

INSTITUTE of  
**Museum and Library**  
SERVICES

# Applicant Webinar

## Native American Library Services Basic Grants

FY 2024

Welcome to the applicant webinar for the Native American Library Services Basic Grant program. Yá'át'ééh! My name is Jennifer Himmelreich and I'm the Senior Program Officer overseeing the Native American Library Services Basic Grants program.

## What Will We Cover Today?

- IMLS and Native American Library Services Basic Grants program
- Review eligibility requirements
- The application process
- Review application components
- Provide tips for applicants

In this webinar, I'll be providing information about IMLS and the Native American Library Services Basic grants program. We will review eligibility, go over the application process, the different application components, and also offer you a few tips and suggestions. Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.

## About IMLS

### Who are we?

- IMLS is the primary source of federal support for the nation's libraries and museums.

### What do we do?

- We make **grants**, **convene groups**, **conduct research**, and **publish** in order to build the capacity of museums and libraries to serve the public.

### Who is eligible to apply for IMLS grants?

- Varies by program but includes libraries; museums; colleges and universities; organizations that serve libraries and museums; federally recognized Native American tribes; organizations that serve Native Hawaiians



- The Institute of Museum and Library Services, which I will refer to as IMLS for the duration of this presentation, is an independent grant making agency and the primary source of federal support for the nation's libraries and museums. IMLS helps ensure that all Americans have access to museum and library services, all across the country.
- Our primary function is grant-making however we also host convenings, conduct research and publish information about museums and libraries in service to user communities
- Eligibility for IMLS grants varies and can depend upon the specific program.



## IMLS Vision and Mission

**VISION:** A nation where museums and libraries work together to transform the lives of individuals and communities.

**MISSION:** The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

Our vision and mission statements were adopted as part of the agency's current strategic plan, where both emphasize that IMLS is here to support museums and libraries with the work you do to serve your specific communities.



## IMLS Strategic Plan

**Goal 1: Champion Lifelong Learning**

- Objective 1.1: Advance shared knowledge and learning opportunities for all.
- Objective 1.2: Support the training and professional development of the museum and library workforce.

**Goal 2: Strengthen Community Engagement**

- Objective 2.1: Promote inclusive engagement across diverse audiences.
- Objective 2.2: Support community collaboration and foster civic discourse.

**Goal 3: Advance Collections Stewardship and Access**

- Objective 3.1: Support collections care and management.
- Objective 3.2: Promote access to museum and library collections.

The IMLS Strategic Plan identifies goals that help us achieve our vision and accomplish our mission.

In Goal 1 IMLS seeks to advance engaged learning opportunities for library and museum users of all ages and interests. It also supports the professional development of the museum and library workforce.

In Goal 2 IMLS promotes community engagement in libraries and museums including inclusive engagement across diverse audiences and community collaboration.

In Goal 3 IMLS supports collections care and management activities and promotes access to museum and library collections.



## IMLS Authorization and Budget

IMLS was reauthorized in 2018 by the Museum and Library Services Act.

The IMLS FY24 budget is \$294.8 million (Continuing Resolution).

\$5.263 million is allotted for Native American Basic and Enhancement, and Native Hawaiian Library Services Grants.

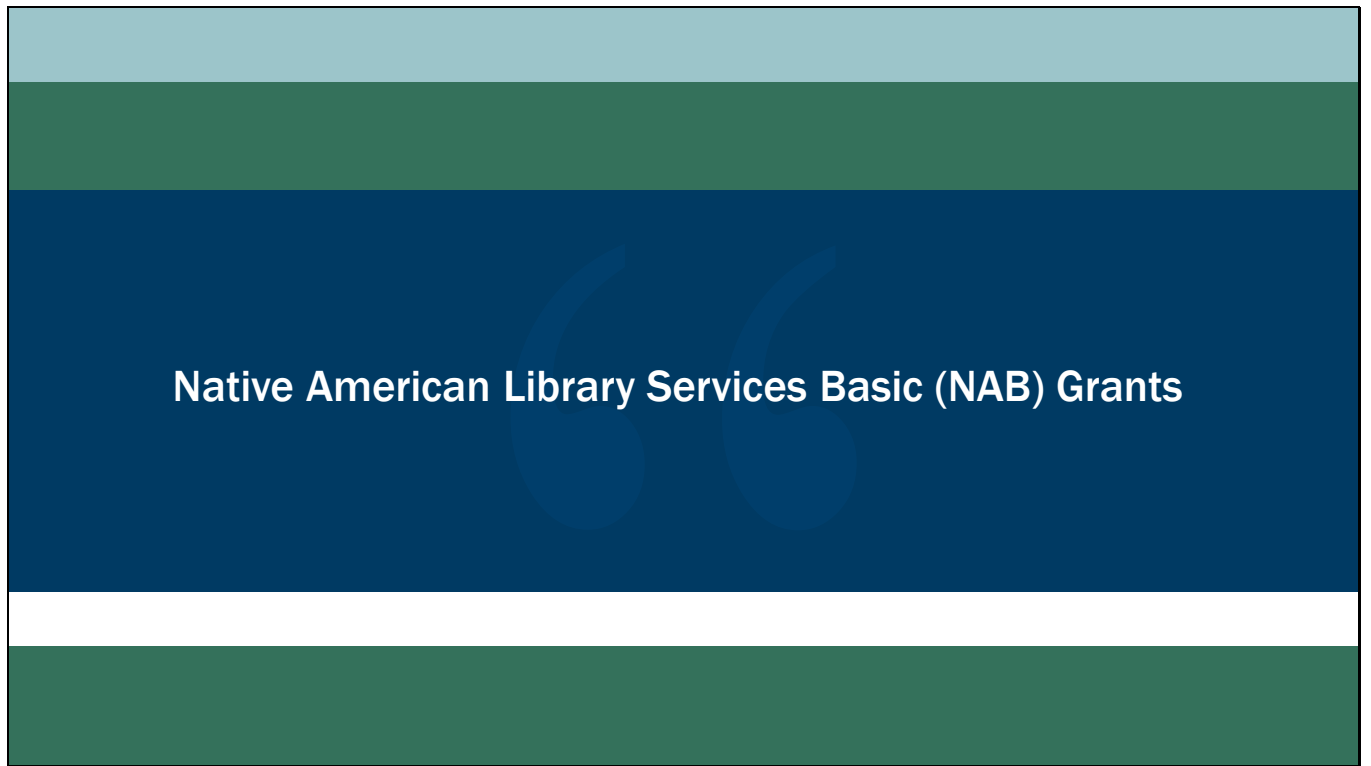
In terms of our authorization and budget...

IMLS was reauthorized in 2018 by the Museum and Library Services Act.

The IMLS 2024 fiscal year budget is just over two hundred and ninety-four million dollars and we are currently operating under a Continuing Resolution for fiscal year 2024.

Almost five point three million dollars of that is allotted for Native American Basic and Enhancement, and Native Hawaiian Library Services Grants.

