



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 currently affected by discussion of a shutdown and are accepting applications for

FY19 Basic 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

Program Goals	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.
Deadline	April 1, 2019
Amount and Length	\$6,000 - \$10,000 (up to \$3,000 for Education/Assessment activities) – One year
Cost Share	Not required
Eligibility	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		
Please see the guidance in Section D2c for more information.		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Program Information Sheet	IMLS PDF form	Programinfo.pdf
Library Services Plan Narrative (three pages max.)	PDF document	Plan.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Conditionally Required Documents		
Please see the guidance in Section D2d for more information.		
Digital Product Form	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
 - Toll-Free Phone Number: 1-800-518-4726

Search for the Grant

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SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

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)

SORT BY: [Relevance (Descending)] **DATE RANGE:** [All Available]

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

[Search Tips](#) | [Export Detailed Data](#)

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

Download the Grant Package

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SEARCH Grant Opportunities Enter Keyword... GO

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VIEW GRANT OPPORTUNITY

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

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SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Select Grant Opportunity Package

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	Preview Apply

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:
45.211

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:
83G-BASIC-FY16

* TITLE:
Native American Library Services Basic Grants Program

5. APPLICANT INFORMATION

a. Legal Name:
[Redacted]

b. Address:

* Street1: [Redacted]	Street2: [Redacted]
* City: [Redacted]	County/Parish: [Redacted]
* State: [Redacted]	Province: [Redacted]
* Country: USA: UNITED STATES	* Zip/Postal Code: [Redacted]

c. Web Address:
http:// [Redacted]

* d. Type of Applicant: Select Applicant Type Code(s):
Type of Applicant: [Redacted]
Type of Applicant: [Redacted]
* Other (specify): [Redacted]

* e. Employer/Taxpayer Identification Number (EIN/TIN):
[Redacted]

* f. Organizational DUNS:
[Redacted]

* g. Congressional District of Applicant:
[Redacted]

6. PROJECT INFORMATION

* a. Project Title:
[Redacted]

* b. Project Description:
[Redacted]

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:

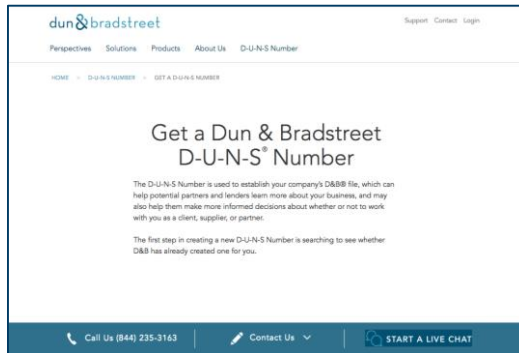
PDFs and Digital Product Forms!

Application Tips

Application Tips

Register early!

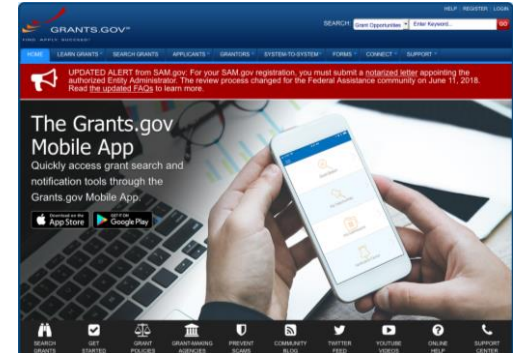
1. D-U-N-S® Number: www.dnb.com/us
2. SAM Registration: www.sam.gov
3. Grants.gov Registration: www.grants.gov



The screenshot shows the Dun & Bradstreet website. The main heading is "Get a Dun & Bradstreet D-U-N-S® Number". Below the heading, it explains that the D-U-N-S Number is used to establish a company's DABBB file, which can help potential partners and lenders learn more about the business. It also 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 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 Records". Each section has a corresponding icon and a brief description of the process.



The screenshot shows the Grants.gov website. The main heading is "The Grants.gov Mobile App". Below the heading, it says "Quickly access grant search and notification tools through the Grants.gov Mobile App." There are icons for the App Store and Google Play. The background image shows a person holding a smartphone displaying the app interface.

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?

