



Native American/Native Hawaiian Museum Services Grant Program

Applicant Information Session

FY24 Video

September 2023

Welcome to the Institute of Museum and Library Services, Office of Museum Services informational video “Native American/Native Hawaiian Museum Services Grant Program Applicant Information Session.”



Introduction

The goal of this video is to provide an overview of our Native American/Native Hawaiian Museum Services grant program – which we call "NANH" for short - and the process of preparing an application for funding.

Video Chapters

- 1 Chapter 1: What is the Native American/Native Hawaiian Museum Services Grant Program?
- 2 Chapter 2: What can NANH Grants Fund?
- 3 Chapter 3: Application Components - Overview
- 4 Chapter 4: Application Components - Narrative
- 5 Chapter 5: Application Components - Budget
- 6 Chapter 6: Application Tips and Next Steps

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This video is organized into six chapters:

- What is the Native American/Native Hawaiian Museum Services grant program? This section explains the purpose and eligibility criteria of the NANH grant program.
- What can NANH Grants Fund? This section explains the types of projects that can be funded in NANH and the amount of funds that can be requested.
- Application Components – Introduction. This section describes the types of documents that are needed to create an NANH grant application.
- Application Components – Narrative. This section provides guidance on composing the narrative part of the application.
- Application Components – Budget. This section provides details on the information to include in your project budget.
- Application Tips and Next Steps. The concluding section provides a few tips and next steps.

The complete set of instructions for how to prepare and submit an NANH grant application are found in the Notice of Funding Opportunity published on Grants.gov and available on the IMLS website.

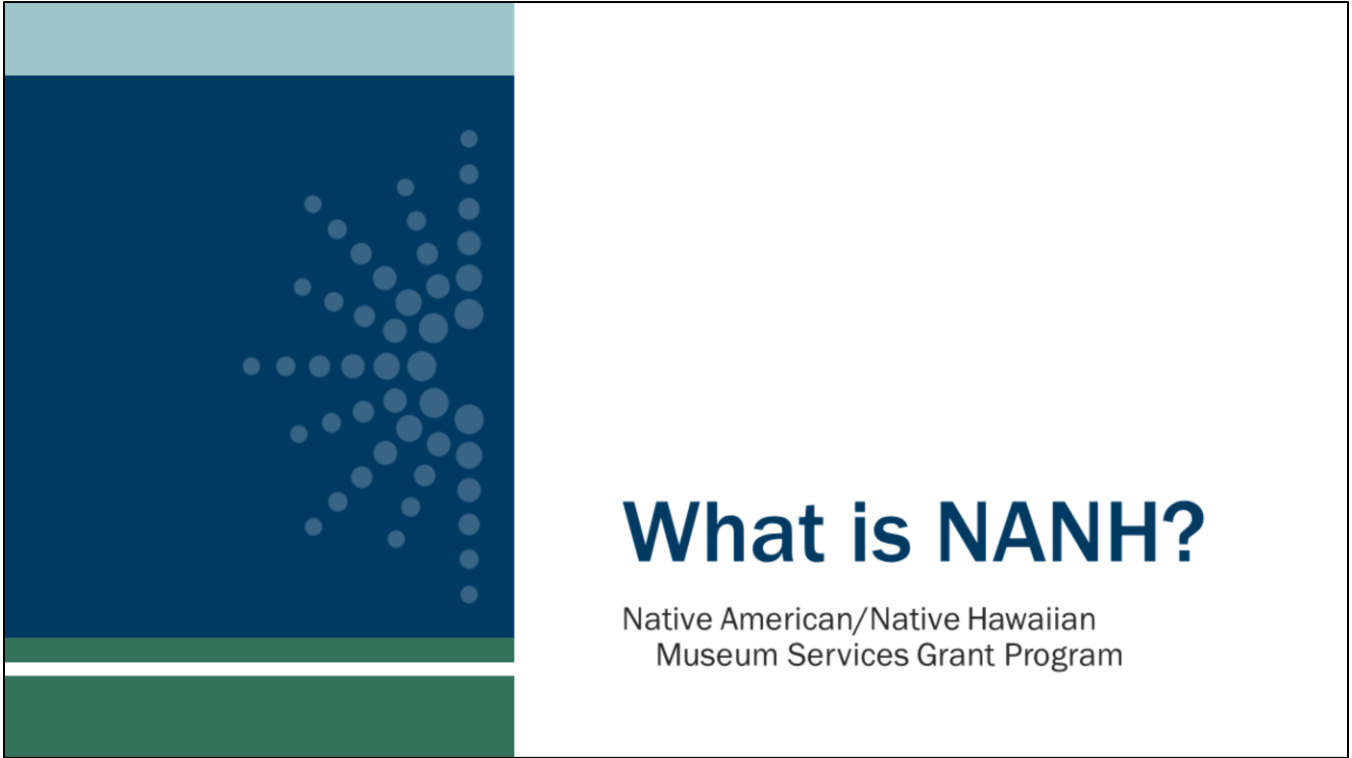
Please refer to the Notice of Funding Opportunity for the most detailed information to prepare your application.