Slide 7



That brings us to the Native American Library Services Basic Grant program

## Native American Library Services Basic Grants Information

<b>Program Goals</b>	Support existing library operations and maintain core library services. Non-competitive.
<b>Deadline</b>	March 1, 2024
<b>Amount and Length</b>	\$6,000 - \$10,000 for one year (8/1/24 - 7/31/25)
<b>Cost Share</b>	Not required
<b>Eligibility</b>	Federally Recognized Tribes; Alaska Native Villages and Corporations

This program provides support for library operations and services. The deadline to apply is March 1, 2024.

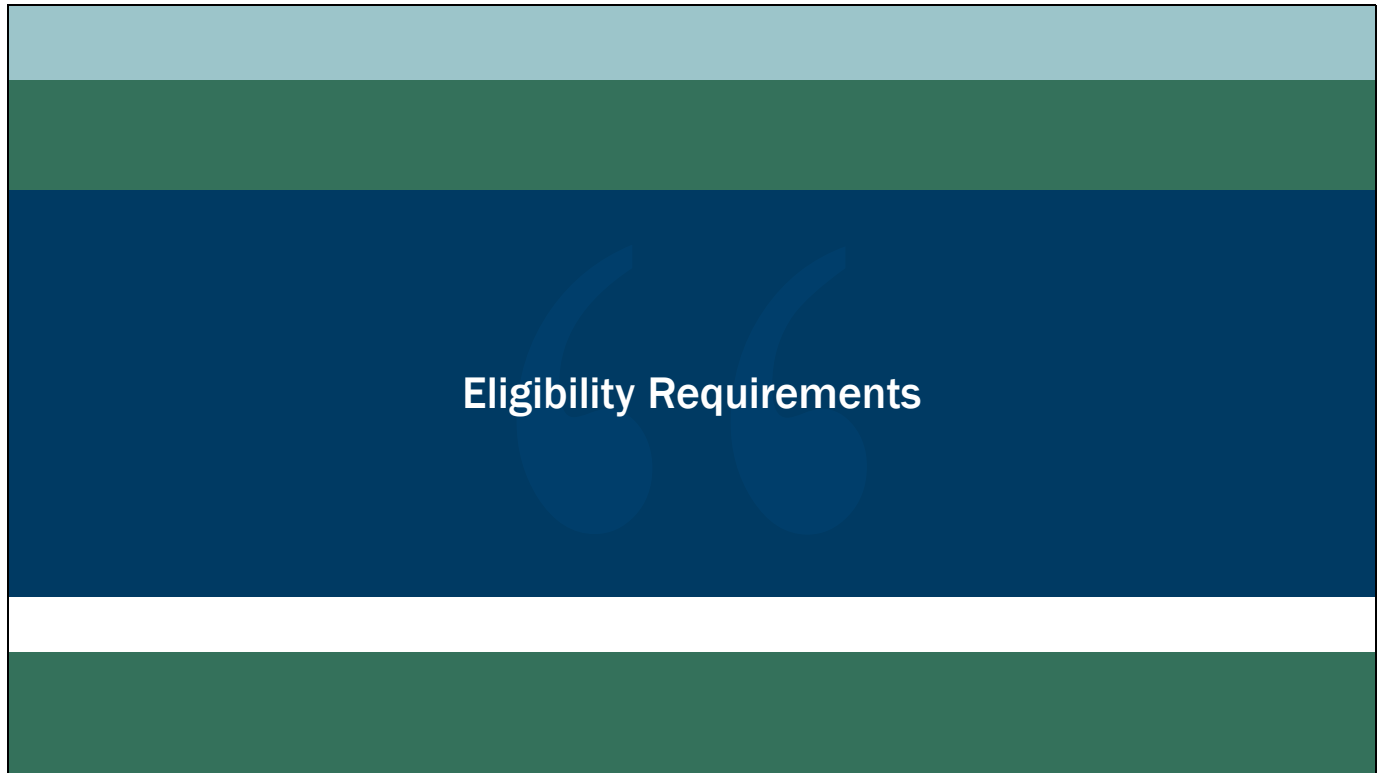
These grants are non-competitive one year grants, with awards made anywhere between six to ten thousand dollars.

These awards support any and all existing library operations and as well as new library services, such as expanding collections, new staff support, technology implementation or other costs that directly benefit your library user community.

As long as you meet eligibility requirements and submit all of the application documents by the deadline, you will receive funding. All federally recognized tribes and Alaskan native villages or corporations are eligible to apply.

In 2023, we awarded just over one point five million dollars (\$1,562,754) to one hundred and fifty nine tribes, Alaska native villages, and regional and village corporations and we hope we have high interest in our program again.





So, who's eligible for this program?

## Who is Eligible?

- Organization must be a Federally Recognized Indian Tribe, and offer library services to the community. Such services may include, but are not limited to, providing free access to books; print and electronic media; research databases; job, employment, and career resources; help from librarians; space for reading, studying, and meeting; and free events and activities such as programs, classes, and cultural events for people of all ages.
- For purposes of funding under this program, “Indian tribe” means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), 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. A list of eligible entities is available from the Bureau of Indian Affairs
- The applying organization **MUST BE** the tribe itself.

**Federally recognized Indian Tribes who offer library services to their community** are eligible to apply for funding under the Native American Library Services Basic Grants Program. Such services may include, but are not limited to, providing free access to books; print and electronic media; research databases; job, employment, and career resources; help from librarians; space for reading, studying, and meeting; and free events and activities such as programs, classes, and cultural events for people of all ages.

For purposes of funding under this program, “Indian tribe” means 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. A list of eligible tribes are available from the Bureau of Indian Affairs

As such, the tribe, village, or corporation itself must apply for this grant.

