

Partners

- The applying institution **MUST BE** the tribe itself.
- Partners may be involved and staff from partner organizations may serve as project directors.
 - Libraries
 - Schools
 - Tribal colleges
 - Departments of education
- Partner organizations should have a relationship with the Tribal administration for the successful management of the project.
- The tribal community is directly served and benefits from grant activities carried out by the partner(s).

The tribe, village, or corporation itself must apply for this grant. A school, tribal college, department of education, or other entity that might contain the library cannot apply for the tribe or on behalf of the tribe, although entities like these can be partners and serve as the project directors.

It is important that the partner organization develop a relationship with the Tribal administration **BEFORE** applying for the grant because the Tribe is ultimately responsible for the management of the project. The assumption in such a partnership is that the tribal community that applies for the grant is directly served and benefits from the grant activities that are carried out by the partner organization.

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.

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.

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 3, 2023**
- All applications must be submitted through Grants.gov

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

Narrative

1. Project Justification
2. **Project Work Plan**
3. Project Results

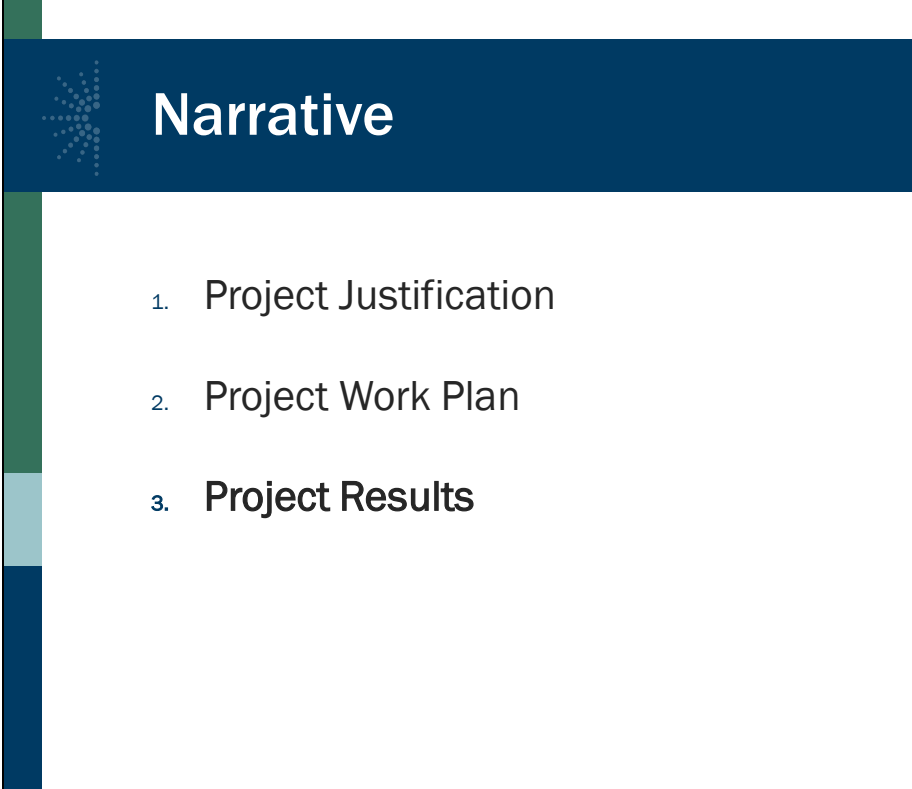
Looking at the second part of the application, your Project Work Plan section should address the following questions:



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?
- ✓ 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?
- ✓ Does your project include any digital content, resources, assets, software, or datasets?

- 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.



