



# Applicant Webinar

Native American Library Services Basic Grants

- **Audio:** You may play the audio on your computer or via phone. Call **1-888-272-8702**. When prompted, enter **2053175#**.
- **Recording:** After the webinar, a recording will be available on our website.
- **Slides:** To download these slides, click File, then Save, and select Whiteboard. Be sure to save the slides as a .pdf!
- **Questions:** Type your questions 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.*

# What Will We Cover Today?

- Discuss IMLS and Native American Library Services Basic Grants program
- Review eligibility requirements
- Talk about application process
- Review application components
- Provide tips for applicants



**IMLS**

# About IMLS

## Who are we?

- IMLS is the primary source of federal support for the nation's libraries and museums.

## What do we do?

- We make **grants**, **convene groups**, **conduct research**, and **publish** in order to build the capacity of museums and libraries to serve the public.

## Who is eligible to apply for IMLS grants?

- Varies by program but includes libraries; museums; colleges and universities; organizations that serve libraries and museums; federally recognized Native American tribes; organizations that serve Native Hawaiians





# IMLS Vision and Mission

**VISION:** A nation where museums and libraries work together to transform the lives of individuals and communities.

**MISSION:** The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

# IMLS Strategic Plan

**Goal 1, Promote Lifelong Learning:** IMLS supports learning and literacy for people of all ages through museums and libraries.

**Goal 2, Build Capacity:** IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.

**Goal 3, Increase Public Access:** IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.



<https://www.imls.gov/about-us/strategic-plan>



# IMLS Authorization and Budget

IMLS was reauthorized in 2018 by the Museum and Library Services Act.

The IMLS FY20 budget is \$252 million.

\$5.3 million is allotted for Native American Basic and Enhancement and Native Hawaiian Library Services Grants.



# Native American Library Services Basic Grants

# Native American Library Services Basic Grants

<b>Program Goals</b>	Support existing library operations and maintain core library services. Also provide funding for continuing education of library staff or hiring of consultant to do a library assessment. Non-competitive.
<b>Deadline</b>	April 1, 2020
<b>Amount and Length</b>	\$6,000 - \$10,000 (up to \$3,000 for Education/Assessment activities) – One year
<b>Cost Share</b>	Not required
<b>Eligibility</b>	Federally recognized tribes; Alaska Native villages and corporations

# Eligibility Requirements

# Who is Eligible?

- **Indian tribes** are eligible to apply for funding under the Native American Library Services Basic Grants Program.
- For purposes of funding under this program, “Indian tribe” means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which 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. A list of eligible entities is available from the Bureau of Indian Affairs

# Partners

- The applying institution **MUST BE** the tribe itself.
- Partners may be involved and staff from partner organizations may serve as project directors.
  - Libraries
  - Schools
  - Tribal colleges
  - Departments of education
- The tribal community is directly served and benefits from grant activities carried out by the partner(s).

# Library

- You must be able to document an existing library that meets, at a minimum, three basic criteria:
- regularly scheduled hours
- staff
- materials available for library users

# Application Process

# Notice of Funding Opportunity

All application requirements and instructions can be found in the Notice of Funding Opportunity on our website:

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

**Remember this #  
for Grants.gov**



## NATIVE AMERICAN LIBRARY SERVICES BASIC GRANT

### FY 2020 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Native American Library Services Basic Grant
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	NAG-BASIC-FY20
Catalog of Federal Financial Assistance (CFDA) Number:	45.311
Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 1, 2020.
Anticipated Date of Notification of Award Decisions:	July 2020 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Projects must begin on August 1, 2020.

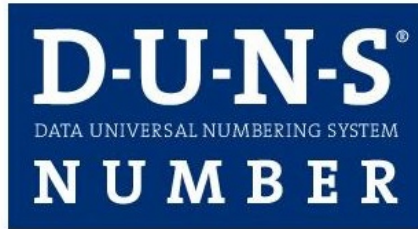


# Before You Apply

- Read the Notice of Funding Opportunity, and download the current versions of the application forms from it.
- Acquire a D-U-N-S® Number for your institution, if you don't already have one: [www.dnb.com](http://www.dnb.com)
- Register your institution with the System of Award Management (SAM), or ensure your existing SAM registration is active: <http://www.sam.gov/>
- Create a Grants.gov account for your institution, or ensure your existing Grants.gov account is active: <http://www.grants.gov/>



