



October 27, 2015

IMLS Native American/Native Hawaiian Museum Services FY2016 Information Session



Welcome to the Institute of Museum and Library Services' webinar, "Native American/Native Hawaiian Museum Services Fiscal Year 2016 Information Session."

My name is Sandra Narva – I'm a Senior Program Officer in the Office of Museum Services - and speaking on behalf of rest of the staff in the Office of Museum Services, we are delighted that you are interested in preparing an application for the IMLS Native American/Native Hawaiian Museum Services grant program. I will be referring to the program throughout the presentation as NANH, the abbreviation of the program title.

Pre-recorded Webinar

IMLS FY2016 Museum Funding Opportunities

<https://www.ims.gov/news-events/events/ims-fy2016-museum-funding-opportunities>

- Blackboard Recording Link
- PDF of the transcript.

TOPICS COVERED

- IMLS vision, mission, and strategic plan
- IMLS funding programs and opportunities
- Eligibility requirements
- Registration requirements
- Learning more

If you have not viewed our pre-recorded introductory webinar about IMLS's funding opportunities, we strongly recommend that you do so at your earliest convenience. You can access it at any time by going to the News & Events page, choosing Events and Webinars, and then clicking on IMLS FY2016 Museum Funding Opportunities, which is the link shown here.

In that webinar, we discussed IMLS's vision, mission and strategic plan which are at the core of our grant-making. You would be well-served to consider these in thinking about your project for which you will be seeking IMLS support.

We also introduced IMLS's funding programs and opportunities for museums, which include a technical assistance program (MAP) and five grant programs.

We reviewed the eligibility requirements for each grant program.

We covered registration requirements—getting a DUNS number, and registering early with SAM.gov and Grants.gov.

And lastly, we encouraged potential applicants to view the webinar for each program to which they might want to apply. That brings us today and the NANH webinar.

NANH Application and Award Statistics				
	Number of Applications	Number of Awards	Funds Requested	Funds Awarded
FY 2012	36	22	\$1,686,001	\$925,687
FY 2013	45	21	\$2,013,008	\$899,616
FY 2014	31	20	\$1,439,901	\$925,374
FY 2015	32	20	\$1,522,883	\$924,000

We are often asked about the number of applications and funding success rates, so here are the figures for the past four years. As you can see, NANH has had a fairly consistent number of applications and funding over time. We seek to fund the strongest proposals with the greatest potential to strengthen tribal museum services.

Overview

1. NANH Program Goals and Eligibility
2. Characteristics of Successful NANH Projects
3. Important Dates
4. How Much and How Many?
5. Allowable/Unallowable Costs
6. Application Components
7. Application Tips
8. Review Process
9. Contacts

In this presentation, we'll be addressing the following topics:

- NANH Program Goals and eligibility
- Characteristics of Successful NANH Projects
- Important dates
- The questions of How much and how many?
- Allowable and Unallowable Costs
- Application Components
- Application Tips
- The Review Process
- IMLS Staff Contact Information

NANH Program Goals



Used with permission of Bishop Museum

To sustain heritage, culture, and knowledge by strengthening museum services of tribes and organizations that primarily serve Native Hawaiians.



Used with permission of the Wiyot Tribe, photo by Nick Adams Visuals



Used with permission of the Tohono O'odham Nation

Let's begin with NANH program goals. The goal of the NANH program is to support projects that assist tribes and organizations that primarily serve Native Hawaiians to sustain heritage, culture, and knowledge through strengthening museum services.

This might be through a variety of activities including, but not limited to, exhibitions, educational services, programming, professional development, and collections stewardship.

Eligibility Requirements

Applicants must meet IMLS Tribal Organization eligibility criteria

ELIGIBILITY CRITERIA

Each grant program has specific eligibility requirements. The links below provide general eligibility criteria for museums, libraries, and tribal organizations, but please note that additional organizations may be eligible for grants under certain programs. Additionally, ineligible organizations may still be able to participate in grant programs through partnerships with eligible organizations. Please see Applications and Guidelines for specific information.

- Museums
- Libraries
- Tribal Organizations**

For the Native American Library and Museum Services grant programs, Indian tribes and Alaska Native villages and corporations are eligible to apply for funding. Entities such as libraries, museums, 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.

The purposes of funding under these grant programs, "Indian tribe" is defined as any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporations (as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Section 1601 et seq.)) that 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. Eligible applicants are listed on the Bureau of Indian Affairs link <http://www.govinfo.gov/doctype/indiantribes.html>, except for the recognized regional corporations and village corporations (Alaskan entities should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above).

Native Hawaiian Library and Museum Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in section 7207 of the Native Hawaiian Education Act). The term "Native Hawaiian" means (a) any individual who is a citizen of the United States and (b) a descendant of the aboriginal people who, prior to 1776, occupied and exercised sovereignty in the area that now comprises the state of Hawaii, as evidenced by genealogical records, Kapuna (ancestors) or Kamaoia (long-term community residents) verification, or certified birth records.

Unlike other museum programs offered at IMLS, this program has very specific eligibility criteria. All applicants must meet Tribal Organization eligibility criteria. I encourage you to read the specific eligibility noted on our website.

Eligibility Requirements

Eligible applicants are -

- federally recognized Indian tribes,
- Alaskan Native Villages and corporations, and,
- organizations that primarily serve and represent Native Hawaiians.

Entities such as museums, libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of the program and their staff may serve as project directors, in partnership with eligible applicants.

Now, for more detail on the eligibility factors. You are eligible to apply to this program only if you are a federally recognized Indian tribe (as identified by the Bureau of Indian Affairs and listed on the list of Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs), an Alaskan Native Village and corporation, or an organization that primarily serves and represents Native Hawaiians.

You are not eligible to apply if you are a museum, library, school, tribal college or department of education ... BUT if you are a non-eligible institution, we encourage you to apply through a partnership with an eligible institution. Conversely, if you are an eligible institution, you are welcome to partner with a non-eligible institution. The grantee must meet the eligibility criteria, but the partners aren't required to do so.

Characteristics of Successful NANH Applications

- **Institutional Impact:** Projects address a key need or challenge facing an organization.
- **In-depth knowledge:** Proposals reflect a thorough understanding of current practice and knowledge about the subject matter.
- **Project-based design:** Work plans consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge.
- **Demonstrable results:** Projects generate measureable results that tie directly to the need or challenge it was designed to address.

What are the characteristics of successful Native American/Native Hawaiian Museum Services applications? There are four, and successful projects address all of them well. As you prepare your application, then, you should keep these characteristics in mind.

FIRST, Institutional Impact: Your project should address a key need or challenge that faces your organization.

SECOND, In-depth knowledge: Your proposal should reflect a thorough understanding of current practice and knowledge about the subject matter.

THIRD, Project-based design: Your work plan should consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge.

AND FOURTH, Demonstrable results: Your project should generate measureable results that tie directly to the need or challenge it was designed to address.

It has been our experience that an unfunded application is one that has failed to deliver convincingly on one or more of these, so it is a good idea to think about how to structure your application to show how your project will be strong in each.



