Welcome to the applicant webinar for the Native American Library Services Basic Grant program.

## What Will We Cover Today?

- IMLS and Native American Library Services Basic Grants program
- Eligibility requirements
- The application process
- Application components
- Tips for applicants

In this webinar, I'll be providing information about IMLS and the Native American Library Services Basic grants 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.

**?**

IMLS is an independent grantmaking agency and the primary source of federal support for the nation's libraries and museums. IMLS helps ensure that all Americans have access to museum, library, and information services. You can read our mission and vision on this slide and on our website, www.imls.gov.

an independent grantma

eral support for the natio

to ensure that all Amer

nformation services, an

s. as well as proven and

Native American Library Services Basic (NAB) Grants

That brings us to the Native American Library Services Basic Grant program

## Native American Library Services Basic (NAB) Grants

| | |
|---|---|
| **Program Goals** | Support existing library operations and maintain core library services. Non-competitive. |
| **Amount and Length** | $6,000 - $10,000, cost share not required |
| **Performance Period** | One year. August 1 – July 31 |

This program provides support for library operations and services.

These grants are non-competitive, one year grants. Applicants can request between six to ten thousand dollars.

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

Eligibility Requirements

So who's eligible for this program?

## Who is Eligible?

To be eligible for an award, your Tribe must be Federally recognized and offer library and/or archival services to the community.

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;
- reference desk services;
- space for reading, studying, and meeting; and
- events and activities such as programs, classes, and cultural events for all ages.

For purposes of funding under this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs

**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. 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.

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

## Partnerships & Collaborations

Applications involving partnerships or collaborations are welcome so long as the Tribe is the lead applicant. Potential partners can include other departments within the Tribe, Tribal colleges and universities, school libraries, or local non-Tribal libraries and non-profits.

If the Tribe collaborates with a partner, the Tribe must meet all eligibility requirements, serve as the lead applicant, and administer the award on behalf of the other(s).

- 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).

If we fund the project, the Tribe will be programmatically, fiscally, and legally responsible for the award.

---

Applications involving partnerships or collaborations are welcome so long as the Tribe is the lead applicant. Potential partners can include other depts within the tribe, tribal colleges and universities, school libraries or local non-Tribal libraries and non-profits.

It is important that the partner organization develop a relationship with the Tribal administration BEFORE applying for the grant. 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.

Final note, is that if awarded, the Tribe will be programmatically, fiscally, and legally responsible for the award.
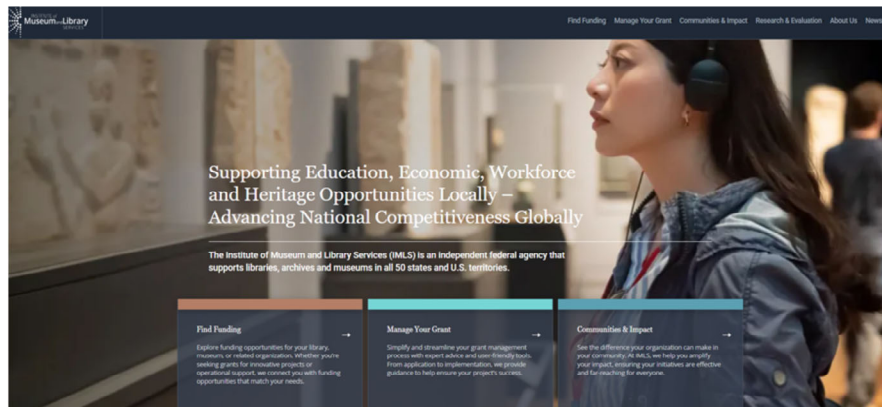
**Application Process**

Next, we will talk about the application process.

## Where to Start

All application requirements and instructions can be found in the Notice of Funding Opportunity (NOFO) on our website: https://www.imls.gov

Everything you need for the application process is available on our website at www.imls.gov . Here is a screenshot that shows the IMLS website. Click on Find Funding. From there you can find the Native American Library Services Basics Grants with a link to the Notice of Funding Opportunity or NOFO.