Narrative

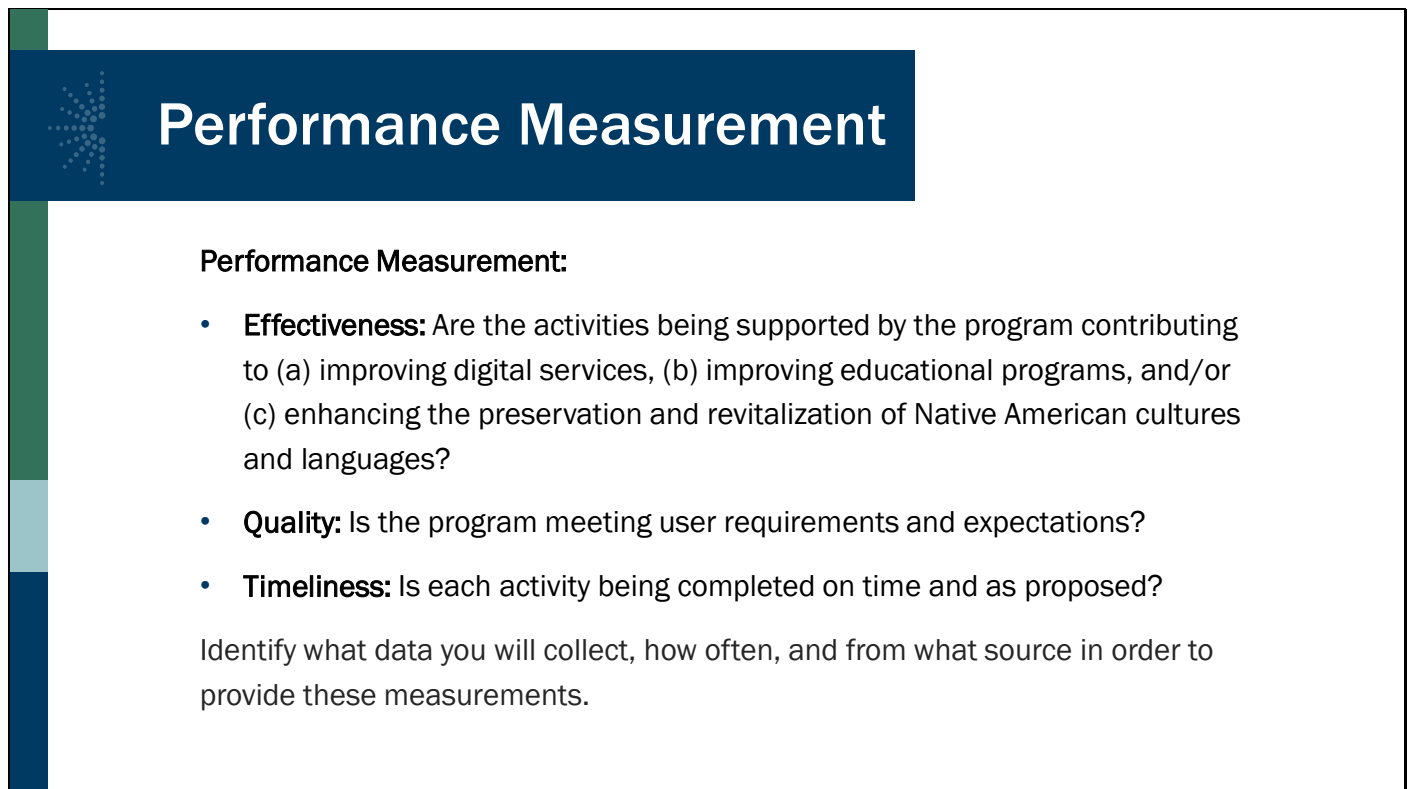
1. Project Justification
2. Project Work Plan
3. **Project Results**

For the third narrative component, Project Results, it needs to include...

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?

- 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) and 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 the title "Performance Measurement" in white. To the left of the title is a decorative graphic of a starburst or sunburst made of small white dots. The main content area is white with a vertical bar on the left side composed of three colored segments: dark green at the top, light blue in the middle, and dark blue at the bottom.

Performance Measurement

Performance Measurement:

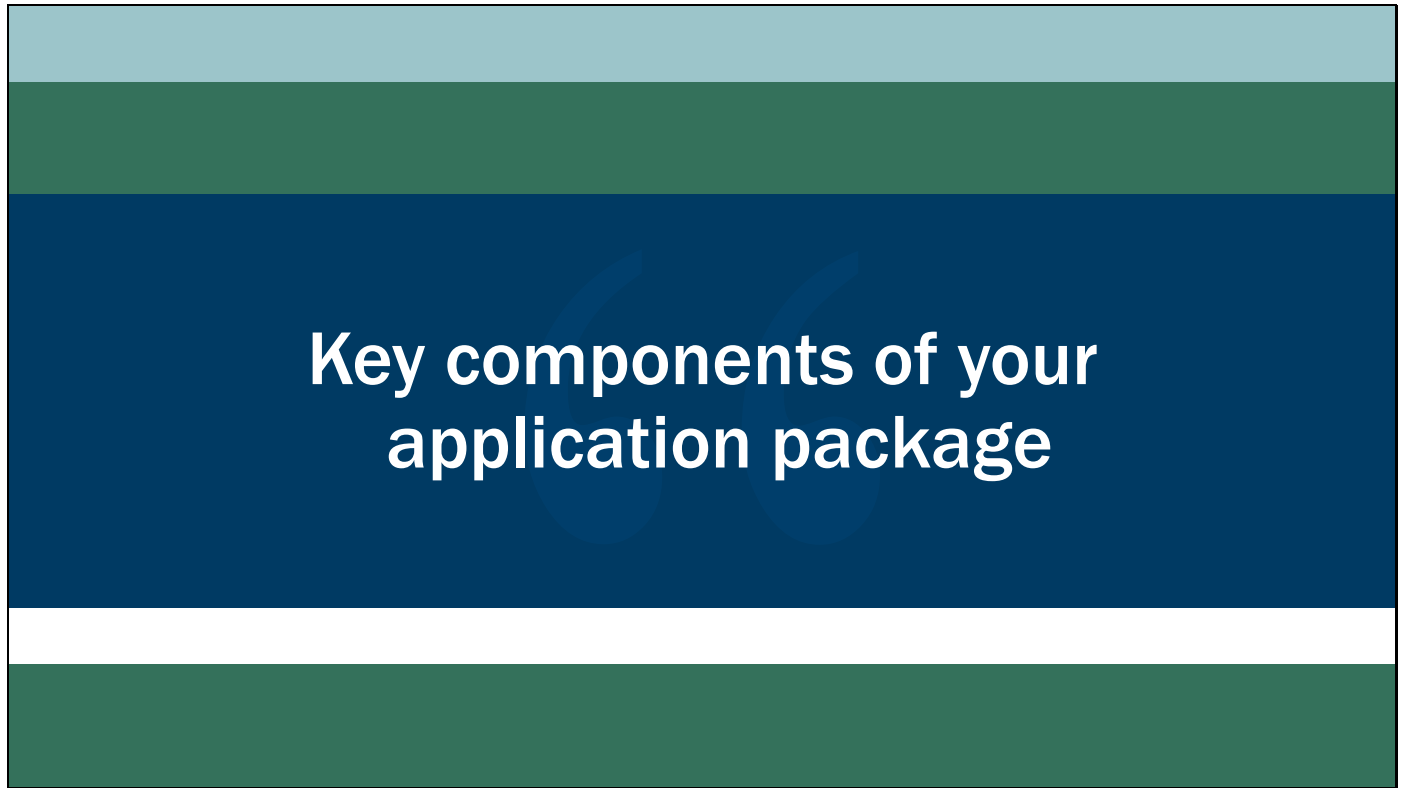
- **Effectiveness:** Are the activities being supported by the program contributing to (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native American cultures and languages?
- **Quality:** Is the program meeting user requirements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

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 that are listed 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

IMLS Budget Form Categories

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.

Please note the IMLS Budget Form is used for all IMLS grant programs and includes areas you may not fill in as part of this grant program.

Budget Justification

IMLS Budget Form Categories

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

Explain the purpose and cost breakdown for each category used

The Budget Justification, which accompanies the completed IMLS Budget Form, should explain the purpose and cost breakdown for each expense listed in these categories.

Note that under the Travel category, it should include \$3,000 for IMLS-directed travel each year.

