



October 22, 2014

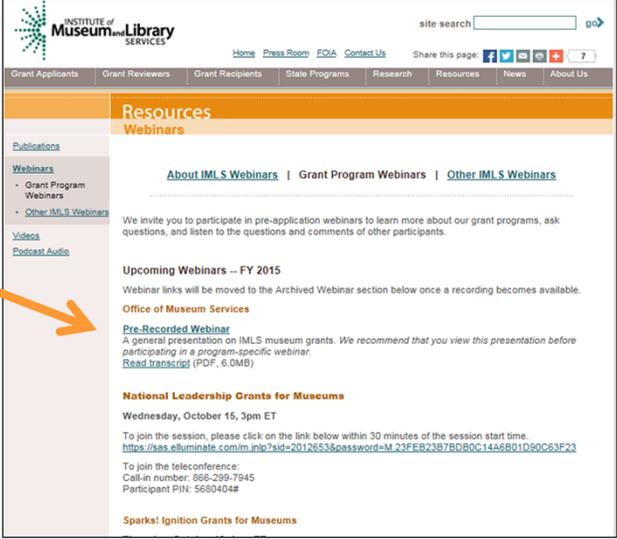
IMLS Native American/Native Hawaiian Museum Services FY2015 Information Session



Welcome to the Institute of Museum and Library Services' webinar, "Native American/Native Hawaiian Museum Services, Fiscal Year 2015 Information Session."

My name is Sandra Narva, and with me today are Sarah Glass and Katherine Maas. All of us work in the Office of Museum Services here at IMLS, and we're delighted that you are interested in learning more about the Native American/Native Hawaiian Museum Services program.

Pre-recorded Webinar



The screenshot shows the IMLS website's "Resources" page. The navigation menu includes "Grant Applicants", "Grant Reviewers", "Grant Recipients", "State Programs", "Research", "Resources", "News", and "About Us". The "Resources" section is highlighted in orange and contains a sub-section for "Webinars". A sidebar on the left lists "Publications", "Webinars" (with sub-links for "Grant Program Webinars" and "Other IMLS Webinars"), "Videos", and "Podcast Audio". An orange arrow points from the "Other IMLS Webinars" link in the sidebar to the "Pre-Recorded Webinar" link in the main content area. The main content area includes links for "About IMLS Webinars", "Grant Program Webinars", and "Other IMLS Webinars". It also features a section for "Upcoming Webinars - FY 2015" with details for the "Pre-Recorded Webinar" and "National Leadership Grants for Museums".

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 Resources section of our website, then webinars, then Grant Program Webinars.

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! Ignition Grants for Museums

As a quick summary, in that webinar, we discussed IMLS's vision, mission and strategic plan which are at the core of our grant-making. You would be well-served to consider these as you think about the project for which you will be seeking IMLS support.

We also talked about all of IMLS's funding programs and opportunities, which 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! Ignition Grants for Museums.

Pre-recorded Webinar Summary

3. Each grant program has its own set of eligibility requirements.
4. Helpful information, contacts, and Notice of Funding Opportunity 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 view the webinar for each program to which you may apply.

We reviewed the eligibility requirements for each grant program and provided staff contacts and links to Notice of Funding Opportunity.

We covered registration requirements, which are critical to the application process. So critical, in fact, that we'll address that again here. 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, we encouraged potential applicants to view the webinar for each program to which they might want to apply.

NANH Application and Award Statistics

Application and Award Numbers - FY10 to FY14

	Applications Submitted	Amount Requested	Amount Awarded	Awards Made
FY2010	35	\$2,008,786	\$1,023,857	24
FY2011	33	\$1,457,837	\$984,287	21
FY2012	36	\$1,686,001	\$925,687	22
FY2013	45	\$2,013,008	\$899,616	21
FY2014	31	\$1,439,901	\$925,374	20

We are often asked about the number of applications and funding success rates, so here are the figures for the past five years. As you can see, NANH has had a fairly consistent number of applications and funding over time. We seek to fund the strongest proposals with the greatest potential to strengthen tribal museum services.

