FY 2024 Applicant Webinar - Native American Library Services Basic Grants - Made with Clipchamp

0:00
Yá'át'ééh!

0:01
My name is Jennifer Himmelreich and I'm the Senior Program Officer overseeing the Native American Library Services BASIC Grants program.

0:09
In this webinar, I'll be providing information about IMLS and the Native American Library Services BASIC Grants Program.

0:17
We will review eligibility, go over the application, process, the different application components, and also offer you a few tips and suggestions.

0:27
Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.

0:38
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.

0:54
IMLS helps ensure that all Americans have access to museum and library services all across the country.

1:01
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.

1:13
Eligibility for IMLS grants varies and can depend upon the specific program.

1:21
Our vision and mission statements were adopted as part of the agency's current strategic plan.

1:28
We're both emphasize that IMLS is here to support museums and libraries with the work you do to serve your specific communities.

1:37
The IMLS Strategic Plan identifies goals that help us achieve our vision and accomplish our mission.

1:44
In Goal One, IMLS seeks to advance engaged learning opportunities for library and museum users of all ages and interests.

1:53
It also supports the professional development of the museum and library workforce.

1:59
In Goal Two, IMLS promotes community engagement in libraries and museums, including inclusive engagement across diverse audiences and community collaboration.

2:11
In Goal Three, IMLS supports collections, care and management activities and promotes access to museum and library collections.

2:22
In terms of our authorization and budget, IMLS was reauthorized in 2018 by the Museum and Library Services Act.

2:32
The IMLS 2024 fiscal year budget is just over $294,000,000 and we are currently operating under a continuing resolution.

2:42
For fiscal year 2024, almost $5.3 million of that is allotted for the Native American Basic and Enhancement the Native Hawaiian Library Services Grants programs.

2:57
That brings us to the Native American Library Services BASIC Grants program.

3:04
This program provides support for library operations and services.

3:08
The deadline to apply is March 1st, 2024.

3:14
These grants are non competitive one year grants with awards made anywhere between $6,000 to $10,000.

3:22
These awards support any and all existing library operations, 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.

3:40
As long as you meet eligibility requirements and submit all of the application documents by the deadline, you will receive funding.

3:48
All federally recognized tribes and Alaskan native villages or corporations are eligible to apply.

3:55
In 2023, we awarded just over $1.5 million to 159 tribes and Alaskan native villages and regional corporations, and we hope to have a high interest in our program again.

4:13
So who's eligible for this program?

4:15
Federally recognized Indian tribes who offer library services to their community are eligible to apply for the funding under the Native American Library Services Basic Grants program.

4:26
Such services may include, but are not limited to, providing free access to books, print and electronic Media, Research databases, job and employment and career resources, help from librarians, providing space for reading, studying and meetings, and free events and activities such as programs, classes and cultural events for all people.

4:51
For purposes of this 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.

5:14
Because of their status as Indians, a list of eligible tribes are available from the Bureau of Indian Education.

5:22
As such, the Tribe, Village, or Corporation itself must apply for this grant.

5:31
A school, tribal college, Department of Education, or other entity that might contain a library cannot apply for the tribe or on behalf of the tribe, although entities like those can be partners or serve as the project directors.

5:48
It's 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.

6:00
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.

6:16
Next, we will talk about the application process.

6:20
Everything you need for the application process is available on our website at www.imls.gov Here's a screenshot that shows our main page.

6:33
The arrow points to a drop down menu and the Apply for a Grant link is the second listed.

6:39
This page shows a screenshot of the page that follows.

6:44
On the left side of the page is a menu where you will look for the Notice of Funding Opportunities.

6:49
You may have to Scroll down through to find the Native American Library Service Basic Grants Program.

6:55
Click on the Native American Library Services Basic Grants for Fiscal Year 2024 NOFO.

7:00

7:02
There you will find the Funding Opportunity Number.

7:05
Jot this down and remember the Funding Opportunity Number so that you will use it to get access to the grants.gov application.

7:14
This year it is NAG-BASIC-FY24.

7:23
Here are a few things your grants team can do immediately to start your application process.

7:28
Download and review the NOFO as well as the application forms.

7:34
Check on your registrations.

7:36
An applicant organization, in this case it would be the tribe

7:38

7:39
must have a unique entity identifier, the UEI number, a current and active system up for award management, aka SAM registration, and in active grants.gov registration with an approved authorized organization representative.

8:00
We strongly recommend you check these registrations immediately to ensure that they are accurate, currant, and active.

8:06
Each have expiration dates and/or deactivation periods after inactivity, so please check on these early because these can take a significant amount of time and coordination to update or renew, so you'll want to get them started right away.

8:26
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, 2024.

8:39
Please note the time zone applications received after the deadline cannot be considered.

8:48
Let's review the specific application components that are required.

8:52
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.

9:04
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 any grant paperwork.

