



Applicant Webinar

Native American Library Services Basic Grants

What Will We Cover Today?

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



Institute of Museum and Library Services (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: Champion Lifelong Learning

- Objective 1.1: Advance shared knowledge and learning opportunities for all.
- Objective 1.2: Support the training and professional development of the museum and library workforce.

Goal 2: Strengthen Community Engagement

- Objective 2.1: Promote inclusive engagement across diverse audiences.
- Objective 2.2: Support community collaboration and foster civic discourse.

Goal 3: Advance Collections Stewardship and Access

- Objective 3.1: Support collections care and management.
- Objective 3.2: Promote access to museum and library collections.



IMLS Authorization and Budget

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

The IMLS FY21 budget is \$257 million.

\$5.263 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

Program Goals	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.
Deadline	April 16, 2020
Amount and Length	\$6,000 - \$10,000 (up to \$3,000 for Education/Assessment activities) – One year
Cost Share	Not required
Eligibility	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/fy21-ols-nab-nofo.pdf>

**Remember this #
for Grants.gov**



NATIVE AMERICAN LIBRARY SERVICES BASIC GRANTS

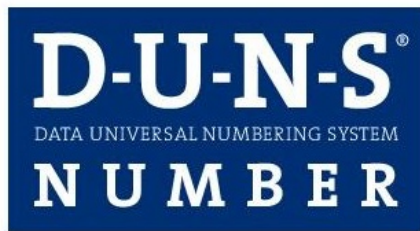
FY 2021 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	Native American Library Services Basic Grants
Announcement Type	New
Funding Opportunity Number	NAG-BASIC-FY21
Assistance Listing Number	45.311, see also 45.029
Application Due Date	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 16, 2021.
Anticipated Date of Notification of Award Decisions	July 2021 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on August 1, 2021.

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
- 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/>

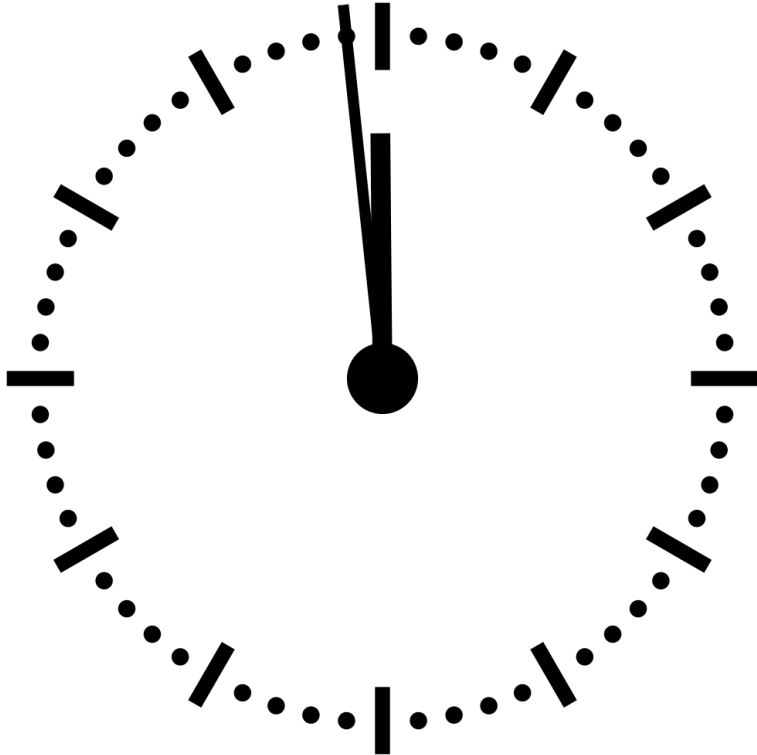
Check your registrations early!



