Welcome to the Institute of Museum and Library Services’ webinar, “IMLS Museum Grants for African American History and Culture Fiscal Year 2023 Information Session.”

My name is Mark Isaksen – one of the program officers in the Office of Museum Services – and speaking on behalf of rest of the staff, we are glad that you are interested in preparing an application for the IMLS Museum Grants for African American History and Culture grant program. I will be referring to the program throughout the presentation as AAHC, the abbreviation of the program title.
In this webinar I will cover the following topics:

- Where to Find Information
- AAHC Program Overview
- IMLS and AAHC Funding Eligibility Criteria
- AAHC Program Goals and Objectives
- Project Funding Levels
- Allowable and Unallowable Costs
- Application Components
- Narrative Review Criteria
- Where to Learn More
- Application Tips & Next Steps
This is one of a series of webinars designed to help you find the information you need to create a competitive application for IMLS museum funding.

“Choosing a Funding Opportunity for FY2023” is available as a video and as a PDF on our website at the link identified here. In that webinar, we cover the IMLS vision, mission, and strategic plan. We also address institutional eligibility for applicants, provide a quick overview of ALL our funding opportunities, show you how to find information online with a focus on our website, and we cover the places you must be registered in order to apply for an IMLS grant.

In addition to this webinar about the AAHC program we are making available on-demand webinars for all our museum grant programs, which are available on our website.
The IMLS website is an important place to find information

When you go to the website you will see a drop down menu for GRANTS on our home page. Click on the section titled “Apply for a Grant.” This section of our website is for you.
Each grant program has a landing page on the IMLS website. Here you will find a brief overview of the grant program along with contact information for the IMLS staff assigned to this grant program. Our contact information includes a link you can use to directly schedule on our calendar a 30 minute counseling call with a program staff person. Counseling calls are an opportunity for you to discuss your project ideas and raise any questions you have about the application process. We encourage you to use this link to schedule a time to talk with one of us. We know that applying for a federal grant can be a complex and time-consuming process, and we want you to feel confident in moving forward with an application.

Also on the grant program landing page you will find a link to the PDF of the Notice of Funding Opportunity. The Notice of Funding Opportunity (sometimes referred to as the NOFO) is the official instructions and guidance for how to prepare, complete, and submit an application for funding. The text and information I am using in this webinar derive from the instructions and guidance found in the Notice of Funding Opportunity. A NOFO is available for each of the grant funding opportunities.

Now let’s discuss the Museum Grants for African American History and Culture grant program in more detail.
The AAHC grant program was created by an Act of Congress in 2003 – the same act that created the Smithsonian National Museum of African American History and Culture. The legislation that created the museum directed IMLS to create a grant program to improve operations, care of collections, and development of professional management at African American museums. The AAHC grant program is designed to strengthen the institutional capacity in the African American museum community.
The first awards for the AAHC program were made in 2006. This map shows the range of awards from 2006 to our most recent set of awards in 2022.

In that period of 17 years, we have funded 272 projects consisting of just under $30M in funding. We’ve also had the opportunity to work with 226 peer reviewers in that time.

Total Number of Applications: 694
Total Number of Grants Funded: 272
Total Funds Awarded: $29.7M
Total Cost Share: $32.7M
Number of Peer Reviewers: 226
Here are the figures for the three most recent application cycles. In FY 2022, we received 46 applications and we’ve made 33 awards, for a total of $3.9 million and the average size of each award was just about $120,000.

The amount of funding available in this program (and all IMLS grant programs) is determined by the U.S. Congress through the annual federal appropriations process. Although Congress has yet to pass a final budget for FY 2023 (which begins on October 1), we anticipate that the funding for this program will either remain the same or potentially increase.

[The FY 2023 budget REQUEST is for $6 million in funding for AAHC.]
Now let’s take a quick look at eligibility. Funding eligibility criteria are detailed in the Notice of Funding Opportunity, but I will briefly summarize here. All IMLS grant applicants must be either a unit of state, local, or tribal government, OR be a private non-profit organization. In addition to be eligible for funding as a “museum,” an organization must also:

To explore that point just a bit further, to be eligible for funding as a “museum,” an organization must also:

- use a professional staff – it employs at least one staff member, or the full-time equivalent, paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.
- be organized on a permanent basis for essentially educational or aesthetic purposes;
- own or use tangible objects, either animate or inanimate;
- care for these objects;
- exhibit these objects to the general public on a regular basis, at least 120 days a year; and
- conduct these activities in facilities that it owns or operates.

