



NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar

March 12, 2020

What will we cover today?

- General information about IMLS NH Library Services Grants
- What types of projects are funded?
 - Sample applications
- Key questions to address in your proposal
- Key components of your application package

We will rely on you to read the Notice of Funding Opportunity (NOFO) carefully for details on what is required and how to complete the forms and submit the application.



General Information



Native Hawaiian Library Services Grants

Program Goals

- Project-based grants to carry out activities that enhance existing library services or implement new library services.

Deadline

- May 1, 2020

Amount and Length

- Up to \$150,000 for up to two years

Cost Share

- Not required

Eligibility

- Nonprofit organizations that primarily serve and represent Native Hawaiians

The Native Hawaiian Library Services Grants are competitive grants for up to two years and up to \$150,000 thousand dollars. Cost share is not required. To be eligible for this program, you must be a nonprofit organization that primarily serves and represents Native Hawaiians as the term is defined in 20 U.S.C. § 7517. The term “Native Hawaiian” refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii. Please see the NOFO regarding documentation you need to submit to support an eligibility determination. Also, you must have an existing library with regularly scheduled hours, staff, and materials available for library users. If you are an ineligible institution, we encourage you to partner with an eligible institution on a project. While you cannot be the lead applicant, you may apply through a partnership with an eligible institution and receive funding to support activities in that manner.

- Anticipated number of awards: 3-4
- Average amount of funding per award experienced in previous years: \$148,500
- All awards must begin on September 1st.
- Anticipated period of performance is September 2020–August 2022. Project activities may be carried out for up to two years.



Native Hawaiian Library Services Grants

<https://www.ims.gov/sites/default/files/fy20-ols-nh-nofo.pdf>

Be sure to follow all the links in the NOFO!

When is the deadline?

- Applications are due by 11:59 p.m. eastern time May 1st
- All Applications must be submitted through Grants.gov

You can find the Notice of Funding Opportunity on our website. Make sure to read the NOFO carefully and follow all the links.

Application Checklist

D2a. Table of Application Components

Component	Format	File name to use
Required Documents Please see the guidance in Section D2c for more information.		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-4245)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Library Information Form	Grants.gov form	n/a
Organizational Profile (one page max.)	PDF document	Organizationalprofile.pdf
Narrative (eight pages max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS 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 Who Appear on the List Above (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents Please see the guidance in Section D2c for more information.		
Proof of Private, Nonprofit Status	PDF document	Proofnonprofit.pdf
Final Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Product Form	IMLS PDF form	Digitalproduct.pdf
Supporting Documents Please see the guidance in Section D2c for more information.		

[Information that supplements the narrative and supports the project description provided in the application](#)

PDF document

Supportingdoc1.pdf

Supportingdoc2.pdf

Supportingdoc3.pdf

D2b. How should we format, name, and sequence the application components?

Document format: Aside from the SF-4245, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents. Please do not submit Word documents as your application will be rejected by Grants.gov.

Page limits: Note page limits listed in the table above. We will remove any pages over the limit, and we will not send them to reviewers as part of your application.

Naming convention: Use the naming conventions indicated in the table above. IMPORTANT: You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application may be rejected.

Attachment order: In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the "Attachments Form" first. Attach any additional application components using the "Other Attachment File(s)" boxes.

Complete applications: Use the table above as a checklist to ensure that you have created and attached all necessary application components.

D2c. Instructions for Required Documents

1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-4245)

The SF-4245 is part of the application package that you complete in the Grants.gov Workspace.

[Click here for instructions on completing the SF-4245.](#)

[\(Back to Table of Application Components\)](#)

2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in the Grants.gov Workspace.

Write the Abstract in a concise narrative format for experts as well as a general audience, and save it as a PDF. If your proposal is selected for funding, your application, including but not limited to the Abstract, may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information. Address the following:

- a. Who is the lead applicant and, if applicable, who are the formal collaborators?
- b. What do you plan to accomplish and why?

P.8 and p.9 of the Notice of Funding Opportunity includes a table that lists all of the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all the documents you will need to submit by May 1st. You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one document.



Application Components

- Application cover form (SF-424S)
- IMLS Supplementary Information Form
- IMLS Library Information Form
- Organizational Profile
- Narrative (8 pages, max.)
- Schedule of Completion
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes (of people on list)

All documents must be saved and submitted in PDF format!