Overview

1. NANH Goals and Eligibility
2. Characteristics of Successful NANH Projects
3. Important Dates
4. How Much and How Many?
5. Allowable/Unallowable Costs
6. Application Components
 - Forms
 - Narrative
 - Budget and Budget Justification
7. Application Tips
8. Review Process
9. Contacts

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

- NANH program goals and eligibility
- Characteristics of Successful NANH Projects
- Important dates
- The questions of how much and how many?
- Allowable and Unallowable Costs
- Application Components
- Application Tips
- The Review Process
- IMLS Staff Contact Information

NANH Program Goals



Used with permission of Bishop Museum

To sustain heritage, culture, and knowledge by strengthening museum services of tribes and organizations that primarily serve Native Hawaiians.



Used with permission of the Wiyot Tribe, photo by Nick Adams Visuals



Used with permission of the Tohono O'odham Nation

The goal of the NANH program is to support projects that assist tribes and organizations that primarily serve Native Hawaiians to sustain heritage, culture, and knowledge through strengthening museum services.

This might be through a variety of activities including, but not limited to, exhibitions, educational services, programming, professional development, and collections stewardship.

Eligibility Requirements

Applicants must meet Tribal Organization eligibility criteria

The screenshot shows the IMLS website's 'Grant Applicants Eligibility Criteria' page. The header includes the IMLS logo and navigation links such as Home, Press Room, FOIA, and Contact Us. A search bar is located in the top right corner. The main content area is titled 'Grant Applicants Eligibility Criteria' and is divided into two columns. The left column contains a sidebar with links for 'Available Grants', 'Eligibility Criteria', 'Sample Applications', 'Program Guidelines', and 'After You Apply'. The right column is titled 'Tribal Organizations' and contains the following text:

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. 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.

Characteristics of Successful NANH Projects

- ***Institutional Impact:*** Projects address an identified need or challenge facing an organization.
- ***In depth knowledge:*** Proposals reflect a thorough understanding of current practice and knowledge about the subject matter.
- ***Project-based design:*** Work plans consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge identified in the proposal.
- ***Demonstrable results:*** Projects generate measureable results that tie directly to the need or challenge it was designed to address.

With this focus on supporting tribal and Native Hawaiian museum services, what are the characteristics of successful NANH projects? There are four, and successful projects address all of them well. As you prepare your proposal, then, you should keep these characteristics in mind.

FIRST, Institutional Impact: Your projects address an identified need or challenge facing an organization

SECOND, In-depth knowledge: Your proposal should reflect a thorough understanding of current practice and knowledge about the subject matter.

THIRD, Project-based design: Your work plans consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge identified in the proposal

AND FOURTH, Demonstrable results: Your project should generate measureable results that tie directly to the need or challenge it was designed to address.

It has been our experience that an unfunded application is one that has failed to deliver on one or more of these points, so it is wise to think hard about how to structure your application to show how your project will be strong in each.

Important Dates

Applications are due by 11:59 pm Eastern Time on **December 1, 2014.**

Awards will be announced **July 2015.**

Projects must start **August 1, September 1, or October 1, 2015.**



We want to remind you of important dates for NANH applications. They are due by 11:59 pm Eastern Time on December 1, 2014. That is non-negotiable and the time stamp is auto-generated by the Grants.gov system. We will say this over and over again, but **start early** and **submit early**. That way, if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to solve the problem.

NANH awards will be announced in July 2015.

And all NANH projects must be scheduled to start August 1, September 1, or October 1, 2015. The choice is yours.

How much and how many?



HOW MUCH?

\$5,000-\$50,000

No cost share is required

HOW MANY?

There is no limit on the number of applications your museum may submit to NANH.

NANH applicants can request anywhere from \$5,000 to \$50,000. There is no cost share requirement. However, if you decide to include a cost share in your application, it must be met by the end of the award – we will hold you to that figure. Cost share may be in the form of cash, staff or volunteer time, or third-party contributions. It may not, of course, be funds from another federal source.

The second question is how many applications you may file? There is no limited on the number of applications your museum may submit to NANH.

NANH Projects

There are no project categories for this program.

You may apply for project including, but not limited to, the following:

- Interpretive and educational program development and delivery
- Exhibition development, design, and fabrication
- Digital media development, design, and delivery
- Publication research, design, and printing
- Training for staff, volunteers, and interns
- Institutional, collections, and interpretive planning
- Forums for community dialogue
- Audience development and community outreach
- Audience research and evaluation
- Planning for collections management, care, and conservation
- Cataloguing, inventorying, documentation, and registration
- Digitization activities designed to enhance outreach or improve collections management
- Developing and enhancing collections databases
- Conservation surveys, treatments, and environmental improvements for collections storage and exhibit areas

There are no project categories for this program. We invite you to apply for projects that best meet your needs; this is a list of many projects we can fund – they're all linked to the overarching goals of the IMLS strategic plan.

