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Native American Library Services Basic Grants Webinar

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>> Hi. Good afternoon. This is Steven with IMLS. We're going to get started in about ten minutes or so, but for those of you who have already joined us, if you can hear me all right, would you type in the chat box just a simple okay. That would help us. We'll get started in just a few minutes.

(Recording started)

>> Hi everybody. Since a lot of people are still trickling in, we're going to give it about five more minutes before we begin. Thanks for your patients and we'll get started in a few.

(Recording started).

>> SANDY TORO: Good afternoon. This is Sandy Toro I'm a senior officer for the Institute of Museum and Library Services, and I'm joined today by Aly Des Rochers and Steven My. They're program specialists for the office of services, and we would like to thank you for joining us today for today's Aactive American library services basic grants webinar.

We will have time for questions at the end, but if you have any questions at all as we go along, please feel free to type it into the chat box and we'll do our best to answer them.

So, today we'll talk about the grant program, eligibility, the application process, the types of projects we can fund, and also offer you some advice. And our goal is to help make the application process as easy as possible while making sure that you submit all the required documents and are aware of some

updates, which we'll bring to your attention throughout the webinar.

So, the Native American library services basic grants are non-competitive, one year \$6,000 awards, that support existing library re-operations and maintain core library services. An additional \$1,000 education and assessment option is also available, but you must request this funding as part of your application package.

All federally recognized Indian tribes and Alaska Native villages or corporations are eligible to apply for these grants. As long as you're eligible and submit your documents by the deadline, will you receive this funding.

In 2016 we made awards to 226 tribes, and we just want to note that eligibility means that you're not delinquent on any federal reports to agencies like IMLS, or have any other substantive issues like that.

If you have questions about delinquent reports or any other issues, please let us know and we'll try to help you. Also, if you're interested in enhancing grant grants, which are project-based grants for up to 150,000, that notice of funding opportunity, we expect will be available on our website in about a month. But, you need to have a basic grant first in order to get an enhancement.

So, you must have an existing library to be eligible. It must have regularly schedule hours, staff and materials that are available for library users in order for you to receive the funds. We don't say specifically how many hours or how many staff, so that's open.

The tribe or the village itself must apply for the grant. A school, a tribal college, a department of education or any other entity that might contain the library cannot apply for the tribe or apply on behalf of the tribe.

Although, libraries, schools, tribal colleges or Department of Ed case and other organizations may be partners on a project, they're not eligible and can't apply as the lead. Staff and other entities may work on the project, as long as the activity serve the tribal community.

Registering early is one of the things that we recommend on the basis of hearing devastating stories from people who forget this part. There are three places where you must register your organization in order to be able to submit a proposal. D-U-N-S, SAM, and grants.gov. All of these three systems are external to IMLS and you don't have any control to when how or your materials are viewed or processed. You need to get a DUNS number, register your SAM and create a grants.gov account. It is important to know that your registration is good for only one year and it must be renewed, but something you don't want to be

doing right before the deadline, so we recommend checking your status early on. If it is your job to check your SAM registration, we say become best friends with the person at your organization whose job it is so that you can make sure this takes place.

Grants.gov is the portal which you must submit your application. Allow at least two weeks registration process here and even if you know you're registered, make sure you know who is authorized for your institution and make sure they know their password.

Staff change, people require, and passwords get misplaced. In fact, if you don't (Audio pause) know for absolutely sure that this is all in place now, we recommend checking on it as soon as we get done today. Again, it is not something you want to be trying to accomplish anywhere close to the deadline. Everything you need to know about the application is available on our website at [www.IMLS.gov](http://www.IMLS.gov) under the apply for grant tab. Once you click on the Native American library services basic grants for fiscal year 2017, funding opportunity number that you can enter into grants.gov. So, remember this number. Our notice of funding include the table that has all of the application components. What kind of format they need to be submitted as, and which file you need to use when you're submitting your application package. To use this list of a

checklist of all the documents you'll need to submit on April 3rd, 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 having to make sure each application includes all the necessary documentation, and we won't be able to make exceptions.

In all, Native American library services basic grants has four required application documents. The application cover form or the SF-424S, which is provided on grants.gov. The IMLS program information sheet, or PIS. A library services plan, which describes what you want to do. And the part A budget form. If you are requesting the additional \$1,000 education and assessment option, you must also submit the part B budget form. And if you're creating any kind of digital product, which we'll talk more about later, you must submit the digital product form, which is considered an additional required form. This means it is required if any money is being used to create any kind of digital product.

Now I'll turn it over to Aly, who will talk about grants.gov.

