



Native American/Native Hawaiian Museum Services Grant Program

Applicant Information Session





Introduction



Video Chapters

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Using This Video

Watch

Watch this video in its entirety

Review

Review the **NANH** Notice of Funding Opportunity (NOFO) at www.imls.gov/grants

Refer

Refer to this video as needed



What is NANH?

Native American/Native Hawaiian
Museum Services Grant Program



NANH = Native American/Native Hawaiian Museum Services

NANH supports Indian Tribes and organizations that primarily serve and represent Native Hawaiians in sustaining indigenous heritage, culture, and knowledge.

"Museum Services" might include activities in areas such as: exhibitions, educational services and programming, professional development, and collections stewardship.

Physical museum not required



Hula Preservation Society

NANH Eligibility Requirements

NANH applicants must be:

- A Federally Recognized Indian Tribe,
- An Alaska Native Village or Corporation,
or
- A Nonprofit Organization that Primarily Serves and Represents Native Hawaiians



IMLS Eligibility Criteria:

<https://www.ims.gov/grants/apply-grant/eligibility-criteria>



What Can NANH Fund?



NANH Funds Projects

"Project" = A temporary endeavor undertaken to create a unique product, service, or result.

- A project is **temporary** in that it has a defined beginning and end in time, and therefore defined scope and resources.
- And a project is **unique** in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal.

NANH Projects = 1 to 3 years in length



What Makes an NANH Project Successful?



INSTITUTIONAL
IMPACT



IN-DEPTH
KNOWLEDGE



PROJECT-BASED
DESIGN



DEMONSTRABLE
RESULTS



NANH Program Goal and Objectives

Program Goal: Build the capacity of Native American Tribes and Native Hawaiian organizations to provide museum services to their communities.

- **Objective 1:** Support the preservation and perpetuation of Indigenous languages and traditional cultural practices.
- **Objective 2:** Support the professional development of the workforce of Indigenous museums.
- **Objective 3:** Support the management and care of Indigenous collections and their associated documentation.



Types of NANH Projects

Project activities may include, but are not limited to, the following:

- Developing museum resources and planning documents;
- Supporting training and professional development of museum or cultural staff;
- Creating and delivering interpretive, cultural, and educational programs;
- Developing, designing, and fabricating exhibitions (non-construction);
- Developing, designing, and delivering digital learning resources;
- Collecting, recording, preserving, or sharing Native language resources;
- Cataloging, inventorying, documenting, and rehousing collections;
- Acquiring, implementing, and enhancing collections management systems;
- Planning and implementing digitization activities, including purchasing equipment and software, scanning, photography, managing digital output, and implementing preservation processes for digital objects and metadata;
- Performing conservation treatments or surveys;



Choosing a Project Objective



Language and Culture



Professional Development



Collections Stewardship
and Access

Having a hard time choosing?

Think carefully about what is “in the center” of your project.
Who or what will benefit from your work? What will be
improved once you’ve finished your project?



What Size Are NANH Projects?

NANH project budgets can range in size



\$5,000 - \$250,000 in federal grant funds with **no cost share required.**

Scale your budget request to the needs of your project.



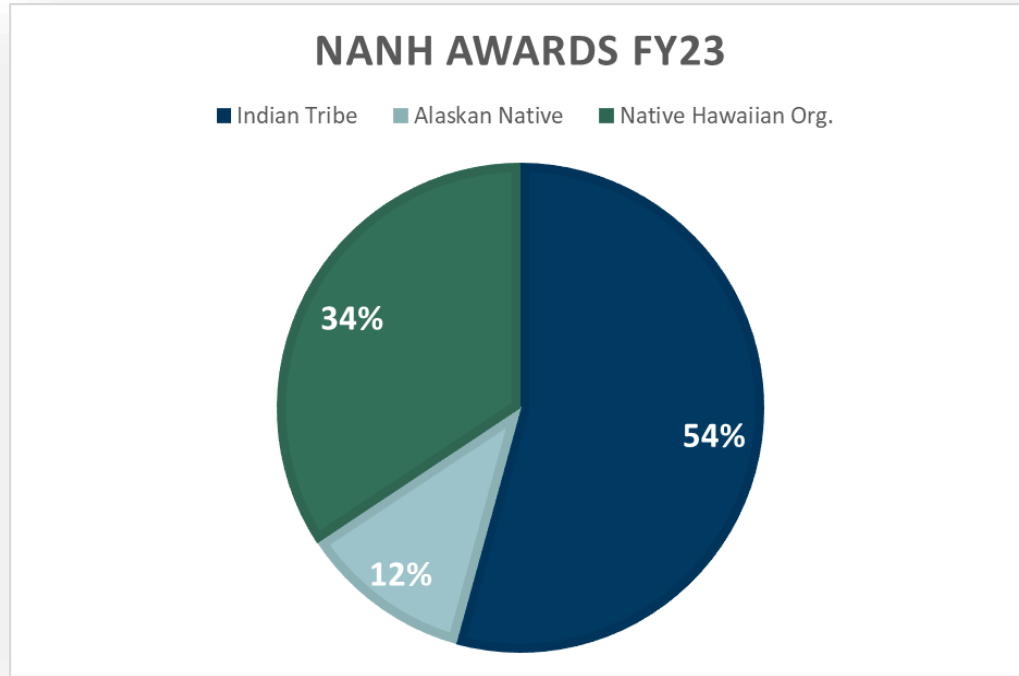
How Many NANH Proposals Can I Submit?