Using This Video



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- To get the most out of this video, we recommend that you watch it in its entirety. This will give you an understanding of the NANH grant program, the types of projects that can be funded, and the necessary application components.
- You may also want to review the NANH Notice of Funding Opportunity before, during, or after you watch the video.
- Notices of Funding Opportunities, also known as NOFOs, are documents that detail the requirements of each of our grant programs for Fiscal Year 2024. All of our NOFOs can be found via ims.gov/grants.
- As you navigate the application process, you can use this video as a reference tool.
- If you'd like to skip to a specific section, please use the time bar below, or the links in the description box, to navigate the chapters.



What is NANH?

Native American/Native Hawaiian
Museum Services Grant Program

In this section we will answer the question “What is NANH?” providing information on the purpose and intent of this grant program and who it is designed to serve.



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

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Hula Preservation Society

The overall goal of the NANH program is to build the capacity of Native American tribes and Native Hawaiian organizations to provide "museum services" to their communities in order to help their heritage, culture, and knowledge thrive. Some, but not all, of the ways Tribes and Native Hawaiian organizations might do this are through exhibitions, educational services and programming, professional development, and collections stewardship. It is important to note, however, that applicants do not have to have a physical museum or cultural center constructed in order to provide "museum services" to your communities.

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>

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The NANH program has unique eligibility criteria from other museum grant programs offered at IMLS. Specifically, in order to be eligible for an award under this program, the legal applicant must be either a Federally recognized Indian Tribe, an Alaskan Native Village or Corporation, or a Nonprofit organization that primarily serves and represents Native Hawaiians. Definitions of eligible Tribal organizations can be found on our IMLS eligibility criteria webpage linked here, or within the Notice of Funding Opportunity for this program.

In most circumstances, other entities, such as museums, libraries, cultural centers, schools, tribal colleges, or departments of education are not eligible to apply on their own. However, the three types of eligible entities listed here are welcome to partner with non-eligible entities or organizations. The applicant for the grant must meet the eligibility criteria, but the partners aren't required to do so.



What Can NANH Fund?

In this section we will answer the question “What Can NANH Fund?” providing details on the types of projects and objectives within the NANH grant program as well as offer some summary data on the number and type of NANH projects that were funded last year.



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

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NANH grants are designed to support "project-based activities", so let's take a minute to consider exactly what that means. The Project Management Institute has a good definition, which is "A temporary endeavor undertaken to create a unique product, service, or result." A project is temporary because 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 rather a specific set of activities designed to accomplish a singular goal.

We recommend that you keep this definition in mind as you conceptualize your NANH project. Think of it as a temporary, non-routine set of activities, which collectively have a beginning and an end in time, a defined scope requiring specific resources, and which are designed to accomplish a specific, singular goal.

How long can your NANH project last? Your schedule of completion must be at least one year, but no more than three years, in length.

What Makes an NANH Project Successful?



INSTITUTIONAL
IMPACT



IN-DEPTH
KNOWLEDGE



PROJECT-BASED
DESIGN



DEMONSTRABLE
RESULTS

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Keeping our focus on project-based activities, let's look further at what characteristics are most often seen in successful NANH applications.

