

A recording of this webinar is available here:  
[https://www.youtube.com/watch?v=RA-nsdF\\_ApU](https://www.youtube.com/watch?v=RA-nsdF_ApU)

Slide 1

The slide features a dark blue background with a light blue header bar at the top and a dark green footer bar at the bottom. In the top left corner, there is a logo for the 'INSTITUTE of Museum and Library SERVICES' consisting of a stylized starburst of white dots. To the right of the logo, the text 'INSTITUTE of Museum and Library SERVICES' is written in white. The main title 'NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANT' is centered in large, bold, white capital letters. Below the title, the subtitle 'Applicant Webinar' is written in a smaller white font. On the right side of the slide, there is a decorative graphic of a starburst made of light blue dots of varying sizes. In the bottom right corner of the dark green footer bar, the year '2022' is written in white.

INSTITUTE of  
Museum and Library  
SERVICES

**NATIVE AMERICAN  
LIBRARY SERVICES  
ENHANCEMENT GRANT**

Applicant Webinar

2022

Welcome to the applicant webinar for the Native American Library Services Enhancement Grant program. My name is Anthony Smith, Associate Deputy Director for the Office of Library Services-Discretionary Programs.

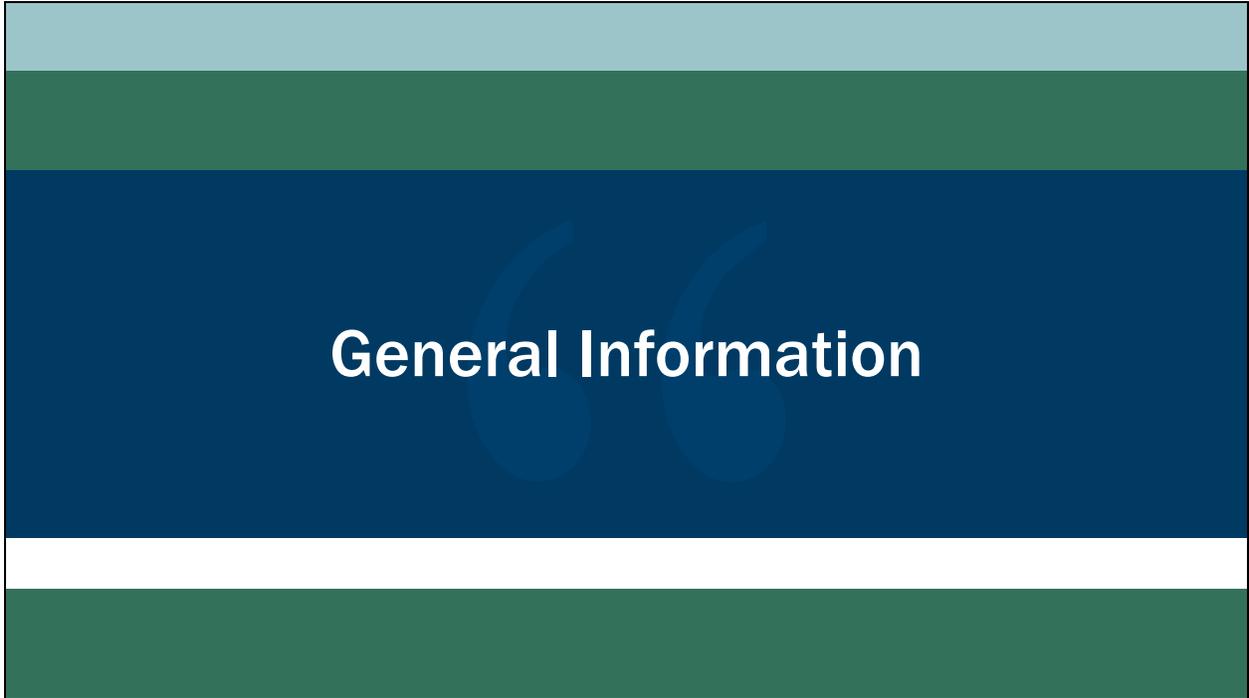


## What will we cover today?

- General information about IMLS Native American Library Services 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.*

In this webinar, I'll be providing information about the Native American Library Services Enhancement Grant program. We will review eligibility, go over the application process, the different application components, and also offer you a few tips and suggestions. Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.





**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**

- April 1, 2022

**Amount and Length**

- \$10,000-150,000 for up to two years

**Cost Share**

- Not required

**Eligibility**

- Federally recognized tribes; Alaska Native villages and corporations
- Existing library
- A grantee with an active Native American Enhancement Grant may not apply for another Native American Enhancement Grant that would have an overlapping period of performance with the active grant.

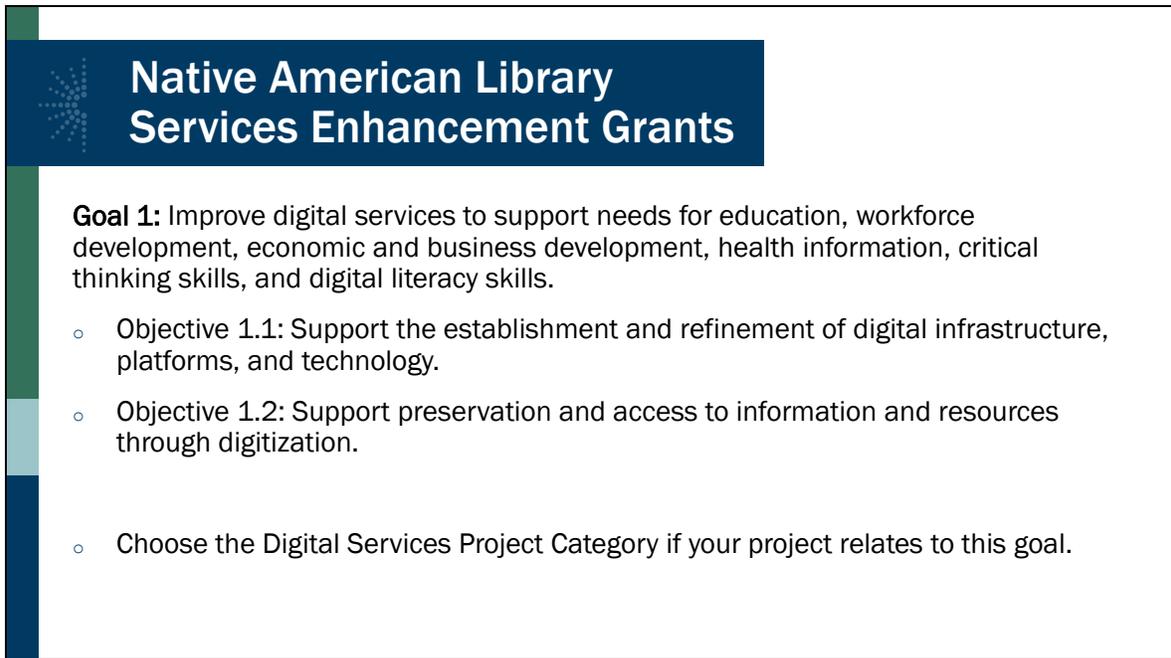
The Native American Library Services Enhancement Grants are competitive grants for up to two years and up to \$150,000. Cost share is not required.

The anticipated period of performance is September 1, 2022–August 31, 2024.

Federally recognized Indian tribes are eligible to apply for funding under the Native American Library Services Enhancement Grant Program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, but they can be involved in the administration of this program and their staff may serve as project directors in partnership with eligible applicants. By Indian tribe we mean any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation, 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.

To be eligible for this program, you must have an existing library with regularly scheduled hours, staff, and materials available for library users. Remember, the applying institution **must be** the tribe itself. If you are an ineligible institution, we encourage you to partner with an eligible institution on a project. While you cannot be the lead applicant, you may apply through a partnership with an eligible institution and receive funding to support activities in that manner.