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 EST
Monday
April 16, 2021**



Application Components

Table of Application Components

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

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-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Library – Discretionary Program Information Form	IMLS PDF form	Programinfo.pdf
Library Services Plan Narrative (three pages max.)	PDF document	Plan.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Conditionally Required Documents Please see the guidance in Section D2d for more information.		
Digital Product Form	IMLS PDF form	Digitalproduct.pdf

Application Components

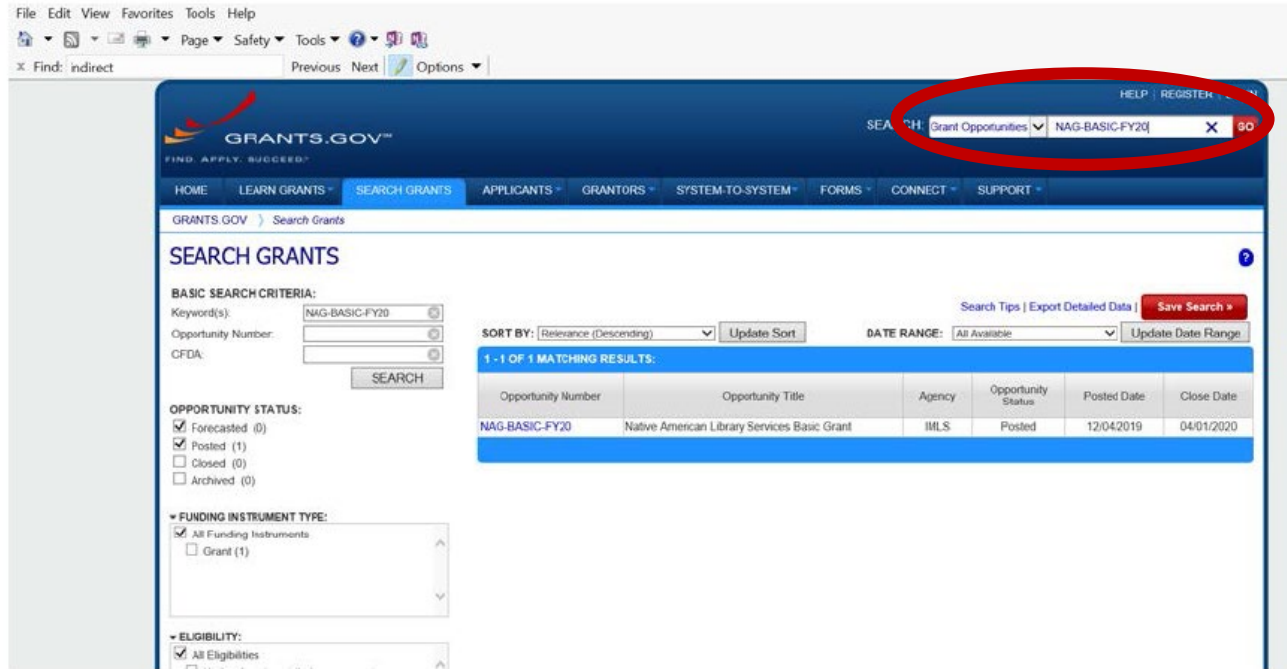
- Application for Federal Domestic Assistance (SF-424S)
- IMLS Supplementary Information Form
- IMLS Library - Discretionary Program Information Form
- Library Services Plan Narrative
- IMLS Budget Form
- Digital Product Form, if applicable

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
 - Toll-Free Phone Number: 1-800-518-4726

Search for the Grant



File Edit View Favorites Tools Help

Page Safety Tools ? ? ?

x Find: indirect Previous Next Options

GRANTS.GOV™

SEARCH: [Grant Opportunities] [NAG-BASIC-FY20] X 90

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s): [NAG-BASIC-FY20]

Opportunity Number: []

CFDA: []

SEARCH

OPPORTUNITY STATUS:

☒ Forecasted (0)

☒ Posted (1)

☐ Closed (0)

☐ Archived (0)

FUNDING INSTRUMENT TYPE:

☒ All Funding Instruments

☐ Grant (1)

ELIGIBILITY:

☒ All Eligibilities

Sort By: [Relevance (Descending)] [Update Sort]

Date Range: [All Available] [Update Date Range]

Search Tips | Export Detailed Data | Save Search »

1 - 1 OF 1 MATCHING 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 'VIEW GRANT OPPORTUNITY' page. The header includes the Grants.gov logo, navigation links (HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM TO SYSTEM, FORMS, CONNECT, SUPPORT), and a search bar with 'Grant Opportunities' and 'NAG-BASIC-FY20' entered. The main content area shows the grant title 'NAG-BASIC-FY20 Native American Library Services Basic Grant' and the agency 'Institute of Museum and Library Services'. A red circle highlights the 'PACKAGE' tab in the navigation bar, and another red circle highlights the 'Apply' button. The 'General Information' section provides details about the grant, including the document type, funding opportunity number, title, category, and closing dates. The 'Eligibility' section lists eligible applicants as Native American tribal governments. The 'Additional Information' section includes the agency name, description, and contact information for Sandra Tarr, PhD, Senior Program Officer.