Also, 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

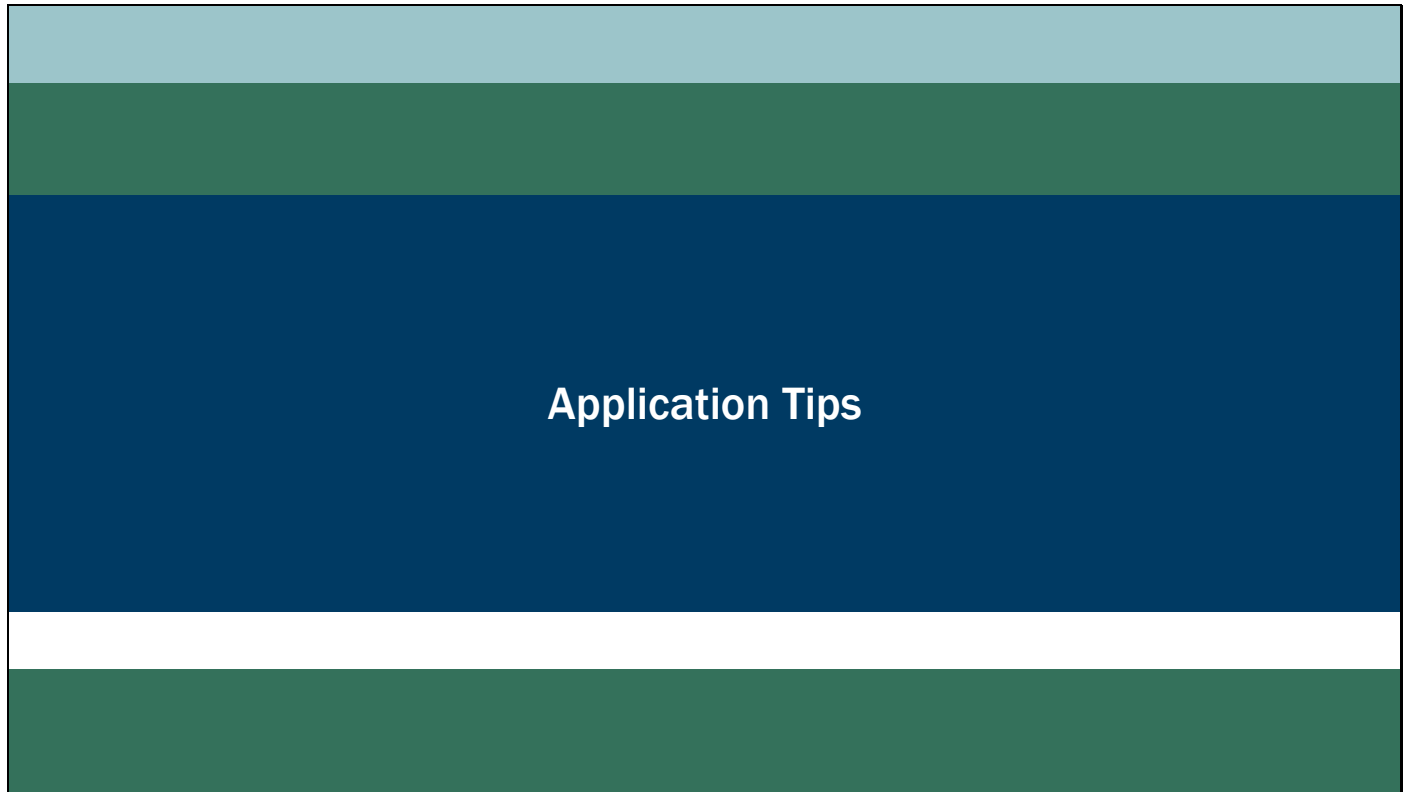
You may submit a reasonable number of Supporting Documents that supplement your Narrative and support the project description. Supporting Documents should help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers 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 (pp. 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 2023.
- ❑ 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 2023.
- Supporting documents might include needs assessments, letters of support, plans or reports.



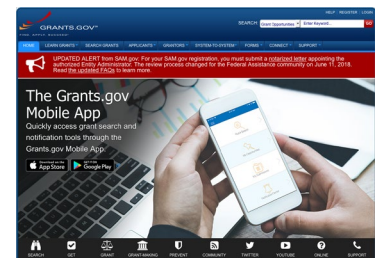
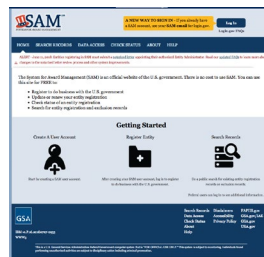
Next, we will provide some tips to help you with the application process.



Application Tips Slide 1

Register early!

1. Unique Entity ID (generated by SAM.gov)
2. SAM Registration: www.sam.gov
3. Grants.gov Registration: www.grants.gov



First, “Register early!”

- The UEI, SAM.gov and Grants.gov registration are sequential.
- The UEI has replaced DUNS, and is generated when you register with SAM.gov.
- You must have an active SAM.gov registration to register with Grants.gov.
- You need to have a functional Grants.gov registration to submit an Enhancements grant application to IMLS.

Remember that 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.

Application Tips Slide 2

- 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 Slide 3

IMPORTANT TO KNOW: We make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. Please:

- 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 early to allow time to resubmit before the deadline if needed

- Start today, organizing what you need to apply and understanding who in your organization can help confirm UEI, 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 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 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 Notice of Funding Opportunity.
- Finally, by starting early, it allows you time to resubmit before the deadline if you need to, so keep that in mind as well. This might be helpful if you discover that you forgot something or would like to add additional information to the library service plan.

Contact Us

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For questions about eligibility, your Library Services Plan and project activities, the Digital Products Plan, your Budget, including allowability of costs, please reach out to myself, **Jennifer Himmelreich**.

For questions about application requirements and deadlines, please reach out to **Sheena Afoakwa**

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