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IMLS WEBINAR

Native Hawaiian Library Services Grant Webinar

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>> SANDY TORO: My name is Sandy Toro. I'm a Senior Program Officer in the Office of Library Services, and I'm joined by Stephen Mayeaux, who is also in the Office of Library Services, and Madison Bolls, who just recently joined us in the Grants to States Program. She used to be in Grants Administration. And we're happy to have you join us today to talk about the Native Hawaiian Library Services Grants. So today we'll cover basic information about the Grant Program, including some new elements for 2018. We'll talk about what types of Projects can be funded, the components of bid proposals, and the logistics of applying.

We'll note that we do rely on you to read the Notice of Funding Opportunity, NOFO, carefully for details on what's required and to complete the forms and submit your application.

So the Native Hawaiian Grants are competitive Grants that are available to carry out activities that enhance existing Library Services or implement new Library Services. The deadline is May 1 before midnight, and the awards are for up to \$150,000 subject to the availability of funds and IMLS discretion. Cost share is not required, although you can include it.

Just to be clear, Native Hawaiian Library Services Grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians. By Native Hawaiian, we mean an individual who is a citizen of the United States and a descendant of the Aboriginal people who before 1778 occupied and exercised sovereignty in the area that now comprises the state of Hawaii. Please note that a Grantee with an active Native Hawaiian Grant may not apply for another Native Hawaiian Grant that would have an overlapping period of performance with the

active Award.

So if your current Award is ending in September or October, make sure your start date is December 1st, because an overlapping period of performance will cause your application to get rejected.

So you can find the Notice of Funding Opportunity on our website, and please make sure to read the NOFO carefully and follow all the links. The links will take you to our strategic plan, the Awarded Grant search, information on cost sharing and the forms that are necessary to complete the application. It's worth noting that we have a new strategic plan as of January 2018 but this NOFO is still linked to our previous strategic plan. It's very similar but just make sure that you're looking at the former strategic plan.

The Notice of Funding includes a table that has 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, so use this list as a checklist of all the documents you'll need to submit on May 17th, I'm sorry, May 1st. You'll want to make sure that your application is complete, so that it's not rejected simply because you missed or forgot one document.

And remember, IMLS has become more strict about having to make sure each application includes all the necessary documentation, and we won't be able to make any exceptions.

So please make sure you include an application cover form, the abstract, the Program Information Sheet, an Organizational Profile, a Narrative of no longer than 8 pages, the Schedule of Completion, that's one page per year, an IMLS budget form, a Budget Justification, a List of Key Project Staff and Consultants, and the résumés of each person on that list. All of these documents must be saved and submitted in PDF format. Proof of Nonprofit Status and your federally negotiated Indirect Cost Rate Agreement, if you plan to use one, are conditionally required. And if you're creating any kind of digital product, which we'll talk more about, you must submit the digital product form, which is also considered a conditionally required form.

And that means that it is required if any funds are being used to create any kind of digital product like a website or digital histories. In addition to including all of the required application components, successful proposals align with one of three Project categories: Preservation and Revitalization, Educational Programming and Digital Services. We'll go over each of those categories and it's important to think about how to make sure your Project aligns with one of these three categories. You should state your selected category in both of your proposal abstract and your Narrative. Preservation and Revitalization Projects focus on the Preservation and Revitalization of Native Hawaiian 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, followed established best practices and standards.

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, or other services. Emphasis should be placed on the needs of learners and appropriate teaching and facilitation approaches as well as curriculum development.

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 and access to the resulting digital objects, or implementing digital library tools to provide services to Native Hawaiian communities. You should state your selected Project category in both your proposal abstract and Narrative.

And note that Projects that primarily consist of research are not supported in this Grant Program. Native Hawaiian Grant proposals go through Peer Review. Reviewers will read your proposals and evaluate them to make sure you responding to the Notice of Funding opportunities and your Project has potential for success. We present the Projects and scores to the Director who then make funding decisions based on the reviewers' evaluations and the overall goals of the Program and the agency. We expect to make three to four awards for a total amount of about \$550,000. In the past we funded Projects that have to do with reading skills, digitizing of archival collections and the creation of online digital collections, digital literacy, GED programs and job seeking skills, collection development, library automation and consortium participation, cultural activities around health issues and economic sustainability, traditional knowledge and language revitalization, outreach to the elderly and individuals with disabilities, summer reading and book clubs, and eBooks.