The screenshot shows the IMLS website with a green header that says "Where to learn more...". Below the header is a navigation menu with links for Home, Press Room, FOIA, Contact Us, and a site search box. The main content area is titled "Grant Applicants" and "Sample Applications". On the left, there is a sidebar with links for "Available Grants", "Eligibility Criteria", "Sample Applications", "Grants.gov", "Notices of Funding Opportunities", "After You Apply", and "Outcomes Based Evaluations". An orange arrow points from the text "Sample Applications from FY2014" to the "Sample Applications" link in the sidebar. The main content area lists various grant opportunities, including "Museum Grants for African American History and Culture" and "Museums for America Learning Experiences". On the right, there is a "grant search" section with a "Find Available Grants" form and a "Search Awarded Grants" section. An orange arrow points from the text "Search Awarded Grants" to the "Search Awarded Grants" section. At the bottom of the screenshot, the URL www.imls.gov/applicants/sample_applications.aspx is displayed.

We want to point out two places on the IMLS website to learn more about the projects we have funded in NANH.

On the right hand side of nearly every page of our website is a feature called Search Awarded Grants. This is an opportunity to search our archive of grants that we have awarded in past years by grant name, grant issue area, state, year, institution name, and keyword. Your search will return the grantee's name, city, state, year, amount, grant name, and a brief description of the project.

We have also posted the abstract, narrative, and schedule of completion of **three** successful NANH applications. These may be found towards the middle of the page at www.imls.gov/applicants/sample_applications.aspx.

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

Caveat: Grant Reform (2 CFR 200) will be effective for all awards made after December 26, 2014.

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 Notice of Funding Opportunity, 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.

Caveat: Within the past year, the Office of Management and Budget has issued final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards—or for short, Grant Reform (2 CFR 200), and this will be effective for all awards made after December 26, 2014. That includes the grants for which you will be applying this round. And this means you will be required to follow those regulations that will be in place at the time of the award.

So in essence you need to use one set of guidance for preparing your proposal and being prepared to follow a different one should you receive an award. We will be doing this with you, however, so at this point it should just be something of which you and your grant offices are aware.

Allowable Costs

Examples of allowable costs

- salaries, wages, and fringe benefits
- travel expenses
- materials and supplies
- 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



In the NANH Notice of Funding Opportunity, 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
- 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
- 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
- pre-award costs



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

- general museum fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- general museum operating support
- acquisition of collections
- 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
- exhibit fabrication that involves contract labor of the construction trades
- reconstruction or renovation of historic sites
- social activities, ceremonies, receptions, or entertainment
- 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 Documents

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.

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 you be respectful of your reviewers' time and avoid any temptation to include hundreds of pages of extraneous material that is not directly relevant to your project. Being judicious actually works to your benefit. Include what is important and helpful and stop there.

Table of Application Components

Use the table to keep 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-723)	Grants.gov form	NA
Abstract (one page, max.)	PDF document	Abstract.pdf
N/A,B Program Information Sheet	N/A,B PDF form	Programinfo.pdf
Organizational Profile (one page, max.)	PDF document	Organizationalprofile.pdf
Narrative (five pages, max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year, max.)	PDF document	Scheduleofcompletion.pdf
N/A,B Budget Form	N/A,B 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 access to the IRB score flow sheets (one page, max.)	PDF document	Resumes.pdf
Conditionally Required Documents		
Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Proof of Nonprofit Status for organizations that primarily serve and represent Native individuals	PDF document	Proofnonprofit.pdf
Proof of Eligibility for organizations that primarily serve and represent Native individuals	PDF document	Proofeligibility.pdf
Supporting Documents		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdocs.pdf Supportingdoc1.pdf Supportingdoc2.pdf etc.
Digital Stewardship Supplementary Information Form	N/A,B PDF form	Digitalstewardship.pdf

In the NANH Notice of Funding Opportunity 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

Legal Name

Organizational DUNS

Project Description

- what, for whom, for what purpose
- 150-word limit

Now we're going to look at some of the forms that are required for your application, and we'll focus on those areas that seem to be the most challenging for applicants.

