



NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar



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



What will we cover today?

- General information about IMLS Native Hawaiian Library Services Grant program
- Key questions to address in your proposal
- Key components of your application package

We will rely on applicants to read the Notice of Funding Opportunity (NOFO) carefully for details on what is required and how to complete the forms and submit the application.



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



Native Hawaiian Library Services Grants

- The Native Hawaiian Library Services ('NH') program is designed to assist Native Hawaiian serving organizations in sustaining and improving library services with their communities. 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. The NH program supports organizations across the islands and country to address their individual information needs and priorities.
- Applicants should pay close attention to the NOFO Cover Letter to determine if your ideas are a fit with IMLS' current priorities



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

Projects may involve, but are not limited to, activities such 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;
- supporting and engaging with cultural practitioners and scholars;
- research and development of language and cultural material and tools;
- digitization and digital preservation; and
- furnishing of library spaces for staff and public within existing constructed spaces (please note that IMLS funds are not allowed for construction).

Additionally, before applying, you should read the NOFO Cover Letter closely to see if your idea is aligned with current IMLS priorities. This information can help you decide whether or not to apply before investing significant time putting together a full proposal.

Native Hawaiian Library Services Grants Overview

Amount and Length

- Up to \$150,000 for one to two years

Period of Performance

- All projects must begin October 1 of this year. Projects may be carried out for one to two years

Cost Share

- Not required

Eligibility

- Nonprofit organizations that primarily serve and represent Native Hawaiians.
- A grantee with an active Native Hawaiian Library Services Grant may not apply for another Native Hawaiian Library Services Grant that would have an overlapping period of performance with the active grant.



These awards for one to two years.

The anticipated beginning of the period of performance is October 1, 2026 and can be one or two years.

Applicants can apply for awards up to \$150,000. Cost share is not required and unexpired indirect cost rate agreements are allowed.

To be eligible for this program, your organization must be a nonprofit that primarily serves and represents Native Hawaiians, and that offers library 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
- free events and activities such as programs, classes, and cultural events for all ages.

When you apply, you must provide documentation showing that your organization meets this statutory eligibility criteria. See the proof of eligibility section in the NOFO₁ about documentation required of nonprofit organizations that primarily serve and represent Native Hawaiians.



NH Program Goal & Objective 1

Program Goal: Develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Native Hawaiian organizations.

Objective 1: Serve the learning needs and interests of the community.

Examples include, but aren't limited to:

- Native Hawaiian language and culture education
- informal STEM or other types of participatory learning;
- early learning;
- digital, information, health, financial, media, civic, and other types of literacies; and
- educational programs, such as classes, events, teaching tools, and/or resources.



The Native Hawaiian Library Services grants program has one goal and 4 possible objectives:

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

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

Examples include, but aren't limited to:

- Native Hawaiian language and culture education
- informal STEM or other types of participatory learning;
- early learning;
- digital, information, health, financial, media, civic, and other types of literacies; and
- educational programs, such as classes, events, teaching tools, and/or resources.



Objective 2

Objective 2: Improve Native Hawaiian well-being.

Examples include, but aren't limited to:

- workforce and economic development;
- community and civic dialogue;
- social, public health, and civic services;
- efforts that increase equity and access; and
- developing strategic partnerships within, across, and outside of Native Hawaiian communities.



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

Examples include, but aren't limited to:

- workforce and economic development;
- community and civic dialogue;
- social, public health, and civic services;
- efforts that increase equity and access; and
- developing strategic partnerships within, across, and outside of Native Hawaiian communities.



Objective 3

Objective 3: Provide access to and preservation of information and collections.

Examples include, but aren't limited to:

- enhancing information infrastructures;
- digital preservation strategies;
- community memory;
- collections stewardship; and
- language and cultural preservation and perpetuation.



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

Examples include, but aren't limited to:

- enhancing information infrastructures;
- digital preservation strategies;
- community memory;
- collections stewardship; and
- language and cultural preservation and perpetuation.



Objective 4

Objective 4: Provide services to affected communities in the event of an emergency or disaster.

Examples include, but aren't limited to:

- emergency and disaster mitigation and management plans; and
- studying or addressing impacts of emergencies and disasters



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

Examples include, but aren't limited to:

- emergency and disaster mitigation and management plans; and
- studying or addressing impacts of emergencies and disasters



NOFO Link

Be sure to follow all the links in the Notice of Funding Opportunity (NOFO)

<https://www.imls.gov/grants/available/native-hawaiian-library-services>

- All applications must be submitted through Grants.gov



You can find the Notice of Funding Opportunity, also called NOFO for short, on our website. You may notice a change from previous years. Our teams have been working to create a NOFO that is easier to read and navigate. Please take the time to read through the NOFO carefully.

Application Components



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



Application Components List

- Application cover form (SF-424S)
- IMLS Library – Discretionary Program Information Form
- Tribal Profile
- Narrative (5-8 pages, recommended)
- Schedule of Completion
- Performance Measurement Plan
- IMLS Budget Form
- Budget Justification
- Resumes of people on Key Project Staff 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 - digital content, resources, assets, or software.