Please also note that a grantee with an active Native American Library Services Enhancement grant may not apply for another Native American Library Services Enhancement grant that would have an overlapping period of performance with the active grant.

The slide features a dark blue header with a white starburst icon on the left and the title "Native American Library Services Enhancement Grants" in white text. Below the header, the text is set against a white background with a vertical decorative bar on the left side consisting of three colored segments: dark green, light blue, and dark blue. The content includes a bolded goal statement followed by three bulleted objectives.

**Native American Library Services Enhancement Grants**

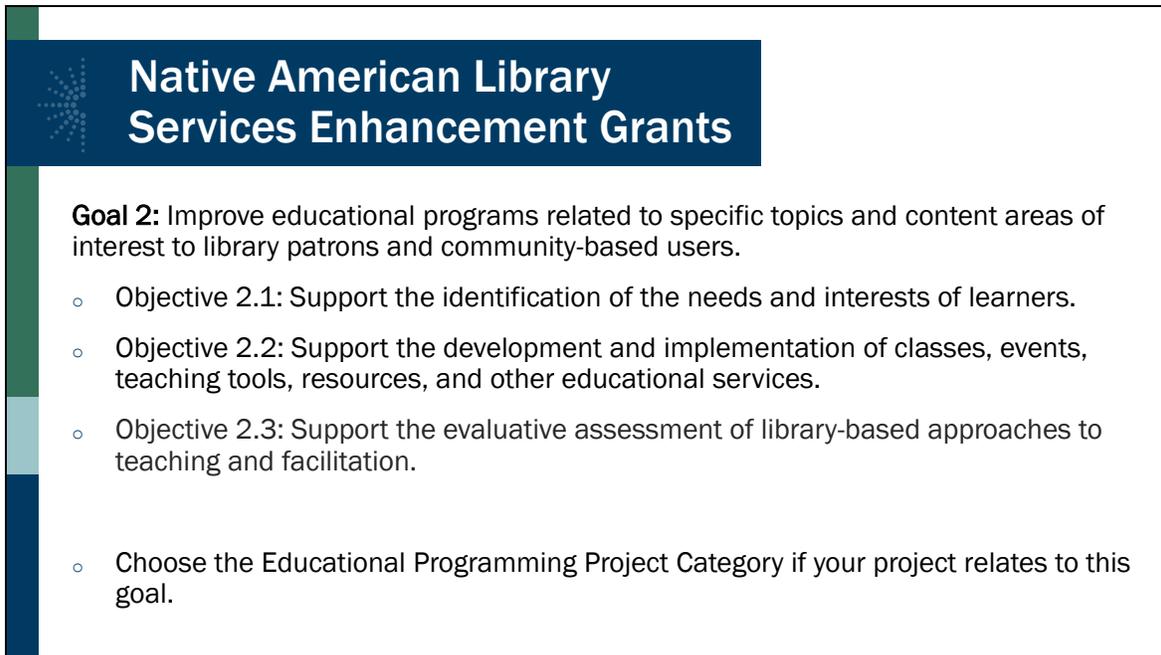
**Goal 1:** Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.

- 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.

The Native American Library Services Enhancement Grants have three main goals with objectives that correspond to each goal.

The first goal and objectives correspond to the Digital Services project category on the Program Information Form and they are to: 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.

The slide features a dark blue header with a white starburst icon on the left and the title "Native American Library Services Enhancement Grants" in white text. Below the header, the text "Goal 2: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users." is followed by a bulleted list of three objectives and a final instruction. The slide has a vertical decorative bar on the left with green, light blue, and dark blue segments.

## Native American Library Services Enhancement Grants

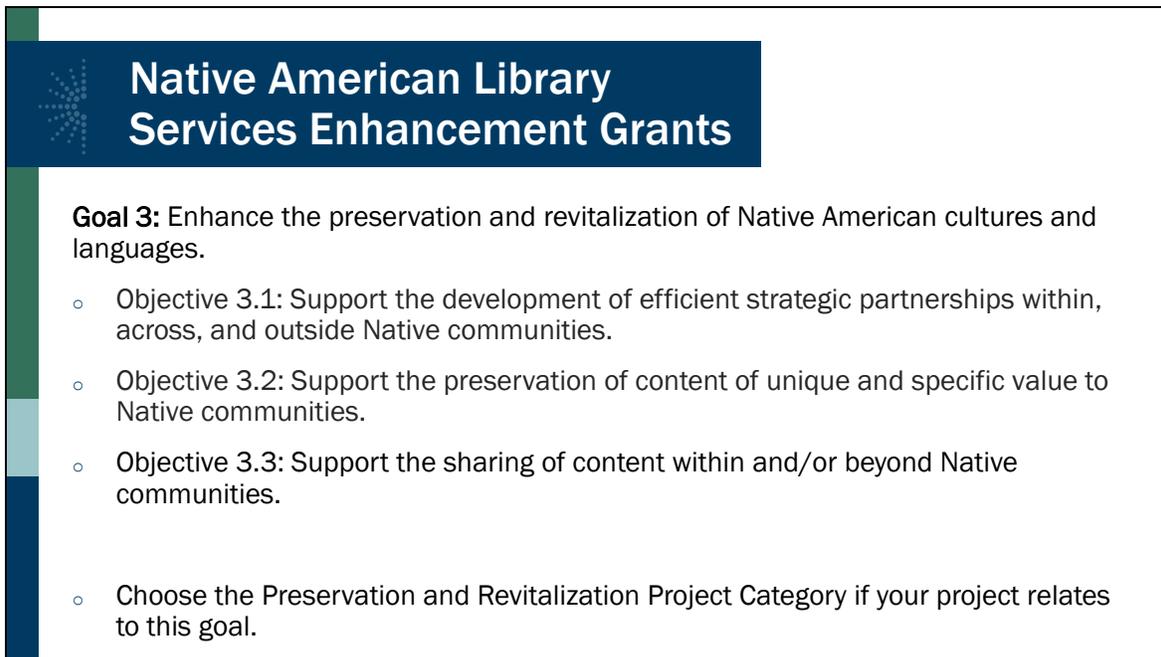
**Goal 2:** Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.

- 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.

The second goal and objectives correspond to the Educational Programming project category on the Program Information Form and they are to: 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.

The slide features a dark blue header with a white starburst icon on the left and the title "Native American Library Services Enhancement Grants" in white text. Below the header, the text "Goal 3: Enhance the preservation and revitalization of Native American cultures and languages." is followed by a bulleted list of four objectives. The slide has a decorative vertical bar on the left with green, light blue, and dark blue segments.

## 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.

The third goal and objectives correspond to the Preservation and Revitalization project category on the Program Information Form and they are to: Enhance the preservation and revitalization of Native American cultures and languages. This can be done by:

- 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.



## Native American Library Services Enhancement Grants

<https://www.ims.gov/grants/available/native-american-library-services-enhancement-grants>

Be sure to follow all the links in the Notice of Funding Opportunity (NOFO).

When is the deadline?

- Applications are due by 11:59 p.m. Eastern time **April 1, 2022**
- All Applications must be submitted through Grants.gov

You can find the Notice of Funding Opportunity on our website. Make sure to read the NOFO carefully and follow all the links.

# Application Checklist

**D. Application and Submission Information**

**D1. Application Package**

This announcement contains all application materials needed to apply. Use one of the following identifiers to locate the application package in Grants.gov:

- Funding Opportunity Number: NAG-ENHANCEMENT-FY22
- Assistance Listing Number: 45.311

To request an audio recording of this announcement, call 202-653-4744. To request a paper copy of this announcement, call 202-653-4744 or email [lib@nps.gov](mailto:lib@nps.gov)

Persons who are deaf or hard of hearing (TTY Users) can contact NPS at 202-207-7850 via 711 for TTY-Device Telecommunications Relay Service.