The first form we'll consider 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 the IMLS website.

There are three important things to watch for 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 confirming your eligibility, identity, and tax-exempt status. 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. Write your project description to address **what you plan to do, for whom, and 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

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational Form	
A. PROJECT DIRECTOR	
Full Name	Mobile Phone
Last Name	First Name
Title	Work Email
Telephone Number	Fax Number
Street	Street
City	County/Zip
State	Province
Country	Zip/Postal Code
B. PRIMARY CONTACT/GRANTS ADMINISTRATOR	
<input type="checkbox"/> Same as Project Director (page 1 of 2)	
Full Name	Mobile Phone
Last Name	First Name
Title	Work Email
Telephone Number	Fax Number
Street	Street
City	County/Zip
State	Province
Country	Zip/Postal Code

Project Director →

← Primary Contact/
Grants Administrator

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...

Program Information Sheet

For Office Use Only

IMLS PROGRAM INFORMATION SHEET
PLEASE NOTE: Information contained within this form may be made publicly available.

1. Applicant Information

a. Legal Name (As from SF-424S):

b. Applicant D.U.N.S. Number (SF from SF-424S):

c. Does your organization have a current SAM.GOV registration? Yes No

If yes, what is the expiration date of your registration?

d. Organizational Unit (if different from Legal Name):

e. Organizational Unit Address

Street 1:

Street 2:

City: County:

State: Zip+4 Postal Code:

f. Organizational Unit Type (Check One)

<input type="radio"/> Academic Library	<input type="radio"/> Library Association	<input type="radio"/> School Library or School District
<input type="radio"/> Aquarium	<input type="radio"/> Library Consortium	<input type="radio"/> Applying on behalf of a School Library or Libraries
<input type="radio"/> Arboretum/Botanical Garden	<input type="radio"/> Museum Library	<input type="radio"/> Science/Technology Museum
<input type="radio"/> Art Museum	<input type="radio"/> Museum Services	<input type="radio"/> Special Library
<input type="radio"/> Children's/Youth Museum	<input type="radio"/> Organization/Association	<input type="radio"/> Specialized Museum**
<input type="radio"/> Community College	<input type="radio"/> Native American Tribe/Native Hawaiian Organization	<input type="radio"/> State Library
<input type="radio"/> Four year College	<input type="radio"/> Natural History/Anthropology Museum	<input type="radio"/> State Museum Agency
<input type="radio"/> General Museum*	<input type="radio"/> Nature Center	<input type="radio"/> State Museum Library
<input type="radio"/> Graduate School of Library and Information Science	<input type="radio"/> Planetarium	<input type="radio"/> Zoo
<input type="radio"/> Historic House/Site	<input type="radio"/> Public Library	<input type="radio"/> Institution of higher education other than listed above
<input type="radio"/> Historically Black College or University (HBCU)	<input type="radio"/> Research Library/Archives	<input type="radio"/> Other
<input type="radio"/> History Museum		

*A museum with collections representing two or more disciplines equally (e.g., art and history)
 **A museum with collections limited to one narrowly defined discipline (e.g., botany, maritime, ethnic group)

1 | OMB Number 3137-0071, Expiration date: 09/30/2015

SAM.gov
Registration
and Expiration
Date

Legal
Name

Let's turn now to the Program Information Sheet, which is an IMLS form downloadable from our website. This is a five-page document that is VERY important to your application. The Notice of Funding Opportunity provides 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.

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:
 National Digital Platform
 STEM
 Learning Spaces

c. Native American/Native Hawaiian Library
Select one funding category:
 Basic Grant Only
 Basic Grant with Education/Assessment Option
 Enhancement Grant
 Native Hawaiian Library Services

d. Spark! Ignition Grants
Select one:
 Museum Library

e. Museums for America
Select one project category:
 Learning Experiences
 Community Anchors
 Collections Stewardship

Select one funding level:
 IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
 IMLS funds requested total more than \$25,000 with applicant cost share required.