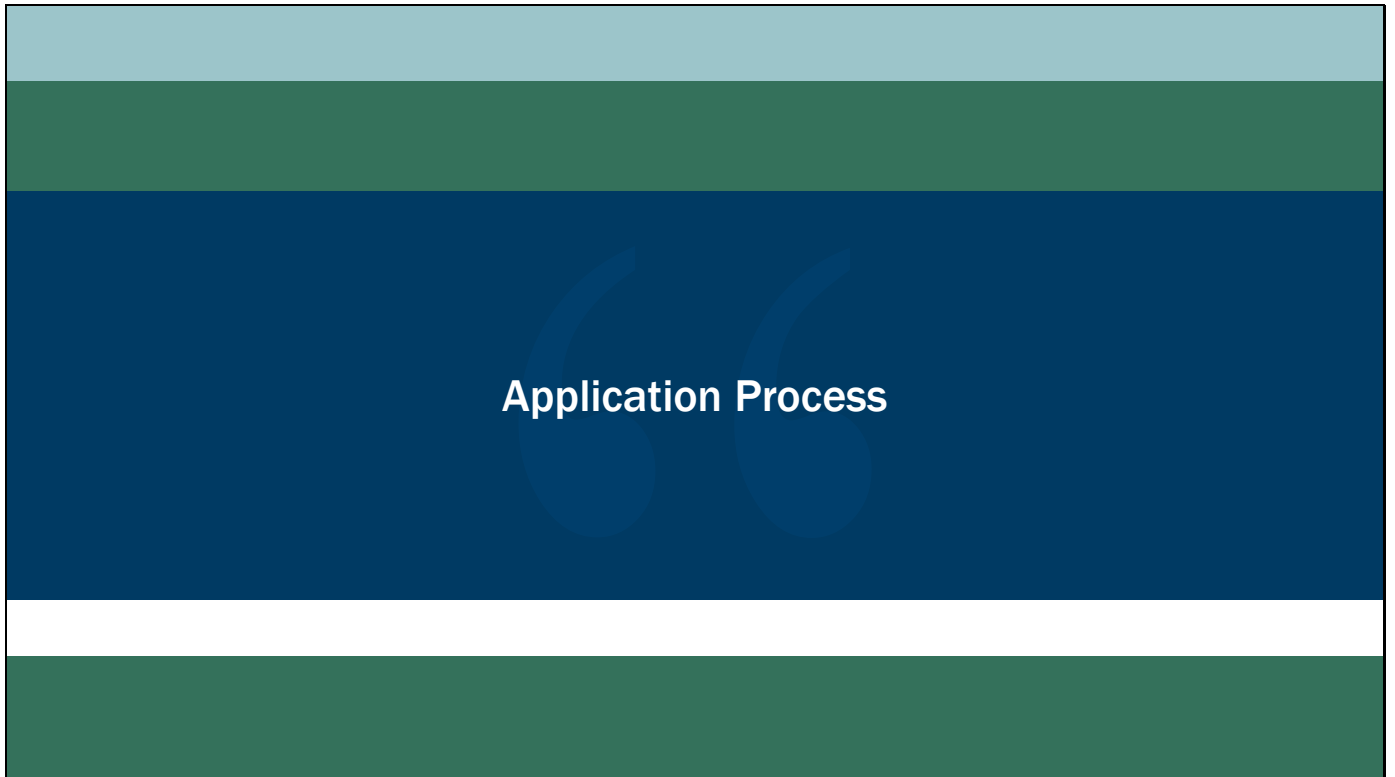
## Partners

IMLS recognizes the potential for valuable contributions to the overall goals of the NAB Grant Program by entities that do not meet the eligibility requirements. Although such entities may not serve as the lead applicant organization, they can participate in projects as partners. Such entities may, for example, assist the lead applicant with project activities.

- Libraries
- Schools
- Tribal colleges
- Departments of education
- Partner organizations should have a relationship with the Tribal administration for the successful management of the project.
- The tribal community is directly served and benefits from grant activities carried out by the partner(s).

A school, tribal college, department of education, or other entity that might contain the library cannot apply for the tribe or on behalf of the tribe, although entities like these can be partners and serve as the project directors.

It is important that the partner organization develop a relationship with the Tribal administration BEFORE applying for the grant because the Tribe is ultimately responsible for the management of the project. The assumption in such a partnership is that the tribal community that applies for the grant is directly served and benefits from the grant activities that are carried out by the partner organization.



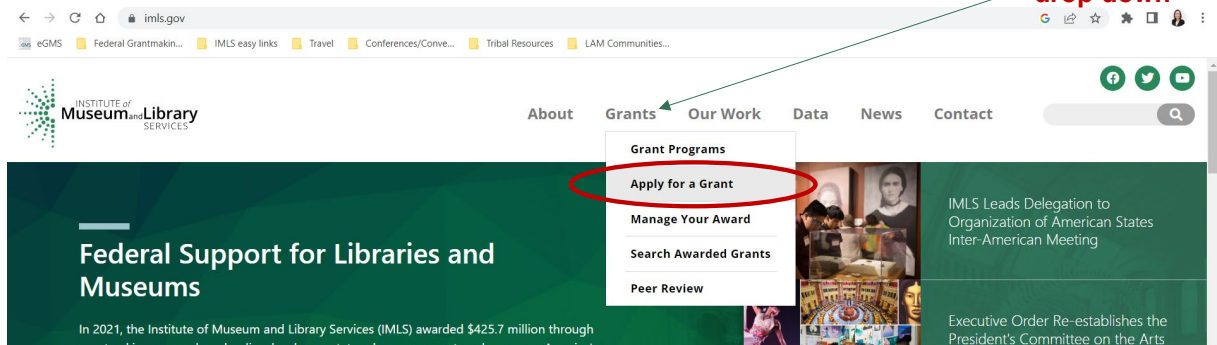
Next, we will talk about the application process.

## Notice of Funding Opportunity (NOFO)

All application requirements and instructions can be found in the Notice of Funding Opportunity on our website:

<https://www.imls.gov>

Click here for the drop down



Everything you need for the application process is available on our website at [www.imls.gov](http://www.imls.gov) - Here is a screenshot that shows our main page and arrow to the Grants menu. The **Apply for a Grant** link is the second on the drop down list.

# Notice of Funding Opportunity (NOFO)

<https://imls.gov/grants/apply-grant/notices-funding-opportunities>

**Click here to see NOFOs for all grant programs**

**Scroll down to find the Basic Grant Program NOFO**

Home > Grants > Apply for a Grant

## Available Grants

### Grant Application Directions

Organizations and institutions that utilize third-party software to submit applications via Grants.gov may encounter old or outdated forms. IMLS cannot provide technical assistance for any issues applicants encounter with proprietary software. The final and correct versions of all IMLS application packages can be found on the Grants.gov portal directly.

The Application Process

Museum Grants for African American History and Culture  
Deadline: November 15, 2022  
The FY 2023 Notice of Funding Opportunity is now available.

Native American/Native Hawaiian Museum Services Program  
Deadline: November 15, 2022  
The FY 2023 Notice of Funding Opportunity is now available.

The next slide shows a screenshot that shows of what page follows. On the left side of the page is a menu where you will look for the Notice of Funding opportunities. You may have to scroll down through to find the Native American Library Services Basic Grants program.

## Notice of Funding Opportunity (NOFO)

All application requirements and instructions can be found in NAB NOFO on our website:

<https://www.ims.gov/grants/available/native-american-library-services-basic-grants>

### NATIVE AMERICAN LIBRARY SERVICES BASIC GRANTS FY 2024 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	Native American Library Services Basic Grants
Announcement Type	Modification of FY23 Notice of Funding Opportunity
Funding Opportunity Number	NAG-BASIC-FY24
Assistance Listing Number	45.311
Application Due Date	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on March 1, 2024.
Anticipated Date of Notification of Award Decisions	July 2024 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on August 1, 2024.

**Remember this #  
for Grants.gov**

Click on the Native American Library Services Basic Grants for Fiscal Year 2024 NOFO, you will find the Funding Opportunity Number. So, jot this down and remember the funding opportunity number that you will use to enter into grants.gov to access the application.

This year, it is NAG-BASIC-FY24.

## Before You Apply

- Read the FY24 NOFO and download the current version of the application forms from it.
- Get your Unique Entity ID (UEI) from the System of Award Management (SAM)
- Register your institution with the System of Award Management (SAM), or ensure your existing SAM registration is active: <http://www.sam.gov/>
- Create a Grants.gov account for your institution, or ensure your existing Grants.gov account is active: <http://www.grants.gov/>

Here are a few things your grants team can do immediately to start your application process:

- Download and review the NOFO, as well as the application forms.
- Check on your registrations - an applicant organization, in this case it would be the tribe, must have a Unique Entity Identifier (UEI) number; a current and active System for Award Management (SAM) registration; and an active Grants.gov registration with an approved Authorized Organization Representative (AOR).



