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IMLS

INSTITUTE OF MUSEUM AND LIBRARY SERVICES
FY2018 NATIVE-AMERICAN LIBRARY SERVICES BASIC GRANTS
PREAPPLICATION GENERAL WEBINAR 3

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(Beep).

>> Thanks for joining us today. We are going to wait a few more minutes to see if anyone else can tune in. In the meantime, let me know in the chat box whether you are hearing me okay, then we will know that we are ready to go. Thanks.

(beeps)

>> Good afternoon. Thank you for waiting, we were seeing in a few more people would join us. I'm Sandy Toro, a senior --

>> Recording started.

>> Good afternoon. My name is Sandy Toro, senior program officer in the Office of Library Services for IMLS. I'm joined today by Aly, program specialist for the Office of Library Services, and we would like to thank you for joining us for today's a Native-American library services basic grant applicant webinar. We will have time for questions at the end. But if you have questions as we go along, feel free to type them into the chat box. We will do our best to answer them.

Today we will talk about the grant program eligibility, the application process, the types of projects we can fund and also offer you advise. Our goal is to help make the application process as easy as possible, while making sure that you submit all the required documents. The Native-American library

services basic grants are noncompetitive, one-year grants for between six and \$10,000, which can include up to \$3,000 in eligible education and assessment activities and travel. These awards support existing library operations, and maintain core library services.

All federally recognized Indian tribes and Alaska native villages or corporations are eligible to apply for these grants. As long as you are eligible, and submit all of the application documents by the deadline, you will receive the funding.

In 2017, we made awards to 195 tribes. Funded projects must begin on August 1, 2018, and be completed by July 31, 2019.

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, but they may be involved in the administration of the program and their staff may serve as project directors, in partnership with a 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 which is recognized by the secretary of the interior's eligible for the special programs 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.

The tribe or village itself must apply for the grants. Schools, tribal colleges, departments of education or other entities that might contain the library can't apply for the tribe or on behalf of the tribe. But these entities can administer the grant for the tribes. The entities we mentioned, libraries, schools, tribal colleges or departments of education, can also be partners on the project. In general, staff from other entities may work on the project, as long as the activities serve the tribal community and the tribe is the applicant.

The tribe must have a existing library to be eligible. The library must have regularly scheduled hours, staff, and materials available for library users in order to receive funding. But we don't tell you how many hours or what kind of materials, and the staff can be full time or part time, paid or volunteer.

Registering early is one of the things we recommend on the basis of hearing devastating stories from people who forget.

(beeps).

There are three places where you must register your organization in order to be able to submit a proposal, DUNS, SAM

and grants.gov.

All three systems are external to IMLS, and we don't have any control over how or when your materials are reviewed or processed. You need to get a DUNS number, register your tribe with SAM, and create a grants.gov account.

It's important to know your SAM registration is good for one year only, and must be renewed. That is something you shouldn't check right before deadline (Beep) we recommend checking your status early on. Make sure that even if it's not your job to track the SAM registration, stay in touch with the person at your organization whose job it is, so that you can make sure this is all in place.

Grants.gov is the portal through which you submit your application. You should allow at least two weeks for the registration process here and even if you know you are registered, make sure you know who is authorized for your institution, and that they know their password.

Again we recommend checking all of these as soon as possible, and not anywhere close to the deadline.

Everything you need to know about the application is available in our website, at WWW.IMLS.gov, under the apply for grant tab. Once you click on the Native-American library services basic grants for fiscal year 2018, Notice of Funding Opportunity, you will find the funding opportunity number that you can enter into grants.gov. Remember this number. It's NAG-basic-FY18.

Our notice of funding includes a table that has all of the application components. What kind of format they need to be submitted as, and which file name to use when you are submitting your application package. Use the list as a checklist of all the documents you need to submit on April 2. You want to make sure your application is complete, so that it's not rejected simply because you missed or forgot one document.

IMLS has become more strict about our having to make sure each application includes all the necessary documentation, and we won't be able to make any exceptions. Note that this shows only what is on page 7, there is also a digital product form that is conditionally required at the top of page 8 of the Notice of Funding Opportunity.

In all, Native-American library services basic grants have four required application documents. The application cover form or SF-424S which is provided on grants.gov, the IMLS program information sheet or PIS, library services plan, which can be up to three pages, the IMLS budget form, and the conditionally required digital product form. The budget form this year is new for basic grants. If you have ever applied for an enhancement grant, you will see the new basic form is actually the same as

the enhancement form.

We will have a separate webinar focusing on the new basic budget form on Tuesday, January 23 at 2:00 p.m.

If you are creating any kind of digital product which we will talk more about, you must submit the digital product form which is considered a conditionally required form, and that means it's required if any funds are being used to create any kind of digital product.

Grants.gov is the system that exists outside of IMLS. We can't help you if you have any problems with downloading materials or submitting materials on that site. The support team though is very helpful, and they are who we turn to if we need help. They are available 24 hours a day and can be reached by E-mail or by phone. If you have any problems with grants.gov, reach out to the support team directly. On this slide, you will see links to different resources grants.gov has available to help you, particularly for using work space. We have a link here for one YouTube video, but there are a number of different videos which are all about three to four minutes long and that show you how different parts of workspace function. We recommend you view these to understand more. Also I'll point out there are a number of benefits for using workspace. One is that multiple people can work on a application at the same time, another is that next year, you can reuse what you put in this year, so you won't be starting from scratch. All is documented. You will get a tracking number you can share with us in case anything happens and we need to look for your materials.

