



Creating a Nation of Learners



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Native American/Native Hawaiian Museum Services
FY2014 Information Session

October 31, 2013

Good afternoon and welcome to this webinar about the Native American/Native Hawaiian Museum Services grant program at IMLS. We are happy to know you are interested in applying to the NANH program, and our goals today are to address requirements that are specific to NANH, talk about what makes a competitive NANH proposal, and answer any questions you might have.

Participating in the Webinar

GOOD IDEA: Download the IMLS forms required for NANH applications so that you may view them as we talk about them. The **Program Information Sheet**, the **IMLS Budget Form**, and the **Digital Content Supplementary Information Form** are here: <http://www.imls.gov/applicants/forms.aspx>.

Unable to hear the audio for this webinar over your computer?
Use the audio setup wizard (available at the top right-hand corner of the Audio & Video panel) to test your system's speakers.

Alternatively, if you are watching this webinar live, you may listen over your phone by calling (866) 299-7945 and entering 9910420# when prompted.



My name is Sandra Narva, and with me online are Reagan Moore, along with Sarah Glass and Katherine Maas. All of us work in the Office of Museum Services here at IMLS, and we are reachable by phone and by email after this webinar.

We are going to be looking at several forms in detail today, so you may wish to download them from our website so that you have them for ready reference. You may find the Program Information Sheet, the IMLS Budget Form, and the Digital Content Supplementary Information form are at [www.imls.gov slash applicants slash forms dot aspx](http://www.imls.gov/applicants/forms.aspx). The link to the webpage is in the chat panel on the bottom left-hand corner of your screen.

We hope, of course, that all our technology goes smoothly today, but we are posting on screen what to do if you have any audio difficulties.

If you're with us live, chat to us, and we'll do everything we can to help you with any problems that might arise.

Pre-recorded Webinar

The screenshot shows the IMLS website's 'Grant Applicants' page. The main heading is 'Grant Applicants'. Below it, there's a section for 'Native American/Native Hawaiian Museum Services Program'. The page includes a sidebar with navigation links like 'Available Grants', 'Eligibility Criteria', and 'Program Guidelines'. The main content area features a list of webinars, with the first one being a pre-recorded webinar detailing funding opportunities. An orange arrow points to this first item. Below the list, there are details for the program, including the deadline (December 02, 2013), grant amount (\$5,000 - \$50,000), and program overview.

Grant Applicants

Native American/Native Hawaiian Museum Services Program

Application:
Grant program guidelines for FY2014 are now available.
[Access FY 2014 Grant Program Guidelines Online](#)
[Read more about Native American/Native Hawaiian Museum Services on the IMLS website.](#)

Webinars with Native American/Native Hawaiian Museum Services Program Staff:
We invite you to participate in one of two pre-application webinars to learn more about the program, ask questions, and listen to the questions and comments of other participants. Please consult the [FY2014 Grant Program Guidelines](#) online for detailed information about accessing and participating in these webinars.

1. [A pre-recorded webinar detailing important information about IMLS funding opportunities is available.](#)
2. [A live webinar for the FY14 Native American/Native Hawaiian Museum Services program will be presented on Thursday, October 31, at 3pm ET.](#)

Deadline: December 02, 2013
Grant Amount: \$5,000 - \$50,000
Grant Period: Up to two years
Cost Share Requirement: No cost share requirements

Program Overview:
The Native American/Native Hawaiian Museum Services (NANH) program supports Indian tribes and organizations that primarily serve and represent Native Hawaiians. These grants are intended to provide opportunities to sustain heritage, culture, and knowledge through strengthened activities in areas such as exhibitions, educational services and programming, professional development, and collections stewardship.

Eligibility:
Eligible applicants are

If you have not viewed our pre-recorded introductory webinar about IMLS's funding opportunities, we strongly recommend that you do so at your earliest convenience. You can access it at any time by going to the Native American/Native Hawaiian Museum Services home page and clicking on the link shown here.

Today's webinar will be recorded and available for viewing after today.

Pre-recorded Webinar Summary

1. IMLS's vision, mission and strategic plan are at the core of its grant-making.
2. Funding programs and opportunities include two technical assistance programs
 - Conservation Assessment Program (CAP)
 - Museum Assessment Program (MAP)and five grant programs
 - Museums for America
 - National Leadership Grants for Museums
 - Native American/Native Hawaiian Museum Services Grants
 - Museum Grants for African American History and Culture
 - Sparks! for Museums



Here is a quick summary of the information shared in the pre-recorded webinar.

First, IMLS's vision, mission and strategic plan are at the core of its grant-making. You would be well-served to consider these in thinking about your project for which you will be seeking IMLS support.

Second, IMLS funding programs and opportunities include two technical assistance programs (CAP, MAP) and five grant programs: Museums for America, National Leadership Grants for Museums, Native American/Native Hawaiian Museum Services Grants, Museum Grants for African American History and Culture, and Sparks! for Museums. We recommend spending some time on our website to become familiar with the goals and opportunities presented by each of these.

Pre-recorded Webinar Summary

3. Each grant program has its own set of eligibility requirements.
4. Helpful information, contacts, and guidelines for applying for funding are on the IMLS website, www.imls.gov.
5. It is very important to get a DUNS number and to register early with SAM.gov and Grants.gov. Keep your registrations current.
6. Be sure to participate in the web conferences for each program to which you may apply.



Third, each grant program has its own set of eligibility requirements, and you should consider these early on in the process of choosing a grant program.

Fourth, helpful information, contacts, and guidelines for applying for funding are on the IMLS website, www.imls.gov.

Fifth, it is very important to get a DUNS number and to register early with both SAM.gov and Grants.gov. In addition, you must make sure that your registration with SAM.gov stays current throughout the entire process of application, award making, and project execution. If it expires at any point along the way, we might not be able to accept your application, move it through the review process, make an award, or transfer grant funds to you, so don't forget to renew.

And lastly, be sure to participate in or view the web conferences for each program to which you may apply. We are providing one webinar of this type for each of our five programs, and the details of their scheduling are listed on the home page of the guidelines for each program on www.imls.gov.

Overview

1. NANH Program Goals
2. NANH Program Eligibility Requirements
3. Important Dates
4. Allowable/Unallowable Costs
5. Application Components
 - Forms
 - Narrative
 - Budget
6. Application Tips
7. Review Process
8. IMLS Staff Contacts



In this presentation, we'll be addressing the following topics:

NANH Program goals
Eligibility Requirements
Important dates
Allowable and Unallowable Costs
Application Components
Application Tips
Review Process
IMLS Staff Contacts

Program Background

- The Native American/Native Hawaiian Museum Services Program (NANH) was established with the reauthorization of IMLS in 2003.
- Since first year of program (2005), 221 awards have been made totaling more than \$8.6 million.



