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- **Audio:** You may play the audio on your computer or via phone. Call **1-888 272-8702**. When prompted to enter a code, enter **2053175#**.
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- **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.*



# Prospective Applicant Webinar:

Accelerating Promising Practices for Small Libraries

December 18, 2018



# What We Will Cover Today

- IMLS, the Strategic Plan and its strategic priorities
- Program overview: Accelerating Promising Practices for Small Libraries (APP)
- Eligibility requirements
- Project categories
- Application process
- Advice for applicants
- Q&A



# **IMLS Strategic Plan and Priorities**



# What is IMLS?

- **Who are we?** 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.
- **Our vision:** A nation where museums and libraries work together to transform the lives of individuals and communities.
- **Our mission:** To advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.



# *The IMLS Strategic Plan*

## *Transforming Communities: IMLS Strategic Priorities*

- Goal One: Promote Lifelong Learning
- Goal Two: Build Capacity
- Goal Three: Increase Public Access



Learn more about [Transforming Communities](#)



## **Transforming Communities**

Institute of Museum and Library Services  
Strategic Plan 2018–2022



# The APP Initiative



# Where to find basic information about APP

- Accelerating Promising Practices for Small Libraries (APP) on the web: <https://www.ims.gov/grant-programs-accelerating-promising-practices-small-libraries>
- Program overview
- IMLS staff contact information
- Link to Notice of Funding Opportunity (NOFO)
- Link to webinar recordings





# **Accelerating Promising Practices for Small Libraries (APP)**

**Accelerating Promising Practices for Small Libraries (APP)** is a special initiative of the National Leadership Grants for Libraries Program. This initiative is designed to support projects that strengthen the ability of small and rural libraries and archives to serve their communities.

**Funding request:** \$10,000-\$50,000; no cost share required

**Deadline:** February 25, 2019

**Anticipated number of awards:** 25



# Indicators of Successful Projects

- **In-depth knowledge** – thorough understanding of the subject
- **Project-based design** – work plan articulates a set of logical, interrelated activities
- **Demonstrable outcomes** – the project generates measurable results



# Mentor Organizations, Communities of Practice, and Program Evaluation

- **Grantees** will
  - Participate in communities of practice based on their project category
  - Share their project findings and progress
  - Participate in periodic teleconferences, online engagement, and in-person gatherings
  - Work with mentor organizations and an external program evaluator
- **Mentor organizations** will facilitate communication, provide expert guidance, and build capacity
- The **evaluator** will work with applicants as they monitor, track, and assess progress



# Important Dates to Remember

- Preliminary Proposals Due: February 25, 2019
- Notification of Funding: June 2019
- Projects Begin: September 1, 2019
- Project Ends: August 30, 2021



# Eligibility

Your organization is eligible to apply if it is:

- Either a unit of state or local government, or a 501c3 nonprofit organization;
- Located in one of the 50 states or territories; and
- One of the following six types of organizations

*Please note that the Transforming School Library Practice category has additional eligibility restrictions.  
Please refer to the Notice of Funding Opportunity for more information.*



# Eligibility

1. a library or a parent organization of a library
2. an academic or administrative unit
3. a digital library, if it makes library materials publicly available and provides library services
4. a library agency that is an official agency of a state or other unit of government
5. a library consortium that is a local, statewide, regional, interstate, or international cooperative association
6. a library association or organization



# Eligibility

You are not eligible to apply if you are:

- A federally operated institution
- A for-profit organization
- An individual
- A foreign country or organization

*If your organization is not eligible, we encourage you to apply through a partnership with an eligible institution.*



# Are We a Good Fit for this Opportunity?

IMLS invites applicants to consider whether their organization is a good fit for this special initiative for small and rural libraries.

Applicants should think about a range of attributes that describe their institution, including but not limited to:

- size of the staff and volunteer corps;
- operating budget and sources of revenue;
- size of the collection and range of services provided;
- size of facility and property;
- types and numbers of audiences served; and
- size relative to other organizations of the same discipline or within the same geographic region.





# Project Categories

Applicants must select one project category from the following:

- Transforming School Library Practice
- Community Memory
- Digital Inclusion



# Transforming School Library Practice

- Supports cross-disciplinary and inquiry-based methods of learning
- Fosters the development of 21st century skills such as critical thinking, creativity, and collaboration
- Embraces meaningful shifts in which school libraries serve as dynamic hubs for self-directed, inquiry-based learning
- Positions school library professionals as valued instructional partners to classroom teachers



