

A recording of this webinar is available here:

[https://www.youtube.com/watch?v=\\_M63sFLpu5Q](https://www.youtube.com/watch?v=_M63sFLpu5Q)

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, the logo for the Institute of Museum and Library Services is displayed, consisting of a stylized starburst of white dots and the text "INSTITUTE of Museum and Library SERVICES". The main title, "NATIVE HAWAIIAN LIBRARY SERVICES GRANT", is written in large, bold, white capital letters in the center. Below the title, "Applicant Webinar" is written in a smaller, white font. On the right side, there is a decorative graphic of a starburst made of light blue dots of varying sizes. The year "2022" is printed in white in the bottom right corner of the slide.

Welcome to the applicant webinar for the Native Hawaiian Library Services 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 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.*

In this webinar, I'll be providing information about the Native Hawaiian Library Services 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.

The slide features a central dark blue rectangular area with the text "General Information" in white. This central area is framed by a light blue bar at the top, a dark green bar at the bottom, and a white bar on the left side.

The slide features a dark blue header with a white starburst icon on the left and the title "Native Hawaiian Library Services Grants" in white text. Below the header, the content is organized into sections with bolded titles and bulleted points. The sections are: Program Goals, Deadline, Amount and Length, Cost Share, and Eligibility. The background of the slide has a vertical bar on the left with green, light blue, and dark blue segments.

## 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**

- April 1, 2022

**Amount and Length**

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

**Cost Share**

- Not required

**Eligibility**

- Nonprofit organizations that primarily serve and represent Native Hawaiians
- A grantee with an active Native Hawaiian Library Services Grant may not apply for another Native Hawaiian Library Services Grant that would have an overlapping period of performance with the active grant.

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

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

To be eligible for this program, you must be a nonprofit organization that primarily serves and represents Native Hawaiians (as the term is defined in 20 U.S.C. § 7517). The term “Native Hawaiian” refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii. 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 Hawaiian Library Services Grant may not apply for another Native Hawaiian Library Services Grant that would have an overlapping period of performance with the active grant.



## 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.

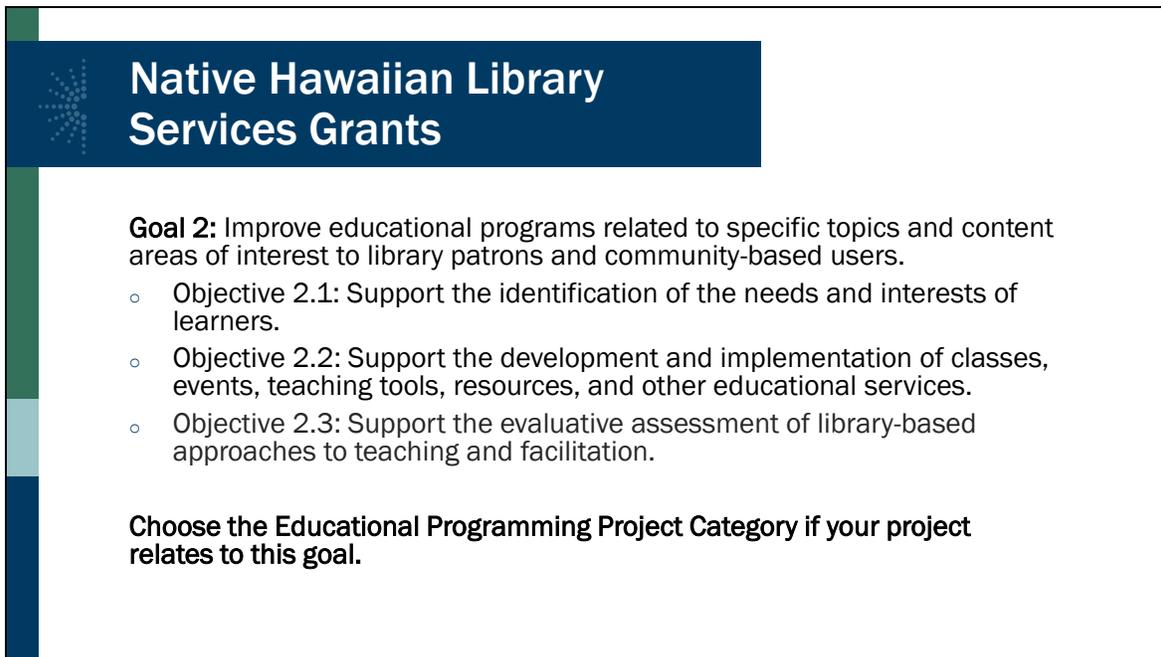
- Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
- Objective 1.2: Support preservation and access to information and resources through digitization.

**Choose the Digital Services Project Category if your project relates to this goal.**

The Native Hawaiian Library Services 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 text "Native Hawaiian Library Services Grants" in white. 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 three bulleted objectives. At the bottom, a bold instruction reads: "Choose the Educational Programming 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.**

The second goal and objectives correspond to the 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.



## 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.**

The third goal and objectives correspond to the to the Preservation and Revitalization project category on the Program Information Form and they are to: 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.