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Since first year of program (2005), 221 awards have been made totaling more than \$8.6 million.

Program Goals

Grants are intended to provide opportunities to sustain heritage, culture, and knowledge through strengthened activities in areas such as exhibitions, educational services and programming, professional development, and collections stewardship.



Native American/Native Hawaiian Museum Services grants are intended, in particular, to build capacity and sustainability through funding activities that strengthen tribal museum services. This program funds activities in areas such as, but not limited to, exhibitions, educational services and programming, professional development, and collections stewardship.

Eligibility Requirements

Applicants must meet Tribal Organization eligibility criteria



The screenshot shows the website's navigation menu with 'Grant Applicants' selected. The main content area is titled 'Grant Applicants Eligibility Criteria' and features a section for 'Tribal Organizations'. The text in this section states that Indian tribes and Alaska Native villages and corporations are eligible for funding, while museums, schools, and tribal colleges are not. It also defines 'Indian tribe' and 'Native Hawaiian' according to federal law.

Tribal Organizations

For the Native American Library and Museum Services grant programs, Indian tribes and Alaska Native villages and corporations are eligible to apply for funding. Entities such as libraries, museums, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors.

For purposes of funding under these grant programs, "Indian tribe" is defined as any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporations (as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Section 1601 et seq.)) that 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. Eligible applicants are listed on the Bureau of Indian Affairs Web site (<http://www.bia.gov/DocumentLibrary/index.htm>), except for the recognized regional corporations and village corporations (Alaskan entities should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above).

Native Hawaiian Library and Museum Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in section 7207 of the Native Hawaiian Education Act). The term "Native Hawaiian" means (a) any individual who is a citizen of the United States and (b) a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now comprises the state of Hawaii, as evidenced by genealogical records, Kapuna (elders) or Kamaaina (long-term community residents) verification, or certified birth records.

Unlike other museum programs offered at IMLS, this program has very specific eligibility criteria. You do not need to meet "Museum Eligibility" criteria stated on our website, but rather all applicants must meet Tribal Organization eligibility criteria. I encourage you to read the specific eligibility noted on our website.

Eligibility Requirements

Eligible applicants are -

- federally recognized Indian tribes,
- Alaskan Native Villages and corporations, and,
- organizations that primarily serve and represent Native Hawaiians.

Entities such as museums, libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of the program and their staff may serve as project directors, in partnership with eligible applicants.



Now, for more detail on the eligibility factors. You are eligible to apply to this program only if you are a federally recognized Indian tribe (as identified by the Bureau of Indian Affairs and listed on the list of Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs), an Alaskan Native Village and corporation, or an organization that primarily serves and represents Native Hawaiians.

You are not eligible to apply if you are a museum, library, school, tribal college or department of education ... BUT if you are a non-eligible institution, we encourage you to apply through a partnership with an eligible institution. Conversely, if you are an eligible institution, you are welcome to partner with a non-eligible institution. The grantee must meet the eligibility criteria, but the partners aren't required to do so.

How much? How long?

- Applicants may apply for \$5,000 to \$50,000 in funding per project
- No cost share is required, though encouraged
- Projects may be 1 or 2 years long



You may apply for between \$5,000 and \$50,000 in funding, with no required cost sharing. However, we do encourage including cost sharing within your budget to show tribal backing of your project. This funding may be used for projects that are one or two years long.

What activities may be funded?

You may apply for projects including, **but not limited to**, the following activities:

- Interpretive and educational program research, development, and delivery
- Exhibition research, development, design, and fabrication
- Website and social media content development, design, and delivery
- Publication research, design, and printing
- Training and professional development for staff, volunteers, and interns
- Forums for community dialogue
- Community-driven exhibitions and programs
- Planning for collections management, care, and conservation
- Cataloguing, inventorying, documentation, and registration
- Digitization of collections
- Developing and enhancing collections databases
- Conservation surveys, treatments, and environmental improvements for collections storage and exhibit areas



NANH program has a fairly broad reach and grant funds may be used toward a variety of project types that all have the goal of strengthening museum services, as well as supporting IMLS' strategic goals. You may apply form projects including but not limited to the following –

- Interpretive and educational program research, development, and delivery
- Exhibition research, development, design, and fabrication
- Website and social media content development, design, and delivery
- Publication research, design, and printing
- Training and professional development for staff, volunteers, and interns
- Forums for community dialogue
- Community-driven exhibitions and programs
- Planning for collections management, care, and conservation
- Cataloguing, inventorying, documentation, and registration
- Digitization of collections
- Developing and enhancing collections databases
- Conservation surveys, treatments, and environmental improvements for collections storage and exhibit areas

Important Dates

Applications are due by 11:59pm Eastern Time on **December 2, 2013.**

Awards will be announced **July 2014.**

Projects must start **August 1, September 1, or October 1, 2014.**



One of the most important things remember is that the application deadline is December 2, and awards will be announced in July 2014. The due date is non-negotiable and the time stamp is auto-generated by the Grants.gov system. Start early and submit early – that way, if you encounter any problems you will have time to solve the issue and submit your application by the due date.

Where to learn more...

<p style="text-align: center; font-weight: bold;">Sample Applications from FY2013</p>  	<div style="background-color: #f4a460; padding: 2px; border: 1px solid #ccc;"> Grant Applicants Sample Applications </div> <p style="font-size: small;">Available Grants Eligibility Criteria</p> <p>Sample Applications</p> <p style="font-size: x-small;">Grants over Program Guidelines After You Apply Outcome Based Evaluation</p> <p style="font-size: x-small;">All sample applications are available in PDF format. Get Plugins</p> <p style="font-size: x-small;">Attention Museum Applicants: You will find examples of funded projects that support the FY2013 grant programs by following the links contained in the program guidelines.</p> <p>Museum Grants for African American History and Culture</p> <p style="font-size: x-small;">Delaware State University National Underground Freedom Center Studio Museum in Harlem</p> <p>Museums for America</p> <p style="font-size: x-small;">Learning Experiences: Lake Champlain Basin Science Center Minnesota Children's Museum Museum of Photographic Arts</p> <p style="font-size: x-small;">Community Anchors: Coastal Maine Botanical Gardens New England Aquarium Corporation Walt Lake Memorial Foundation</p> <p style="font-size: x-small;">Collections Stewardship: Henry du Pont Winterthur Museum Museum of the City of New York Washington University</p> <p>National Leadership Grants for Museums</p> <p style="font-size: x-small;">Learnima Experiences-USIS Constitution Museum Community Anchors: EdVenture Collections Stewardship: American Museum of Natural History</p> <p>Native American/Native Hawaiian Museum Services Program</p> <p style="font-size: x-small;">Konaq, Inc. Mashantucket Pequot Tribe of Connecticut White Mountain Apache Tribe</p>	<div style="background-color: #add8e6; padding: 2px; border: 1px solid #ccc;"> grant search </div> <p style="font-size: x-small;">Find Available Grants</p> <p style="font-size: x-small;">Search grants by grant name, institution, or project type.</p> <p style="font-size: x-small;">- Select - <input type="button" value="go"/></p> <p style="font-size: x-small;">Search Awarded Grants</p> <p style="font-size: x-small;">Search our archive of grants awarded by the Institute. Search now</p> <p style="font-size: x-small;">subscribe</p> <p style="font-size: x-small;">Visit our Subscription Page to sign up to receive e-mail announcements, newsletters, and more from IMLS.</p>
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Search Awarded Grants

Three sample applications from the NANH program are available for viewing on the IMLS website under “Sample Applications” -- you will need to scroll through toward the bottom of the page. The sample applications include a copy of the narrative section, as well as the abstract and organizational profile.