We're not looking for what are considered kitchen sink requests that ask for money for things like photo copiers and furniture without describing a specific Project. IMLS wants to make sure that Native Hawaiian Grants that are funded are actually Projects, and this means you can still apply for funding for the same types of Projects you've done in the past but make sure that the language you use aligns your work with one of the three Project categories we just went over.

So remember, read the Notice of Funding Opportunity carefully. Follow the step by step instructions on how to apply, look at the policies and the regulations that govern IMLS

Grants, and make sure you look at the criteria that the reviewers will use to evaluate your proposal. If you have any questions as you go along feel free to reach out to us by email or phone and know we can review drafts and give you verbal feedback.

So here are some key questions to address in your proposal. For your abstract, think about the lead Applicant, and if applicable, any formal collaborators, and tell us who they are.

Describe what you plan to accomplish and why. Tell us about the time frame for the Project. What are the community needs that the Project will address? Who's the intended audience for the activities? What are the specific Project activities, goals, outcomes, results, and products? And if applicable, what are the intended outcomes for audience members in terms of measurable changes in understanding, interest, and confidence? And finally, which of the Project categories does your proposal align with? 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.

In your Statement of Need, tell the reviewers who's your library's audience. Include information about the population profile, your location, the economy, educational levels, languages, culture and other characteristics you consider important.

Tell us about the specific need that will be addressed thank you the Project, and if other Projects exist that are already helping to answer these needs.

And how is what you're proposing different or building on other work and best answering your audience's needs? What's the current role of the library in the community? And what services does it provide? What's the purpose of the proposed Grant Project as it relates to the specific need? And what specific audiences will you serve with this particular Project?

Finally what was the need for the priority for the organization? Describe the results of the assessment including any data that can be used to compare your final results with what you first learned about.

And why do you consider your approach to be the best solution to meet the needs of the targeted audience?

For your Project Design, try to be as clear as possible, and tell the reviewers everything you think is important about your proposed work plan. That should include information about your performance goals and objectives, any specific Project questions you have, and what your conceptual design and processes are for your Project. Tell us about the activities required to implement the Project, and describe the roles and commitments of any partners.

Tell us, did you engage in any preliminary work, or planning? And if the Project or one closely related to it has been

supported by IMLS or other agencies, what was accomplished? And to what degree did the Project meet its established goals? If applicable, tell us the rationale for using procedures that deviate from accepted practice. Will the results be compatible with other resources that follow existing standards? Does your Project include any digital content, resources, assets, software, or datasets? If so, please be sure to fill out the digital product form. Examples of digital products include any data visualizations that are informing Project work, online materials like web pages, digital content products, or even images.

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? The remember, 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?

Also, how will the Project specifically benefit the individuals or the groups that you serve?

For example, what new understandings will participants gain? How will you measure progress toward achieving your goals? And how do you know you'll have reliable information that you can use to judge impact? And are there any expected risks?

For your communications plan, think about who is your audience and how do you plan to reach them? How will you share results, products, models, findings, processes, benefits, and lessons that you've learned from the Project openly and effectively?

What are your plans for community building or audience engagement? For example, how will you seek and obtain feedback from various stakeholders? Who's responsible for outreach, promotion, and dissemination? And what are your plans for creating supporting documentation of digitized collections, software, or other technology tools, if applicable?

For sustainability, how will you continue to support the Project, its results, and any new models that are created beyond the Grant period? For example, will there be ongoing institutional or community support of Project activities or products? Can you show demonstrated buy-in from potential stakeholders? How will the Project lead to systemic change within your community? And what are your plans for sustaining any digitized collections, software, or other technology tools?

And now I'll turn it over to Madison, who will talk about key components of your application package.

>> MADISON BOLLS: Thanks very much, Sandy. Hello, everyone. The first key component is on your Program Information Sheet. Before you even start your Project, you'll have to select one agency level goal, and one performance goal, on this Program

Information Sheet, and this is linked to every NOFO with IMLS including the national Hawaiian Library Services NOFO.