# Check your registrations early!

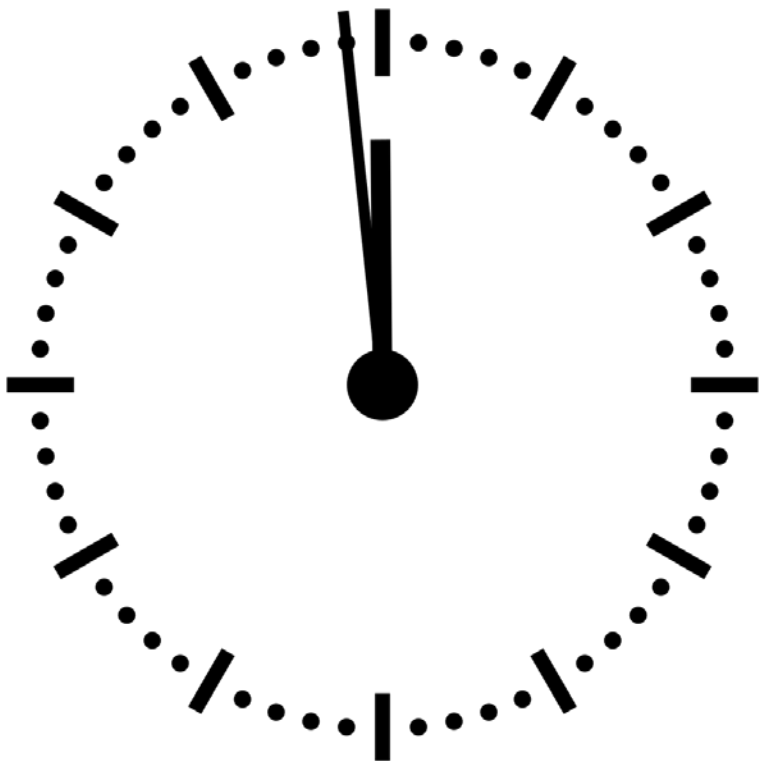


You need all three:

- SAM.gov expires every year.
- Grants.gov passwords expire every 60 days.
- Grants.gov accounts are deactivated after 365 days of inactivity.



**Submit the application on time.**



**11:59 pm**  
**Monday**  
**April 1, 2020**

# Application Components

# Table of Application Components

- Serves as a checklist
- Identifies document formats and naming conventions

**NEW!**



**D2a. Table of Application Components**

Component	Format	File name to use
<b>Required Documents</b> <a href="#">Please see the guidance in Section D2c for more information.</a>		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">Library Services Plan Narrative</a> (three pages max.)	PDF document	Plan.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<b>Conditionally Required Documents</b> <a href="#">Please see the guidance in Section D2d for more information.</a>		
<a href="#">Digital Product Form</a>	IMLS PDF document	Digitalproduct.pdf

# Application Components

- Application (SF-424S)
- IMLS Supplementary Information Form (NEW!)
- Library Services Plan
- IMLS Budget Form
- Digital Product Form, if applicable

**All documents must be saved and submitted in PDF format!**

# Grants.gov

- **Grants.gov Online User Guide:**

- <https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>

- **Grants.gov Blog:**

- <https://blog.grants.gov/2017/09/25/7-online-user-guide-articles-to-get-you-started-with-workspace/>

- **Grants.gov YouTube Channel:**

- <https://www.youtube.com/user/GrantsGovUS>

- **Grants.gov Support:**

- <https://www.grants.gov/web/grants/support.html>
- Email: [support@grants.gov](mailto:support@grants.gov)
- Toll-Free Phone Number: 1-800-518-4726

# Search for the Grant

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The 'SEARCH GRANTS' section is active. On the left, there are filters for 'BASIC SEARCH CRITERIA' (Keyword(s), Opportunity Number, CFDA), 'OPPORTUNITY STATUS' (Forecasted, Posted, Closed, Archived), 'FUNDING INSTRUMENT TYPE' (All Funding Instruments, Grant), and 'ELIGIBILITY' (All Eligibilities). On the right, there are search options for 'SORT BY' (Relevance (Descending)) and 'DATE RANGE' (All Available). A search bar at the top right contains the text 'Grant Opportunities' and 'NAG-BASIC-FY20', which is circled in red. Below the search bar, a table displays the search results.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
NAG-BASIC-FY20	Native American Library Services Basic Grant	IMLS	Posted	12/04/2019	04/01/2020

Use the **Funding Opportunity Number** found in the NOFO to search Grants.gov.



