NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar

2023

Welcome to the applicant webinar for the Native Hawaiian Library Services Grant program. My name is **Jennifer Himmelreich** and I am the Program Officer for this grant program.

What will we cover today?

- General information about IMLS Native Hawaiian Library Services Grant program
- What types of projects are funded?
- Key questions to address in your proposal
- Key components of your application package

We will rely on you to read the Notice of Funding Opportunity (NOFO) carefully for details on what is required and how to complete the forms and submit the application.

In this webinar, I'll be providing information about the Native Hawaiian Library Services 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.
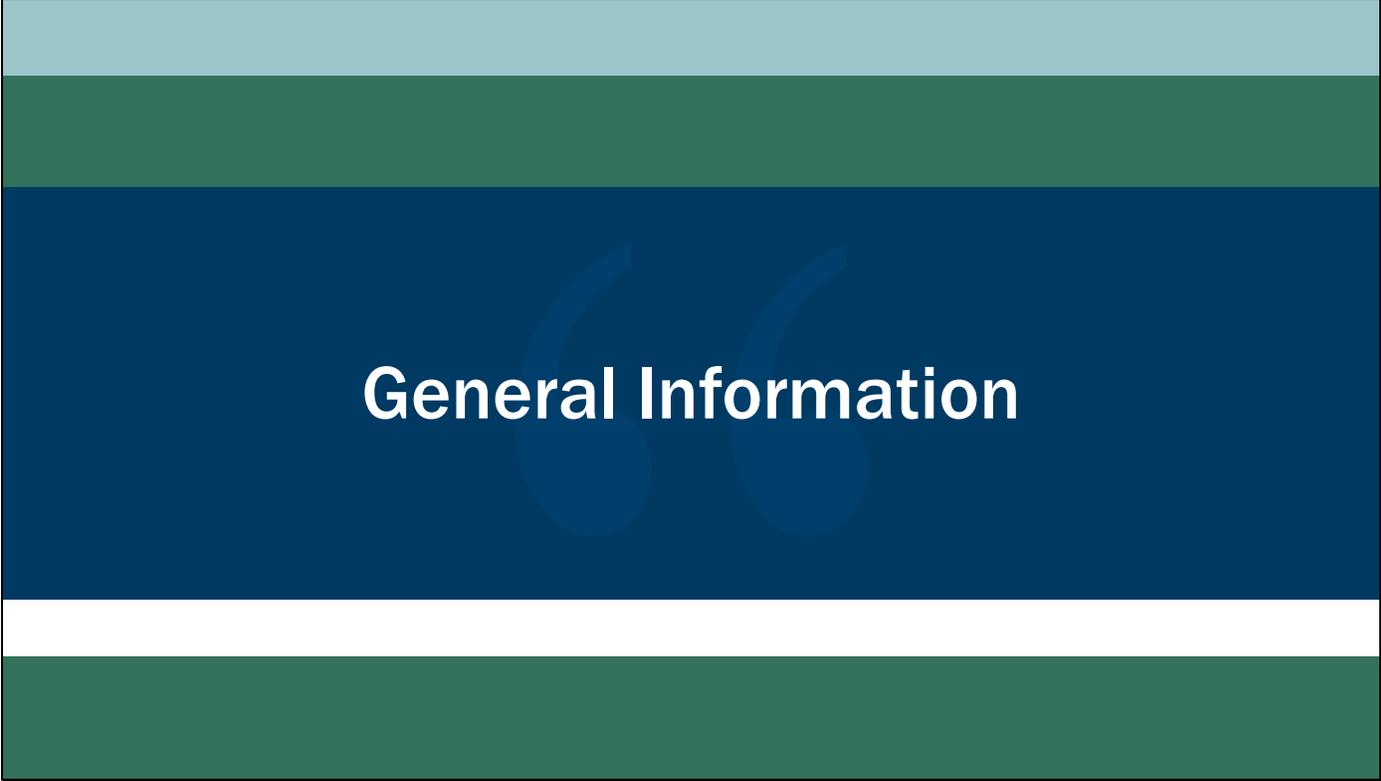
General Information

Native Hawaiian Library Services Grants

Program Goals
- Project-based grants to carry out activities that enhance existing library services or implement new library services.

Deadline
- April 3, 2023

Amount and Length
- $10,000-150,000 for up to two years

Cost Share
- Not required

Eligibility
- Nonprofit organizations that primarily serve and represent Native Hawaiians
- A grantee with an active Native Hawaiian Library Services Grant may not apply for another Native Hawaiian Library Services Grant that would have an overlapping period of performance with the active grant.

The Native Hawaiian Library Services Grants are competitive awards for up to two years and up to $150,000. Cost share is not required.

The anticipated period of performance for these awards is September 1, 2023 – August 31, 2025.

To be eligible for this program, you must be a nonprofit organization that primarily serves and represents Native Hawaiians (as the term is defined in 20 U.S.C. § 7517). The term "Native Hawaiian" refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii. If you are an ineligible institution, we encourage you to partner with an eligible institution on a project. While you cannot be the lead applicant, you may apply through a partnership with an eligible institution and receive funding to support activities in that manner.

Please also note that a grantee with an active Native Hawaiian Library Services Grant may not apply for another Native Hawaiian Library Services Grant that would have an overlapping period of performance with the active grant.

Native Hawaiian Library Services Grants

Goal 1: Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.

- Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
- Objective 1.2: Support preservation and access to information and resources through digitization.

Choose the Digital Services Project Category if your project relates to this goal.

The Native Hawaiian Library Services grants have three main goals with objectives that correspond to each goal.

The first goal and objectives correspond to the Digital Services project category on the Program Information Form and they are to: Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.

- Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
- Objective 1.2: Support preservation and access to information and resources through digitization.
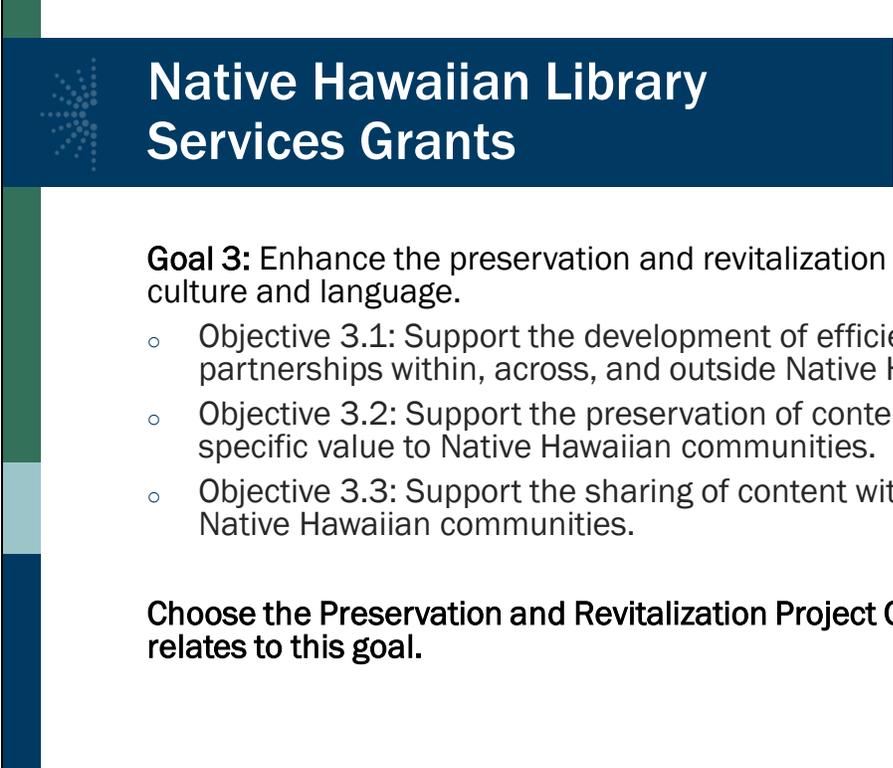
Native Hawaiian Library Services Grants

Goal 2: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.

- o Objective 2.1: Support the identification of the needs and interests of learners.
- o Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.
- o Objective 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation.

Choose the Educational Programming Project Category if your project relates to this goal.

The second goal and objectives correspond to the to the Educational Programming project category on the Program Information Form and they are to: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.

- Objective 2.1: Support the identification of the needs and interests of learners.
- Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.
- Objective 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation.

Native Hawaiian Library Services Grants

Goal 3: Enhance the preservation and revitalization of Native Hawaiian culture and language.

- o Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native Hawaiian communities.
- o Objective 3.2: Support the preservation of content of unique and specific value to Native Hawaiian communities.
- o Objective 3.3: Support the sharing of content within and/or beyond Native Hawaiian communities.

Choose the Preservation and Revitalization Project Category if your project relates to this goal.

The third goal and objectives correspond to the to the Preservation and Revitalization project category on the Program Information Form and they are to: Enhance the preservation and revitalization of Native Hawaiian culture and language.

- Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native Hawaiian communities.
- Objective 3.2: Support the preservation of content of unique and specific value to Native Hawaiian communities.
- Objective 3.3: Support the sharing of content within and/or beyond Native Hawaiian communities.

Native Hawaiian Library Services Grants

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

Be sure to follow all the links in the Notice of Funding Opportunity (NOFO)

When is the deadline?

- Applications are due by 11:59 p.m. Eastern time **April 3, 2023**
- All applications must be submitted through Grants.gov

You can find the Notice of Funding Opportunity on our website. Make sure to read the NOFO carefully and follow all the links.

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Pages 6 and 7 of the Notice of Funding Opportunity include a table that lists 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 the documents you will need to submit by April 3rd.

You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one document.
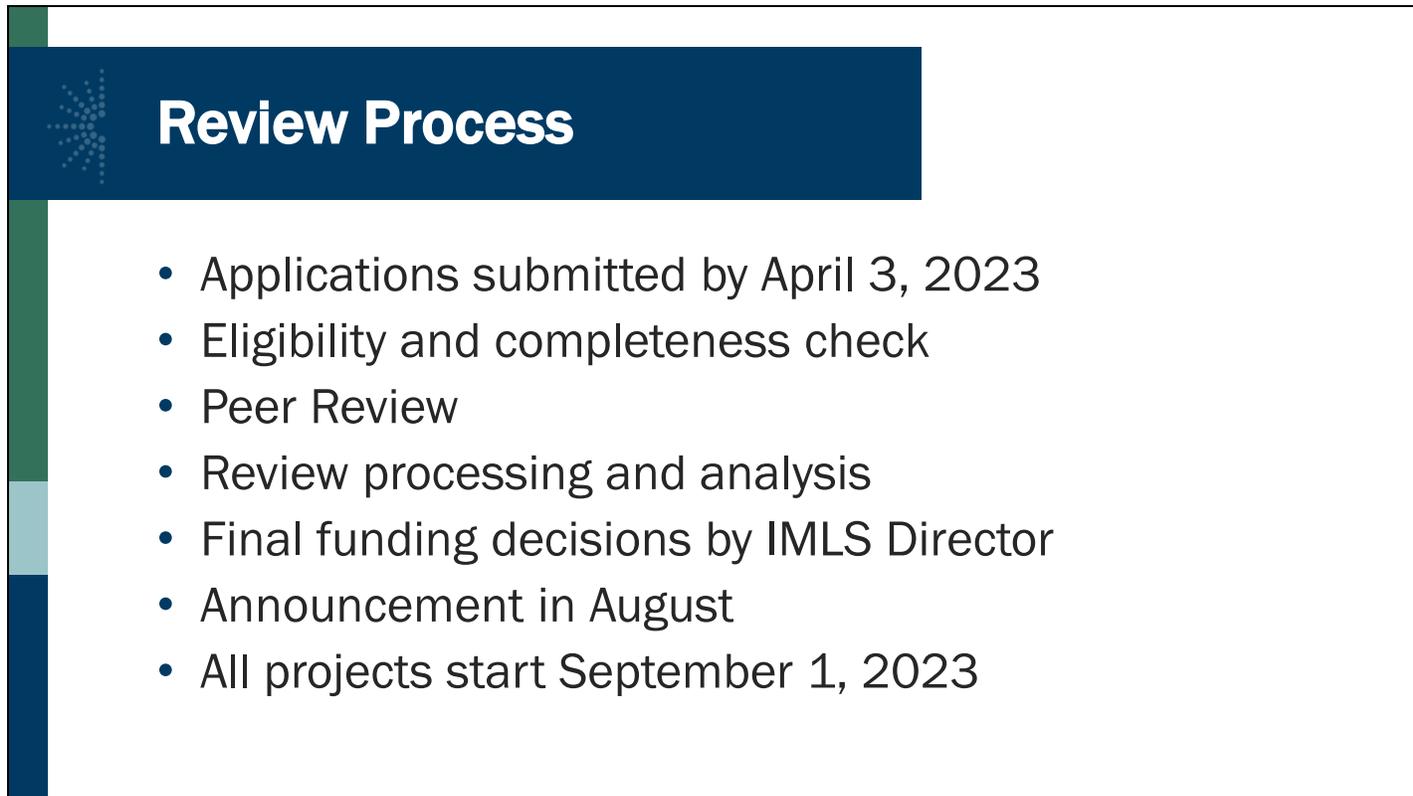
Review Process

