A recording of this webinar is available here:
https://www.youtube.com/watch?v=N9Sx-wXDIsI

Welcome to the applicant webinar for the Native American Library Services Basic Grant program. My name is Anthony Smith, Associate Deputy Director for the Office of Library Services-Discretionary Programs.

What Will We Cover Today?

- IMLS and Native American Library Services Basic Grants program
- Review eligibility requirements
- The application process
- Review application components
- Provide tips for applicants

In this webinar, I'll be providing information about IMLS and the Native American Library Services Basic grant program. We will review eligibility, go over the application process, the different application components, and also offer you a few tips and suggestions. Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.

Slide 3

Institute of Museum and Library Services (IMLS)
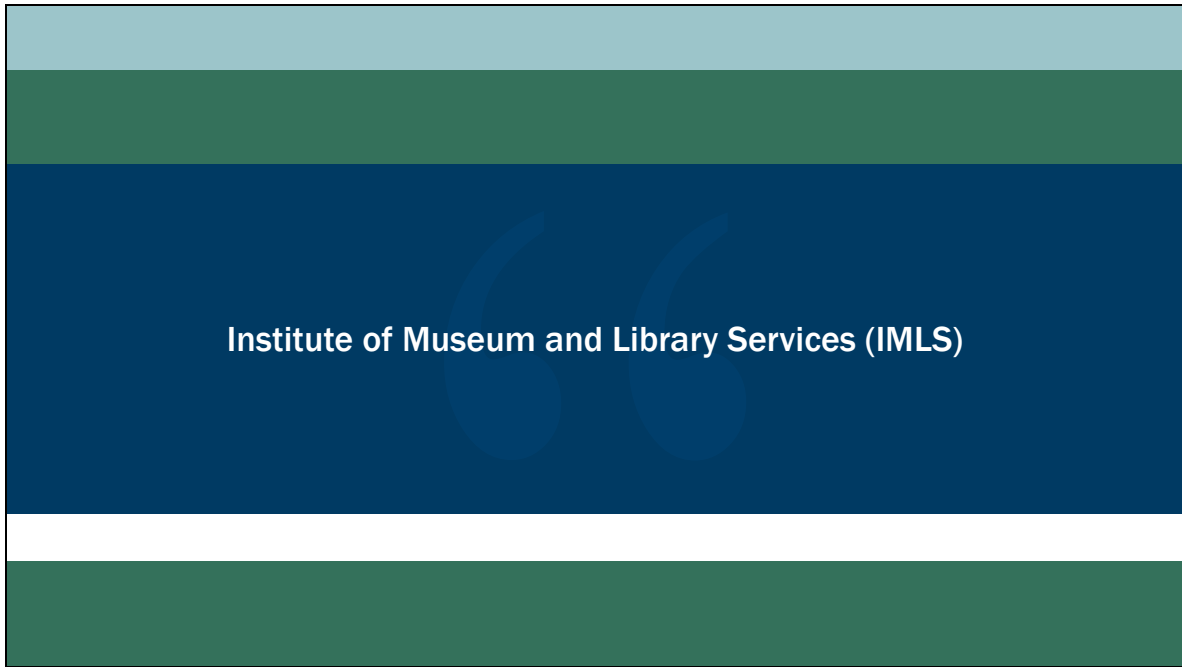
For those of you who are new...

About IMLS

Who are we?
- IMLS is the primary source of federal support for the nation's libraries and museums.

What do we do?
- We make **grants, convene groups, conduct research,** and **publish** in order to build the capacity of museums and libraries to serve the public.

Who is eligible to apply for IMLS grants?
- Varies by program but includes libraries; museums; colleges and universities; organizations that serve libraries and museums; federally recognized Native American tribes; organizations that serve Native Hawaiians

- The Institute of Museum and Library Services (IMLS) is an independent grant making agency and the primary source of federal support for the nation's libraries and museums. IMLS helps ensure that all Americans have access to museum and library services, all across the country.
- Our primary function is grant-making however we also host convenings, conduct research and publish information about museums and libraries in service to user communities
- Eligibility for IMLS grants varies and can depend upon the specific program.
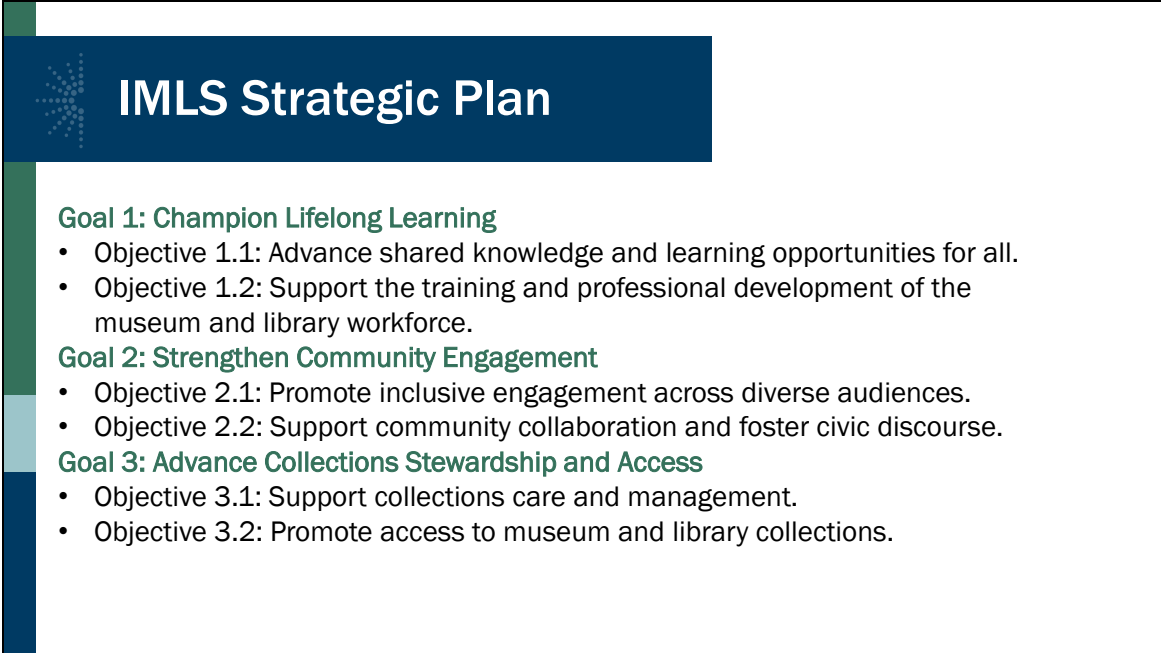
IMLS Vision and Mission

