pdf
<a href="#">Schedule of Completion</a> (one page per year max.)	PDF document	Scheduleofcompletion.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants</a> (one page max.)	PDF document	Projectstaff.pdf
<a href="#">Resumes of Key Project Staff and Consultants</a> Who Appear on the List Above (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents <a href="#">Please see the guidance in Section D2d for more information.</a>		
<a href="#">Proof of Private, Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Final Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Product Form</a>	IMLS PDF form	Digitalproduct.pdf
Supporting Documents <a href="#">Please see the guidance in Section D2e for more information.</a>		

<a href="#">Information that supplements the narrative and supports the project description provided in the application</a>	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf
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**D2b. How should we format, name, and sequence the application components?**

**Document format:** Aside from the SF-424S, the IMLS Supplementary Information Form (including abstract), and the IMLS Library Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents. Please do not submit Word documents as your application will be rejected by Grants.gov.

**Page limits:** Note page limits listed in the table above. We will remove any pages over the limit, and we will not send them to reviewers as part of your application.

**Naming convention:** Use the naming conventions indicated in the table above. IMPORTANT: You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application may be rejected.

**Attachment order:** In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the "Attachments Form" first. Attach any additional application components using the "Other Attachment Files" boxes.

**Complete applications:** Use the table above as a checklist to ensure that you have created and attached all necessary application components.

**D2c. Instructions for Required Documents**

**1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)**  
The SF-424S is part of the application package that you complete in the Grants.gov Workspace. [Click here for instructions on completing the SF-424S.](#)  
[\(Link to Table of Application Components\)](#)

**2. IMLS Supplementary Information Form (including Abstract)**  
The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in the Grants.gov Workspace.

Write the Abstract in a concise narrative format for experts as well as a general audience, and save it as a PDF. If your proposal is selected for funding, your application, including but not limited to the Abstract, may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information. Address the following:

- a. Who is the lead applicant and, if applicable, who are the formal collaborators?
- b. What do you plan to accomplish and why?

OMB Control #: 3137-0102, Expiration Date 9/30/21

IMLS-CLR-D-0030

OMB Control #: 3137-0102, Expiration Date 9/30/21

IMLS-CLR-D-0030

P.8 and p.9 of the Notice of Funding Opportunity includes a table that lists all of the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all the documents you will need to submit by May 1st. You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one document.



## Application Components

- Application cover form (SF-424S)
- IMLS Supplementary Information Form
- IMLS Library Information Form
- Organizational Profile
- Narrative (8 pages, max.)
- Schedule of Completion
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes (of people on list)

**All documents must be saved and submitted in PDF format!**

So please make sure you include the following: (read the list)

Proof of nonprofit status and your federally negotiated indirect cost rate agreement – if you plan to use one – are conditionally required. And, if you are creating any kind of digital product, which we will talk more about, you must submit the Digital Product Form, which is also considered a conditionally required form. (That means it is required if any funds are being used to create any kind of digital product like a web site or digital histories).



## Project Categories

- Preservation and Revitalization
- Educational Programming
- Digital Services

*State your selected project category in both your proposal abstract and narrative.*

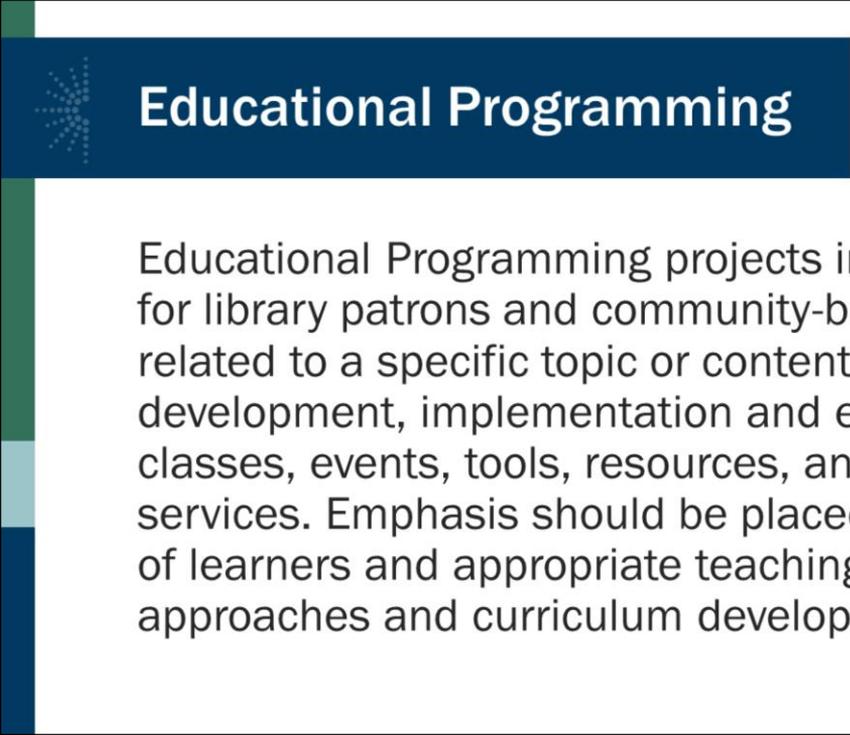
In addition to including all the required application components, successful proposals will align with one of three project categories: 1. Preservation and Revitalization, 2. Educational Programming, 3. Digital Services. I will go over each of these categories in the next few slides. It's important to note that you should make sure your project aligns with one of the three categories, then state your selected project category in both your proposal abstract and in the narrative.



