Welcome to the IMLS webinar on CARES Act. Your microphones will be muted for the duration of the webinar. You may submit questions in the questions box. Due to the limited time, we will not be able to answer all of your questions during the webinar. Your questions will be compiled to inform a FAQ that will be available sometime following the webinar. IMLS staff may also follow up with you directly.

0:34
Response to specific inquiries a recording and transcript of this webinar will be available sometime after we conclude today. We will begin shortly.

0:49
Greetings everyone. I'm Cindy Landrum, Deputy Director in the Office of Library Services at IMLS, and I'm Paula Gangopadhyay, Deputy Director in the Office of Museum Services at IMLS. I want to begin by thanking everyone for joining us today.

1:08
We are in the midst of unprecedented times during this pandemic, but we hope that you, your staff, and families are staying safe and healthy. The challenge in front of tribes, museums, libraries, cultural centers, and the communities they serve is huge. We hope with funding from IMLS and other sources, tribal museums, libraries, and cultural centers will continue to make a difference in local communities across the nation.

1:42
Today's webinar is divided in two parts. Paula and I will go over the main aspects of this funding opportunity and what you will need to focus on in preparation of your application. We will also allow some time towards the end for questions. Please send your questions using the question box.

2:04
One of our staff members will provide the questions to us and we will try our best to answer as many questions as time allows. Let's begin with a brief overview of IMLS's legislative mandate. Orr legislation reads - for an additional amount for Institute of Museum and Library Services 50 million dollars to remain available until September 30, 2021, to prevent prepare for and respond to coronavirus including grants to states,

2:47
territories, and tribes to expand digital network access purchase internet accessible devices and provide technical support services provided that any matching funds requirements for states, tribes, libraries and museums are waived for grants provided with funds made available under this heading in this act. In alignment with this legislative mandate, IMLS CARES Act for Native American and Native Hawaiian Museum and Library Services is a new funding opportunity that aims to enable tribes and organizations that primarily serve and represent Native Hawaiians to respond to the pandemic in ways that need the immediate and future COVID-19 needs of the communities and audiences.

3:49
they serve through library and museum services. What we will be looking for is how applicants are able to demonstrate: High Impact. The project addresses and an identified need or challenge facing the community that was created or exacerbated by the COVID-19 public health emergency design the work plan consists of a set of logical interrelated activities tied directly to addressing the key need or challenge identified in application and last but not the least demonstratable results. The project generates measurable results tied to the need or challenge it was designed to address.

4:43
The federal government wants investments to result in something getting better. Articulate what will get better as a result of your project as precisely as possible. Identify why it is important that this

change happens calling your problem definition carefully and present data that support your problem definition.

5:14
To assist you with identifying reliable data, IMLS is providing a new data resource that is available on the website. You may also use comparable data from other sources to demonstrate need and to define your problem.

5:35
Results will be very important for these projects. So tell us what are your projects intended results, how will target audiences benefit from the project in addressing needs related to the COVID-19 public health emergency. What data will you provide and report to measure your project success what tangible products will result from your project and how will you sustain the benefits of your project?

6:08
The project in is very important as it will tell the reviewers how you plan to carry on the project be clear and succinct as possible. Tell us what specific activities where you carry out. What are the risks to the project and are they accounted for?

6:29
Who will plan Implement and manage your project when and in what sequence will your activities occur? How will you track your progress toward achieving your intended result?

6:47
Now we come to eligibility who's eligible to apply. Indian tribes and organizations that primarily serve and represent native Hawaiians may apply to this grant program. Please check specific eligibility criteria under the NOFO and if you still have questions, please contact one of our staff members for clarification.

7:13
Now we come to the important dates and times for these grants to support efforts to respond to the coronavirus public health emergency. The turnaround for these grants is relatively faster than I am a less regular Grant programs. Your applications are due by 11:59 p.m. Eastern time on June 12 2020 applications will be reviewed in June and July.

7:42
And awards will be announced in August 2020 your projects must start on September 1st 2020.

7:55
In terms of how much you can ask for the requested funding amounts can range from ten thousand dollars to a hundred and fifty thousand dollars. Please note that your request cannot exceed a hundred thousand and fifty thousand dollars. So please make sure that budgets are checked carefully before submission. And as we shared earlier no cost shared is no cost. Share is required. This is a huge

8:23
benefit to applicant specially during these challenging times.