- Applications submitted by April 3, 2023
- Eligibility and completeness check
- Peer Review
- Review processing and analysis
- Final funding decisions by IMLS Director
- Announcement in August
- All projects start September 1, 2023

This will give you a sense of the timeline and how the process works.

Grant proposals go through peer review. Reviewers will read your proposals and evaluate them to make sure you have responded to the Notice of Funding Opportunity and that your proposed project has potential for success. We will present the reviewers' comments and scores to the IMLS Director who will then make funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency. Announcements will be made in August for a September 1st start date.
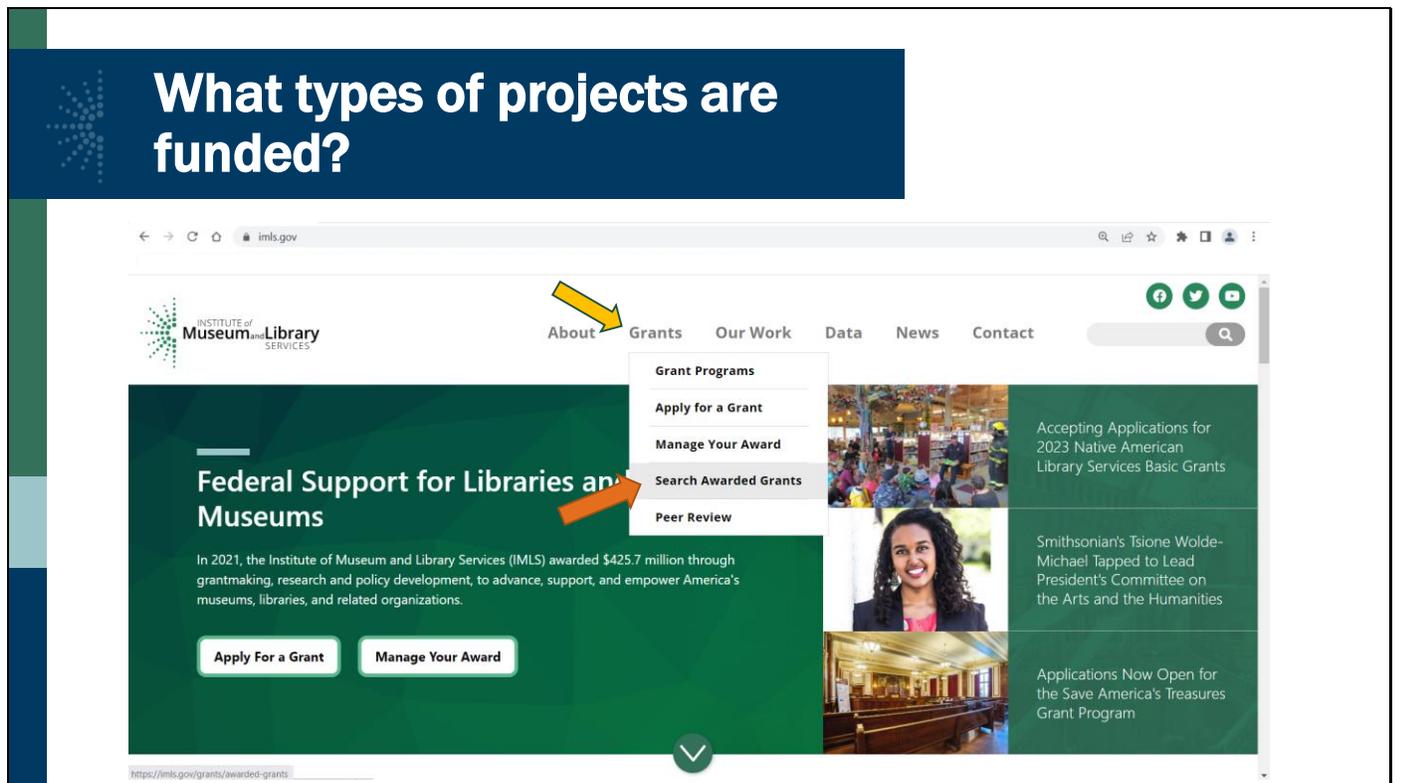
If you need to get a better idea about how to align your project with the three IMLS goal categories, you can search previous awardees using our Awarded Grants Search.

Starting on the IMLS home page, click on Grants at the top of the page and then click on Search Awarded Grants.

From here you can select "FY2022" under the Fiscal Year and "Native Hawaiian Library Service" under Program then hit Submit which will pull up all FY 2022 Native Hawaiian Awardees.

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What types of projects are funded?

