



# NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANT

Applicant Webinar



# What will we cover today?

- General information about IMLS NALS Enhancement Grants
- What types of projects are funded?
- 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 American Library Services Enhancement Grants

## Program Goals

- This program is designed to assist Native American tribes in improving core library services for their communities.

## Deadline

- May 11, 2021

## Amount and Length

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

## Cost Share

- Not required

## Eligibility

- Federally recognized tribes; Alaska Native villages and corporations

*Note: You are required to have submitted a FY21 Native American Library Services Basic Grant application in order to be eligible to apply for an Enhancement grant.*



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# Native American Library Services Enhancement Grants

**Goal 1:** Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.

- Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
- Objective 1.2: Support preservation and access to information and resources through digitization.
  
- Choose the Digital Services Project Category if your project relates to this goal.



# Native American Library Services Enhancement Grants

**Goal 2:** Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.

- Objective 2.1: Support the identification of the needs and interests of learners.
- Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.
- Objective 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation.
  
- Choose the Educational Programming Project Category if your project relates to this goal.



# Native American Library Services Enhancement Grants

**Goal 3:** Enhance the preservation and revitalization of Native American cultures and languages.

- Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native communities.
- Objective 3.2: Support the preservation of content of unique and specific value to Native communities.
- Objective 3.3: Support the sharing of content within and/or beyond Native communities.
- Choose the Preservation and Revitalization Project Category if your project relates to this goal.





# Native American Library Services Enhancement Grants

<https://www.ims.gov/sites/default/files/fy21-ols-nag-enhancement-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 11th**
- All Applications must be submitted through Grants.gov

# Application Checklist



7



8

## 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</a> (including Abstract)	Grants.gov form	n/a
<a href="#">IMLS Library – Discretionary Program Information Form</a>	IMLS PDF form	Programinfo.pdf
<a href="#">Organizational Profile</a> (one page max.)	PDF document	Organizationalprofile.pdf
<a href="#">Narrative</a> (eight pages max.)	PDF document	Narrative.pdf
<a href="#">Schedule of Completion</a> (one page per year max.)	PDF document	Scheduleofcompletion.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">IMLS Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants</a> (one page max.)	PDF document	Projectstaff.pdf
<a href="#">Resumes of Key Project Staff and Consultants</a> (two pages each max.)	PDF document	Resumes.pdf

<b>Conditionally Required Documents</b> <a href="#">Please see the guidance in Section D2d for more information.</a>		
<a href="#">Final Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Product Form</a>	IMLS PDF form	Digitalproduct.pdf
<b>Supporting Documents</b> <a href="#">Please see the guidance in Section D2e for more information.</a>		
<a href="#">Information that supplements the Narrative and supports the project description provided in the application</a>	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

## D2b. Format, Name, and Sequence of the Application Components

**Document format:** Aside from the SF-424S and the IMLS Supplementary Information Form (including Abstract), which are created in Grants.gov Workspace, all application components must be submitted as PDF documents.

**Page limits:** Note page limits listed in the table above. We will remove any pages over the limit.

**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 will be rejected by Grants.gov.

**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.



# Review Process

- Applications submitted by May 11th, 2021
- Eligibility and completeness check
- Peer Review
- Review processing and analysis
- Final funding decisions by IMLS Director
- Announcement in August\*
- **NEW: ALL PROJECTS START SEPTEMBER 1, 2021**

# What types of projects are funded?



### Fiscal Year

Select All

- FY 2020
- FY 2019
- FY 2018
- FY 2017
- FY 2016
- FY 2015
- FY 2014
- FY 2013

Show more

### Funding Office

- Grants to States Libraries
- Office of Library Services
- Office of Museum Services
- Other Initiatives

### State

- Any -

### City

### Program

Native American Library Services: Enh

SUBMIT

CLEAR ALL FILTERS

Search by Keywords...

Native American Library Services: Enhancement Grants Office of Library Services FY 2020