- First, **Institutional Impact**: Your project should address a key need or challenge that faces your organization.
- Second, **In-depth knowledge**: Your proposal should reflect a thorough understanding of current practice and knowledge about the subject matter.
- Third, **Project-based design**: Your work plan should consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge you've identified.
- And fourth, **Demonstrable results**: Your project should generate measurable results that tie directly to the need or challenge it was designed to address.

It has been our experience that unfunded applications fail to deliver convincingly on one or more of these areas, so it is a good idea to make sure your application shows how your project will be strong in each.



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.

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Still keeping that concept of “project” in mind, let’s turn to the program goal and its associated objectives. You should align your proposed project with one or more of these objectives, and clearly identify which one or ones you have chosen in your application narrative. This goal and these objectives may seem broad, and that’s on purpose. You only need to choose the one that is the best fit, or most closely aligned with the key need or challenge you plan to address in your project.

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;

This slide shows a list of some of the types of projects we can fund under the NANH program, and we invite you to develop and apply for projects that best meet your Tribe's or institution's needs. Again, you are not necessarily required to have a physical museum or cultural center established in order to provide these types of services. Whatever activities you have in mind, you should make sure to describe them thoroughly and show how they will logically progress to meeting your chosen objective.

You should be cautious about trying to cram too many different types of activities into the same proposal. Just because they all might fit under the overarching goal of the NANH program (to help you provide “museum services” to your communities to promote heritage, culture and knowledge) – doesn’t mean you should try to do them all at once. We often call those “kitchen sink” projects. You can certainly have a project that is multi-faceted, or that has multiple complementary components, if that’s what makes the most sense for you and your goals. However, the strongest proposals are clearly defined projects with logical/inter-related activities that have manageable scopes, budgets, and timelines.

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?

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If you’re not sure about which project objectives are the best fit for your particular project – keeping in mind that you MAY choose more than one, but then you need to address each in your narrative – here are some more ways to think about them.

- For projects focused on preserving and perpetuating native language or traditional cultural practices – make sure you think through who your target audiences are and what their needs are. What do you want them to learn or accomplish and what’s the best way to go about that?
- For professional development and capacity building – what does a successful outcome look like for your Tribe or institution? Is it recruiting and training more staff? Is it enhancing technology such as your website or upgrading your software? Just remember that “general operating support” is not something we fund.
- For projects focused on collections or conservation, we often encourage a step-by-step approach. This means assessing needs, creating a prioritized list of activities, and following through by doing the most important – and logical – things first.

Think carefully about what is “in the center” of your project and who will benefit from your work.

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.

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NANH supports projects of all sizes, but there is a specific range of funding available in this grant program. You can request a minimum of \$5,000 to a maximum of \$250,000 in federal funds. If you ask for less than \$5,000 or more than \$250,000 in federal grant funds, your application may be rejected and not reviewed. Remember to keep your budget aligned to the scope and scale of your project, including all costs necessary to complete the proposed activities.

In the NANH grant program, project budgets are **NOT** required to have any non-federal cost share, though you may include it if your organization will contribute funds toward this particular project. Cost share is not considered in the review of NANH applications.

It's important to note that if you decide to include a cost share in your application, it must be met by the end of the award – we will hold you to that figure so keep that in mind when applying. Cost share may be in the form of cash, staff or volunteer time, or third-party contributions. It may not include funds from another federal source.



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.

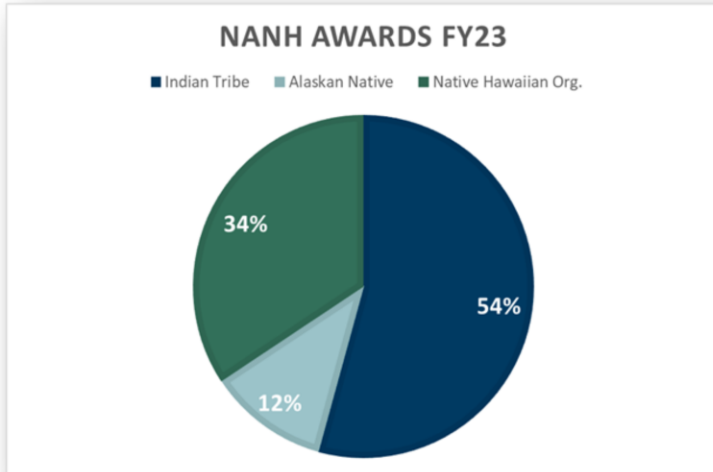
Scale your budget request to the needs of your
project.