Advanced Search Example

Under the description, there is a PDF document you can download, which will include the Proposal Narrative and Schedule of Completion for each funded project.
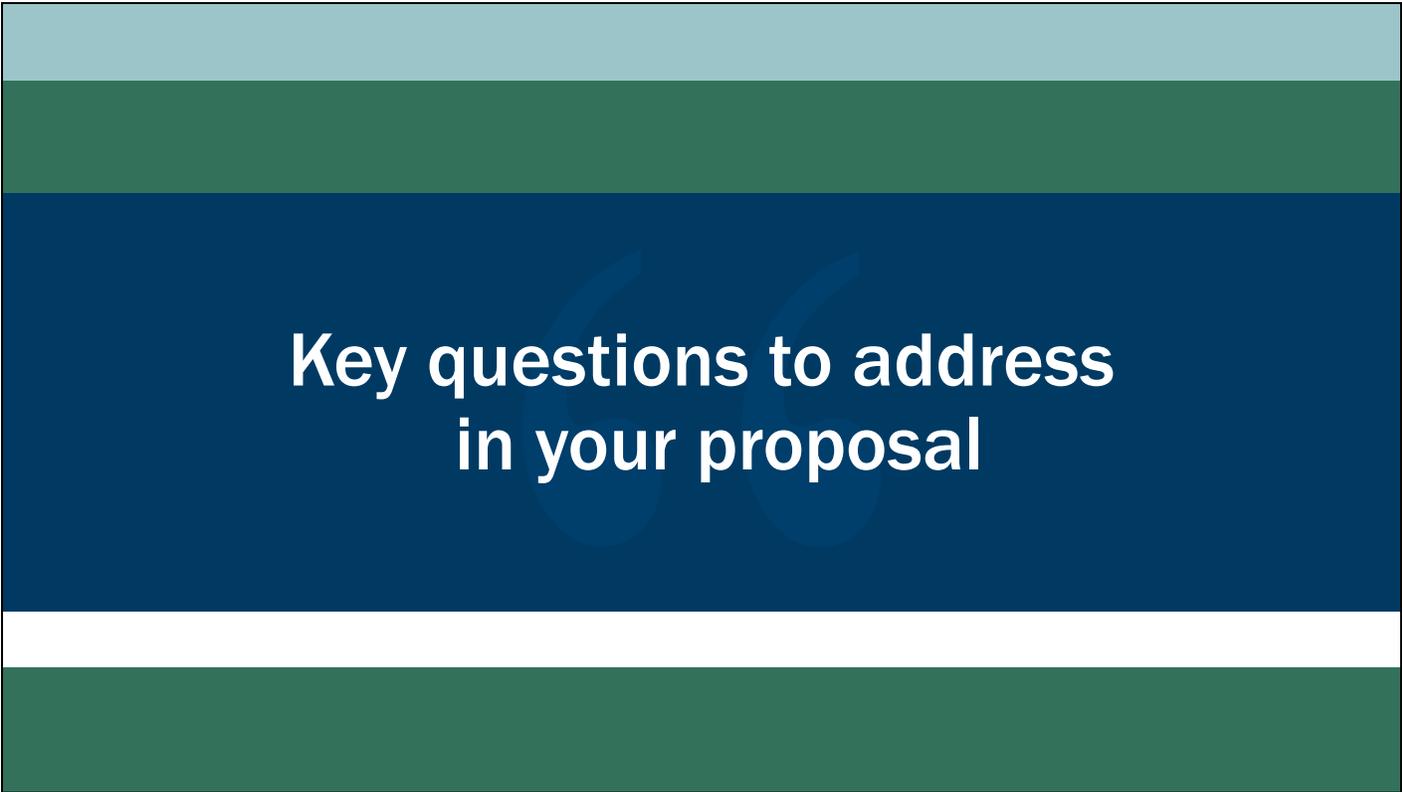
Key questions to address
in your proposal

I will now review the questions that you should address in your proposal.
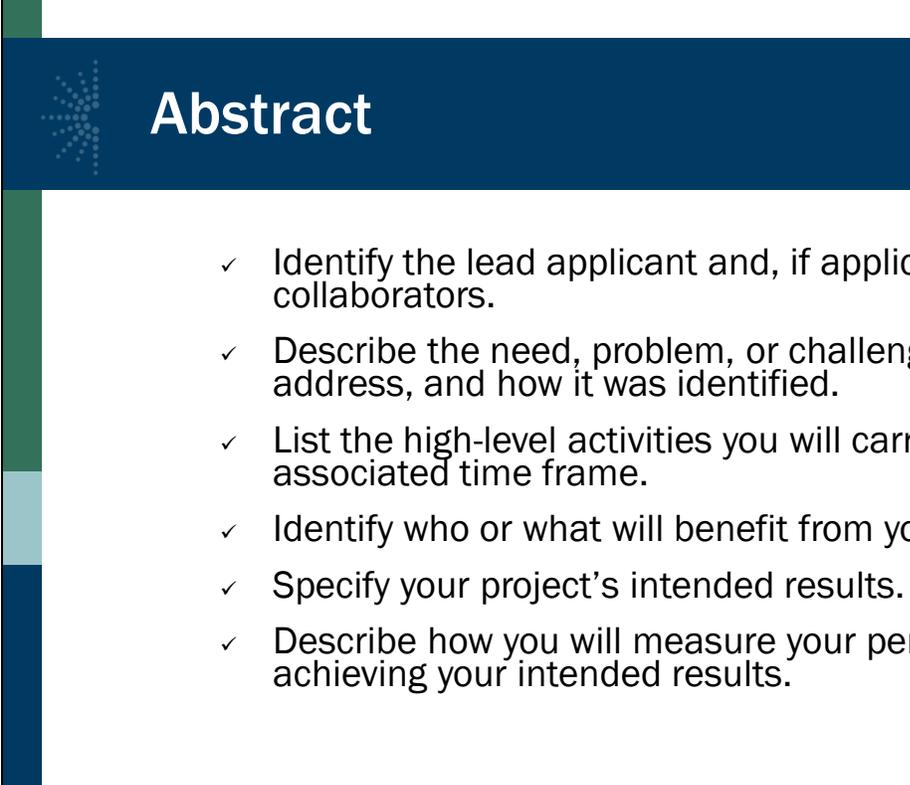
Abstract

- ✓ Identify the lead applicant and, if applicable, any collaborators.
- ✓ Describe the need, problem, or challenge your project will address, and how it was identified.
- ✓ List the high-level activities you will carry out and identify the associated time frame.
- ✓ Identify who or what will benefit from your project.
- ✓ Specify your project's intended results.
- ✓ Describe how you will measure your performance in achieving your intended results.