VISION: A nation where museums and libraries work together to transform the lives of individuals and communities.

MISSION: The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

Our vision and mission statements were adopted as part of the agency's current strategic plan, where both emphasize that IMLS is here to support museums and libraries with the work you do to serve your specific communities.

IMLS Strategic Plan

Goal 1: Champion Lifelong Learning
- Objective 1.1: Advance shared knowledge and learning opportunities for all.
- Objective 1.2: Support the training and professional development of the museum and library workforce.

Goal 2: Strengthen Community Engagement
- Objective 2.1: Promote inclusive engagement across diverse audiences.
- Objective 2.2: Support community collaboration and foster civic discourse.

Goal 3: Advance Collections Stewardship and Access
- Objective 3.1: Support collections care and management.
- Objective 3.2: Promote access to museum and library collections.

The IMLS Strategic Plan identifies goals that help us achieve our vision and accomplish our mission.

In Goal 1 IMLS seeks to advance engaged learning opportunities for library and museum users of all ages and interests. It is also supports the professional development of the museum and library workforce.

In Goal 2 IMLS promotes community engagement in libraries and museums including inclusive engagement across diverse audiences and community collaboration.

In Goal 3 IMLS supports collections care and management activities and promotes access to museum and library collections.

IMLS Authorization and Budget

IMLS was reauthorized in 2018 by the Museum and Library Services Act.

The IMLS FY21 budget is $257 million (Continuing Resolution).

$5.263 million is allotted for Native American Basic and Enhancement and Native Hawaiian Library Services Grants.

In terms of our authorization and budget...

IMLS was reauthorized in 2018 by the Museum and Library Services Act.

The IMLS 2021 fiscal year budget is $257 million and we are currently operating under a Continuing Resolution for fiscal year 2022.

Almost $5.3 million of that is allotted for Native American Basic and Enhancement and Native Hawaiian Library Services Grants.

Slide 8

Native American Library Services Basic Grants
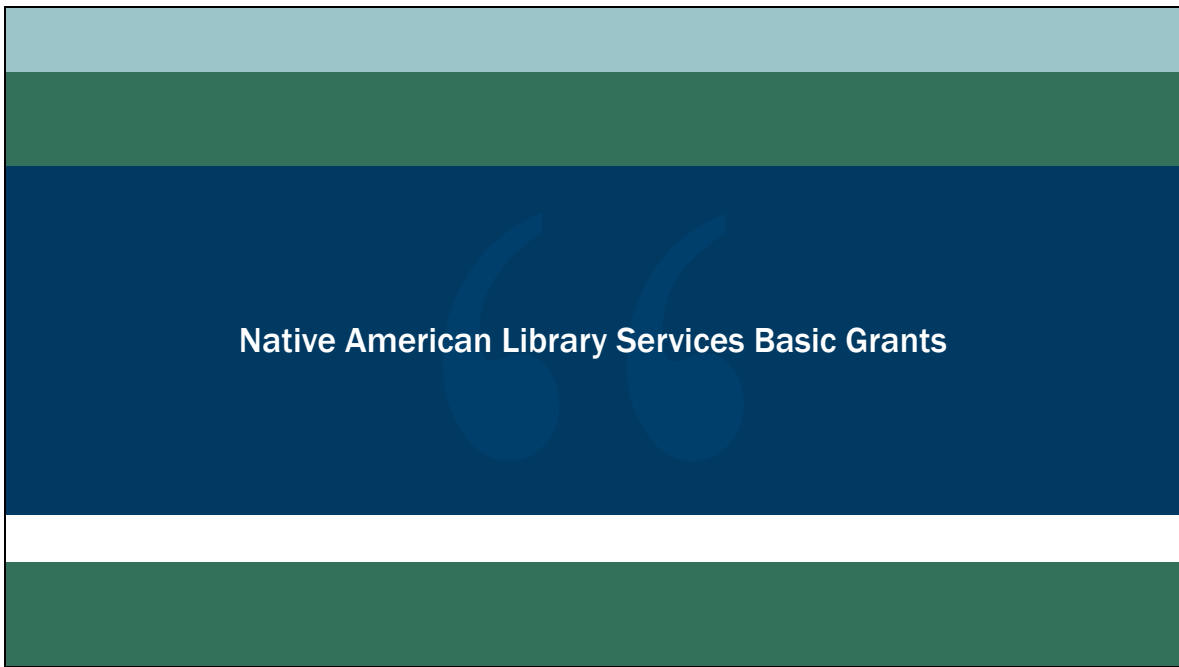
That brings us to the Native American Library Services Basic Grant program