The NOFO includes a handy table with all required and conditionally required documents. The table lists all the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all the documents you will need to submit by the application deadline.

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



Abstract

- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, challenge, or opportunity your project will address, and how it was identified.
- List the high-level activities you will carry out and identify the associated time frame.
- Identify who or what will benefit from your project.
- Specify your project's intended results.
- Describe how you will measure your performance in achieving your intended results.



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

- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, challenge, or opportunity your project will address, and how it was identified
- List the high-level activities you will carry out and identify the associated time frame
- Identify who or what will benefit from your project.
- Specify your project's intended results.
- Describe how you will measure your performance in achieving your intended results.

If your proposed project is selected for funding, your abstract may be published online. As such, please be careful to not include any sensitive or confidential information.



Narrative Sections

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



Your application Narrative should have three main sections: a Project Justification, a Project Work Plan, and Project Results.



Project Justification

- What current need, challenge, or opportunity will your project address and how was it identified?
- Who is the primary audience for your project and how have they been involved in the planning?



The Project Justification should address the following:

What current need, challenge, or opportunity will your project address and how was it identified? Describe how you have used reliable sources to define the need, challenge, or opportunity and develop the scope for the project.

Who is the primary audience for your project and how have they been involved in the planning? “Primary audience” refers to those who will be most immediately and positively affected by your project. For example: K-12 youth, elders, parents/caregivers, other tribal departments, etc.



Project Work Plan

- What specific activities will you carry out and in what sequence?
- Who will execute each activity? Be sure to identify all key staff.
- How have you involved stakeholders in the planning and development of the project and how will you incorporate their input throughout the project?
- What existing resources within the Tribe, assets within the library or community, and/or potential partners will you use during this project to aid in its success?
- How and with whom will you share your work's results and lessons learned?



The Project Work Plan section includes the following questions:

- What specific activities will you carry out and in what sequence?
- Who will execute each activity? Be sure to identify all key staff.
- How have you involved stakeholders in the planning and development of the project and how will you incorporate their input throughout the project?
- What existing resources within the Tribe, assets within the library or community, and/or potential partners will you use during this project to aid in its success?
- How and with whom will you share your work's results and lessons learned?



Project Results

- What are your project's intended results and/or product(s), and how will they address the need, challenge, or opportunity you identified in the Project Justification section?
- How do you define success for this project, and how will it be evaluated?
- How will you disseminate the results (deliverables, lessons learned, etc.) of the project to the primary audience?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?



The Project Results section should address the following:

- What are your project's intended results and/or product(s), and how will they address the need, challenge, or opportunity you identified in the Project Justification section?
- How do you define success for this project, and how will it be evaluated?
- How will you disseminate the results (deliverables, lessons learned, etc.) of the project to the primary audience?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?



Performance Measurement

Performance Measures:

- **Effectiveness:** The extent to which the activities contribute to achieving the program goal and objective(s) you selected
- **Quality:** How well the project activities meet the requirements and expectations of the primary audience
- **Timeliness:** The extent to which each task/activity is completed within the timeframe proposed.

Identify what data you will collect, how often, and from what source in order to provide these measurements.



We use three performance measures as a basis for understanding and evaluating how well the program is meeting its goal and how awardees are managing individual projects. We ask applicants to define and determine how they will measure the following aspects:

- Effectiveness: The extent to which proposed project activities contribute to achieving the program goal and objective (s) you selected
- Quality: How well the project activities meet the requirements and expectations of the primary audience
- Timeliness: The extent to which each task/activity is completed within the timeframe proposed

Each applicant must identify what data they will collect, how often, and from what source in order to produce these measurements. The NOFO includes a fillable performance measurement plan if needed, but use of that form is not required.

If awarded, in your final performance report, we'll ask you to rate (on a scale of 1 to 5) how well you believe you completed the project in terms of these measures.



Budget Form and Budget Justification

- A link to the IMLS Budget Form is in the Budget Section of the NOFO
- Organize the budget justification following the IMLS Budget Form Categories
 1. Salaries and Wages
 2. Fringe Benefits
 3. Travel (include \$3,000 for IMLS-directed/year)
 4. Supplies, Materials, and Equipment
 5. Contracts and Subawards
 6. Student Support
 7. Other Costs
 8. Indirect Costs
- Provide a break down of costs in each category



You'll need to include an IMLS Budget Form and Budget Justification following the standard budget categories listed on this slide.

The link to the form is in the Budget area of the NOFO. It is a 4-page, fillable PDF form that auto calculates. If your download is not fillable or auto calculates, you may need to talk with your IT staff for an update. 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.

Next, create a Budget Justification 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 per year for IMLS-directed travel.

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
- Position descriptions for new hires
- 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.

Application Tips



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



Application Tips - Registrations

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 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 Native Hawaiian 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 – Communication

- Plan for time to gather 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
 - Schedule time with Program Officer
- Coordinate with any staff needed to sign off on application to submit all components **through Grants.gov *before the deadline***



Here are a few application tips based on experience:

This is a competitive grant program. Plan time to gather 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 any staff needed to sign off on application to submit all components **through Grants.gov *before the deadline***



Application Tips – Know the NOFO

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 to include an application component.