## Native Hawaiian Library Services Grants

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

**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: H4C4H000AA01P021
- 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 [grants@nsls.nih.gov](mailto:grants@nsls.nih.gov)

Persons who are deaf or hard of hearing (TTY users) can contact NLSL at 202-207-7858 via T11 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. § 201.7(a))

**D2a. Table of Application Components**

Component	Format	File name to use
<b>Required Documents</b>		
<i>Please see the <a href="#">applicant</a> in Section D2a for more information.</i>		
<a href="#">The Application for Federal Domestic Assistance Chart Organizational Form (DF-502)</a>	Grants.gov form	N/A
<a href="#">NLSL Supplemental Information Form (including Abstract)</a>	Grants.gov form	N/A
<a href="#">NLSL Library - Discretionary Program Information Form</a>	Grants.gov form	N/A
<a href="#">Organizational Profile</a> (one page max.)	PDF document	Organizationprofile.pdf
<a href="#">Narrative</a> (eight pages max.)	PDF document	Narrative.pdf

OMB Control #: 3207-0002, Expiration Date: 03/31/2024

<a href="#">Schedule of Completion</a> (one page per year max.)	PDF document	Scheduleofcompletion.pdf
<a href="#">Performance Measurement Plan</a> (two pages max.)	PDF document	Perfmeasurement.pdf
<a href="#">NLSL Student Form</a>	NLSL PDF form	Budget.pdf
<a href="#">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>		
<i>Please see the <a href="#">applicant</a> in Section D2a for more information.</i>		
<a href="#">Proof of Private, Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Final Faculty, Nonrelated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Products Plan</a> (two pages max.)	PDF document	Digitalproduct.pdf
<b>Supporting Documents</b>		
<i>Please see the <a href="#">applicant</a> in Section D2a for more information.</i>		
<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**

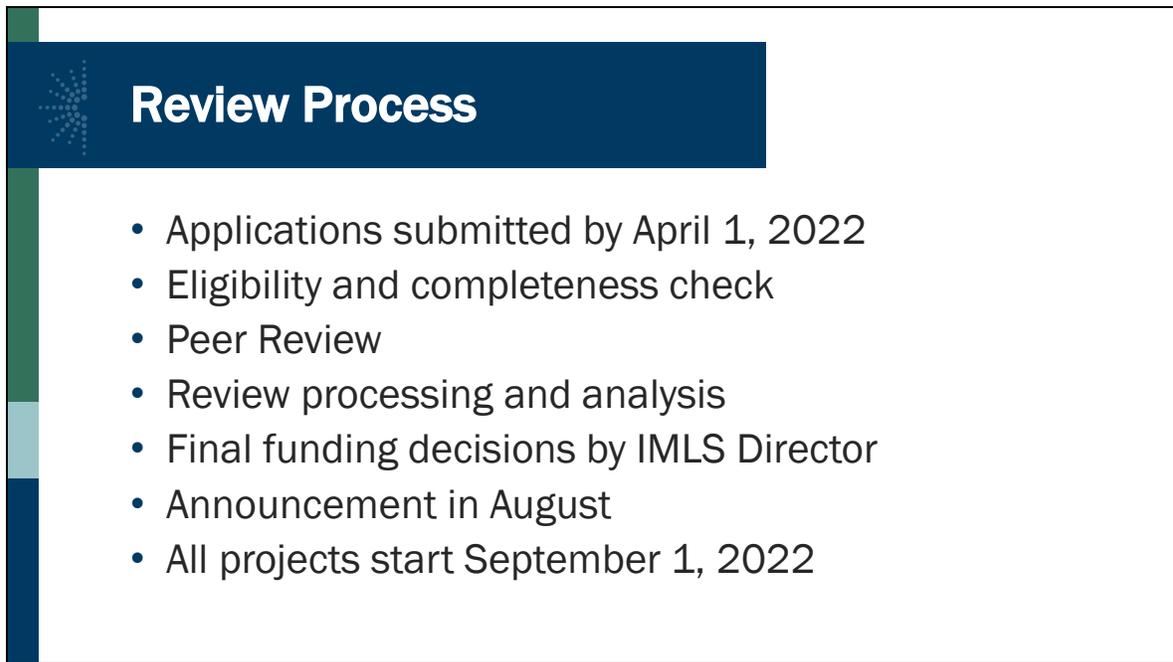
**Document Name:** Make sure that (DF-502), the NLSL Supplemental Information Form (including Abstract), and the NLSL Library - Discretionary Program Information Form, which are created in Grants.gov-WebSpace, all application components must be submitted as PDF documents.

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

**Naming convention:** Use the naming conventions indicated in the table above. **IMPORTANT:** Attachment file names are limited to the following characters: A-Z, a-z, 0-9, underscore (\_), hyphen (-).