9:17

If awarded, it includes a table of all required application components, including what kind of format each document needs to be submitted as and which file name to use.

9:30
When you're submitting your application package, use this list as a checklist of all the documents you will you will need to submit on March 1st.

9:39
You want to make sure your application is complete so that it is not rejected because you missed or forgot any required documents.

9:48
The Native American Library Services Basic Grant Program Application has six required application documents and one conditionally required document.

9:59
The first three items listed, the Application Cover Form or SF424S, the IMLS Supplementary Information Form or SIF, and the Library Discretionary Program Information Form, are automatically generated during the grants.gov submission process as you enter your information.

10:23
The Appendix 3 in the NAB NOFO goes into detail about the information you will be asked to respond to or provide.

10:33
The remaining items as part of your application process include a Library Services Plan, which is a narrative you write where your grant team responds to the questions listed in the NOFO.

10:47
This can be up to 3 pages long.

10:49
Please note the page links for documents because Pages Over Limit will be automatically removed.

10:57
The IMLS Budget Form and Performance Measurement Plan are components with fillable forms that your team will want to download from the IMLS website.

11:05
Links to the forms are in the NOFO as well and if your plan includes the creation of any kind of digital products, you must write a Digital Products plan.

11:17
This plan is conditionally required because not all projects will create digital products.

11:22
Again, the NOFO goes into detail about what is needed for this component.

11:28
And finally, as a reminder, all forms must be submitted as PDF documents because grants.gov is a system that exists outside of IMLS.

11:42
We cannot help you if you have problems with downloading materials or submitting materials on the site.

11:48
The grants.gov support team, however, is very helpful and who we turn to if help is needed.

11:55
They're available 24 hours a day, have a remote, robust support website, and can be reached by e-mail or by phone.

12:03
If you have any problems with grants.gov, reach out to the support team directly.

12:07

12:09
On this slide are links to different resources grants.gov has available to help you, particularly for using workspace.

12:17
We have a link here for YouTube videos where there are a number of different videos, all about 3 to 4 minutes long, that show you how different parts of workspace functions.

12:28
We we recommend you view those to understand more.

12:34
When you're on the grants.gov site, use the Funding Opportunity Number listed on the IMLS NOFO for the basic to access the Basic Grants application.

12:44
Again, for this year, the number is NAG-BASIC-FY24.

12:52
This number will get you the application package material materials that you need.

12:59
Here is what that page looks like.

13:01

You'll want to download the application package by clicking on the blue package tab on the left, then clicking red the red Apply button on the right.

13:11
You must use the grants.gov workspace platform to submit your application.

13:16
There are a number a number of benefits for using workspace.

13:20
First, multiple people from your organization can work on an application at the same time.

13:26
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 every year.

13:36
Also, all the activity is documented so you can see if someone submitted a document, see which documents are exist and if the the entire application package was submitted and when.

13:50
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.

14:02
One of the most important parts of your application is the SF-424S The information you put in this form, including the name of the authorizing official, is transferred into our grants management database.

14:17
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.

14:28
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 we can update your grants Team information.

14:42
Again, the SF-424S is automatically generated in grants.gov when you enter information about your tribe.

14:50
The Supplementary Information form is also a grants.gov automatically generated form.

14:59

Instructions for completing the form can be found there, but Please note if the library is a department within the tribe, you'll want to check no.

15:09
If you are partnering with a TCU, a library or any entity outside the tribe, check yes and provide their information.

15:18
Check that the funds requested match, which is listed on page four of your budget form and in the budget summary portion of the Library Services Plan.

15:27
Match your requested funds in this area.

15:32
This program does not allow cost, share, or indirect costs, so please do not list any amounts for these questions.

15:39
Finally, a short abstract is required.

15:43
This is a one to two sentence summary of your Library Services Plan.

15:47
If awarded, this may be published online, so please do not include any sensitive or proprietary or confidential information.

15:58
The LPIF is a grants.gov form generated in the application package.

16:04
Federally recognized tribes are not required to answer the organizational Finance, Organizational Financial information, but to avoid an error message for your application, please put a zero under Total Revenue and Total Expenses for each year.

16:20
When you submit the form, select one of the three IMLS agency level goals with which your project best aligns.

16:30
Please note there are no wrong answers for this.

16:32
Just choose the goals that best align with your project.

16:36
Finally, select Native American Library Services Basic Grants as the grant program you are applying to.

16:45
Your Library Services Plan, also called an LSP, should describe no more than three should be described in no more than 3 pages what you plan to do with the grant funds and discuss what you are focusing on during the year.

17:00
The no full list 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 activities or Library Assessment assessment activities or how you will carry out your plan to make sure it's successful.

17:20
Standard to Federal award making are the needs for measuring performance of federally funded grant activities.

17:27
To meet the requirements for this program, you'll need to include information about how you will measure performance in terms of effectiveness and timeliness.