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There is no limit to the number of applications you can submit in response to the FY24 funding announcement for the NANH program. However, if you do submit multiple applications, they must be for separate and discrete projects, meaning they must not overlap in terms of staffing or costs. For example, you could submit a proposal to support your Native language revitalization programs as well as a separate proposal to inventory and re-house your museum collection.

You'll want to consider your organization's capacity, not just to write and submit multiple strong proposals, but then to manage multiple federal awards at once. Demonstrating that you have the internal administrative and financial controls necessary to track and maintain multiple federal awards simultaneously will be important.

How Many NANH Projects Get Funded?



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

The amount of applications we receive varies from year to year, and the number of awards we make is dependent on how much funding is appropriated by Congress for the program each year. Here is a snapshot of our most recent award cycle.

In FY23 IMLS funded 35 out of 36 eligible applications, awarding \$3.772 million. This was the largest amount allocated for this program since it was founded in 2005.

The funded awards represent eighteen Native American tribes based in seven states, four Alaskan Native villages and corporations, and twelve Native Hawaiian organizations. Eight of the 35 awards (23%) were from first-time applicants to the NANH program.

What Types of NANH Projects Get Funded?

The screenshot shows the IMLS Search Awarded Grants interface. It includes a search bar, filters for Fiscal Year (FY 2023, FY 2022, FY 2021, FY 2020, FY 2019, FY 2018), Funding Office (Grants to States Libraries, Office of Library Services, Office of Museum Services, Other Initiatives), State, and City. The main content is a table of grants with columns for Log Number, Institution, Fiscal Year, Program, Federal Funds, Funding Office, City, and State.

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
MI-22167-OAS-23	Abraham Lincoln Presidential Library and Museum	2023	Museums for America	\$250,000	Office of Museum Services	Springfield	IL
MI-22162-OAS-23	History Germantown	2023	Museums for America	\$108,812	Office of Museum Services	Philadelphia	PA
MI-22162-OAS-23	Cape Ann Museum	2022	Museums for America	\$194,150	Office of Museum Services	Gloucester	MA
MI-22167-OAS-23	Plaza Art Center and Gardens	2023	Museums for America	\$68,014	Office of Museum Services	Dekalb	GA
MI-22164-OAS-23	Clockshop	2023	Museums for America	\$150,000	Office of Museum Services	Los Angeles	CA
MI-22168-OAS-23	Cameron Art Museum	2023	Museums for America	\$148,000	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>

On the IMLS website you can use the Search Awarded Grants function to explore our archive of grants that we have awarded in past years. All 35 of the FY2023 NANH Awards announced in June are listed here, along with those from prior years.

You can search this database using a variety of criteria such as institution name, location, and keyword. Your search will retrieve basic information about each award, including the amount of federal funds awarded and a brief description of the proposed activities and expected results for each project.

Sample Applications



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)

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We have also posted some examples of successful application narratives from recent years on our website. To find these, go to the Sample Applications page on the IMLS website and scroll down the page to find the NANH examples. Looking at these proposals might help you clarify your thinking about your own project.



Application Components

Overview

In this section we will introduce the components of an NANH grant application, and provide an overview about the required, conditionally required, and supporting documents.



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.

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The NANH Notice of Funding Opportunity (NOFO) includes a complete list of all the application components, starting on page 6. The Table of Application Components lists which application documents are required, conditionally required, or optional. Aside from the SF-424S and the IMLS Museum Program Information Form, which are completed as fillable forms within the Grants.gov Workspace, the rest of the application components must be created by you, the applicant, and saved as PDF documents to be uploaded 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

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These are the **Required Documents**. **All applications must include the documents listed here.** Omission of even just one might result in your application's rejection.