Museums as defined here may stand alone as independent organizations, may be non-profit organizations responsible for the operation of a museum, or they may be administered by a governing body, such as a college, university, or a state or local government.
In addition to the general IMLS funding eligibility criteria, the AAHC grant program has specific eligibility criteria that is described in the Notice of Funding Opportunity. To be eligible for an award under the FY2022 Museum Grants for African American History and Culture program, you must qualify as one of the following:

- A museum whose primary purpose, as reflected in its mission, is African American life, art, history, and/or culture, encompassing the period of slavery, the era of reconstruction, the Harlem renaissance, the civil rights movement, and other periods of the African American Diaspora;

- A not-for-profit museum service organization or association whose primary purpose, as reflected in its mission, is to support museums identified above; or

- Historically Black Colleges and Universities.

In addition to the general IMLS funding eligibility criteria, the AAHC grant program has specific eligibility criteria that is described in the Notice of Funding Opportunity. To be eligible for an award under the FY2022 Museum Grants for African American History and Culture program, you must qualify as one of the following:

- A museum whose primary purpose, as reflected in its mission, is African American life, art, history, and/or culture,

- A not-for-profit museum service organization or association whose primary purpose, as reflected in its mission, is to support African American museums.

- One of the federally designated Historically Black Colleges and Universities. HBCU’s may be eligible even if they do not have a museum.
Your application to the AAHC program should align with one of the grant program goals – to build the capacity of African American museums and support the growth and development of museum professionals at African American museums. Let’s take a closer look at those goals now.
Projects designed to build the capacity of African American museums may involve increasing the number of museum professionals working at African American museums to enable the museum to expand educational programs, engage the community, enhance professional management, or provide for improved care of collections.

Some examples of the kinds of project activities that you may apply for are:

- Exhibition development, design, and fabrication
- Interpretive and educational programs, product development, and delivery
- Developing collection plans, interpretive plans, or strategic plans using consultants, researchers, and other sources of professional expertise
- Implementing recommendations or action plans from planning activities
- Cataloging, inventorying, documenting, and registering collections
- Digitization of collections designed to enhance outreach, expand access, or improve collections management
Projects designed to address Goal 2, supporting the **growth and development of museum professionals at African American museums**, may involve developing and implementing internship, fellowship, and mentoring programs to support emerging professionals entering the museum field. They can involve developing equitable and inclusive staff recruitment and retention programs, as well as creating growth opportunities for staff to build skills, enhance their knowledge, and share expertise.

Some examples of the kinds of project activities that you may apply for are:

Working with consultants and training providers to develop and offer workshops and training for museum staff, leadership, and volunteers

Creating and supporting PAID internships and fellowships, including recruitment, supervision, mentoring, and training for interns and fellows

Providing professional development and career growth opportunities for museum staff, leadership, and volunteers
Our next topic has to do with how much funding your project requires. The size of your project, and how much you are requesting in IMLS funds, will determine the cost share requirement. There are two options to consider.

For small projects requesting an amount of federal funds less than $100,000, you do not need to provide a cost share. This option is designed for smaller scale projects that require less than $100,000 in funds from IMLS.

For larger projects that are requesting an amount of federal funds greater than $100,001 (and up to a maximum of $500,000) you must provide a 1:1 cost share.
Cost share is the portion of the project costs that is not paid by IMLS funds. Common examples of cost share include cash outlays; contribution of property and services; and in-kind contributions, such as staff or volunteer time that support project activities. All expenses, including cost share, must be incurred during the award period of performance.
We’ll turn now to allowable and unallowable costs for your project. Be very careful in preparing your proposal and include only allowable costs in both your IMLS ask and your cost share.

We’ll go through some common expenses that are allowable and unallowable, but for details, please see Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations covering Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, or “2 CFR 200” for short.

The regulations are available online in a searchable format on the U.S. Government Publishing Office website listed on the screen.
In the AAHC Notice of Funding Opportunity, we provide a partial list of the most common examples of allowable costs as pictured here.