Native American Library Services Basic Grants Information

Program Goals	Support existing library operations and maintain core library services. Also provide funding for continuing education of library staff or hiring of consultant to do a library assessment. Non-competitive.
Deadline	March 1, 2022
Amount and Length	$6,000 - $10,000 (up to $3,000 for professional development/library assessment activities) – One year
Cost Share	Not required
Eligibility	Federally recognized tribes; Alaska Native villages and corporations

This program provides support for library operations and services. The deadline to apply is March 1 2022. These grants are non-competitive, one-year grants, with awards made anywhere between six and ten thousand dollars. Of this amount, up to three thousand dollars can be used for eligible professional development (including travel), as well as different types of library assessment activities, although it is not required. These awards support any and all existing library operations and as well as new library services, such as expanding collections, new staff support, technology implementation or other cost that directly benefit your library user community. As long as you meet eligibility requirements and submit all of the application documents by the deadline, you will receive funding. In 2021, we awarded $1,806,790 was awarded to 172 Indian tribes, Alaska native villages, and regional and village corporations. All federally recognized Indian tribes and Alaskan native villages or corporations are eligible to apply.

Slide 10

Eligibility Requirements

So, who's eligible for this program?

Who is Eligible?

- **Indian tribes** are eligible to apply for funding under the Native American Library Services Basic Grants Program.
- For purposes of funding under this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs

- **Indian tribes** are eligible to apply for funding under the Native American Library Services Basic Grants Program.
- For purposes of funding under this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation, which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs

Partners

- The applying institution MUST BE the tribe itself.
- Partners may be involved and staff from partner organizations may serve as project directors.
  - Libraries
  - Schools
  - Tribal colleges
  - Departments of education
- The tribal community is directly served and benefits from grant activities carried out by the partner(s).

Again, the tribe, village, or corporation itself must apply for the grant. A school, tribal college, department of education, or other entity that might contain the library cannot apply for the tribe or on behalf of the tribe, although entities like these can be partners and administer a grant for tribe. The assumption in such a partnership is that the tribal community that applies for the grant is directly served and benefits from the grant activities that are carried out by the partner.

Library

- You must be able to document an existing library that meets, at a minimum, three basic criteria:
- regularly scheduled hours
- staff
- materials available for library users

For these grants, the tribe must have an existing library to be eligible. The library must have regularly scheduled hours, staff, and materials available for library users in order to receive funding. The staff can be full time or part-time, paid, or volunteer.

Slide 14

Application Process
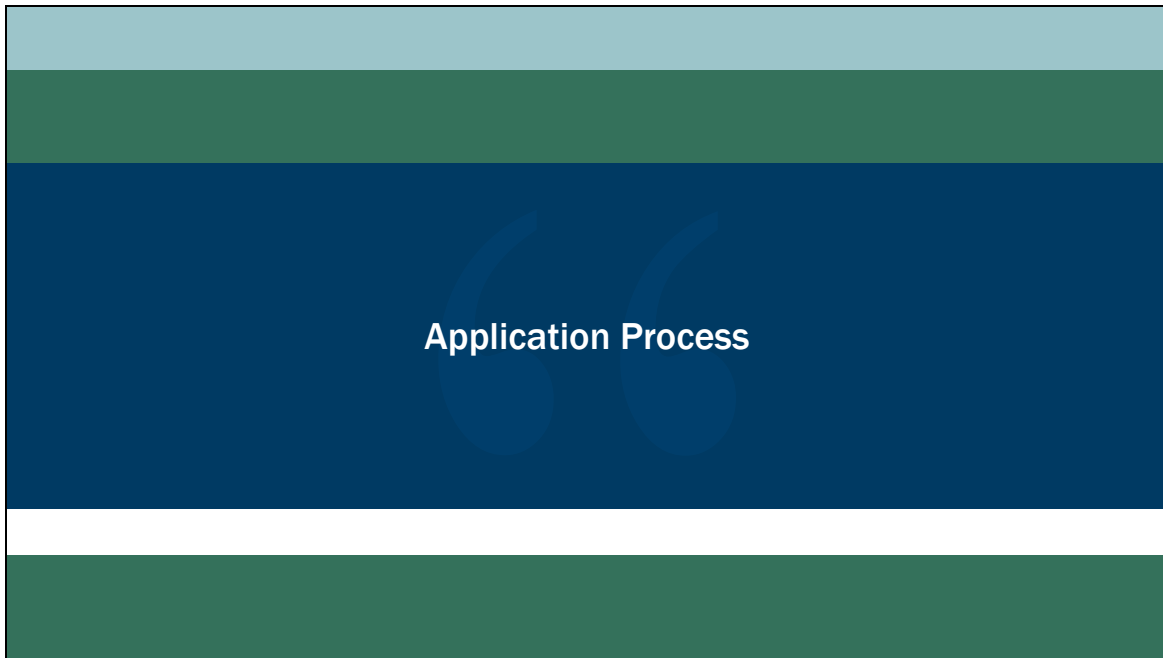
Next, we will talk about the application process.

Notice of Funding Opportunity

All application requirements and instructions can be found in the Notice of Funding Opportunity on our website:

https://www.imls.gov/grants/available/native-american-library-services-basic-grants

Remember this # for Grants.gov

NATIVE AMERICAN LIBRARY SERVICES BASIC GRANTS
FY 2022 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	Native American Library Services Basic Grants
Announcement Type	New
Funding Opportunity Number	NAG-BASIC-FY22
Assistance Listing Number	45.311
Application Due Date	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on March 1, 2022.
Anticipated Date of Notification of Award Decisions	July 2022 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on August 1, 2022.

- Everything you need for the application process is available on our website at www.imls.gov under the Apply for a Grant tab. Once you click on the Native American Library Services Basic Grants for Fiscal Year 2022 Notice of Funding Opportunity, you will find the Funding Opportunity Number that you can enter into grants.gov. You'll want to jot down and remember the funding opportunity number!

