



# Applicant Webinar

Native American Library Services Basic Grants

- **Audio:** You may play the audio on your computer or via phone. Call **1-888-272-8702**. When prompted, enter **2053175#**.
- **Recording:** After the webinar, a recording will be available on our website.
- **Slides:** To download these slides, click File, then Save, and select Whiteboard. Be sure to save the slides as a .pdf!
- **Questions:** Type your questions in the chat box. We will hold a Q&A session at the end of the presentation.

*All participants will be muted during the presentation. If you encounter any technical issues, please type your question in the chat box and someone will assist you.*

# What Will We Cover Today?

- Discuss IMLS and Native American Library Services Basic Grants program
- Review eligibility requirements
- Talk about application process
- Review application components
- Provide tips for applicants



IMLS



# About IMLS

## Who are we?

- IMLS is the primary source of federal support for the nation's libraries and museums.

## What do we do?

- We make **grants**, **convene groups**, **conduct research**, and **publish** in order to build the capacity of museums and libraries to serve the public.

## Who is eligible to apply for IMLS grants?

- Varies by program but includes libraries; museums; colleges and universities; organizations that serve libraries and museums; federally recognized Native American tribes; organizations that serve Native Hawaiians





# IMLS Vision and Mission

**VISION:** A nation where museums and libraries work together to transform the lives of individuals and communities.

**MISSION:** The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.



# IMLS Budget and Authorization

IMLS FY19 budget was \$242 million.

IMLS was reauthorized in 2018 by the Museum and Library Services Act.

*We are not shut down and will be accepting applications for  
FY19 Basic and Enhancement grants!*



# IMLS Strategic Plan

**Goal 1, Promote Lifelong Learning:** IMLS supports learning and literacy for people of all ages through museums and libraries.

**Goal 2, Build Capacity:** IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.

**Goal 3, Increase Public Access:** IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.



<https://www.imls.gov/about-us/strategic-plan>



# Native American Library Services Basic Grants

# Native American Library Services Basic Grants

|                          |   |
|--------------------------|---|
| <b>Program Goals</b>     | Support existing library operations and maintain core library services. Also provide funding for continuing education of library staff or hiring of consultant to do a library assessment. Non-competitive. |
| <b>Deadline</b>          | April 1, 2019   |
| <b>Amount and Length</b> | \$6,000 - \$10,000 (up to \$3,000 for Education/Assessment activities) – One year   |
| <b>Cost Share</b>        | Not required  |
| <b>Eligibility</b>       | Federally recognized tribes; Alaska Native villages and corporations  |

# Eligibility Requirements

# Who is Eligible?

- Indian tribes are eligible to apply for funding under the Native American Library Services Basic Grants Program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.
- 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

# Who is Eligible?

- Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.
- **The applying institution MUST BE the tribe itself.**

# Who is Eligible?

- **Partners may be involved and staff from partner organizations may serve as project directors.**
- **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.**

# Who is Eligible?

- To be eligible for this program you must be able to document an existing library that meets, at a minimum, three basic criteria: (1) regularly scheduled hours, (2) staff, and (3) materials available for library users.

# Application Process



# Before You Apply

- Acquire a D-U-N-S® Number for your institution, if you don't already have one: <http://fedgov.dnb.com/webform>
- 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/>
- Read the Notice of Funding Opportunity, and download the current versions of the application forms from it.

# Notice of Funding Opportunity

All application requirements and instructions can be found in the Notice of Funding Opportunity on our website:

<https://www.ims.gov/sites/default/files/fy19-ols-nab-nofo.pdf>

## NATIVE AMERICAN LIBRARY SERVICES BASIC GRANT FY 2019 NOTICE OF FUNDING OPPORTUNITY

|  |   |
|--|---|
| Federal Awarding Agency:                               | Institute of Museum and Library Services                                    |
| Funding Opportunity Title:                             | Native American Library Services Basic Grant                                |
| Announcement Type:                                     | Notice of Funding Opportunity   |
| Funding Opportunity Number:                            | NAG-BASIC-FY19  |
| Catalog of Federal Financial Assistance (CFDA) Number: | 45.311  |
| Due Date:  | Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 1, 2019. |
| Anticipated Date of Notification of Award Decisions:   | July 2019 (subject to the availability of funds and IMLS discretion)        |
| Beginning Date of Period of Performance:               | Projects must begin on August 1, 2019.                                      |

Remember this number for  
Grants.gov

# Application Components

# Table of Application Components

- Serves as a checklist
- Identifies document formats and naming conventions

D2a. Table of Application Components

| Component   | Format            | File name to use   |
|---|-------------------|--------------------|
| Required Documents  |                   |                    |
| <a href="#">Please see the guidance in Section D2c for more information.</a>                        |                   |                    |
| <a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a> | Grants.gov form   | n/a                |
| <a href="#">IMLS Program Information Sheet</a>  | IMLS PDF form     | Programinfo.pdf    |
| <a href="#">Library Services Plan Narrative (three pages max.)</a>                                  | PDF document      | Plan.pdf           |
| <a href="#">IMLS Budget Form</a>  | IMLS PDF form     | Budget.pdf         |
| Conditionally Required Documents  |                   |                    |
| <a href="#">Please see the guidance in Section D2d for more information.</a>                        |                   |                    |
| <a href="#">Digital Product Form</a>  | IMLS PDF document | Digitalproduct.pdf |