**D2. Content and Form of Application Submission**

The Table of Application Components below will help you prepare a complete application. The links lead to more information and instructions for each application component.

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. § 3127.9.)

**D2a. Table of Application Components**

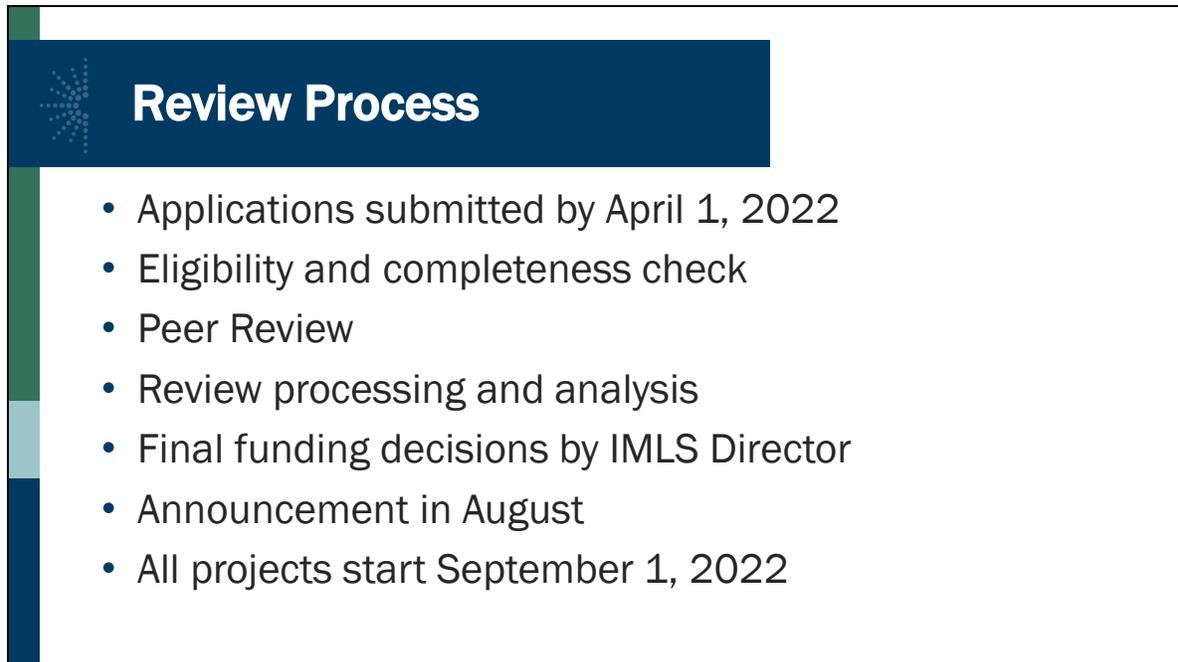
Component	Format	File name to use
<b>Required Documents</b>		
<a href="#">Please see the guidance in Section C1d for more information.</a>		
<a href="#">The Application for Federal Domestic Assistance (Grant Application Form) (2025)</a>	Grants.gov form	n/a
<a href="#">NPS Supplemental Information Form (including Abstract)</a>	Grants.gov form	n/a

**Conditionally Required Documents**

[Please see the guidance in Section C1d for more information.](#)

<a href="#">Final Federally Negotiated Indirect Cost Rate Assessment</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Products Plan (two pages max.)</a>	PDF document	Digitalproduct.pdf
<b>Supporting Documents</b>		
<a href="#">Please see the guidance in Section C1d for more information.</a>		
<a href="#">Information that assesses the benefits and impacts the project described included in the application</a>	PDF document	Supportingbnc1.pdf Supportingbnc2.pdf Supportingbnc3.pdf

Pages 6 and 7 of the Notice of Funding Opportunity include a table that lists all of the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all the documents you will need to submit by April 1st. You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one document.

The slide features a dark blue header bar with a white starburst icon on the left and the text "Review Process" in white. Below the header is a list of seven bullet points. The slide is framed by a thin black border and has a decorative vertical bar on the left side with segments of green, light blue, and dark blue.

## Review Process

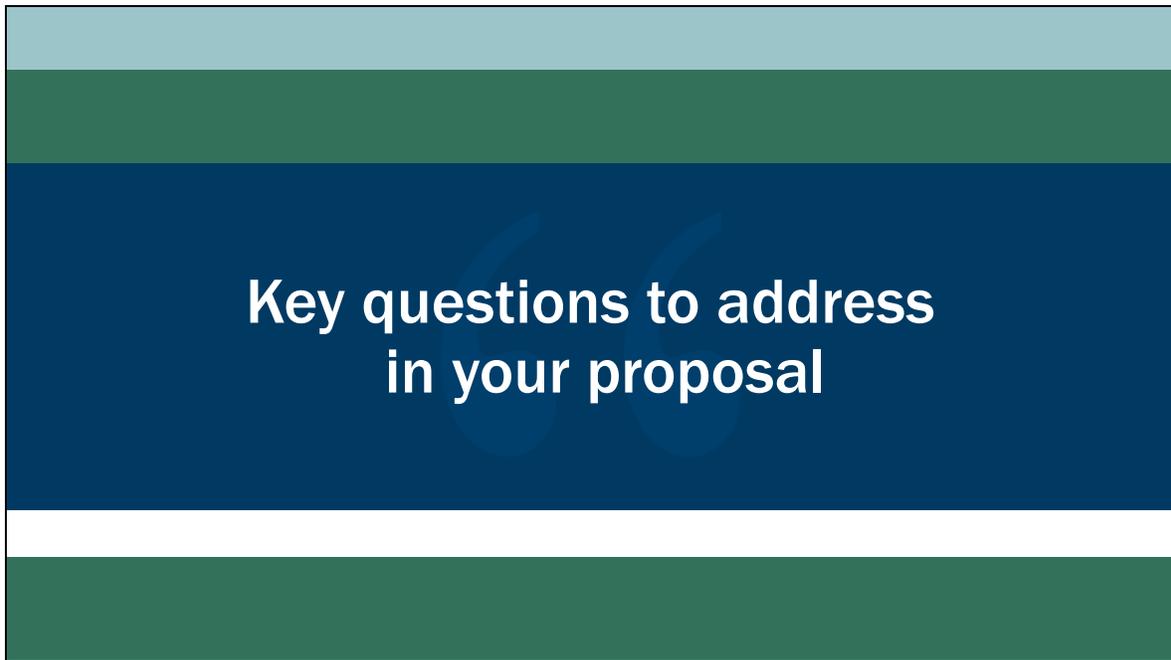
- Applications submitted by April 1, 2022
- Eligibility and completeness check
- Peer Review
- Review processing and analysis
- Final funding decisions by IMLS Director
- Announcement in August
- All projects start September 1, 2022

This will give you a sense of the timeline and how the process works. Grant proposals go through peer review. Reviewers will read your proposals and evaluate them to make sure you have responded to the Notice of Funding Opportunity and that your proposed project has potential for success. We will present the reviewers' comments and scores to the IMLS Director who will then make funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency. Announcements will be made in August for a September 1<sup>st</sup> start date.

