

NH Applicant Webinar-Recording

0:06

In this webinar, I will be providing information about the Native Hawaiian Library Services Grant program.

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

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

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The Native Hawaiian Library Services Program, also called the NH Program, is designed to assist Native Hawaiian serving organizations in sustaining and improving library services with their communities.

1:00

As information needs change, Native Hawaiian organizations must be able to serve as knowledge and resource centers to benefit their users and the Wellness of their communities.

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The NH Program supports organizations across the islands and country to address their individual information needs and priorities.

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Projects may involve, but are not limited to, such activities as educational programming for all ages, oral history collection and documentation, digital media and technology enhancements, institutional planning and policy development, professional training, internships and mentorships.

1:51

Supporting and engaging with cultural practitioners and scholars.

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Research and development of language and cultural material and tools.

2:02

Digitization and digital preservation and furnishing of library spaces for Staffs and public within existing constructed spaces.

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Please note that IMLS funds are not allowed for construction.

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Additionally, before applying, you should read the Notice of Funding Opportunity or the NOFO cover letter very closely see if your ideas align with current IMLS priorities.

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The information can help you decide whether or not to apply before investing significant time putting together a full proposal.

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These awards are for one to two years.

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The anticipated beginning of the period of performance is October 1st and can be for one or two years.

3:03

Applicants can apply for awards up to \$150,000.

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Cost share is not required and unexpired indirect cost rate agreements are allowed.

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To be eligible for this program, your organization must be a non profit that primarily serves and represents Native Hawaiians that offers library services to the community.

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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 free events and activities such as programs, classes, and cultural events for all ages.

3:56

When you apply, you must provide documentation showing that your organization meets this statutory eligibility criteria.

4:07

See the Proof of Eligibility section in the Notice of Funding Opportunity or the NOFO, and you'll find documentation required of nonprofit organizations that primarily serve and represent Native Hawaiians.

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The Native Hawaiian Library Services Grants Program has one goal and four possible objectives.

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The goal of the NH program is to develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Native Hawaiian communities.

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Objective 1 is for projects that serve the learning needs and interests of the community.

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Examples include, but are not limited to, Native Hawaiian language and culture, education, informal, STEM, or other types of participatory learning, Early Learning,

5:12

Digital information, health, financial, media, civic and other types of literacies and educational programs such as classes, events, teaching tools and or resources.

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The second objective focuses on improving Native Hawaiian well-being.

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Examples include, but are not limited to, workforce and economic development, community and civic dialogue, social public health and civic services, efforts that increase equity and access, and developing strategy and partnerships for Native Hawaiian communities both within, across, and also outside of.

6:12

The third objective focuses on providing access to and preservation of information and collections.

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Examples include, but are not limited to, enhancing information infrastructures, digital preservation strategies, community memory collection, stewardship, and language and cultural preservation and perpetuation.

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The 4th objective is to provide services to affected communities in the event of an emergency or disaster.

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Examples include, but are not limited to, emergency and disaster mitigation and management plans and studying or addressing impacts of emergencies and disasters.

7:07

You can find the Notice of Funding Opportunity, also called the NOFO, on the IMLS website www.imls.gov.

7:19

You may notice a change from previous years.

7:22

Our teams have been working to create a Notice of Funding Opportunity that is easier to read and navigate.

7:31

Please take the time to read through the Notice of Funding Opportunity or the NOFO very carefully.

7:43

Let's review the specific application components that are required.

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So please grab a copy of the NOFO or the Notice of Funding Opportunity and follow along.

7:59

Make sure to include the application components listed in the NOFO that are listed here on this slide.

8:09

Conditionally Required documents are a federally negotiated indirect cost rate agreement, if you plan to use one, and the Digital Products Plan if you're creating any kind of digital product, digital content, resources, assets, software, or technology.

8:29

The Notice of Funding Opportunity includes a handy table with all required and conditionally required documents.

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This table lists all the application components, the format they need to be submitted in, and which file name to use when you're submitting your application dossier.

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Please use this list as a checklist for all of the documents that you will need to submit by the application deadline.

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You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one item or one document.

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For the abstract, here are some key questions to address:

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Identify the lead applicant and if applicable, any collaborators.

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Describe the need, challenge or opportunity your project will address and how it was identified.

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List the high level activities you will carry out and identify the associated time frame.

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Identify who or what will benefit from your project.

9:46

Specify your project's intended results.

9:49

Describe how you will measure your performance in achieving your intended results.