# Transforming School Library Services: Project Examples

- Developing, implementing, and evaluating programs and services that prepare students for success in college, career, and life;
- Purposefully integrating information technology and digital resources in ways that support media creation rather than consumption
- Reconfiguring space in learner-centric ways to support the development of 21st century skills and literacies
- Deepening meaningful instructional collaborations between school librarians and classroom teachers or school administrators;
- Partnering with community organizations that create opportunities for the student body and reinforce the school library as a dynamic hub for self-directed learning; and



# Community Memory

- Supports the role of libraries and archives as trusted stewards of our nation's knowledge and collections
- Supports the ability of libraries and archives to serve as trusted spaces for community engagement and dialogue
- Engages local communities in the collection, documentation, and preservation of their local histories, experiences, and identities



# Community Memory: Project Examples

- Planning and implementing programs to engage community members with collections documenting local histories
- Using methods such as web archiving or oral history to engage community members in the documentation of local histories
- Supporting events and programs to digitize or describe materials related to community histories
- Documenting important local issues or events and engaging community members with related collections
- Engaging with specific communities to capture and preserve their personal or family collections or histories



# Digital Inclusion

- Supports libraries in promoting and facilitating digital inclusion
- Enhances the role of libraries in increasing access to information, ideas, and networks
- Supports the role libraries play in promoting digital literacy, providing internet access, and enabling community engagement through civic data and civic technology
- Encourages collaborations with partners, which may include local governments, data intermediaries, educational institutions, housing authorities, community technology training centers, network providers, and other social service and civic organizations



# Digital Inclusion Project Examples

- Supporting broadband access and wireless networks to address the homework gap and increase small business development and entrepreneurship
- Creating inclusive educational opportunities that address digital literacy needs (e.g., user privacy and security, personal computer use, E-government programs (including Census 2020))
- Capacity-building and training to actively support a range of users in building digital literacy skills
- Fostering participation in accessible telecommunications programs (e.g., E-rate)
- Supporting emergency preparedness and community resiliency through broadband access, wireless networks, and other communications infrastructures



# Applying to the APP Initiative





# Application Components

## Required Documents

All applications must include these. Omission of one can result in your exclusion from further consideration.

- Application for Federal Assistance/Short Organizational Form (SF-424S)\*
- IMLS Program Information Sheet\*
- Narrative (6 pages max.)
- Schedule of Completion (1 page per year max.)
- IMLS Budget Form\*
- Budget Justification\*
- List of Key Project Staff and Consultants (1 page max.)
- Resumes of Key Project Staff and Consultants (2 pages max. each)
- Digital Product Form\*





# Application Components

## Conditionally Required Documents

Some applications must include these. Omission of one results in exclusion from further consideration.

- Proof of Private, Nonprofit Status
- Final Federally Negotiated Indirect Cost Rate Agreement





# Application Components

## Supporting Documents

These documents are completely optional.

- Letters of commitment
- Bibliography or references
- Letters of support from experts and stakeholders
- Position descriptions for project staff to be supported by grant or cost share funds
- Reports from planning activities
- Contractor quotes
- Equipment specifications
- Products or evaluations from previously completed or ongoing projects of a similar nature
- Relevant collections, technology, or other departmental plans
- Web links to relevant online materials
- Needs assessments



# Narrative: Project Justification

## Tell us:

- What need, problem, challenge, or opportunity will your project address, and how was it identified?
- What best practices will inform your approach?
- How would you qualify your library as small and/or rural)?
- Who will benefit from your project? How have you engaged them in your planning?
- How will your project address the goals of APP, your selected project category, and the agency-wide goal you selected on the program information sheet?

## Review criteria:

- Is the problem, challenge, or opportunity to be addressed clearly identified?
- Does the proposed approach demonstrate knowledge of current best practices?
- Does the proposal sufficiently identify the institution as small or rural?
- Have beneficiaries of the project been clearly identified? Have they been involved in planning the project?
- Does the project align with the goals of the program, the selected project category, and the selected agency-wide goal?



# Narrative: Project Work Plan

## Tell us:

- What specific activities will you carry out?
- Who will plan, implement, and manage your project? Will partners be engaged and, if so, for what purpose?
- What time, financial, personnel, and other resources will you need to carry out the activities?
- What are the risks to the project and how will you mitigate them?
- How will you measure your progress and evaluate project performance?

## Review criteria:

- Are project activities clearly articulated and appropriate for achieving project goals?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Are the time, financial, personnel, and other resources identified appropriate for the scope and scale of the project?
- Are the proposed evaluation activities and performance measurements appropriate for the project?



# Narrative: Project Outcomes

## Tell us:

- What are the intended outcomes and outputs of your project? How do they address the need articulated in your Project Justification?
- How do you define success for your project?
- What is your plan for collecting and reporting data on your performance goals and outcomes?
- How will you sustain the benefits of your project beyond the funding period?