## Preservation and Revitalization

Preservation and Revitalization projects focus on the preservation and revitalization of Native American language and culture through use of efficient and effective strategies and incorporation of strategic partnerships. Activities include preservation of content of unique and specific value to the community, following established best practices and standards.

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## Educational Programming

Educational Programming projects include programs for library patrons and community-based users related to a specific topic or content area through development, implementation and evaluation of classes, events, tools, resources, and/or other services. Emphasis should be placed on the needs of learners and appropriate teaching and facilitation approaches and curriculum development.

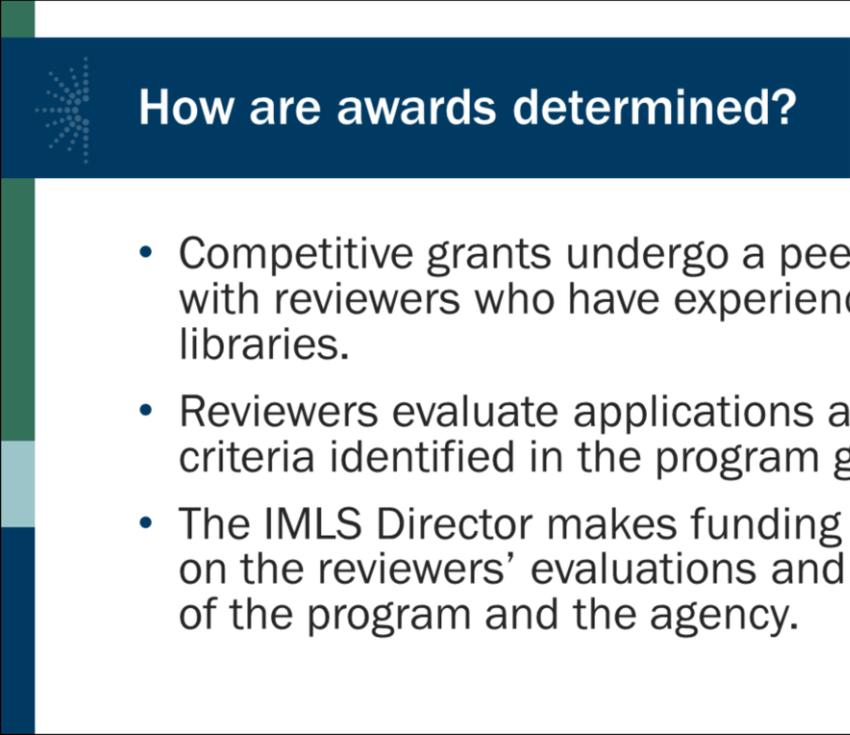
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## Digital Services

Digital Services projects feature activities dedicated to the establishment and refinement of digital services and programs related to infrastructure, platforms, and technology, in general. Proposals for digitization projects should include plans for preservation of and access to the resulting digital objects and/or implementing digital library tools to provide services to tribal communities and/or providing broadband internet access in tribal communities.

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## How are awards determined?

- Competitive grants undergo a peer review process with reviewers who have experience with Native libraries.
- Reviewers evaluate applications according to the criteria identified in the program guidelines.
- The IMLS Director makes funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

Unlike the Basic grants, which are due April 1st and are automatic as long as applicants are eligible and their applications are complete, Enhancement grant proposals go through peer review. Reviewers will read your proposals and evaluate them to make sure you have responded to the Notice of Funding Opportunity and that your proposed project has potential for success. We will present the reviewers' comments and scores to the IMLS Director who will then make funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