- This year, it is NAG-BASIC-FY22.

Before You Apply

- Read the Notice of Funding Opportunity, and download the current versions of the application forms from it.

- Acquire a D-U-N-S® Number for your institution, if you don't already have one: www.dnb.com

- Register your institution with the System of Award Management (SAM), or ensure your existing SAM registration is active: http://www.sam.gov/

- Create a Grants.gov account for your institution, or ensure your existing Grants.gov account is active: http://www.grants.gov/

Here's a few things you'll want to do in advance of applying.
1. Download and review the notice of funding. You'll also want to download the application forms listed in the notice of funding
2. If you don't have a DUNS number, you'll want to start this process right away since it can take several weeks to process.
3. You'll want to confirm that your tribe has an active SAM registration. If not, this can be done at SAM.gov
4. Finally, you'll need to confirm if the tribe has an existing grants.gov account, and if not, one will need to be created.
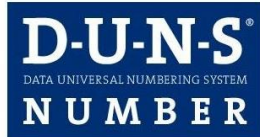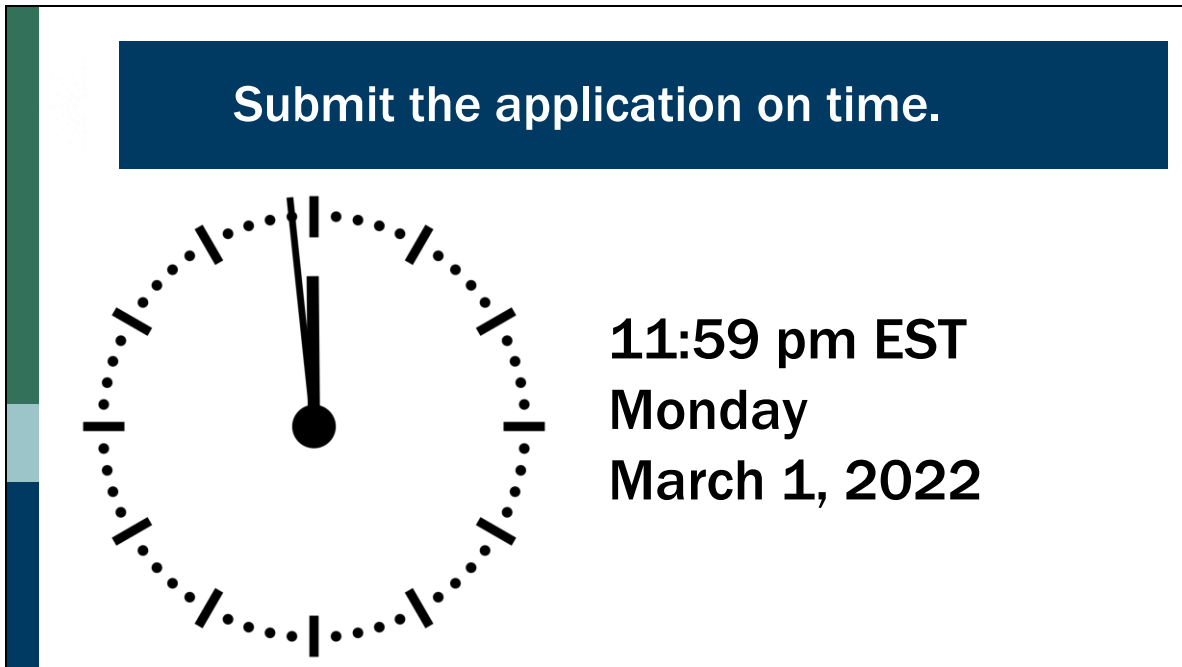
Again, you'll need all 3: a DUNS, SAM.gov registration, and then last Grants.gov registration. Remember this can take a significant amount of time so please check on these early.

In order for an application to be considered for funding, it must be received by midnight eastern time, on March 1st. Applications received after the deadline cannot be considered.

Application Components
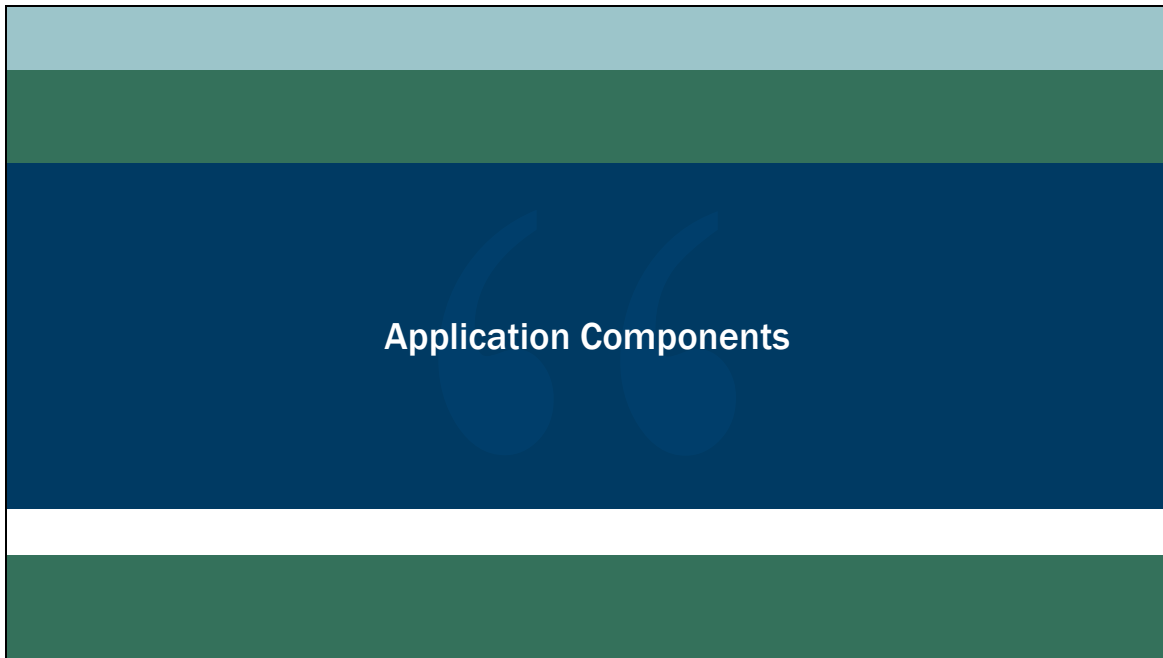
Let's review the specific application components that are required.

