IMLS Native American Enhancement Grant Webinar 2013

Creating a Nation of Learners

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Office of Library Services

WELCOME!

What will we cover today?

1. **Background** information on IMLS and the Enhancement Grant Program

2. Where do you find the **Guidelines** for the Enhancement Grant Program?

3. What types of **Projects** have been funded?

4. What are the **Building Blocks** of a good proposal?

5. What are some **Common Problems** critiqued by reviewers?

6. What does the **Peer Review Process** entail?

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To begin, Kathy Mitchell will provide technical instructions on how you can participate in this webinar

After the webinar is over, you can email Kathy at kmitchell@imls.gov to request a PDF copy of this PowerPoint presentation and a copy will be added to the Enhancement Grant page of the IMLS website at:

http://www.imls.gov/applicants/detail.aspx?GrantId=16

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Institute of Museum and Library Services (IMLS)

1. BACKGROUND

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums.

The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement.

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IMLS Native American Library Services Enhancement Grant Program

Who is eligible?

- Federally recognized tribes and Alaska Native villages, village corporations, and regional corporations (BIA and ANCSA); and
- Tribes that have a current IMLS Basic Library Grant

- Note: Entities such as local public libraries, public school libraries, and tribal college libraries are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible Tribe.

When is the Enhancement Grant deadline?

- Enhancement Grants are due by 11:59 p.m. **March 1, 2013**, through Grants.gov

PLEASE NOTE THE EARLIER DEADLINE THIS YEAR!

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What are Enhancement Grants?

- They are **competitive grants** of up to $150,000 for one- or two-year projects.

- Enhancement Grants undergo a two-tiered peer review process with reviewers who have experience with tribal libraries and library services in general

- What types of activities can be funded with an Enhancement Grant? In accordance with the IMLS statute, funds can be used for:

- (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**
- (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**

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How many Enhancement Grants have been funded in recent years?

Year	No. of Apps	No. of Awards	Percentage of apps. funded	Total Enh. funding
2007	55	14	**25%**	$1,753,300
2008	38	15	**40%**	$1,894,281
2009	43	17	**40%**	$2,219,312
2010	46	17	**37%**	$2,030,562
2011	45	15	**33%**	$2,010,695
2012	47	14	**30%**	$1,644,268

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3. What types of projects are being funded?

- Developing prereading and early reading skills with focus on “families reading together”
- Digitization of unique archival collections and creating online digital collections
- Digitization of family and historical photos with accompanying oral interviews
- Storytelling projects—traditional and digital
- Digital literacy skills
- GED programs and jobseeking skills
- Collection development and programs to promote new collections
- Library automation and consortium participation
- Cultural activities centered around health issues and economic sustainability
- Traditional knowledge and language revitalization
- Genealogical projects and community building
- Bookmobiles to reservation communities
- Satellite mini-libraries in tribal facilities around the reservation
- Outreach to elderly and disabled
- Summer Reading and Book Clubs
- Introducing eBooks

Let’s get started….

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2. Where can I find more information about the Enhancement Grant Program?

IMLS Web page: www.imls.gov

You can find information on the program at

"Native American Library Services: Enhancement Grants"

http://www.imls.gov/applicants/detail.aspx?GrantId=16

and

the FY13 guidelines are available at

"Native American Library Services Enhancement Grants – FY13 Guidelines"

http://www.imls.gov/applicants/2013_na_library_enhancement_guidelines.aspx

The guidelines are web-based, so be sure to follow all the links in the guidelines to access all of the information about the grant opportunity.

It's your responsibility to read the guidelines carefully for details on what is required and how to complete and submit the application.

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nts/2013_na_library_enhancement_guidelines.aspx

2013 NA Library Enhancem...

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site search go

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Grant Applicants | Grant Reviewers | Grant Recipients | State Programs | Research | Resources | News | About Us

Grant Applicants

Program Guidelines

- Available Grants
- Eligibility Criteria
- Sample Applications
- Grants.gov
- **Program Guidelines**
  - Forms
- After You Apply
- Outcome Based Evaluation

Native American Library Services Enhancement Grants – FY 2013 Guidelines
Application Deadline: March 1, 2013 (NOTE NEW EARLIER DEADLINE)
(Projects must begin October 1, November 1, or December 1, 2013.)