**What types of projects are funded?**



## What types of projects are funded?

- gather 20 audio recordings; digitize photos; develop film series (Elders, veterans)
- engage children, youth, and seniors in translating historical and contemporary library materials into interactive social media content (using art, photography, video, interviews and creative writing to develop original content for weekly posts Facebook, Twitter and Instagram)
- develop Bookmobile service to help with reading literacy issues
- serve as a resource for the preservation and revitalization of native culture and language while also supporting the lifelong learning and digital literacy of Tribal residents, particularly youth (weekly study and discussion groups led by elders, programming for youth)
- support and train members of 16 Native American tribes around intellectual property law to build understanding about tribal governance law

● In the past we have funded (list). Because we have increased the Basic grant award amount, we expect to receive fewer proposals that are not project-based but rather ask for funds that extend a Basic grant. For example, we used to receive Enhancement proposals that were “kitchen sink” requests and asked for money for things like photocopiers and furniture without describing a specific project. IMLS wants to make sure Enhancement grants that are funded are actually projects. So, this means you can still apply for funding for the same types of projects you have done in the past, but make sure that the language you use aligns your work with one of the three project categories we went over.

# What types of projects are funded?

File Edit View Favorites Tools Help

INSTITUTIONAL MUSEUM LIBRARY AWARDS SEARCH

About Grants Our Work Data News Contact

2018 - 2019 Awarded Grants Search

**Awarded Grants Search**

Search Program:  Program Category:  Identification Name:  City:

State:  Project Type:  Issue Area:  Response:

Log Number:  Fiscal Year:  Sort Option:  Apply

Showing 1 through 21 of 21 results

[Download CSV](#) [Download PDF](#)

**Chippewa Cree Tribe of the Rocky Boy Reservation, The**

Log Number: [IG-2018-0234-03](#)  
Fiscal Year: 2018  
Awards: \$60,000.00  
Recipient Type: Library  
Program: Native American Library Services  
Program Category: Enhancement  
City/State/Zip:   
Notes: N/A

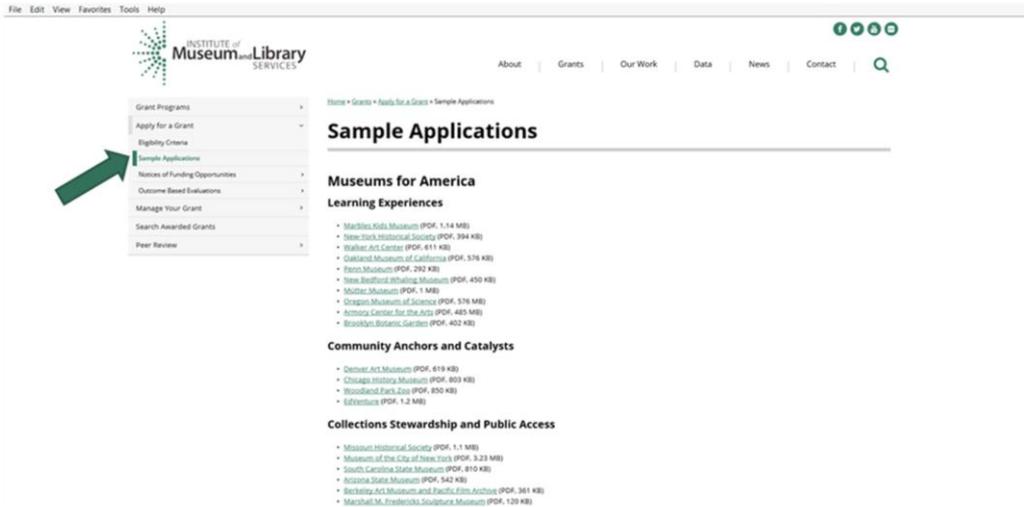
**Cher-Ae Heights Indian Community**

Log Number: [IG-2018-0234-03](#)  
Fiscal Year: 2018  
Awards: \$10,000.00  
Recipient Type: Library  
Program: Native American Library Services  
Program Category: Enhancement  
City/State/Zip:   
Notes: N/A

**Makah Indian Tribe of the Makah Indian Reservation**

- To get a better idea about how to align your project with the three categories, you can use our Awarded Grants Search. Starting on the IMLS home page you click on grants at the top of the page and then click on Awarded Grants Search. From here you can find “Enhancement” in Program Categories and then type “2019” into the Fiscal Year and then hit apply. (I also used Fiscal Year as a sort option, which will be helpful in future years). For now, all of the Enhancement grant proposals that were submitted in 2018 and 2019 that were funded can be found using this search. Once you click Apply, you’ll find a short description for each one and under the description, there is a PDF document you can download, which is the Abstract, Proposal Narrative, Schedule of Completion, and Digital Product Form, if any, for each funded project.