In addition, you can search Awarded Grants by program, category, date, and/or key word.

Allowable/Unallowable Costs	
If your organization is ...	Then use these cost principles...
A non-profit organization	2 CFR 230 (OMB Circular A-122) http://www.whitehouse.gov/omb/circulars_a122_2004/
A state, local, or Indian Tribal Government	2 CFR 225 (OMB Circular A-87) http://www.whitehouse.gov/omb/circulars_a087_2004/



We'll turn now to allowable and unallowable costs for your project. You want to be very careful in preparing your proposal and include only allowable costs in both your IMLS ask and your cost share, if one is required.

What is allowable to include in your project reflects what kind of institution you are. This chart is in the NANH guidelines, but we repeat it here because it is so important. If your museum is a non-profit organization, then you should refer to 2CFR 230 or OMB Circular A-122.

If you are a state, local, or Indian tribal government, then you should refer to 2 CFR 225 or OMB Circular A-87.

Allowable Costs

Examples of allowable costs

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment, including basic environmental monitoring equipment and conservation supplies, related directly to project activities
- consultant fees
- publication design and printing services (e.g. design, technical support, printing, non-construction labor)
- staff and volunteer training
- internships/fellowships
- contracts and subcontracts
- indirect or overhead costs



In the NANH guidelines, we provide a partial list of the most common examples of allowable costs. These include:

- salaries, wages, and fringe benefits
- travel expenses
- materials and supplies
- computers and software
- equipment
- HVAC equipment to improve collections environments
- consultant fees
- publication design and printing
- services (e.g. design, technical support, printing, non-construction labor)
- staff and volunteer training
- internships/fellowships
- indirect or overhead costs

So, these costs may be part of what you ask IMLS to pay for and what you will pay for as part of your cost share, if one is required.

Unallowable Costs

Examples of unallowable costs

- general museum fundraising costs, such as development office staff or other staff time devoted to general fundraising
- general advertising or public relations costs designed solely to promote activities other than those related to the specific project
- construction and renovation of museum facilities (generally, any activity involving contract labor of the construction trades is not an allowable cost)
- exhibit fabrication that involves contract labor of the construction trades
- social activities, ceremonies, receptions, or entertainment
- reconstruction or renovation of historic sites
- pre-award costs



We also provide a partial list of the most common examples of unallowable costs. These include:

- general museum fundraising costs
- contributions to endowments
- general museum operating support
- acquisition of collections
- general advertising or public relations costs
- construction and renovation of museum facilities
- exhibit fabrication that involves contract labor of the construction trades
- reconstruction or renovation of historic sites
- social activities, ceremonies, receptions, or entertainment
- subgrants, unless expressly authorized by IMLS
- pre-award costs

So, these costs may NOT be part of what you ask IMLS to pay for nor part of what you will pay for as part of your cost share, if one is required.

As you prepare your application it's a good idea to compare your list of proposed expenses against these lists of allowable and unallowable costs and against the appropriate set of cost principles. If after that you have specific questions, please contact us and we'll be happy to help.

Application Components

Required Documents

All applications must include these. Omission of one results in exclusion from further consideration.

Conditionally Required

Some applications must include these. Omission of one results in exclusion from further consideration.

Supporting Documents

These are **optional**. Make good decisions, and include only those that supplement the narrative and support the project description provided in the application.



Next up are application components.

Application components fall into three categories in NANH. The first is that of Required Documents. All applications must include these. Omission of even just one results in the exclusion of your application from further consideration.

The second group is that of Conditionally Required Documents. Some applications must include these. It might depend on the nature of your institution or some aspect of your project. In either case, omission of even just one results in the exclusion of your application from further consideration. For example, Native Hawaiian organizations must submit proof of eligibility and non-profit status.

The third group of application components are Supporting Documents. These are completely optional. You may submit some or none. We strongly recommend, however, that you make good decisions here and include only those that supplement the narrative and support the project description you provide in your application. This is not the place to introduce new information. We also recommend that respect your reviewers' time and avoid any attaching hundreds of pages of extraneous material that is not directly relevant to your project. Include only what is important and helpful and stop there.

Table of Application Components

Use the table to stay organized

- Serves as a checklist of application components
- Identifies document formats and naming conventions
- Provides links to instructions and forms
- Identifies categories of documents (Required, Conditionally Required, Supporting)



Table of Application Components

Component	Format	File name to use
Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Abstract (to be uploaded through Grants.gov) (one page, max.)	Text document that you create	n/a
MLS Program Information Sheet	MLS PDF form	Programinfo.pdf
Organizational Profile (one page, max.)	PDF document	Organizationprofile.pdf
Narrative (five pages, max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year, max.)	PDF document	Scheduleofcompletion.pdf
MLS Budget Form	MLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page, max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)	PDF document	Resumes.pdf
Conditionally Required Documents		
Proof of Nonprofit Status (for organizations that primarily serve and represent Native Hawaiians)	PDF document	Proofnonprofit.pdf
Proof of Eligibility (for organizations that primarily serve and represent Native Hawaiians)	PDF document	Proofeligibility.pdf
Federally Negotiated Indirect Cost Rate Agreement (if applicable)	PDF document	Indirectcostrate.pdf
Digital Content Supplementary Information Form (if applicable)	MLS PDF form	Digitalcontent.pdf
Supporting Documents		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf etc.

In the NANH guidelines is a Table of Application Components. We recommend that you use this to keep yourself organized. It serves as a checklist of application components. It tells you what formats and naming conventions to use for each document so that you may upload your application to Grants.gov successfully.

It provides links to instructions and forms. And it tells you which documents are required, conditionally required, and supporting.

SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

The image shows a screenshot of the SF-424S form. Three orange arrows point to specific sections:

- An arrow labeled "Legal Name" points to section 1, "NAME OF FEDERAL AGENCY".
- An arrow labeled "Organizational DUNS" points to section 10, "EMPLOYER ORGANIZATION NUMBER".
- An arrow labeled "Project Description" points to section 11, "Project Description".