Also important to note there is a 7-page limit for the narrative. If you exceed the page limit specified in the NOFO, we must remove the extra pages before your application goes out for review. That means your reviewers may well see a paragraph or sentence cut-off in mid-air and will wonder about your organizational skills and your attentiveness to detail, not to mention any information contained within the excess pages won't be visible to them.

So, make sure your content fits into the page limits specified and double-check the number of pages is still correct after you convert your documents to PDFs.

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.

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The second category of application components is that of **conditionally required documents**. Some applicants must include one, two, or all of these, and it’s important that you know which are required for your application.

- If you are a non-profit organization that primarily serves and represents Native Hawaiians, then you must include your proof of nonprofit status issued by the IRS as well as appropriate Proof of Eligibility documentation outlined in the Notice of Funding Opportunity.
- If you are using a federally negotiated indirect cost rate in your budget, then you must include a copy of your current, final rate agreement.
- If you create digital products during the course of your project, then you must complete and submit a Digital Products Plan.
- If you are requesting support for conservation treatments for collections objects, then you must include detailed condition reports and/or formal conservation treatment proposals.

Just like the required documents, omission of even one of these can result in the exclusion of your application from further consideration.

Please note that the term “digital product” includes any digitized and born-digital content, resources, or assets; software; or research data. If you are creating any of these types of materials, you must include the plan with your application.

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

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The third group of application components is **Supporting Documents**, and here is a partial list of **examples**. Supporting documents are optional. You may submit some or none. We urge you to make good decisions here and include those that will supplement your proposal. This is not the place to introduce brand new information, rather, as the name suggests, they should lend support to your project justification, workplan, and intended results that you've already spelled out in your application narrative.

For example, have you identified a partner whose involvement is key to the project's success? If so, a letter of support or commitment would go a long way to reassuring reviewers that they are "on board" and the project will succeed. Pictures can help give reviewers – who may not be familiar with your institution, programs, collections, or community – a better idea of what you're describing within your narrative. Vendor quotes or equipment specifications show that you've done some of the legwork in getting appropriate estimates for project costs.

We recommend that you be respectful of your reviewers' time and avoid any temptation to include hundreds of pages of extraneous material that is not directly relevant to your project. Being judicious really does work to your benefit, as supporting documents can make – or break – an application. Include what is important and helpful, and stop there.

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.