As part of the IMLS Supplementary Information Form, you will include an abstract.

Here are some key questions to address in the abstract:
- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, problem, or challenge your project will address
- List the high-level activities you will carry out and identify the associated time frame.
- Identify who or what will benefit from your project
- Specify your project's intended results.
- Describe how you will measure your performance in achieving your intended results.

Abstract

✓ Proposed project may be published online, do not include any sensitive or confidential information.

If your proposed project is selected for funding, your abstract may be published online. As such, it must not include any sensitive or confidential information.
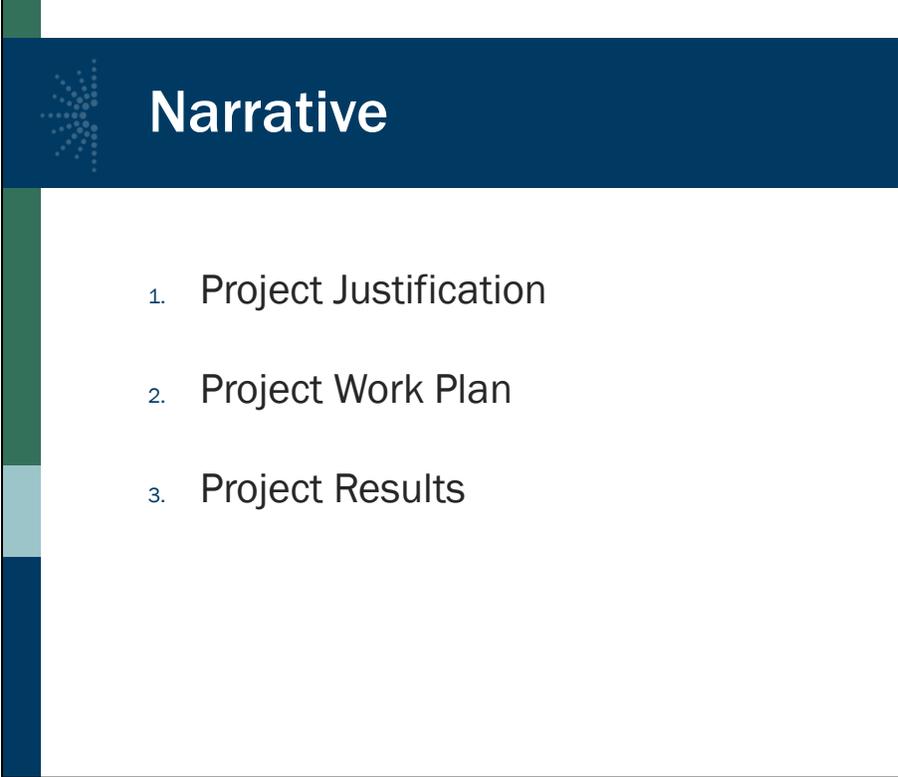
Narrative

1. Project Justification

2. Project Work Plan

3. Project Results

Your application Narrative should have three main sections: a Project Justification, a Project Work Plan, and Project Results.

Project Justification

- ✓ What are your project's intended results and how will they address the need, problem, or challenge you have identified?

- ✓ How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the target group change as a result of your project?

- ✓ What tangible products will result from your project?

- ✓ How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

In your Project Justification, tell the reviewers:

- Which program goal and associated objective(s) of the Native Hawaiian Library Services Grant program will your project address?
- Describe what need, problem, or challenge your project will address and how was it identified?
    - o You can use demographic information, economic circumstances, condition assessments, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project
- Who is the target group for your project and how have they been involved in the planning?
    - o "Target group" refers to those who will be most immediately and positively affected by your project. Be specific by identifying particular age groups, community members with particular needs, and/or other types of target audiences. Identify the number of individuals in the target group or in each target group, if you identify more than one.
- Who are the ultimate beneficiaries for this project?
    - o "Beneficiaries" refers to those who are likely to be aided in the long-term by your project. They may or may not be the same as your "target group." Identify the number of individuals who will benefit from your project in the long term, if reliable and justifiable reasons are possible. Otherwise describe the characteristics of the beneficiaries you expect to be served eventually by your project.
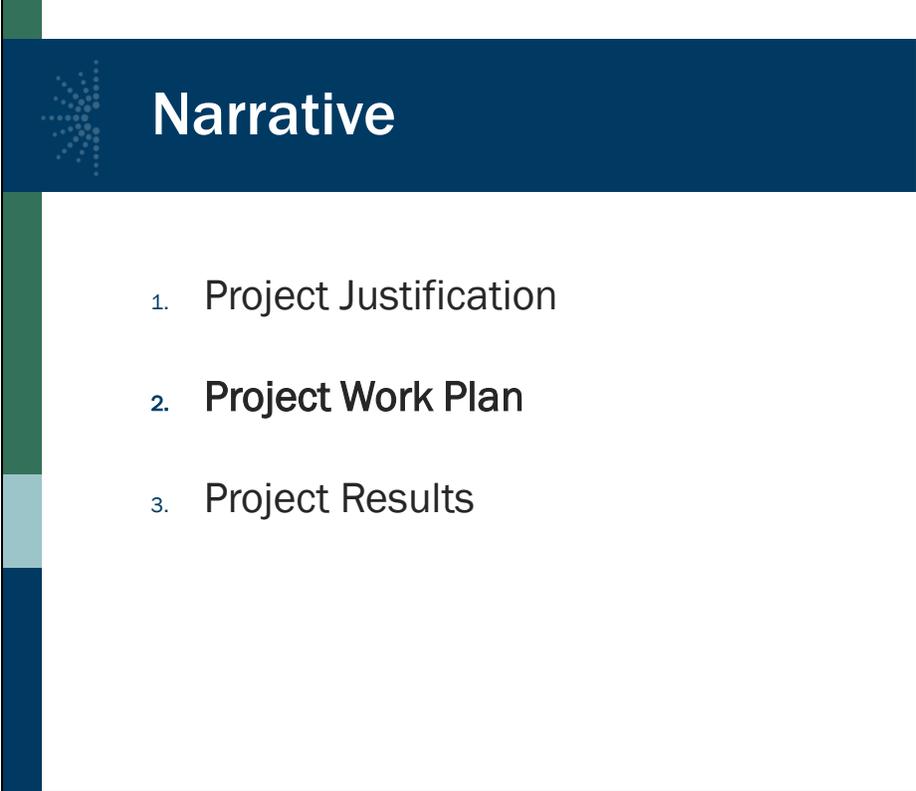
Narrative