Date Posted: December 6, 2012
Catalog of Federal Domestic Assistance (CFDA) Number: 45.311

Questions? See the Native American Library Services Enhancement Grants Web page for IMLS contact info.

Teletype (TTY/TDD) (for persons with hearing difficulty): 202-653-4614

Upon request, IMLS will provide an audio recording of this or any other publication.

Web Conferencing with Program Staff
IMLS staff are available by phone and through e-mail to discuss general issues relating to Native American Library Services Enhancement Grants. We also invite you to participate in one of two pre-application web conferences to learn more about the program, ask questions, and listen to the questions and comments of other participants.

The web conference schedule for the FY2013 Enhancement grant program is as follows:

Thursday, January 10, 2013, at 2 - 3 pm Eastern Time
Tuesday, January 22, 2013, at 2 - 3 pm Eastern Time

To participate in a web conference, a few minutes before it is scheduled to begin, log into: https://imls.megameeting.com/?page=quest&conid=FY2013_Enhancement_Grant_Webinar

Then, using any touchtone phone, call 1-866-299-7945. When prompted to enter a passcode, enter 9910420#./

IMLS Information

- About the Institute of Museum and Library Services
- National Initiatives

Guideline Contents

1. Introduction
2. Program Information
3. Eligibility
4. Registration Requirements
5. Preparing and Submitting an Application
6. After You Apply

Equal Opportunity
IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

Office of Management and Budget Clearance Numbers
Guidelines: OMB No. 3137-0029; Expiration Date: 9/30/2015.
Forms: OMB No. 3137-0071; Expiration Date: 9/30/2015.

How long should it take me to complete this application?
We estimate the average amount of time needed for one applicant to complete the narrative portion of this application to be 40 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

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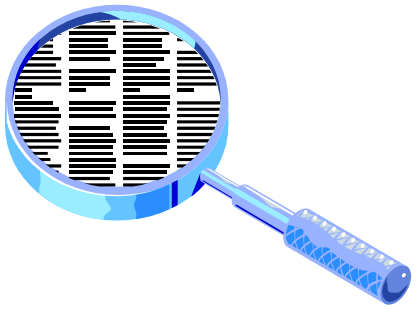
First, there are two simple rules to remember…

RULE NO. 1

READ THE GUIDELINES ***CAREFULLY and COMPLETELY***

They provide:

- 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
- The review criteria that will form the core of your application narrative and that will guide reviewers on what to look for in your proposal



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RULE NO. 2

CALL OR EMAIL us if something is unclear in the guidelines or if you want to talk about your application or project ideas…. Please note that we are not able to review draft applications.

For both general and project-related questions:

Contact **Alison Freese**

- (202)653-4665
- afreese@imls.gov

For general questions relating to guidelines and application requirements:

Contact **Kathy Mitchell**

- 202-653-4687
- kmitchell@imls.gov

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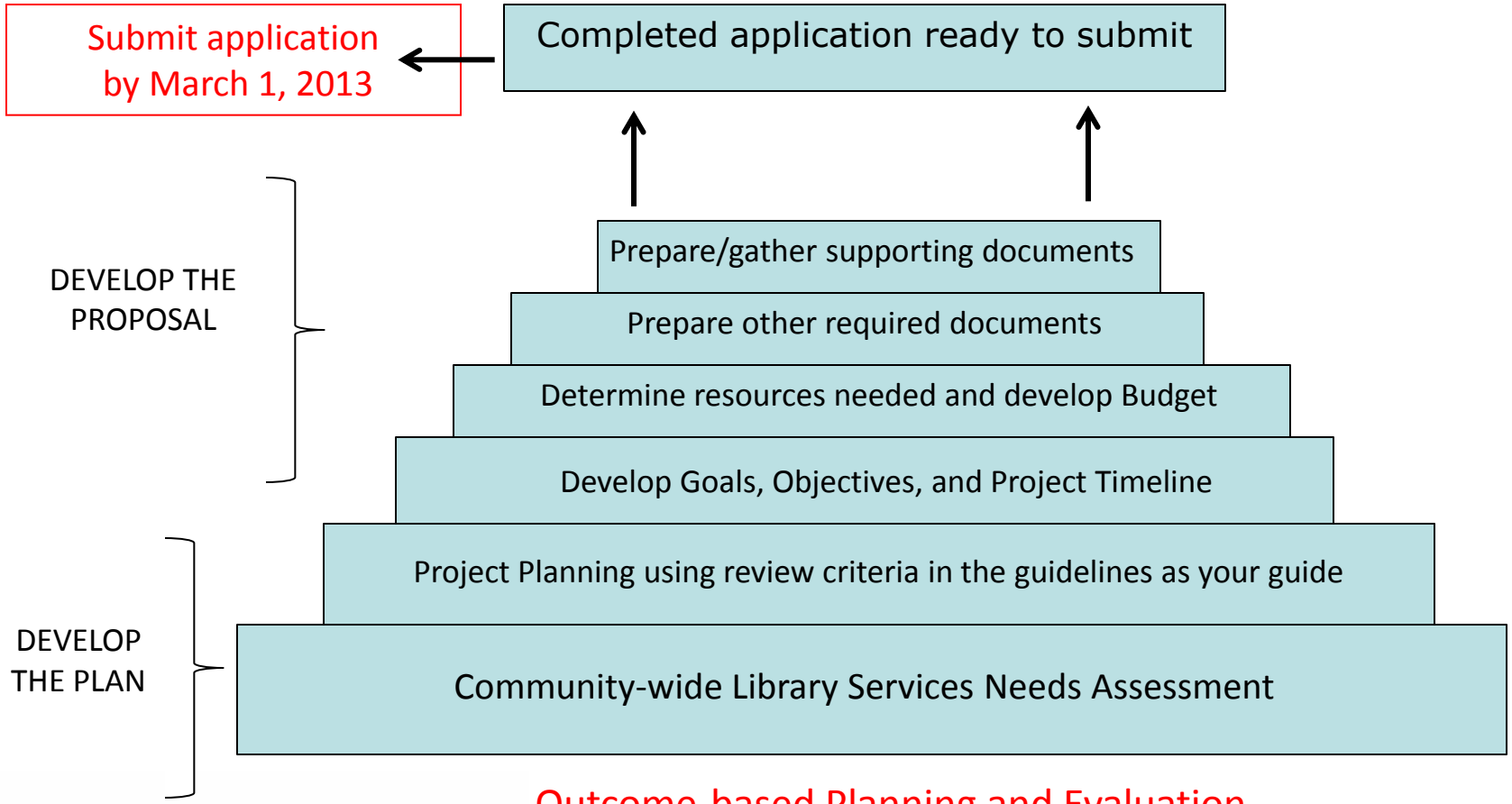
4. THE BUILDING BLOCKS OF YOUR APPLICATION



Outcome-based Planning and Evaluation

Online Tutorial available at http://shapingoutcomes.org/course/index.htm

"Shaping Outcomes: Making a Difference in Libraries and Museums"

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The First Foundational Building Block is a Community-wide Library Services Needs Assessment

Start now! Use informal conversations, surveys, focus groups, one-on-one discussions, community meetings, and however else you communicate with all community members (not just library users)

For baseline information to measure success at end of project, you can ask questions like:

- What services do you use now at the library?
- What does the library do well ?
- Why do you come to the library? or Why don't you come to the library?

To help with determining priorities and a focus for your project, you may want to ask:

- What could be improved in our library services?
- What services would you like to see in the future?
- What do you think should be the library's #1 priority in the next two years?
- If you don't come to the library, what services could we offer that would bring you in?

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The Second Foundational Building Block is Project Planning

Compile the information from your needs assessment and sift through for priorities that emerge. What are the one or two needs that rise to the top?