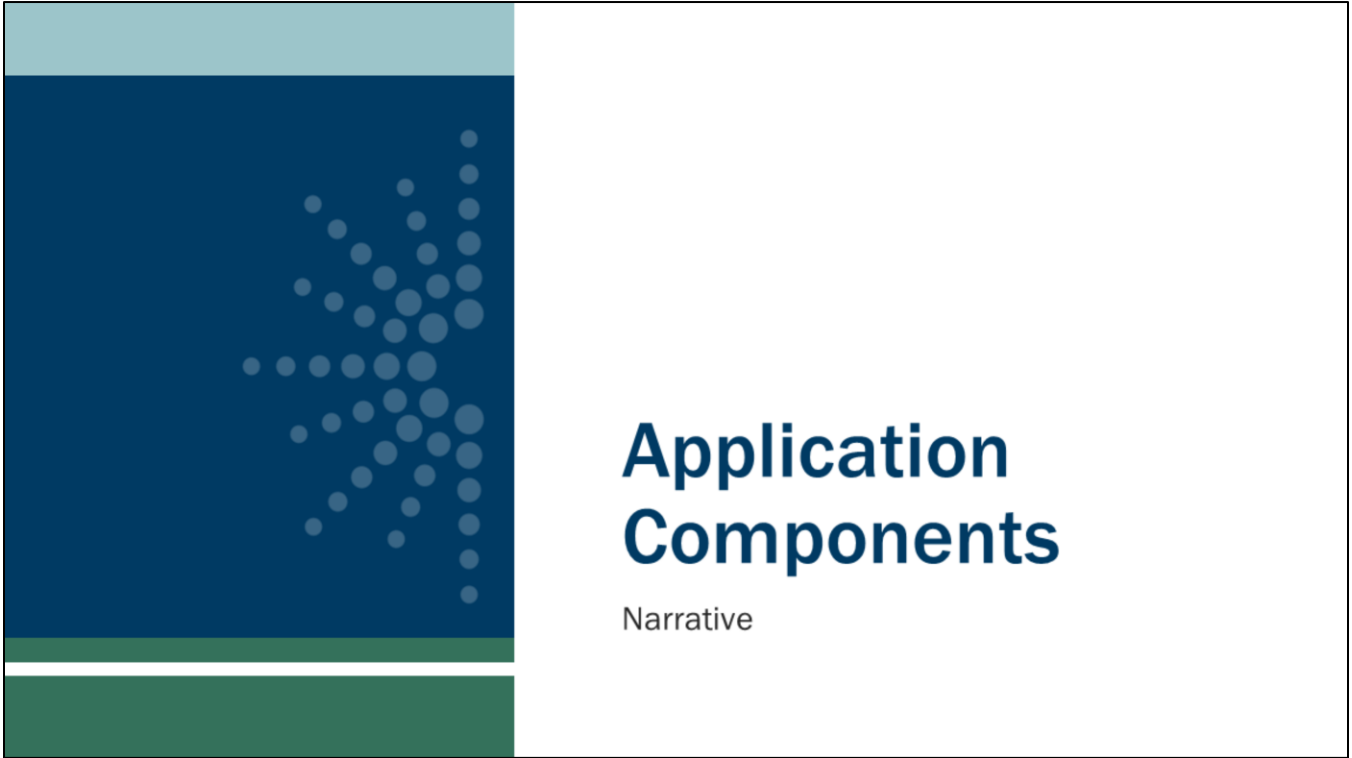
Kaho'olawe Island Reserve Commission

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

- Project Narrative
- Project Budget

Refer to the Notice of Funding Opportunity for complete instructions on how to prepare and complete all of the application components.



Application Components

Narrative

In this section we will go over the questions you will need to answer in your project Narrative and offer details on the review criteria associated with each section: Project Justification, Project Work Plan and Project Results.

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

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The Narrative is the heart of your proposal and the Notice of Funding Opportunity provides lengthy guidance on what it should cover and how it should be formatted. The first section is your **Project Justification**. This section should clearly identify which program objective (or objectives) your project supports, as well as how it will support the overall NANH program goal of strengthening your Tribe's or organization's ability to provide museum services to your communities.

What need, problem, or challenge will your project address, and how was it identified? Describe how you have used 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? "Target group" refers to those who will be most immediately and positively affected by your project. 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? "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 defensible counts are possible. Otherwise describe the characteristics of the beneficiaries you expect to be served eventually by your project.



Narrative: Project Justification

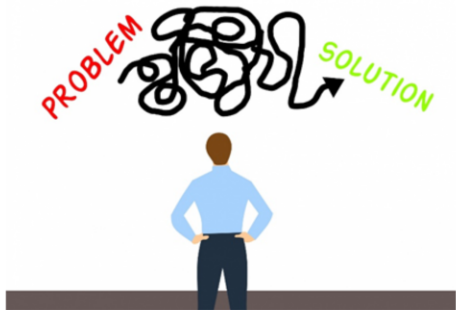
Reviewers will look for:

- 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?

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In Section E of the Notice of Funding Opportunity, under "Review Criteria", you will find a list of questions that reviewers are asked to answer when they review your proposal. It is a good idea to refer to these as you write your narrative to be certain you are providing reviewers clear, solid information. You will see that they correspond fairly directly with the prompts you are given to write your narrative.

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.

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One of the prompts in the Project Justification section of the narrative is the identification of the need, problem, or challenge your project addresses. It is foundational in your application, so keep these points in mind.