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If your proposed project is selected for funding, your abstract may be published online.

10:03

As such, please be careful to not include any sensitive or confidential information.

10:11

Your application narrative should have three main sections, a project justification, a project work plan, and project results.

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The project justification should address the following What current need, challenge, or opportunity will your project address and how was it identified?

10:41

Describe how you have used reliable resources to define the need, challenge, or opportunity and develop the scope for this project.

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Who is the primary audience for your project and how have they been involved in the planning?

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Primary audience refers to those who will be most immediately and positively affected by your project.

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For example, K through 12 youth, elders, parents, caregivers, other tribal departments, etcetera.

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The project results section should address the following.

11:29

What are your project's intended results and or products and how will they address the need, challenge, or opportunity you identify in the project justification section?

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How do you define success for this project and how will it be evaluated?

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How will you disseminate the results, deliverables, lessons learned, etcetera, of the project to the primary audience?

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How will you sustain the benefit or benefits of your project beyond the conclusion of the period of performance?

12:11

We use three performance measures as a basis for understanding and evaluating how well the program is meeting its goal and how awardees or managing individual projects.

12:26

We ask applicants to define and determine how they will measure the following aspects.

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Effectiveness.

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The extent to which proposed project activities contribute to achieving the program goal and objective or objectives that you selected.

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Quality How well the project activities meet the requirements and expectations of the primary audience.

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Timeliness The extent to which each task activity is completed within the time frame proposed.

13:02

Each applicant must identify what data they will collect, how often, and from what source in order to produce these measurements.

13:14

The Notice of Funding Opportunity, or the NOFO, includes a fillable performance measurement plan if needed, but use of that form is not required.

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If awarded in your final reform performance Report will ask you to rate on a scale of one to five how well you believe you completed the project.

13:40

You'll need to include an IMLS budget form and budget justification following the standard budget categories listed on this slide.

13:56

The link to the form is in the budget area of the Notice of Funding Opportunity.

14:00

It is a four page fillable PDF form that auto calculates.

14:06

If your download is not fillable or auto calculates, you may need to talk with your IT staff for an update.

14:15

Please note that the IMLS Budget form is used for all IMLS grant programs and includes areas that you may not fill out and it's part of this grant program.

14:28

Next, create a budget justification that should explain the purpose and cost breakdown for each expense listed in these categories.

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Note that under the Travel category, it should include \$3000 per year for IMLS Directed travel.

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Also, cost share is not required.

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You may submit a reasonable number of supporting documents that supplement your narrative and support the project description.

15:04

Supporting Document 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.

15:20

Give each document a clear, descriptive title.

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At the top of the first page, you can choose to list any of the supporting documents that are listed.

15:38

Next, we will provide some tips to help you when applying online.

15:46

First and foremost, register early and begin now.

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The unique entity ID, the sam.gov registration, and the grants.gov registration are sequential.

16:05

The unique entity ID, UEI is generated when you register with sam.gov.

16:15

You must have an active sam.gov registration to then register with grants.gov.

16:23

You need to have a functional grants.gov registration to submit a Native Hawaiian grant application to IMLS.

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Please remember that your sam.gov registration expires each year and you must annually renew it.

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You can log into sam.gov at any time and find out your status.

16:49

I would recommend doing that today.

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Here are a few application tips based on experience.

17:00

This is a competitive grant program.

17:03

Plan time to gather feedback and revise.

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Ask two or three people who are not involved with the grant to proofread and read the proposal and provide feedback on ideas, structure and grammar, and spelling.

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Consider that feedback and revise accordingly.

17:29

Proofread the final version very carefully and make use of the spell check feature.

17:37

Coordinate with any staff needed to sign off on the application to submit all components through grants.gov before the deadline.

17:51

Start today organizing what you need to apply and understanding who in your organization can help confirm UEI, SAM, and Grants.gov registrations.

18:06

Remember to save all of your documents as PDF files.

18:11

grants.gov cannot convert them for you.

18:16

Upload application files to grants.gov prior to the deadline.

18:23

I would encourage setting a date prior to the deadline in case something unforeseen comes up requiring more time.

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Use Grants.gov workspace.

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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.

18:53

Please be sure to double check all of the uploaded files against the table of application components in the Notice of Funding Opportunity are the NOFO.

19:05

And 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.

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This might be helpful if you discover that you forgot to include an application component or document.

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Thank you for your interest in and support of IMLS.

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Best wishes to you in the application process.

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Thank you.