 The form includes various fields for agency name, address, contact information, and project details. The IMLS logo is visible in the bottom left corner.

Now we're going to look at some of the forms that are required for your application. We won't go through these block by block, but instead we'll focus on those areas that seem to be the most challenging for applicants. Our hope is that by identifying these now and providing a little explanation, you won't experience any difficulty with them.

The first form we'll discuss is the SF 424S, or the Application for Federal Domestic Assistance, Short Organizational Form. This is a Required Document, and the form is downloaded as part of the Grants.gov package. It is not available from IMLS site.

There are three important things to watch on this page:

The **Legal Name** ties to Program Information Sheet, which we'll get to in a few minutes, and these should match. It is the name to which your DUNS number is officially tied.

The **Organizational DUNS number** is important in establishing the eligibility, the identity, and the tax-exempt status of the legal applicant. It must link to the Legal Name

And at the bottom of the page is space for a **Project Description**. This is important for at least two reasons: (1) We use this for several purposes during the review process, and if you're funded, it can be the basis for the representation of your project that goes on our website and to the media. Please consider writing your project description to address what you plan to do for whom and why or for what purpose. You might consider making this the last piece you write so that it is as concise and accurate as possible.

(2) There is a character limit that you won't encounter until the moment you press the SUBMIT button. Your entire application might be rejected by Grants.gov if you exceed the limit. You'll get an immediate message to that effect, but if you're minutes away from the deadline, you might not have time to rewrite it. Our experience is that 150 words is close to the maximum limit.

SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

Project Director

Primary Contact/
Grants
Administrator

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Page 2 of the SF-424S is about the Project Director and the Primary Contact/Grants Administrator. The Project Director should be the person who is responsible for the day-to-day activities of the project—in short for making sure the project gets done. The Primary Contact might be someone in the grants office or someone whose role is more purely administrative. Important to remember here is that in many cases these two positions may be the same person. They don't have to be, but they may be. HOWEVER...

SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

Authorized Representative



AUTHORIZED REPRESENTATIVE INFORMATION - Short Organizational Form	
By the applicant's signature, I certify that the statements contained on this form are true and correct and that the statements herein are true, complete and accurate to the best of my knowledge - I am aware of the relevant laws and regulations and agree to comply with any existing laws or regulations that apply to this form. I am aware that this form, including any attachments, is subject to review, audit, or information gathering by the U.S. Coast Guard, Title 33, Section 1007.	
I certify that the information and statements on an attached site check you have attached to this form, as contained in the accompanying agency specific evaluation.	
AUTHORIZED REPRESENTATIVE SIGNATURE	
Name:	Print Name: <input type="text"/> Middle Name: <input type="text"/>
Last Name:	First Name: <input type="text"/> Last Name: <input type="text"/>
Title:	Agency Number: <input type="text"/>
Telephone Number:	Fax Number: <input type="text"/>
Signature of Authorized Representative:	Date Signed: <input type="text"/>



The Authorizing Official, also known as the Authorized Representative, MUST be different from the Project Director. This is the person who has the authority and the responsibility for certifying that statements made in the application are true, complete, and accurate and that the organization will comply with all necessary certifications, assurances, and terms if an award is made. This might be the President/CEO, Director, Board President, or other position of authority within the institution.

Program Information Sheet

JMLS PROGRAM INFORMATION SHEET

PLEASE NOTE: Information provided with this form may be made publicly available.

1. Applicant Information

2. Legal Name (Same as SF424S):

3. Applicant DUNS Number (From SF424S):

4. Does your organization have a current SAM.GOV Registration? Yes No

5. If "Yes", what is the expiration date of your registration?

6. Organization DUNS Number (Legal Name):

7. Organization Address

Street1:

Street2:

City: State: ZIP+4 Postal Code:

8. Organization Type (Check one):

<input type="checkbox"/> Academic Library	<input type="checkbox"/> Library Association	<input type="checkbox"/> School Library/State/ District
<input type="checkbox"/> Archive	<input type="checkbox"/> Library Consortium	<input type="checkbox"/> Specialized Research Library of Library
<input type="checkbox"/> Academic/Research Center	<input type="checkbox"/> Museum Library	<input type="checkbox"/> State/Parliamentary Museum
<input type="checkbox"/> Art Museum	<input type="checkbox"/> Museum Special Organization/ Association	<input type="checkbox"/> Special Library
<input type="checkbox"/> Children's/Youth Museum	<input type="checkbox"/> National American Trade Name Historical Organization	<input type="checkbox"/> Specialized Research**
<input type="checkbox"/> Continuing College	<input type="checkbox"/> National Historical Landmark	<input type="checkbox"/> State Library
<input type="checkbox"/> For-profit College	<input type="checkbox"/> National Historical Archeology Museum	<input type="checkbox"/> State Museum Agency
<input type="checkbox"/> General Museum*	<input type="checkbox"/> National Charter	<input type="checkbox"/> State Museum Library
<input type="checkbox"/> Corporate/Nonprofit Library and Information Service	<input type="checkbox"/> Parliament	<input type="checkbox"/> State
<input type="checkbox"/> Health Research	<input type="checkbox"/> Public Library	<input type="checkbox"/> University of Higher Education
<input type="checkbox"/> Historical Book College or University (HBCU)	<input type="checkbox"/> Research Library/Institute	<input type="checkbox"/> Other (List below)
<input type="checkbox"/> Historic Museum		<input type="checkbox"/> Other

9. Other public name:

*A museum with collection representing two or more disciplines (e.g., art and history)
 **A museum with collection limited to one narrowly defined discipline (e.g., letters, numbers, charts, graphs)

1 | OMB Number 3137-0071, E-Verify Code: 9000005

**INSTITUTE of
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SERVICES**

SAM.gov
Registration
and
Expiration
Date

Legal
Name

Let's turn now to the Program Information Sheet. This is a five-page document that is VERY important to your application. The guidelines provide complete instructions for how to fill out this form, but we want to highlight a couple of especially important things for you here. **MAKE SURE THE PROGRAM INFORMATION SHEET YOU DOWNLOAD LOOKS LIKE THIS ONE.** We made a few changes made this year, and you want to be sure you aren't using a cached version.

In #1a on page 1, you'll see "Legal Name." This must be the same as the "Legal Name" you provided on the SF-424S, and again, it must link to the DUNS number for your organization.

Below that in #1c, we ask about your SAM.gov registration. You **MUST** have a SAM.gov registration, and it **MUST** be active. We recommend that you check this immediately. If you haven't registered yet, start the process now because it can take several weeks. If you need to renew, start that process now too because it also can take several weeks. Please remember: Your SAM.gov registration must be active throughout the grant review period, at the time awards are made, and throughout the lifespan of your grant. Without it, we cannot accept your application, review it, make an award, or provide you money.

