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>> STEPHEN MAYEAUX: Hi good afternoon. This is Stephen with IMLS. We are going to get started in a couple of minutes. For those of you who joined the webinar if you can let us know that you can hear us by typing in the chat box. Again we will get started in a few minutes.

>> SANDRA TORO: Hi. Good afternoon. If you can hear me if you could type yes in the chat box that will be great. My name is Sandra Toro. I'm a senior program officer in the Office of Library Services discretionary programs at the Institute of Museum and Library Services. Oh, great. I see we do have someone on the phone. Welcome. I'm here today with Stephen Mayeaux who is helping behind the scenes. And we will be talking about Native Hawaiian grants. And I'll just start by saying that you may be aware that the President's fiscal year 2018 budget blueprint proposes the defunding and elimination of IMLS. With that said our fiscal year 2017 operations remain unchanged under the current continuing resolution budget. The President's budget request is the first step in a very long budget process. And the agency continues to operate as usual and will do so until a new budget is enacted by Congress.

So today we will talk about the IMLS Native Hawaiian services grant program. Some of the types of projects that we have funded. What the components of good proposals are and what the logistics of applying are. You must read the NOFO or Notice of Funding Opportunity carefully so that you are aware of required components and know how to complete the forms and complete your application for funding. If you have applied before I'll try to point out where any changes are. For example, we now require a PDF of all forms. And you can get rejected if you submit a Word document or an Excel spreadsheet. So you want to make sure that you are aware of all requirements.

So the Native Hawaiian services grants are competitive grants for up to two years and up to \$150,000. Cost share is not required. And we expect to make four to five awards. Last year the average amount per award was \$120,000. Now to be eligible you must be a non-profit organization that primarily serves and represents Native Hawaiian and we mean individuals who are descendants of the United States and -- in the area that now comprises the state of Hawaii.

You can find the NOFO or Notice of Funding Opportunity on our website and make sure to read it carefully and follow all the links. The links will take you to the strategic plan, awarded grant search function, information on cost sharing and the forms that are necessary to complete the application. The deadline is 11:59 p.m. on May 17th. And you must submit your application through grants.gov. The Notice of Funding Opportunity includes a table that has all the application components and what kind of format they need to be submitted as and which file name to use when submitting your package. Use this checklist of all the documents to submit on May 17th. And you want to make sure that your application is complete so it is not rejected because you missed or forgot one document. IMLS has become more strict about our having to make sure that each application includes all the necessary documents. And we won't be able to make exceptions. Although if you are rejected you can submit an appeal.

In terms of application components you need to include the SF424S or the application cover sheet, a one page abstract, the IMLS program information sheet which you can download from our website, an organizational profile, a narrative, a schedule of completion, the IMLS budget form which is also available from our website, and you want to make sure that you use the most recent version. A budget justification which you can type in Word and save as a PDF a list of key projects and staff and consultants and resumes for all the people on the list. And you tell people to be careful not to list anyone who could be involved, but only those people who are key project staff like

the project director or any partners and consultants that are vital.

And remember all documents must be saved and submitted in PDF format. In addition to the required components you may need to submit a proof of non-profit status and your federally negotiated indirect cost rate agreement if you plan to use one. These are conditionally required. If you are creating any kind of digital product you must submit the digital product form which is considered conditionally required. That means if you are planning to create a website or digitize documents or create digital histories, you must submit that form, the digital product form and you can also include supplemental materials that help support the narrative.

So how are the awards determined? Grant proposals go through peer review. This means that funding is not automatic as it might have been in the past. Reviewers will read your proposals and evaluate to make sure you are responded to the Notice of Funding Opportunity. And your project has potential for success. And then we will present the reviewers' comments and scores to the IMLS who will make decisions.

So what type of projects are funded? 2016 we had two -- I'm sorry, we had three awards, the Hula Preservation Society partnered with the Hawaii State Public Library System, University of Hawaii, database office of Hawaiian Affairs and they focused on making available the contents of the Hula Preservation Society. They established linkages. We also made an award to Hawaii in partnership with the Honolulu Department of Education and the Hawaiian civic group to search for knowledge. So this project focused on increasing high school students' knowledge and increased teachers and civic club members access to current Hawaiian resource materials. And we funded the Papahan project Let the Waters Live On. That were culture based and place based with the goal of increasing interest in reading through increased understanding and appreciation of traditional Hawaiian literature. And if you would like to see samples of what we funded prior to 2016 I can search the previously awarded grants from our home page. There is a search bar on the lower right-hand side.

If you need help to find previously awarded projects, feel free to e-mail or call me. I can also give you additional information like if you are looking for the name of a project director. Just get in touch with me and I can get you that information.