We want to remind you of important dates for NANH applications. They are due by 11:59 pm Eastern Time on December 1, 2015. That is non-negotiable and the time stamp is auto-generated by the Grants.gov system. We will say this over and over again, but **start early** and **submit early**. That way, if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem.

NANH awards will be announced in July, 2016.

And all NANH projects must be scheduled to start August 1, September 1, or October 1, 2016. The choice is yours.

How much and how many?

HOW MUCH?

\$5,000 - \$50,000 with no cost share is required

HOW MANY?

There is no limit on the number of applications your museum may submit to NANH.

NANH applicants can request anywhere from \$5,000 to \$50,000. There is no cost share requirement, though you may include one if your organization will contribute funds toward this particular project. However, if you decide to include a cost share in your application, it must be met by the end of the award – we will hold you to that figure. Cost share may be in the form of cash, staff or volunteer time, or third-party contributions. It may not be funds from another federal source.

The second question is how many applications you may file? There is no limited on the number of applications your museum may submit to NANH, however, you may compete against yourself during the review process.

NANH Projects

There are no project categories for this program.

You may apply for project including, but not limited to, the following:

- Interpretive and educational program development and delivery
- Exhibition development, design, and fabrication
- Digital media development, design, and delivery
- Publication research, design, and printing
- Training for staff, volunteers, and interns
- Institutional, collections, and interpretive planning
- Forums for community dialogue
- Audience development and community outreach
- Audience research and evaluation
- Planning for collections management, care, and conservation
- Cataloguing, inventorying, documentation, and registration
- Digitization activities designed to enhance outreach or improve collections management
- Developing and enhancing collections databases
- Conservation surveys, treatments, and environmental improvements for collections storage and exhibit areas

There are no project categories for this program. We invite you to apply for projects that best meet your needs; this is a list of many projects we can fund – they're all linked to the overarching goals of the IMLS strategic plan.

Where to learn more...

The screenshot shows the IMLS website's 'AWARDED GRANTS SEARCH' page. The page has a white background with a dark blue header. The header contains the IMLS logo (a stylized starburst) and the text 'INSTITUTE of Museum and Library SERVICES'. To the right of the logo are navigation links: 'About Us', 'Grants', 'Issues', 'Publications', 'Research & Evaluation', and 'News & Events'. In the top right corner, there are links for 'Become a Reviewer', 'Jobs at IMLS', and 'Contact', along with social media icons for Facebook, Twitter, and YouTube. Below the header, the page title 'AWARDED GRANTS SEARCH' is displayed in a large, bold, dark blue font. Underneath the title are social media sharing icons for Facebook, Twitter, LinkedIn, and Google+. The main content area is a search form with several sections: 'Grant Program' and 'Grant Program Category' (both with dropdown menus labeled 'Choose some options'); 'Institution Name', 'City', and 'State' (with text input fields and a dropdown menu for 'State' labeled '- Any -'); 'Issue Areas' (with a dropdown menu labeled 'Choose some options'), 'Fiscal Year' (with a text input field), and 'Recipient Type' (with a dropdown menu labeled '- Any -'); 'Keywords' (with a text input field), 'Log Number' (with a text input field), and 'Sort Options' (with a dropdown menu labeled 'Newest First'). A green 'Apply' button is located at the bottom right of the form. Below the form, there is a small instruction: 'Select any filter and click on Apply to see results'.

We want to point out two places on the IMLS website to learn more about the projects we have funded through the NANH program.

The Awarded Grants Search gives you an opportunity to explore our archive of grants that we have awarded in past years using a variety of criteria such as grant program name, institution name, location, and keyword. Your search will basic information about the award and a brief description of the project. This can be extremely helpful as you put ideas together for your own project.

Where to learn more...

The screenshot displays the IMLS website's 'SAMPLE APPLICATIONS' page. The page is organized into several sections, each listing grant programs and their associated institutions. A red arrow points from the 'Learning Experiences' section to the 'Native American/Native Hawaiian Museum Services Program' section.

INSTITUTE of Museum—Library SERVICES

8000 - 9000 - 9000000000000000

SAMPLE APPLICATIONS

Museum Grants for African American History and Culture

- [Baltimorean Civil Rights Institute](#)
- [Museum of the African Diaspora](#)
- [National Center for the Study of Civil Rights and African American Culture, Indiana State University](#)

Museums for America

Learning Experiences

- [Harvard Museum of Science and Culture](#)
- [Metropolitan Institute of Art](#)
- [Chicago Botanic Garden](#)
- [San Francisco Museum of Art](#)
- [Sierra Museum of Art](#)

\$5,000 - \$25,000 Funding Level

- [University Center of Southern Studies](#)

National Leadership Grants for Museums

- [National Art Education Association](#)
- [Pacific Science Center](#)
- [Museum of Science, Boston](#)
- [Woodfield Zoo](#)
- [University of Wisconsin-Stevens Point](#)

Native American/Native Hawaiian Museum Services Program

- [State Government Society](#)
- [Sierra, Inc.](#)

Spark! Ignition Grants for Museums

- [Cleveland Museum of Natural History](#)
- [Indiana University of Art](#)

Laura Bush 21st Century Librarian Program

- [Chicago School ... Project](#)
- [Museum Level ... Program](#)
- [Museum Program ... Project](#)
- [San Diego Development ... Project](#)
- [Research ... Project](#)
- [Institute on Social Developmental Capacity ... Project](#)
- [Continuing Education ... Project](#)
- [Continuing Education ... Project](#)
- [Continuing Education ... Project](#)

We have also posted the abstract, narrative, and schedule of completion for several successful NANH applications from 2015. To find these examples, go to the Sample Applications on the IMLS website and scroll down the page to the NANH examples. Looking at these exemplary proposals might help clarify your thinking about your own.



We'll turn now to allowable and unallowable costs for your project. Be very careful in preparing your proposal and include only allowable costs in both your IMLS ask and your cost share, It can hurt your chances of getting positive reviews and of being recommended for funding.

We'll go through some common expenses that are allowable and unallowable, but for details, please see Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations covering Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, or "2 CFR 200" for short. Made effective on December 26, 2014, this set of rules combines and simplifies previous sets of rules known as the OMB Circulars, and to which we referred applicants for IMLS grants in the past.

The regulations are available online in a searchable format on the U.S. Government Publishing Office website listed on the screen or thanks to TinyURL, at <http://tinyurl.com/nxawgds>.

Of particular interest may be Subpart E—Cost Principles, a small section of which is shown on the right side of the screen.

Allowable Costs

Examples of allowable costs

- personnel salaries, wages, and fringe benefits
- travel expenses
- materials, supplies, software, and equipment
- HVAC equipment to improve collections environments
- consultant fees
- publication design and printing
- design, technical support, printing, non-construction labor
- staff and volunteer training
- internships/fellowships
- contracts and subcontracts
- indirect or overhead costs



In the NANH Notice of Funding Opportunity, we provide a partial list of the most common examples of allowable costs. These include:

- salaries, wages, and fringe benefits
- travel expenses
- materials, supplies, software, and equipment
- HVAC equipment to improve collections environments
- consultant fees
- publication design and printing
- design, technical support, printing, non-construction labor
- staff and volunteer training
- internships/fellowships
- contracts and subcontracts
- indirect or overhead costs

So, these costs may be part of what you ask IMLS to pay for and what you will pay for as part of your cost share, if applicable.