- The federal government wants its investment to result in something getting better.
- As you define your need, problem, or challenge, articulate what will get better as a result of your project as precisely as possible. Will someone learn something, develop a skill, change an attitude? Will members of your community be better able to work together to solve problems? Will collections be better cared for? Will their lifespan be extended? Will access to your collections and the information surrounding them be expanded?
- Identify why it is important that this particular change happens. In other words, why should we care?
- Hone your problem definition carefully in clear, succinct terms.
- Gather and 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?

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If the Project Justification section was the "why", the **Project Work Plan** section is where you identify the 'who, what, when, and how'. Who will do what activities when, and using what resources. You should explain how you will track your progress toward achieving your intended results, and what you'll do if you need to correct course. You should also think about risks that are inherent in your particular project and to tell us how you've taken that into account in your planning. I'll say more about that in a few minutes.

Remember, your project must be at least one year (12 months) and up to 3 years (36 months) in length.

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?

Again, this is the list of questions that reviewers are asked to answer for this section when they review your proposal. So make sure your narrative is answering these effectively. Remember the people reading and scoring your application may not be familiar with your specific history, institution, collection, etc. so don't be vague. You want to provide enough detail to reassure them that your project is manageable and can be accomplished with the staff, time, and resources allocated.

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.

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Your work plan will be built on activities, so it's important to be clear about what an activity is.

An activity is something that someone does. It has a beginning and an end (just like projects), and you know when you've finished it because it doesn't need to be done any more. It is no longer on your 'To Do' List.

An activity is NOT a goal, a result, or an outcome. Rather, it is something you do as part of striving to achieve those.

Aim for a reasonable level of detail in identifying your activities. Too much and your work plan becomes bogged down and confusing, but too little and someone who is reading your application won't understand the who, when, what, and how of your project. You should aim for a balance.

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?

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We also ask you to think about risks that are inherent in your particular project and to tell us how you've taken that into account in your planning. Think of it as answering the question, “What if x doesn't go according to plan?”

There is no checklist of risks, but every project has them. The best proposals will show that you are aware of them and have thought through a plan for dealing with them. Look at your activities and think about what could go wrong. Focus on the ones where your experience tells you, “Yes, that could happen” and identify steps you would take in response.

We know that things often go differently than expected. We just want you to prepare by identifying implementable options.

Here are some examples of risks:

- If you intend to hire someone into a grant-funded position to work on the project activities, what will you do if it takes longer than expected to find the right candidate, bring them on board, and train them?
- A project depends on your community partners to achieve success, but what if one partner becomes unavailable? What do you do now?
- A project involving rehousing collections into new museum-quality collections storage might run into delays in the delivery of the cabinets. What happens to the collection items then? How will you ensure that they remain safe and secure?

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?

CU

The third section of your Narrative should be devoted to articulating your intended **Project Results**. This is your chance to convince the reviewers that the activities you've spelled out in your Project Work Plan will result in something getting better. The need or problem you identified in your Project Justification will be diminished or eliminated altogether. This section should logically tie the narrative together by explaining how you will know that your project has been successful, and how you will measure project success.

If your project will generate tangible products (and most do), here's the opportunity to describe them and make the case that they will be useful. Remember that Digital Products Plan I mentioned as a supporting document can be useful to expand on this section, if it's applicable.

Last, but not least, we ask that you tell us how you will sustain the benefit of the project. How will this improvement that you propose to make continue once your grant is over? What will the longer-term impact be?



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?

CU

And again, here is the list of questions that reviewers are asked to answer when they read the Project Results section of your narrative. These are found in Section E of the Notice of Funding Opportunity.

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.

CU

We often hear that defining intended results and success measures is challenging for applicants, so it’s worth spending a bit of time on this here. Essentially, we are asking you to explain what will be better as a result of this project and how will you know?

Think back to the questions we referenced in the Project Justification section when we talked about defining the need, problem, or challenge that your project is addressing and how it fits into one or more of the program objectives. Your results should tie back directly and logically to those elements. If you said someone will learn something, how will you show that? If your problem is related to the preservation of traditional cultural practices, how will you know when that has been successfully achieved? If you're saying collections will be better cared for, how will you be sure and how will you measure "better"? If you're digitizing to expand accessibility, how will you know when you've successfully done it?