8:31
Cindy and I will next spend some time going over what types of activities you can propose under this funding opportunity first. There are no set project categories under this NOFO. A few examples of the types of activities that you can propose are as follows - Providing technical support services and staff salaries related to enhancing staff skills and digital literacy or retraining staff to improve access

9:01

to and use of digital learning resources you may request funding from this grant program to rehire and re-skill staff who can help your organization continue offering services to your community. For example, you may rehire visitor services staff or security staff who you need to retrain for reopening of the buildings.

9:25

You may rehire some of your education elections and program staff and reach train them so that they can continue to offer digital learning experiences to your community members. You may also hire new project staff or consultants to train staff as far as you can justify the services you plan to offer to help the communities in need meeting guidelines procedures and or Innovative adaptations relating to reopening closed facilities. We all know that whenever facilities open and in-person services

10:01

resume, certain adapted procedures of health and safety measures, especially with visitor engagement will need to be followed. You may need to adapt certain interactive's exhibits and even program delivery many institutions are already working on immediate or staggered plans for reopening cares at funds can be used to plan for reopening and for adaptation of services spaces and programs.

10:29

Building on the role of museums cultural centers and libraries as trusted spaces to strengthen community connections and healing through exhibitions programs and events museum libraries and our tribal partners have always played the role of community anchors during other natural disasters and other crisis situations in this situation organizations and tribes can seek funds to develop program exhibits or forums

10:59

of community engagement and enablement and some of these immediate activities can be offered online.

11:09

Implementing digital services that feature activities dedicated to the establishment or Improvement of an infrastructure platform or technology that will serve a user community. The pandemic has highlightedthe critical need for robust

11:25

digital services. Funds can be used to implement digital services that feature activities dedicated such as improving or advancing bandwidth for public internet access or supporting community based network solutions designing and delivering formal and informal digital learning resources to support individual and community response and recovery efforts projects and activities related to virtual programs and exhibits for informal learning resources for job seekers and entrepreneurs or support services for K-12 students educators and caregivers can address. Is the critical need for digital learning and resources?

12:13

Creating preserving or delivering digital content such as oral histories and language preservation that improves or expands access to materials and collections during and after the pandemic some examples include making language materials and recordings accessible online recording and or digitizing oral history along with other library collections for the purpose of preservation and expanding access

12:42

for the community providing tools and technologies that provide for the protection of community assets and enable people of all backgrounds and abilities to discover and use museum, library, and

tribal collections and resources. Even during the pandemic we have to ensure that collections care and stewardship efforts including digitization and providing online access continue. But we also need to make sure that attention is being paid to discoverability of the cultural assets for all audiences. Not just those who have easy access to technology.

13:25
This is where museum, libraries, and tribes can proactively address the digital divide that exists between haves and the have nots in their communities. Providing tools and technologies such as hotspots in museum cultural centers and libraries that can help tribal communities have greater access to information in addition to providing digital services through infrastructure platform and technology projects. Hotspot and device lending projects can provide immediate short-term solutions to growing connectivity and access issues during this time.

14:04
Advancing efforts to create shared services that enhance access optimize adoption and use and sustained the management of digital assets.

14:15
This is an opportunity for museums libraries and tribes and cultural centers to optimize resources in order to be nimble and responsive to the situation. Especially when the timeframe to develop and submit a proposal is comparatively shorter. Think about what you can do in collaboration with other partners who have a shared vision and want to address common needs.

14:41
Applicants can even propose helping smaller institutions or tribes, especially those in remote areas who may not have the resources to apply for funds and execute the plans yet are themselves in need and can help their communities in need. Examples could include working with other tribal organizations and or external partners to support resource sharing or participation in a consortium to adopt new and existing platforms

15:11
to expand access to digital content for users. Leveraging new digital learning resources and new media communications tools to foster audience engagement learning and conversation within broadersocial networks. Museums cultural centers and libraries serve as community gathering places where individuals come together to engage connect and learn to maintain a sense of community.

15:41
Your organizations might use CARES Act funds for online learning systems or expand the access to interactive videoconferencing to foster collaboration and gathering during this time, leading multi-stakeholder collaborations and partnerships that leverage assets to support response and recovery efforts. Your organizationmay propose projects that bring together entities, like governing bodies educational institution healthcare providers

16:15
and other like organizations to respond to the immediate challenges created or amplified by the COVID-19 public health emergency or to plan recovery efforts.