The rest of the questions on this page are straightforward.

Program Information Sheet

Financial Information

IMLS PROGRAM INFORMATION SHEET

2. Organizational Financial Information

* Please complete the following table for the applicable 10-year period or 11 years if the most recently completed fiscal year.

Fiscal year	Annual Operating Budget	Total Revenue	Total Expenses**	Surplus or Deficit
2012				
2011				
2010				

** For nonprofit firms, Total Revenue can be found on Line 12 of the IRS Form 990.
** For nonprofit firms, Total Expenses can be found on Line 15 of the IRS Form 990.

b. Have you a significant change in operating budget (10% or more) or operating budget for two or more of the three fiscal years shown, please explain the change(s) on the right side of the table below.

c. Has the firm any material weaknesses identified in your prior year's audit report?

Yes No Not applicable

A material weakness is a deficiency, or combination of deficiencies, in internal control which results in a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

If "Yes," please explain.

d. Has your organization had an A-133 audit in the past five years?

Yes No



2 | OMB Number: 3137-0071, OIG Paperwork Reduction Project

On page 2, we ask questions about your organization’s finances—operating revenue and expenses for three fiscal years; budget surplus or deficit greater than 10% of your annual operating budget; and any material weakness identified in your prior year’s audit report. This question does not apply to federally recognized tribes or village organizations – please do not complete this section.

Program Information Sheet

IMLS PROGRAM INFORMATION SHEET

3. Grant Program Information

a. Laura Bush 21st Century Librarian Program

Select one funding category:

- Project Grant
- Collaborative Planning Grant
- National Forum Planning Grant

Select one project category:

- Masters-level Programs
- Doctoral-level Programs
- Early Career Development
- Continuing Education
- Programs to Build Institutional Capacity
- Research

b. National Leadership Grants for Libraries

Select one funding category:

- Project Grant
- Collaborative Planning Grant
- National Forum Planning Grant

Select one project category:

- Advancing Digital Resources
- Demonstration
- Research

c. Native American/Native Hawaiian Library Services

Select one funding category:

- Basic Grant Only
- Basic Grant With Education/Assessment
- Option
- Enhancement Grant
- Native Hawaiian Library Services

d. Sparks! Ignition Grants

Select one:

- Museum
- Library

e. Museums for America

Select one project category:

- Learning Experiences
- Community Anchors
- Collections Stewardship

Select one:

- IMLS funds requested total \$25,000 or less with no applicant cost share.
- IMLS funds requested total more than \$25,000 with applicant cost share.

f. National Leadership Grants for Museums

Select one project category:

- Learning Experiences
- Community Anchors
- Collections Stewardship

g. Museum Grants for African American History and Culture

h. Native American/Native Hawaiian Museum Services

Program Category




On the top of page 3, we ask you to select a grant program; Select h for the Native American/Native Hawaiian Museum Services grant program

Program Information Sheet

STEM
Project?

IMLS Funds
Requested and
Cost Share

4. Please check this box if your project addresses STEM goals:

5. Funding Request Information

a. IMLS funds requested: b. Cost share amount:

6. Project Subject Area

Please select the subject areas(s) addressed by the proposed project:

<ul style="list-style-type: none"> <input type="radio"/> 21st Century Skills <input type="radio"/> Afterschool/Out-of-School <input type="radio"/> Accessibility <input type="radio"/> Broadband <input type="radio"/> Civic Engagement <input type="radio"/> Community Engagement <input type="radio"/> Collections Care/Preservation <input type="radio"/> Cultural Heritage/Sustainability 	<ul style="list-style-type: none"> <input type="radio"/> Digital Literacy <input type="radio"/> Disaster Preparedness <input type="radio"/> Early Learning <input type="radio"/> Economic/Community Development <input type="radio"/> Education Support <input type="radio"/> Environment and Energy <input type="radio"/> Global Awareness <input type="radio"/> Health and Wellness 	<ul style="list-style-type: none"> <input type="radio"/> Information Infrastructure/Systems/Workflows <input type="radio"/> Learning Tools and Interactives <input type="radio"/> Lifelong Learning <input type="radio"/> Intergenerational <input type="radio"/> STEM (Science, Technology, Engineering, Math) <input type="radio"/> Workforce Development/Job Assistance <input type="radio"/> Other
---	---	---

If other, please specify:

Project
Subject Area

On the lower half of page 3 of the Program Information Sheet we ask the following questions:

In #4, we ask you to check the box if your project involves STEM—Science, Technology, Engineering and Math. It is not necessary for you to apply for STEM based projects, but if you do, please check this box.

In #5a, we ask you to tell us how many dollars you are requesting from IMLS, and in #5b, we ask you to record your cost share, if applicable. Make sure these amounts reflect what's in your budget. Sometimes people skip these blocks because they intend to fill them in later but forget, and or they record preliminary numbers that change by the time they finish your application. Please double check them.

6. Project Subject Area: Select the buttons that reflect the subject areas to be addressed by your project. Use the other box if necessary.

Program Information Sheet

IMLS PROGRAM INFORMATION SHEET

7. Population Served
 Please indicate population(s) to be served by the proposed project:

<input type="checkbox"/> General Population	<input type="checkbox"/> Women and/or Elderly Population
<input type="checkbox"/> Young Children (0-5 years)	<input type="checkbox"/> Homeless and/or Homeless at Risk
<input type="checkbox"/> Middle Childhood (6-12 years)	<input type="checkbox"/> People with Mental or Physical Disabilities
<input type="checkbox"/> Adolescents (13-19 years)	<input type="checkbox"/> People who are Low Income/Seasonally Disadvantaged
<input type="checkbox"/> Adults	<input type="checkbox"/> Post-Prisoners
<input type="checkbox"/> Aging, Elderly, or at Risk (65+ years)	<input type="checkbox"/> Scholar/Researchers
<input type="checkbox"/> Ethnic or Racial Minority Populations or Tribal Nations/Indigenous Peoples	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Families at Risk	<input type="checkbox"/> Urban Populations
<input type="checkbox"/> Immigrants/Refugees	<input type="checkbox"/> Other
<input type="checkbox"/> Minority Families	

8. Museum Profile (Museum Applicants Only)

a. Is the institution a 501(c)(3) or not-for-profit organization? Yes No

b. Does the institution have a 501(c)(3) or not-for-profit status? Yes No

c. Does the institution have a 501(c)(3) or not-for-profit status? Yes No

d. Does the institution have a 501(c)(3) or not-for-profit status? Yes No

e. Does the institution have a 501(c)(3) or not-for-profit status? Yes No

f. Does the institution have a 501(c)(3) or not-for-profit status? Yes No

g. Total number of days the institution was open to the public for the 12-month period prior to application:

h. Does the institution have any of the following: Yes No

i. Number of exhibits paid for this year:

j. Number of exhibits acquired this year:

k. Number of exhibits paid for this year:

l. Number of exhibits acquired this year:

m. Number of exhibits paid for this year:

n. Number of exhibits acquired this year:

4 | IMLS Number: 3137-0011, Copyright: 2010-2015.