OMB Control #: 3207-0002, Expiration Date: 03/31/2024

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, a list of seven bullet points is displayed in black text. The slide is framed by a thin black border and has a vertical decorative 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

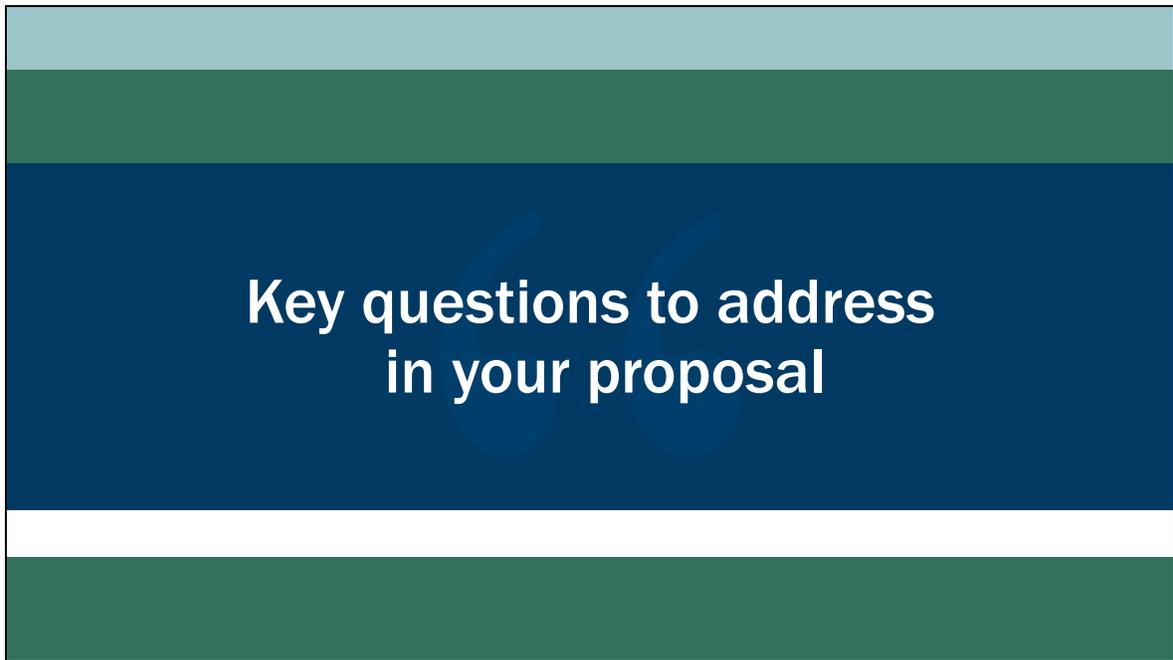
This will give you a sense of the timeline and how the process works. Grant proposals go through peer review. Reviewers will read your proposals and evaluate them to make sure you have responded to the Notice of Funding Opportunity and that your proposed project has potential for success. We will present 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?

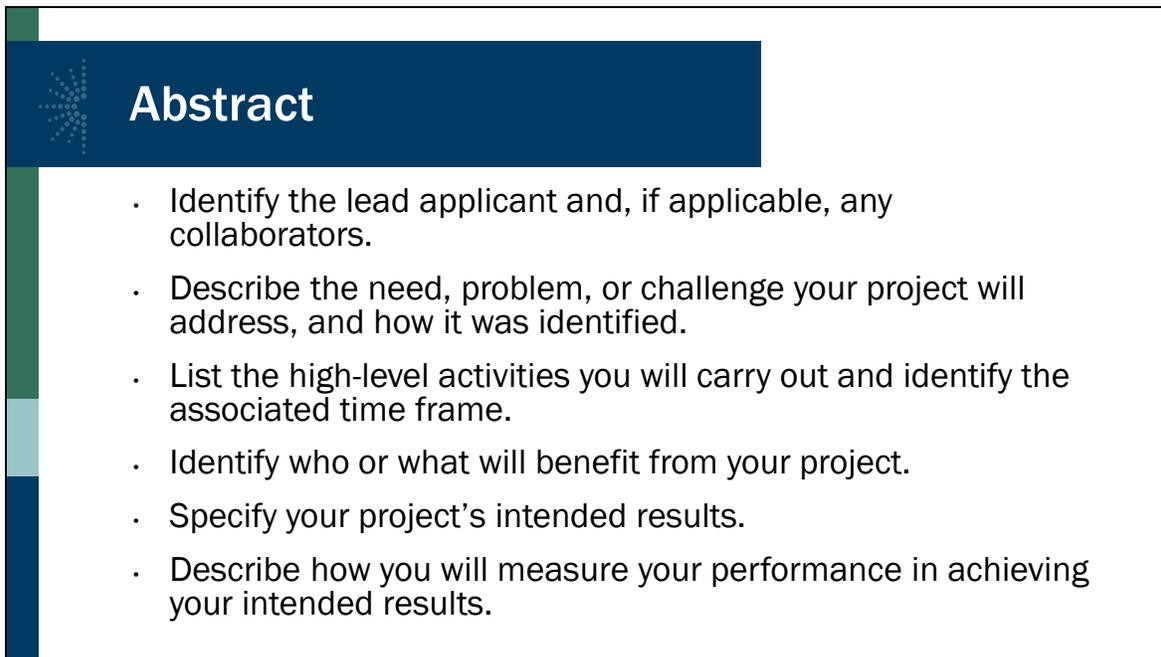
<https://www.imls.gov/grants/awarded-grants>

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NH-246529-OLS-20	Hawaiian Mission Children's Society, The	2020	Native Hawaiian Library Services	\$180,000	Office of Library Services	Honolulu	HI
NH-246638-OLS-20	Papahāna Kūālia	2020	Native Hawaiian Library Services	\$180,000	Office of Library Services	Kaunohiʻo	HI
NH-246634-OLS-20	World Indigenous Nations University-Hawaiian Pacific	2020	Native Hawaiian Library Services	\$118,172	Office of Library Services	Kula	HI

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 Hawaiian Library Services" 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, Schedule of Completion, and Digital Product Form, if any, for each funded project.