Then ask:

- Do these community priorities fit the library's mission?
- Is this something that is appropriate for the library to do?
- Will you need strategic partners to be successful?

The next question is:
What change do we want to see as a result of this project?

- Why are we doing this? What is the purpose? What change are we trying to bring about?
- What benefit will it bring to the community?
- What group or groups will we be targeting?
- How will we tailor project activities to meet the needs of particular age groups or particular interests?

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Review What You've Learned So Far

- You've defined the priority need(s) and the audience(s)
- Usually some creative ideas and solutions will have surfaced in your conversations with community members and potential project partners
- Now, which solution would be the best way to address the identified need and bring about the desired change?

What are your options?

- Research various options. Who can we talk to for advice? Are there experts who can guide us? Let's check back with community members to bounce our ideas off them.

- What are the current best practices for this type of project? What are other libraries doing that works well?

- What resources will we need to be successful? Will we be able to find these resources in our area? What staffing, consultants, equipment, services, etc. will we need?

- Can we come up with a project that is realistic and doable?

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Turning your solution into a program

Go to:
http://www.imls.gov/applicants/2013_na_library_enhancement_guidelines.aspx

Use the four review criteria in the guidelines to begin outlining what the project will look like. Begin to draft your Narrative…

Use these as your four section headings:

1. Introduction and Assessment of Need
2. Project Goals and Expected Results
3. Project Design and Required Resources
4. Evaluation Methods, Dissemination, and Sustainability

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1 . Introduction and Assessment of Need (2 pages suggested)

- Briefly describe your community…
- Describe the current role of the library in the community…
- Describe the purpose of the proposed Enhancement Grant project as it relates to a specific need… For example:

  Our Enhancement Grant project is designed to enhance the knowledge of tribal history and culture in our community. In our needs assessment, both children and adults wanted to learn about our history through engaging, hands-on, informal methods that integrate an intergenerational community-building approach.

- What type of assessment was conducted to identify this need as a priority for the library? Why do you consider your approach to be the best solution to meet the needs of the targeted audience? For example:

  - We conducted a needs assessment in January 2013 that involved…
  - It was determined that a top priority in this needs assessment was…
  - We have tailored our project to meet this need by providing….

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2. Project Goals and Expected Results (1½ pages suggested)

- Describe the goal(s) that will be established to guide your project to completion.

  Example of a goal: Our goal is to develop strong programs and services that enhance the community's knowledge and appreciation of our tribal history and culture

- What results do you want to see at the end of the project period? In other words, what new knowledge, skills, attitudes, or behaviors do you expect to see in your audience?

  Example of results: Community members will report and be able to demonstrate that their knowledge and appreciation of tribal history and culture has significantly deepened.

3. Project Design and Required Resources (3 pages suggested)

Example of activities:

- **Provide a gathering place** for formal and informal workshops on local history and traditional arts and crafts
- **Develop a specialized collection** focusing on tribal history and culture, including oral interviews of our elders
- **Provide a series of readings by local authors, a youth poetry slam, and discussions** based on resources in our new special collection
- **Produce a bilingual digital book of local tribal and family history** by community members, illustrated by local artists

- For each project activity, describe in narrative form the specific resources you will need to achieve success. Also describe in the narrative how you will carry out the activities and services you are planning. Develop a timeline of activities for each activity as well

- Under each of these activities, you will describe the **Who, What, When, and Where**

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STOP!
ARE YOU CREATING DIGITAL PRODUCTS???

- Go to: http://www.imls.gov/applicants/projects_that_develop_digital_products.aspx to access the required form for projects that will:
  - Convert Non-Digital Material to Digital Format (for example, **text or photos**)
  - Repurpose Existing Digital Content (such as **creating a website** to access your digital collections)
  - Create New Digital Content (including **videotaping or audiotaping** oral histories or cultural presentations, for example)

Don't try to do this on your own if you have no experience with creating digital products.

Seek expert advice to help with planning your project.