>> Aly: As Sandy said, grants.gov is a system that exists outside of IMLS so we cannot help you if you have any problems with downloading materials or submitting materials on this site,

however, they have the support team that is very helpful, and they're available 24 hours a day and can be reached by E-mail or by phone. So, if you have any problems with grants.gov reach out to the support team directly.

When you're on the site, use the funding opportunity number you found in the IMLS notice of funding opportunity for the basic grants. The number in this case is NAG-basic-FY17. This number will get the application package materials that you need. Download the application package by clicking on the package tab on the right and then clicking apply and you'll come to a new page. Make sure you provide your E-mail address on this page so that you will be notified of any changes to the package that are made before this closing date. For example, one change that we've already made so far is that the closing date itself was moved from April 1st to April 3rd.

You can always go back and download the package again if you need to do so, but from the package tab, click download the package in the lower right corner. The package will be a PDF file that you will download and the first part of that file is the SF-424S form, which is one of the most important parts of your application. The information you put on this form, including who from your tribe is an authorized official, is entered into our grants management database.

The current program information sheet is linked to from the notice of funding opportunities, so you should download it from there.

The instructions for how to complete the program information sheet are also in the notice of funding opportunity, but a couple of notes are that you do not have to include any organizational financial information on Page 2, and on Page 3 you should indicate whether you're applying for the basic grant only, which is the \$6,000 award, or the basic grant with the education/assessment option, which is the \$7,000 award.

You also need to submit a library services plan. This can be no longer than three single-spaced pages and should describe in detail what you plan to do with the grant funds and discuss what you're focusing on during the year and why you think the work is important. How you will carry out your plan to make sure it is successful and what you're anticipated results are.

The part A budget form is one page and can be noticed from the funding opportunity. You will include the legal tribe name at the top and then complete a table detailing all costs for the \$6,000 award.

There used to be a sample budget at the bottom of this form, but we've removed that, because it contained some errors. So, if you have any questions about what are allowable and unallowable costs, you can find that in the notice of funding



opportunity, in the federal regulations, or you could give us a call to check with us.

When you are filling out this form, all of your costs had must add up to exactly \$6,000, and make sure that you save it as a PDF before uploading it.

The \$6,000 basic award can be used for permanent staff salary and benefits, temporary and project staff, collection development, equipment, like computers and E-readers, library software, library furnishings and shelves, other supplies. Special programming, Internet services digitization and other costs. Again, these examples are found in the notice of funding opportunity but are not exhausted. So, please contact us if you wanted to include something on this list and we can let you know if that is allowable.

The part B budget form, which is for the education/assessment option is also one page and can be downloaded for the -- from the notice of funding opportunity. Again, you'll include the legal tribe name at the top and then complete the detail detailing all costs for the \$1,000 supplement. It must add up to exactly \$1,000 and you must save this as a PDF.

The \$1,000 education and assessment option can be used for costs for library staff to attend library-related training, including registration fees, travel, hotel per diem. Costs

for library staff to attend and give presentation at conferences, costs to cover temporary staff when regular staff are aware on travel and costs to hire a consult [tantd] for on-site professional library assessment, including library technology assessments and digitization expertise.

If your project includes any digital content, resources, assets, software or data sets, be sure to fill out the digital product form. It is conditionally required, which means that it is only required if there are any digital products or content that you are going to create with IMLS funds. Some examples is oral histories converted to digital files, websites about community events, apps for library patrons, online crick law for teachers and students or images of community meetings.

So, here is some important date to remember. Your applications must be submitted by April 3rd. As I said, you might have seen a deadline of April 1st last week, but we've changed that to April 3rd, which is a Monday.

Will you hear from us in July when you receive your official award notification, and your award period will begin on August 1st.

So, with that we can take any questions. If you have any, please just type them into the chat box. I see one here about this PowerPoint.

You can actually download the slides from the window right now if you go to the top left and click file, save. And I think you can select the slides. I don't remember the exact menu options. Oh, yes. It is file, save, white board. And then you would say that you want them as a PDF.

Somebody else said they missed the beginning of the session. We are recording this so that will post on our website tomorrow and you can revisit it to catch what you missed in the beginning.

>> This is Sandy again. While we're waiting for questions, I just wanted to point out that if you missed the beginning, we mentioned that all of the documents must be submitted as PDFs, not Word doc meant. Society is possible if you forget to convert your file to PDF you might get a rejection notice, but there is an appeal process. So, if you get rejected, you can appeal and submit the documents that were not saved properly. We expect this will also be the case if anyone submits the budget on the old budget form, not on the new budget form, but to keep the process moving forward, we recommend that you convert all your files to PDF and make sure that you use the new budget form.

(Recording stopped)

>> So, we have a question. Will an agency be docked points if they choose not to do part B on the grant.