# Sample Applications



The screenshot shows the Institute of Museum and Library Services website. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main navigation menu includes 'About', 'Grants', 'Our Work', 'Data', 'News', 'Contact', and a search icon. The left sidebar menu is open, with 'Sample Applications' highlighted and a green arrow pointing to it. The main content area is titled 'Sample Applications' and lists various grant categories with sample applications:

- Museums for America Learning Experiences**
  - Madison Park Museum (PDF, 1.14 MB)
  - New York Historical Society (PDF, 394 KB)
  - Walker Art Center (PDF, 611 KB)
  - Oakland Museum of California (PDF, 576 KB)
  - Pritzker Museums (PDF, 292 KB)
  - New Bedford Whaling Museum (PDF, 450 KB)
  - Miller Museum (PDF, 1 MB)
  - Oregon Museum of Science (PDF, 576 KB)
  - Army Center for the Arts (PDF, 485 MB)
  - Woodlign Botanic Garden (PDF, 452 KB)
- Community Anchors and Catalysts**
  - Denver Art Museum (PDF, 619 KB)
  - Chicago History Museum (PDF, 603 KB)
  - Woodland Park Zoo (PDF, 650 KB)
  - Edinburg (PDF, 1.2 MB)
- Collections Stewardship and Public Access**
  - Missouri Historical Society (PDF, 1.1 MB)
  - Museum of the City of New York (PDF, 3.23 MB)
  - South Carolina State Museum (PDF, 610 KB)
  - Arizona State Museum (PDF, 542 KB)
  - Beckwith Art Museum and Pacific Film Archives (PDF, 361 KB)
  - Marshall M. Fredericks Sculpture Museum (PDF, 129 KB)

● We also have sample applications for each category type. If you go to Grants and then Click on Apply for a Grant, you will see “Sample Applications.” When you click on that, a list of sample applications will pop up. You have to scroll all the way down and then you will see a sample application for each of the project categories.

# Sample Applications

## Native American Library Services: Basic Grants

The Abstracts for recently awarded grants in this program are available online. Search or browse through the [NALS Awarded Grants Search](#).

## Native American Library Services: Enhancement Grants

### Preservation and Revitalization of Language and Culture

- [Huna Totem Corporation \(HTC\) \(PDF 412KB\)](#)
- [Crow Tribe of Indians \(PDF 281 KB\)](#)

### Digital Services

- [Little Traverse Bay Bands of Odawa Indians \(PDF 485KB\)](#)

### Educational Programming

- [Penobscot Indian Nation \(PDF 470KB\)](#)
- [Ak-Chin Indian Community \(PDF 1.39MB\)](#)

## Native Hawaiian Library Services

- [Hula Preservation Society \(PDF, 331 KB\)](#)
- [Papahāna Kūāʻōia \(PDF, 779 KB\)](#)
- [Samole Narrative \(PDF, 336 KB\)](#)