So please make sure you include (list). Proof of nonprofit status and your federally negotiated indirect cost rate agreement – if you plan to use one – are conditionally required. And, if you are creating any kind of digital product, which we will talk more about, you must submit the Digital Product Form, which is also considered a conditionally required form. (That means it is required if any funds are being used to create any kind of digital product like a web site or digital histories).



Project Categories

- Preservation and Revitalization
- Educational Programming
- Digital Services

State your selected project category in both your proposal abstract and narrative.

In addition to including all of the required application components, successful proposals will align with one of three project categories (list names). I will go over each of these categories in the next few slides. It's important to note that you should make sure your project aligns with one of these three categories and that you should state your selected project category in both your proposal abstract and narrative.



Preservation and Revitalization

Preservation and Revitalization projects focus on the preservation and revitalization of Native American language and culture through use of efficient and effective strategies and incorporation of strategic partnerships. Activities include preservation of content of unique and specific value to the community, following established best practices and standards.

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Educational Programming

Educational Programming projects include programs for library patrons and community-based users related to a specific topic or content area through development, implementation and evaluation of classes, events, tools, resources, and/or other services. Emphasis should be placed on the needs of learners and appropriate teaching and facilitation approaches and curriculum development.

Educational Programming projects include programs for library patrons and community-based users related to a specific topic or content area through development, implementation and evaluation of classes, events, tools, resources, and/or other services. Emphasis should be placed on the needs of learners and appropriate teaching and facilitation approaches and curriculum development.



Digital Services

Digital Services projects feature activities dedicated to the establishment and refinement of digital services and programs related to infrastructure, platforms, and technology, in general. Proposals for digitization projects should include plans for preservation of and access to the resulting digital objects and/or implementing digital library tools to provide services to Native Hawaiian communities.

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How are awards determined?

- Competitive grants undergo a peer review process with reviewers who have experience with Native libraries.
- Reviewers evaluate applications according to the criteria identified in the program guidelines.
- The IMLS Director makes funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

Grant proposals go through peer review. Reviewers will read your proposals and evaluate them to make sure you have responded to the Notice of Funding Opportunity and that your proposed project has potential for success. We will present the reviewers' comments and scores to the IMLS Director who will then make funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency. We expect to make 3 to 4 awards for a total amount of about \$550,000.

What types of projects are funded?



What types of projects are funded?

- provide culturally-appropriate organization and representation within library catalogs and other digital collections; improve access for Native Hawaiian users; allow use of the first controlled Hawaiian vocabulary developed for Hawaiian digital repository
- support native Hawaiians' needs for cultural education and workforce development by creating a geo referenced dataset for native Hawaiian plant collections and Hawaiian restoration areas and training of staff to catalog and document plant collections and associated data
- digitize collections for access via the internet and present programs on each island to demonstrate the use of the new resources; make important family documents available and create workshops to create awareness of the holdings and teach community members how to use technology to access the holdings

- In the past we have funded (list).

What types of projects are funded?

File Edit View Favorites Tools Help

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Museum and Library
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ISSUE + Grants + Awarded Grants Search

Awarded Grants Search

Grant Program Native Hawaiian Library Services X	Program Categories - Any -	Institution Name	City
State - Any -	Recipient Type - Any -	Issue Areas Choose some options	Keywords
Log Number	Fiscal Year 2018	Sort Options Fiscal Year	Apply

Showing 1 through 3 of 3 results

Download CSV Download DOC

World Indigenous Nations University- Hawai'i Pasifika

Log Number: NG04-18-0218-18
Fiscal Year: 2018
Award: \$148,787.00
Recipient Type: Library

The World Indigenous Nations University Hawaii Pasifika (WINUHP) in partnership with ULUKAI: Hawaiian Electronic Library at the University of Hawaii at Hilo, N7 Hawaii Iim Loa, the Hawaiian Librarian Professional Association, and Hawai'insulakea: School of Hawaiian Knowledge at the University of Hawaii at Mhoo, will implement the Lau 7 Lau ka Iie project to provide culturally-appropriate organization and representation within library catalogs and other digital collections. The project will improve access for Native Hawaiian users, particularly Hawaiian language speakers, information professionals, and the Hawaiian community as a whole. Lau 7 Lau ka Iie includes development of a work plan and best practices for creating collaborative, community-driven controlled vocabularies across collections using appropriate cultural protocols with the goal of allowing users to be able to use the first controlled Hawaiian vocabulary developed for Hawaiian digital repositories.