We don't have a point system. As long as you submit all the required documents you get the award. [si] not competitive, so you just have to make sure you submit all the required documents to get the funding.

There is another question about the changes that we've made. They are not only to the budget forms. All of our forms have been changed, so make sure that you're downloading the program information sheet, budget form A, budget form B, from the notice of funding opportunity, the library services plan is just a document that you can create yourself and then convert to PDF. And if you need the digital product form, download that from the notice of funding opportunity.

And a question about grants.gov. The answer is yes, everyone must submit their application through grants.gov. Someone asks do I access grant forms at grants.gov. You access some forms and others through our notice of funding opportunity. You should go to grants.gov to download what is called the application package, which is a PDF form that you can fill out and add attachments to and you should go to IMLS.gov to see the notice of funding opportunity where you will download the other form.

Someone asks whether you can use Firefox. I believe you should be able to use Firefox to access any of the websites.

Somebody is asking about downloading the presentation. Like I said, a recording of this will be posted on our website tomorrow.

Somebody asks about using the work space platform on grants.gov. I'm not familiar with the work space platform on grants.gov, so I'm not sure of the answer to that question but if you have any problems you should contact grants.gov support. Is the question, is the conversation pertaining to downloading material on the PDF. I'm not sure if you're referring to downloading this slides or application material, but our slides do point you to all the places that you download application materials, and did you need to download these slides, you can do that if you go to file, save, white board.

>> We'll point out that in the notice of funding opportunity on our website there is that table that has all of the documents you need to submit, and the type of format that you need to submit them as. So, if you can't find that table or need any help, we'll show you our contact information and you can E-mail us or give us a call and we'll walk you through where to find everything.

>> So, the question is what is a white board file, how do I open it? When you go to file, save, white board, I believe you should be able to select PDF as the file format. If that doesn't work, please feel free to shoot us an E-mail and we'll

give the contact information now, and we can E-mail you the slide.

I think I see a few other people typing, so we will wait a few more minutes. Here is contact information for Sandy and myself, Aly. Please feel free to E-mail us or give us a call if you have any questions throughout the process. You took this course for grant questions which you should direct to their support team.

>> Hi. This is Sandy. We -- I see. We have a question. If toward the end of the grant period you still have part B funds, can you reprogram them into part A? Yes, that is possible. You would have to send me an E-mail that has a letter from your authorized official requesting the changes along with a revised version of your budget. And all of the costs would have to still be allowable and appropriate, but once I get your E-mail with those documents, the letter and the budget, I can review them and let you know if you need to make any changes.

The next question is: Can you go a little deep other the digital form?

Yes. The digital (Audio pause) product form is something that is new for the basic program, but has been required for other programs for a few years now. In a nutshell, if you are using any basic funds, say to revise your website or to create

an app that you're going to use with families, or if you're putting any materials online that are part of an educational program, anything that would be considered electronic or digital has to be noted on that form. So, you will see a link on our notice of funding opportunity to the form, and you fill out the form wherever you would have something that would be considered digital content or digital product.

In most cases, I think if you just share information about, say, you're having an after-school program for teens and you want to put it on your website, you can just write on the digital product form that you're going to have promotional information about a program on your website. Most of other spaces on the form you can just say not applicable. And if you have any questions at all about the form, feel free to just give us a call and we can talk you through it and whether or not you have to fill it out.

And I hope that makes sense. Okay. You're welcome. Okay. So, Norm says you can download white board slides as PDF. A bit fuzzy, but it works.

Don't forget, we're going to send you a link to the presentation in case you're having issues saving the PowerPoint right now. Or, as Aly mentioned, just send us an E-mail and we'll send you the PowerPoint.

We see someone is typing. So, I'll just you mention while we're waiting for the next question that we recognize there is a small amount of time to complete your application and get it in, so definitely make sure you're registered with SAM.gov and grants.gov and that you know what your DUN number is and who is responsible for taking care of all that.

I would try to do that as soon as possible, because we have had some instances in the recent past where either someone who thought she was authorized to submit for her organization wasn't and waited till the last day and then it was too late.

We've also had instances where someone had a delinquent report for their organization, but it wasn't them, it was somebody else in another department, and that had to all get sorted out. So, try to find out everything you need to do just in terms of submitting the application, and if you're not sure if you have any delinquent reports, especially if your tribe has a museum and the museum gets grants, you can call us and we can check by tribe to see if all your reports have been submitted and let you know if there is anything that you need to take care of.

We're not seeing any more questions.

We will go ahead and say good bye now. Again, please call us or E-mail us if you have any questions, and look on our website tomorrow for this meeting. If you would like to see the slides again, and good luck everybody.



(Concluded at 2:30 PM CT)