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



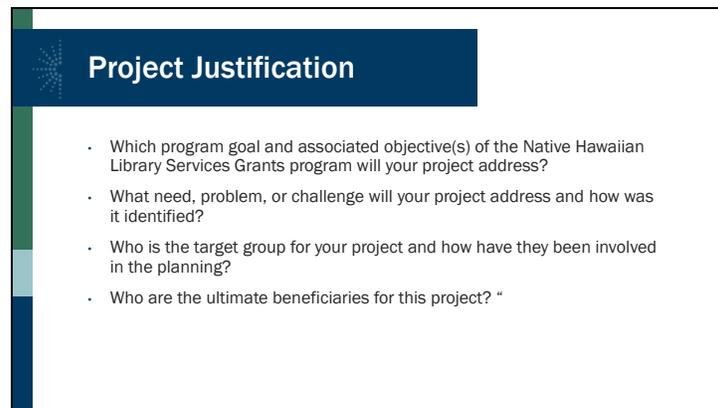
## Abstract

- 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, 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.

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.

A slide titled "Project Justification" with a dark blue header and a white body. The slide contains four bullet points. The first bullet point asks which program goal and associated objective(s) of the Native Hawaiian Library Services Grants program will be addressed. The second asks what need, problem, or challenge will be addressed and how it was identified. The third asks who the target group is and how they have been involved in planning. The fourth asks who the ultimate beneficiaries are.

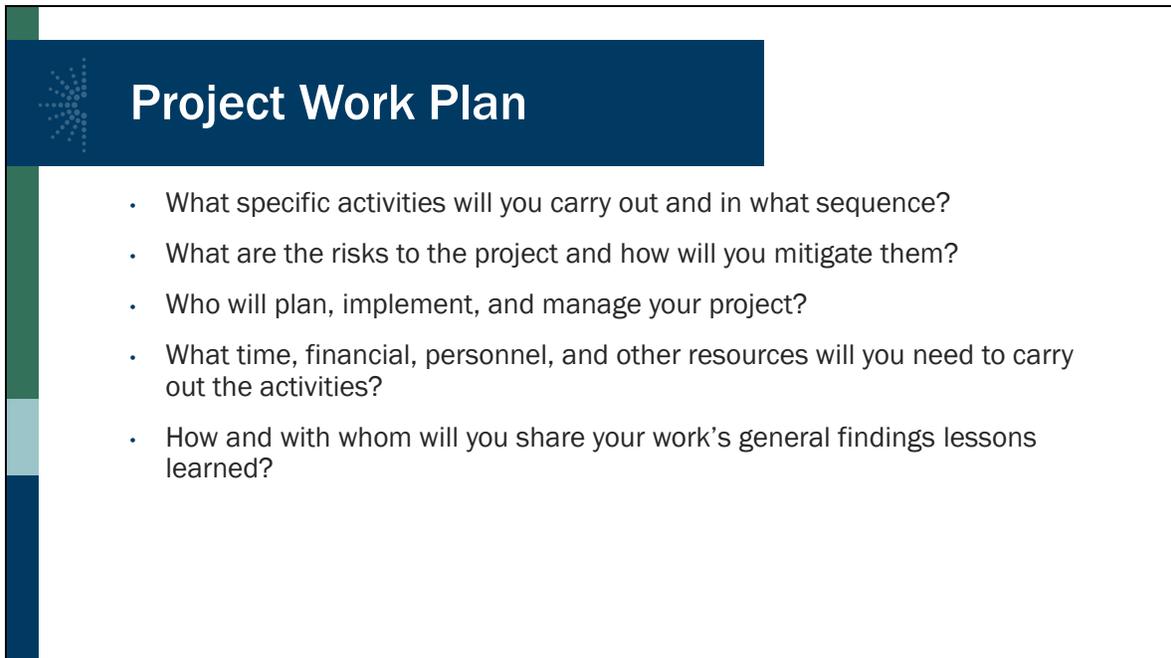
**Project Justification**

- Which program goal and associated objective(s) of the Native Hawaiian Library Services 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 Hawaiian Library Services 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.