## Check your registrations early!

You need all three:



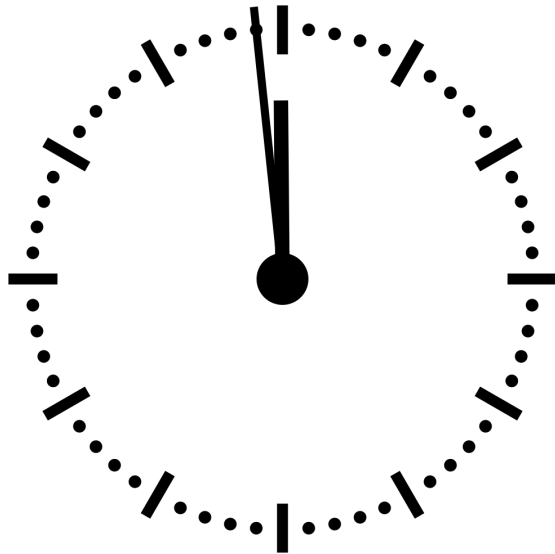
Note:

- SAM.gov expires every year.
- Grants.gov passwords expire every 60 days.
- Grants.gov accounts are deactivated after 365 days of inactivity.

We strongly recommend you check these registrations immediately to ensure that they are accurate, current, and active.

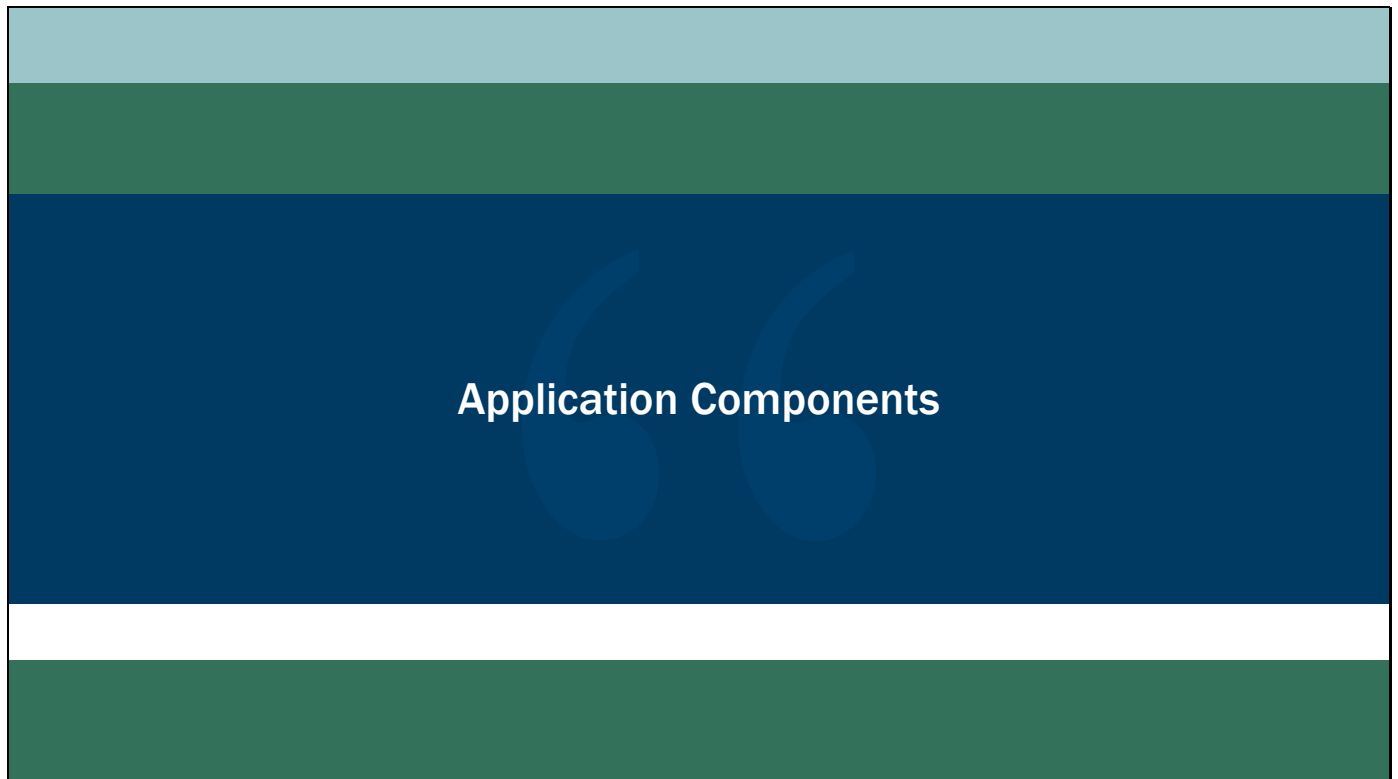
Each have expiration dates and/or deactivation periods after inactivity, so please check on these early because this can take a significant amount of time and coordination to update or renew them so you'll want to get started right away.

## Submit the application on time



**11:59 pm EST**  
**Wednesday,**  
**March 1, 2024**

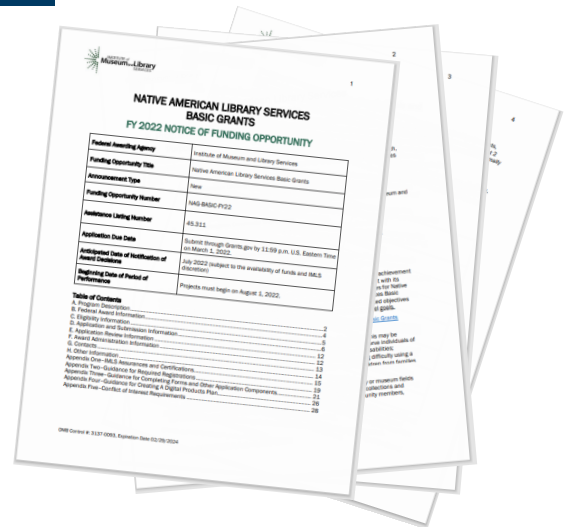
In order for an application to be considered for funding, it must be submitted in Grants.gov by 11:59 pm eastern time, on March 1st. Please note the time zone. Applications received after the deadline cannot be considered.



Let's review the specific application components that are required.

## Notice of Funding Opportunity (NOFO)

- 35+ pages long
- Includes information about the components of the application.



Our Notice of Funding Opportunity, also called by its abbreviation NOFO, is a multi-page document that is an essential resource for your application process. I guide applicants to download both a PDF and a paper copy because it includes information on the components of your application package that you will want to reference often and keep with grant paperwork if awarded.

## Table of Application Components

- Serves as a checklist
- Identifies type of file needed and how to name each file

D2a. Table of Application Components

Component	Format	File name to use
<b>Required Documents</b> <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-424S)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">IMLS Library – Discretionary Program Information Form</a>	Grants.gov form	n/a
<a href="#">Library Services Plan</a> (three pages max.)	PDF document	Plan.pdf
<a href="#">Performance Measurement Plan</a> (one page max.)	PDF document	PerfMeasurement.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<b>Conditionally Required Documents</b> <a href="#">Please see the guidance in Section D2d for more information.</a>		
<a href="#">Digital Products Plan</a> (two pages max.)	PDF document	Digitalproduct.pdf

It includes a table of all required application components, including what kind of format each document 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 will you need to submit on March 1st. You want to make sure your application is complete, so that it's not rejected because you missed or forgot any required documents.

## Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
- ✓ IMLS Supplementary Information Form
- ✓ IMLS Library - Discretionary Program Information Form
- ✓ Library Services Plan Narrative
- ✓ Performance Measurement Plan
- ✓ IMLS Budget Form
- ✓ Digital Products Plan, if applicable
  
- ✓ **All documents must be saved and submitted in PDF format!**

The Native American Library Services Basic Grant application has six required application documents and one conditionally required document...

## Application Components – Required and Conditional

Automatically  
generated during  
the grants.gov  
submission  
process

- ✓ Application for Federal Domestic Assistance (SF-424S)
  - ✓ IMLS Supplementary Information Form
  - ✓ IMLS Library - Discretionary Program Information Form
  - ✓ Library Services Plan Narrative
  - ✓ Performance Measurement Plan
  - ✓ IMLS Budget Form
  - ✓ Digital Products Plan, if applicable
- ✓ All documents must be saved and submitted in PDF format!

The first 3 items listed,

- The application cover form, or SF-424S
- The IMLS Supplementary Information Form or SIF, and,
- The IMLS Library – Discretionary Program Information Form

are automatically generated during the grants.gov submission process as you enter your information. The Appendix 3 in the NAB NOFO goes into detail about information you will be asked to respond to or provide.

## Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
  - ✓ IMLS Supplementary Information Form
  - ✓ IMLS Library - Discretionary Program Information Form
  - ✓ **Library Services Plan Narrative**
  - ✓ Performance Measurement Plan
  - ✓ IMLS Budget Form
  - ✓ Digital Products Plan, if applicable
- ✓ All documents must be saved and submitted in PDF format!

The remaining items as part of your application process are:

A library services plan is a narrative you write where your grants team respond to the questions listed in the NOFO. This can be up to three pages. Please note page lengths for documents because pages over limit will automatically removed.



## Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
- ✓ IMLS Supplementary Information Form
- ✓ IMLS Library - Discretionary Program Information Form
- ✓ Library Services Plan Narrative
- ✓ **Performance Measurement Plan**
- ✓ **IMLS Budget Form**
- ✓ Digital Products Plan, if applicable
  
- ✓ All documents must be saved and submitted in PDF format!

The IMLS Budget Form and the Performance Measurement Plan are components with fillable forms that your team will want to download from the IMLS website. Links to the forms are in the NOFO as well.

## Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
  - ✓ IMLS Supplementary Information Form
  - ✓ IMLS Library - Discretionary Program Information Form
  - ✓ Library Services Plan Narrative
  - ✓ Performance Measurement Plan
  - ✓ IMLS Budget Form
  - ✓ **Digital Products Plan, if applicable**
- ✓ All documents must be saved and submitted in PDF format!

And, if your plan includes the creation of any kind of digital products, you must write a Digital Products Plan. This plan is conditionally required because not all projects will create digital products. Again the NOFO goes into detail what is needed for this component.

## Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
- ✓ IMLS Supplementary Information Form
- ✓ IMLS Library - Discretionary Program Information Form
- ✓ Library Services Plan Narrative
- ✓ Performance Measurement Plan
- ✓ IMLS Budget Form
- ✓ Digital Products Plan, if applicable

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

Finally, as a reminder, all forms must be submitted as PDF documents.

# Grants.gov

## Grants.gov Online User Guide:

- <https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>

## Grants.gov Blog:

- <https://blog.grants.gov/2017/09/25/7-online-user-guide-articles-to-get-you-started-with-workspace/>

## Grants.gov YouTube Channel:

- <https://www.youtube.com/user/GrantsGovUS>

## Grants.gov Support:

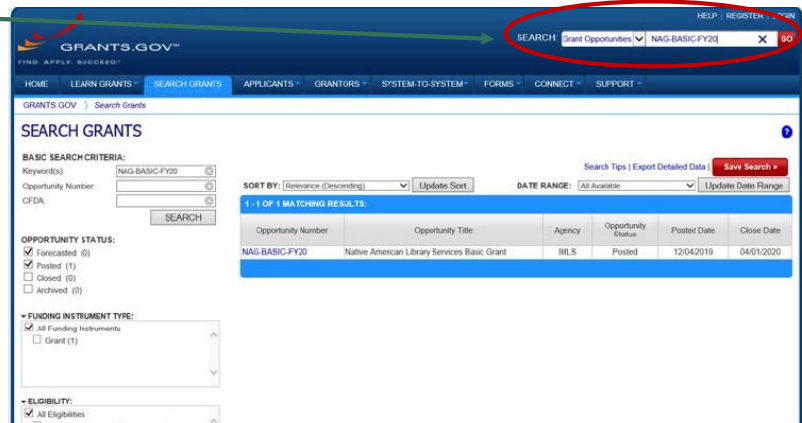
- <https://www.grants.gov/web/grants/support.html>
- Email: [support@grants.gov](mailto:support@grants.gov)
- Toll-Free Phone Number: 1-800-518-4726

Because grants.gov is a system that exists outside of IMLS, we cannot help you if you have any problems with downloading materials or submitting materials on the site. The grants.gov support team, however, is very helpful and who we turn to if help is needed. They're available 24 hours a day, have a robust support website and can be reached by email or by phone. If you have any problems with grants.gov, reach out to the support team directly.