**Before You Apply**

❑ Read the NAB NOFO and download the current version of the application forms from it.

❑ Get your Unique Entity ID (UEI) from the System of Award Management (SAM)

❑ Register your institution with the System of Award Management (SAM), or ensure your existing SAM registration is active: http://www.sam.gov/

❑ Create a Grants.gov account for your institution, or ensure your existing Grants.gov account is active: http://www.grants.gov/

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

● Download and review the NOFO, as well as the application forms.

● Check on your registrations - an applicant organization, in this case it would be the tribe, must have a Unique Entity Identifier (UEI) number; a current and active System for Award Management (SAM) registration; and an active Grants.gov registration with an approved Authorized Organization Representative (AOR).

Application Components

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

# Table of Required Application Components

- Checklist of all application requirements
- Identifies type of file needed and how to name each file

**Required Documents**

You must include all required components for your application to be complete.

| Component | File Requirements |
|---|---|
| The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S) | Format: Grants.gov web form |
| IMLS Library – Discretionary Program Information Form | File Format: PDF<br>File Name: ProgramInfoForm.pdf |
| Library Services Plan | File Format: PDF<br>Page Limit: up to 2 pages (recommended)<br>File Name: Plan.pdf |
| IMLS Budget Form | File Format: IMLS PDF form<br>File Name: Budget.pdf |

In the NOFO you'll find a table of all required application components. It identifies the type of file needed and how to name each file. As you can see the application only has four required documents.

## Required: Library Services Plan

- Application for Federal Domestic Assistance (SF-424S)
- IMLS Library - Discretionary Program Information Form (PDF)
- **Library Services Plan with Budget Summary (PDF)**
- IMLS Budget Form (PDF)

The third required component is a Library Services Plan where your grants team respond to the questions listed in the NOFO. It includes 4 questions that detail your activities, any partners, results you aim to achieve and how you define success. The Library Services Plan also includes a Budget Summary section where you will detail each of your line items in your budget form and asks one question about your projected draw down schedule. We recommend limiting the Library Services Plan to two single-spaced, numbered pages. Save it as a PDF before submitting it.

## Library Services Plan Instructions

- Recommend 2 pages
- Single spaced with numbered pages
- Use at least 0.5-inch margins on all sides, standard font, and font size of at least eleven points.
- Be clear and concise with a minimum of technical jargon and acronyms.
- Save your document as a PDF and use Plan.pdf as its file name

Your library services plan should describe what you plan to do with the grant funds and discuss what you are focusing on during the year.

Begin by creating a document using these guidelines and tips detailed in the NOFO.

We recommend limiting the Library Services Plan to two single-spaced, numbered pages. Use at least 0.5-inch margins on all sides, standard font, and font size of at least eleven points.
Be clear and concise with a minimum of technical jargon and acronyms.
Save your document as a PDF and use Plan.pdf as its file name.

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.

**Library Services Plan Narrative Questions**

- Under header "Narrative" address these questions:
    - What activities will be the focus of your work this year?
    - Will you partner with other departments or institutions, inside or outside the library, Tribe, or community? If so, please provide a list of partners.
    - What results do you plan to achieve?
    - How will you monitor and measure success?

You'll find the specific questions to answer in part one, the Narrative, of the Library Service Plan that give you an opportunity to share the specific activities will be the focus of this year, asks you to
- identify any partners for that work,
- results you plan to achieve, and
- how you define and measure success and how you will carry out your plan to make sure it's successful.

# Sample LSP Narrative

See the sample Library Services Plan in the NOFO.



Figure 1 - Example Library Services Plan Narrative

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

## Library Services Plan– Budget Summary

- Under header "Budget Summary":
  - Follow the order of the IMLS Budget Form's section headings and explain how you determined each line-item dollar amount.
    - The NOFO includes information about allowable and unallowable costs.
  - Answer the following question:
    - How frequently will you draw down funds (as spent, quarterly, or only once at the end of the year)?

The NOFO lists specific questions to answer in part two of the Library Services Plan under "Budget Summary". You'll want to follow the order of the IMLS Budget Form's section headings and explain how you determined each line-item dollar amount. You'll also want to answer the following question: how frequently do you plan to draw down funds (as spent, quarterly, or only once at the end of the year)? 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.