● To get a better idea about how to align your project with the three categories, you can use our Awarded Grants Search. Starting on the IMLS home page you click on grants at the top of the page and then click on Awarded Grants Search. From here you can find “Native Hawaiian Library Services” in Program Categories and then type “2019” into the Fiscal Year and then hit apply. For now, all of the grant proposals that were submitted in 2017, 2018, and 2019 that were funded can be found using this search. Once you click Apply, you’ll find what we call the blurb or a short paragraph for each one and under that blurb, there is a PDF document you can download, which is the Abstract, Proposal Narrative, Schedule of Completion, and Digital Product Form, if any, for each funded project.

Sample Applications

The screenshot shows the website interface for the Institute of Museum and Library Services. At the top, there is a dark blue header with the text 'Sample Applications'. Below this is a navigation bar with a menu: File, Edit, View, Favorites, Tools, Help. The main header area includes the Institute of Museum and Library Services logo, a search bar, and a navigation menu with links for About, Grants, Our Work, Data, News, and Contact. A breadcrumb trail reads: Home > Grants > Apply for a Grant > Sample Applications. The main content area is titled 'Sample Applications' and lists various categories of sample applications, each with a list of PDF documents and their file sizes. A green arrow points to the 'Sample Applications' link in the left-hand navigation menu.

File Edit View Favorites Tools Help

INSTITUTE of Museum and Library SERVICES

About Grants Our Work Data News Contact

Home > Grants > Apply for a Grant > Sample Applications

Sample Applications

Museums for America

Learning Experiences

- Matthes Child Museum (PDF, 1.14 MB)
- New York Historical Society (PDF, 394 KB)
- Walker Art Center (PDF, 611 KB)
- Oakland Museum of California (PDF, 576 KB)
- Ferns Museum (PDF, 292 KB)
- New Bedford Whaling Museum (PDF, 450 KB)
- Muzium (PDF, 1 MB)
- Oregon Museum of Science (PDF, 576 MB)
- Artory Center for the Arts (PDF, 485 MB)
- Brooklyn Botanic Garden (PDF, 402 KB)

Community Anchors and Catalysts

- Detroit Art Museum (PDF, 619 KB)
- Chicago History Museum (PDF, 803 KB)
- Woodland Park Zoo (PDF, 850 KB)
- Eldersburg (PDF, 1.2 MB)

Collections Stewardship and Public Access

- Missouri Historical Society (PDF, 1.1 MB)
- Museum of the City of New York (PDF, 3.23 MB)
- South Carolina State Museum (PDF, 810 KB)
- Arizona State Museum (PDF, 542 KB)
- Bechtle Art Museum and Graphic Arts Archive (PDF, 361 KB)
- Marshall M. Fredericks Southerns Museum (PDF, 120 KB)

- We also have sample applications for each category type. If you go to Grants and then Click on Apply for a Grant, you will see “Sample Applications.” When you click on that, a list of sample applications will pop up. You have to scroll all the way down and then you will see a sample application for each of the project categories.

Sample Applications

Native American Library Services: Basic Grants

The Abstracts for recently awarded grants in this program are available online. Search or browse through the [MILS Awarded Grants Search](#).

Native American Library Services: Enhancement Grants

Preservation and Revitalization of Language and Culture

- [Huna Totem Corporation \(HTC\) \(PDF 412KB\)](#)
- [Crow Tribe of Indians \(PDF 281KB\)](#)

Digital Services

- [Little Traverse Bay Bands of Odawa Indians \(PDF 485KB\)](#)

Educational Programming

- [Pensacola Indian Nation \(PDF 470KB\)](#)
- [Ak-Chin Indian Community \(PDF 1.39MB\)](#)

Native Hawaiian Library Services

- [Hula Preservation Society \(PDF, 331 KB\)](#)
- [Epa'āhāna Kuāiāia \(PDF, 779 KB\)](#)
- [Sample Narratives \(PDF, 336 KB\)](#)



Contact Us

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- Here's the bottom of the web page, so you can see what that looks like.