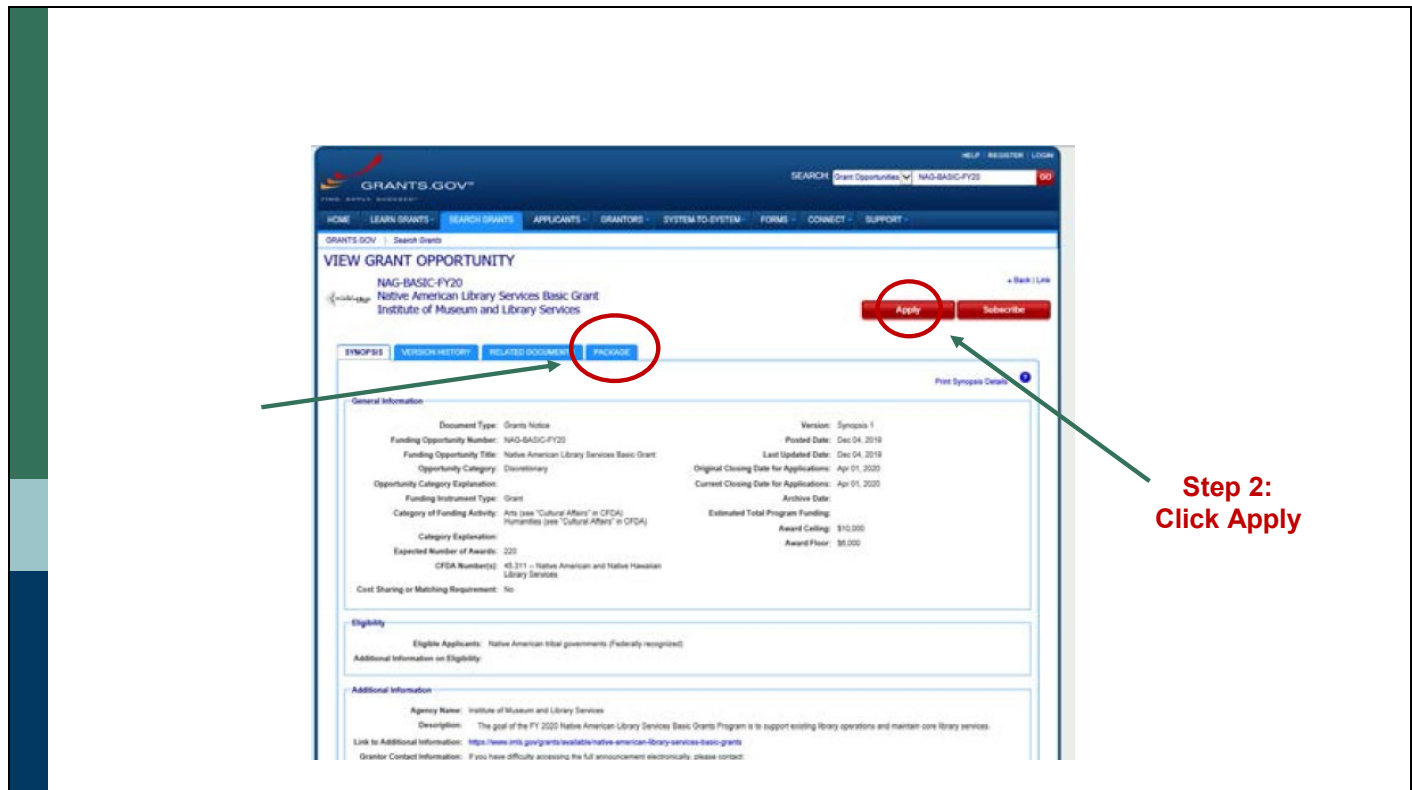
On this slide, are links to different resources grants.gov has available to help you, particularly for using Workspace. We have a link here for one YouTube video, but there are a number of different videos, all about 3-4 minutes long, that show you how different parts of Workspace function. We recommend you view those to understand more.

# Search for the Grant

und  
:  
!4



When you're on the grants.gov site, use the Funding Opportunity Number listed in the IMLS Notice of Funding Opportunity for the Basic grants. Again, for this year the number is NAG-BASIC-FY24. This number will get you the application package materials that you need.



Here is what that page looks like. You'll want to download the application package by clicking on the blue package tab on the left and then clicking red apply button on the right. You must use the Grants.gov workspace platform to submit your application.

There are a number of benefits for using Workspace:

- First, multiple people from your organization can work on an application at the same time.
- Second, if you have applied a previous year, the next year you can reuse what you put in the previous application so you won't be starting from scratch.
- Also, all the activity is documented, so you can see if someone submitted a document, see which documents, and if the entire application package was submitted and when.
- Finally, an application that is submitted will be issued a tracking number you can share with us in case anything happens and we need to look for your materials.

# SF-424S

The SF-424S is part of the application package that you complete in Grants.gov

The screenshot shows the SF-424S form with the following sections and fields:

- 1. NAME OF FEDERAL AGENCY:** Institute of Museum and Library Services
- 2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:** 15-111
- 3. DATE RECEIVED:** [System Use Only]
- 4. FUNDING OPPORTUNITY NUMBER:** 15G-BASIC-PTL
- 5. APPLICANT INFORMATION:**
  - a. Legal Name:** [Redacted]
  - b. Address:**
    - Street:** [Redacted]
    - City:** [Redacted]
    - State:** [Redacted]
    - Country:** USA
  - c. Web Address:** [Redacted]
- 6. PROJECT INFORMATION:**
  - a. Project Title:** [Redacted]
  - b. Project Description:** [Redacted]

One of the most important parts of your application is the SF-424S. The information you put on this form, including the name of the authorizing official, is transferred into our grants management database. The staff listed for this grant, which are provided by the tribal applicant, are the contacts for the award and the people who are authorized to make financial decisions on behalf of the tribe.

If, once you receive your award, any of these people leave or are replaced, you will have to let us know as soon as possible using our grants management system, eGMS Reach, so that we can update your grant team information. Again, the SF-424S is automatically generated in grants.gov when you enter information about your tribe.

## IMLS Supplementary Information Form (SIF)

- The SIF is a grants.gov form is also part of the grants.gov application package.
- Instructions for completing the form can be found in Appendix 3 of the NOFO, but especially note:
  - If the library is a dept within the tribe, check No. If your are partnering with TCU, a library or any entity outside the tribe, check Yes and provide their information.
  - Funds requested match Total Budget Amount on Page 4 of Budget Form and total listed in the Budget Summary portion of Library Services Plan.
  - Do not include cost share or indirect costs
  - Abstract is 1-2 sentences that summarize your Library Services Plan

The Supplementary Information Form is also a grants.gov automatically generated form found in the application package.

Instructions for completing the form can be found there, but please:

- If the library is a dept within the tribe, check No. If your are partnering with TCU, a library or any entity outside the tribe, check Yes and provide their information.
- Check that the funds requested match what is listed on page 4 your budget form and in the Budget summery portion of the Library Services Plan.
- This program does not allow cost share or indirect costs so please do not list any amounts for these questions.
- Finally, an short Abstract is required. This is a 1-2 sentence summary of your Library Services Plan. If awarded, this may be published online so please do not include any sensitive, proprietary or confidential information.



## IMLS Library - Discretionary Information Form

- The L-PIF is a grants.gov form found in the application package.
- Federally Recognized Tribes are not required to answer the Organizational Financial Information
  - Put "0" under total revenue and total expenses for each year to avoid error messages
- Select one of the three IMLS Agency-Level Goals with which your project best aligns
- Select Native American Library Services Basic Grants as the Grant Program.

The L-PIF is a grants.gov form found in the application package.

Federally recognized Tribes are not required to answer the Organizational Financial Information. To avoid an error message for your application, please put a "0" under total revenue and total expenses for each year when you submit the form.

Select one of the three IMLS Agency-Level Goals with which your project best aligns. There are no wrong answers for this, just choose the goals that best align with your project.

Finally, select Native American Library Services Basic Grants as the Grant Program.

## Library Services Plan (LSP)

- No more than 3 single-spaced pages
- Address the questions in the same order in which they are listed below:
  - What aspects of library operations and/or core library services will be the focus of your work this year? If you plan to carry out any professional development or library service assessment activities, describe them here.
  - Why is this work important to your community?
  - How will you carry out your plan?
  - What results do you plan to achieve? They should be specific, measurable, and realistic.
  - How will you measure your performance in terms of effectiveness and timeliness? Identify what data you will collect, how often, and from what source in order to produce these measures.
- Include a detailed budget summary section
- **Save as PDF format to upload into Workspace**

Your library services plan should describe, in no more than three pages, what you plan to do with the grant funds and discuss what you are focusing on during the year.

The NOFO lists specific questions that you should answer that give you an opportunity to share why your tribe thinks this project is important, if you plan on carrying out any professional development or library service assessment activities, how you will carry out your plan to make sure it's successful; and what results you plan to achieve.