When you are on the grants.gov site, use the funding opportunity number that you found in the IMLS Notice of Funding Opportunity for the basic grants. That number again is NAG-basic-FY18. This number will get you the application package materials that you need. Download the application package by clicking on the package tab on the right and clicking apply.

Beginning this year, you must use the grants.gov work space platform to submit your application. Again, check out the resources on slide 13, especially the YouTube videos to help you get started.

This is the SF-424S, which is one of the most important parts of your application. The information you put on the form including who from your tribe is a authorized official, is entered into our grants management database. These people are the contacts for the award and the people who are authorized to make financial decisions on behalf of the tribe.

If once you receive your award any of these people leave or are replaced, you have to let us know so that we can update your

tribe's information in our grants management system. You can complete the SF-424S in grants.gov directly, or upload a .pdf version.

The current program information sheet is linked to from the notice of funding opportunity. The instructions for how to complete the PIS are found there, but you should note that you do not have to include any organizational financial information, which is located on page 2.

Also on page 3, you should indicate that you are applying for the Native-American basic grant.

Your library services plan can be no longer than three single-spaced pages. The plan should describe in detail what you plan to do with the grant funds and discuss what you are focusing on during the year and why you think the work is important. You should talk about how you will carry out your plan to make sure it's successful and what your anticipated results are.

Make sure you include a budget summary that describes all budget items included in the IMLS budget form, and please describe separately any educational or assessment activities. Remember only up to \$3,000 of the total \$10,000 can be used for these activities. All the information you provide should match what is in your budgets. I'll have to check to make sure you don't go over the \$3,000 limit for educational and assessment activities, so the description is very helpful.

As always, make sure that this and all your other documents are .pdfs. Work space will not convert documents automatically.

This is the IMLS budget form, that I talked about previously. Again it's required for all basic grants, the total must be at least \$6,000 and at most, \$10,000. You should add descriptions of the cost for each section, and the dollar amounts for each section. Remember that no indirect costs are allowed. You can download this form directly from the Notice of Funding Opportunity.

How can funds be used? Basic awards can be used for permanent staff salary and benefits, temporary and project staff, collection development, equipment like computers and eReaders, library software, library furnishings and shelving, or other supplies. The funds can also be used for special programming, Internet services, digitizing and other costs. These are just examples that you will find in the Notice of Funding Opportunity. But they are not exhaustive. If you are wondering if a cost is allowed, please contact us and we can let you know.

In the past, you could receive up to \$1000 for education and assessment activities. Now you can receive up to \$3,000. But

you must describe these separately in your library services plan, and these funds can be used to attend or present at conferences, continuing education courses or other training, and related travel. You should include registration, travel, hotel and per diem cost, and you can also cover cost for temporary staff when regular staff are attending courses or training.

You can also pay for a consultant to do an on-site professional library assessment, including assessments having to do with technology and digitization. Again these must be in .pdf format.

If your project includes any kind of digital content, resources, assets, software, or data sets, you should be sure to fill out of the digital product form. It is conditionally required which means it is actually required if there is any kind of digital product or content that you are creating with IMLS funds.

These are some examples of what IMLS considers digital products. Oral histories converted to digital files, websites about community events, apps for library patrons, on-line curricula for teachers and students, or images of community meetings that you post on-line.

We will double check your digital products form, if any digital products are described in your plan. So please make sure to fill out the form if you need to do so. The form is long and it can be confusing. Let us know if you need help.

Remember your applications must be submitted by April 2. You should hear back from us in July when you will receive your official award notification, and your award period will begin on August 1. We will be having an additional webinar focused specifically he on the budget, and a webinar focused specifically on performance measures.

Check our events and webinars page for those dates of those two webinars.

Now we will open it up to questions. You can type your questions into the chat box, and we will do our best to answer them now, or if you have questions that you would rather ask individually, here is our contact information. You have our E-mails and our telephone numbers.

So we will give everyone a minute or so to type up their question. About our first question from Karen, hi, Karen, is about the \$3,000 for education assessment activities.

You can use the \$10,000 for whatever you need for the library. You don't have to use any funds for education and assessment activities. But if you do, you can't spend more than \$3,000 on those.

You could spend the \$10,000 on salaries, on equipment, shelving, whatever you need. But we will check if you have

travel and assessment things that they don't go over the \$3,000. If that didn't make sense, let me know in the chat box and I'll try to explain.

Patricia asks, on the budget form there is a section for cost share, but it's not required, right? That's true.

The budget form is the standard form for all IMLS grants. It can be a little confusing, because there is a year 3, but basic grants are only for one year. You will see some things on there that don't apply to you. Just fill out the sections that are relevant for your project.

(pause).

Do you have any idea how long it takes for someone to get authorized on grants.gov, Geneva asks.

Our understanding is that it can take several weeks. So you want to get the process started as soon as possible. If you started the process and you are not hearing back from them within about two weeks, I'd say you can call them, and check in, and they might be able to give you a better estimate of when they would get around to processing that. I'm not actually sure about the distinction between authorizing a person and authorizing an organization. So I'd suggest that you contact grants.gov, and get their advice on that.

We don't see anyone else typing. But again, you have our phone numbers and E-mail addresses. You also, thankfully have plenty of time since the deadline is not until April, so you should feel free to get in touch with us and let us know if you need any help, especially with the new budget form and the library services basic plan.

So let us know, and we are happy to help you. So thank you, and good luck.

>> Recording stopped.

(end of webinar at 3:27 p.m. CST)

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