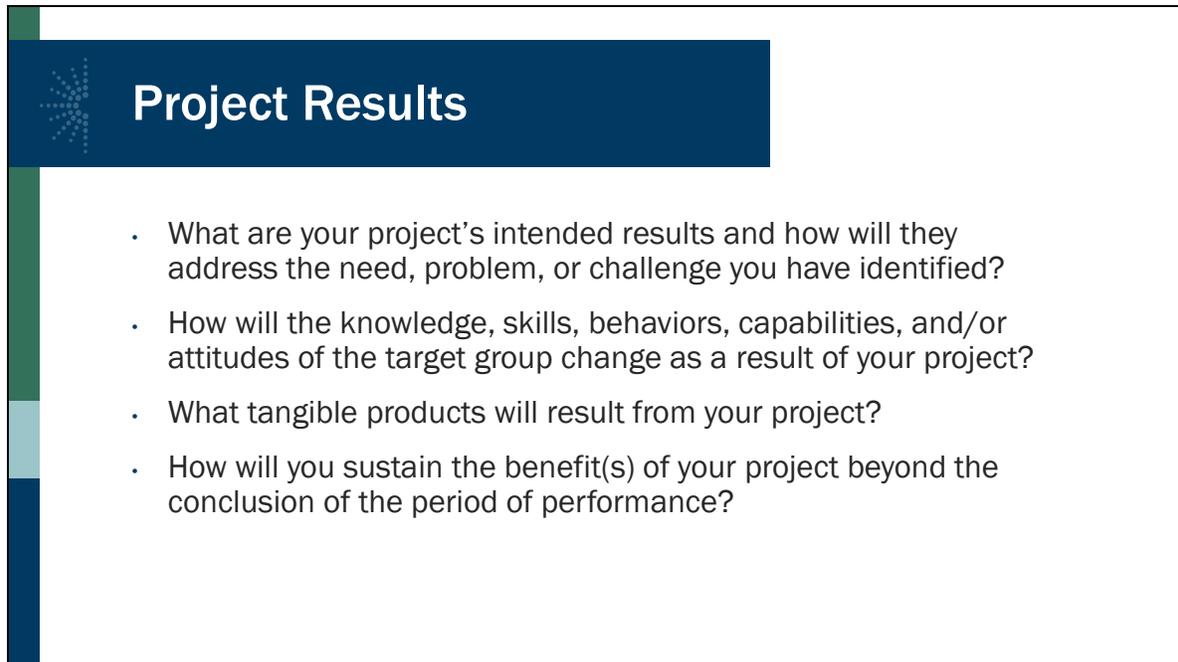
A slide graphic with a dark blue header bar containing the title "Project Work Plan" and a decorative starburst icon. Below the header is a white area with a list of five bullet points. The slide is framed by a thin black border and has a vertical bar on the left side with green, light blue, and dark 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.

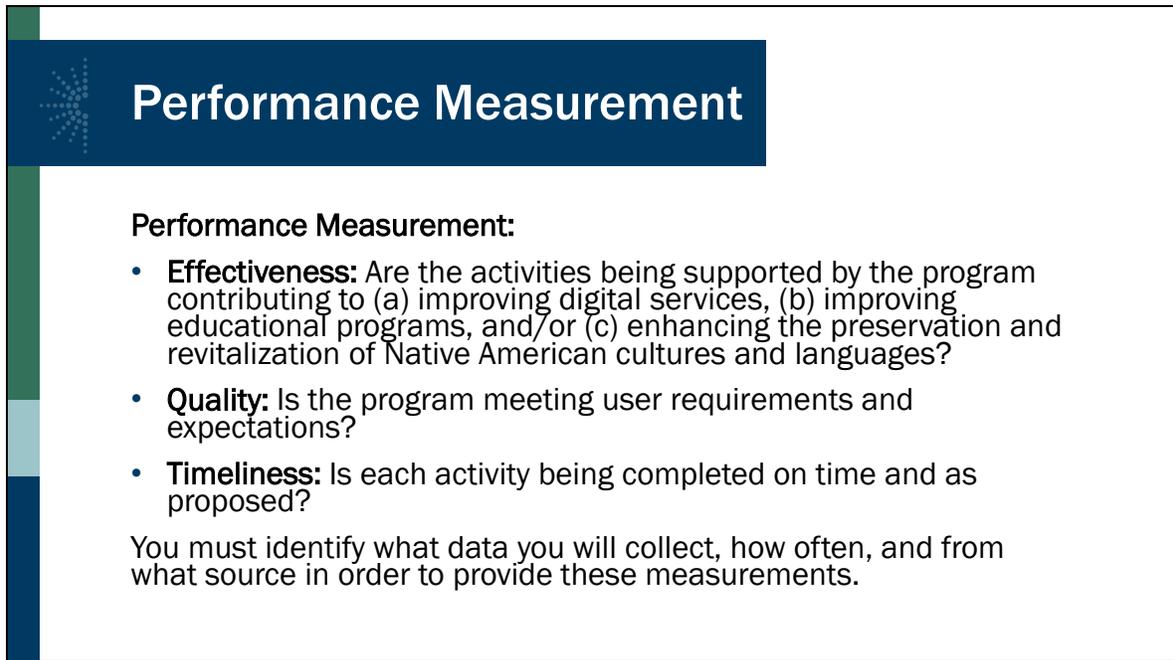
The slide features a dark blue header bar with a white starburst icon on the left and the text "Project Results" in white. Below the header, the slide content is set against a white background with a vertical decorative bar on the left side composed of four colored segments: dark green, light blue, and dark blue. The main content consists of four bullet points.

## 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?

Your Project Results section should include the following information:

- 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. A paragraph below the bullet points states: "You must identify what data you will collect, how often, and from what source in order to provide these measurements." The slide is framed by a thin black border and has a vertical decorative bar on the left with green, light blue, and dark blue segments.