**Key questions to address
in your proposal**



Abstract

- Who is the lead applicant and, if applicable, who are the formal collaborators?
- What do you plan to accomplish and why?
- What is the time frame for the project?
- What community needs will the project address?
- Who is the intended audience for the activities?
- What are the specific project activities, goals, outcomes, results, and products?
- If applicable to the project, what are the intended outcomes for audience members in terms of measurable changes in understanding, interest, and confidence?
- Which of the project categories does your proposal align with?

There are key questions to address in the abstract which is part of the IMLS Supplementary Information Form.

(Read the questions)

If your proposed project is selected for funding, your abstract may be published online. As such, it must not include any sensitive or confidential information.



Statement of Need

- Who is your audience?
- What are your audience's needs?
- What is the role of library in the community?
- What is the purpose of this project relative to the needs?
- Any assessments?

In your statement of need, tell the reviewers:

- Who is your library's audience? Include information about population profile, location, economy, educational levels, languages, culture, and other characteristics that you consider important.
- What specific need will be addressed through your project? Do other projects exist that help to answer their needs? How is what you are proposing different or building on other work and best answering your audience's needs?
- What is the current role of the library in the community and what services does it provide (e.g., mission, goals, hours and days of operation, staffing, size and content of collection, number of registered patrons, circulation statistics, computer technology, Internet connectivity and access, public programs offered, etc.)?
- What is the purpose of the proposed grant project as it relates to the specific need that you have identified? What specific audience(s) will the library serve with this project (e.g., particular age groups, underserved community members, other types of target audience)?
- What type of assessment was conducted to identify this need as a priority for the library? Describe the results of the assessment, including baseline data that can be used to compare with final results to determine the project's success. Why do you consider your approach to be the best solution to meet the needs of the targeted audience?



Project Design

- What is your work plan?
- What activities are involved?
- Any planning/preliminary work?
- What's your rationale?
- Any digital content?

The section on your project design should be very clear. Tell the reviewer:

●What is your proposed work plan? What are your performance goals and objectives; specific project questions; conceptual design and processes for your project (framed within the context of this funding opportunity)?

●What are the activities required to implement the project? What are the roles and commitments of partnering organizations, if applicable?

●Did you engage in any preliminary work or planning? If the project or one closely related to it has been supported by IMLS or other funding agencies, what has been accomplished and to what degree has the project met its established goals? (List any print or electronic publications produced so far, with web addresses, information about or statistics on use, and other relevant information. Submit this list as a Supporting Document if necessary).

●If applicable, what is your rationale for using any procedures that deviate from accepted practice? Will results be compatible with other resources that follow existing standards?

●Does your project include any digital content, resources, assets, software, or datasets? If so, be sure to fill out the Digital Product Form. Examples of digital products include any data visualizations that are informing the project work, online materials (such as webpages about the project), digital content products, or images.



Impact

- What are your goals and outcomes?
- What are the benefits?
- How will you measure progress?

In terms of impact:

- What are the intended goals and outcomes of the project? Specifically, what are the goals that will guide your project to completion? (Goals are broad statements that should guide your design of programs, choice of projects, and management decisions). What results do you want to see at the end of the project period?
- How will the project specifically benefit the individuals or groups that you serve? For example, what new understandings will participants gain? Do you expect increased interest and/or confidence in particular areas among audience members?
- How will you measure progress toward achieving your goals? How do you know you will have reliable information on which to judge impact or base actions? Are there any expected risks?



Communications Plan

- What's your plan?
- Who is responsible?
- Is there supporting documentation?

- What is your communications plan? For example, Who is your audience and how do you plan to reach them? How will you share results, products, models, findings, processes, benefits, and lessons learned from the project openly and effectively?
- What are your plans for community building and/or audience engagement via discussion, involvement, collaboration, or adoption throughout the project lifecycle? For example, how will you seek and obtain feedback from various stakeholders?
- Who is responsible for outreach, promotion, and dissemination?
- What are your plans for creating supporting documentation of digitized collections, software, information systems, or other technology tools, if applicable?



Sustainability

- What happens after the grant ends?
- Will there be systemic change?
- Are there digital product-related plans?