16:31
We hope that the information be provided in the earlier, you know, segment was helpful in learning about what the program the funding opportunities about. We will now highlight a few important aspect of the actual applications few required elements in the application are as follows. You will need to fill the application for federal assistance the short organizational form. IMLS supplementary information

17:01

form including the abstract. IMLS Program Information Form. Organizational profile. Narrative - five-page maximum. Schedule of completion. IMLS budget form. List of key project staff and consultants. Resumes - two pages maximum for each. We encourage you to review the NOFO in detail for other conditionally required or optional documents.

17:27

And of course like with the application within the narrative and the budget section there are sub segments and titles which will help you organize your proposal.

17:44

You will need to use the budget forms and provide budget justification, but we wanted to highlight a few allowable and unallowable cost categories, which are the same for all IMLS grant programs. Examples of some allowable costs are personnel salaries wages and fringe benefits; travel expenses for key project staff and consultants; materials, supplies, software, and equipment

18:12

related directly to project activities; equipment to improve collection storage and exhibit environments; third-party costs; publication design and printing; staff and volunteer training; internships and fellowships; and indirect or overhead costs. Some examples of unallowable costs include general fund raising costs such as development

18:42

office staff or other staff time devoted to general fundraising; contributions to endowments; general operating support; the acquisition of collections; general advertising or public relations cost; construction or renovation of facilities; and social activities ceremonies receptions or entertainment.

19:13

Last but not the least we wanted to highlight how important it is for you to first start with making sure that you are registered to apply for an IMLS grant whether you're the only person in your organization who's putting together the entire application package or you're working as a grand steam. We strongly encourage you to not keep the registration part till later. You need all three. Please note sam.gov

19:42

expires every year. Grants.gov passwords expire every 60 days and accounts are deactivated after 365 days of inactivity. Please also make sure that you do not wait to submit your application to grants.gov until the 11th hour as some applicants face technical challenges during the uploading phase.

20:08

And if your application is submitted beyond the cutoff time, it'll be considered late and it will not be considered. So if June 12 is the actual deadline, please please set your deadline a few days early so that you're able to allow that buffer.

20:29

For additional for more information you may contact the following staff between now and June 12th, Chris Reich, Administrator of the Office of Museum Services or Anthony Smith, Associate Deputy Director in the Office of Library Services.

20:54

We will now take a few questions.

20:58

The first question that I have, and Cindy and I will again continue to tag team. I'll ask a few questions and provide some answers and then Cindy will do the same and hopefully the answers to the questions that some of you have posed will be beneficial for the entire group that we have here of attendees.

So the first question we have is we have a collection of oral histories that we would like to digitize can we use CARES Act funds for this? The answer is absolutely yes. We are encouraging capacity building for digital inclusion and urging applicants to apply for funding to create preserve and deliver digital content and that will help you improve access to your collections. So yes, the answer is yes. The second question that I have is mine.

Museum has a current grant with IMLS in your Native American Basics program can be also apply to the cares act funding program. And the answer to that is yes as well. You may apply to the skills act funding program.

Even if you have an active grant award or even an active application pending to other IMLS funding programs, please note however that an organization may only submit one application to the June 12 deadline for the CARES Act Grants for Native American and Native Hawaiian Museum Services Program. So hopefully the question the answers to those questions where helpful Cindy you want to take, you know are following up on your last question power. We have a question that's applicable to our library services applicants.

Must a tribe have applied for a Native American basic grants be eligible for this grant program? Well, the short answer is no for those who may not be aware. The Native American enhancement program is a program for libraries that does require applicants to have applied for a Native American basic award the same year the CARES Act special funding does not have the same requirement.

And then we have the NOFO states that the goal of this grant program is to assist Indian tribes and organizations that primarily serve and represent native Hawaiians and responding to the coronavirus epidemic in ways that meet the immediate and future COVID-19 needs of the Native Native American and native Hawaiian communities. They serve while we are federally

recognized Indian tribe, we do not primarily serve native Hawaiians. Do we need to offer services to both to be eligible for this program? And the answer to that is no the program is open to either Indian tribes are organizations that primarily serve and represent native Hawaiians and applicant must have course meet the detailed eligibility criteria described in the novel.

So once again, we recommend that you read the notice of funding opportunity carefully Paula you have anything. Oh, yes. I think I have a question that actually applies to both museums libraries actually museums libraries and cultural centers. Can we digitizesome of our collection using CARES Act grant funds? The answer to that isYes, you can one of the specific things that the imls director outlines in the cover letter for this funding opportunity is the need to support capacity building for digital inclusion.