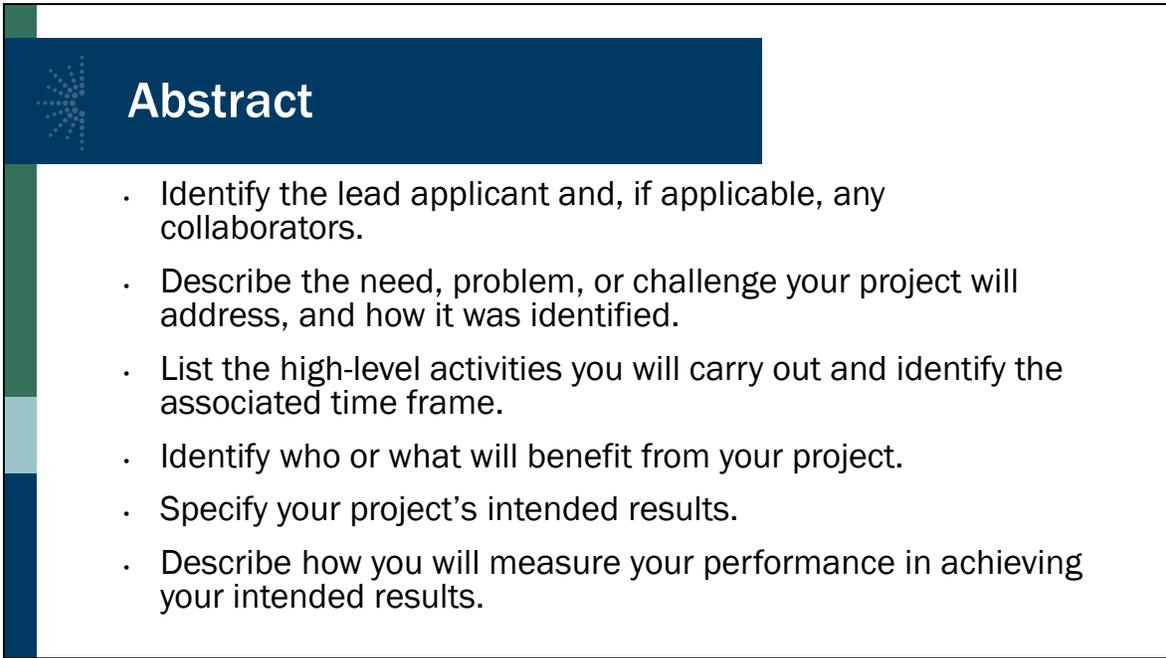
## What types of projects are funded?

Log Number	Institution	Fiscal Year	Program	Federal Amount	Funding Office	City	State
NHG-24619-02-20	Salsano Corporation	2020	Native American Library Services Enhancement Grants	\$149,371	Office of Library Services	Juneau	AK
NHG-24699-02-20	Chippewa Cree Tribe of the Rocky Boy Reservation, The	2020	Native American Library Services Enhancement Grants	\$83,454	Office of Library Services	Boz Elder	MT
NHG-24626-02-20	Tulamee Ojibwa Nation, The	2020	Native American Library Services Enhancement Grants	\$37,769	Office of Library Services	Selo	AC
NHG-24697-02-20	Huna Tribal Corporation	2020	Native American Library Services Enhancement Grants	\$149,995	Office of Library Services	Juneau	AK
NHG-24696-02-20	Kaweahai Bay Indian Community	2020	Native American Library Services Enhancement Grants	\$149,371	Office of Library Services	Baraga	MI
NHG-24627-02-20	Matha-be-nah-mee-wah Band of Potawatomi Indians	2020	Native American Library Services Enhancement Grants	\$149,963	Office of Library Services	Shelbyville	IN
NHG-24615-02-20	Poussagen Band of Potawatomi	2020	Native American Library Services Enhancement Grants	\$149,940	Office of Library Services	Douglas	MI
NHG-24617-02-20	United Nemadji Cheyenne Council	2020	Native American Library Services Enhancement Grants	\$144,259	Office of Library Services	Tahquamenon	MI
NHG-24616-02-20	Eastern Ojibwa Tribe of Chippewa	2020	Native American Library Services Enhancement Grants	\$134,154	Office of Library Services	Wyanadota	OK
NHG-24697-02-20	Seneca Creek Pueblo of	2020	Native American Library Services Enhancement Grants	\$149,375	Office of Library Services	Esplanade	MA

To get a better idea about how to align your project with the three categories, you can use our Awarded Grants Search. Starting on the IMLS home page, click on Grants at the top of the page and then click on Search Awarded Grants. From here you can search "Native American Library Services – Enhancement Grants" under Program and select "FY2021" under the Fiscal Year and then hit Submit. If you click on an application Log Number, you'll find a short description for each one and under the description, there is a PDF document you can download, which is the Proposal Narrative and Schedule of Completion for each funded project.



I will now review the questions that you should address in your proposal.



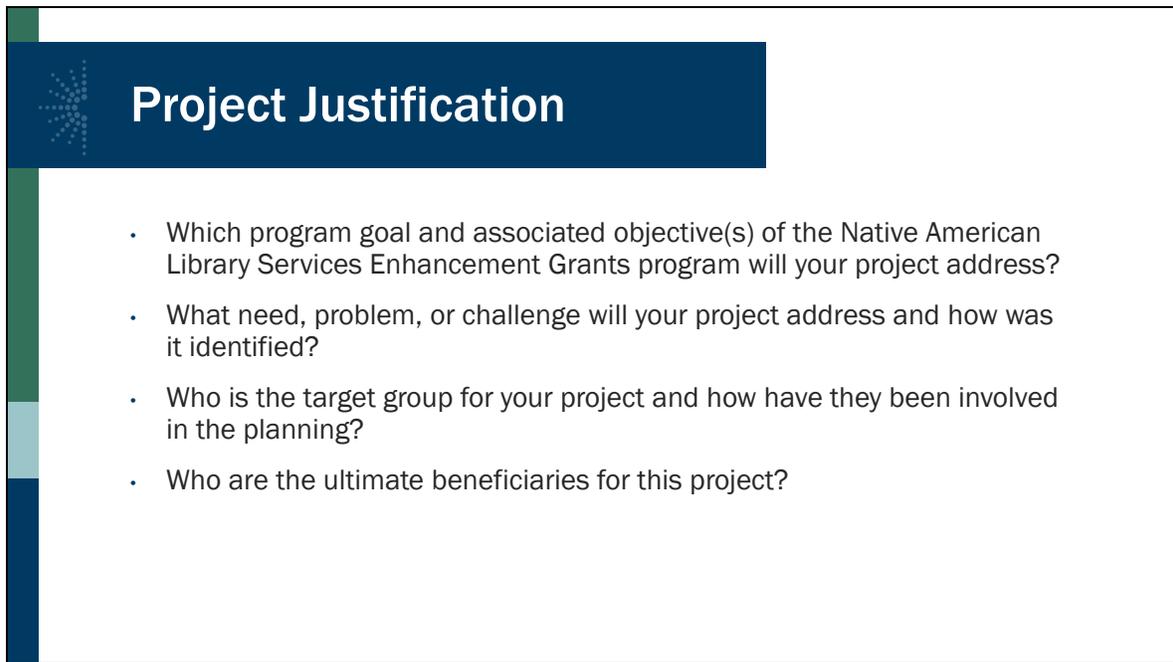
## Abstract

- 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.

As part of the IMLS Supplementary Information Form, you will include an abstract. Here are some key questions to address in the abstract:

- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, problem, or challenge your project will address
- 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.

If your proposed project is selected for funding, your abstract may be published online. As such, it must not include any sensitive or confidential information.

The slide features a dark blue header with a white starburst icon on the left and the title "Project Justification" in white. Below the header, a list of four bullet points is presented in a white box with a thin black border. The background of the slide is white with a vertical decorative bar on the left side consisting of green, light blue, and dark blue segments.