Slide 20

Table of Application Components

- Serves as a checklist
- Identifies document formats and naming conventions

D2a. Table of Application Components

Component	Format	File name to use
Required Documents Please see the guidance in Section D2c for more information.		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Library – Discretionary Program Information Form	Grants.gov form	n/a
Library Services Plan (three pages max.)	PDF document	Plan.pdf
Performance Measurement Plan (one page max.)	PDF document	PerfMeasurement.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Conditionally Required Documents Please see the guidance in Section D2d for more information.		
Digital Products Plan (two pages max.)	PDF document	Digitalproduct.pdf

Our Notice of Funding includes a table that has all of the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all of the documents you will you need to submit on March 1st. You want to make sure your application is complete, so that it's not rejected because you missed or forgot any required documents.
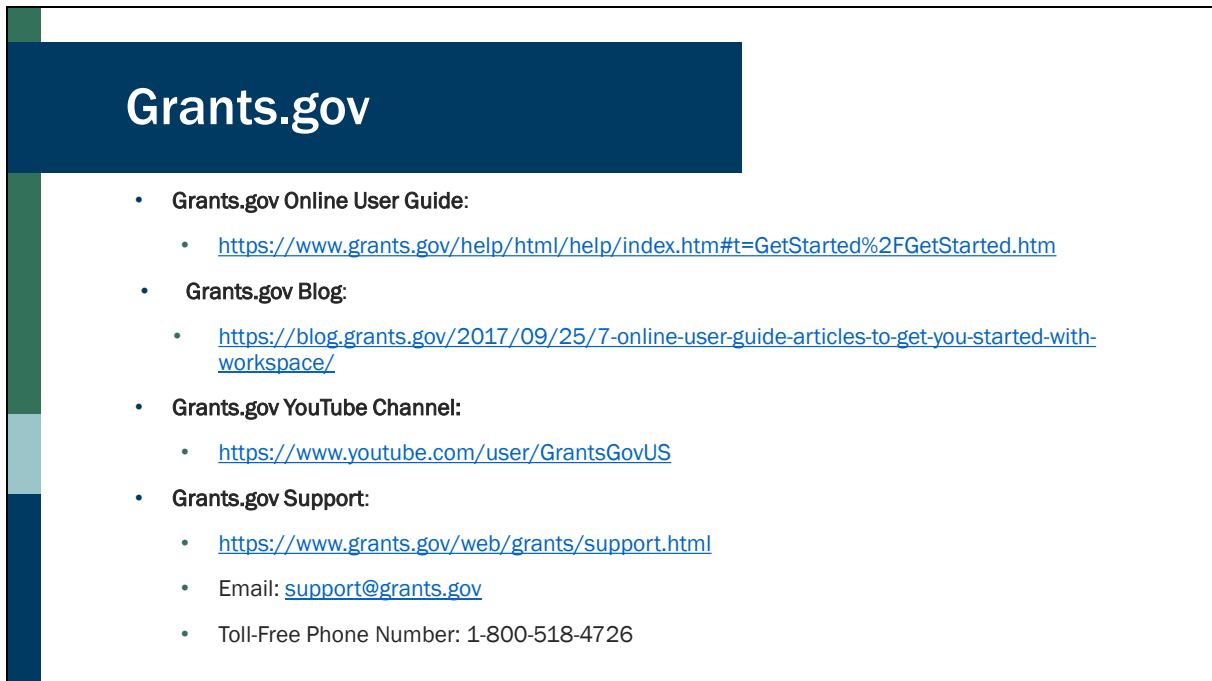
Application Components – Required and Conditional

- Application for Federal Domestic Assistance (SF-424S)
- IMLS Supplementary Information Form
- IMLS Library - Discretionary Program Information Form
- Library Services Plan Narrative
- Performance Measurement Plan
- IMLS Budget Form
- Digital Products Plan, if applicable

All documents must be saved and submitted in PDF format!

The Native American Library Services Basic Grant application has six required application documents and one conditionally required document:

- The application cover form, or SF-424S; the IMLS Supplementary Information Form or SIF; and the IMLS Library – Discretionary Program Information Form, which are completed during the grants.gov submission process
- A library services plan narrative that you create, which can be up to three pages;
- The IMLS budget Form and the Performance Measurement Plan which you download from the IMLS website.
- And if your plan includes the creation of any kind of digital products, you must write a Digital Products Plan. This plan is conditionally required because not all projects will create digital products.
- Finally, as a reminder, all forms must be submitted as PDF documents.