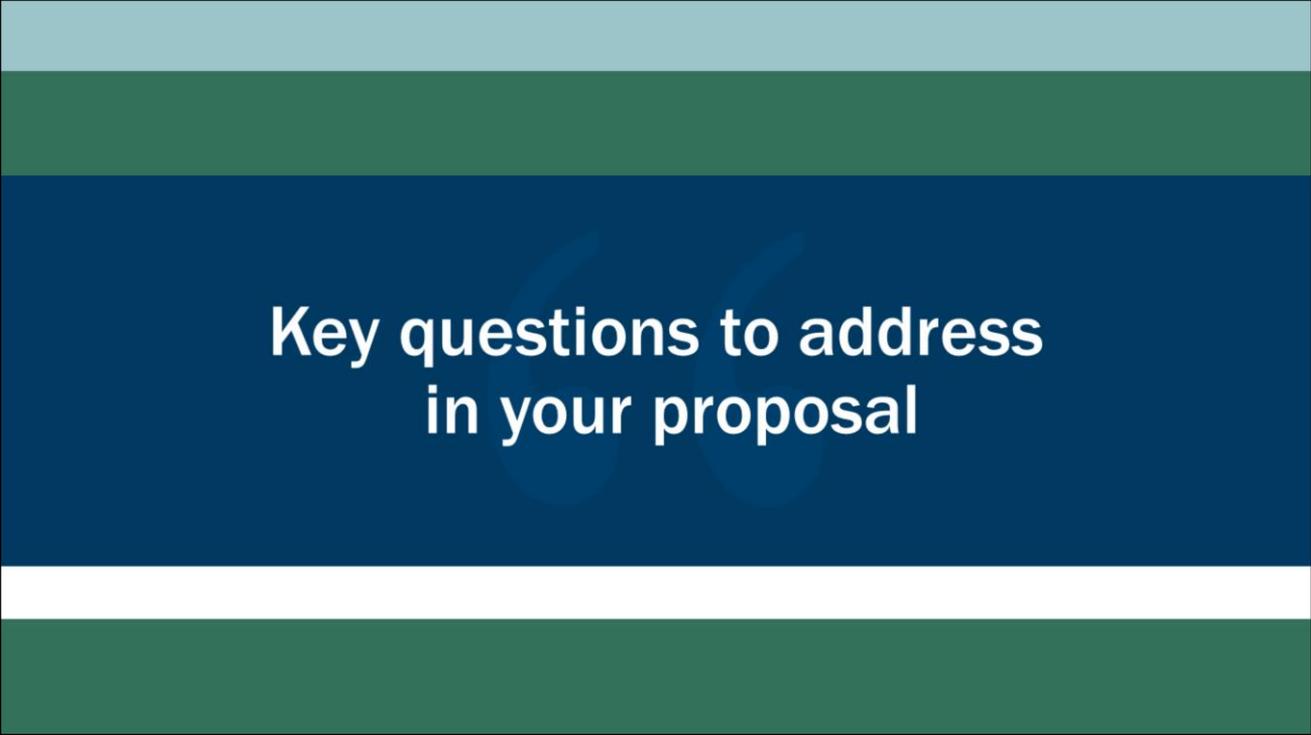


Contact Us

Phone: 202-455-9415 (4657)  
[info@nls.gov](mailto:info@nls.gov)

855 L'Enfant Plaza North, SW, Suite 4000  
Washington, D.C. 20024-2135

- Here's the bottom of the web page, so you can see what that looks like. You'll notice we don't post sample applications for Basic grants, and that is due to the large number of Basic grants that we award. At this time, the volume is too great for us to post them all.



**Key questions to address  
in your proposal**



## Abstract

- Who is the lead applicant and, if applicable, who are the formal collaborators?
- What do you plan to accomplish and why?
- What is the time frame for the project?
- What community needs will the project address?
- Who is the intended audience for the activities?
- What are the specific project activities, goals, outcomes, results, and products?
- If applicable to the project, what are the intended outcomes for audience members in terms of measurable changes in understanding, interest, and confidence?
- Which of the project categories does your proposal align with?

There are key questions to address in the abstract which is part of the IMLS Supplementary Information Form.

(Read the questions)

If your proposed project is selected for funding, your abstract may be published online. As such, it must not include any sensitive or confidential information.



## Statement of Need

- Who is your audience?
- What are your audience's needs?
- What is the role of library in the community?
- What is the purpose of this project relative to the needs?
- Any assessments?

In your statement of need, tell the reviewers:

- Who is your library's audience? Include information about population profile, location, economy, educational levels, languages, culture, and other characteristics that you consider important.
- What specific need will be addressed through your project? Do other projects exist that help to answer their needs? How is what you are proposing different or building on other work and best answering your audience's needs?
- What is the current role of the library in the community and what services does it provide (e.g., mission, goals, hours and days of operation, staffing, size and content of collection, number of registered patrons, circulation statistics, computer technology, Internet connectivity and access, public programs offered, etc.)?
- What is the purpose of the proposed Enhancement grant project as it relates to the specific need that you have identified? What specific audience(s) will the library serve with this project (e.g., particular age groups, underserved community members, other types of target audience)?
- What type of assessment was conducted to identify this need as a priority for the library? Describe the results of the assessment, including baseline data that can be used to compare with final results to determine the project's success. Why do you consider your approach to be the best solution to meet the needs of the targeted audience?



## Project Design

- What is your work plan?
- What activities are involved?
- Any planning/preliminary work?
- What's your rationale?
- Any digital content?

The section on your project design should be very clear. Tell the reviewer:

- What is your proposed work plan? What are your performance goals and objectives; specific project questions; conceptual design and processes for your project (framed within the context of this funding opportunity)?

- What are the activities required to implement the project? What are the roles and commitments of partnering organizations, if applicable?

- Did you engage in any preliminary work or planning? If the project or one closely related to it has been supported by IMLS or other funding agencies, what has been accomplished and to what degree has the project met its established goals? (List any print or electronic publications produced so far, with web addresses, information about or statistics on use, and other relevant information. Submit this list as a Supporting Document if necessary).

- If applicable, what is your rationale for using any procedures that deviate from accepted practice? Will results be compatible with other resources that follow existing standards?