These costs may be part of what you ask IMLS to pay for and/or what you will pay for as part of your cost share, if one is required. The rules about allowability apply equally to the entire budget – in other words whether a cost item is on the grant funds side of the budget or the cost share side of the budget, the same rules of allowability apply to all line items in the budget.
Unallowable Costs

- fundraising costs, such as development office staff devoted to general fundraising
- contributions to endowments
- general operating support
- acquisition of collections
- general advertising or public relations costs
- construction or renovation of facilities
- social activities, ceremonies, receptions, or entertainment
- pre-award costs

We also provide a list of generally unallowable costs, again both for IMLS funds and for cost share. These costs may NOT be part of what you ask IMLS to pay for, NOR can they be part of what you will pay for as part of your cost share. In fact, unallowable expenses can’t show up anywhere in your proposal. For example, construction costs are not allowed – so do not include those in your budget. You are allowed to hire new staff to work on the project – but do not include costs for development office staff in your budget.

Remember to focus your budget – and the cost items you include there – on expenses that will occur during the period of performance (the duration of the grant award) and on expenses that are directly related to the activities in your proposed project.

As you prepare your application, it’s a good idea to compare your list of proposed expenses against these lists of allowable and unallowable costs and against the appropriate set of cost principles. If after that you have specific questions, please contact us and we’ll be happy to help.
Now let's review the multiple parts of the grant application that you will need to prepare. The application components are a series of documents you will upload in Grants.gov that together make up your application.

These application components fall into three categories. The first is that of Required Documents. All applications must include these. Omission of one results in exclusion from further consideration.

The second group is that of Conditionally Required Documents. Some applications must include these. It might depend on the nature of your institution or some aspect of your project.

The third group of application components are Supporting Documents. These are completely optional. You may submit some or none.
Your AAHC application will consist of a series of individual documents, and it’s very important to make sure you prepare and submit everything necessary to complete your application.

All applications must include the 11 required documents listed here.

The 7 documents listed on left side of this slide are created by you, using a word document, and then saving this as document as a PDF. Instructions for required documents are found in the Notice of Funding Opportunity. Many of these have page limits, and if you exceed the page limit specified in the Notice of Funding Opportunity, we must remove the extras before your application goes out for review. Make sure your content fits into the page limits specified and make sure the number of pages holds when you convert your document to a PDF.

The Application for Federal Assistance, the IMLS Supplementary Information Form, the IMLS Museum Program Information Form are online forms you complete in the grants.gov environment. The IMLS Budget Form is a fillable PDF.

All the other required documents are created by you, in a word document, and then uploaded as saved as PDFs in grants.gov.
Recently, the government added a new requirement to all federal awards. Agencies are now required to measure the performance of awardees. This Performance Measurement requirement is different from Project Evaluation, which is typically included in your project proposals.

Performance Measurement tells us how good a job you did as a federal awardee. It helps IMLS understand, manage, and improve our grant programs and the assistance we provide to applicants and awardees.

Project evaluation, by contrast, is all about your project intended results or outcomes. Project evaluation will be covered in the narrative part of your application, following the questions we ask in the NOFO, such as what need you are addressing and what associated results do you want your project to have, how you will track progress toward achieving your intended results, and how the knowledge, skills, behaviors, and/or attitudes of your target audience will change as a result of your project.

But for now, let’s turn now to our focus on performance measurement and how we will ask you to plan for it and report on it.
In the Notice of Funding Opportunity, we provide a sample chart which applicants may, but are not required to use. On the left side of the chart are four commonly used Performance Measures that IMLS has adopted for this effort:

- **Effectiveness**: The extent to which activities contribute to achieving the intended results
- **Efficiency**: How well resources (e.g., funds, expertise, time) are used and costs are minimized while generating maximum value for the target group
- **Quality**: How well the activities meet the requirements and expectations of the target group
- **Timeliness**: The extent to which each task/activity is completed within the proposed timeframe

Across the top are the information points we’re asking you to use in your statements with examples of each. For instance, with “Data We Will Collect” are listed counts such as, costs, weights, percentages, and hours, as well as qualitative measures such as observations, opinions, and feelings.