Unallowable Costs

Examples of unallowable costs

- general museum fundraising costs
- contributions to endowments
- general museum operating support
- acquisition of collections
- general advertising or public relations costs
- construction and renovation of museum facilities
- exhibit fabrication that involves contract labor of the construction trades
- reconstruction or renovation of historic sites
- social activities, ceremonies, receptions, or entertainment
- pre-award costs



We also provide a partial list of the most common examples of unallowable costs. These include:

- general museum fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- general museum operating support
- acquisition of collections
- general advertising or public relations costs designed solely to promote activities other than those related to the specific project
- construction and renovation of museum facilities
- exhibit fabrication that involves contract labor of the construction trades
- reconstruction or renovation of historic sites
- social activities, ceremonies, receptions, or entertainment
- pre-award costs

Note that rules about allowability or unallowability relate to both costs that you are asking IMLS to pay for and costs covered by cost share.

To see the full set of rules, please see Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations covering Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, or “2 CFR 200” for short. Of particular interest may be Subpart E—Cost Principles.

If you have questions about the allowability of specific activities, call IMLS staff for guidance.

Application Components

Required Documents

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

Conditionally Required Documents

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

Supporting Documents

These are **optional**. Make good decisions, and include only those that supplement the narrative and support the project description provided in the application.

Next up are application components.

As you will see in Grants.gov, if you haven't already, you will upload a series of documents that together make up your application.

These application components fall into three categories. The first is that of **Required Documents**. **All applications must include these**. Omission of even just one can result in the exclusion of your application from further consideration.

The second group is that of **Conditionally Required Documents**. **Some** applications must include these. It might depend on the nature of your institution or some aspect of your project. In either case, omission of even just one can result in the exclusion of your application from further consideration.

The third group of application components are **Supporting Documents**. These are completely optional. You may submit some or none. Think about including only those that supplement your narrative and support the project description you provide in your application. This is not the place to introduce new information. Be respectful of your reviewers' time and avoid any temptation to include hundreds of pages of extraneous material that is not directly relevant to your project.

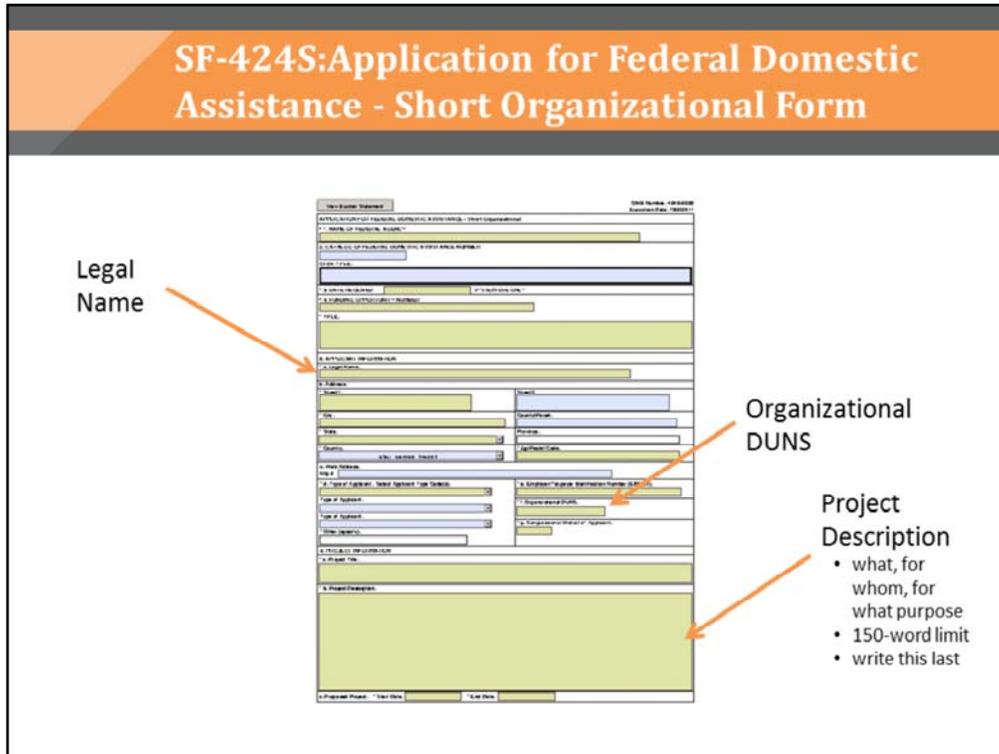
Table of Application Components

- Serves as a checklist of application components
- Identifies document formats and naming conventions
- Provides links to instructions and forms
- Identifies categories of documents (Required, Conditionally Required, Supporting)

Component	Format	File name to use
Required Documents		
The Application for Federal Assistance Short Description of Form SF-424C	Forms pdf form	sf4
Abstract cover sheet.docx	PDF document	Abstract.pdf
DGLF Program Information Sheet	DGLF PDF form	ProgramInfo.pdf
Organizational Profile form.docx	PDF document	OrganizationalProfile.pdf
Executive Summary.docx	PDF document	Executive.pdf
Schedule of Conditions form.docx	PDF document	ScheduleConditions.pdf
DGLF Budget Form	DGLF PDF form	Budget.pdf
Budget Justification	PDF document	BudgetJustification.pdf
List of Key Personnel and Consultants form.docx	PDF document	Personnel.pdf
Resumes of Key Personnel and Consultants that appear on the List above form.docx	PDF document	Resumes.pdf
Conditionally Required Documents		
Proof of Eligibility Form for organizations that previously were not registered with Grants.gov	PDF document	ProofEligibility.pdf
Proof of Eligibility for organizations that normally were not members of Grants.gov	PDF document	ProofEligibility.pdf
Detailed Financial History Civil Service Attachment	PDF document	FinancialHistory.pdf
Digital Preservation Requirements Information Form	DGLF PDF form	DigitalPreservation.pdf
Supporting Documents		
Information that supplements the narrative and supports the action description provided in the application	PDF document	SupportingInfo.pdf SupportingInfo2.pdf SupportingInfo3.pdf

In the NANH Notice of Funding Opportunity is a Table of Application Components. We recommend that you use this to keep yourself organized. It serves as a checklist of application components. It tells you what formats and naming conventions to use for each document so that you may upload your application to Grants.gov successfully.

It provides links to instructions and forms. And it tells you which documents are required, conditionally required, and supporting.



Now we're going to look at some of the forms that are required for your application, and we'll focus on those areas that seem to be the most challenging for applicants. The first form we'll consider is the SF 424S, or the Application for Federal Domestic Assistance, Short Organizational Form. This is a Required Document, and the form is downloaded as part of the Grants.gov package. It is not available from the IMLS website.

There are three important things to watch for on this page:

- The **Legal Name** ties to Program Information Sheet, which we'll get to in a few minutes, and these should match. It is the name to which your DUNS number is officially tied.
- The **Organizational DUNS number** is important in confirming your eligibility, identity, and tax-exempt status. It must link to the Legal Name.