For Projects that have to do with learning or community, we provide a link to specific Performance Measure Statements and Information on our website, and the link is featured on this slide.

We also have an Evaluation 101 video that we recommend that you view. This was from ATALM a couple years ago on a session both Sandy and I presented at, and it's called Evaluation 101: Assessing the Impact and Outcomes of Projects Overview.

Now we'll talk about your budget. Your budget is going to be comprised of these 7 different sections. You have salaries and wages, fringe benefits, Project-related travel, supplies, materials, and equipment, contracts and subawards, student support, and other costs that don't fit into those other categories.

Supporting documents for your application can be one of the following, a few of the following: Letters of Commitment from different Consultants, partners, or other groups you'll be working with in your Project. Letters of support, a long-range plan for your Project, vendor quotes for equipment and other large purchases, equipment specifications, and a summary of needs assessment findings, if you did a needs assessment.

Now, make sure that you submit the complete application package with all of the required documents. And there is a table of complete application components in the NOFO. Don't forget to list all key personnel, and you must provide résumés for those key personnel.

There is also a checklist of conditionally required documents such as the digital content supplementary information form and Proof of Nonprofit Status. And then there is federally negotiated Indirect Cost Rate Agreement. If you have an indirect cost rate, it must be valid at the time you are awarded the Grant, which means it must extend through September 2017. If you have never had an indirect cost rate, then you can use the 10% de minimis administrative fee. If you've had a rate before, then the 10% does not apply to you.

Other things to consider are the supporting documents, which include the needs assessments, letters of support, or plans and reports.

Before you submit the application, it's good to get some feedback and do some revisions on your draft. You can send the draft to the Program Officer, to Sandy, for review and you can also schedule a time with her to talk by phone.

You will also want to ask two or three people who are not involved in the Grant to read the proposal and provide feedback on ideas, structure, and grammar. Consider their feedback and revise accordingly and you'll want to make sure you proof read the final version, and use spell check. You also want to

coordinate with your administration to submit all application components through Grants.gov before the deadline.

Grants.gov. IMLS can only consider proposals submitted through Grants.gov by the deadline and they all have to be complete. Grants.gov will not accept applications that have missing required documents. And you must have a current DUNS number and a current SAM registration.

Applicants must also have a current Grants.gov registration to submit your application, and these types of registrations could take months for approval so make sure you do it ahead of time and not wait till the last minute.

And these are all federal requirements that cannot be waved by IMLS. And you also must make sure all of the documents you submit are in PDF format. We will not accept any documents that are in Word format.

A few tips: Register early, as we mentioned before. There are three places you must register for your organization in order to submit a proposal and that's DUNS, SAM, and Grants.gov. SAM, or system for Award management, which replaced the CCR a few years ago, it's important to keep in mind that your SAM registration is good for one year, and must be renewed every year. That's something you don't want to be doing right before the deadline, so make sure that it is renewed and up to date. And if it's not your job to track your SAM registration, make sure you get in touch with the person at the organization who does that work so it is done by the time you submit your application.

Grants.gov is the portal through which you'll file your application. Allow two weeks for the registration process here even if you know your registered. Know who is authorized at your institution and they know their password so they can log into Grants.gov.

Staff changes, people retire, and passwords get misplaced, and you don't know for absolutely sure that this is all in place now, so I'd recommend you check on getting it done as soon as possible. Again, it's not something you want to be doing right before the deadline, so get started early.

Once we receive the applications after the deadline, there is a review process. They must be submitted by May 1st and then the applications are checked for eligibility and completeness. They then go on to field review, and review processing and analysis, and then they go on to panel review, and there is a in-person panel meeting.

From those analyses, a final funding decision will be made by the IMLS Director, and the final awards will be announced in August. And this is for projected Project start date of at least October 1st.

Reminder: We make Grants only to eligible applicants that submit complete applications on or before our deadline. Very

important.

All right. This is where we end. Does anyone have any questions? And you can -- we'll pause for a moment, and you can type your questions in the Chat box.

>> SANDY TORO: We're not seeing any questions so we'll go ahead and end this here. But please feel free to get in touch with us. You have our email addresses and our phone numbers, and we are looking forward to hearing from you and possibly reviewing some drafts.

So thank you, and best of luck.

[ End of webinar ]

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