NAB Applicant Webinar-Recording

0:00
Welcome to the applicant webinar, the Native American Library Services Basic Grant Program.

0:09
In this webinar I'll be providing information about IMLS and the Native American Library Services Basic Grants program.

0:19
We will review eligibility, go over the application process, the different application components, and also offer you a few tips and suggestions.

0:32
Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.

0:46
The Institute of Museum and Library Services, the IMLS, is an independent grant making agency and the primary source of federal support for the nation's libraries and museums.

0:59
IMLS helps ensure that all Americans have access to museum, library, and Information Services.

1:08
You can read our mission and vision on this slide and on our website www.imls.gov.

1:21
That brings us to the Native American Library Services Grants Program.

1:26
This program provides support for library operations and services.

1:30
These grants are non-competitive one year grants.

1:34
Applicants can request between $6,000 to $10,000.

1:39
These awards support any and all existing library operations, as well as new library services such as expanding collections, new staff support, technology implementation, or other costs that directly benefit tribal communities.

1:57
So who is eligible for this program?

2:03

Federally recognized Indian tribes who offer library services to their community are eligible to apply for funding under the Native American Library Services Basic Grants Program.

2:15

Such services may include, but are not limited to, providing free access to books, print and electronic Media, Research databases, job employment and career resources, help from librarians, space for reading, studying, and meeting, and free events and activities such as programs, classes, and cultural events for people of all ages.

2:39

A list of eligible tribes are available from the Bureau of Indian Affairs.

2:49

Applications involving partnerships or collaborations are welcome, so long as the tribe is the lead applicant.

2:57

Potential partners conclude other departments within the tribe, tribal colleges and universities, school libraries or local nontribal libraries and nonprofits.

3:10

It's important that the partner organization develop a relationship with the tribal administration before applying for the grant.

3:20

The goal 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.

3:33

Final note is that if awarded, the tribe will be programmatically, fiscally and legally responsible for the award.

3:43

Next, we will talk about the application process.

3:48

Everything you need for the application process is available on the IMLS website at www.imls.gov.

4:00

Here's a screenshot that shows the IMLS website.

4:04

Click on Find Funding.

4:06

From there you can find the Native American Library Services Basic Grant with a link to the Notice of Funding Opportunity, or what we like to call the NOFO.

4:18
Here are a few things your grants team can do immediately to start your application process.

4:26
Download and review the NOFO as well as the application forms.

4:32
Check on your registrations an applicant organization.

4:36
In this case, it would be.

4:38
The Tribe must have a unique entity identifier that's UIE number, a current and active System for Award Management or SAM registration, and an active Grants.gov registration with an approved authorized organization representative.

5:01
Let's review the specific application components that are required, so please have your copy of the NOFO ready.

5:10
In the NOFO, you'll find a table of all required application components.

5:17
It identifies the type of file needed and how to name each file.

5:22
As you can see, the application only has four required documents.

5:29
The third component is a Library Services plan where your grants team respond to the questions listed in the NOFO.

5:39
It includes 4 questions that detail your activities,

5:42
Any partners, results you aim to achieve, and how you define success.

5:49
The Library Services Plan also includes a budget summary section where you will detail each of your line items in your budget form and ask one question about your projected drawdown schedule.

6:02

We recommend limiting the Library Service Plans to two single spaced numbered pages.

6:09

Please save it as a PDF before submitting it.

6:14

Your Library Services Plan should describe what you plan to do with the grant funds and discuss what you're focusing on during the year.

6:24

Begin by creating a document using these guidelines and tips detailed on page 30 of the Notice of Funding Opportunity.

6:34

We recommend limiting the Library Services Plan to two single space numbered pages.

6:40

Use at least 0.5 inch margins on all sides, standard font and font size of at least 11 points.

6:51

Please be clear and concise with a minimum of technical jargon and acronyms.

6:58

Save your document as a PDF and use plan.pdf as its file name.

7:06

Please make sure this and all your other documents are saved as PDFs to upload into workspace, as Workspace itself does not convert Word documents into PDFs.

7:23

You'll find the specific questions to answer in Part 1, the narrative of the Library Service plan that give you an opportunity to share the specific activities we'll be the focus of this year.

7:38

Ask you to identify any partners for that work, results you plan to achieve, and how you define and measure your success, and how you will carry out your plan to make sure it's successful.

7:54

There is a sample Library Services Plan narrative for your review and the Notice of Funding Opportunity.

8:02

The NOFO lists specific questions to answer in part of the Library Services Plan

8:08
Under Budget Summary.