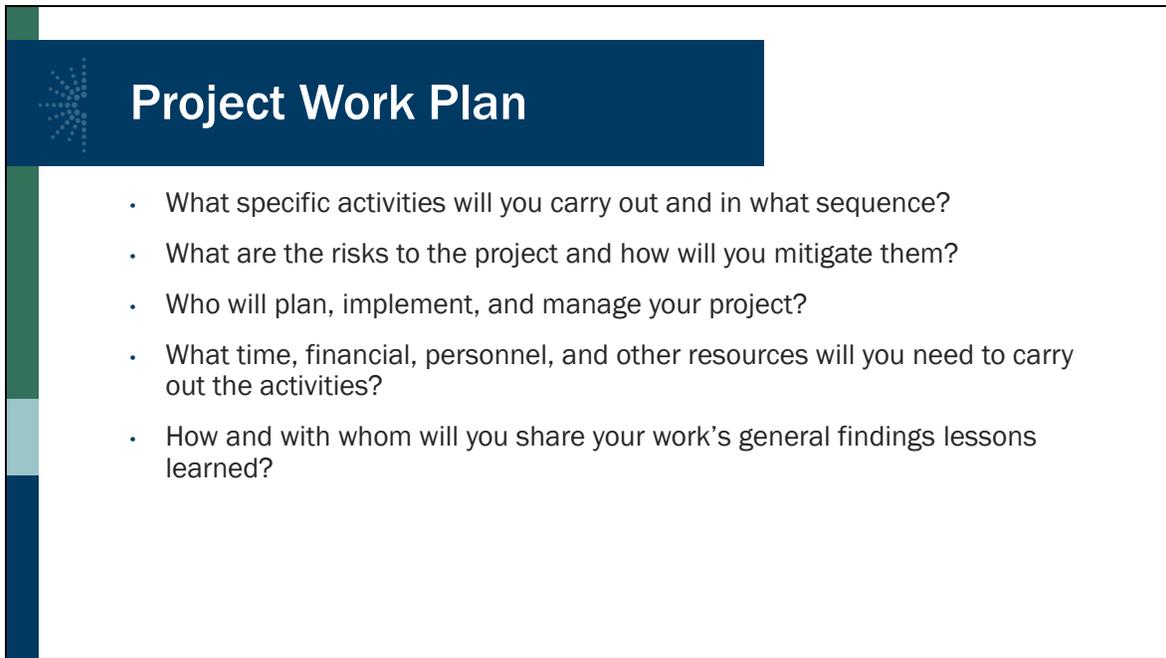
## Project Justification

- Which program goal and associated objective(s) of the Native American Library Services Enhancement Grants program will your project address?
- What need, problem, or challenge will your project address and how was it identified?
- Who is the target group for your project and how have they been involved in the planning?
- Who are the ultimate beneficiaries for this project?

Your application Narrative should have three main sections: a Project Justification, a Project Work Plan, and Project Results.

In your Project Justification, tell the reviewers:

- Which program goal and associated objective(s) of the Native American Library Services Enhancement Grants program will your project address?
- What need, problem, or challenge will your project address and how was it identified?
  - Describe how you have used demographic information, economic circumstances, condition assessments, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project.
- Who is the target group for your project and how have they been involved in the planning?
  - “Target group” refers to those who will be most immediately and positively affected by your project. Be specific by identifying particular age groups, community members with particular needs, and/or other types of target audiences. Identify the number of individuals in the target group or in each target group, if you identify more than one.
- Who are the ultimate beneficiaries for this project?
  - “Beneficiaries” refers to those who are likely to be aided in the long-term by your project. They may or may not be the same as your “target group.” Identify the number of individuals who will benefit from your project in the long term, if reliable and defensible counts are possible. Otherwise describe the characteristics of the beneficiaries you expect to be served eventually by your project.

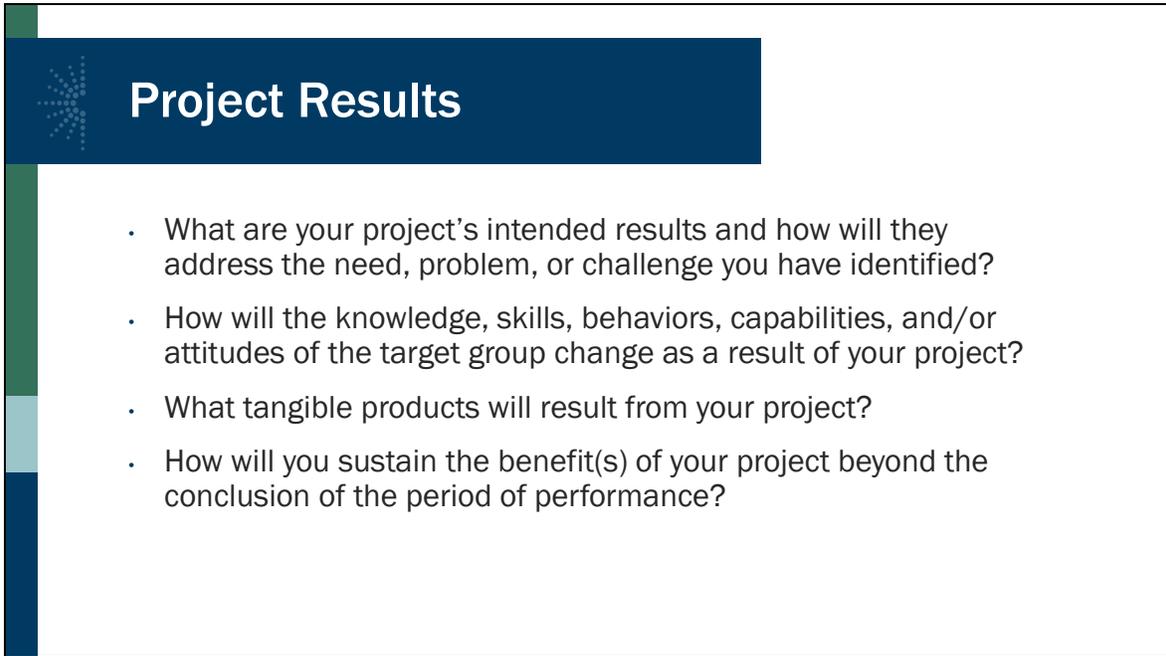
A slide titled "Project Work Plan" with a dark blue header and a white body. The header contains a small starburst icon and the title text. The body contains a bulleted list of five questions. The slide is framed by a black border and has a decorative vertical bar on the left side with green, light blue, and dark blue segments.

## Project Work Plan

- What specific activities will you carry out and in what sequence?
- What are the risks to the project and how will you mitigate them?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities?
- How and with whom will you share your work's general findings lessons learned?

Your Project Work Plan section should address the following questions:

- What specific activities will you carry out and in what sequence?
- What are the risks to the project and how will you mitigate them?
- 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.
- How and with whom will you share your work's general findings lessons learned?
- 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? I will discuss more about this in a minute.
- Does your project include any digital content, resources, assets, software, or datasets? If so, be sure to create a Digital Products Plan. Examples of digital products include any data visualizations that are informing the project work, online materials (such as webpages about the project), digital content products, or images.