## Performance Measurement

**Performance Measurement:**

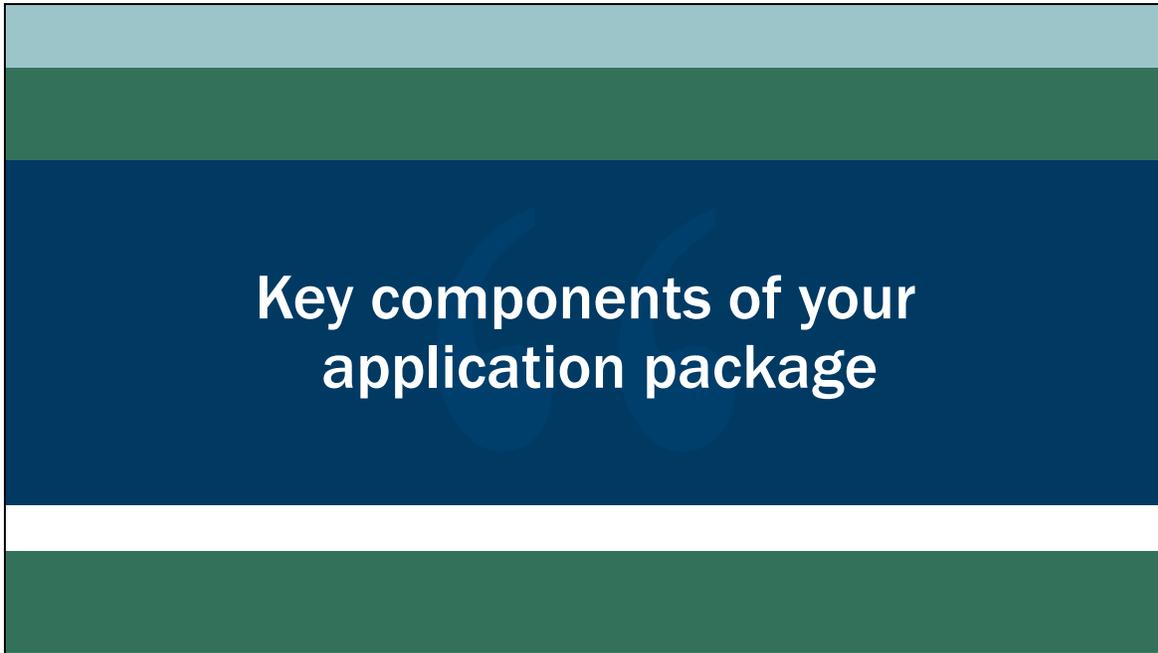
- **Effectiveness:** Are the activities being supported by the program contributing to (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native American cultures and languages?
- **Quality:** Is the program meeting user requirements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

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

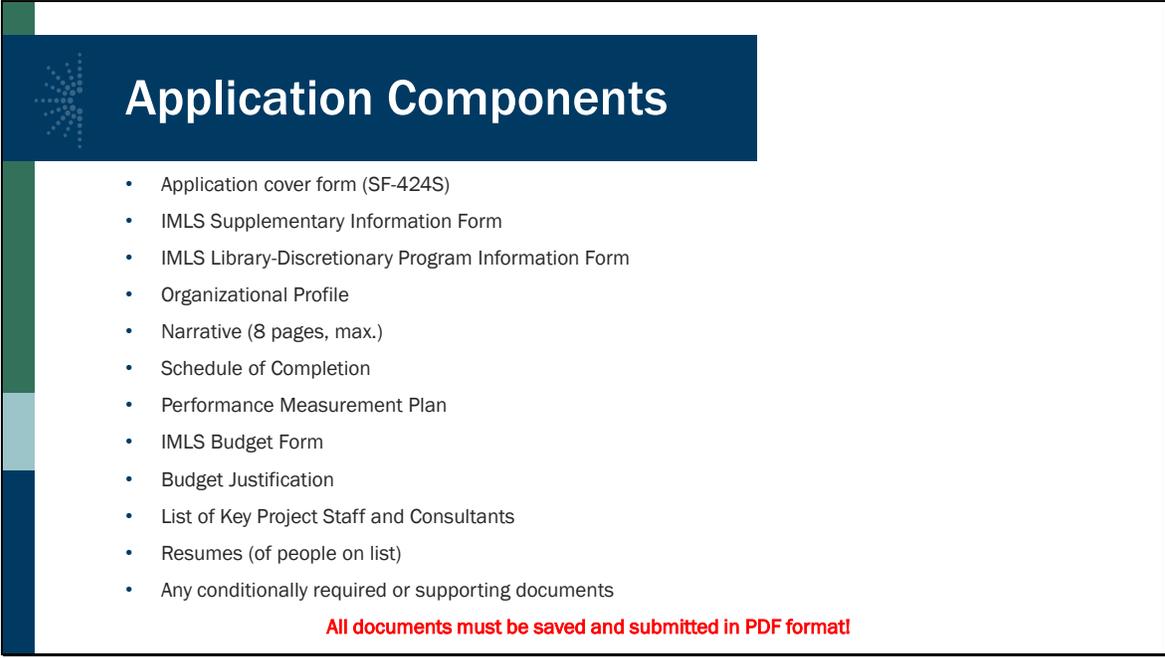
The Native Hawaiian Library Services Grants program will use the following three performance measurements as a basis for understanding the level of performance by the grant program as a whole and by each award supported through it.