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
Select one funding level:
 IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
 IMLS funds requested total more than \$25,000 with applicant cost share required.

h. Native American/Native Hawaiian Museum Services

4. Please check this box if your project addresses STEM learning

5. Funding Request Information

a. IMLS funds requested:

b. Cost share amount:

6. Project Subject Area

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

<input type="checkbox"/> 21 st Century Skills	<input type="checkbox"/> Digital Literacy	<input type="checkbox"/> Information
<input type="checkbox"/> Absent/Out of School	<input type="checkbox"/> Disaster Preparedness	<input type="checkbox"/> Infrastructure/Systems/Workflows
<input type="checkbox"/> Accessibility	<input type="checkbox"/> Early Learning	<input type="checkbox"/> Learning Tools and Interactives
<input type="checkbox"/> Broadband	<input type="checkbox"/> Economic/Community Development	<input type="checkbox"/> Making Learning
<input type="checkbox"/> Civic Engagement	<input type="checkbox"/> Education Support	<input type="checkbox"/> Intergenerational
<input type="checkbox"/> Community Engagement	<input type="checkbox"/> Environment and Energy	<input type="checkbox"/> STEM (Science, Technology, Engineering, Math)
<input type="checkbox"/> Collections Care/Preservation	<input type="checkbox"/> Global Awareness	<input type="checkbox"/> Workforce Development/Job Assistance
<input type="checkbox"/> Cultural Heritage/Sustainability	<input type="checkbox"/> Health and Wellness	<input type="checkbox"/> Other

If other, please specify:

3 | OMB Number 3337-0071, Expiration date: 09/30/2015

Grant Program

IMLS Dollar Request and Cost Share

On page 3, we ask you to select a grant program, which will be under H --- Native American/Native Hawaiian Museum Services

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. **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.

Program Information Sheet

IMLS PROGRAM INFORMATION SHEET

7. Population Served

Please indicate population(s) reached 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/At-Risk/Disadvantaged/Minority |
| <input type="checkbox"/> Middle Childhood (6-12 years) | <input type="checkbox"/> People with Mental or Physical Disabilities |
| <input type="checkbox"/> Adolescence (13-19 years) | <input type="checkbox"/> People who are Low Income/Economically Disadvantaged |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Rural Population |
| <input type="checkbox"/> Aging, Elderly, or Senior Citizens (65+ years) | <input type="checkbox"/> Scholar/Researcher |
| <input type="checkbox"/> Ethnic or Racial Minority Population or Tribal Native American/Alaska Natives | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> Family Members of Veterans | <input type="checkbox"/> Urban Population |
| <input type="checkbox"/> Immigrant/Refugee | <input type="checkbox"/> Other |
| <input type="checkbox"/> Minority Language | |

Formal, public space: _____

8. Museum Profile (Museum Applicants Only)

a. Is the institution a 501(c)(3) or has it been or is it being organized as a 501(c)(3)? Yes No
 b. Is the institution a 501(c)(3) or has it been or is it being organized as a 501(c)(3)? Yes No
 Date of incorporation: _____

c. Does the institution own or has it ever owned, whether in whole or in part? Yes No

d. Are there other entities owned or controlled by the institution or its affiliates? Yes No

e. If the institution is a 501(c)(3), is it a public charity? Yes No

f. Is the institution a public charity? Yes No

g. Year the institution was first open to the public: _____

h. Total number of days the institution was open to the public for the 12 months period prior to application: _____

i. Does the institution own any of the following: real estate, artwork, or other items of value? Yes No

j. If the institution owns any of the following, what is the estimated value of the total collection? Yes No

k. Number of staff: _____

l. Number of volunteers: _____

m. Number of participants: _____

n. Number of participants: _____

o. Number of participants: _____

p. Number of participants: _____

q. Number of participants: _____

r. Number of participants: _____

s. Number of participants: _____

t. Number of participants: _____

u. Number of participants: _____

v. Number of participants: _____

w. Number of participants: _____

x. Number of participants: _____

y. Number of participants: _____

z. Number of participants: _____

aa. Number of participants: _____

ab. Number of participants: _____

ac. Number of participants: _____

ad. Number of participants: _____

ae. Number of participants: _____

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ag. Number of participants: _____

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ca. Number of participants: _____

cb. Number of participants: _____

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ce. Number of participants: _____

cf. Number of participants: _____

cg. Number of participants: _____

ch. Number of participants: _____

ci. Number of participants: _____

cj. Number of participants: _____

ck. Number of participants: _____

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, question 9, which applies 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.
- 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.
- 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 and how was it identified?
- Who or what will benefit from your project?
- What are the performance goals and 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 performance goals and intended results
- Specific, actionable, and measurable ways in which the project strengthens museum services

PROJECT JUSTIFICATION

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 performance goals and intended results will be; and how your project will advance your institution's strategic plan.