NANH project budgets can range in size

\$5,000 - \$250,000 in federal grant funds
with **no cost share required.**

Scale your budget request to the needs of your project.

How Many NANH Projects Get Funded?



In FY23 IMLS made 35 NANH awards totaling \$3.772M.

What Types of NANH Projects Get Funded?

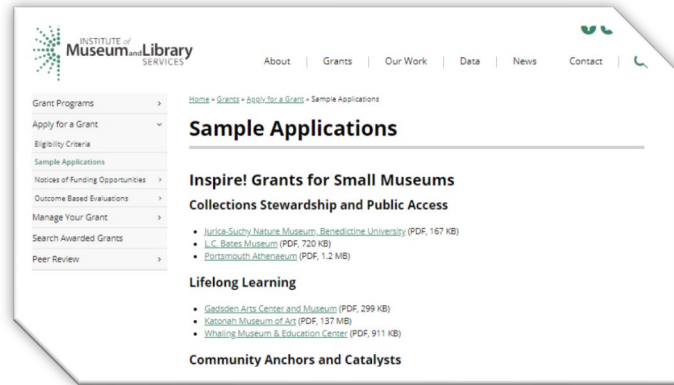
The screenshot shows the 'Search Awarded Grants' interface. On the left, there are filters for Fiscal Year (FY 2023 is selected), Funding Office (Grants to States Libraries, Office of Library Services, Office of Museum Services, Other Initiatives), State (- Any -), and City. The main area features a search bar, a 'MUSEUMS FOR AMERICA' filter, and a 'FY 2023' filter. Below these are 'Table' and 'DOWNLOAD THE DATA' options. A table displays the following data:

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
MA-253167-OMS-23	Abraham Lincoln Presidential Library and Museum	2023	Museums for America	\$250,000	Office of Museum Services	Springfield	IL
MA-253502-OMS-23	Historic Germantown	2023	Museums for America	\$108,812	Office of Museum Services	Philadelphia	PA
MA-252832-OMS-23	Cape Ann Museum	2023	Museums for America	\$194,150	Office of Museum Services	Gloucester	MA
MA-252967-OMS-23	Paine Art Center and Gardens	2023	Museums for America	\$68,614	Office of Museum Services	Oshkosh	WI
MA-252994-OMS-23	Clockshop	2023	Museums for America	\$150,000	Office of Museum Services	Los Angeles	CA
MA-252998-OMS-23	Cameron Art Museum	2023	Museums for America	\$149,000	Office of Museum	Wilmington	NC

The Search Awarded Grants webpage lets you explore IMLS's archive of grants.

<https://www.ims.gov/grants/awarded-grants>

Sample Applications



The screenshot shows the IMLS website interface. The header includes the logo for the Institute of Museum and Library Services and navigation links for About, Grants, Our Work, Data, News, and Contact. A left sidebar contains a menu with options like Grant Programs, Apply for a Grant, Eligibility Criteria, Sample Applications, Notices of Funding Opportunities, Outcome Based Evaluations, Manage Your Grant, Search Awarded Grants, and Peer Review. The main content area is titled 'Sample Applications' and lists several grant programs with links to sample applications:

- Inspire! Grants for Small Museums**
- Collections Stewardship and Public Access**
 - [Jurika Suchy Nature Museum, Benedictine University](#) (PDF, 167 KB)
 - [L.C. Bates Museum](#) (PDF, 720 KB)
 - [Portsmouth Athenaeum](#) (PDF, 1.2 MB)
- Lifelong Learning**
 - [Gardner Arts Center and Museum](#) (PDF, 299 KB)
 - [Katonah Museum of Art](#) (PDF, 137 MB)
 - [Whaling Museum & Education Center](#) (PDF, 911 KB)
- Community Anchors and Catalysts**

Sample applications of recently funded grants are available on the IMLS website: <https://www.imls.gov/grants/apply-grant/sample-applications>

Native American/Native Hawaiian Museum Services Program

- [Confederated Salish and Kootenai Tribes](#) (PDF, 332KB)
- [Koniag, Inc.](#) (PDF, 338KB)
- [Papahana Kuaola](#) (PDF, 393KB)



Application Components

Overview



Application Components

The NANH Notice of Funding Opportunity (NOFO) includes a complete list of all the application components.