Museum Profile (NANH applicants skip section) →

On page 4 is question 8 - Museum Profile. This section applies to Museum Applicants only and used to determine museum eligibility for other programs, so this section does not apply to NANH applicants – skip all questions associated with this question. For additional guidance, please refer to the instructions on how to complete the Program Information Sheet included in the NANH application guidelines.

Also, NANH applicants do not need to fill out page 8, which is only for MFA and NLG applicants.

Narrative

- Limit to **five** single-spaced, numbered pages. (Excess will be removed and not reviewed.)
- Include your organization's name at the top of each page.
- Use at least 0.5-inch margins and a font size of at least 12 points.
- Be clear, concise, and well-organized.
- Address the questions we ask and in the designated order.
- Use the sections we identify: Project Justification, Project Work Plan, and Project Results.
- Keep the review criteria in mind as you write.



Let's turn now to the narrative, which could be considered the core of your application. Some basic considerations are these:

- Limit it to five single-spaced, numbered pages. Be sure to test the length by printing it out in PDF format. Sometimes PDFs accommodate fewer lines per page than your word processor. We must remove any extra pages and they will not be reviewed as part of your application.
- Include your organization's name at the top of each page.
- Use at least 0.5-inch margins and a font size of at least 12 points.
- Be clear, concise, and well-organized in your writing.
- Address the questions we ask. The specific questions vary slightly by project category.
- Use the sections we identify—Project Justification, Project Work Plan, and Project Results
- Keep the review criteria in mind as you write.

Narrative: Project Justification

Tell us:

- What do you propose to do?
- What need, problem, or challenge will your project address?
- Who or what will benefit from your project?
- What are the intended results of your project?
- How will your project strengthen museum services?

Reviewers will look for:

- Clear explanation of the project
- Evidence supporting the identification of the need, problem, or challenge to be addressed
- Clear identification of the beneficiaries and their involvement in planning where possible
- Well-formulated and achievable intended results
- Specific, actionable, and measurable ways in which the project strengthens museum services



In this section of the narrative, you should lay out the reasoning for your project. Tell us in the clearest terms possible what you propose to do; what need problem, or challenge you expect to address; who or what will benefit; what your intended results will be; and how your project will advance your institution's strategic plan.

Remember that core to the Native American/Native Hawaiian Museum Services program is to support projects that strengthen the tribe's or a Native Hawaiian organization's museum services. Show the reviewers how this all fits together and how your project addresses the goal of the program to strengthen tribal and Native Hawaiian museum services.

Reviewers will evaluate your proposal on how well you explain your project; how well you've identified the need, problem, or challenge you will address and how well you've supported that with relevant evidence; whether you've clearly identified who or what will benefit from the project, and if this involves an audience of some kind, whether they've been appropriately involved in the planning; how good a job you've done on formulating achievable intended results; whether your project will strengthen museum services in actionable and measurable ways.

Narrative: Project Work Plan

Tell us:

- What specific activities will you carry out?
- Who will plan, implement, and manage your project?
- When will your activities occur?
- What resources will you need to carry out the activities?
- What resources will your institution contribute?
- How will you track your progress?
- How and with whom will you share your project's results?



Reviewers will look for:

- Activities informed by appropriate theory and practice
- Technical details provided for projects generating digital products
- Sufficient experience and skills
- Realistic and achievable schedule
- Appropriate time, personnel, and financial resources
- Sufficient institutional capacity
- Clear methodology for tracking progress and adjusting course when necessary
- Effective plan for communicating results and/or sharing discoveries

The Project Work Plan is the part of the narrative in which you relay who will do what when and using what resources? We ask you to tell us what specific activities you will undertake; who will plan, implement, and manage your project; when and in what sequence your activities will occur; what financial, personnel, and other resources you will need to carry out the activities; what resources your institution will contribute; how you will track progress toward achieving your intended results; and how and with whom you will share your project's results.

Reviewers will evaluate your proposal on how well your proposed activities, technologies, and/or methodologies informed by appropriate theory and practice; whether the technical details required for projects generating digital products are provided and appropriate; how qualified your staff, partners, consultants, and service providers are to complete the work successfully; whether your schedule of work is realistic and achievable; whether the time, personnel, and financial resources you have identified are appropriate for the scope and scale of the project; whether your institution has the capacity to carry out the project activities and meet the cost-share requirement, if there is one; how effective your methodology for tracking the project's progress and adjusting course when necessary is likely to be; and how effective your plan for communicating results and/or sharing discoveries is likely to be.

Narrative: Project Results

Tell us:

- What do you expect to change and among whom?
- What tangible products will result?
- How will the care, condition, and/or management of the objects be improved (if applicable)?
- How will you measure success?
- How will you sustain the benefit(s) of your project?

Reviewers will look for:

- Clearly articulated intended results
- Useful tangible products
- Improvement in direct collections care, organizational capacity for collections care, and/or public awareness of the importance of collection care (if applicable)
- Appropriate measures of success
- Reasonable and practical plan for sustaining the benefits of the project beyond the conclusion of the grant



The third and last section of your narrative should be devoted to articulating what changes as the result of your doing this project. It should tie back directly to the need, problem, or challenge you set out in the Project Justification.

We ask you to tell us what knowledge, skills, behaviors, and/or attitudes you expect to change and among whom; what tangible products such as reports, publications, presentations, or databases, will result from your project; for collections-related projects, how the care, condition, and/or management of the objects that define the focus of your project be improved. We ask you to tell us how you will measure success in achieving your intended results and how you will sustain the benefits of your project beyond the grant period.

Reviewers will evaluate this section of your proposal on how well you articulate your intended results; the usefulness of your tangible products; whether and how collections care, organizational capacity for collections care, and/or public awareness of the importance of collections care will be improved; whether your measures of success in achieving results are appropriate and likely to be successful; and how reasonable and practical your plan is for sustaining the benefits of the project beyond the conclusion for the grant.