# Application Components

- Application Cover Form (SF-424S)
- IMLS Program Information Sheet
- Library Services Plan
- IMLS Budget Form
- Digital Product Form, if applicable

**All documents must be saved and submitted in PDF format!**

# 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](mailto:support@grants.gov)
  - Toll-Free Phone Number: 1-800-518-4726

# Search for the Grant

GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities | NAG-BASIC-FY19 | X | GO

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Search Grants

## SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

Forecasted (0)

Posted (1)

Closed (0)

Archived (0)

FUNDING INSTRUMENT TYPE:

All Funding Instruments

Grant (1)

ELIGIBILITY:

All Eligibilities

Others (see text field entitled 'Additional Information on Eligibility' for clarification) (1)

Search Tips | Export Detailed Data

SORT BY: [Relevance (Descending)] | Update Sort

DATE RANGE: [All Available] | Update Date Range

1 - 1 OF 1 MATCHING RESULTS:

| Opportunity Number | Opportunity Title                            | Agency | Opportunity Status | Posted Date | Close Date |
|--------------------|--|--------|--------------------|-------------|------------|
| NAG-BASIC-FY19     | Native American Library Services Basic Grant | IMLS   | Posted             | 01/22/2019  | 04/01/2019 |

Use the **Funding Opportunity Number** found in the NOFO to search Grants.gov.

# Download the Grant Package

GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities | Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

## VIEW GRANT OPPORTUNITY

NAG-BASIC-FY19  
Native American Library Services Basic Grant  
Institute of Museum and Library Services

« Back | Link

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Select Grant Opportunity Package [Print Package List](#) ?

**PLEASE READ BEFORE APPLYING!**  
If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

**OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:**

| CFDA   | Competition ID | Competition Title                            | Opportunity Package ID | Opening Date | Closing Date | Actions   |
|--------|----------------|--|------------------------|--------------|--------------|---|
| 45.311 | NAG-BASIC-FY19 | Native American Library Services Basic Grant | PKG00247678            | 01/22/2019   | 04/01/2019   | <a href="#">Preview</a>   <a href="#">Apply</a> |



# SF-424S

- The SF-424S is part of the application package that you complete in Grants.gov

View Burden Statement OMB Number: 4040-0003  
Expiration Date: 01/31/2019

**APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational**

\*1. NAME OF FEDERAL AGENCY:  
Institute of Museum and Library Services

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  
45.011

CFDA TITLE:  
Native American and Native Hawaiian Library Services

\*3. DATE RECEIVED:  Completed Upon Submission to Grants.gov **SYSTEM USE ONLY**

\*4. FUNDING OPPORTUNITY NUMBER:  
050-SAS1C-FY16

\* TITLE:  
Native American Library Services Basic Grants Program

**5. APPLICANT INFORMATION**

\* a. Legal Name:

b. Address:

|                                    |  |
|------------------------------------|--|
| * Street1:<br><input type="text"/> | Street2:<br><input type="text"/>           |
| * City:<br><input type="text"/>    | County/Parish:<br><input type="text"/>     |
| * State:<br><input type="text"/>   | Province:<br><input type="text"/>          |
| * Country:<br>USA: UNITED STATES   | * Zip/Postal Code:<br><input type="text"/> |

c. Web Address:  
http://

|   |   |
|---|---|
| * d. Type of Applicant: Select Applicant Type Coders:<br>Type of Applicant:<br><input type="text"/> | * e. Employer/Taxpayer Identification Number (EIN/TIN):<br><input type="text"/> |
| Type of Applicant:<br><input type="text"/>  | * f. Organizational DUNS:<br><input type="text"/>                               |
| * Other (specify):<br><input type="text"/>  | * g. Congressional District of Applicant:<br><input type="text"/>               |

**6. PROJECT INFORMATION**

\* a. Project Title:

\* b. Project Description:

# IMLS Program Information Sheet

- The current PIS is linked in the [Notice of Funding Opportunity](#)
- Instructions for completing the form can also be found there, but please especially note:
  - You do not need to include Organizational Financial Information on page 2
  - On page 3, indicate that you are applying for the Native American Basic Grant

# Library Services Plan

- No more than 3 single-spaced pages
- Address the questions in the same order in which they are listed below:
  - What are you focusing on during the year?
  - Why is it important?
  - How will you carry out your plan successfully?
  - What results do you anticipate?
- Include a budget summary
- Describe, separately, education/assessment activities or travel, if applicable
- **Must be PDF format!**