For each performance measure, we provide a couple of examples addressing issues that might turn up in museum projects. The blank space is where we suggest you write your own performance measure statements, and the chart can expand to allow as much space as needed. We are looking for one statement for each required performance measure. You may provide more than one statement per measure, if you wish. Just keep in mind that the performance measurement plan is limited to two pages.
Conditionally Required Documents

These components are required of some applications.

- Proof of Private, Nonprofit Status
- Final Federally Negotiated Indirect Cost Rate Agreement
- Detailed Condition Reports and/or Conservation Treatment Proposals
- Digital Product Plan

Moving from the required documents, let’s consider application components that are Conditionally Required Documents. Some applications must include one, two, or even all four of these, and it’s your job to figure out which are required for yours.

- If you are applying as a nonprofit, then you must include your proof of nonprofit status issued by the IRS.
- If you are using a federally negotiated indirect cost rate in your budget, then you must include a copy of your final rate agreement.
- If you will create digital products during the course of your project, then you must complete and submit a Digital Product Plan. The term “digital product” includes digitized and born-digital content and/or software.
- If you are requesting support for conservation treatment, then you must include detailed condition reports and/or formal conservation treatment proposals.

Just like the required documents, omission of even one might result in the exclusion of your application from further consideration.
The third group of application components is supporting documents. Supporting documents are completely optional. This is not the place to introduce new information.

Include only those that supplement the narrative and support the activities described in the application.

We also recommend that you be respectful of your reviewers’ time so include what is important and helpful ... and stop there.
Here are some specific examples of the kinds of supporting documents you may want to include in your application. These examples are some of things that peer reviewers who will be reading your application, will expect to see. These documents help support the case you are making in your application, that if funded, you can be successful in completing your project.

For projects that build organizational capacity by adding new staff, consider including the following types of supporting documents:

- Position descriptions for new staff positions, including assigned duties and required qualifications
- Organizational chart and/or a description of the leadership and supervisory structure of your organization, showing the new positions along with existing staff
For projects that support the growth and development of museum staff or interns may, consider including the following types of supporting documents:

- Position descriptions including expected duties and learning outcomes for interns
- Recruitment plans, including letters of support from HBCUs or other institutions of higher education
- Training needs assessment, identifying knowledge gaps and areas of growth for museum staff
For projects that build capacity to enhance care and increase access to museum collections, consider including the following types of supporting documents:

- Summary of the scope and scale of museum collections.
- Specific benchmarks on the quantity of collection items to be processed, cataloged, and/or digitized in the proposed project.
- Description of the intended audience and how the improved access to the collection will meet the needs of that audience.
- Museum collections management policy or similar type of document approved by the governing board and/or leadership of your museum.

These examples are some of things that peer reviewers who will be reading your application, will expect to see. These documents help support the case you are making in your application, that if funded, you can be successful in completing your project.
Among the required components of your application, the Narrative is the section that reviewers are likely to spend the most time reading. So let’s examine the narrative section of the application. In the AAHC grant program the narrative is limited to 7 pages and is divided into three sections:

- Project Justification
- Project Work Plan
- Project Results

The questions we ask you to answer and the review criteria by which your application will be judged are posted in the Notice of Funding Opportunity on the IMLS website.
Project Justification: In this first section of the narrative, you should lay out the reasoning for your project. Tell us in the clearest terms possible what need, problem, or challenge you expect to address; who or what will benefit; and how your project will address the goals of the AAHC program.

In this section of the narrative, you will notice a distinction is made between “target group” and “beneficiaries”.

- “Target group” refers to those who will be most immediately and positively affected by your 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.”
Reviewers will evaluate your proposal on how well you explain your project; how well you’ve identified the need, problem, or challenge you will address and how well you’ve supported that with relevant evidence; whether you’ve clearly identified who or what will benefit from the project, and if this involves an audience of some kind, whether they’ve been appropriately involved in the planning.
Because the need, problem, or challenge is foundational in your application, keep these points in mind.

- The federal government wants its investment to result in SOMETHING getting better.
- As you define your need, problem, or challenge, articulate WHAT will get better as a result of your project as precisely as possible. Will someone learn something, develop a skill, change an attitude? Will members of your community be better able to work together to solve problems? Will collections be better cared for? Will their lifespan be extended? Will access to your collections and the information surrounding them be expanded?
- Identify why it is important that this particular change happens.
- Gather and present data that support your problem definition.
The Project Work Plan is the part of the narrative in which you relay who will do what when and using what resources.