Budget

IMLS Budget Form

IMLS BUDGET FORM
a. Legal Name (S from SF-424): _____
b. Required Grant Period From: (MM/SS/YYYY) _____ Through: (MM/SS/YYYY) _____
c. If this is a revised budget, indicate application/grant number: _____

1. Salaries and Wages

Name/Title or Position	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

2. Fringe Benefits

Description (i.e. travel)	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

3. Consultant Fees

Name or Type of Consultant	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

4. Travel

From/To/Purpose	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

5. Supplies and Materials

Item	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

IMLS BUDGET FORM
a. Legal Name (S from SF-424): _____

6. Services

Item	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

7. Student Support

Item	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

8. Total Direct Costs

Subcategory (i.e. FR)	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						

9. Total Project Costs

Item/Category	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						



Travel Line Item



The IMLS Budget Form is a single PDF document that is four pages long. You'll use it whether your project is 1 or 2 years long. The form adds for you automatically, although there are still some calculations you'll need to do on your own. We recommend that you check your figures very carefully, making sure that expenses that will be paid from IMLS funds as well as those that you will cover as part of your cost share are in the right categories and are justifiable in the context of your project.

Note: You must include \$2,000 per year in grant funds for travel to attend IMLS-designated meetings. I've highlighted in the red circle, section 4 Travel on the IMLS budget form. Insert the line-item under the grant funds column in each year of your project. These funds will support your attendance at the convening of NANH awardees. Last year it was day long pre-conference held in advance of the Association of Tribal Archives, Libraries, and Museums (aka ATALM) conference. The convening is typically, though not always, held in conjunction with a professional meeting, so that you can attend that as well.

Budget Justification

KEY POINTS

- Use the 11 categories of expenses on the IMLS Budget Form to organize your Budget Justification.
- Identify the purpose for each expense and explain how you arrived at each cost.
- Take as much space as you need, and make it easy to read.
- Review “Hints for Writing a Budget Justification.”

www.imls.gov/applicants/budget_justification.aspx



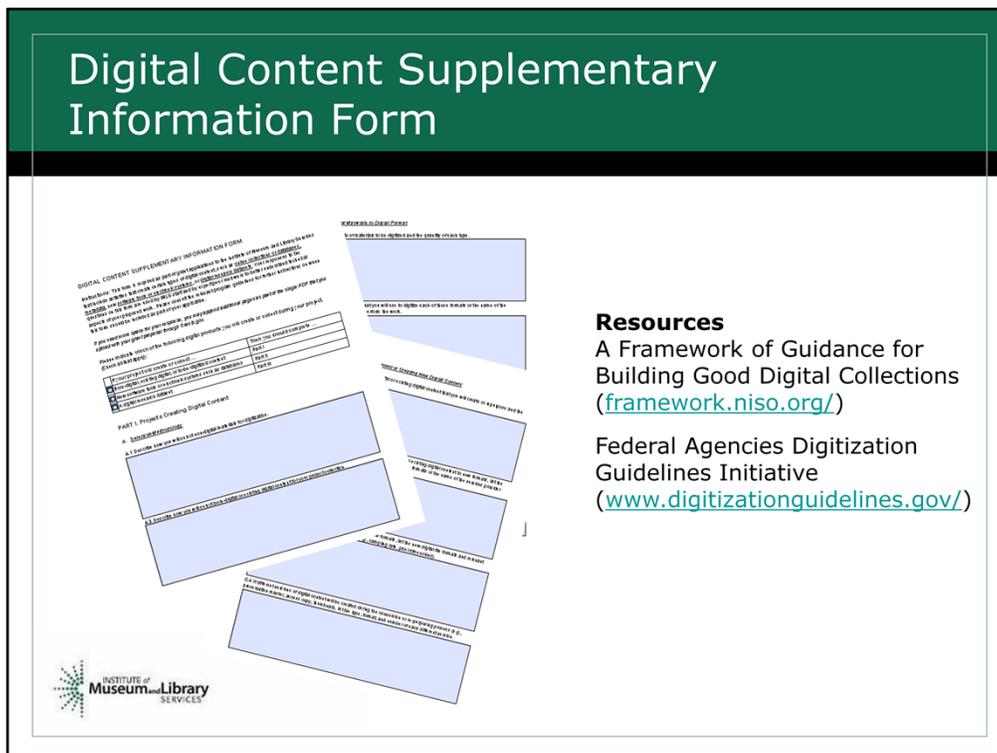
The Budget Justification is a very important part of your application and is a Required Document. Peer reviewers will use it to evaluate the appropriateness of the financial resources you have identified as necessary for your project, and IMLS staff will use it to check your calculations and to make determinations regarding the allowability of specific expenses according to the appropriate set of cost principles.

Your Budget Justification should coordinate closely with your IMLS Budget Form in format and content. It should identify the purpose for each expense and explain how you arrived at each cost, including any that you may have consolidated and summarized on the budget form.

Because there is no longer a page limit on this document, take as much space as you need and make it easy to follow.

We strongly recommend that you consult the Hints for Writing a Budget Justification, which you can access at [www dot imls dot gov slash applicants slash budget underscore justification dot aspx](http://www.imls.gov/applicants/budget_justification.aspx).

Digital Content Supplementary Information Form



Resources

A Framework of Guidance for Building Good Digital Collections (framework.niso.org/)

Federal Agencies Digitization Guidelines Initiative (www.digitizationguidelines.gov/)

The final form we'll talk about today is the Digital Content Supplementary Information Form. This form is required for projects that include activities that create certain types of digital content, such as online collections or databases, metadata, new software tools or electronic systems, or digital research datasets. Your responses to the questions on this form are used by reviewers to better understand the technical aspects of your proposed work.

The form is lengthy, but it is unlikely that you will need to complete all three parts. If your project will create or collect born-digital, existing digital, or to-be-digitized content, then you need to complete Part I. If it will create new software tools or electronic systems such as databases, then you need to complete Part II. If it will result in a digital research dataset, then you will need to complete Part III.

The form is available in both PDF and Word versions on our website, and you are welcome to use either.

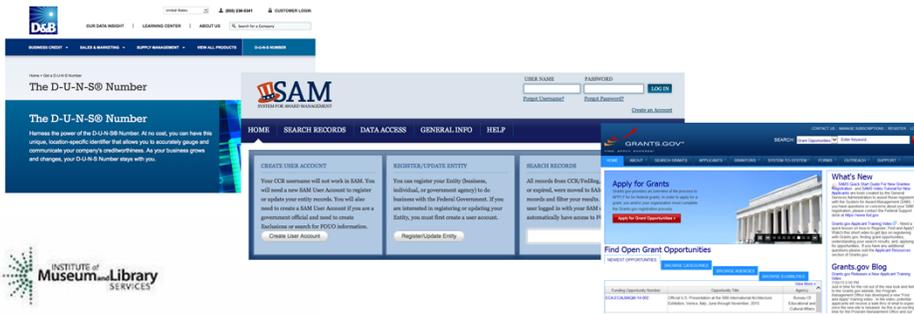
This form has been revised since last year, so make sure you're using the current version and not one that your computer system may have cached. It should look like what you see here.