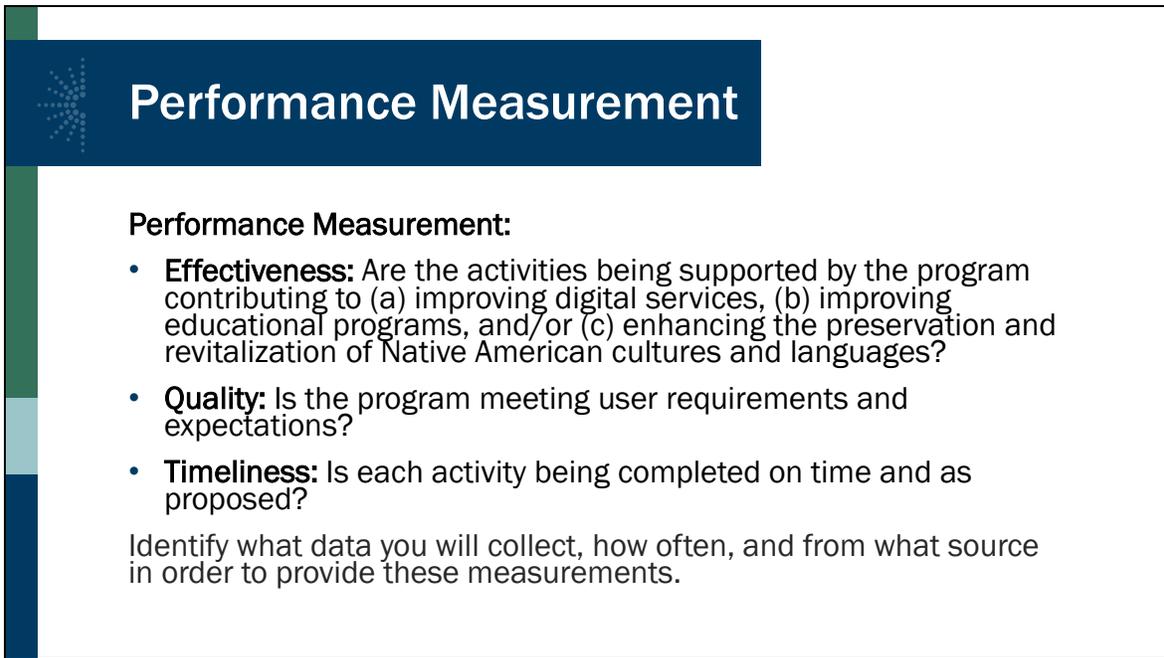
The slide features a dark blue header with a white starburst icon on the left and the text "Project Results" in white. Below the header, a list of four bullet points is presented in black text on a white background. The slide is framed by a thin black border and has a vertical decorative bar on the left side with segments of dark green, light blue, and dark blue.

## Project Results

- What are your project's intended results and how will they address the need, problem, or challenge you have identified?
- How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the target group change as a result of your project?
- What tangible products will result from your project?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

In terms of 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 tangible products will result from your project?
- How will you sustain the benefit(s) of your project? How will you continue to support the project, its results, and/or new models that are created beyond the grant period? For example, will there be ongoing institutional and/or community support of project activities or products? Do you have demonstrated buy-in from potential stakeholders? What are your plans for sustaining any digitized collections, software, and supporting documentation, information systems, and other technology tools?

The slide features a dark blue header with a white starburst icon on the left and the title "Performance Measurement" in white. Below the header, the text "Performance Measurement:" is followed by three bullet points. The first bullet point is "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?". The second is "Quality: Is the program meeting user requirements and expectations?". The third is "Timeliness: Is each activity being completed on time and as proposed?". Below the bullet points, a paragraph reads: "Identify what data you will collect, how often, and from what source in order to provide these measurements." The slide has a decorative vertical bar on the left with green, light blue, and dark blue segments.

## Performance Measurement

**Performance Measurement:**

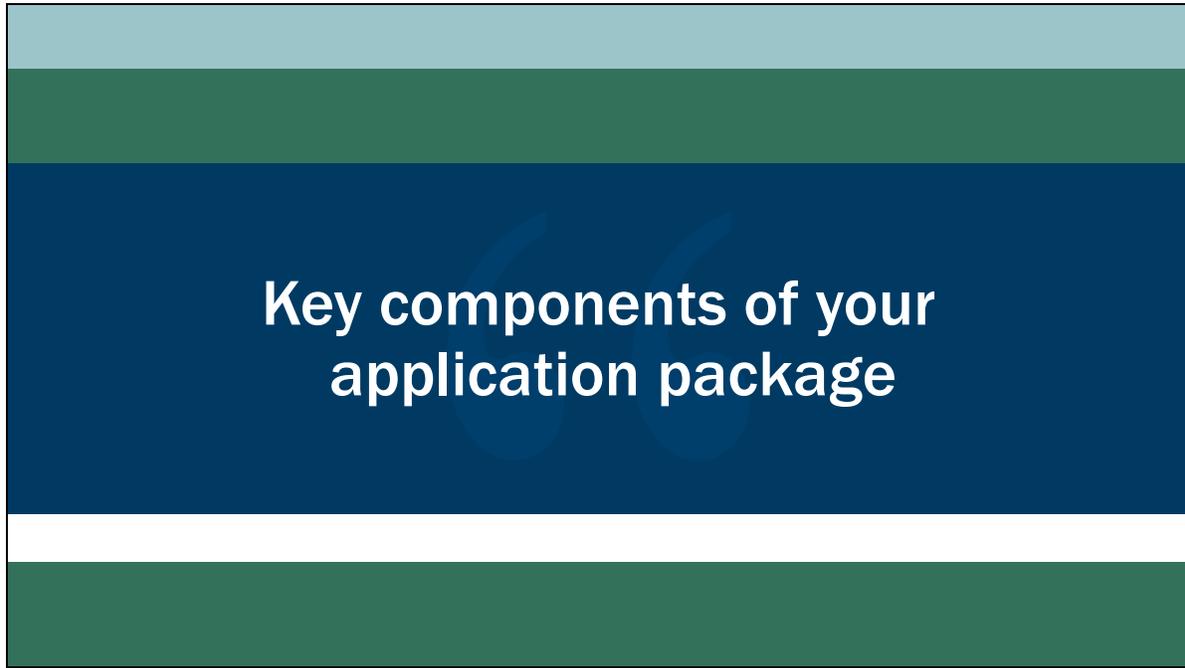
- **Effectiveness:** Are the activities being supported by the program contributing to (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native American cultures and languages?
- **Quality:** Is the program meeting user requirements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

Identify what data you will collect, how often, and from what source in order to provide these measurements.

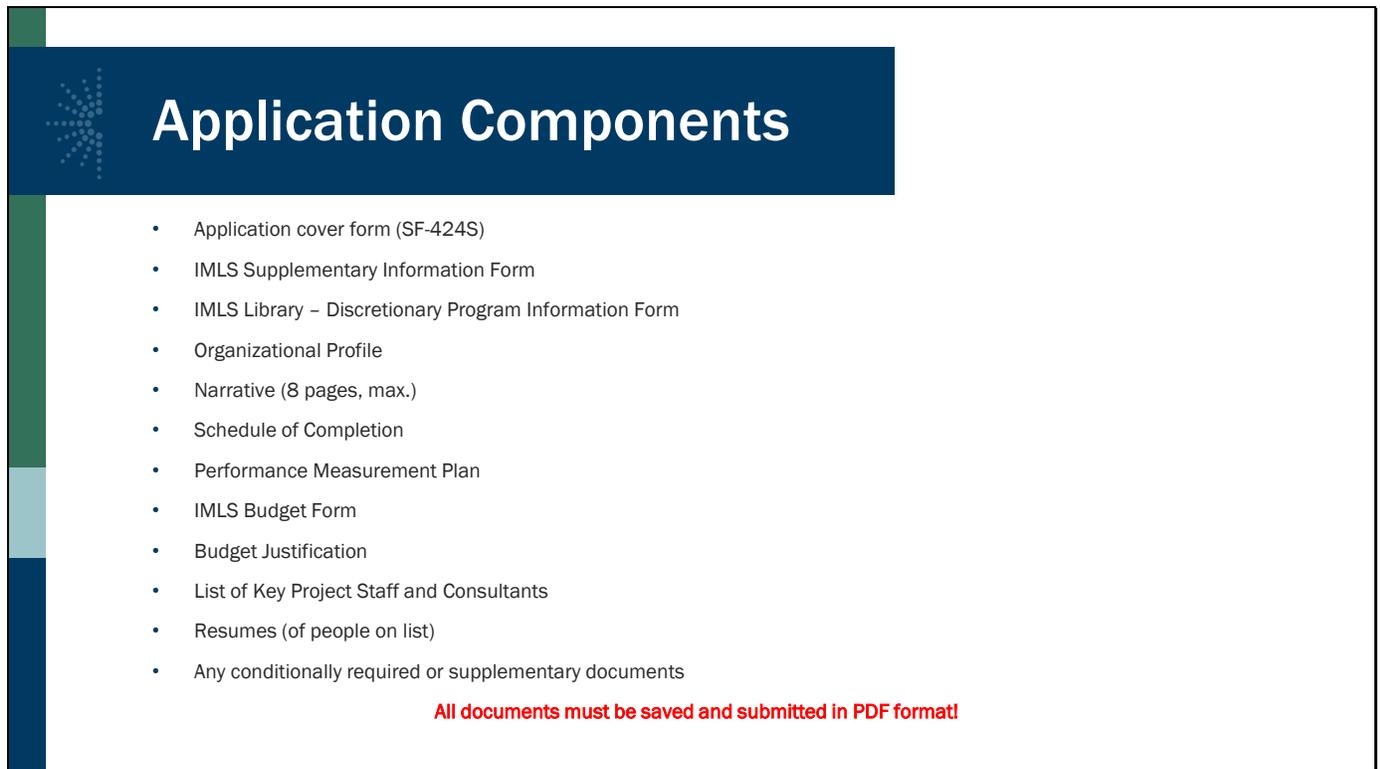
The Native American Library Services Enhancement Grants program will use the following three performance measurements as a basis for understanding the level of performance by the grant program as a whole and by each award supported through it.