- 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. You are welcome, but not required, to use the fillable chart linked in the NOFO.



I will now address key components of your application package.

The slide features a dark blue header with a white starburst icon on the left and the title "Application Components" in white. Below the header is a list of application components. At the bottom right of the list, there is a red text note.

## 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 supporting 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 include your Proof of Private, Nonprofit status, your federally negotiated indirect cost rate agreement (if you plan to include indirect cost in your budget), and the Digital Products Plan, if you are proposing to generate digital content, resources, assets, or software

## 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 IMLS Budget Form.
- Your budget 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

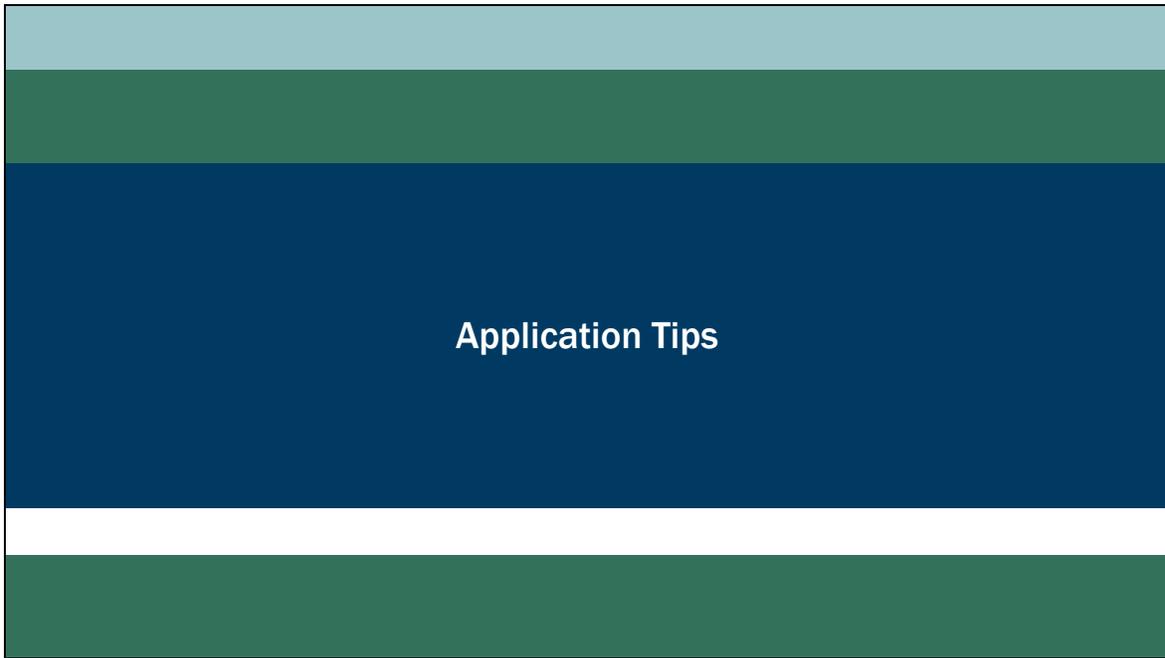
You may submit a reasonable number of Supporting Documents that supplement your Narrative and support the project description. Supporting Documents should help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers 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 the list of conditionally required documents, for example, Digital Products Plan 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 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 the list of conditionally required documents, for example, the Digital Products Plan or the Proof of Private, Nonprofit Status.
- Another conditionally required application component is the Federally Negotiated Indirect Cost Rate Agreement. If you have one remember that:
  - The indirect cost rate at the time of the award stands until the end.
  - Cost rate agreement must extend through September 2022.
- Supporting documents might include needs assessments, letters of support, plans or reports.



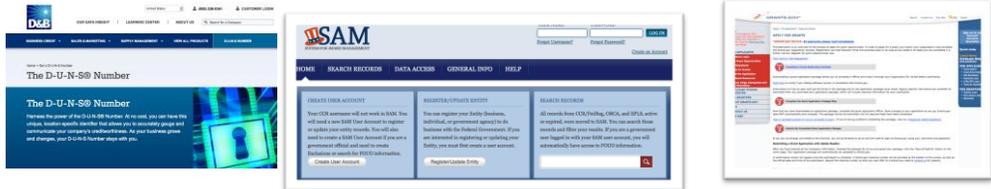
Next, we will provide some tips to help you with the application process.