Most of these components need to be created and saved as PDFs for uploading as part of your application package in Grants.gov.



Required Documents

These components are required of all NANH applications.

- Application for Federal Assistance (SF-424S)
- IMLS Museum Program Information Form (including Abstract)
- Organizational Profile
- Strategic Plan Summary
- Narrative (7 pages max.)
- Schedule of Completion
- Performance Measurement Plan
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes



Conditionally Required Documents

These components are required of some NANH applications

- Proof of Private, Nonprofit Status (Native Hawaiian-serving organizations)
- Proof of Eligibility (Native Hawaiian-serving organizations)
- Current Federally Negotiated Indirect Cost Rate Agreement
- Digital Products Plan
- Detailed Condition Reports and/or Conservation Treatment Proposals

IMPORTANT: The term “digital product” includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data. See instructions for the Digital Product Plan for more details.



Supporting Documents

These components are optional in NANH applications.

- Letters of commitment from partners, third-parties, and groups you will work with
- Bibliography or references relevant to your proposed project design or evaluation strategy
- Letters of support from experts and stakeholders
- Relevant images
- Exhibit design plans
- Reports from planning activities
- Contractor or vendor quotes
- Equipment specifications
- Products or evaluations from similar completed or ongoing projects
- Collections, technology, or other departmental plans as applicable to the proposed project
- Web links to relevant online materials
- Needs assessments

Application Components

In the following sections of this presentation, we will focus on two application components:

- Narrative
- Budget

The Notice of Funding Opportunity offers complete instructions on how to prepare and complete all application components.



Kaho'olawe Island Reserve Commission



Application Components

Narrative



Narrative: Project Justification

Tell us:

- How does your project support the NANH program goal and associated objective(s)?
- How will your project strengthen "museum services"?
- What need, problem, or challenge will your project address, and how was it identified?
- Who is the target group for your project and how have they been involved in the planning?
- Who are the ultimate beneficiaries for this project?



Confederated Salish and Kootenai Tribes

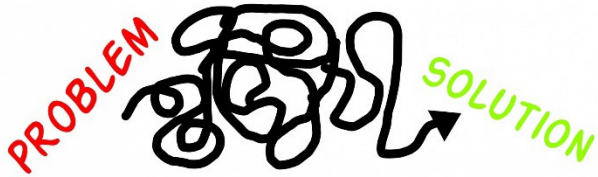


Narrative: Project Justification

Reviewers will look for:

- Has the applicant selected an appropriate program objective(s) within the Native American/Native Hawaiian Museum Services grant program?
- Are the ways in which this project strengthens museum services specific and measurable?
- How well has the applicant used relevant data and best practices to describe the need, problem, or challenge to be addressed?
- If applicable, are the collections and/or records that are the focus of the project and their current condition described and quantified in enough detail?
- Has the applicant appropriately defined the target group(s) and beneficiaries, as applicable, for this work?
- Have the target group and other project stakeholders been involved appropriately in planning the project?

Defining a need, problem, or challenge



- Remember that the federal government wants its investment to result in something getting better.
- Articulate what will get better as a result of your project as precisely as possible.
- Identify why it is important that this change happens.
- Hone your problem definition carefully.
- Present data that support your problem definition.



Narrative: Project Work Plan

Tell us:

- What specific activities will you carry out and in what sequence?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities?
- What are the risks to the project and how will you mitigate them?
- How will you track your progress toward achieving your intended results?



Narrative: Project Work Plan

Reviewers will look for:

- Are the proposed activities informed by relevant theory and practice?
- Are the goals, assumptions, and risks clearly stated?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Are the time, financial, personnel, and other resources identified realistic for the scope and scale of the project?
- Is the proposed Performance Measurement Plan likely to generate the required measures of Effectiveness, Efficiency, Quality, and Timeliness?
- If present, does the Digital Products Plan reflect appropriate practices and standards for creating and managing the types of digital products proposed?
- Will the proposed methods for tracking the project's progress toward achieving the intended results allow course adjustments when necessary and result in reliable and measurable information about the results?

Project Work Plan: Defining an Activity



- An activity is something that someone does.
- It has a beginning and an end.
- You know when you've finished it because it doesn't need to be done any more (or it is no longer on your 'To Do' List).
- It is not a “goal,” “result,” or “outcome.” It is a thing you do to achieve those.
- Aim for a reasonable level of detail in identifying your activities—not too much, not too little, just right.



Project Work Plan: Defining Risks

About Risk

- Every project has potential risks.
- Show that you are aware of the risks and have a plan for dealing with them.
- Answer the question, “What if x doesn't go as planned?”

Examples of Risk

- What if delays in hiring or on-boarding result in a slower start to your project?
- What if a key community partner or consultant is unavailable?
- What if there's a delay in the delivery of essential materials or equipment?