And at the bottom of the page is space for a **Project Description**. This is important for at least two reasons:

1. We use this during the review process, and if you're funded, it can be the basis for the representation of your project that goes on our website and to the media. Write your project description to address **what you plan to do, for whom**, and for **what purpose**. Be sure to list your major activities and your intended results. Don't waste characters on telling us what grant program you are applying for, how much you're asking for, or the history of your organization. **Consider making this the last piece you write so that it is as concise and accurate as possible.**

2. There is a character limit of about 150 words that you won't encounter until the moment you press the **SUBMIT** button. Your entire application might be rejected by Grants.gov if you exceed the limit.

SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

The image shows a screenshot of the SF-424S form, specifically the 'Short Organizational Form' section. The form is divided into two main sections: 'Project Director' and 'Primary Contact/Grants Administrator'. Each section contains a series of fields for personal and organizational information, including name, title, address, phone, and email. The 'Project Director' section is highlighted with a yellow background, and an orange arrow points to it from the label 'Project Director'. The 'Primary Contact/Grants Administrator' section is also highlighted with a yellow background, and an orange arrow points to it from the label 'Primary Contact/Grants Administrator'. The form is titled 'SF-424S: Application for Federal Domestic Assistance - Short Organizational Form' at the top.

Page 2 of the SF-424S is about the Project Director and the Primary Contact/Grants Administrator. The Project Director should be the person who is responsible for the day-to-day activities of the project. The Primary Contact might be someone in the grants office or someone whose role is more purely administrative. These two positions may be the same person.

HOWEVER...

SF-424S: Application for Federal Domestic Assistance - Short Organizational Form

Authorizing
Official/Authorized
Representative

The image shows a portion of the SF-424S form. The section is titled 'Authorizing Official/Authorized Representative'. It contains several fields for personal and contact information, including Name, Title, and Signature. An orange arrow points from the text 'Authorizing Official/Authorized Representative' to the 'Last Name' field in the form.

Name		Title	
Last Name		First Name	
Middle Name		Suffix	
Phone		E-Mail	
Fax		Cell	
Signature		Print Name	
Signature of Authorized Rep. (optional)		E-Mail (optional)	

The Authorizing Official, also known as the Authorized Representative, **MUST** be different from the Project Director. This is the person who has the authority and the responsibility for certifying that statements made in the application are true, complete, and accurate and that the organization will comply with all necessary certifications, assurances, and terms if an award is made. This might be the President/CEO, Tribal Chief, Board President, or other position of authority within the institution. **It cannot be the Project Director, however.**

Program Information Sheet

For Office Use Only

IMLS PROGRAM INFORMATION SHEET

PLEASE NOTE: Information contained within this form may be made publicly available.

1. Applicant Information

a. Legal Name (As from SF424S): [Text Field] **Legal Name**

b. Organizational D-U-N-S Number (If from SF424S): [Text Field]

c. Expiration date of your SAM.gov registration: [Text Field] **SAM.gov Registration and Expiration Date**

d. Organizational Unit Name (If different from Legal Name): [Text Field]

e. Organizational Unit Address (If different from Legal Name address):

Street 1: [Text Field]
 Street 2: [Text Field]
 City: [Text Field] County: [Text Field]
 State: [Dropdown Menu] Zip+4 Postal Code: [Text Field]

f. Organizational Unit Type (check one):

<input type="radio"/> Academic Library	<input type="radio"/> Library Association	<input type="radio"/> School Library or School District operating on behalf of a School Library or Library
<input type="radio"/> Aquarium	<input type="radio"/> Library Consortium	<input type="radio"/> Science/Technology Museum
<input type="radio"/> Arboretum/Botanical Garden	<input type="radio"/> Museum Library	<input type="radio"/> Special Library
<input type="radio"/> Art Museum	<input type="radio"/> Museum Services Organization/Association	<input type="radio"/> Specialized Museum**
<input type="radio"/> Children's/Youth Museum	<input type="radio"/> Native American Tribal/tribe/tribal/tribe/tribe/tribe Organization	<input type="radio"/> State Library
<input type="radio"/> Community College	<input type="radio"/> Native American Tribal/tribe/tribe/tribe/tribe/tribe Organization	<input type="radio"/> State Museum Agency
<input type="radio"/> Digital Library	<input type="radio"/> Nature Center	<input type="radio"/> State Museum Library
<input type="radio"/> Four-year College	<input type="radio"/> Nature Center	<input type="radio"/> Zoo
<input type="radio"/> General Museum*	<input type="radio"/> Planetarium	<input type="radio"/> Institution of higher education other than listed above
<input type="radio"/> Graduate School of Library and Information Science	<input type="radio"/> Public Library	<input type="radio"/> Other
<input type="radio"/> Historical House/site	<input type="radio"/> Research Library/Institute	
<input type="radio"/> Historically Black College or University (HBCU)		
<input type="radio"/> History Museum		

* A museum with collections representing two or more disciplines equally (e.g., art and history)
 ** A museum with collections limited to one narrowly defined discipline (e.g., textiles, medicine, ethnic groups)

IMLS Number 2017-0013, Expiration date 3/31/2018

Let's turn now to the Program Information Sheet, which is an IMLS form downloadable from our website. This is a five-page document that is VERY important to your application. The Notice of Funding Opportunity provides complete instructions for how to fill out this form, but we want to highlight a couple of especially important things for you here. **MAKE SURE THE PROGRAM INFORMATION SHEET YOU DOWNLOAD LOOKS LIKE THIS ONE.** We made a few changes this year, and you want to be sure you aren't using a cached version.

In #1a on page 1, you'll see "Legal Name." This must be the same as the "Legal Name" you provided on the SF-424S, and again, it must link to the DUNS number for your organization.

Below that in #1c, we ask about your SAM.gov registration. You MUST have a SAM.gov registration, and it MUST be active. We recommend that you check this immediately. If you haven't registered yet, start the process now because it can take several weeks. If you need to renew, start that process now too because it also can take several weeks. Please remember: Your SAM.gov registration must be active throughout the grant review period, at the time awards are made, and throughout the lifespan of your grant. Without it, we cannot accept your application, review it, make an award, or provide you money.

Program Information Sheet

IMLS PROGRAM INFORMATION SHEET

2. Organizational Financial Information

Please complete the following table for the Organizational Unit for the three most recently completed fiscal years.

Fiscal Year	Total Revenue**	Total Expenses**	Surplus or Deficit
			\$0

** For nonprofit tax filers, Total Revenue can be found on Line 12 of the 990 Form 990.

** For nonprofit tax filers, Total Expenses can be found on Line 16 of the 990 Form 990.

3. If you had a budget surplus or deficit greater than 10% of your annual operating budget for two or more of the three fiscal years listed above, please explain the circumstances of this surplus or deficit in the box below.

c. Were there any material weaknesses identified in your prior year's audit report?

Yes No Not applicable

A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

If yes, please explain:

d. Has your organization had an A-133 audit in the past three years?

Yes No

OMB Number: 5010-0047, Expiration date: 07/31/2018

IMLS-2018-07-001

Financial
Information

On page 2, we ask questions about organizational finances— NANH applicants may skip this section.