## Tips

### Register early!

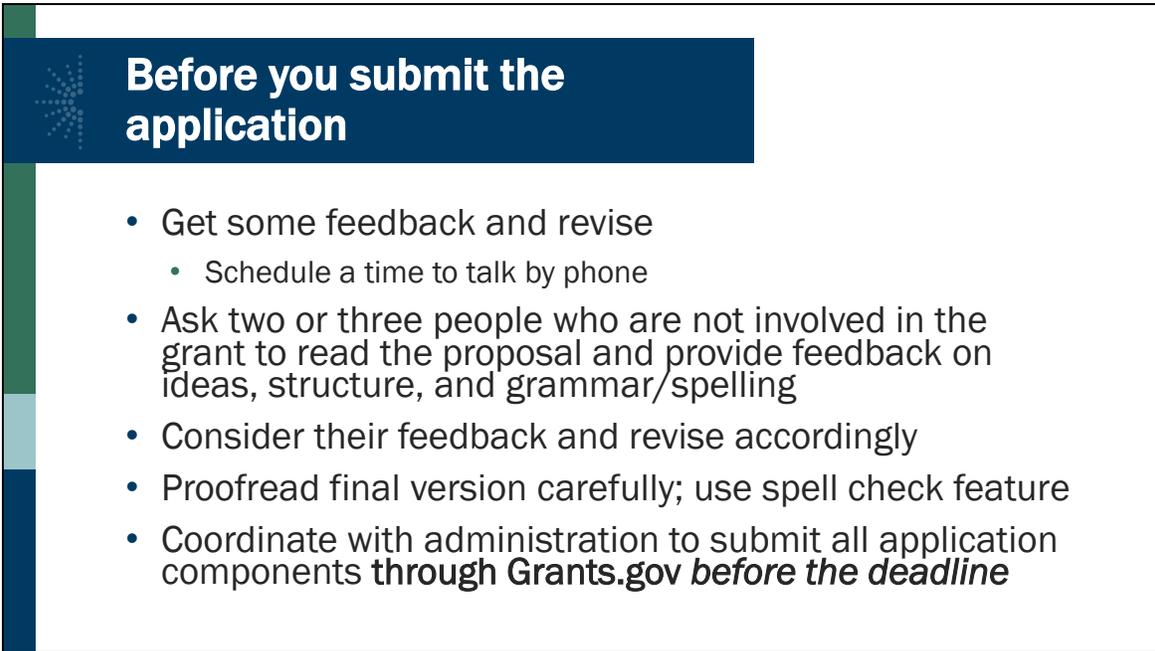
1. Acquire a D-U-N-S® Number: [www.dnb.com/us](http://www.dnb.com/us)\*\*
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)

\*\* 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 shows three screenshots of government registration portals. The first is the DUNS website, the second is the SAM (System for Award Management) website, and the third is the Grants.gov website. Each screenshot displays the respective portal's homepage with navigation menus and introductory text.

- 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 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 your administration to submit all application components **through Grants.gov *before the deadline***

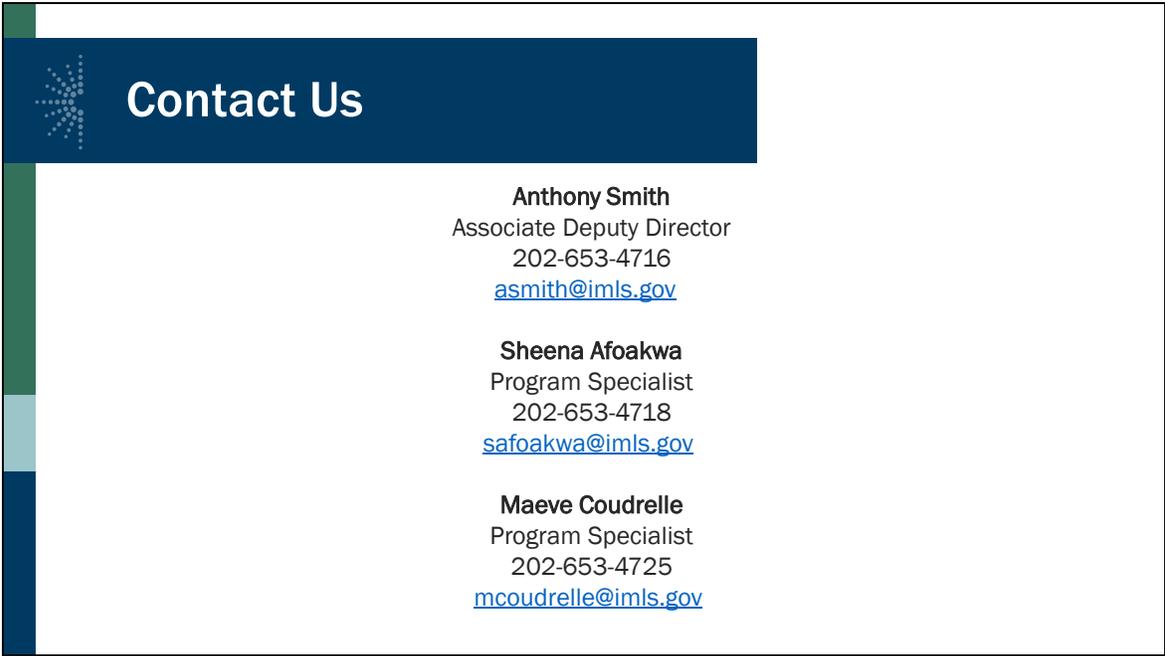


## Application Tips

**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 the Grants.gov Workspace
- Check uploaded files against the Table of Application Components on p. 6-7 of the 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

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

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