- For 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?
- For Quality: Is the program meeting user requirements and expectations?
- For Timeliness: Is each activity being completed on time and as proposed?

Each applicant must identify what data they will collect, how often, and from what source in order to produce these measurements. Consider using the sample performance measurement plan to get started.



I will now address key components of your application package.

The slide features a dark blue header with the title 'Application Components' in white. To the left of the title is a decorative graphic of a starburst or network of dots. Below the header is a list of application components. At the bottom right of the list, there is a red text instruction: 'All documents must be saved and submitted in PDF format!'. The slide also has a vertical decorative bar on the left side with green, light blue, and dark blue segments.

## 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
- Performance Measurement Plan
- 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!**

Make sure to include the application components listed in the NOFO and included here on this slide.

Conditionally required documents are your federally negotiated indirect cost rate agreement – if you plan to use one - and the Digital Products Plan if you are creating any kind of digital product. (That means it is required if any funds are being used to create any kind of digital product like a web site or digital histories).

## Budget

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

You'll need to include an IMLS Budget Form and Budget Justification following the standard budget categories listed on this slide.

- In the Budget Justification, explain the purpose and cost breakdown for each expense listed in the IMLS Budget Form
- Travel should include \$3,000 for IMLS-directed travel each year.
- Cost share is not required.



## Supporting Documents

- Letters of commitment from consultants, partners, or other groups you will work with
- Bibliography or references
- Letters of support from experts and stakeholders
- Reports from planning activities
- Vendor quotes for equipment, furnishings, other large purchases
- Equipment specifications
- Summary of needs assessment findings

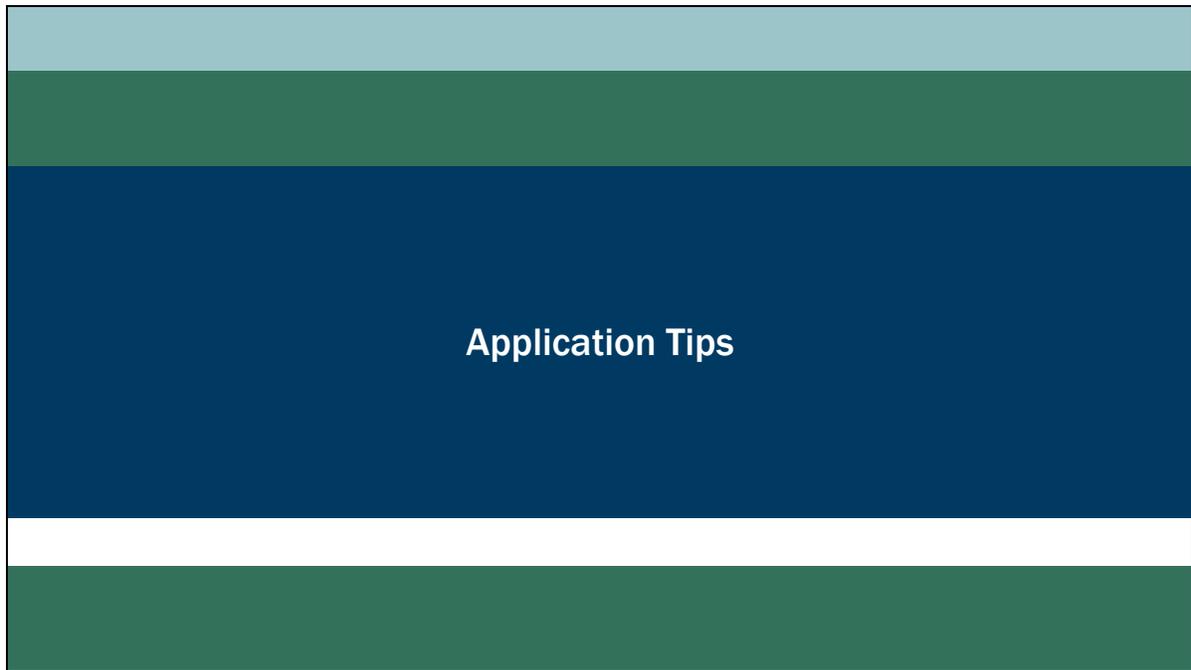
You may submit a reasonable number of Supporting Documents that supplement your Narrative and support the project description. Supporting Documents should help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers to the Narrative questions. Give each document a clear, descriptive title at the top of the first page. You can choose to include any of the supporting documents listed.



## The Application Package

- Make sure to submit a complete application with all required documents.
  - See the Table of Application Components (p. 6-7 of the NOFO)
- Don't forget all key personnel listed must have resumes
- Check list of conditionally required documents, for example, Digital Products Plan
- Federally Negotiated Indirect Cost Rate Agreement (if applicable)
  - The indirect cost rate at the time of the award stands until the end.
  - The cost rate agreement must extend through September 2022.
- Supporting documents might include needs assessments, letters of support, plans or reports.

- Make sure to submit a complete application with all required documents.
- Don't forget all key personnel listed must have resumes
- Check list of conditionally required documents, for example, the Digital Products Plan
- The Federally Negotiated Indirect Cost Rate Agreement is another conditionally required application component. If you have one remember that:
  - The indirect cost rate at the time of the award stands until the end.
  - The cost rate agreement must extend through September 2022.
- Supporting documents might include needs assessments, letters of support, plans or reports.



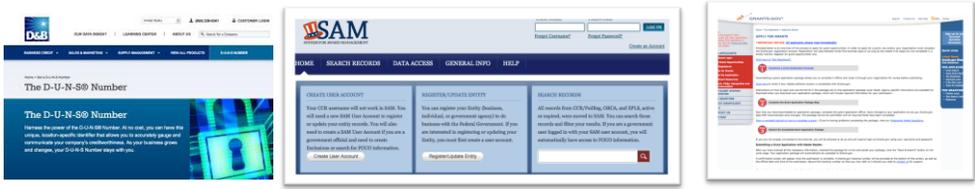
Next, we will provide some tips to help you with the application process.

