

Native American Library Services Basic Grants Webinar

Welcome! The webinar will begin at 3:00pm EST.

- **To access audio for this webinar:** Use a phone to dial **1-888-272-8702**. Wait for the prompt to enter a code, and then enter **2053175#**. You may also play the audio on your computer.
- **To access webinar recording:** This webinar is being recorded and will be posted on the IMLS website.
- **To save the slides:** Go to File, then Save, and select Whiteboard. Be sure to save the slides as a .pdf!
- **To turn on closed captioning:** Go to the top menu and select Window > Show Closed Captioning.
- **To ask a question:** Type your question in the chat box. We will hold a Q&A session at the end of the presentation.

All participants will be muted during the presentation. If you encounter any technical issues, please type your question in the chat box and someone will assist you.



February 17, 2015

Mary Alice Ball and James Lonergan
Senior Program Officers, OLS

Native American Library Services Basic Grants Webinar



What's new

- New IMLS team
- OMB Grant Reform
- Simplification, consistency and transparency
- Guidelines = notification of funding opportunity

We have a new team working with the Native American Library Services programs- James Lonergan and a new program specialist who will start soon. Mary Alice Ball will continue to work with the programs.

The Office of Management and Budget has issued final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform), which has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. The goal of the Grant Reform is simplification, consistency and transparency regarding government guidance on administrative requirements, cost principles and audit requirements. Program Guidelines are now called "Notice of Funding Opportunity."

Background

The 2012-2016 IMLS strategic goals:

1. LEARNING: IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

2. COMMUNITY: IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

3. CONTENT: IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

The IMLS Strategic Plan provides background on the goals of this program.

What is the Basic Library Grant?

Basic Grants are non-competitive grants that are distributed in equal amounts among eligible applicants to support existing library operations and to maintain core library services.

The supplemental Education/Assessment Option is also non-competitive and must be requested.

The typical award amount available is \$6,000 with \$1,000 Education/Assessment supplement.

Important note

Please Note: For FY2015, Basic grants are only available for a one year period.

If you have an active Basic grant that began in either **2012** or **2014**, please read the Basic Guidelines carefully and plan to apply through Grants.gov.

If you have an active Basic Grant that began in **2013**, we will contact you directly about application procedures for this year. Please do not submit a new application through Grants.gov for FY 2015.

Previously, three-year Continuation grants were offered; these have been discontinued.

Who is eligible?

Eligibility

Indian Tribes, Alaska Native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program. Referred to as “Tribes.”

Minimum Requirements of Library Service

At a minimum, a Tribe should be able to document an existing library that meets three basic criteria:

- materials available for library users
- regularly scheduled hours, and
- staff available to help library users access resources

Partnering Possibilities

Entities such as libraries, schools, tribal colleges, or departments of education are **not eligible** applicants.

Partners may be involved and staff from partner organizations may serve as project directors.

The assumption in such a partnership is that the tribal community that applies for the grant is directly served and benefits from the grant activities that are carried out by the partner.

What Types of Activities Can Be Funded?

Basic grants may be used to support:

- (1) Expanding services for learning and access to information and educational resources in a variety of formats
- (2) Establishing or enhancing electronic and other linkages
- (3) Providing training and professional development
- (4) Developing public and private partnerships

Types of activities (cont.)

- (5) Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- (6) Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities
- (7) Developing library services that provide all users access to information through local, state, regional, national, and international collaborations and networks
- (8) Carrying out other activities consistent with the purposes of the Library Services and Technology subchapter of the IMLS statute (20 U.S.C. §9121)

How are Basic Grant Funds Used?

- Library personnel:
 - Permanent staff salary and benefits
 - Temporary and project staff
- Materials, supplies, and equipment:
 - Collection development—books, electronic resources, subscriptions, software, special collections
 - Equipment—computers, wireless equipment, E-Readers, copiers, printers
 - Library software
 - Furnishings like tables, chairs, rugs, circulation desk, shelving, book drop, computer stations (no construction or renovation, though)
 - Library supplies

Construction and renovation are not allowable costs.

How Are Basic Grant Funds Used? (cont.)

- Services
 - Programs: literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training sessions
 - Tutors
 - Program-related supplies
 - Internet access
 - Technical training and support
 - Digitization of local materials
- Other
 - Fees to join a consortium to share resources and databases
 - Fees for membership in library-related organizations
 - Renewal fees for library automation technical support and upgrades

Using the Education/Assessment Option

- Costs for library staff to attend library-related continuing education courses and training workshops on- or offsite, including registration fees, travel, hotel, and per diem
- Costs for library staff to attend or give presentations at conferences related to library services, including registration fees, travel, hotel, and per diem
- Costs to cover temporary staff when regular staff are attending courses, workshops, or conferences related to the Education/Assessment Option
- Costs to hire a consultant for an onsite professional library assessment, including library technology assessments and digitization expertise

Application Process

Guidelines available online:

http://www.imls.gov/applicants/nag_basic_nof_2015.aspx

Be sure to follow all the links in the guidelines to get all the information about the application process.

Guidelines can also be located on the Applicants tab of the IMLS website.

Two simple rules to remember ...

RULE NO. 1

Read the guidelines carefully

- Step-by-step instructions on where to find and how to complete all the components of the application
- Clarification of policies and regulations that govern IMLS grants

Two simple rules (cont.)

RULE NO. 2

Email us...

if something is unclear in the guidelines or if you want some feedback on your application or ideas.

Please note that we are not able to review draft applications.

James Lonergan
Mary Alice Ball
NALSHelp@imls.gov

Application Components

- Application cover form (SF-424S)
- IMLS program information sheet
- Part A – Project budget for basic grant
- Part B – Project budget for education/assessment option
- Library Services Plan

There are several components that make up a successful application.

Library services plan

Describe what library services and, if applicable, what education/assessment option activities you plan to support using IMLS funding during the project period of this grant award

(1-3 pages)

The more detail you can provide in this section, the more compelling your application for this grant will be.

Grants.gov

- IMLS can only consider proposals submitted through grants.gov by the deadline.
- All proposals have to be complete; grants.gov will not accept applications with missing, required documents.
- Applicants must have a current DUNS number and SAM.gov registration
- Applicants must have a current grants.gov registration to submit an application.
- Registrations cannot be done at the last minute; registrations can take **WEEKS** to process and cannot be waived by IMLS.

We would encourage all applicants to log into grants.gov and verify that they have all of the necessary information to submit an application. With changes in personnel, this can often be a problem.

Review Process

- Applications submitted April 1, 2015
- Eligibility and completeness check
- Review processing and analysis
- Final funding decisions by IMLS Director
- Announcement in September
- Projects start October 1, 2015

Questions and comments?



Question: Are e-books and e-readers allowable expenses?

Answer: Yes, they are. Please refer to the IMLS website, or contact program staff, for guidance about purchasing e-readers. Not all are compliant with the Americans with Disabilities Act.

Question: Is the Library Services Plan like the Long Range Plan that used to be submitted?

Answer: This is a more simplified plan. The Native American Basic Grant section of our website has a sample plan that should be helpful:
http://www.imls.gov/assets/1/AssetManager/Sample_Library_Services_Plan.pdf

Question: The three year process has ended, and recipients will have to reapply every year?

Answer: Yes. Please see slide 6 for information about recipients from previous years.

More information

- www.ims.gov
- http://www.ims.gov/applicants/nag_basic_nofo_2015.aspx
- James Lonergan and Mary Alice Ball
- NALSHelp@ims.gov

Check NOFO link!

Thank you!