1. Project Justification

2. **Project Work Plan**

3. Project Results

Looking at the second part of the application, your Project Work Plan section should address the following questions:

Project Work Plan

- ✓ What specific activities will you carry out and in what sequence?
- ✓ What are the risks to the project and how will you mitigate them?
- ✓ Who will plan, implement, and manage your project?
- ✓ What time, financial, personnel, and other resources will you need to carry out the activities?
- ✓ How and with whom will you share your work's general findings lessons learned?
- ✓ What data will you collect, how often, and from what source(s) in order to measure your performance in terms of effectiveness, quality, and timeliness?
- ✓ Does your project include any digital content, resources, assets, software, or datasets?

- What specific activities will you carry out and in what sequence?
- What are the risks to the project and how will you mitigate them?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities? Identify any partner and/or collaborator organizations that will contribute to your project and describe their roles.
- How and with whom will you share your work's general findings lessons learned?
- What data will you collect, how often, and from what source(s) in order to measure your performance in terms of effectiveness, quality, and timeliness? I will discuss more about this in a minute.
- Does your project include any digital content, resources, assets, software, or datasets? If so, be sure to create a Digital Products Plan. Examples of digital products include any data visualizations that are informing the project work, online materials (such as webpages about the project), digital content products, or images.

Narrative

1. Project Justification

2. Project Work Plan

3. **Project Results**

For the third narrative component, Project Results, it needs to include...

Project Results

- ✓ What are your project's intended results and how will they address the need, problem, or challenge you have identified?

- ✓ How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the target group change as a result of your project?

- ✓ What tangible products will result from your project?

- ✓ How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

- What are your project's intended results and how will they address the need, problem, or challenge you have identified in the Project Justification?
- How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the intended audience change as a result of your project?
- What tangible products will result from your project?
- How will you sustain the benefit(s) of your project? How will you continue to support the project, its results, and/or new models that are created beyond the grant period?
    - For example, will there be ongoing institutional and/or community support of project activities or products? Do you have demonstrated buy-in from potential stakeholders? What are your plans for sustaining any digitized collections, software, and supporting documentation, information systems, and other technology tools?

Performance Measurement

Performance Measurement:

- **Effectiveness:** Are the activities being supported by the program contributing to (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native Hawaiian cultures and languages?

- **Quality:** Is the program meeting user requirements and expectations?

- **Timeliness:** Is each activity being completed on time and as proposed?

Identify what data you will collect, how often, and from what source in order to provide these measurements.

The Native Hawaiian Library Services Grants program will use the following three performance measurements as a basis for understanding the level of performance by the grant program as a whole and by each award supported through it.

- For Effectiveness: Are the activities being supported by the program contributing to: (a) improving digital services, (b) improving educational programs, and/or (c) enhancing the preservation and revitalization of Native Hawaiian cultures and languages?
- For Quality: Is the program meeting user requirements and expectations?
- For Timeliness: Is each activity being completed on time and as proposed?

Each applicant must identify what data they will collect, how often, and from what source in order to produce these measurements. Consider using the sample performance measurement plan to get started.

Key components of your application package
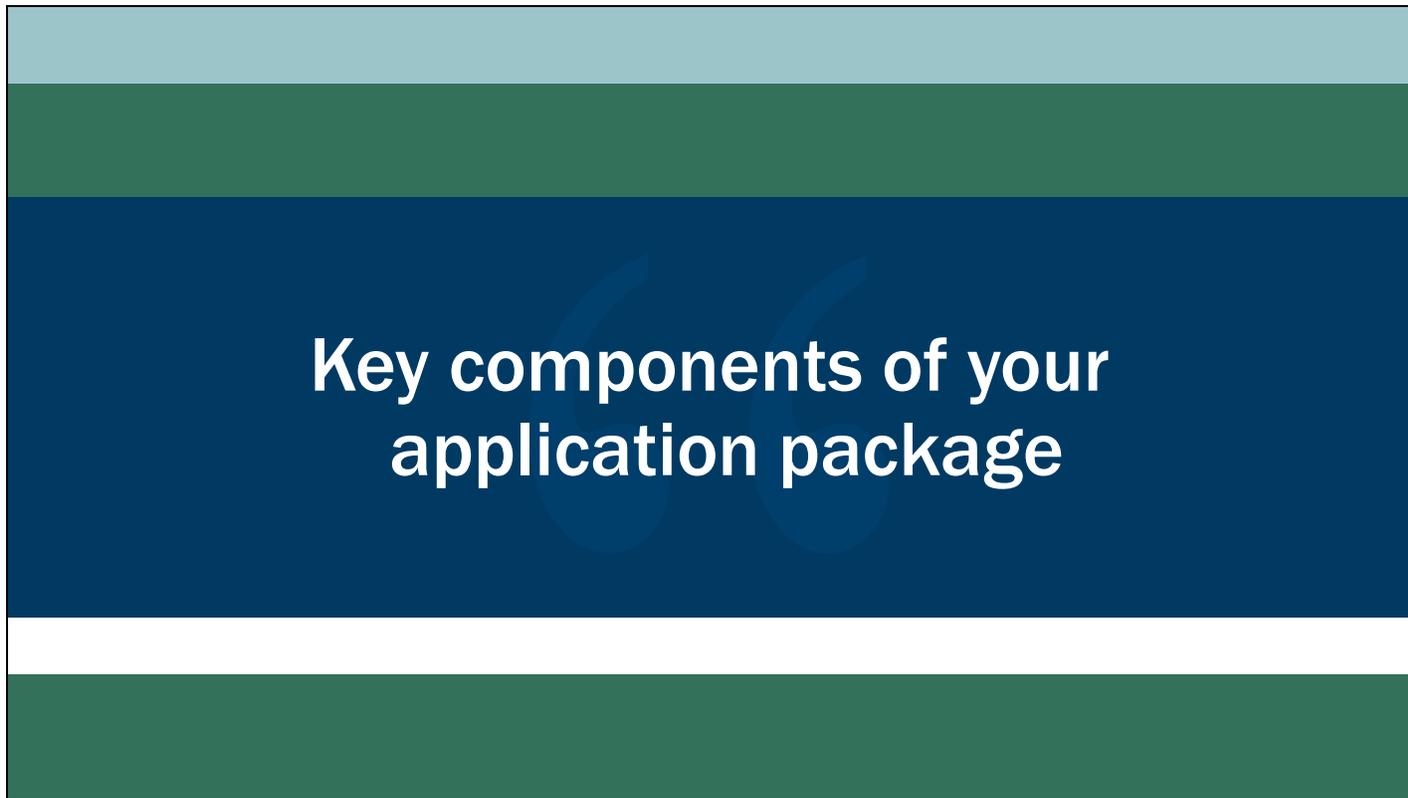
I will now address key components of your application package.