Remember that core of the Native American/Native Hawaiian Museum Services program is the desire to strengthen tribe's of Native Hawaiian organization's 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 performance goals and intended results; whether your project will strengthen museum services in ways that are specific, actionable, and measurable.

Narrative: Project Work Plan

Tell us:

- What specific activities will you carry out?
- Who will plan, implement, and manage your project?
- When and in what sequence 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
- Team with 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

PROJECT WORK PLAN

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 if this is allowed and required; how you will track progress toward achieving your performance goals and intended results; and how and with whom you will share your project's results.

Reviewers will evaluate your proposal on how well your activities are informed by appropriate theory and practice; whether the team you've put together has the experience and skills necessary to complete the work successfully; and whether your schedule of work is realistic and achievable. They'll also be looking at whether the time, personnel, and financial resources identified are appropriate for the scope and scale of the project. They will look at your proposed evaluation methodology for tracking your activities and will weigh in on whether it will result in valid and reliable findings; and whether you've described a clear methodology for tracking your progress and adjusting course when necessary. And last but not least, is your plan for communicating results and/or sharing discoveries appropriate and likely to be effective?

Narrative: Project Results

Tell us:

- What do you expect to change and among whom?
- What performance indicators will you use to measure this change?
- What targets do you propose for these performance indicators?
- How will you compare the proposed targets to actual outcomes?
- What tangible products will result?
- How will you sustain the benefit(s) of your project?

Reviewers will look for:

- Clearly articulated, appropriate and realistic performance indicators for intended results
- A solidly grounded and appropriately structured plan to effect meaningful change
- Useful tangible products
- Reasonable and practical plan for sustaining the benefits of the project beyond the conclusion of the grant

PROJECT RESULTS

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 you expect to change and among whom. We also ask you to tell us what performance indicators you will use to measure this change and what you are proposing as targets for these performance indicators. You'll need to tell us how you will compare the proposed targets to the actual outcomes you achieve. We want to know what tangible products will result from your project, and how you will sustain the benefits of your project beyond the lifespan of this particular project.

Reviewers will evaluate this section of your proposal on how well you articulate your performance indicators and intended results; the quality and appropriateness of your plan to effect meaningful change; the usefulness of your tangible products; and how reasonable and practical your plan is for sustaining the benefits of the project beyond the conclusion for the grant.

Project Evaluation Definitions

An **outcome** is the tangible result or consequence of a series of activities that you undertake during your project. It might be an improved delivery of a museum service, or it might be a change in knowledge, skills, behaviors, or attitudes among individual(s) or group(s) of people. In all cases, the outcome must be accomplishable by the end of the project. An outcome answers the question, "So what?" or "What difference did our project make?"

A **target** is the specific level of achievement that you hope to reach for a particular outcome. It is expressed as a number or a percentage. A target answers the question, "How will we know our project is a success?"

A **performance indicator** is a measurable characteristic that indicates achievement of the outcome. It might be a behavior that demonstrates there has been a change in knowledge, skill, behavior, or attitude among learners, or it might be a reading of an instrument that demonstrates there has been a change in environmental conditions for collections. An indicator answers the questions, "How will we know that participants or collection objects experienced the intended outcome(s)?" and "What will we measure?"

Here are some basic definitions of terms used in the NANH Notice of Funding Opportunity instructions for writing your narrative.

An **outcome** is the tangible result or consequence of a series of activities that you undertake during your project. It might be an improved delivery of a museum service, or it might be a change in knowledge, skills, behaviors, or attitudes among individual(s) or group(s) of people. **In all cases, the outcome must be accomplishable by the end of the project.** We therefore do not recommend identifying an outcome that cannot reasonably be achieved and documented within the timeline of your project. An outcome answers the question, "So what?" or "What difference did our project make?"

A **target** is the specific level of achievement that you hope to reach for a particular outcome. It is expressed as a number or a percentage. A target answers the question, "How will we know our project is a success?"

A **performance indicator** is a measurable characteristic that indicates achievement of the outcome. It might be a behavior that demonstrates there has been a change in knowledge, skill, behavior, or attitude among learners, or it might be a reading of an instrument that demonstrates there has been a change in environmental conditions for collections. An indicator answers the questions, "How will we know that participants or collection objects experienced the intended outcome(s)?" and "What will we measure?"