17:37
You'll also need to identify and describe in the Library Services Plan what data you will collect, how often, and from what source in order to produce performance measures for effectiveness and timeliness.

17:50
Included in the three pages of the LSP should include a library summary section that describes your budget items included in the IMLS budget form.

18:01
All the information provided here should match what is on your budget form, including the total listed.

18:08
We will use the details to confirm all costs are allowable during our budget checks.

18:14
Just to reiterate again, please make sure this and all other documents are saved as PDFs to upload into Workspace because Workspace itself does not convert document documents automatically.

18:30
The Native American Library Services Basic Grants Program will use the following two performance measures as a basis for understanding the level performance of the grant program, as well as each individual award.

18:44
For effectiveness, it is defined as the extent to which activities contribute to achieving the intended results of the project, and for timeliness it is defined as the extent to which each task slash activity is completed with within the time frame proposed.

19:04
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.

19:24
The chart on this slide provides sample statements for each measure and the space to record your own.

19:30
You're welcome to use a fillable version of the chart, which you can access through the Notice of Funding Opportunity.

19:37
Limit your performance measurement to one page and save your document as APDF.

19:45
This is a standard budget form required for all basic grant applications.

19:50
Make sure the form you are using is the current version.

19:54
On the bottom left, the expiration date should read May 31st, 2026.

20:01
The total amount you request on page 4 of this budget form should total between 6:00 to $10,000.

20:10
Include a description of cost for each section as well as the respective dollar amounts.

20:16
Confirm that the amounts listed match what's listed in the Budget Summary section of your Library Services Plan document.

20:25
Please note that this is a standard form for all IMLS programs, so it includes an area for indirect costs and cost sharing that are not allowed for basic grants.

20:38

Do not fill in any cost sharing area and choose The grant program does not allow for indirect costs option on page four as shown on this slide.

20:49
Once you choose, the form will autofill the columns with zeros.

20:54
If you download the form and it does not autofill, please reach out to your IT to find out if an update is need.

21:00
Update is needed for your computer to allow for it to automatically total.

21:08
You can download this form through the Notice of Funding Opportunity as well as online as seen in this screenshot.

21:18
Here are some examples of what basic grants can be used for permanent staff, salary and benefits, temporary and project staff, collections, development equipment like computers and E readers, library software, library, furnishings and shelvings, and other supplies.

21:40
This slide includes items under Contracts for services or sub awards and other costs.

21:46
These examples are found in the Notice of Funding Opportunity section D6, but are not exhaustive.

21:54
So if you are wondering if a particular expense is allowed that is not on the list in the Notice of Funding, let us know and we'll help clarify.

22:05
If your project includes any digital content, resources, assets, software or data sets, be sure to write a Digital products plan.

22:14
Remember, it is a conditionally required document, meaning it's is required if there are any kind of digital products or content that you're going to create with IMLS funds.

22:26
These are some examples of what IMLS considers digital products assets such as oral histories, websites, apps, online curricular and or images.

22:40
Remember, your application must be submitted by March 1st, 2024.

22:45
You should hear back from us in July when you will receive your official award notification.

22:51
The period of performance for the grant, in which all project activities and expenditures must occur, will begin on August 1st, 2024 and end on July 31st, 2025.

23:06
Next, we will provide some tips to help you with the application process.

23:11
First, register early The UEI sam.gov and grants.gov registrations are sequential.

23:21
The UEI has replaced Dons and is generated when you register with sam.gov You must have an activesan.gov registration to register with grants.gov You and you need to have a functional grants.gov registration to submit a basic grant application in to IMLS.

23:41
Remember that your sam.gov registration expires each year and you must renew it.

23:47
You can log on to sam.gov at any time and find out your status.

23:52
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.

24:06
Remember to save all your documents as PDF files using the correct file name.

24:12
Grants.gov Workspace does not convert Word Word documents into PDFs.

24:18
You'll want to upload application materials and files to grants.gov prior to the deadline.

24:24
I encourage setting an internal deadline for your grants team prior to the final deadline in case something unforeseen comes up.

24:33
Used at grants.gov Workspace, it's a great way to organize the work of the application process in one environment with any one of your work partners who have a role to play in the application prep and submission process.

24:48
Be sure to check the uploaded files against the table of application components in the Notice of Funding Opportunity.

24:55
Finally, by starting early, it allows you time to resubmit before the deadline if you need to, so keep that in mind as well.

25:04
This might be helpful if you discover that you forgot something or would like to add additional information to the Library Services Plan.

25:12
For questions about eligibility, your Library Services plan and project activities, the Digital Products Plan budgets, including allowability of cost, please reach out to myself, Jennifer Himmelreich. For questions about the application requirements and deadline, please reach out to my colleague, Sheena Afoakwa.

25:32
Our contact information is shared on this page.

25:36
Thank you for listening in and we look forward to receiving your application.

25:40
As always, best wishes from IMLS.