# Download the Grant Package

The screenshot displays the Grants.gov interface for the grant opportunity NAG-BASIC-FY20. The page title is "VIEW GRANT OPPORTUNITY" and the grant title is "NAG-BASIC-FY20 Native American Library Services Basic Grant Institute of Museum and Library Services". The "PACKAGE" tab is highlighted with a red circle, and the "Apply" button is also circled in red. The page includes a navigation menu, a search bar, and a table of general information.

**General Information:**

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	NAG-BASIC-FY20	Posted Date:	Dec 04, 2019
Funding Opportunity Title:	Native American Library Services Basic Grant	Last Updated Date:	Dec 04, 2019
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Apr 01, 2020
Opportunity Category Explanation:		Current Closing Date for Applications:	Apr 01, 2020
Funding Instrument Type:	Grant	Archive Date:	
Category of Funding Activity:	Arts (see "Cultural Affairs" in CFDA) Humanities (see "Cultural Affairs" in CFDA)	Estimated Total Program Funding:	
Category Explanation:		Award Ceiling:	\$10,000
Expected Number of Awards:	200	Award Floor:	\$0,000
CFDA Number(s):	45.311 - Native American and Native Hawaiian Library Services		
Cost Sharing or Matching Requirement:	No		

**Eligibility:**

Eligible Applicants: Native American tribal governments (Federally recognized)

Additional Information on Eligibility:

**Additional Information:**

Agency Name: Institute of Museum and Library Services

Description: The goal of the FY 2020 Native American Library Services Basic Grants Program is to support existing library operations and maintain core library services.

Link to Additional Information: <https://www.imls.gov/grants/available-native-american-library-services-basic-grants>

Grantor Contact Information: If you have difficulty accessing the full announcement electronically, please contact:

Sandra Tam, Ph.D., Senior Program Officer  
202-853-4662  
stam@imls.gov  
Merr@imls.gov

# SF-424S

- The SF-424S is part of the application package that you complete in Grants.gov

View Burden Statement OMB Number: 4040-0003  
Expiration Date: 01/31/2019

**APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational**

\*1. NAME OF FEDERAL AGENCY:  
Institute of Museum and Library Services

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  
45.011

CFDA TITLE:  
Native American and Native Hawaiian Library Services

\*3. DATE RECEIVED:  Completed Upon Submission to Grants.gov **SYSTEM USE ONLY**

\*4. FUNDING OPPORTUNITY NUMBER:  
050-SAS1C-FY16

\* TITLE:  
Native American Library Services Basic Grants Program

**5. APPLICANT INFORMATION**

\* a. Legal Name:

b. Address:

* Street1: <input type="text"/>	Street2: <input type="text"/>
* City: <input type="text"/>	County/Parish: <input type="text"/>
* State: <input type="text"/>	Province: <input type="text"/>
* Country: USA: UNITED STATES	* Zip/Postal Code: <input type="text"/>

c. Web Address:  
http://

* d. Type of Applicant: Select Applicant Type Coders: Type of Applicant: <input type="text"/>	* e. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>
Type of Applicant: <input type="text"/>	* f. Organizational DUNS: <input type="text"/>
* Other (specify): <input type="text"/>	* g. Congressional District of Applicant: <input type="text"/>

**6. PROJECT INFORMATION**

\* a. Project Title:

\* b. Project Description:

# IMLS Supplementary Information Form (SIF)

- The SIF is a grants.gov form found in the application package.
- Instructions for completing the form can also be found there, but please especially note:
  - Make sure you just check yes or no and provide the information requested
  - Funds requested match your budget and Library Services Plan budget summary
  - Do not include cost share or indirect costs
  - Include 1-2 sentences that summarize your Library Services Plan

# Library Services Plan

- No more than 3 single-spaced pages
- Address the questions in the same order in which they are listed below:
  - What are you focusing on during the year?
  - Why is it important?
  - How will you carry out your plan successfully?
  - What results do you anticipate?
- Include a budget summary
- Describe, separately, education/assessment activities or travel, if applicable
- **Must be PDF format!**



# How can funds be used?

- Salaries, wages, fringe benefits:
  - Permanent staff salary and benefits
  - Temporary and project staff
- Supplies, materials, 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 (not construction or renovation)
  - Library supplies