Program Information Sheet

IMLS PROGRAM INFORMATION SHEET

3. Grant Program Information

3a. Laura Bush 21st Century Librarian Program
 Select one funding category:
 Planning Grant
 National Forum Grant
 Research Grant

Select one project category:
 Master-level and Doctoral-level Programs
 Research and Early Career Development
 Continuing Education and Programs to Build Institutional Capacity

3b. National Leadership Grants for Libraries
 Select one funding category:
 Planning Grant
 National Forum Grant
 Research Grant

3c. Native American/Native Hawaiian Library Services
 Select one funding category:
 Library Grant Only
 Library Grant with Education/Assessment Option
 Enhancement Grant
 Native American Library Services

3d. Sparked Ignition Grants
 Select one:
 Museum Library

3e. Museums for America
 Select one project category:
 Learning Experiences
 Community Anchors
 Collections Stewardship

Select one funding level:
 IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
 IMLS funds requested total more than \$25,000 with applicant cost share required.

3f. National Leadership Grants for Museums
 Select one project category:
 Learning Experiences
 Community Anchors
 Collections Stewardship

3g. Museum Grants for African American History and Culture
 Select one funding level:
 IMLS funds requested total \$25,000 or less with no applicant cost share permitted.
 IMLS funds requested total more than \$25,000 with applicant cost share required.

3h. Native American/Native Hawaiian Museum Services

4. Performance Goals
 Select one of the following three IMLS agency-level goals: (i) Learning, (ii) Community, or (iii) Content and Collections. Then select at least one of the performance goals listed beneath it.

4a. Learning
 Train and develop museum and library professionals
 Support communities of practice
 Develop and provide inclusive and accessible learning opportunities

4b. Community
 Strengthen museums and libraries as essential partners in addressing the needs of their communities

4c. Content and Collections
 Increase access and equid use of the nation's content and collections
 Improve management of the nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, [click here](#) to view the specific performance measure statement choices and the information you will be required to collect for each.

5. Funding Request Information

a. IMLS funds requested: b. Cost share amount:

IMLS Number 1107-0011, Expiration Date 07/31/2018 IMLS-OLAP-0028

(d) Performance Goal

(e) Performance Measure Statements

(h) Grant Program

(f) IMLS Funds Requested and Cost Share (if applicable)

On page 3, we ask you to select a grant program, and you should select H --- Native American/Native Hawaiian Museum Services

#4 will be new to returning applicants. As part of new government-wide regulations regarding federal grants, we are asking you to select one or more performance goals that align with our agency-level goals. You'll begin by making a choice—Learning, Community, or Collections. Next, choose one or more of the pre-determined performance goals beneath it.

Once you have done this, you will need to choose a performance measure statements. If you are proposing a Learning or a Community project, then click on the link circled in orange here to view a list of pre-determined performance measure statements that will help IMLS document the collective achievements of the Learning and Community projects we fund.

Program Information Sheet


Home > Resources > Jobs at IMLS > Grants > **Grants** > Publications > Research & Evaluation > News & Events

PERFORMANCE MEASURE STATEMENTS AND INFORMATION FOR LEARNING AND COMMUNITY PROJECTS

Performance Measure Statements and Information to be Collected and Reported for Learning and Community Projects

On the Program Information Sheet, you selected an IMLS AGENCY LEVEL GOAL of Learning or Community with which your project best aligns, and you selected at least one performance goal that reflects a measurable change or outcome that you intend for your project to achieve.

Below is a list of pre-determined performance measure statements that will help IMLS document the collective achievements of the Learning and Community projects we fund.

IMPORTANT: You will be required to provide specific information directly relating to these performance measure statement(s) in your Final Performance Report. You may design and administer a more elaborate survey than what will be required to gather this specific information. These information-gathering activities must be incorporated into your application narrative, your work plan, your schedule of completion, and your budget, as necessary.

IMLS Agency-Level Goal 1: Learning

Performance Goal	Performance Measure Statement	Information You Will Be Expected to Report
	Survey Respondent: Program/Project Participants	Date to be Collected
Train and develop museum and library professionals.	My understanding has increased as a result of this program/training. Strongly Agree Agree Neither Agree, nor Disagree Disagree Strongly Disagree	<ul style="list-style-type: none"> • Number of participants • Number of total responses • Number of responses per answer option • Number of non-responses
	My interest in this subject has increased as a result of this program/training. Strongly Agree Agree Neither Agree, nor Disagree Disagree Strongly Disagree	<ul style="list-style-type: none"> • Number of participants • Number of total responses • Number of responses per answer option • Number of non-responses

The link will take you to this page of our website. You'll see here that you will be required to provide specific data directly relating to these performance measure statement(s) in your Final Performance Report. Now, while you won't be writing that Final Performance Report until at least 15 months from the time you get your award, you **will** need to administer surveys to get responses from your program or project participants, your staff, or your community partners, depending on the nature of your project.

Given this, you will need to set aside time and resources in your project to collect and analyze this information, so we expect you to incorporate it into your application narrative, your work plan, your schedule of completion, and your budget.

If you have questions about this new requirement, please don't hesitate to contact an IMLS staff member. We'll be happy to discuss it with you and how it will impact your particular project.

Program Information Sheet

IMLS PROGRAM INFORMATION SHEET

3. Grant Program Information

3a. Laura Bush 21st Century Librarian Program
Select one funding category:
 Planning Grant
 National Forum Grant
 Research Grant

Select one project category:
 Master-level and Doctoral-level Programs
 Research and Early Career Development
 Continuing Education and Programs to Build Institutional Capacity

3b. National Leadership Grants for Libraries
Select one funding category:
 Planning Grant
 National Forum Grant
 Research Grant

3c. Native American/Native Hawaiian Library Services
Select one funding category:
 Basic Grant Only
 Basic Grant with Education/Assessment Option
 Enhancement Grant
 Native American Library Services

4. Performance Goals
Select one of the following three IMLS agency-level goals: (1) Learning, (2) Community, or (3) Content and Collections. Then select at least one of the performance goals listed beneath it.

4a. Learning
 Train and develop museum and library professionals
 Support communities of practice
 Develop and provide inclusive and accessible learning opportunities

4b. Community
 Strengthen museums and libraries as essential partners in addressing the needs of their communities

4c. Content and Collections
 Increase access and expand use of the nation's content and collections
 Improve management of the nation's content and collections
 Improve preservation, conservation, and care of the nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, you will also have to review the specific performance measure statement choices and the information you will be required to collect for each.