- How will you continue to support the project, its results, and/or new models that are created beyond the grant period? For example, will there be ongoing institutional and/or community support of project activities or products? Do you have demonstrated buy-in from potential stakeholders?
- How will the project lead to systemic change within your community?
- What are your plans for sustaining any digitized collections, software, and supporting documentation, information systems, and other technology tools?



Key components of your application package



Budget

1. Salaries and Wages
2. Fringe Benefits
3. Travel (project-related only)
4. Supplies, Materials, and Equipment
5. Contracts and Subawards
6. Student Support
7. Other Costs

- You'll also need to include a budget...



Supporting Documents

- Letters of commitment from consultants, partners, or other groups you will work with
- Letters of support
- Long-range plan
- Vendor quotes for equipment, furnishings, other large purchases
- Equipment specifications
- Summary of needs assessment findings

● You can choose to include...



The Application Package

- Make sure to submit a complete application with all required documents.
 - *Table of Application Components*
- Don't forget all key personnel listed must have resumes
- Check list of conditionally required documents, for example, Digital Product Form
- Federally Negotiated Indirect Cost Rate Agreement (if applicable)
 - The indirect cost rate at the time of the award stands until the end.
 - Cost rate agreement must extend through September 2020.
- Supporting documents might include needs assessments, letters of support, plans or reports.



Before you submit the application

- Get some feedback and revise
 - Send your program officer a draft for review
 - Schedule a time to talk by phone
- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Coordinate with administration to submit all application components through [Grants.gov](https://www.Grants.gov) *before the deadline*



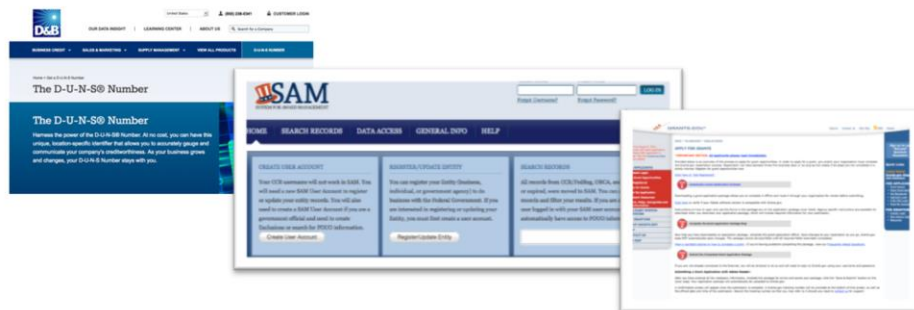
Grants.gov

- IMLS can only consider proposals submitted through grants.gov by the deadline.
- All proposals must 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.
- Registrations can take several weeks for approval, do not delay.
- These are federal requirements and cannot be waived by IMLS.
- Make sure all documents are PDFs!

Tips

Register early!

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



- Please register early! There are three places where you must register your organization in order to be able to submit a proposal—DUNS, SAM, and Grants.gov.
- SAM (System for Award Management) replaced CCR (Central Contractor Registration) in recent years. Important to keep in mind here is that your SAM registration is good for one year and must be renewed. It takes time to process the renewal, so we recommend checking your status early on. If it's not your job to track your SAM registration, become best friends with the person at your organization whose job it is so you can make sure this is in place.
- Grants.gov, of course, is the portal through which you will file your application. Allow at least two weeks for the registration process here, and even if you know you're registered, make sure you know who is authorized for your institution and make sure they know their password. Staff change, people retire, and passwords get misplaced. In fact, if you don't know for absolutely sure that this is all in place now, I'd recommend checking on it as soon as we get done today. Again, it's not something you want to be trying to accomplish anywhere close to May 1st.



Review Process

- Applications submitted by May 1st, 2020
- Eligibility and completeness check
- Field Review
- Review processing and analysis
- Final funding decisions by IMLS Director
- Announcement in August*
- **NEW: ALL PROJECTS START SEPTEMBER 1, 2020**



Reminder

“We make grants only to **eligible** applicants that submit **complete** applications on or before the **deadline.**”



Contact Us

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- For questions about eligibility, your project narrative and project activities, the Digital Product Form, your Budget, including allowability of costs, please contact:
 - Anthony Smith
- For questions about application requirements and deadlines, please contact:
 - Sarah Boonie



Questions?

Q&A