Grants.gov

- Grants.gov Online User Guide:
    - https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm
- Grants.gov Blog:
    - https://blog.grants.gov/2017/09/25/7-online-user-guide-articles-to-get-you-started-with-workspace/
- Grants.gov YouTube Channel:
    - https://www.youtube.com/user/GrantsGovUS
- Grants.gov Support:
    - https://www.grants.gov/web/grants/support.html
    - Email: support@grants.gov
    - Toll-Free Phone Number: 1-800-518-4726

Because Grants.gov is a system that exists outside of IMLS, we cannot help you if you have any problems with downloading materials or submitting materials on the site. The Grants.gov support team, however, is very helpful and who *we* turn to if help is needed. They're available 24 hours a day and can be reached by email or by phone. If you have any problems with grants.gov, reach out to the support team directly. On this slide, are links to different resources grants.gov has available to help you, particularly for using Workspace. We have a link here for one YouTube video, but there are a number of different videos, all about 3-4 minutes long, that show you how different parts of Workspace function. We recommend you view those to understand more. There are a number of benefits for using Workspace. One is that multiple people from your organization can work on an application at the same time. Another is that the next year, you can reuse what you put in the previous year, so you won't be starting from scratch. Also, all the activity is documented, so you can see if someone submitted a document, which documents, and if the entire application package was submitted and when. You'll also get a tracking number you can share with us in case anything happens and we need to look for your materials.

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

When you're on the grants.gov site, use the Funding Opportunity Number you found in the IMLS Notice of Funding Opportunity for the Basic grants. The number is NAG-BASIC-FY22. This number will get you the application package materials that you need.

Download the application package by clicking on the package tab on the right and then clicking apply. You must use the Grants.gov workspace platform to submit your application.

SF-424S

- The SF-424S is part of the application package that you complete in Grants.gov

This is the SF-424S, which is one of the most important parts of your application. The information you put on this form, including the name of the authorizing official, is entered into our grants management database. These staff are the contacts for the award and the people who are authorized to make financial decisions on behalf of the tribe. If, once you receive your award, any of these people leave or are replaced, you will have to let us know ASAP using our new grants management system, eGMS Reach, so that we can update your tribe's information. You can complete the SF-424S in Grants.gov directly.

Slide 26

IMLS Supplementary Information Form (SIF)

- The SIF is a grants.gov form found in the application package.
- Instructions for completing the form can be found in the Notice of Funding Opportunity, but please especially note:
  - Make sure you just check yes or no and provide the information requested
  - Funds requested match your budget and Library Services Plan budget summary
  - Do not include cost share or indirect costs
  - Include 1-2 sentences that summarize your Library Services Plan

The Supplementary Information Form is also a Grants.gov form found in the application package. Instructions for completing the form can be found there, but please:

- Make sure you just check yes or no and provide the information requested
- Be sure that the funds requested match your budget and Library Services Plan budget summary
- Do not include cost share or indirect costs
- Include 1-2 sentences that summarize your Library Services Plan

IMLS Library - Discretionary Information Form

- The L-PIF is a grants.gov form found in the application package.
- Federally recognized Tribes are not required to answer the Organizational Financial Information
- Select one of the three IMLS Agency-Level Goals with which your project best aligns
- Select Native American Library Services Basic Grants as the Grant Program.

- The L-PIF is a grants.gov form found in the application package.
- Federally recognized Tribes are not required to answer the Organizational Financial Information but please put a "0" under total revenue and total expenses for each year to avoid error messages when you submit the form.
- Select one of the three IMLS Agency-Level Goals with which your project best aligns
- Select Native American Library Services Basic Grants as the Grant Program.

Library Services Plan

- No more than 3 single-spaced pages
- Address the questions in the same order in which they are listed below:
  - What aspects of library operations and/or core library services will be the focus of your work this year? If you plan to carry out any professional development or library service assessment activities, describe them here.
  - Why is this work important to your community?
  - How will you carry out your plan?
  - What results do you plan to achieve? They should be specific, measurable, and realistic.
  - How will you measure your performance in terms of effectiveness and timeliness? Identify what data you will collect, how often, and from what source in order to produce these measures.
- Include a budget summary
- **Must be PDF format**

Your library services plan should describe, in no more than three pages, what you plan to do with the grant funds and discuss what you are focusing on during the year. You should also explain why you think the work is important. If you plan to carry out any professional development or library service assessment activities, you'll also need to describe these activities here in the library services plan. It should also include information about how you will carry out your plan to make sure it's successful; and what results you plan to achieve. New to federal award-making, are some new standards for measuring performance of federally-funded grant activities. To meet this new requirement for this program, you'll need to include information about how you will measure performance in terms of effectiveness and timeliness. You'll also need to identify and describe in the library service plan, what data you will collect, how often, and from what source in order to produce performance measures for effectiveness and timeliness. Make sure to include a budget summary that describes all budget items included in the IMLS Budget Form. All the information you provide here, should match what is in your budget. We'll have to check to make sure you don't go over the $3,000 limit for educational and assessment activities, so the description will be very helpful. And again, please make sure this and all your other documents are PDFs. Workspace does not convert documents automatically.

Professional Development or Library Service Assessment Activities Activities

- **Up to $3,000 but NOT required**
- Describe in your Library Services Plan
- Can include:
  - Costs to attend or present: continuing education courses; conferences; other training; and related travel
    - Include registration, travel, hotel, per diem
  - Temporary staff costs when regular staff are attending courses, etc.
  - Consultant for onsite professional library assessment, including technology and digitization

You can also include:
- Costs to attend or present at conferences: cost for continuing education or other training; and other related travel. This includes registration, travel, hotel, per diem
- Temporary staff costs when regular staff are attending courses, etc.
- Consultant fees for onsite professional library assessment, including technology and digitization

These types of activities can be funded for up to $3,000 and is something you have the option to include if you wish to take advantage. Keep in mind that $10,000 is always the maximum for any NA Basic award. If you do decide to use the professional development/library assessment option, you'll need to describe this in your Library Services Plan

Performance Measurement Plan

Performance Measurement:

- **Effectiveness:** The extent to which activities contribute to achieving the intended results of the project

- **Timeliness:** The extent to which each task/activity is completed within the timeframe proposed

- The Performance Measurement Plan should show how you will monitor and assess your performance as a grantee from the perspectives of Effectiveness and Timeliness.