Illusion the notice specifically urges the creation preservation and delivery of digital content to improve access to materials and collection. We do recommend that you tell us how the digitization activities will support your community in new or expanded ways, especially in the light of the

pandemic like we covered earlier the discoverability and the access, you know, those components are equally important and should go hand in hand.

25:26
As you design your project so that it's not digitization for digitization sake but you really have the end user in mind as you're crafting your your project plan. I have another question here and that is if my museum has a pending application with the National Endowment for the Humanities can be also applied to this imls funded.

25:56
Program or would that be considered double dipping? The answer is yes, you may apply to the imls funding program. Even if you already have a pending application to the National Endowment for the Humanities. These are two separate programs and two separate funding opportunities. Of course, we would encourage you not to submit the exact same proposal to each program and be certain that you carefully, you know review the IMLS CARES ActNOFO

26:26
and reflect on what we discussed in this webinar and basically that it addresses the goals of this particular program then we do you have others. I think I have one more maybe if the anticipated period of performance is September 1st 2020 through August 31st, 2022. Do we have to develop a project at a time?

26:56
Line that is a full two years in length. And the answer to that is no your project should begin on the first day of the month in which the project activity start and it should end on the last day of the month in which these activities will be completed in this case.

27:15
Your start date must be September first 2020, but the end date may be the last day of any month until August 2022 most projects tend to be one or two years in length, but the specific time we'll I should reflect the nature of your particular project.

27:37
Great. Yeah, I have one more which is a very very good question here. Is there a model or best practice for reopening that we should consider in writing a proposal and you know, our advice would be that there seems to be a number of models that have been developed and some are in the process of being developed that could help provide guidance for how libraries and museums are handling.

28:06
Recovery and reopening we can also share with you that imls is currently working with oclc and Battelle in Columbus, Ohio to provide science-based information and best practices for reducing the risk of transmitting covid-19 to both staff and visitors to museums cultural centers and libraries will be happy.

28:30
Our staff will be happy to provide a link to the project site so that you can follow along as the progresses So I think at this stage, I'll just open it up to our staff. If you all have any other questions Cindy and I can take I think we were able to cover quite a bit. Very good questions. It's Anthony, Cindy. I thought I had one for you, but you answered it related to the period of performance. There's a few others here that are going to require some probing kinds of questions with participants.

29:09
So the will need to get a little more clarification, but which will respond back back to them either personally or through the thank yous.

29:19

Thank you. Anthony. Chris from the museum office, do you have any questions that you want to pose at this time?

29:34

Just one more that we could offer that similar to a question you've already answered. But if we have received a PPP loan, are we able to apply to this program? You want to answer that?

29:49

Yes similar to the question about the National Endowment for the Humanities. The PPP program is a completely separate Federal agency program and it would not preclude an application to this imls funding opportunity. Wonderful. I have one other question that you might want to address sure. There was some confusion about the fact that the slide mentioned 50

30:17

million dollars from the federal government and they wonder whether how much of that funding would be applied to this opportunity.

30:32

You mean like the the overall legislation the overall funding that I am a list received, correct? Right Cindy you want to talk about the grants to State portion of the of that funding. All right. Now let you talk about the rest. Yes. So the we receive 50 million dollars as the legislative language state of 30 million of those.

30:59

Dollars went through our grants to States vehicle with strong encouragement to reach out to museums and tribal organizations of our State library administrative agencies are administering those funds across the 50 states and territories. And so that and that was 30 million dollars that went through that vehicle.

31:31

And the remaining 15 million as was noted in the recent press release that came out is going to museums and libraries through a cares act for museums and library NOFO. We offered a webinar for that program yesterday. And then you know, there is there is some funding for our Native American and Native Hawaiian

31:59

program. I think that's pretty much it then right in terms of and again, if any of you have any other questions that we may not have been able to address today. Feel free to reach out to either Chris or Anthony who's contact information. We provided I do want to mention that this slide deck will be available.

32:30

This recorded webinar will be available if you want to go back and Now, you know replay it to listen to some of the nuances and then you'll also be able to share the link to the webinar with others who may have you know, missed today's today's session. So again, I'll just say continue to be safe containing to be healthy. Thank you so much for what you do. We are all in this together and you know together I think we'll be able to come out of this. Thank you so much.