VIEW GRANT OPPORTUNITY

NAG-BASIC-FY20
Native American Library Services Basic Grant
Institute of Museum and Library Services

PACKAGE

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:	\$5,000
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 Tarr, PhD, Senior Program Officer
202-653-4952
starr@imls.gov
starr@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:
45.211

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:
IS20-SASIC-PT16

* TITLE:
Native American Library Services Basic Grants Program

5. APPLICANT INFORMATION

* a. Legal Name:

b. Address:

* Street1: Street2:

* City: County/Parish:

* State: Province:

* Country: Zip/Postal Code:

c. Web Address:

* d. Type of Applicant: Select Applicant Type Code(s):
Type of Applicant:
Type of Applicant:
* Other (specify):

* e. Employer/Taxpayer Identification Number (EIN/TIN):

* f. Organizational DUNS:

* g. Congressional District of Applicant:

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 aspects of library operations and/or core library services will be the focus of your work this year? If you plan to carry out any professional development or library service assessment activities, describe them here.
 - Why is this work important to your community?
 - How will you carry out your plan?
 - What results do you plan to achieve? They should be specific, measurable, and realistic.
 - How will you measure your performance in terms of effectiveness and timeliness? Identify what data you will collect, how often, and from what source in order to produce these measures.
- Include a budget summary
- **Must be PDF format**

Professional Development or Library Service Assessment Activities

- **Up to \$3,000 but NOT required**
- Describe 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

Performance Measurement

Performance Measurement:

- **Effectiveness:** Are the activities being supported by the program contributing to (a) improving services for learning and accessing information by library users and/or (b) enhancing the skills of the current library workforce and leadership?
- **Timeliness:** Is each activity being completed on time and as proposed?
- In the narrative of the Library Services Plan, identify what data you will collect, how often, and from what source in order to provide these measurements.

IMLS Budget Form

- Required for all basic grants
- **Must be at least \$6,000 and add up to \$10,000 at most**
- Add descriptions of costs for each section
- Add dollar amounts for each section
- No indirect costs allowed
- Download from the Notice of Funding Opportunity
- **Must be PDF format!**

IMLS BUDGET FORM

a. Legal name (5a from SF-424S):

b. Requested Grant Period From: (MM/DD/YYYY) Through: (MM/DD/YYYY)

c. If this is a revised budget, indicate application/grant number:

1. Salaries and Wages

[illegible]

2. Fringe Benefits

[illegible]

OMB Control #: 3137-0092, Expiration Date: 8/31/2021

Make sure you use
this version

Examples of Allowable Costs

- 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

Examples of Allowable Costs

- 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

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 16, 2020
- Award notifications sent in July
- Awards start August 1, 2020

Application Tips



Application Tips

Register early!

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

The screenshot shows the Dun & Bradstreet website. The header includes the logo and navigation links: Perspectives, Solutions, Products, About Us, and D-U-N-S Number. The main heading is 'Get a Dun & Bradstreet D-U-N-S® Number'. Below it, a paragraph explains that the D-U-N-S Number is used to establish a company's DBB 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 DBB has already created one for you. At the bottom, there are links for 'Call Us (844) 235-3163', 'Contact Us', and 'START A LIVE CHAT'.

The screenshot shows the SAM.gov website. The header includes the logo and navigation links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. The main heading is 'Getting Started'. Below it, there are three sections: 'Create A User Account', 'Register Entity', and 'Search Records'. Each section has a brief description and a link to the relevant page. At the bottom, there are links for 'Search Records', 'Check Status', 'Check Status', 'About', 'Help', 'FATB.gov', 'GSA.gov', 'USA.gov', and '1155.gov'.

The screenshot shows the Grants.gov website. The header includes the logo and navigation links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM TO SYSTEM, FORMS, CONNECT, and SUPPORT. The main heading is 'The Grants.gov Mobile App'. Below it, a paragraph explains that the app allows users to quickly access grant search and notification tools through the Grants.gov Mobile App. At the bottom, there are links for 'Download on the App Store' and 'GET IT ON Google Play'. The footer includes links for SEARCH, GET STARTED, GRANT POLICIES, GRANT MAKING, PREVENT FRAUD, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, ONLINE HELP, and SUPPORT CENTER.

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
- Save documents in PDF format
- 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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