- Does your project include any digital content, resources, assets, software, or datasets? If so, be sure to fill out the Digital Product Form. Examples of digital products include any data visualizations that are informing the project work, online materials (such as webpages about the project), digital content products, or images.

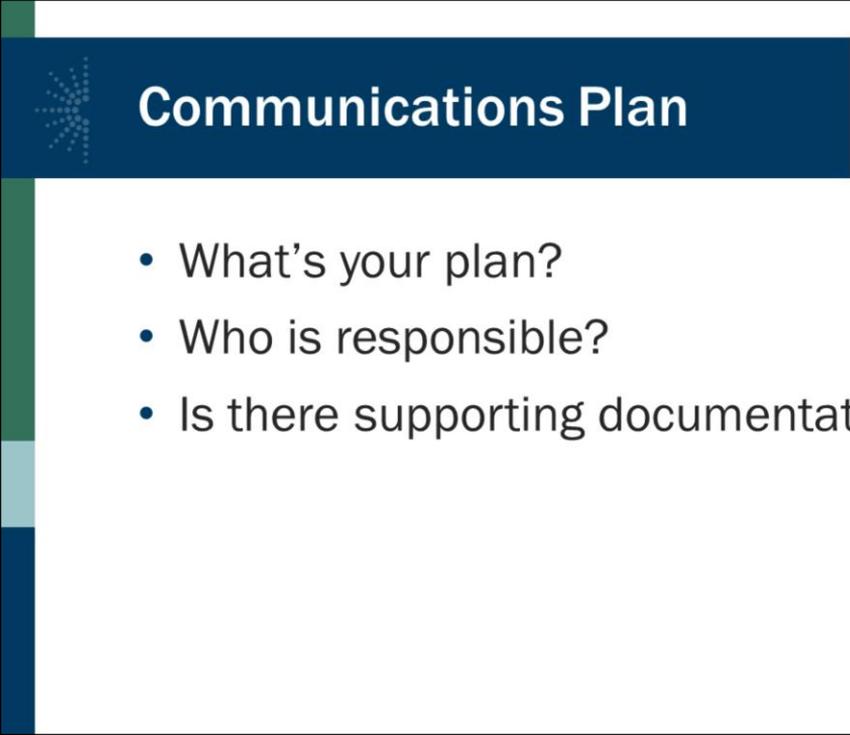


## Impact

- What are your goals and outcomes?
- What are the benefits?
- How will you measure progress?

In terms of impact:

- What are the intended goals and outcomes of the project? Specifically, what are the goals that will guide your project to completion? (Goals are broad statements that should guide your design of programs, choice of projects, and management decisions). What results do you want to see at the end of the project period?
- How will the project specifically benefit the individuals or groups that you serve? For example, what new understandings will participants gain? Do you expect increased interest and/or confidence in particular areas among audience members?
- How will you measure progress toward achieving your goals? How do you know you will have reliable information on which to judge impact or base actions? Are there any expected risks?



## Communications Plan

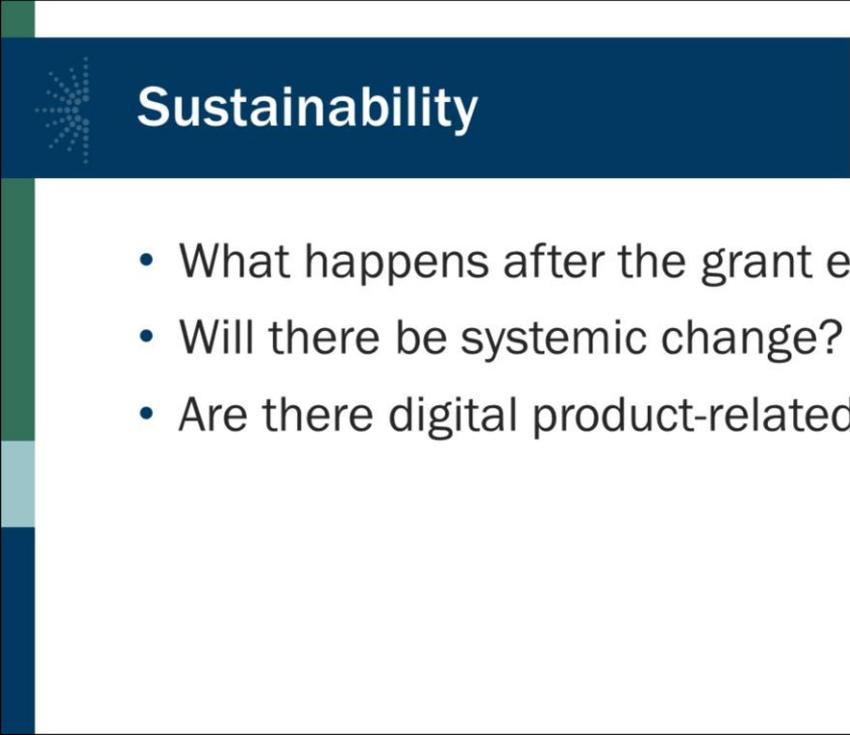
- What's your plan?
- Who is responsible?
- Is there supporting documentation?