Performance Measure	Data We Will Collect (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	Source of Our Data (e.g., members of the target group, project staff, stakeholders, internal/external documents, recording devices, databases)	Method We Will Use (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	Schedule (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Effectiveness: The extent to which activities contribute to achieving the intended results	*Example:* At the end of each month, using a report prepared by the registrar, we will compare the cumulative count of rehoused objects against the total number proposed for the project. *Example:* At the end of each project year, our external consultant will present results of the ongoing observation-based evaluation and compare them against our intended project results.			
Timeliness: The extent to which each task/activity is completed within the proposed timeframe	*Example:* Every six months, our Project Director will assess the fit between our proposed Schedule of Completion and actual activity completion dates. *Example:* Each quarter, each project partner will submit to our Project Director a templated report showing their progress on meeting project milestones.			

The Native American Library Services Basic Grants program will use the following two performance measurements as a basis for understanding the level of performance of the grant program as well as each individual award.

- **For Effectiveness:** The extent to which activities contribute to achieving the intended results of the project
- **For Timeliness:** The extent to which each task/activity is completed within the timeframe proposed
- The Performance Measurement Plan should show how you will monitor and assess your performance as a grantee from the perspectives of Effectiveness and Timeliness.

For each measure, identify what data you will collect from what source, the method you will use to collect it, and according to what schedule. The chart on this slide provides sample statements for each measure and a space to record your own. You are welcome to use a fillable version of the chart which you can access through the Notice of Funding Opportunity. Limit your Performance Measurement Plan to one page and save your document as a PDF.

IMLS Budget Form

- Required for all basic grants
- **Must be at least $6,000 and add up to $10,000 at most**
- Add descriptions of costs for each section
- Add dollar amounts for each section
- No indirect costs allowed
- Download from the Notice of Funding Opportunity
- **Must be PDF format!**

Make sure you use the version expiring on 2/29/2024

This standard budget form is required for all Basic grant applications. The total amount you request, which you should have on p.4 of the budget form, should be between $6,000 and $10,000. You should have a description of costs for each section as well as the respective dollar amounts. Please note that even though there is a section for indirect costs on the form, indirect costs ARE NOT ALLOWED for Basic grants. Neither is cost sharing. Those columns should all have zeros in them. You can download this form through the Notice of Funding Opportunity. Remember that you must submit this form as a PDF document.

Examples of Allowable Costs
Slide 1

- Salaries, wages, fringe benefits:
  - Permanent staff salary and benefits
  - Temporary and project staff
- Supplies, materials, and equipment:
  - Collection development—books, electronic resources, subscriptions, software, special collections
  - Equipment—computers, wireless equipment, E-Readers, copiers, printers
  - Library software
  - Furnishings like tables, chairs, rugs, circulation desk, shelving, book drop, computer stations (not construction or renovation)
  - Library supplies

Basic grant funds 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 shelving; and other supplies.

Examples of Allowable Costs
Slide 2

- Contracts (e.g., for services) or Subawards
  - Programs: literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training
  - Tutors
  - Program-related supplies
  - Internet access
  - Technical training and support
  - Digitization of local materials
- Other costs
  - Fees to join a consortium to share resources and databases
  - Fees for membership in library-related organizations
  - Renewal fees for library automation technical support and upgrades

Special programming; internet services; digitization; and other costs. These examples are found in the Notice of Funding Opportunity, section D6 but are not exhaustive, so if you are wondering if a particular expense is allowed, that's not in the list in the Notice of funding, let us know and we'll try to help clarify

Digital Products Plan

- If your project includes any digital content, resources, assets, or software, be sure to write a Digital Products Plan, a *conditionally required* document.

  - Oral histories converted to digital files

  - Web sites about community events

  - Apps for library patrons

  - Online curricula for teachers and students

  - Images of community meetings

If your project includes any digital content, resources, assets, software, or datasets, be sure to write a Digital Products Plan. Remember, it is conditionally required, which means it is required if there's any kind of digital product or content that you are going to create with IMLS funds. These are some examples of what IMLS considers digital products.

Important Dates

- Applications submitted March 1, 2022
- Award notifications sent in July
- Awards start August 1, 2022