About Project Evaluation

We empower applicants to:

- define their performance indicators and intended outcomes,
- decide the best way to measure success in achieving them, and
- convince reviewers that their choices are appropriate, informed, and likely to be successful.

For help and ideas visit:

Evaluating Your Project
www.ims.gov/applicants/evaluating_your_project.aspx

Outcome Based Evaluation
www.ims.gov/applicants/outcome_based_evaluations.aspx

Shaping Outcomes: Making a Difference in Libraries and Museums Tutorial
www.shapingoutcomes.org/

In talking with potential applicants about their proposals, we often hear questions about what IMLS expects in terms of evaluation and measures of success. Our current approach is to empower applicants to define their intended outcomes, decide the best way to measure success in achieving them, and then of course convince reviewers that their choice is appropriate, informed, and likely to be successful. We are not prescriptive about it, but rather depend on you to make and defend your case.

For help and ideas, you might wish to visit one or all three of these webpages as you think through what is appropriate for your project:

- Evaluating Your Project
- Outcome Based Evaluation
- and Shaping Outcomes: Making a Difference in Libraries and Museums, which is a self-guided tutorial

IMLS Budget Form

The image shows a screenshot of the IMLS Budget Form. A red circle highlights the 'Travel' section in the 'Fringe Benefits' table. A green arrow points to the text 'Travel Line Item' next to the red circle. Another green arrow points to the 'Indirect Costs' section.

For more on the IMLS Budget Form, see www.ims.gov/applicants/instructions_for_completing_budget_documents.aspx

At this point, we move on to the IMLS Budget Form. This is a single fillable PDF four page long document that you download from our website. You'll use it whether your project is 1 or 2 years in duration. The form adds for you automatically, although there are still some calculations you'll need to do on your own to get the numbers you need to plug into the form. We urge you to 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 budget categories, are justifiable in the context of your project, and, of course, represent allowable costs.

It's very important to make sure you have **this** version of the form, and not a cached one, as there are some important changes over previous years. The easiest way to make sure you've got the new form is to download it directly from our website and to make sure it has TEN numbered items, not ELEVEN.

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. The convening is typically, though not always, held in conjunction with a professional meeting, so that you can attend that as well.

Modified Total Direct Costs

MTDC includes:

- Direct Salaries and Wages
- Applicable Fringe Benefits
- Supplies and Materials
- Travel
- Contracts and subawards up to the first \$25,000 of each contract or subaward

MTDC does not include:

- Equipment
- Rental Costs
- Tuition Remission, Scholarships, Fellowships
- Participant Support Costs
- The portion of each contract and subaward in excess of \$25,000
- Indirect-cost-type items (e.g. general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for your entire organization)

For more information on MTDC, see www.ims.gov/applicants/indirect_cost.aspx ("How do I use the 10% indirect cost rate?")

If you are using the 10% indirect cost rate, it is important to understand what the modified total direct costs are.

Modified total direct costs include

- Direct Salaries and Wages
- Applicable Fringe Benefits
- Supplies and Materials
- Travel
- Contracts and subawards up to the first \$25,000 of each contract or subaward

They do NOT include:

- Equipment
- Rental Costs
- Tuition Remission, Scholarships, Fellowships
- Participant Support Costs
- The portion of each contract and subaward in excess of \$25,000
- Indirect-cost-type items (e.g. general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for your entire organization)

For more information on MTDC, see www.ims.gov/applicants/indirect_cost.aspx ("How do I use the 10% indirect cost rate?")

Budget Justification

- Use the 10 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 “Guidance for Writing a Budget Justification” at 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.