# How can funds be used?

- Contracts (e.g., for services) or Subawards
  - Programs: literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training
  - Tutors
  - Program-related supplies
  - Internet access
  - Technical training and support
  - Digitization of local materials
- Other costs
  - 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

## Education/Assessment/Travel Activities

- **Up to \$3,000 but NOT required**
- Describe separately in your Library Services Plan
- Can include:
  - Costs to attend or present: continuing education courses; conferences; other training; and related travel
    - Include registration, travel, hotel, per diem
  - Temporary staff costs when regular staff are attending courses, etc.
  - Consultant for onsite professional library assessment, including technology and digitization
- **Must be PDF format!**



# Digital Product Form

If your project includes any digital content, resources, assets, software, or datasets, be sure to fill out the Digital Product Form, a *conditionally required* form.

- Oral histories converted to digital files
- Web sites about community events
- Apps for library patrons
- Online curricula for teachers and students
- Images of community meetings

# Important Dates

- Applications submitted April 1, 2020
- Award notifications sent in July
- Awards start August 1, 2020

*Don't forget:*

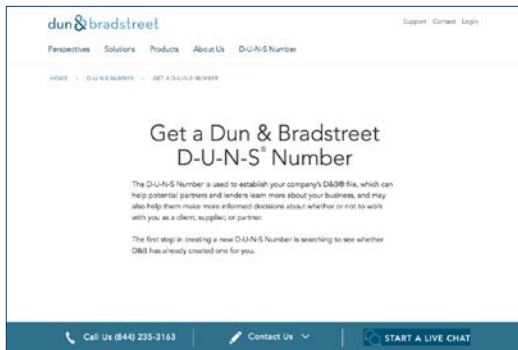
*PDFs and Digital Product Forms!*

# Application Tips

# Application Tips

## Register early!

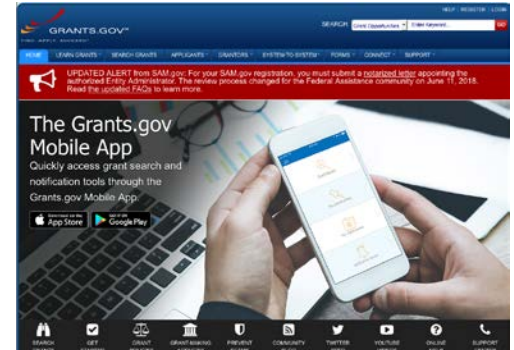
1. D-U-N-S® Number: [www.dnb.com/us](http://www.dnb.com/us)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)



The screenshot shows the Dun & Bradstreet website. The main heading is "Get a Dun & Bradstreet D-U-N-S® Number". Below the heading, there is a paragraph explaining that the D-U-N-S Number is used to establish a company's D&B File, which can help potential partners and lenders learn more about the business. A second paragraph states that the first step in creating a new D-U-N-S Number is searching to see whether D&B has already created one for you. The website footer includes contact information: "Call Us (844) 235-3163", "Contact Us", and "START A LIVE CHAT".



The screenshot shows the SAM.gov website. The main heading is "Getting Started". Below the heading, there are three sections: "Create A User Account", "Register Entity", and "Search Results". The "Create A User Account" section includes a link to "Get to know your SAM user account". The "Register Entity" section includes a link to "After creating your SAM user account, log in to register to the system with the U.S. government". The "Search Results" section includes a link to "This guide walk through finding entity registrations, search instructions". The website footer includes contact information: "GSA", "Search Results", "FAQs", "Help Center", "Privacy Policy", "Terms of Use", "Accessibility", "Feedback", "1-800-458-5242", "1-800-458-5242", and "1-800-458-5242".



The screenshot shows the Grants.gov website. The main heading is "The Grants.gov Mobile App". Below the heading, there is a paragraph explaining that the mobile app allows users to quickly access grant search and notification tools through the Grants.gov Mobile App. There are two buttons: "Download on the App Store" and "GET IT ON Google Play". The website footer includes contact information: "SEARCH", "GET", "GRANTS", "GRANT SEARCH", "FIND IT", "CONACT", "TWEET", "VOLUME", "CALL US", and "SUPPORT".

# Application Tips

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

- Start early.
- Upload application files to Grants.gov prior to deadline.
- Use Grants.gov Workspace
- Check uploaded files against the Table of Application Components in Notice of Funding Opportunity.
- Resubmit before the deadline if you need to do so.



# Contact Us

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[sboonie@imls.gov](mailto:sboonie@imls.gov)



Questions?

