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IMLS-INSTITUTE OF MUSEUM AND LIBRARY SERVICES

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GENERAL NA-E GRANT APPLICATION WEBINAR 2

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>> type in the chat box to confirm that the we will get started in another minute.

(Waiting for session to begin).

>> SANDY TORO: I'm a senior program officer. I'm joined today my Stephen Mayeaux and Madison bowls. We would like to thank you for joining us for the Native American Library Services Enhancement Grant applicant webinar. So today we will provide you with some basic information about the enhancement grants and share what's new for 2018. We'll talk about what types of projects can be funded, the components of good proposals and the logistics of applying. We will rely on you to read the notice of funding opportunity or what we call the NOFO. For all the details in terms of what's required and how to complete the forms as well as how to submit the application.

So the Native American Library Services Enhancement Grant are competitive grants up to two years and up to \$150,000. You need to have applied for a basic grant in order to be eligible to apply for an enhancement grant. The deadline is April 2nd which is next week. Cost share is not required. Only Indian tribes are eligible to apply for funding under this program. So entities such as libraries, schools, tribal colleges or departments of education are not eligible applicants, although they can be involved in the administration of the programs and their staff can 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 Alaskan 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 the program you need to have an existing library with regularly scheduled hours, staff, and materials available for library users. But, remember the applying institution must be the tribe itself. If you're an ineligible institution, we encourage you to partner with the tribe. While you can't be the lead, you can still participate in activities through that partnership.

So you can find notice of funding opportunity on our website. And again, make sure to read the notice of funding carefully and follow all the links.

The links will take you to our strategic plan, awarded grant search, information on cost sharing, and the forms necessary to complete the application. I'll point out that we do have a new strategic plan as of January 2018. But this NOFO will link you to the old strategic plan which is what you should use for this application.

The notice of funding as with the basic grant includes a table that has all 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 of the documents you need to submit on April -- May 1st. You want to make sure your application is complete so that it's not rejected simply because you missed or forgot one document.

Remember, IMLS has become more strict about our having to make sure that each application includes all of the necessary documentation and we won't be able to make exceptions.

So please make sure that you include your application cover form or the FSS420S an abstract, program information sheet, an organizational profile, a narrative that doesn't exceed eight pages. A schedule of completion and you can have one page per year. The IMLS budget form, a budget justification, a list of key project staff and consultants and resumes for each of those staff members and consultants.

All 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 a digital product form which is also considered a conditionally required form by that any kind of digital product like a website or digital histories. You do need to submit that form.

In addition to including all of the required application components, successful proposals will align with one of three new project categories. These are preservation and revitalization, educational programming and digital services.

We'll go over each of these categories in the next few slides. It's important to note that make sure your project aligns with one of these categories and you state your selected category in both your proposal abstract and the narrative.

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.

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 the appropriate teaching and facilitation approaches and curriculum development.

Digital services projects feature activities 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 digital objects or implementing digital library tools to provide services to tribal communities or providing broad band Internet access in tribal communities.

Unlike the basic grants which are due April 1st and are automatic as long as politicses are eligible and their applications are complete, enhancement grant proposals go through peer review.

Reviewers will read the proposals and evaluate them to make sure you responded to the NOFO 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. This year we expect to make at least 8 to 10 awards for a total amount of about \$1.2 million.

In the past we've funded projects like developing prereading and early reading skills with a focus on families reading together, the digitizing of archival collections and the digitization of collections, digital literacy skills projects, GED, job seeking development, collection development, cultural activities around health issues, traditional knowledge and language revitalization, ebook development and purchase. Because we've increased the basic grant award -- excuse me. -- we expect to see proposals that are not project-based but ask for funds that extend a basic grant.

So please remember to read the NOFO carefully. It includes step by step instructions on how to apply. It clarifies the policies and the regulations that govern IMLS grants. And it describes the criteria that reviewers will use to evaluate your proposal. If you have any questions, please email or call us.

And we can review drafts if you'd like to get some verbal feedback. So some key questions to address in your proposal are the subjects of the next few slides and in terms of your abstract, here's a list of the kinds of questions that you should be answering.

So, for example, who is the lead applicant and who are the collaborators?

What do you plan to accomplish and why?

What is the time frame for the project?

What are the community needs and how will the project address those needs?

Who's the intended audience? 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?

Again, please note which project category your proposal aligns with. And that should be preservation and revitalization, educational programming, or digital services.

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

In your statement of need you should tell the reviewers about your library's audience. You should include information about the population profile, the location, the local economy, educational levels, languages, culture, and any other characteristics you consider important.

You should talk about any specific needs that will be addressed through the project. You should also talk about the current role of the library in the community and what services it provides.

You should talk about the purpose of the proposed enhancement grant project as it relates to that specific need.

And you should also describe any assessment that was conducted to identify the need as a priority for the library.

The section on your proposed design should be very clear. So you should describe your proposed work plan and talk about any performance goals and objectives as well as any specific project questions you want to answer.

You should tell us about the activities that are required to implement the project and talk about the roles and commitments of any partners. You should also include any information about preliminary work or planning that you did prior to submitting the application.

And if applicable, tell us your rationale for using any procedures that deviate from accepted practice.