5. Funding Request Information

a. IMLS funds requested:

b. Cost share amount:

IMLS Number 1107-071, Expiration Date 07/31/2018 IMLS-OLAP-003

(f) IMLS Funds Requested and Cost Share

Also on page 3 of the Program Information Sheet, we ask you to tell us how much money you are requesting from IMLS, and to record any cost share. **Make sure these amounts reflect what's in your budget.**

Program Information Sheet

OMB Number 3137-0071, Expiration date: 07/31/2016

IMLS PROGRAM INFORMATION SHEET

6. Population Served
Please select the target population(s) served by the proposed project:

<input type="checkbox"/> General Population	<input type="checkbox"/> Museum and/or Library Professionals
<input type="checkbox"/> Early Childhood/Preschool (0-5 years)	<input type="checkbox"/> Native Americans/Alaska Natives/Native Hawaiians
<input type="checkbox"/> Middle Childhood/Primary School (6-12 years)	<input type="checkbox"/> People with Mental or Physical Challenges/Disabilities
<input type="checkbox"/> Adolescence/High School (13-19 years)	<input type="checkbox"/> People with Low Income/Economically Disadvantaged
<input type="checkbox"/> Adults	<input type="checkbox"/> Rural Populations
<input type="checkbox"/> Aging, Elderly, Senior Citizens (60+ years)	<input type="checkbox"/> Scholars/Researchers
<input type="checkbox"/> Ethnic or Racial Minority Populations other than Native Americans/Native Hawaiians	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Families/Intergenerational	<input type="checkbox"/> Union Populations
<input type="checkbox"/> Immigrants/Refugees	<input type="checkbox"/> Other
<input type="checkbox"/> Military Families	

7. **Museum Profile (Museum Applicants Only)**

a. Is your institution either a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code or a unit of state or local government that is organized on a permanent basis for essentially educational or aesthetic purposes? Yes No

b. Is your institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities your institution owns or operates? Yes No

c. Does your institution own or use these objects, whether animate or inanimate? Yes No

d. Does your institution care for these objects? Yes No

e. Does your institution exhibit these objects to the general public on a regular basis through facilities your institution owns or operates? Yes No

f. **Institution's attendance for the 12-month period prior to the application**

On-site: Off-site:

g. Year the institution was first open and exhibiting to the public:

h. Total number of days the institution was open to the public for the 12-month period prior to application:

i. Does the institution employ at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution? Yes No

j. Number of full-time paid institution staff:

k. Number of full-time unpaid institution staff:

l. Number of part-time paid institution staff:

m. Number of part-time unpaid institution staff:

OMB Number 3137-0071, Expiration date: 07/31/2016 MLS-DIA-F-003

Museum Profile
(NANH applicants
skip section)



On page 4 is question 7 - Museum Profile. This section applies to Museum Applicants only and used to determine museum eligibility for other programs, so this section does not apply to NANH applicants – skip all questions here. For additional guidance, please refer to the instructions on how to complete the Program Information Sheet included in the NANH application guidelines.

Also, NANH applicants do not need to fill out page 8, question 8, which applies to other grant programs only.

Narrative: Statement of Need

Tell us:

- What do you propose to do?
- What need, problem, or challenge will your project address, and how was it identified?
- Who or what will benefit from your project?
- How will your project strengthen museum services?
- How will your project address the goals of the NANH program?

Reviewers will look for:

- *Clear explanation of the project*
- *Evidence supporting the identification of the need, problem, or challenge to be addressed*
- *Clear identification of the beneficiaries and their involvement in planning where possible*
- *Description of the collections and/or records and current conditions, if applicable*
- *Evidence that the project strengthens museum services in a specific, actionable, and measurable way*

STATEMENT OF NEED

In this section of the narrative, you should lay out the reasoning for your project. Tell us in the clearest terms possible what you propose to do; what need, problem, or challenge you expect to address; who or what will benefit; how your project will advance your institution's strategic plan; and how your project will address the goals of the NANH program.

Remember that core of the Native American/Native Hawaiian Museum Services program is the goal to strengthen tribe's of Native Hawaiian organization's museum services.

Reviewers will evaluate your proposal on how well you explain your project; how well you've identified the need, problem, or challenge you will address and how well you've supported that with relevant evidence; whether you've clearly identified who or what will benefit from the project, and if this involves an audience of some kind, whether they've been appropriately involved in the planning; whether your project strengthens museum services in ways that are specific, actionable, and measurable

If you are applying for a collections-based project, be sure to describe and quantify the collections and/or records that will be the focus of your project.

Narrative: Impact

Tell us:

- *Learning and Community:* How will you collect and report the data required for the performance measure statement(s) you have chosen?
- *Collections and Content:* How will the care, condition, and/or management of museum collections/records be improved?
- What are your intended results that will address the need, problem, or challenge you have identified?
- What do you expect to change and among whom?
- What tangible products will result?
- How will you sustain the benefit(s) of your project?

Reviewers will look for:

- *Learning and Community: Well designed and feasible plan for collecting and reporting data*
- *Collections and Content: Improvement in the care, condition, and/or management of museum collections/records*
- *A solidly grounded and appropriately structured plan to effect meaningful change*
- *Useful tangible products*
- *Reasonable and practical plan for sustaining the benefits of the project beyond the conclusion of the grant*

IMPACT

The second section of your narrative should be devoted to articulating the impact of your project.

You will need to refer back to the Performance Goal you selected on the Program Information Sheet prepared for your application to address this narrative section. If you selected a Learning or Community project, tell us how you will collect and report the data required for the performance measure statements you have chosen. For Content and Collections projects tell us in quantitative terms how the care, condition, and/or management of your museum collections or records will be improved.

What specific results do you intend to achieve in order to address the need, problem, or challenge you have identified? Something will improve or change. Tell us what that is.

Tell us about the tangible products that will result from your project, and last but not least, how will you sustain the benefits of your project beyond the lifespan of this particular project?

Reviewers will give us their opinions on how well you've designed a feasible plan for collecting and reporting data; how likely the improvements that you've proposed will be realized; how useful the tangible products you plan to create will be; and whether your plan for sustaining the benefits of the project are reasonable and practical.

Narrative: Project Design

Tell us:

- What specific activities, including evaluation and performance measurements, will you carry out?
- Who will plan, implement, and manage your project?
- When and in what sequence will your activities occur?
- What resources will you need to carry out the activities?
- How will you track your progress?
- How and with whom will you share your project's results?

Reviewers will look for:

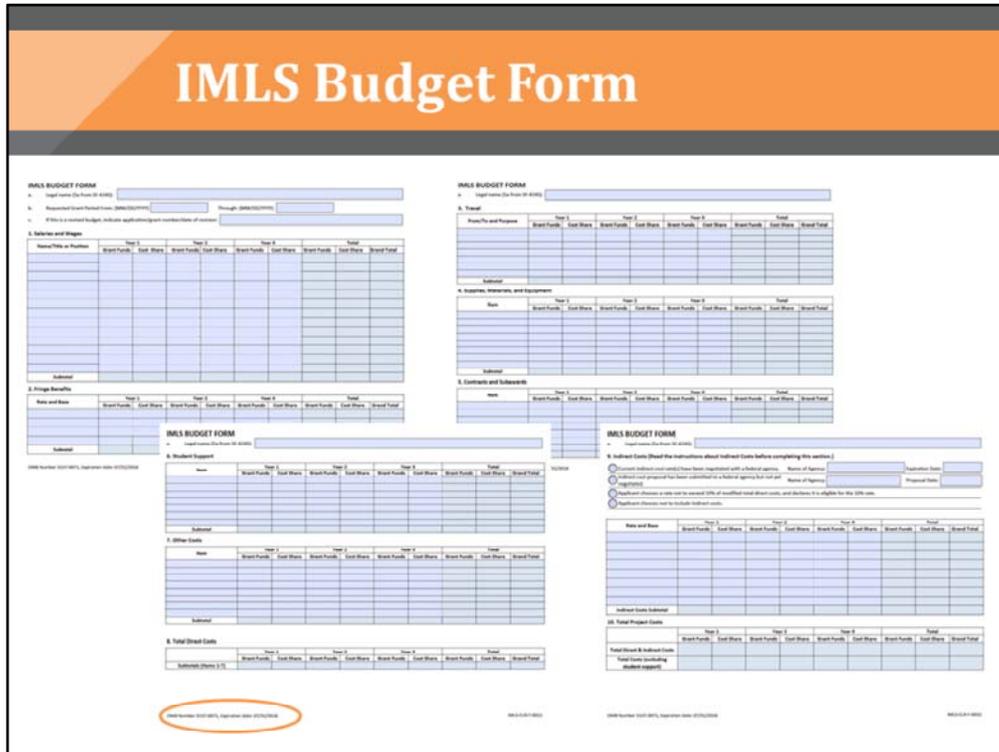
- *Activities informed by appropriate theory and practice*
- *Appropriate evaluation and performance measurements*
- *Team with sufficient experience and skills*
- *Realistic and achievable schedule*
- *Appropriate time, personnel, and financial resources*
- *Clear methodology for tracking progress and adjusting course when necessary*
- *Effective plan for communicating results and/or sharing discoveries*

PROJECT DESIGN

The Project Design is the part of the narrative in which you relay who will do what when and using what resources.

We ask you to tell us what specific activities you will undertake; who will plan, implement, and manage your project; when and in what sequence your activities will occur; what financial, personnel, and other resources you will need to carry out the activities; how you will track progress toward achieving your performance goals and intended results; and how and with whom you will share your project's results.

Reviewers will evaluate your proposal on how well your activities are informed by appropriate theory and practice; whether the team you've put together has the experience and skills necessary to complete the work successfully; and whether your schedule of work is realistic and achievable. They'll also be looking at whether the time, personnel, and financial resources identified are appropriate for the scope and scale of the project. They will look at your proposed evaluation and performance measurements and will weigh in on whether it will result in valid and reliable findings; whether you've described a clear methodology for tracking your progress and adjusting course when necessary. And last but not least, is your plan for communicating results and/or sharing discoveries appropriate and likely to be effective?



At this point, we move on to the IMLS Budget Form. This is a single fillable PDF document that is four pages long and that you download from our website. You'll use it whether your project is 1, 2, or 3 years in duration. The form adds for you automatically, although there are still some calculations you'll need to do on your own to get the numbers you need to plug into the form. We urge you to check your figures very carefully, making sure that expenses that will be paid from IMLS funds as well as those that you will cover as part of your cost share are in the right categories, are justifiable in the context of your project, and, of course, represent allowable costs.

It's very important to make sure you have **this** version of the form, and not a cached one, as there are some important changes over previous years. Check the expiration date and make sure it says 7/31/2018.

Note: You must include \$2,000 per year in grant funds for travel to attend IMLS-designated meetings. under section 3 - Travel - on the IMLS budget form. Insert the line-item under the grant funds column in each year of your project. These funds will support your attendance at the convening of NANH awardees. The convening is typically, though not always, held in conjunction with a professional meeting, so that you can attend that as well.

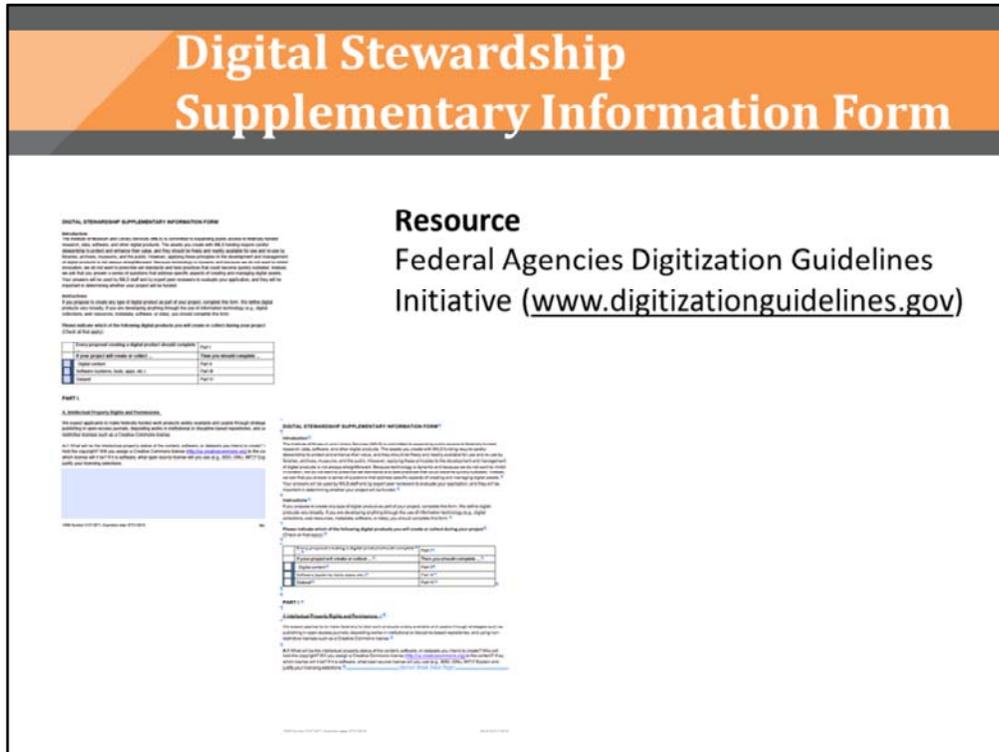
Budget Justification

- Address the purpose for each expense in the budget
- Explain the basis or method of cost computation used to determine each dollar amount.
- Itemize and explain any costs that you consolidated and summarized on the IMLS Budget Form.
- Explain all costs – IMLS and Cost Share
- Follow the format of the IMLS Budget form section headings.
- DO NOT use the Budget Justification to detail staff qualifications or to justify your project.

You will also need to write a Budget Justification. This is a separate document, and an important part of your application. Peer reviewers will use it to evaluate the appropriateness of the financial resources you have identified as necessary for your project, and IMLS staff will use it to check your calculations and make determinations regarding the allowability of specific expenses. The Notice of Funding Opportunity includes very useful Guidance for Writing a Budget Justification. You may use as many pages as necessary to fully justify your budget.

Your Budget Justification should:

- Address the purpose for each expense in the budget—both the IMLS ask and the cost share, if required.
- Explain the basis or method of cost computation used to determine each dollar amount, for example.
 - Travel for Advisory Meeting: \$4,400
 - 4 advisors, 2 days each
 - Estimated Airfare $\$500 \times 4 = \$2,000$
 - Lodging $\$200 \times 2 \times 4 = \$1,600$
 - Meals $\$100 \times 2 \times 4 = \800
- Follow the format of the IMLS Budget form section headings.
- DO NOT use the Budget Justification to detail staff qualifications or to justify your project. There are other places for that!