Please remember that it is a tool created for your benefit. This is where you can—and should—provide all the technical details that are important to your digitization project. It saves you space in your narrative and it puts it all in one place where the reviewers know they can find it easily and quickly. Like any other element of the application, it's up to you to do the best and most professional job you can in answering the questions.

Application Tips

Register early!

1. D-U-N-S® Number: www.dnb.com/us
2. SAM Registration: www.sam.gov
3. Grants.gov Registration: www.grants.gov



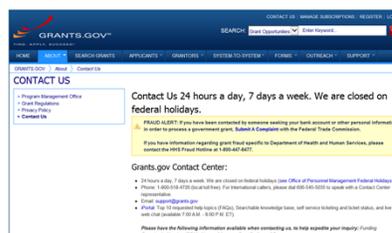
At this point, I'd like to share a few tips gleaned from our experience in working with applications submitted to our programs each year.

First on the list is register early. You must have a DUNS number, an active SAM.gov registration, and a current and functional Grants.gov registration, and you'll need them in this order. In other words, you must have a DUNS number to register with SAM.gov. You must have an active SAM.gov registration to register with Grants.gov. And you must have a functional Grants.gov registration to submit an application to IMLS.

It's also crucial to 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. I would recommend doing that today.

Where to Call for Help?

- For SAM issues call the Federal Service Desk at 866-606-8220 (8am- 8pm EST, Monday - Friday)
- For Grants.gov help call 1-800-518-4726 (24 hours a day, 7 days a week) or email via support@grants.gov



Grants.gov Contact Center:

24 hours a day, 7 days a week. We are closed on federal holidays (see Office of Personnel Management Federal Holidays).

Phone: 1-800-518-4726 (local toll free). For International callers, please dial 606-545-5035 to speak with a Contact Center representative.

Email: support@grants.gov

Additionally, for DUNS help email govt@dnb.com

If you cannot find my company in the DUNS database, you may request a new DUNS number using Government iUpdate.

Will I still need a DUNS number to enter SAM? Yes, all activities related to D&B and the DUNS number will remain the same. The DUNS will be needed to begin your registration and any updates to your company name or address need to be made at D&B prior to entering SAM.

Application Tips

- Be certain your project goals relate to the goals of NANH.
- Take time to carefully research and articulate the need for your project.
- Prepare your budget form and budget justification carefully and make sure that numbers match narrative statements.
- Identify consultants and other key personnel by name, where possible.
- Provide a job description and outline the selection process for positions you will fill through grant funding.



Separate and apart from registration matters, we have these suggestions to offer.

- Be certain your project goals relate to the goals of NANH program – that the project improved tribal museum services
- Take time to carefully research and articulate the need for your project.
- Prepare your budget form and budget justification carefully and make sure that numbers match narrative statements.
- Identify consultants and other key personnel by name, where possible.
- Provide a job description and outline the selection process for positions you will fill through grant funding.

Application Tips

- Follow the narrative outline provided in the guidelines. Use headings, subheadings, or numbered sections to make it easy to read.
- Avoid generalities, acronyms, and jargon.
- Ask a colleague to review everything before you submit.
- Contact IMLS program staff for assistance.



- Follow the narrative outline provided in the guidelines. Use headings, subheadings, or numbered sections to make it easy to read.
- Avoid generalities, acronyms, and jargon.
- Ask a colleague to review everything with fresh eyes before you submit.
- Contact IMLS program staff for assistance.

Application Tips

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

- Start early.
- Upload to Grants.gov prior to December 2, 2013.
- Check uploaded components against the Table of Application Components in guidelines. Resubmit if you need to do so.



Please be aware that IMLS can make grants only to eligible applicants that submit complete applications, including attachments on or before the deadline. These are givens and not negotiable.

Our best advice, then, is to start everything early; upload your application to Grants.gov WELL before December 2, 2013; and check what you've uploaded against the Table of Application Components in the guidelines. If you need to add or change something, you can resubmit as many times as you need to up to 11:59 pm on December 2. We'll process the last one you put in.

Review Process

KEY POINTS

- Shortly after you submit your application to Grants.gov, you will receive an electronic acknowledgement of its receipt, followed several days later by a notice that your application has been downloaded by IMLS.
- By mid-January, you will receive an e-mail message from IMLS-MuseumGrants confirming the names of the project director and authorizing official, the amount of the request, and providing you with the IMLS log number assigned to your application.
- IMLS staff check each application for eligibility and completeness. If your institution is found to be ineligible or your application is not complete, you will receive a notice from IMLS detailing the problem.



Once you've submitted your proposal, you may wonder what happens next.

- Shortly after you submit your application to Grants.gov, you will receive an electronic acknowledgement of its receipt, followed several days later by a notice that your application has been downloaded by IMLS.
- By mid-January, you will receive an e-mail message from IMLS-MuseumGrants confirming the names of the project director and authorizing official, the amount of the request, and providing you with the IMLS log number assigned to your application. We recommend adjusting your email system to allow emails from this address rather than having them go into your Junk Email.
- IMLS staff check each application for eligibility and completeness. If your institution is found to be ineligible or your application is not complete, you will receive a notice from IMLS detailing the problem.

Review Process

KEY POINTS

- Experienced and knowledgeable peer reviewers score all eligible and complete applications and provide comments based on the criteria outlined in the program guidelines. Reviews may take place in one or two tiers.
- The review criteria provided in the guidelines and the NANH reviewer handbooks posted on our website for previous years are helpful resources.
- By law, the IMLS director is charged with the authority and responsibility to make final award decisions.
- All applicants will be notified by e-mail of the award decision in July 2014. Each applicant will receive the scores and comments provided by each reviewer.



- Experienced and knowledgeable peer reviewers score all eligible and complete applications and provide comments based on the criteria outlined in the program guidelines. Reviews may take place in one or two tiers.
- The review criteria provided in the guidelines and the NANH reviewer handbooks posted on our website for previous years are helpful resources.
- By law, the IMLS director is charged with the authority and responsibility to make final award decisions.
- Awards will be announced in July 2014.
- All applicants will be notified by e-mail of the award decision. Each applicant will receive the scores and comments provided by each reviewer.

When to call IMLS for help?

Contact a program staff member:

- We welcome calls from applicants and are happy to answer any questions about the grant application and review process.
- Conversations with program staff can provide useful guidance and help you to explore how your idea may match the goals of a grant program.



We welcome calls from applicants and are happy to answer any questions about the grant application and review process. Conversations with program staff can provide useful guidance and help you to explore how your idea may match the goals of a grant program.

IMLS Staff Contacts

Native American/Native Hawaiian Museum Services

Sandra Narva
snarva@imls.gov
202.653.4634

Sarah Glass
sglass@imls.gov
202.653.4652



Please feel free to contact either of us via email or phone with questions.



Thank you for joining us today, good luck with your preparing your application, and thank you for your interest in the Institute of Museum and Library Services.