●What is your communications plan? For example, Who is your audience and how do you plan to reach them? How will you share results, products, models, findings, processes, benefits, and lessons learned from the project openly and effectively?

●What are your plans for community building and/or audience engagement via discussion, involvement, collaboration, or adoption throughout the project lifecycle? For example, how will you seek and obtain feedback from various stakeholders?

●Who is responsible for outreach, promotion, and dissemination?

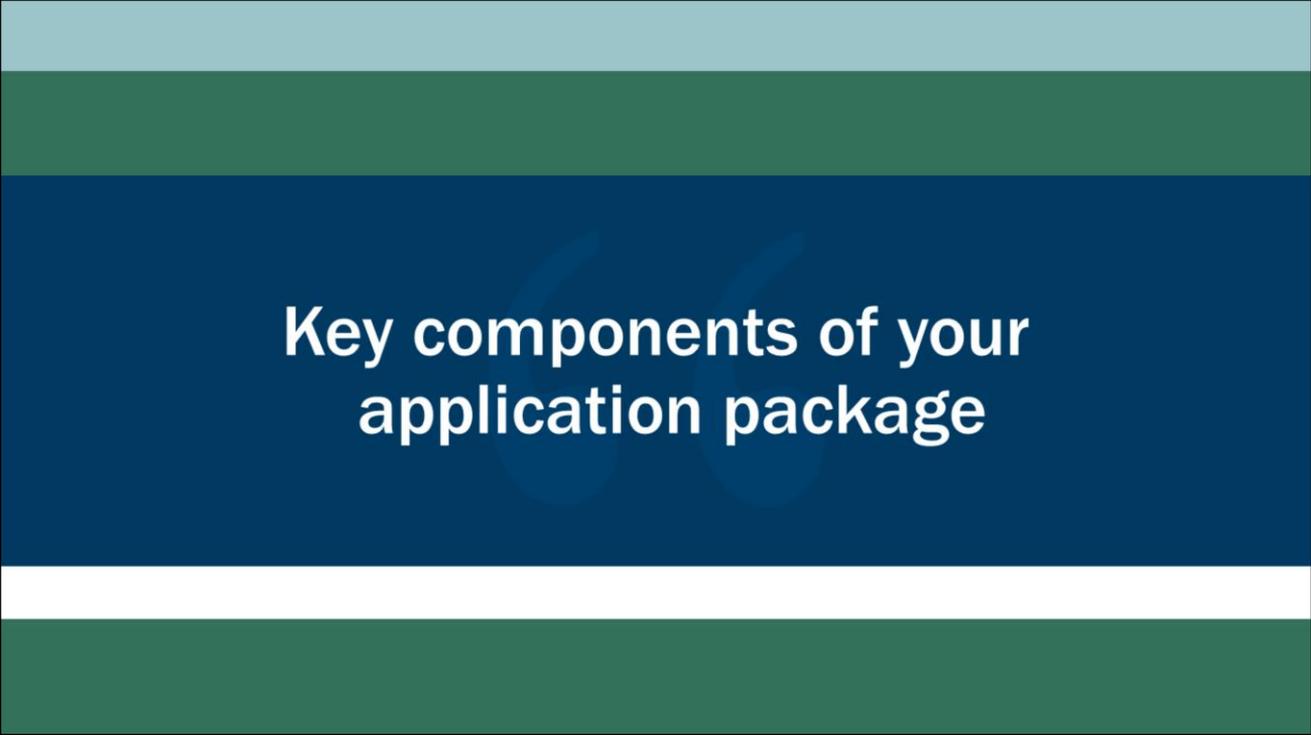
●What are your plans for creating supporting documentation of digitized collections, software, information systems, or other technology tools, if applicable?



## Sustainability

- What happens after the grant ends?
- Will there be systemic change?
- Are there digital product-related plans?

- How will you continue to support the project, its results, and/or new models that are created beyond the grant period? For example, will there be ongoing institutional and/or community support of project activities or products? Do you have demonstrated buy-in from potential stakeholders?
- How will the project lead to systemic change within your community?
- What are your plans for sustaining any digitized collections, software, and supporting documentation, information systems, and other technology tools?