Standard to federal award-making, are the need for measuring performance of federally-funded grant activities. To meet the requirement for this program, you'll need to include information about how you will measure performance in terms of effectiveness and timeliness. You'll also need to identify and describe in the library service plan, what data you will collect, how often, and from what source in order to produce performance measures for effectiveness and timeliness.

Included in the three pages of the LSP should include a budget summary section that describes all budget items included in the IMLS Budget Form. All the information provided here, should match what is in your budget form as well as the total listed in the funding request amount in the Supplementary Information questions in grants.gov. We use the details to confirm all costs are allowable during our budget checks.

Just to reiterate again, please make sure this and all your other documents are saved as PDFs to upload into workspace, but workspace itself does not convert documents automatically.

# Performance Measurement Plan

## Performance Measurement:

- **Effectiveness:** The extent to which activities contribute to achieving the intended results of the project
- **Timeliness:** The extent to which each task/activity is completed within the timeframe proposed

Performance Measure	Data We Will Collect (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	Source of Our Data (e.g., members of the target group, project staff, stakeholders, internal/external documents, recording devices, databases)	Method We Will Use (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	Schedule (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Effectiveness: The extent to which activities contribute to achieving the intended results	<i>Example:</i> At the end of each month, using a report prepared by the registrar, we will compare the cumulative count of rehoused objects against the total number proposed for the project. <i>Example:</i> At the end of each project year, our external consultant will present results of the ongoing observation-based evaluation, and compare them against our intended project results.			
Timeliness: The extent to which each task/activity is completed within the proposed timeframe	<i>Example:</i> Every six months, our Project Director will assess the fit between our proposed Schedule of Completion and actual activity completion dates. <i>Example:</i> Each quarter, each project partner will submit to our Project Director a templated report showing their progress on meeting project milestones.			

The Performance Measurement Plan should show how you will monitor and assess your performance as a grantee from the perspectives of Effectiveness and Timeliness.

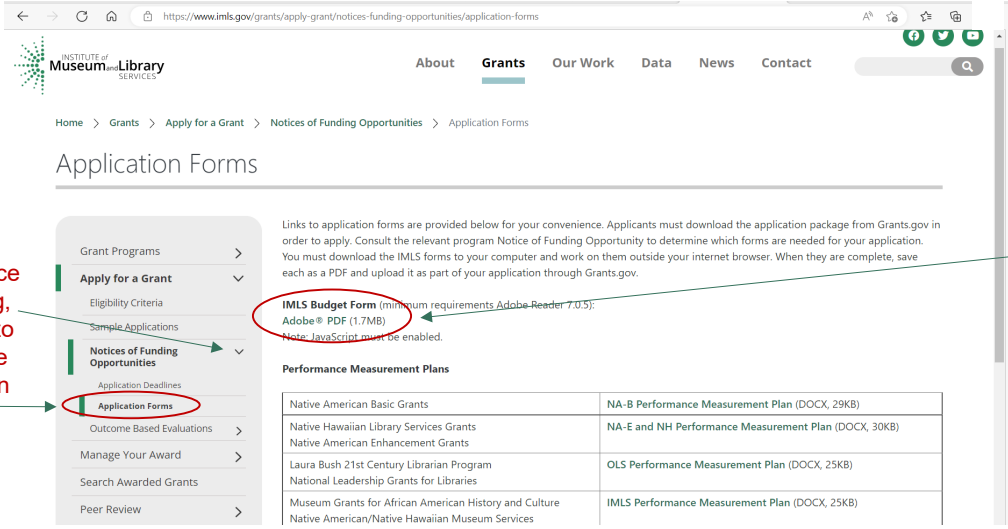
The Native American Library Services Basic Grants program will use the following two performance measurements as a basis for understanding the level of performance of the grant program as well as each individual award.

- **Effectiveness is defined as** the extent to which activities contribute to achieving the intended results of the project
- **Timeliness is defined as** the extent to which each task/activity is completed within the timeframe proposed
- The Performance Measurement Plan should show how you will monitor and assess your performance as a grantee from the perspectives of Effectiveness and Timeliness.
- For each measure, identify what data you will collect from what source, the method you will use to collect it, and according to what schedule. The chart on this slide provides sample statements for each measure and the space to record your own. You are welcome to use a fillable version of the chart which you can access through the Notice of Funding Opportunity. Limit your Performance Measurement to one page and save your document as a PDF.





# IMLS Budget Form



Under Notice of Funding, click here to access the Application Forms

Click this hyperlink to access the IMLS Budget Form

The screenshot shows the IMLS website's 'Application Forms' page. The URL is https://www.imls.gov/grants/apply-grant/notices-funding-opportunities/application-forms. The page features a navigation menu with 'Grants' selected. A sidebar on the left contains a menu with 'Application Forms' highlighted. The main content area includes a paragraph about downloading forms and a table of Performance Measurement Plans. A red circle highlights the 'Application Forms' link in the sidebar, and another red circle highlights the 'IMLS Budget Form' link in the main content area. A red arrow points from the sidebar link to the main content area link.

Native American Basic Grants	NA-B Performance Measurement Plan (DOCX, 29KB)
Native Hawaiian Library Services Grants	NA-E and NH Performance Measurement Plan (DOCX, 30KB)
Native American Enhancement Grants	
Laura Bush 21st Century Librarian Program	OLS Performance Measurement Plan (DOCX, 25KB)
National Leadership Grants for Libraries	
Museum Grants for African American History and Culture	IMLS Performance Measurement Plan (DOCX, 25KB)
Native American/Native Hawaiian Museum Services	

You can download this form through the Notice of Funding Opportunity as well as online as seen in this screenshot.

## Examples of Allowable Costs – Slide 1

Salaries, wages, fringe benefits:

- Permanent staff salary and benefits
- Temporary and project staff

Supplies, materials, and equipment:

- Collection development—books, electronic resources, subscriptions, software, special collections
- Equipment—computers, wireless equipment, E-Readers, copiers, printers
- Library software
- Furnishings like tables, chairs, rugs, circulation desk, shelving, book drop, computer stations (not construction or renovation)
- Library supplies

Here are some examples of what Basic grant funds can be used for:

- Permanent staff salary and benefits;
- Temporary and project staff;
- Collection development;
- Equipment - like computers and e-readers;
- Library software;
- Library furnishings and shelving; and other supplies.

## Examples of Allowable Costs - Slide 2

### Contracts (e.g., for services) or Subawards

- Programs: literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training
- Tutors
- Program-related supplies
- Internet access
- Technical training and support
- Digitization of local materials

### Other costs

- Fees to join a consortium to share resources and databases
- Fees for membership in library-related organizations
- Renewal fees for library automation technical support and upgrades

This slide includes items under contracts for services or subawards and other costs.

These examples are found in the Notice of Funding Opportunity, section **D6** but are not exhaustive, so if you are wondering if a particular expense is allowed, that's not in the list in the Notice of funding, let us know and we'll try to help clarify.



## Digital Products Plan

If your project includes any digital content, resources, assets, or software, be sure to write a Digital Products Plan, a *conditionally required* document.

If your project includes any digital content, resources, assets, software, or datasets, be sure to write a Digital Products Plan. Remember, it is conditionally required, which means it is required if there's any kind of digital product or content that you are going to create with IMLS funds.