Narrative: Project Results

Tell us:

- 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, and/or attitudes of the target group change as a result of your project?
- If applicable, how will the care, condition, management, access to, or use of the collections and/or records that are the focus of your project improve?
- What products will result from your project?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?



Narrative: Project Results

Reviewers will look for:

- Are the project's intended results clearly articulated, realistic, meaningful, and linked to the need, problem, or challenge addressed by the project?
- Is the plan to effect meaningful change in knowledge, skills, behaviors, and/or attitudes solidly grounded and appropriately structured?
- If applicable, will the care, condition, management, access to, or use of the museum collections and/or records improve as a result of the project?
- Is it clear that the federal investment made through this grant will generate identifiable benefits to society?
- Will the products created by the project be made available and accessible to the target group?
- Is the plan to sustain the benefits of the project beyond the conclusion of the period of performance reasonable and practical?

Defining Results and Success Measures



- Answer the question, “What will be better as the result of this work?”
- Think through how you’ll measure success for each of your high-level activities.
- Tie everything back to your need, problem, or challenge.
- Include tangential benefits or positive outcomes, but make sure they are in addition to, not instead of, your original intended results.
- Consider constructing a logic model or evaluation tool to explain your intended results and your plan for achieving them.



Narrative Recap

- Your Narrative has three sections—Project Justification, Project Work Plan, and Project Results
- 7-page maximum
- Refer to the review criteria in Section E of the Notice of Funding Opportunity



Application Components

Budget



Allowable Cost Examples

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- equipment to improve collections storage and exhibit environments
- third-party costs (contractors/consultants)
- publication design and printing
- program evaluation
- staff and volunteer training
- paid internships/fellowships/stipends
- indirect or overhead costs



Unallowable Cost Examples

- general fundraising costs
- contributions to endowments
- general operating support
- acquisition of collections
- general advertising or public relations costs
- construction or renovation of facilities
- social activities, receptions, or entertainment
- research projects



Budget Justification

Provide a detailed narrative explaining/justifying all of the project costs listed on the IMLS Budget Form.

Examples:

- In Salaries and Wages, you should identify each person whose salary or wages will be paid with IMLS funds or by cost share. If cost share is being provided by unpaid volunteers, explain how you arrived at the dollar amount used to represent the value of their services.
- In Supplies, Materials and Equipment you should list each type of supply, material, and equipment you propose to purchase or provide as cost share for the project. Provide vendor quotes or price lists as Supporting Documents with your application.



Application Tips and Next Steps



Application Tips

We can make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. So...

- Start early!
- Become familiar with Grants.gov Workspace. See <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- Apply to the correct funding opportunity in Grants.gov (NANH CFDA = 45.308)
- Be sure your application is complete.
- Make sure all application components are in the proper format and follow the correct naming conventions.
- Submit to Grants.gov **early** so you can correct any errors.

Application Tips

Check your registrations and know your usernames and passwords.



System for Award Management (www.sam.gov)

- Unique Entity Identifier (UEI)
- Registration must be renewed every year!



Grants.gov (www.grants.gov)

- Passwords expire every 60 days!
- Accounts are deactivated after 365 days of inactivity.



Application Tips

Make sure your Narrative is as clear and complete as possible.

- Follow the Narrative outline in the NANH Notice of Funding Opportunity and address each question/prompt.
- Consider the review criteria associated with each section of the Narrative.
- Use headings, subheadings, or numbered sections in your Narrative to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon.
- Ask a colleague to review everything with fresh eyes before you submit.
- Remember your page limit!



Important Dates and Times

**FY2024 Applications are due by
11:59pm EST on November 15, 2023**

- Awards will be announced in June 2024.
- Projects must start July 1, 2024.

Next Steps

Connect with IMLS Program Staff in the Office of Museum Services to ask specific questions.

Visit the NANH Program Landing Page at: <https://imls.gov/grants/available/native-american/native-hawaiian-museum-services-program>

The screenshot displays the IMLS Museum Library website for the Native American/Native Hawaiian Museum Services Program. The page includes navigation links (Home, Grants, Apply for a Grant) and program details such as the deadline (November 15, 2022), application type (NOFO), grant amount (\$5,000-\$100,000), and grant period (up to three years). It also provides contact information for Sarah Glass, Senior Museum Program Specialist, and Jennifer Anstadt, Museum Program Specialist.

Below the program details is a booking interface for Sarah Glass. It shows two service options:

Select service	
Applicant Conversation with OMS Ser...	Awardee Conversation with OMS Seni...
30 minutes	30 minutes
Free	Free

Below the service options is a calendar for August 2022 to select a time. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-6, 7-13, 14-19). A button labeled "Select a service and date to see available times." is located to the right of the calendar.



Good luck!

Credit

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