# How can funds be used?

- Salaries, wages, fringe benefits:
  - Permanent staff salary and benefits
  - Temporary and project staff
- Supplies, materials, and equipment:
  - Collection development—books, electronic resources, subscriptions, software, special collections
  - Equipment—computers, wireless equipment, E-Readers, copiers, printers
  - Library software
  - Furnishings like tables, chairs, rugs, circulation desk, shelving, book drop, computer stations (not construction or renovation)
  - Library supplies

# How can funds be used?

- Contracts (e.g., for services) or Subawards
  - Programs: literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training
  - Tutors
  - Program-related supplies
  - Internet access
  - Technical training and support
  - Digitization of local materials
- Other costs
  - Fees to join a consortium to share resources and databases
  - Fees for membership in library-related organizations
  - Renewal fees for library automation technical support and upgrades

# Education/Assessment Activities

- **Up to \$3,000 but NOT required**
- Describe separately in your Library Services Plan
- Can include:
  - Costs to attend or present: continuing education courses; conferences; other training; and related travel
    - Include registration, travel, hotel, per diem
  - Temporary staff costs when regular staff are attending courses, etc.
  - Consultant for onsite professional library assessment, including technology and digitization
- **Must be PDF format!**

# Digital Product Form

If your project includes any digital content, resources, assets, software, or datasets, be sure to fill out the Digital Product Form, a *conditionally required* form.

- Oral histories converted to digital files
- Web sites about community events
- Apps for library patrons
- Online curricula for teachers and students
- Images of community meetings



# Important Dates

- Applications submitted April 1, 2019
- Award notifications sent in July
- Awards start August 1, 2019

*Don't forget:*

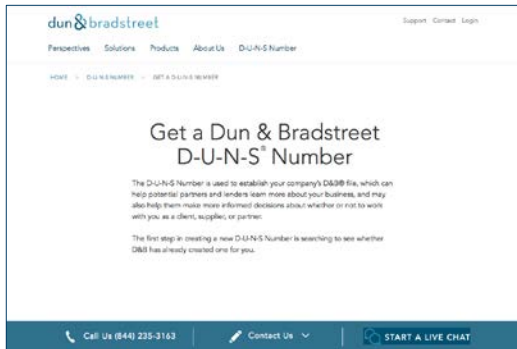
*PDFs and Digital Product Forms!*

# Application Tips

# Application Tips

## Register early!

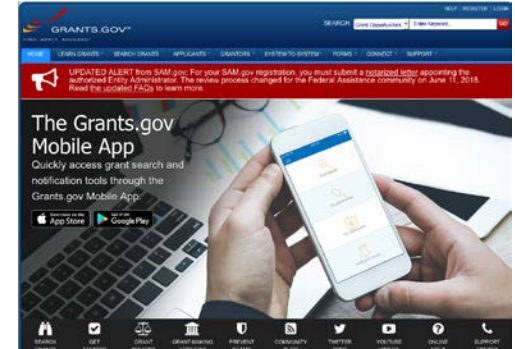
1. D-U-N-S® Number: [www.dnb.com/us](http://www.dnb.com/us)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)



The screenshot shows the Dun & Bradstreet website. The main heading is "Get a Dun & Bradstreet D-U-N-S® Number". Below the heading, there is a paragraph explaining that the D-U-N-S Number is used to establish a company's D&B File, which can help potential partners and lenders learn more about the business. A second paragraph states that the first step in creating a new D-U-N-S Number is searching to see whether D&B has already created one for you. The website footer includes a phone number (844) 235-3163, a contact link, and a "START A LIVE CHAT" button.



The screenshot shows the SAM.gov website. The main heading is "Getting Started". Below the heading, there are three sections: "Create a User Account", "Register Entity", and "Search Results". Each section has a corresponding icon and a brief description. The "Create a User Account" section has a person icon and says "Get to know your SAM user account". The "Register Entity" section has a plus sign icon and says "After creating your SAM user account, log in to register to the business with the U.S. government". The "Search Results" section has a magnifying glass icon and says "You can also look for existing entity registrations through our search tools." The website footer includes the GSA logo and various links like "Search Results", "FAQs", "Help Center", "Data Access", "Privacy Policy", "About", and "Contact Us".



The screenshot shows the Grants.gov website. The main heading is "The Grants.gov Mobile App". Below the heading, there is a paragraph explaining that the mobile app allows users to quickly access grant search and notification tools through the Grants.gov Mobile App. There are two buttons for downloading the app: "Download on the App Store" and "GET IT ON Google Play". The website footer includes various icons for social media and support, such as "SEARCH", "LET US FIND YOU", "GRANT PLACES", "GRANT BIDDING", "FIND OUT MORE", "COMMUNITY BLOG", "TWITTER", "YOUTUBE", "CALL US", and "SUPPORT CENTER".

# Application Tips

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

- Start early.
- 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.
- Resubmit before the deadline if you need to do so.



# Contact Us

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Questions?