Application Components

- Application cover form (SF-424S)
- IMLS Supplementary Information Form
- IMLS Library-Discretionary Program Information Form
- Organizational Profile
- Narrative (8 pages, max.)
- Schedule of Completion
- Performance Measurement Plan
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes (of people on list)
- Any conditionally required or supporting documents

All documents must be saved and submitted in PDF format!

Make sure to include the application components listed in the NOFO and included here on this slide.

Conditionally required documents include:
- your Proof of Private, Nonprofit status,
- your federally negotiated indirect cost rate agreement (if you plan to include indirect cost in your budget), and
- the Digital Products Plan, if you are proposing to generate digital content, resources, assets, or software

Budget

IMLS Budget Form Categories

1. Salaries and Wages
2. Fringe Benefits
3. Travel (project-related only + $3,000 for IMLS-directed/year)
4. Supplies, Materials, and Equipment
5. Contracts and Subawards
6. Student Support
7. Other Costs
8. Indirect Costs

You'll need to include an IMLS Budget Form and Budget Justification following the standard budget categories listed on this slide.

Please note the IMLS Budget Form is used for all IMLS grant programs and includes areas you may not fill in as part of this grant program.

Budget Justification

IMLS Budget Form Categories

1. Salaries and Wages
   i. Cost a ?
   ii. Cost b?
2. Fringe Benefits
3. Travel (project-related only + $3,000 for IMLS-directed/year)
   i. Cost x?
   ii. Cost y ?
4. Supplies, Materials, and Equipment
5. Contracts and Subawards
6. Student Support
7. Other Costs
   i. Cost z ?
8. Indirect Costs

Explain the purpose and cost breakdown for each category used

The Budget Justification, which accompanies the completed IMLS Budget Form, should explain the purpose and cost breakdown for each expense listed in these categories.

Note that under the Travel category, it should include $3,000 for IMLS-directed travel each year.

Also, cost share is not required.

Supporting Documents

- Letters of commitment from consultants, partners, or other groups you will work with

- Bibliography or references

- Letters of support from experts and stakeholders

- Reports from planning activities

- Vendor quotes for equipment, furnishings, other large purchases

- Equipment specifications

- Summary of needs assessment findings

You may submit a reasonable number of Supporting Documents that supplement your Narrative and support the project description. Supporting Documents should help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers to the Narrative questions. Give each document a clear, descriptive title at the top of the first page. You can choose to include any of the supporting documents listed.

The Application Package

❑ Make sure to submit a complete application with <u>all</u> required documents.

  • See the Table of Application Components (p. 6-7 of the NOFO)

❑ Don't forget all key personnel listed must have resumes

❑ Check the list of conditionally required documents, for example, Digital Products Plan and Proof of Private, Nonprofit Status.

❑ Federally Negotiated Indirect Cost Rate Agreement (if applicable)

  • The indirect cost rate at the time of the award stands until the end.

  • Cost rate agreement must extend through September 2023.

❑ Supporting documents might include needs assessments, letters of support, plans or reports.