## Digital Products Plan

If your project includes any digital content, resources, assets, or software, be sure to write a Digital Products Plan, a *conditionally required* document.

- Oral histories converted to digital files
- Web sites about community events
- Apps for library patrons
- Online curricula for teachers and students
- Images of community meetings

These are some examples of what IMLS considers digital products. Assets such as oral histories, web sites, apps, online curricula and images.

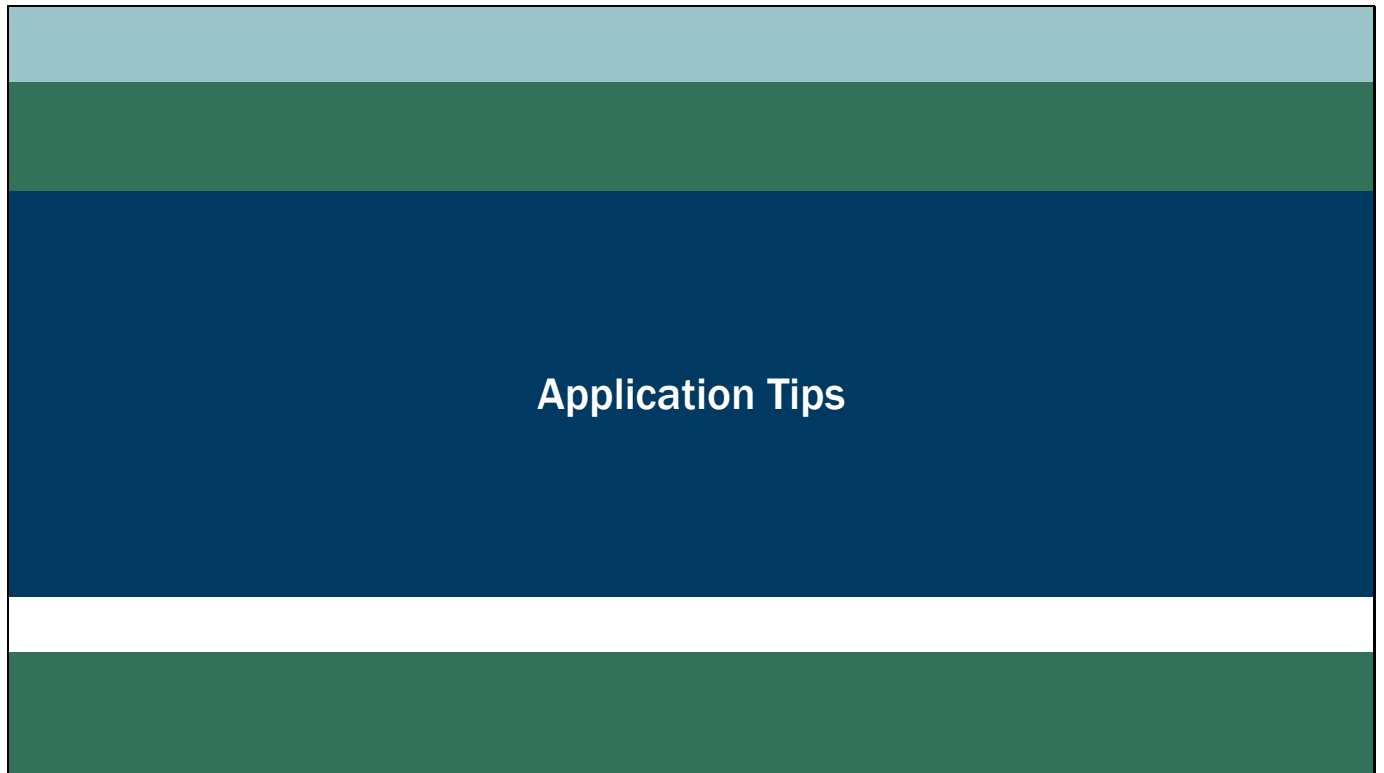
## Important Dates

- Applications submitted March 1, 2024
- Award notifications sent in July
- Performance Period: August 1, 2024 – July 31, 2025



Remember, your applications must be submitted by March 1, 2024. You should hear back from us in July when you will receive your official award notification.

The period of performance in which all project activities and expenditures must occur will begin on August 1st, 2024 and end on July 31, 2025.

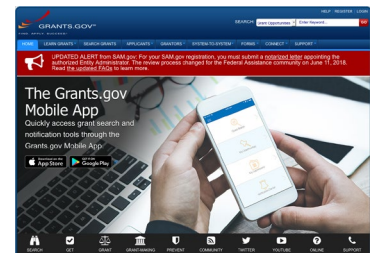
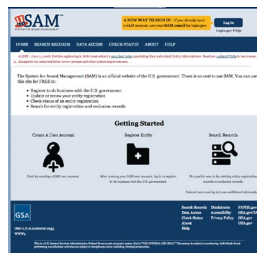


Next, we will provide some tips to help you with the application process.

## Application Tips Slide 1

### Register early!

1. Unique Entity ID (generated by SAM.gov)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)



First, "Register early!"

- The UEI, SAM.gov and Grants.gov registration are sequential.
- The UEI has replaced DUNS, and is generated when you register with SAM.gov.
- You must have an active SAM.gov registration to register with Grants.gov.
- You need to have a functional Grants.gov registration to submit a Basic grant application to IMLS.

Remember that your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status. Start your application process today, by organizing what you need to apply and understanding who in your organization can help confirm UEI, SAM, and grants.gov registrations

## Application Tips Slide 2

**IMPORTANT TO KNOW:** We make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. Please:

- Save documents in PDF format with correct file name
- Upload application files to Grants.gov prior to deadline
- Use Grants.gov Workspace
- Check uploaded files against the Table of Application Components in Notice of Funding Opportunity
- Start early to allow time to resubmit before the deadline if needed

- Remember to save all your documents as PDF files using the correct file name. Grants.gov workspace cannot convert word docs into PDFs.
- Upload application materials and files to Grants.gov prior to deadline. I encourage setting an internal deadline for your grant team prior to the deadline in case something unforeseen comes up.
- Use Grants.gov Workspace. It's a great way to organize the work of the application process in one work environment and with any of you work partners who have a role to play in the application prep and submission process.
- Be sure to double check the uploaded files against the Table of Application Components in Notice of Funding Opportunity.
- Finally, by starting early, it allows you time to resubmit before the deadline if you need to, so keep that in mind as well. This might be helpful if you discover that you forgot something or would like to add additional information to the library service plan.



## Contact Us

For detailed questions such as eligibility, Library Services Plan and project activities, Budgets, including allowability of costs and Digital Products Plans, please reach out to:

**Jennifer Himmelreich (Navajo)**

Senior Program Officer

202-653-4797

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

For questions about application requirements and deadlines:

**Sheena Afoakwa**

Program Specialist

202-653-4718

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

For questions about eligibility, your Library Services Plan and project activities, Digital Products Plans, Budgets, including allowability of costs please reach out to myself, Jennifer Himmelreich.

For questions about application requirements and deadlines: Sheena Afoakwa

Thank you for listening in and we look forward to receiving your application. As always, best wishes from IMLS!