# Sample Budget Summary

See the sample
Budget
Summary



Figure 2 - Example Library Services Plan Budget Summary

You'll find a sample Library Services Plan Budget Summary in the NOFO. Use this as a model as you develop your own project budget.

## Required: IMLS Budget Form

✓Application for Federal Domestic Assistance (SF-424S)

✓IMLS Library - Discretionary Program Information Form (PDF)

✓Library Services Plan with Budget Summary (PDF)

✓IMLS Budget Form (PDF)

The final required document is the IMLS Budget Form. You can find the hyperlink to this fillable form in the NOFO or directly on the IMLS website. Download and save it before filling it out. The budget information you include in the budget form should match the budget summary you include as part of the Library Services Plan.

# IMLS Budget Form

[IMLS Budget Form](#)

On page 1 of Budget Form:

You'll fill in:

a. Legal Name of the Tribe

b. Grant Period of one year starting on 8/01 of this year through 7/31 of next year

c. Leave blank

**IMLS BUDGET FORM**

a. Legal name (5a from SF-424S):

b. Requested Grant Period From: (MM/DD/YYYY)    Through: (MM/DD/YYYY)

c. If this is a revised budget, indicate application/grant number:

**1. Salaries and Wages**

| Name/Title or Position | Year 1 | | Year 2 | | Year 3 | | Total | | |
|---|---|---|---|---|---|---|---|---|---|
| | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grand Total |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Subtotal | | | | | | | | | |

**2. Fringe Benefits**

| Rate and Base | Year 1 | | Year 2 | | Year 3 | | Total | | |
|---|---|---|---|---|---|---|---|---|---|
| | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grand Total |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Subtotal | | | | | | | | | |

OMB Control #: 3137-0092, Expiration Date: 5/31/2026    v2.0

This is the standard budget form required for all IMLS grant applications. At the top of page one you will need to fill in the following: under item A, fill in the legal name of the Tribe, under item B, the grant period of one year starting on 8/1 of this year through 7/31 of next year.

Remember to check the bottom left corner of the form to ensure the expiration date is still active. Refresh your browser and clear your cache if you find the budget form has an old expiration date.

# IMLS Budget Form Instructions

- Title costs under each section

- Add dollar amounts for each line-item under Year 1, Grand Funded

- Confirm line-item titles and amounts align with what is included in Budget Summary of your Library Services Plan

- **Total must be between $6,000 - $10,000**

**IMLS BUDGET FORM**

a. Legal name (5a from SF-424S):

b. Requested Grant Period From: (MM/DD/YYYY) _____ Through: (MM/DD/YYYY) _____

c. If this is a revised budget, indicate application/grant number:

**1. Salaries and Wages**

| Name/Title or Position | Year 1 | | Year 2 | | Year 3 | | Total | | |
|---|---|---|---|---|---|---|---|---|---|
| | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grand Total |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Subtotal | | | | | | | | | |

**2. Fringe Benefits**

| Rate and Base | Year 1 | | Year 2 | | Year 3 | | Total | | |
|---|---|---|---|---|---|---|---|---|---|
| | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grand Total |
| | | | | | | | | | |
| | | | | | | | | | |
| Subtotal | | | | | | | | | |

OMB Control #: 3137-0092, Expiration Date: 5/31/2026          v2.0

---

Include titles for the group of costs in each of their designated budget sections and ensure the Budget Form matches the Budget Summary included as part of the Library Services Plan. The total budget for your one-year project should be no less than $6,000 and no more than $10,000.

22

# IMLS Budget Form Indirect Costs Section

Page 4 includes section 9. Indirect Costs.

- Indirect costs are not allowed for this program

- Choose radio button 5 - "Grant program does not allow indirect costs."

- Once you choose option 5, the form will automatically fill in zeros in the columns and totals.