**Key components of your  
application package**



# Budget

1. Salaries and Wages
2. Fringe Benefits
3. Travel (project-related only + \$2,000 for IMLS-directed / year)
4. Supplies, Materials, and Equipment
5. Contracts and Subawards
6. Student Support
7. Other Costs

- You'll also need to include a budget following the standard IMLS budget categories
- IMLS budget categories
  - Form
  - justification
- Travel should include \$2k/year for IMLS-directed travel for national events



## Supporting Documents

- Letters of commitment from consultants, partners, or other groups you will work with
- Letters of support
- Long-range plan
- Vendor quotes for equipment, furnishings, other large purchases
- Equipment specifications
- Summary of needs assessment findings

● You can choose to include...



## The Application Package

- Make sure to submit a complete application with all required documents.
  - *Table of Application Components*
- Don't forget all key personnel listed must have resumes
- Check list of conditionally required documents, for example, Digital Product Form
- Federally Negotiated Indirect Cost Rate Agreement (if applicable)
  - The indirect cost rate at the time of the award stands until the end.
  - Cost rate agreement must extend through September 2020.
- Supporting documents might include needs assessments, letters of support, plans or reports.



## Before you submit the application

- Get some feedback and revise
  - Send your program officer a draft for review
  - Schedule a time to talk by phone
- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Coordinate with tribal administration to submit all application components through [Grants.gov](https://www.Grants.gov) *before the deadline*



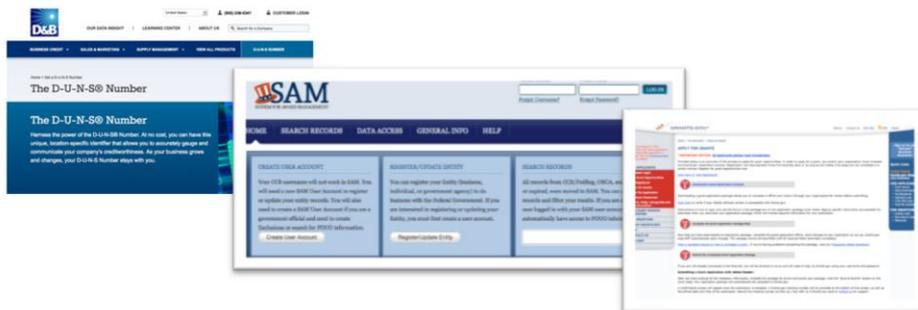
## Grants.gov

- IMLS can only consider proposals submitted through grants.gov by the deadline.
- All proposals must be complete.
- Grants.gov will not accept applications with missing, required documents.
- Applicants must have a **current DUNS** number and **SAM.gov registration**.
- Applicants must have a current **grants.gov** registration.
- Registrations can take several weeks for approval, do not delay.
- These are federal requirements and cannot be waived by IMLS.
- Make sure all documents are PDFs!

## Tips

### Register early!

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



- Please register early! There are three places where you must register your organization in order to be able to submit a proposal—DUNS, SAM, and Grants.gov.
- SAM (System for Award Management) replaced CCR (Central Contractor Registration) in recent years. Important to keep in mind here is that your SAM registration is good for one year and must be renewed. It takes time to process the renewal, so we recommend checking your status early on. If it's not your job to track your SAM registration, become best friends with the person at your organization whose job it is so you can make sure this is in place.
- Grants.gov, of course, is the portal through which you will file your application. Allow at least two weeks for the registration process here, and even if you know you're registered, make sure you know who is authorized for your institution and make sure they know their password. Staff change, people retire, and passwords get misplaced. In fact, if you don't know for absolutely sure that this is all in place now, I'd recommend checking on it as soon as we get done today. Again, it's not something you want to be trying to accomplish anywhere close to May 1st.



## Review Process

- Applications submitted by May 1st, 2020
- Eligibility and completeness check
- Field Review
- Review processing and analysis
- Panel Review
- Panel Review Meeting
- Final funding decisions by IMLS Director
- Announcement in August\*
- NEW: ALL PROJECTS START SEPTEMBER 1, 2020

- This will give you a sense of the timeline and how the process works



## Reminder

“We make grants only to **eligible** applicants that submit **complete** applications on or before the **deadline.**”



## Contact Us

**Anthony Smith**

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**Sarah Boonie**

Program Specialist – Office of Library Services

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[sboonie@imls.gov](mailto:sboonie@imls.gov)

- For questions about eligibility, your project narrative and project activities, the Digital Product Form, your Budget, including allowability of costs, please contact:
  - Anthony Smith
- For questions about application requirements and deadlines, please contact:
  - Sarah Boonie



Questions?

Q&A