Table DOWNLOAD THE DATA

Note: (A) denotes an amendment made outside of the original award year

Page 1 of 23 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NAB-246617-OLS-20	Sealaska Corporation	2020	Native American Library Services: Enhancement Grants	\$149,871	Office of Library Services	Juneau	AK
NAB-246599-OLS-20	Chippewa Cree Tribe of the Rocky Boy Reservation, The	2020	Native American Library Services: Enhancement Grants	\$83,454	Office of Library Services	Box Elder	MT
NAB-246606-OLS-20	Tohono O'odham Nation, The	2020	Native American Library Services: Enhancement Grants	\$37,769	Office of Library Services	Sells	AZ
NAB-246597-OLS-20	Huna Totem Corporation	2020	Native American Library Services: Enhancement Grants	\$149,993	Office of Library Services	Juneau	AK
NAB-246596-OLS-20	Keweenaw Bay Indian Community	2020	Native American Library Services: Enhancement Grants	\$149,311	Office of Library Services	Baraga	MI
NAB-246627-OLS-20	Matche-be-nash-she-wish Band of Pottawatomis Indians	2020	Native American Library Services: Enhancement Grants	\$148,963	Office of Library Services	Shelbyville	MI
NAB-246615-OLS-20	Pokagon Band of Potawatomi	2020	Native American Library Services: Enhancement Grants	\$149,948	Office of Library Services	Dowagiac	MI
NAB-246617-OLS-20	United Keetoowah Cherokee Council	2020	Native American Library Services: Enhancement Grants	\$144,059	Office of Library Services	Tahlequah	OK
NAB-246616-OLS-20	Eastern Shawnee Tribe of Oklahoma	2020	Native American Library Services: Enhancement Grants	\$134,164	Office of Library Services	Wyandotte	OK
NAB-246631-OLS-20	Santa Clara, Pueblo Of	2020	Native American Library Services: Enhancement Grants	\$148,375	Office of Library Services	Espanola	NM

**Key questions to address  
in your proposal**



# Abstract

- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, problem, or challenge your project will address, and how it was identified.
- List the high-level activities you will carry out and identify the associated time frame.
- Identify who or what will benefit from your project.
- Specify your project's intended results.
- Describe how you will measure your performance in achieving your intended results.



# Project Justification

- What need, problem, or challenge will your project address relating to the goals and objectives of this grant program and the project category you have chosen? How was it identified? Describe any assessment that led you to identify this need, problem, or challenge as a priority for your organization.
- Who will benefit from your project? Be specific by identifying particular age groups, community members with particular needs, and/or other types of target audiences.



# Project Work Plan

- What specific activities will you carry out and in what sequence?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities? Identify any partner and/or collaborator organizations that will contribute to your project and describe their roles.
- What are the risks to the project and how will you mitigate them?
- What data will you collect, how often, and from what source(s) in order to measure your performance in terms of effectiveness, quality, and timeliness?
- How and with whom will you share your work's general findings and lessons learned?





# Project Results

- What are your project's intended results and how will they address the need, problem, or challenge you have identified in the Project Justification?
- How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the intended audience change as a result of your project?
- What data will you collect and report to measure your project's success?
- What tangible products will result from your project?
- How will you sustain the benefit(s) of your project?



# Performance Measurement

## Performance Measurement:

- **Effectiveness:** Are the activities being supported by the program contributing to (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native American cultures and languages?
- **Quality:** Is the program meeting user requirements and expectations?
- **Timeliness:** Is each activity being completed on time and as proposed?

In the narrative, identify what data you will collect, how often, and from what source in order to provide these measurements.

# Key components of your application package



# Application Components

- Application cover form (SF-424S)
- IMLS Supplementary Information Form
- IMLS Library – Discretionary Program 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)
- Any conditionally required or supplementary documents

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



# Budget

1. Salaries and Wages
2. Fringe Benefits
3. Travel (project-related only + \$2,000 for IMLS-directed/year)
4. Supplies, Materials, and Equipment
5. Contracts and Subawards
6. Student Support
7. Other Costs
8. Indirect Costs



# 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



# 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 2021.
- Supporting documents might include needs assessments, letters of support, plans or reports.

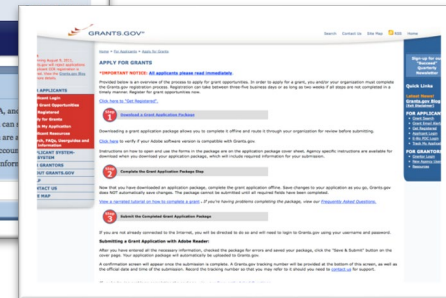
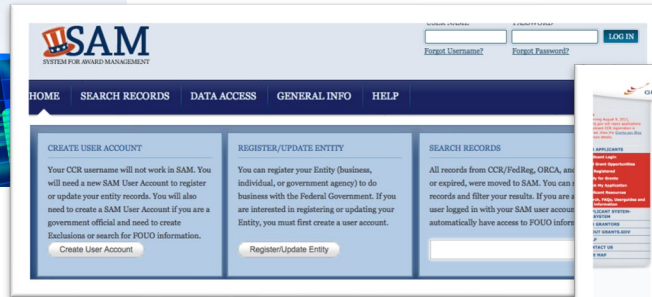
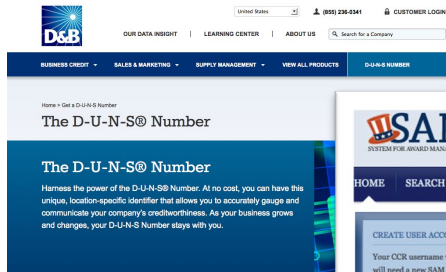
# Application Tips



# Tips

## Register early!

1. Acquire a 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)





# Before you submit the application

- Get some feedback and revise
  - 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 tribal administration to submit all application components **through Grants.gov *before the deadline***



# 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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