**IMLS BUDGET FORM**

a. Legal name (5a from SF-424S):

**9. Indirect Costs (Read the instructions about Indirect Costs before completing this section.)**

○ Current indirect cost rate(s) have been negotiated with a federal agency.   Name of Agency:    Expiration Date:

○ Indirect cost proposal has been submitted to a federal agency but not yet finalized.   Name of Agency:   Proposal Date:

○ Applicant chooses a rate not to exceed 10% of modified total direct costs, and declares it is eligible for the 10% rate.   Until Amended:

○ Applicant chooses not to include indirect costs.

◉ Grant program does not allow indirect costs.

| Rate and Base | Year 1 | | Year 2 | | Year 3 | | Total | | |
|---|---|---|---|---|---|---|---|---|---|
| | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grand Total |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| | | | | | | | $0.00 | $0.00 | $0.00 |
| Indirect Costs Subtotal | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

**10. Total Project Costs**

| | Year 1 | | Year 2 | | Year 3 | | Total | | |
|---|---|---|---|---|---|---|---|---|---|
| | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grant Fund | Cost Share | Grand Total |
| Total Direct & Indirect Costs | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | | |
| Total Costs (excluding student support) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

OMB Control #: 3137-0092, Expiration Date: 5/31/2026

Please note this is a standard form for all IMLS programs so it includes Indirect Costs and cost sharing areas that ARE NOT ALLOWED for Basic grants. Do not fill in any cost sharing area and choose the radio button "Grant program does not allow for Indirect Costs' on page 4. Once you choose, the form will autofill the columns with zeros.

If you download the form and it does not autofill, reach out to your IT to find out if an update is needed for your computer to allow the form to total automatically.

## Allowable Cost Examples

$ **Allowable Costs**

- ✓ personnel salaries, wages, and fringe benefits, including annual cost of living increases
- ✓ travel expenses for key project staff and consultants
- ✓ materials, supplies, software, and equipment related directly to project activities
- ✓ adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities
- ✓ participant support costs, including temporary dependent care, if documented in written policies
- ✓ third-party costs
- ✓ design and publication costs
- ✓ program evaluation
- ✓ staff and volunteer training
- ✓ paid internships/fellowships
- ✓ stipends or honoraria for project advisors and active participants
- ✓ pre-award costs, at the discretion of and with prior written approval from the agency.

The NOFO show some examples of what allowable costs 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.

24

# Unallowable Cost Examples



**Unallowable Costs**

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- indirect costs
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- social activities, receptions, or entertainment

The NOFO lists unallowable costs, such as:
- Contributions to endowments
- Indirect costs
- General advertising or public relations costs, etc.

**Application Tips**

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

# Check Registrations

## Start Now! Check registrations:

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

First, "Start now!

- 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 a Basic 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. 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

## Grants.gov

Grants.gov Online User Guide:

- https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm

Grants.gov Blog:

- https://blog.grants.gov/2017/09/25/7-online-user-guide-articles-to-get-you-started-with-workspace/

Grants.gov YouTube Channel:

- https://www.youtube.com/user/GrantsGovUS

Grants.gov Support:

- https://www.grants.gov/web/grants/support.html
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726

Because Grants.gov is a system that exists outside of IMLS, we cannot help if you have problems with downloading materials or submitting materials to the site. The Grants.gov support team, however, is very helpful and who *we* turn to if help is needed. They're available 24 hours a day, have a robust support website and can be reached by email or by phone. If you have any problems with grants.gov, reach out to the support team directly.

On this slide, are links to different resources Grants.gov has available to help you, particularly for using Workspace. We have a link on this slide for one YouTube video, but there are a number of different videos, all about 3-4 minutes long, that show you how different parts of Workspace function. We recommend you view those to understand more.

## Application Tips

**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 with correct file name
- 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
- Answer all the Library Services Plan Questions
- Start early to allow time to resubmit before the deadline if needed

- Remember to save all your documents as PDF files using the correct file name. Grants.gov's workspace cannot convert word docs into PDFs.

- Upload application materials and files to Grants.gov prior to deadline. I encourage setting an internal deadline for your grant team prior to the deadline in case something

unforeseen comes up.

- 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 you 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.

- Be sure to answer all the Library services Plan questions and remember to include the Budget Summary

- 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 services plan.