Remember, your applications must be submitted by March 1. You should hear back from us in July when you will receive your official award notification. And, your period of performance will begin on August 1st.
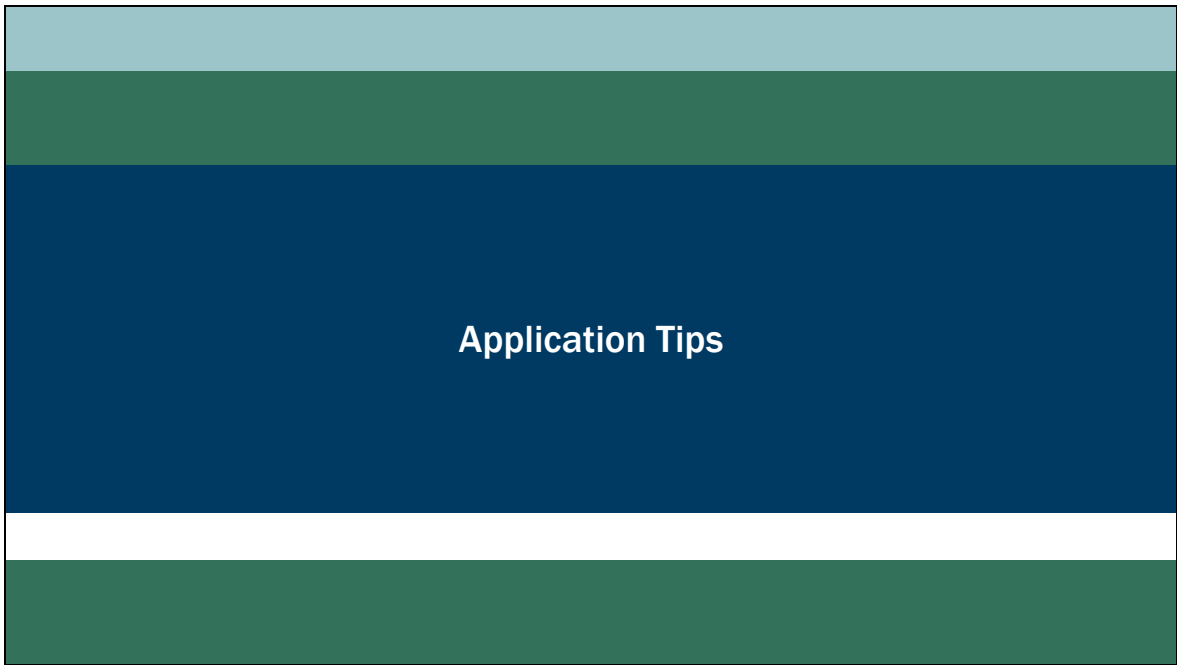
Application Tips

Next, we will provide some tips to help you with the application process.

First, "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. You need to have a functional Grants.gov registration to submit a Basic grant application to IMLS. These steps take time and are sequential, so please start now.
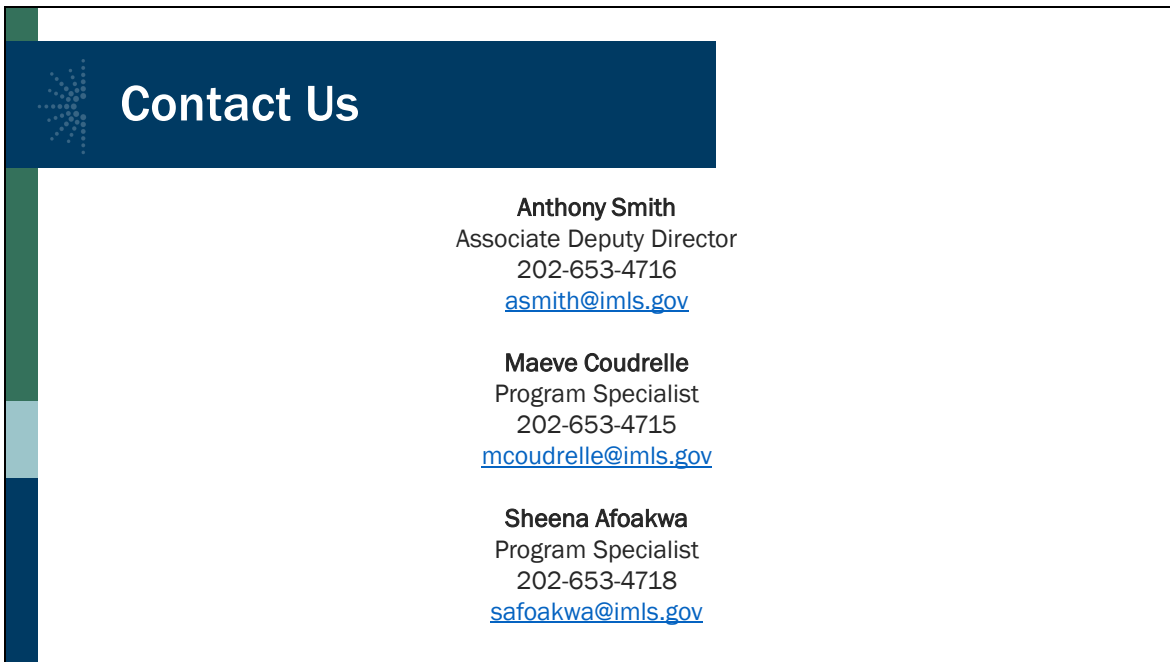
Remember that your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status. I would recommend doing that today.

Application Tips
Slide 2

IMPORTANT TO KNOW: We make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. Please:

- Start early
- Save documents in PDF format
- Upload application files to Grants.gov prior to deadline
- Use Grants.gov Workspace
- Check uploaded files against the Table of Application Components in Notice of Funding Opportunity
- Resubmit before the deadline if you need to do so

- Start today, organizing what you need to apply and understanding who in your organization can help confirm DUNS, SAM, and grants.gov registrations
- Remember to save all your documents as PDF files. grants.gov cannot convert them for you.
- Upload application files to Grants.gov prior to deadline. I would encourage setting a date prior to the deadline in case something unforeseen comes up, requiring more time.
- Use Grants.gov Workspace. It's a great way to organize the work of the application process in one work environment and with any of you work partners who have a role to play in the application prep and submission process.
- Be sure to double check the uploaded files against the Table of Application Components in Notice of Funding Opportunity
- You can resubmit before the deadline if you need to, so keep that in mind as well. This might be helpful if you discover that you forgot something or would like to add additional information to the library service plan

Contact Us

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Sheena Afoakwa
Program Specialist
202-653-4718
safoakwa@imls.gov

- For questions about eligibility, your Library Services Plan and project activities, the Digital Products Plan, your Budget, including allowability of costs:
  - Anthony Smith
- For questions about application requirements and deadlines:
  - Maeve Coudrelle or Sheena Afoakwa

Thank you for listening in and we look forward to receiving your application. As always, best wishes from IMLS!