(local university or community college perhaps)

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4. Evaluation Methods, Dissemination, and Sustainability (1½ pages suggested)

Evaluation Methods:

- How will you know whether this project was successful?
  - The answer will be in the power of the stories that you hear from participants when you ask "What has changed for you?" "How has our project made a difference in your life?"

- How will you measure it?
  - What information will be collected during the project to compare with the baseline data to determine these changes? How often will you collect it?
  - What data sources will you use? (Data sources can include surveys, interviews, or informal feedback.)
  - During the project, what interim benchmarks will be established to ensure that the project stays on track?

Dissemination:

- Local: radio, newspaper, TV outlets, and community meeting venues to get the word out to the community
- National: conferences, national publications, web sites, or blogs, etc. to get the word out to a broader audience

Sustainability:

- What specific, viable alternative funding sources are you considering to continue your project after the end of federal funding?
  - Research tribal funds, local foundations, Foundation Center resources, fundraising opportunities. BE SPECIFIC, to show that you have done your homework. Who would fund this type of activity?

Using the Draft Narrative, go back and begin to flesh out the Project Budget

What will all of this cost?

What do we need and why do we need it?

1. Salaries and Wages
2. Fringe Benefits
3. Consultant Fees
4. Travel (project-related only)
5. Supplies and Materials
6. Services
8. Other Costs

Will the Tribe or any partners be able to provide some cost share to show their commitment to the project? (Cost share isn't required in this program, but encouraged. If included, evidence of meeting the proposed cost share is required in financial reports.)

Now complete the Budget Form and Budget Justification….

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Other required documents

- One-page Abstract—Write this LAST when you really know what you are doing!
- Program Information Sheet (IMLS form) (follow instructions in the guidelines—very little information is required from Enhancement Grant applicants)
- Schedule of Completion (sample in guidelines)
- List of key project staff and consultants
- Resumes of key project staff and consultants (not to exceed 2 pages each)

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What other "conditionally required documents" do you need?

You may need:

- Federally negotiated indirect cost rate current as of Sept. 2013? (not required if 15% administrative fee is requested)
- Partnership statement if there are formal partners in your project?
- Specifications for Projects that Develop Digital Products Form, Part I and II?

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Important supporting documents can include:

- Letters of commitment from consultants, partners, or other groups you will work with
- Letters of support
- Long-range Plan (no longer a required document for the Enhancement Grant application)
- Vendor quotes for equipment, furnishings, other large purchases
- Equipment specifications
- Summary of needs assessment findings

TIP: Don't submit your application without some strong supporting documents!

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BEFORE YOU SUBMIT YOUR APPLICATION

YOU NEED TO GET SOME FEEDBACK, DO REVISIONS, AND THEN SUBMIT

- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, grammar, and spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Coordinate with tribal administration to submit all application components through Grants.gov *before the deadline*

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Common Problems

- **No evidence that the community has had input into this project—**
  - Reviewer reaction: "I don't see where the community was consulted on this project."

- **Trying to do too much—**
  - Reviewer reaction: "One person can't do all that."

- **Vague or incomplete responses to review criteria in Narrative section** leaving too much for the reviewer to assume—
  - Reviewer reaction: "How are they going to do that?"

- **No or only weak supporting documents—**
  - Reviewer reaction:
    - "You say the community wants this project, but there are there no letters backing up that statement." or
    - "You plan to digitize your archives and are requesting $100,000 for equipment, but there is no inventory of the collection or analysis of the condition and various formats of materials in the collection to determine actual equipment needs." or
    - "The support letters are all exactly the same, just signed by different people."

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THE PEER REVIEW PROCESS

- **Deadline is March 1, 2013**
- **Step 1: 3 weeks processing at IMLS**
- **Step 2: 1 month for Field Review**
- **Step 3: 2 weeks processing at IMLS**
- **Step 4: 1 month Panel Review**
- **Step 5: Panel Review Meeting**
- **Step 5: Final funding decisions by IMLS Director and 3 weeks final processing**
- **Announcement in September**

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- Questions?
- Comments?

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