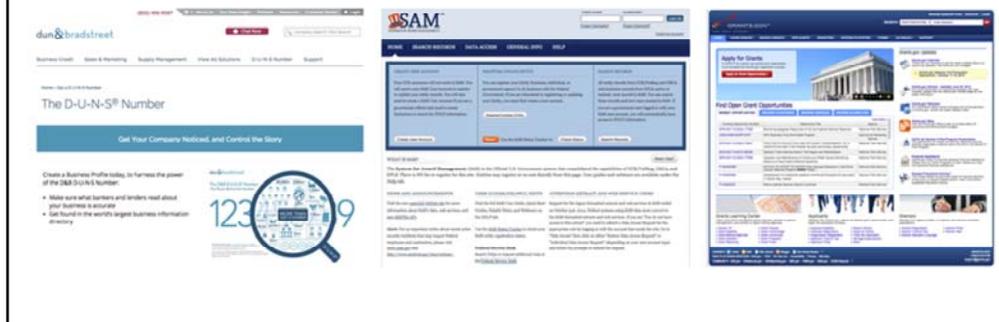
If your project includes creating a digital product of any kind—digital collections, web resources, metadata, software, or a digital dataset--you should complete and submit the Digital Stewardship Supplementary Information Form as a Supporting Document. It is available on our website as both a fillable PDF and a Word document; the choice of which to use is yours. This five-part form makes it easy for reviewers and for IMLS to understand how you will create your digital products and how you will make them available for use and re-use by others.

Because technology is dynamic and because we do not want to inhibit innovation, we do not prescribe standards and best practices. Instead, we ask a series of questions about your digital stewardship project, and your answers will be used by IMLS staff and by peer reviewers to evaluate your proposal. You need to complete the sections that align best with your project.

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



At this point, we'd like to share a few tips collected from our experience in working with applications submitted to the NANH program each year.

First on the list, is “Register early!” You must have a DUNS number, an active SAM.gov registration, and a current and functional Grants.gov registration. You must have a DUNS number to register with SAM.gov. You must have an active SAM.gov registration to register with Grants.gov. And you must have a functional Grants.gov registration to submit an application to IMLS.

It's also crucial to 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.

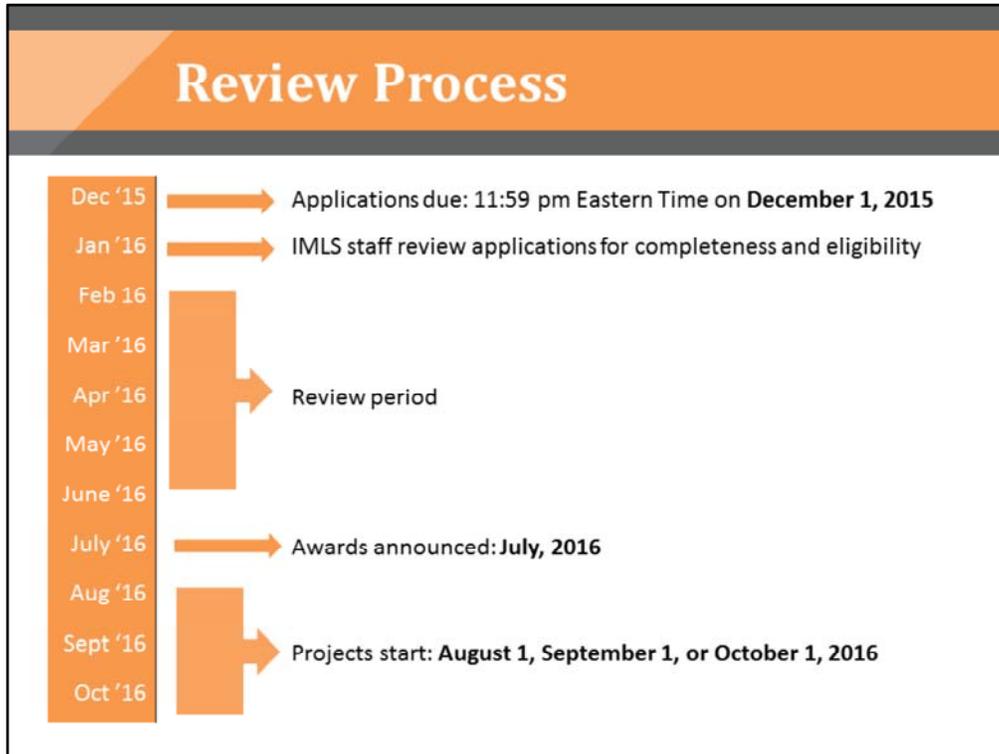
Application Tips

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.
- Do your background research.
- Revisit the grant 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.
- 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.

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

- Start early.
- Do your background research. Make it easy for the reviewers to see that you are up to date and know what you're talking about.
- Revisit the grant 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.
- Avoid generalities, acronyms, and jargon. The people who will review your application are experts, but they may not be totally familiar with your particular field's shorthand. Make it easy for them to understand what you mean.
- Check your spelling, grammar, and math. It counts!
- Ask a colleague to review everything with fresh eyes before you submit. Ask them to act like a reviewer who's seeing this for the first time.
- Be sure your application is complete. Check it against the Table of Application Components and then check it again.
- Submit to Grants.gov early so you can correct any errors.



We want to remind you of important dates for NANH applications. They are due by 11:59 pm Eastern Time on December 1, 2015. That is non-negotiable and the time stamp is auto-generated by the Grants.gov system. Again, start early so that if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem.

After the grants are submitted and our agency downloads them from Grants.gov, we check for completeness and eligibility before they go out for review. The review period includes identifying appropriate reviewers, getting systems set up for online review, the reviewers work, staff analysis of the reviewers work, recommendations to the director, and the director's decision. She has the sole responsibility of making IMLS funding decisions.

NANH awards will be announced in July 2016, and all NANH projects must be scheduled to start August 1, September 1, or October 1, 2016.

Contacts

IMLS Office of Museum Services Staff Contacts

Connie Bodner
cbodner@imls.gov
202.653.4636

Jill Connors-Joyner
jconnors-joyner@imls.gov
202.653.4791

Mark Feitl
mfeitl@imls.gov
202.653.4635

 **Sarah Glass**
sglass@imls.gov
202.653.4652

Mark Isaksen
misaksen@imls.gov
202.653.4667

Reagan Moore
rmoore@imls.gov
202.653.4637

Sandra Narva
snarva@imls.gov
202.653.4634 

Mary Sellers
msellers@imls.gov
202.653.4689

Steve Shwartzman
sshwartzman@imls.gov
202.653.4641

Helen Wechsler
hwechsler@imls.gov
202.653.4779

Thank you very much for your interest in IMLS and the Native American/Native Hawaiian Museum Services program, and we hope you have found the information in this webinar helpful. Here is a listing of the names, email addresses, and direct phones for program staff in the Office of Museum Services. Sarah I and I are here to answer NANH questions but if you can't reach us, any staff member will be happy to help you.

To learn more, visit www.ims.gov