Finally, if your project includes any digital content, resources, assets, software, or data sets, you should describe those as well.

In terms of impact, what are the intended goals and outcomes of the project? How will the project benefit any individuals that are involved? And how will you measure project -- progress toward achieving your goals?

Finally, what's your communications plan? For example, who is your audience and how do you plan to reach them? What are your plans for community building or audience engagement through discussion, involvement, collaboration, or adoption throughout the project life cycle? Who's responsible for outreach, promotion, and dissemination? And what are your plans for creating supporting documentation of any digitized collections?

For sustainability, how will you continue to support the project, its results any new models that are created beyond the grant period? For example, will there be on going institutional or community support of activities or products? Can you show any 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?

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

>> ATTENDEE: Thank you, Sandy. Hello, everybody. The first thing we're going to point out is on the program information sheet. Before you even start your project, you have to fill out agency goal and performance goal on the IMLS which is linked to every NOFO including the enhancement NOFO. In addition on the program information sheet, you'll select performance measures and we have information on our website for projects that have to do with learning

or community.

We have a link here for specific performance measure statements and information.

We also recommend that you view the evaluation 101 video. It is a video of a session from ATALM from about 2015 entitled evaluation 101 assessing the outcomes of projects overviews. We highly recommend you view it for measuring your project evaluation of your project.

In terms of your budget, you want to make sure that you break down your budget into the provided categories. The categories on that budget form are broken down here with salaries and wages, fringe benefits, project related travel, supplies, materials, and equipment, contracts and awards, student supports and other costs that don't fit in the other categories.

There are also some supporting documents on your application that you'll want to pay attention to. You'll want to provide letters of commitment from consultants, partners or other groups that you will work with on your project. Possible letters of support. Maybe a long-range plan about your project, vendor quotes for equipment, furnishings, and other large purchases, equipment specifications, and perhaps a needs assessment findings that you completed before you started the project.

You'll want to make sure that you submit a complete application package. You'll want to follow that checklist or table of complete application components that is on the NOFO that Sandy mentioned. Including with that, you will not want to forget the key personnel listed. We must have resumes for those key personnel. Follow that checklist of conditionally required documents that I mentioned including the digital content supplementary form as well as the federally negotiated indirect cost rate agreement. This agreement, if you have it, must be valid at the time your award starts. If you have never had an indirect cost rate agreement, you are able to use the 10% de minimis rate. If you've had a rate before and it is expired, you are unable to use that 10% rate.

Now, before you submit your application, you'll want to make sure you get some feedback and do some revisions on the draft. You can send the draft to Sandy for review. You can schedule a time to talk with her by phone. You may want to ask two or three people not involved in the grant to read the proposal and provide feedback on ideas, structure, grammar, and spelling. You want to consider their feedback in order to revise it. Definitely proofread the final version and use spell check. You also want to coordinate with your travel administration to submit the application components through grants.gov by the deadline. Grants.gov IMLS can only by the deadline. We can not accept proposals that are submitted by email. They also all have to be complete. Grants.gov will not accept applications with missing of required. They must have a current DUNS number as well as an up to date registration. They need a current grants.gov registration. They can take months for approval. Be sure to do it ahead of time. These are all federal requirements for

grant applications. So we cannot waive any of these requirements. Finally, as another reminder, all submitted materials must be in PDF form. We will not accept any documents in a Word document.

Just some quick tips. Register early for these three places. For DUNS, SAM and grants.gov. SAM or system of awards management, 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 do right before the deadline. We recommend that you check your status early on. If it's not your job to track the SAM registration, make sure you know who the person is at your organization who does that and make sure that they know how to do it.

Grants.gov is the portal for which you will be filing your application. You want to allow at least two weeks for the registration process here even if you know you're registered, make sure you know who is authorized for your institution and make sure you know their password.

We know that staff changes, people retire, and passwords get misplaced. If you don't know for absolutely certain that this is all in place now, I would recommend checking on it as soon as possible. Again, it's not something you want to be trying to accomplish right before the deadline on May 1st.

After the applications are submitted, there is a review process. After May 1st, they go through an eligibility and completeness check and then sent out to review by a selected amount of peer reviewers. The reviewers will then submit their reviews and will process it for analysis. Those same reviewers come in to discuss the reviews in a panel in person.

From those analyses, the final funding decisions will be made by the IMLS director. And the awards will be announced in August. Most projects will begin October 1st, 2018.

As a general reminder, we've done this plenty of times we make grants to eligible applicants that submit complete applications on or before the deadline.

That wraps up our presentation. Now we'll hand it over to you if you have any questions or comments. Please be sure to type them in the chat box.

>> SANDY TORO: We don't see any questions being typed into the chat box, so we are going to end the presentation now. You can see our email addresses and our phone numbers, so we hope that you will call us or email us if you have any questions. Again, I'm sorry. I was coughing, so I couldn't say, we are available to review drafts of proposals. If you want to email me your narrative, I can review that. Then we can set up a time to talk about it. I can give you verbal feedback and help you with any issues or questions you might have. So thank you very much for joining us today and best of luck.

>> Recording stopped.

(Webinar concluded at 3:31 p.m. CST)

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