



NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar



What will we cover today?

- General information about IMLS Native Hawaiian Library Services Grant program
- 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 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 11, 2021

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



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Native Hawaiian Library Services 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 Hawaiian Library Services 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 Hawaiian Library Services Grants

Goal 3: Enhance the preservation and revitalization of Native Hawaiian culture and language.

- Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native Hawaiian communities.
- Objective 3.2: Support the preservation of content of unique and specific value to Native Hawaiian communities.
- Objective 3.3: Support the sharing of content within and/or beyond Native Hawaiian communities.

- Choose the Preservation and Revitalization Project Category if your project relates to this goal.



Native Hawaiian Library Services Grants

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

Application Checklist



6



7

Persons who are deaf or hard of hearing (TTY Users) can contact IMLS at 202-207-7858 via 711 for TTY-Based Telecommunications Relay Service.

D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table.

Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. § 3187.9.)

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
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
IMLS 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 (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents Please see the guidance in Section D2d 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 D2e 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. 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*
- 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 Hawaiian Library Services

SUBMIT

CLEAR ALL FILTERS

Search by Keywords...

Native Hawaiian Library Services 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 3 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NH-246629-OLS-20	Hawaiian Mission Children's Society, The	2020	Native Hawaiian Library Services	\$150,000	Office of Library Services	Honolulu	HI
NH-246636-OLS-20	Papahana Kuaola	2020	Native Hawaiian Library Services	\$150,000	Office of Library Services	Kaneohe	HI
NH-246634-OLS-20	World Indigenous Nations University-Hawaii/Pasifika	2020	Native Hawaiian Library Services	\$118,172	Office of Library Services	Kula	HI

**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

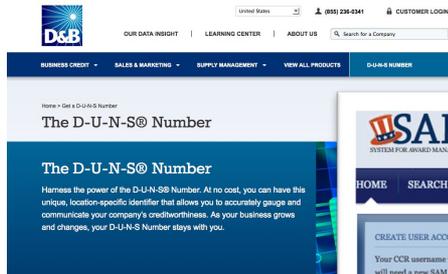
- Make sure to submit a complete application with all required documents.
 - *Table of Application Components*
- Don't forget all key personnel listed must have resumes
- Check list of conditionally required documents, for example, Digital Product Form and Proof of Private, Nonprofit Status.
- Federally 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

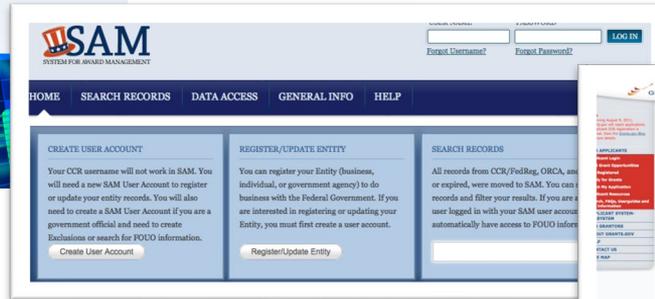
Tips

Register early!

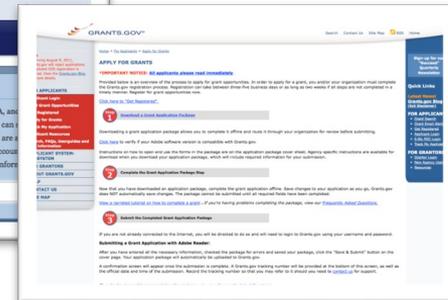
1. Acquire a D-U-N-S® Number: www.dnb.com/us
2. SAM Registration: www.sam.gov
3. Grants.gov Registration: www.grants.gov



The screenshot shows the D&B website's navigation bar with options like 'OUR DATA INSIGHT', 'LEARNING CENTER', and 'ABOUT US'. Below the navigation, there is a section titled 'The D-U-N-S® Number' with a sub-header 'The D-U-N-S® Number' and a paragraph explaining its importance: 'Harness the power of the D-U-N-S® Number. At no cost, you can have this unique, location-specific identifier that allows you to accurately gauge and communicate your company's creditworthiness. As your business grows and changes, your D-U-N-S® Number stays with you.'



The screenshot shows the SAM website's login page. It features the SAM logo and a navigation bar with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. Below the navigation, there are three main sections: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'REGISTER/UPDATE ENTITY' section contains the text: 'You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.'



The screenshot shows the Grants.gov website's 'APPLY FOR GRANTS' page. It features a navigation bar with 'SEARCH', 'ACCOUNTS', 'NEW LOG', and 'HELP'. Below the navigation, there is a section titled 'APPLY FOR GRANTS' with a sub-header 'APPLY FOR GRANTS' and a paragraph explaining the process: 'IMPORTANT NOTICE: All applicants please read immediately. Please Note: A maximum of five (5) grant opportunities to apply apply for a grant, one entity registration that enables the Agency application process. Registration fee that because that the business does not get to be made if all above are not completed a month before Agency for grant opportunities fee.'



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 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



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