- Make sure to submit a complete application with <u>all</u> required documents.
- Don't forget all key personnel listed must have resumes
- Check the list of conditionally required documents, for example, the Digital Products Plan or the Proof of Private, Nonprofit Status.
- Another conditionally required application component is the Federally Negotiated Indirect Cost Rate Agreement. If you have one remember that:
  - The indirect cost rate at the time of the award stands until the end.
  - Cost rate agreement must extend through September 2023.
- Supporting documents might include needs assessments, letters of support, plans or reports.
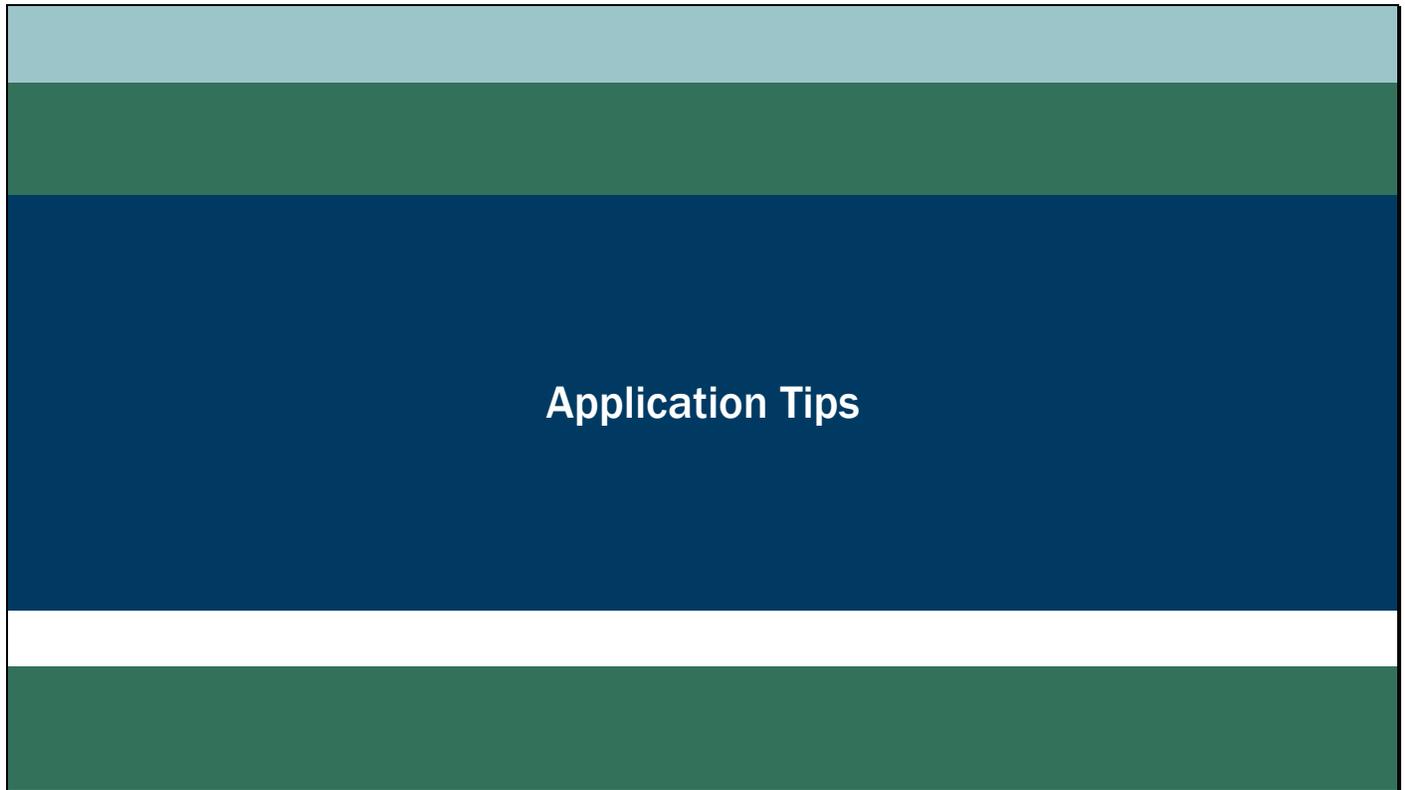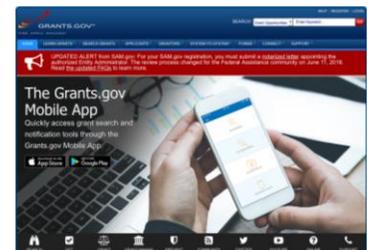
Application Tips

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

Application Tips
Slide 1

Register early!

1. Unique Entity ID (generated by SAM.gov)

2. SAM Registration: **www.sam.gov**

3. Grants.gov Registration: **www.grants.gov**

First, "Register early!"
- The UEI, SAM.gov and Grants.gov registration are sequential.
- The UEI has replaced DUNS, and is generated when you 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 Native Hawaiian grant application to IMLS.

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

- Get some feedback and revise
  - Schedule a time to talk by phone
- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Coordinate with to submit all application components **through Grants.gov** *before the deadline*

Here are a few application tips based on experience:

- Get some feedback and revise
- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Coordinate with to submit all application components **through Grants.gov** *before the deadline*

Application Tips
Slide 3

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

- 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
- Start early to allow time to resubmit before the deadline if needed

- Start today, organizing what you need to apply and understanding who in your organization can help confirm UEI, 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 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.
- Finally, by starting early, it allows you time to 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.
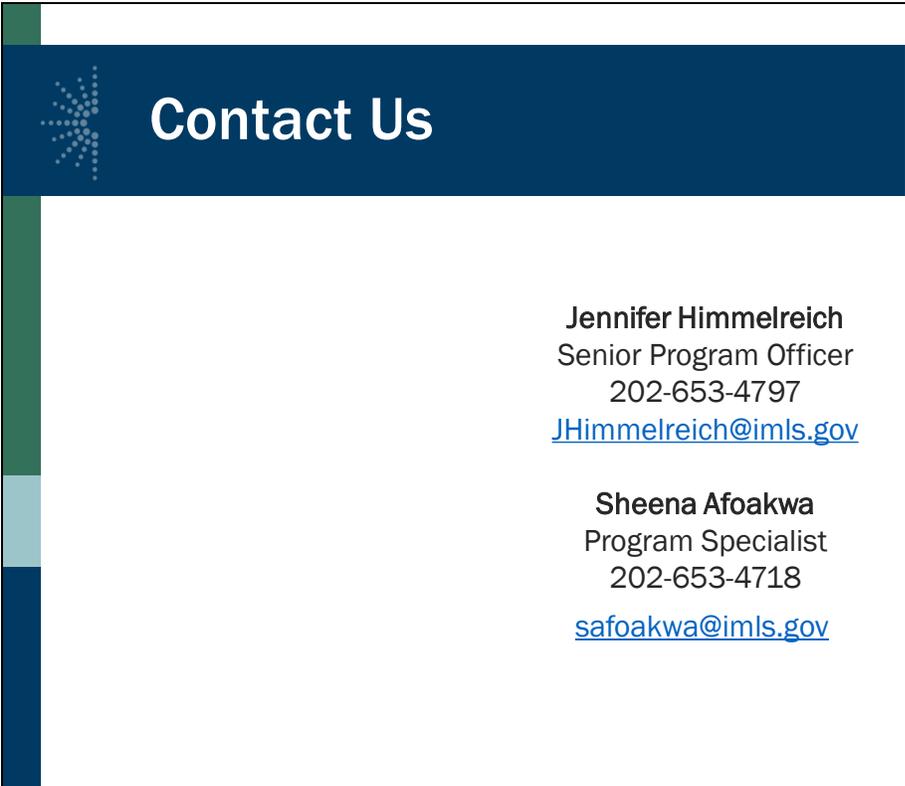
Contact Us

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Sheena Afoakwa
Program Specialist
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For questions about eligibility, your Library Services Plan and project activities, the Digital Products Plan, your Budget, including allowability of costs, please reach out to myself, **Jennifer Himmelreich**

For questions about application requirements and deadlines, please reach out to **Sheena Afoakwa**

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