So remember to read the Notice of Funding Opportunity carefully. Because it has step-by-step instructions on how to apply. It clarifies the policies and regulations that govern IMLS grants. And it describes the criteria that reviewers will

use to evaluate your proposal. And please e-mail us if you have any questions. And we can also review drafts. So if you want to write up a draft of a project proposal and send it to us, we can review it and then give you verbal feedback.

So now we will talk about the specific components that you will need to include in your proposal. The first one is the abstract. So this is where you are going to talk about who the lead organization is and who the partners are. You want to describe briefly what you accomplish and why, what your time frame is, what your community needs are that your specific project addresses and who is your target audience and what are the activities that you are going to do to reach whatever goals and outcomes you are trying to attain. And finally, you want to quickly describe any measurable changes that audience participants will have in terms of their knowledge, their attitudes or their behavior.

In your statement of need you want to describe your community. So what's the population profile. Where are you located? What's the economy like. Talk about the role of library and communities and services it provides. Describe the role of the project that relates to the specific needs that you identified. What specific audience will the library serve with the project. Tell us about that audience. And did you conduct a needs assessment prior to identifying the need as a priority for your library. If you did, tell us about the results of the assessment including any data that you can use to compare the final results that you will get if your project is successful.

And then finally tell us why you think the approach you are taking is the best solution to address the need of your targeted audience. Here are some sample questions that you can use to shape the needs assessment for your library. To measure success at the end you can ask what services do you use now at the library. What does the library do well. Why do you come to the library. And to help us determine priorities and focus for your project you can ask what could be improved in our library services. What services would you like to see in the future. What do you think should be the library's No. 1 priority. And if you don't come to the library what services could we offer that would bring you in.

Reviewers love to see any sample data you might be able to offer. For your project plan, tell us what your goals and objectives are. A goal is a broader wish or desire and objectives are specific things that you will try to accomplish to reach your goal. Tell us about your specific project questions and your conceptual design and what process you have identified to help you track progress and outcomes, include how you will gather any data, analyze it, manage it and interpret

it. Tell us about the activities that will be required to implement the project. And if you have partners what their roles are and what activities they will be responsible for. Describe if you did any of that preliminary work already and if it was funded by IMLS or another agency and give us your rationale for procedures you might be using that are different from what's accepted or standard practice. Describing for us how the project will test the applicability of anything you create that's innovative.

For the impact section think about the goals and benefits of the project. Tell us how the goals will be established to guide you as you complete your project. And tell us about the results you hope to see once everything is done. In terms of what communications plan, describe the audiences that you want to reach and how you will reach them. Will you be using social media, your website, or some other kind of outreach. Talk about your community building or audience engagement and how you will measure audience engagement in related outcomes. Tell us who will be responsible for the outreach, the promotion and the dissemination or sharing of information and tell us how you are going to document all of this. For sustainability reviewers want to know how the benefits will continue beyond the grant period. And how have you planned for buy in or adoption. Do you have a group of advisors, do you have people who can provide letters of support, show the reviewers that you know that you have an audience and that you have people who will support you. How will the project lead to any changes and what are your plans for preserving or sustaining any digitized correction software, supporting documentation systems or other technology tools.

Before you even start your project you have to select one agency level goal and one performance goal on the IMLS program information sheet which is linked to from every Notice of Funding Opportunity now. For projects that have to do with the learning or community statements we provide a link to specific performance measure statements and information. So sometimes it is difficult for people to find this link from the Notice of Funding Opportunity which is why we have it on the slide today. If you can't find it, you will be receiving a link to the archived version of this webinar and we will be able to get the link that way. If you still have trouble finding the performance measure statements and information, please feel free to call me or e-mail me and I will talk you through how to get there. But you will need this information not only to select a goal on your performance -- I'm sorry, on your program information sheet but also if you are funded, you will need the information in terms of filling out your final report.

So more help on understanding the performance measures. We

have a link to a video of a conference we did that talks about how to assess the impact and outcomes of your project. It is a longer video but if you want more information it is there for you.

Now in terms of the budget, this is the breakdown of the sections that you will see on the budget form. And again you want to make sure you are using the most recent budget form available which is linked to from the FY2017 Notice of Funding Opportunity. Sometimes people just if they have applied in the past will just submit a previous budget without making sure it is the most recent version. But if you do that now you can get rejected. So make sure you use the current version and make sure that in your budget justification you explain the purpose for each expense that's listed on the budget form. And then remember that cost share is not required.

Lately the agency is being cautious about people who want to include cost share but overestimate how much they are going to be able to provide. So I would say be less ambitious in terms of cost share if you are going to include any.

In terms of supporting documents, you want to make sure that you include letters from consultants, partners or any other groups that you plan to work with. You can also have letters of support from community members. You can include a long range plan for your library or vender quotes for any specific equipment or furnishings you might need. You can give us specs for equipment and you can give us a summary of any needs assessment findings that you have. And I think especially in the case of the needs assessment findings that's something that reviewers really like to see.