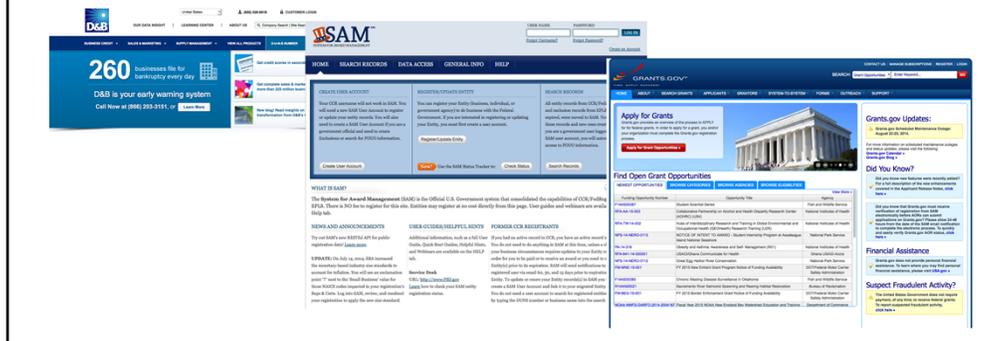
Because there is no page limit on this document, take as much space as you need and make it easy to follow. DO NOT, however, use the Budget Justification to list qualifications of staff or to justify your project.

We strongly recommend that you consult the Guidance for Writing a Budget Justification, which you can access at www.imls.gov/applicants/budget_justification.aspx. It makes solid recommendations for how to structure your Budget Justification and what content should be included.

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, we'd like to share a few tips gleaned from our collective experience in working with applications submitted to the NANH program each year.

First on the list, and by this time coming as no surprise, 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.

Application Tips

- Be certain your project relates 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.
- 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 coordinate with your 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 NANH Notice of Funding Opportunity. 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 with questions.

- Follow the narrative outline provided in the Notice of Funding Opportunity. Use headings, subheadings, or numbered sections to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon. The people who will review your application are experts, but they may not be totally familiar with your particular field's shorthand. Make it easy for them to understand what you mean.
- Ask a colleague to review everything with fresh eyes before you submit. Ask them to act like a reviewer who's seeing this for the first time.
- Contact IMLS program staff for assistance at any time during the process. We'll be happy to help wherever we can.

Application Tips

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

- Start early.
- Upload to Grants.gov prior to December 1, 2014.
- Check uploaded components against the Table of Application Components in Notice of Funding Opportunity.
- Resubmit if you need to do so.

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

Our best advice, then, is to start everything early; upload your application to Grants.gov WELL before December 1, 2014; and check what you've uploaded against the Table of Application Components in the Notice of Funding Opportunity. If you need to add or change something, you can resubmit as many times as you need to up to 11:59 pm Eastern Time on December 1. We'll process the last one you put in.

Review Process

- Shortly after you submit your application to Grants.gov, you will receive e-mail message verifying its receipt.
- Ranging between a few minutes and a few hours later, you MAY receive an e-mail message indicating that your application has been “rejected with errors.” The message will specify the error, and as long as the deadline has not passed, you may correct it and resubmit your application.
- Several days later, you will receive another e-mail verifying that your application has been downloaded by IMLS.

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

- Shortly after you submit your application to Grants.gov, you will receive e-mail message verifying its receipt.
- Ranging between a few minutes and a few hours later, you MAY receive an e-mail message indicating that your application has been “rejected with errors.” The message will specify the error, and as long as the deadline has not passed, you may correct it and resubmit.
- Several days later, you will receive another e-mail verifying that your application has been downloaded by IMLS.

Review Process

- 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.

- 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.
- Next, 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

- Experienced and knowledgeable peer reviewers score your eligible and complete applications and provide comments based on the criteria outlined in the program Notice of Funding Opportunity. Reviews may take place in one or two tiers.
- Reviewers use the review criteria provided in the Notice of Funding Opportunity and the NANH reviewer materials posted on our website.
- By law, the IMLS director is charged with the authority and responsibility to make final award decisions and does so in July.
- You will be notified by e-mail of the award decision in July 2015. You 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 Notice of Funding Opportunity. Reviews may take place in one or two tiers.
- Reviewers use the review criteria provided in the Notice of Funding Opportunity and the NANH reviewer materials posted on our website.
- By law, the IMLS director is charged with the authority and responsibility to make final award decisions and does so in August.
- All applicants will be notified by e-mail of the award decision in July 2015. Each applicant will receive the scores and comments provided by each reviewer.

Contacts

Native American/Native Hawaiian Museum Services Staff Contacts

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202.653.4634

Sarah Glass
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202.653.4652

Thank you very much for your interest in IMLS and in Native American/Native Hawaiian Museum services, and we hope you have found the information in this webinar helpful. Here is a listing of the names, email addresses, and direct phones for program staff in the Office of Museum Services, and we encourage you to contact us with any questions you might have. We'll be very happy to help.

To learn more, visit www.ims.gov