## Review criteria:

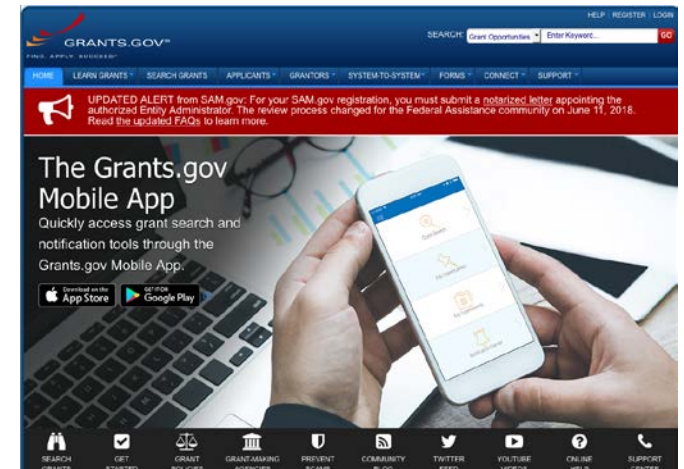
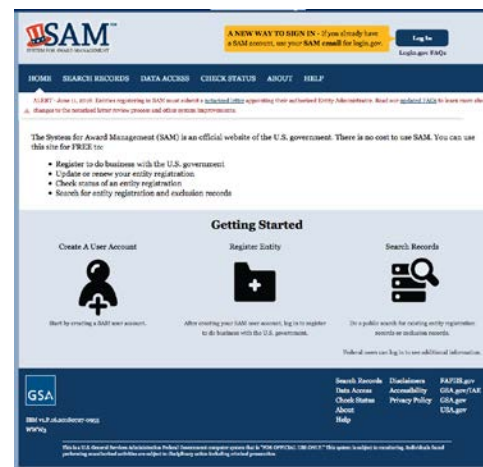
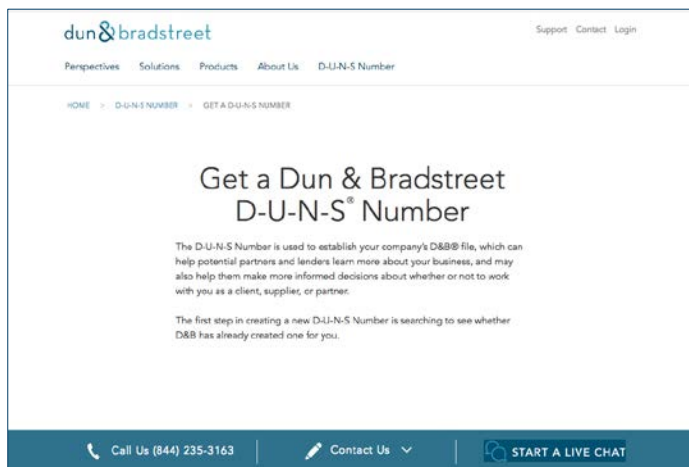
- Are the project's intended results clearly articulated, realistic, meaningful, and linked to the need addressed by the project?
- Does the applicant effectively define what success means for the project?
- Is the plan for collecting and reporting data on performance goals and outcomes well-designed and feasible?
- Is there a reasonable and practical plan for sustaining the benefits of the project beyond the funding period?



# Required Registrations

## 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)





# Application Tips

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

- Start early.
- Become familiar with the Grants.gov Workspace.
- Do your background research.
- Revisit the Notice of Funding Opportunity frequently, and follow the narrative outline it provides. Use headings, subheadings, or numbered sections to make it easy for reviewers to read.
- Schedule a counseling call with your program officer
- Avoid generalities, acronyms, and jargon.
- Check your spelling, grammar, and math.
- Ask a colleague to review everything with fresh eyes before you submit it.
- Be sure your application is complete.
- Submit to Grants.gov **early** so you can correct any errors.





# Review Process



Date	Review Activity
February 25, 2019	Applicants submit packets through Grants.gov
February-March 2019	IMLS staff review applications for completeness and eligibility
March-April 2019	Peer review period
May 2019	IMLS staff synthesize peer review feedback; IMLS Director makes final funding decisions
June 2019	IMLS notifies all applicants of funding decisions; provides reviewer comments
September 1, 2019	Awarded projects begin



# Contact a Senior Program Officer

Transforming School Library Practice	Community Memory	Digital Inclusion
Tim Carrigan <a href="mailto:tcarrigan@imls.gov">tcarrigan@imls.gov</a>	Kelcy Shepherd <a href="mailto:kshepherd@imls.gov">kshepherd@imls.gov</a> Sarah Fuller <a href="mailto:sfuller@imls.gov">sfuller@imls.gov</a>	James Neal <a href="mailto:jneal@imls.gov">jneal@imls.gov</a>



Questions?