Overall make sure that you submit a complete application that's all of the required documents. And remember to use the table of the application components of the checklists. Don't forget that all key personnel must have resumes. We are no longer allowed to contact you and say oh, you must have forgotten a resume. You have to make sure they are all included. Check the list of conditionally required documents and that's a typo. It should say the digital product form, but if you have anything like a website or an app or if you are even collecting data about your audience, you know, using an Excel spreadsheet, make sure you fill out the digital product form. And if you have questions about the form, I can also look at a draft and give you feedback on that.

Make sure that you submit your federally negotiated indirect cost rate agreement if you have one. And then again include any supporting documents that might help make your case. Remember it is competitive. So reviewers are going to be looking to see that you have put forth the strongest application you can. So

before you actually submit the application get feedback. You can get feedback from us. You can get feedback from colleagues. You might want to ask people who aren't directly involved in the grant to read the proposal and give you feedback. Because you -- you want to make sure that people who don't really know much about your library can get the basic idea of what you are trying to do. Reviewers will have familiarity but may not be the most well versed in what your specific library wants to accomplish. So consider their feedback and revise your narrative and the rest of your application and make sure you proofread everything. Reviewers tend to get annoyed if they see lots of typos and that kind of thing and make sure that you coordinate with your administrators to submit all the components to grants.gov before the deadline.

We had lots of instances that had a full application to submit but they were not sure who the person could submit in terms of grants.gov. We can only consider proposals that were submitted through grants.gov by the deadline. And all proposals have to be complete. Grants.gov will not accept applications with missing required documents. Your application must be tied to a current DUNS number and a current SAM.gov registration. So I would suggest right after this webinar that you check to make sure that all of that is in place. And again you must have a current grants.gov registration and registrations can take a long time. So check now. You have until May 17th. So theoretically you have enough time. But it is always good to make sure that everything is in place well ahead of the deadline.

The use of grants.gov and SAM.gov can't be waived by IMLS. We can't have applications through e-mail or by regular mail. They have to be submitted through grants.gov. And make sure that all of the documents are PDF.

So again register early. And we can't say this enough, make sure that you are familiar with SAM.gov and grants.gov and you know who is supposed to be familiar and has the passwords and the access and submit the application for you. In the past we have had some security issues when people are trying to upload their documents. So I'm not going to read through this now. You want to make sure you don't wait until the last day or last moment to submit the application.

So once you submit your application on May 17th we'll do an eligibility and completeness check and then we will send the proposal out for review. In the past we have had field review which means that panelists don't actually come to IMLS in person. They read everything on their own and interact with us electronically. We will process the reviews and come up with a spreadsheet that has all of the scores. And have a meeting with

our director where we go through the recommendations and she will make the final funding decisions. We hope to make an announcement in August, but it could be closer to September or some time in September. And your projects should start October 1st at the earliest.

So as a reminder we make grants only to eligible applicants that submit complete applications on or before the deadline.

And if you want to see some sample applications, you can scroll to the bottom of this page to find some. If you need specific examples of applications or you need, you know, again the name of a project director that you might want to have serve as an advisor or there is a potential partner that you would like to get in touch with, feel free to give me a call and I can give you their contact information.

So now we can open it up to questions. So you can type your questions in to the chat box. And Stephen and I are happy to answer them.

I see someone is typing. So we'll wait to get your questions. Hi. So the question is is a long range plan a required supporting document? No. There are no required supporting documents. You can include whatever you think will help you make the strongest case for the project. I'll say in my opinion good supporting documents are the letters of support from partners. If you have a job that you want to hire somebody for but you don't have the name of the person, it is always a good idea to have the job description included so the reviewers can sense that you have a good idea of what you are going to be looking for. If you have a sample curriculum, like if you are going to do an afterschool program or another educational program, it is always a good idea to have some samples of what you have done in the past. If you are proposing the development of a tool like an online tool, it is always good to have supporting documentation, like evidence of prior work in that area or if you are working -- if you are hiring a consultant who is well-known for developing certain kinds of apps or who has done a lot of work with metadata you can link to that person's website.

So it really depends on the nature of the project what could be considered good supporting documentation. And if you get in touch with me and tell me the specific project that you are trying to develop I can give you a sense of what specifically the reviewers might want to see. Did that help? Great. You are welcome.

Are there any more questions? Oh, I see some more typing. But here is our contact information. Aly couldn't join us today but she is available to help with any logistical issues or questions. Stephen is also available. Here is a link to the

Notice of Funding Opportunity. And I am more than happy to look at drafts of narratives and give you feedback. And I can help you figure out if you have costs that you are not sure are allowable. We look forward to getting your applications. So thank you.

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