8:11
You'll want to follow the order of the IMLS Budget Forms section headings and explain how you determine each line-item dollar amount.

8:21
You'll also want to answer the following question:

8:25
How frequently do you plan to draw down funds as spent quarterly or only once at the end of the year?

8:35
We encourage you to request drawdowns as frequently as you need and not to wait until the end of the period of performance to request reimbursement.

8:47
You'll find a sample Library Services Plan Budget Summary in the NOFO.

8:53
Please use this as a model as you develop your own project budget.

8:59
The final required document is the IMLS Budget Form.

9:04
You can find the hyperlink to this fillable form in the Notice of Funding Opportunity are directly on the IMLS website.

9:14
Download and save it before filling it out.

9:18
The budget information you include in the budget form should match the budget summary you include as part of the Library Services Plan.

9:28
This is the standard budget form required for all IMLS grant applications.

9:33
At the top of Page 1, you will need to fill in the following Under item A, fill in the legal name of the Tribe.

9:43

Under item B, the grant period of performance of one year starting on August the 1st of this year through July 31st of the next year.

9:55
Please remember to check the bottom left corner of the form to ensure the expiration date is still active.

10:03
Refresh your browser and clear your cache if you find the budget form has an old expiration date.

10:12
Include titles for the group of cost in each of their designated budget sections and ensure the budget form matches the budget summary included as part of the Library Services Plan.

10:26
The total budget for one year project should be no less than $6,000 and no more than $10,000.

10:35
Please note this is a standard form for all IMLS programs, so it includes indirect cost and cost sharing areas that are not allowed for basic grants.

10:47
Do not fill in any cost sharing area and choose the radio button.

10:53
"Grant program does not allow for indirect cost"

10:57
On page four.

11:00
Once you choose, the form will auto fill the columns with zeros.

11:06
If you download the form and it does not auto fill, please reach out to your IT department to find out if an update is needed for your computer to allow the form to total automatically.

11:21
The Notice of Funding Opportunity shows some examples of what allowable cost basic grant funds can be used for, such as permanent staff salary and benefits, temporary and project staff, collection, development equipment like computers and e-readers, library software, library furnishings and shelving, and other supplies.

11:48
The NOFO lists unallowable costs such as contributions to endowments, indirect costs, general advertising or public relation costs, etcetera.

12:01
Next, we will provide some tips to help you with the application process.

12:08
First, start now.

12:12
Please begin now.

12:15
The UEI, SAM.gov, and Grants.gov registrations are sequential.

12:24
The UEI has replaced DUNS and is generated when you register with SAM.gov.

12:32
You must have an active SAM.gov sam.gov registration to register with Grants.gov.

12:42
You need to have a functional Grants.gov registration to submit a basic grant application to IMLS.

12:52
Remember that your sam.gov registration expires each year, and you must renew it.

13:00
You can log into SAM.gov at any time and find your status.

13:06
Please again start your application process today by organizing what you need to apply and understanding who in your organization can help confirm UEI, SAM, and Grants.gov registrations.

13:25
Because Grants.gov is a system that exists externally of IMLS, we cannot help if you have problems with downloading materials or submitting materials to the Grants.gov site.

13:39
The Grants.gov support Team, however, is very helpful and it's who we turn to if help is needed.

13:47
They're available 24 hours a day.

13:50
They have a robust support website and can be reached by e-mail or by phone.

13:57
If you have any problems with Grants.gov, please reach out to their support team directly.

14:05
On this slide are links to different resources Grants.gov has available to you, particularly for using Workspace.

14:15
We have a link on this slide for one YouTube video, but there are a number of different videos, all about 3 to 4 minutes long, that show you how different parts of workspace function.

14:28
We recommend you view those to understand more.

14:33
Remember to save all your documents as PDF files using the correct file name.

14:40
grants.gov workspace cannot convert word dots into PDFs.

14:47
Please upload application materials and files to grants.gov prior to the deadline.

14:54
IMLS encourages setting an internal deadline for your grant team prior to the deadline in case something unforeseen comes up.

15:05
Use Grants.gov workspace.

15:08
It's a great way to organize the work of 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.

15:23
Please be sure to double check the uploaded files against the Table of Application Components in the Notice of Funding Opportunity or the NOFO.

15:35
Please be sure to answer all the Library Services Plan questions and remember to include the Budget Summary.

15:42
Finally, by starting early, it allows you the time to resubmit before the deadline if you need to, so keep that in mind as well.

15:53
This might be helpful if you discover that you forgot something or would like to add any additional information to the Library Services Plan.

16:02
Thank you so much for your time and your interest and support of IMLS.

16:08
Best wishes in the application process.