We ask you to tell us what specific activities you will undertake; who will plan, implement, and manage your project; when and in what sequence your activities will occur; what financial, personnel, and other resources you will need to carry out the activities; how you will track progress toward achieving your intended results.

Please note that in your budget you are required to add $3,000 per year for travel to an IMLS-designated meeting. You will add this line item in the travel section of the IMLS budget form, on the federal grants funds side of the budget. This expense is used to cover your participation in convening of grantees and a place and location to be determined by IMLS.
**Narrative: Project Work Plan**

*Reviewers will look for:*

- Are the proposed activities informed by relevant theory and practice?
- Are the goals, assumptions, and risks clearly stated?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Are the time, financial, personnel, and other resources identified appropriate for the scope and scale of the project?
- Is the proposed Performance Measurement Plan likely to generate the required measures of Effectiveness, Efficiency, Quality, and Timeliness?
- If present, does the Digital Products Plan reflect appropriate practices and standards for creating and managing the types of digital products proposed?
- Will the proposed methods for tracking the project’s progress toward achieving the intended results allow course adjustments when necessary and result in reliable and measurable information about the results of the project?

Reviewers will evaluate your proposal on how well your activities are informed by appropriate theory and practice; whether the goals, assumptions and risks clearly stated.

Reviewers want to see that the team you’ve put together has the experience and skills necessary to complete the work successfully; and that your schedule is realistic and achievable.

They’ll also be looking at whether the time, personnel, and financial resources identified are appropriate for the scope and scale of the project. They will consider if you’ve described a clear methodology for tracking your progress and adjusting course when necessary.
Your work plan will be built on activities, so it’s important to be clear about just what an activity is.

An activity is something that someone does. It has a beginning and an end (just like projects), and you know when you’ve finished it because it doesn’t need to be done any more. It is no longer on your To Do List.

An activity is NOT a goal, a result, or an outcome. Rather it is something you do as part of striving to achieve those.

Aim for a reasonable level of detail in identifying your activities. Not too much, not too little, but rather just right.
Narrative: Project Results

Tell us:

- 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, and/or attitudes of the target group change as a result of your project?
- If applicable, how will the care, condition, management, access to, or use of the museum collections and/or records that are the focus of your project improve?
- What products will result from your project?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

Project Results: The final section of your narrative should be devoted to articulating the impact of your project.

What specific results do you intend to achieve in order to address the need, problem, or challenge you have identified? Something will get better. Tell us what that is. Tell us about the products that will result from your project, and how will you sustain the benefits of your project beyond the lifespan of this particular project?
Reviewers will give us their opinions on how well you’ve designed a feasible plan for collecting and reporting data; how likely the improvements that you’ve proposed will be realized; will the tangible products you plan to create be accessible to the target audience you identified; and whether your plan for sustaining the benefits of the project are reasonable and practical.
Let’s think back to the questions we referenced a couple of slides ago when we talked about defining the need, problem, or challenge that your project is addressing. Now is the time to answer the question “What will be better as a result of this work?”

If you said someone will learn something, how will you know? If your problem related to segments of your community being better able to work together, how will you know when that has been achieved? If collections will be better cared for, how will you be sure and how will you measure “better”? If you’re digitizing to expand accessibility, how will you know when you’ve done it?

All of your results should tie back to your need, problem, or challenge.

A logic model is a useful tool to help explain your intended results and your plan for achieving them. Many reviewers appreciate seeing a logic model included as a supporting document in an application.
In summary, considering all the components of your application, there are four general characteristics of successful AAHC applications that reviewers will look for. As you prepare your application, keep these characteristics in mind.

First, **Institutional Impact**: Your project should build the capacity of your museum and/or support the growth and development of museum professionals at African American museums and/or HBCUs.

Second, **In-depth Knowledge**: Applications reflect a thorough understanding of current practice and knowledge about the subject matter.

Third, **Project-based Design**: Work plans consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge identified in your application.

And fourth, **Demonstrable Results**: Projects generate measurable results that tie directly to the need or challenge it was designed to address.