**Tips**

## Register early!

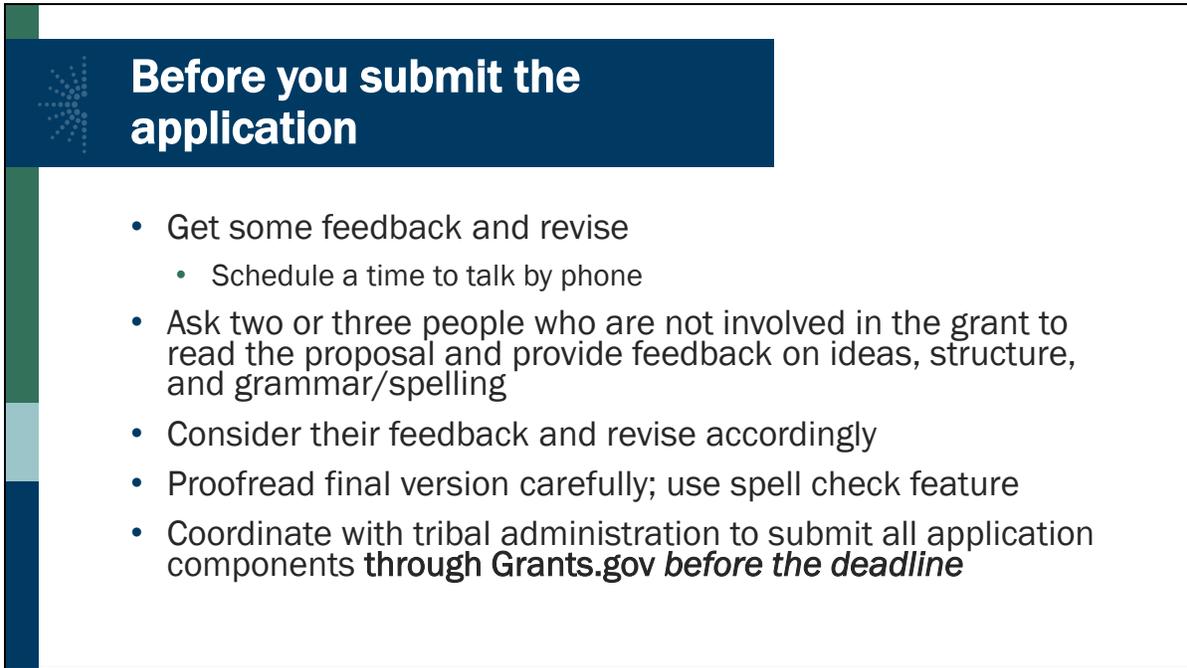
1. Acquire a D-U-N-S® Number: [www.dnb.com/us](http://www.dnb.com/us)\*\*
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)

\*\* The D-U-N-S® number will eventually be phased out as the official identifier for doing business with the Federal Government, to be replaced by the Unique Entity Identifier (UEI) number assigned in SAM



The image contains three screenshots of government registration portals. The first screenshot on the left is for the D-U-N-S Number, showing a page with the title 'The D-U-N-S® Number' and a blue header. The middle screenshot is for SAM (System for Award Management), showing a navigation menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The right screenshot is for Grants.gov, showing a search results page with a red header and a search bar.

- Please register early! There are three places where you must register your organization in order to be able to submit a proposal—DUNS, SAM, and Grants.gov.
- You must be registered in SAM (System for Award Management). Important to keep in mind here is that your SAM registration is good for one year and must be renewed. It takes time to process the renewal, so we recommend checking your status early on. If it's not your job to track your SAM registration, become best friends with the person at your organization whose job it is so you can make sure this is in place.
- Grants.gov is the portal through which you will file your application. Allow several weeks for the registration process here, and even if you know you're registered, make sure you know who is authorized for your institution and make sure they know their password. Staff change, people retire, and passwords get misplaced. In fact, if you don't know for absolutely sure that this is all in place now, I'd recommend checking on it as soon as we get done today. Again, it's not something you want to be trying to accomplish anywhere close to the application deadline.



## 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**

Here are a few application tips based on experience:

- Get some feedback and revise
- 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**

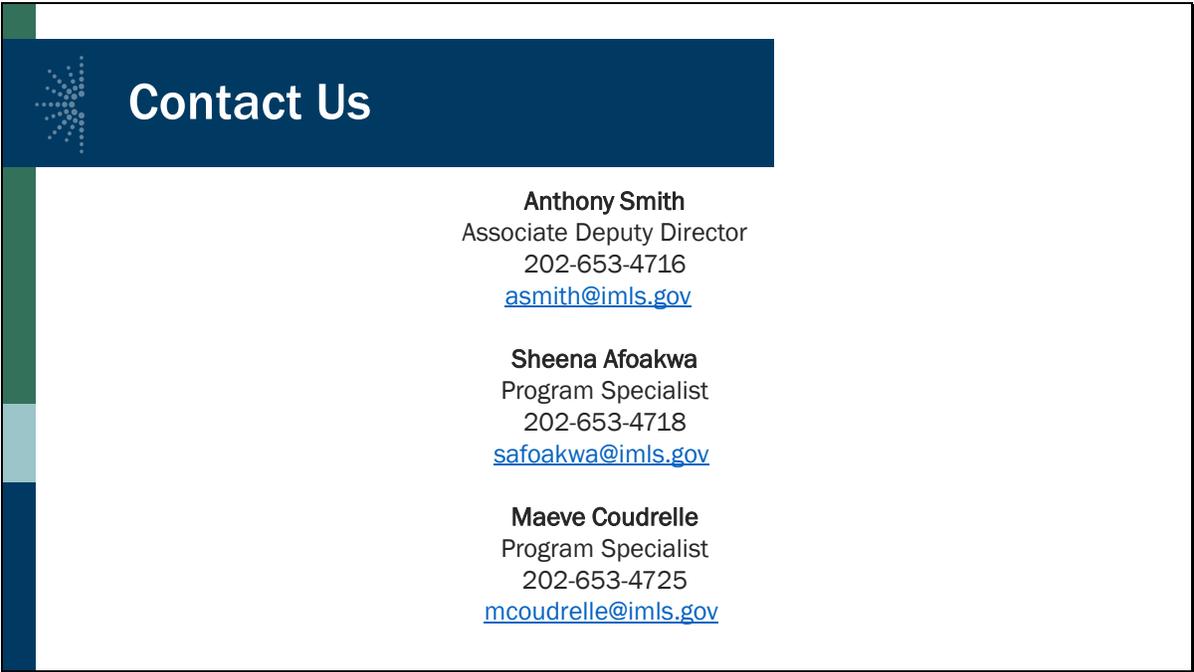


## Application Tips

**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

- Start today, organizing what you need to apply and understanding who in your organization can help confirm DUNS, SAM, and Grants.gov registrations
- Remember to save all your documents as PDF files. Grants.gov cannot convert them for you.
- Upload application files to Grants.gov prior to the deadline. I would encourage setting a date prior to the deadline in case something unforeseen comes up, requiring more time.
- Use Grants.gov Workspace. It's a great way to organize the work of the application process in one work environment and with any of your work partners who have a role to play in the application prep and submission process.
- Be sure to double check the uploaded files against the Table of Application Components in the Notice of Funding Opportunity



## Contact Us

**Anthony Smith**  
Associate Deputy Director  
202-653-4716  
[asmith@imls.gov](mailto:asmith@imls.gov)

**Sheena Afoakwa**  
Program Specialist  
202-653-4718  
[sfoakwa@imls.gov](mailto:sfoakwa@imls.gov)

**Maeve Coudrelle**  
Program Specialist  
202-653-4725  
[mcoudrelle@imls.gov](mailto:mcoudrelle@imls.gov)

- For questions about eligibility, your project narrative and project activities, the Digital Products Plan, or your Budget, including allowability of costs, please contact:
  - Anthony Smith
- For questions about application requirements and deadlines, please contact:
  - Sheena Afoakwa or Maeve Coudrelle

Thank you for listening in and we look forward to receiving your application. As always, best wishes from IMLS!