An application that has all of these four characteristics, will stand out in the review process, and will have the best chance of success for funding.
We want to share with you, the places to look for more information, such as the IMLS website, where you can find the awarded grants search to learn more about the projects we have funded through the AAHC program.

The Awarded Grants Search gives you an opportunity to explore our archive of grants that we have awarded in past years using a variety of criteria such as institution name, location, and keyword. Your search will basic information about the award and a brief description of the project. This can be extremely helpful as you put ideas together for your own project.
We have also posted the narrative and schedule of completion for a cross-section of successful applications from 2022. To find these examples, go to the Sample Applications on the IMLS website and scroll down the page to the AAHC examples. Looking at these proposals might help clarify your thinking about your own.
Each PDF contains a copy of the 7 page narrative and also the schedule of completion.
So, what happens after the application deadline? First, IMLS program staff review all applications for completeness and eligibility. The applications are then sent out for external peer review – to museum professionals around the country. Reviewers then meet as a panel to discuss each application. Reviewer scores and written comments are provided directly back to all applicants – to help you be more competitive in future application cycle – or for those application that were funded we know that the reviewer comments will often help the grantees be more successful with implementation of their projects.

Experienced and knowledgeable peer reviewers provide scores and comments based on the criteria outlined in the NOFO. IMLS staff examine budgets, financials, and look at your performance record for any past and/or current federal grants. We then prepare materials for the IMLS Deputy Director for Museums and the Director. By law, the IMLS Director is charged with the authority and responsibility to make final award decisions, and this happens in May.

In June, we notify all applicants by email of the award decisions and provide the scores and comments created by the reviewers. And on July 1, 2023, funded projects begin.
At this point, we’d like to share a few tips collected from our experience in working with applicants each year.

First on the list, is “Register early!” You must have an active SAM.gov registration to register with Grants.gov. And you must have a functional Grants.gov registration to submit an application to IMLS.

There is no cost to register on these sites, but it can take from several days to several weeks to get your registration established and validated. So pay attention to this requirement particularly if this your first time applying for a federal grant or if your SAM registration has expired or if you’ve have had a change in your point of contact for SAM – start that registration process as early as possible.

Your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status. I would recommend doing that today.

Both SAM.gov and Grants.gov have their own help desks to assist you with resolving issues or tracking problems that might arise with your registration.
Application Tips

- Read the application guidelines (NOFOs)
- Schedule a counseling call with one of our staff
- Describe your museum well and vividly
- Follow the narrative outline in the Notice of Funding Opportunity
- Avoid generalities, acronyms, and jargon.
- Ask a colleague to read the narrative with fresh eyes.
- Be sure your application is complete.
- Submit to Grants.gov early so you can correct any errors.

Our final application tips:

- Read the application guidelines (NOFOs) – we know it’s a long document, but it contains essential information on how to prepare your application components.
- Schedule a counseling call with one of our staff – we are available to answer your questions, these often come at the start of the process (general questions), and later you may have a very specific or detailed question about a particular component – you can email or call us to ask your questions.
- Describe your museum well and vividly and use recent, relevant data to make your point. Reviewers will look at the application to try to understand your museum, be sure to give them a good description.
- Follow the narrative outline in the Notice of Funding Opportunity and consider using the same headings to make it easy for reviewers to read.
- Avoid acronyms and jargon. The people who will review your application are experts, but they may not be totally familiar with your shorthand. Make it easy for them to understand what you mean.
- Ask a colleague to read the 7 page narrative with fresh eyes. Ask them to act like a reviewer who’s seeing this for the first time, do this well in advance of the submission deadline so you have adequate time to edit the narrative if necessary.
- Be sure your application is complete. Check it against the Table of Application Components to be sure you’re not missing any required components.
- Submit to Grants.gov early so you have time to correct any errors before the deadline.
So to recap your next steps:

- Visit www.imls.gov and read the Notice of Funding Opportunity carefully.
- Check your organization’s registrations with both SAM.gov and Grants.gov.
- Connect with us: Reach out to a program staff member and schedule a counseling call.
- Prepare your application. Make sure it’s complete.
- Submit before the deadline, November 15, 2022 (by 11:59 pm EASTERN time)
In closing our presentation today, I want to make sure you have our e-mail address and direct phone number. Don’t hesitate to call or email either of us with questions or concerns.