You may think of tangential benefits or general positive outcomes, but make sure you identify them as "in addition to" and not "instead of" your original results. Reviewers are likely to catch that as a disconnect. You should be specific and refrain from broad, vague, or unrealistic claims.

This focus on project results and measuring success in meaningful ways is not new, but isn't necessarily easy either. There are many ways to measure success, and each situation is unique. To aid you in visualizing what success could look like for your project, we encourage you to consider using a logic model or evaluation tool to explain your intended results and your plan for achieving them. There are numerous examples and downloadable worksheets that you can find with a simple internet search.



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

CU

So, to recap: Your Narrative has three sections—Project Justification, Project Work Plan, and Project Results, and you have seven pages for it. The sections are all equally important and should all logically tie together. Write clearly, address what we ask you to address, and keep an eye on those review criteria. We're telling you here exactly what the reviewers will look for, so make it easy for them to find it and understand it.



Application Components

Budget

In this section we will provide information on what to include in your project budget and budget justification and provide some examples of allowable and unallowable costs.

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

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As you develop your budget, keep in mind that there are certain costs that are either allowable or unallowable according to federal regulations. The allowability of a cost item for all federal grants are specified in the Code of Federal Regulations (CFR) sometimes referred to as "2 CFR 200" for short, but the full title is, "Title 2, Subtitle A, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Yes, that is a mouthful, but these regulations contain important guidance that all Federal grant applicants and recipients should be aware of.

Using 2 CFR 200 as a basis, we've developed a short list of allowable costs that are common to IMLS projects. These costs may be part of what you ask IMLS to pay for with federal funds or what you will pay for as part of your cost share, if you include any. The rules about allowability apply equally to both, so when completing your project budget, be sure to check that all the costs you include, whether grant funds or cost share, are allowable.

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

CUI

There are also some costs which are unallowable according to the federal regulations in 2 CFR 200. Unallowable costs may **not** be part of what you ask IMLS to pay for, **nor** can they be part of what you will pay for as part of your cost share. Unallowable expenses can't show up anywhere in your proposal.

As you prepare your application, it's a good idea to compare your list of proposed expenses against these lists of allowable and unallowable costs and against the Federal cost principles. If after that you have specific questions about allowability, please contact us and we'll be happy to help.

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.

CUI

In addition to the IMLS Budget Form, you must also prepare a Budget Justification. This is an opportunity to provide an explanation and justification for the project costs in a more detailed narrative format.

The Budget Justification should correspond with the costs categories in the IMLS Budget Form. In the justification you will identify each expense and show the method of cost computation used to determine each dollar amount, including any that you may have consolidated and summarized on the IMLS Budget Form. In other words, please show (and double-check) your math!

For example, in the section Salaries and Wages you should identify each person whose salary or wages will be paid with IMLS funds or by cost share, provide their names, and describe their role in the project. Document the method of cost computation by including the base salary or wages for each person and the percentage of time each person is allocated to the project activities, which may be shown as a percentage of time, number of days, or number of hours. 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 the section for 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. Detail the number and unit cost for each item and explain how you arrived at the dollar amounts. You should also provide vendor quotes or price lists as Supporting Documents with your application.



Application Tips and Next Steps

In this final section of our presentation, we offer some application tips and next steps based on our experiences with the NANH application submission process each year.

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.

CUI

We can only make grants to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. So here are some tips to help you do just that.

- Start early. Do not try to pull together an entire application in three days.
- Become familiar with Grants.gov's Workspace. It has many useful features, including up-front validation, which allows you to correct errors prior to submission, and the opportunity to collaborate with others in creating your application. If you're not used to working with Grants.gov, consider starting with the Workspace Overview and check out their tutorials.
- Make sure you are looking at and applying to the correct grant program within Grants.gov. You can do a keyword search for the IMLS Native American/Native Hawaiian Museum Services program, or you can enter the Catalog of Federal Domestic Assistance (CFDA) number, which is 45.308.
- Be sure your application is complete. Double-check it against the Table of Application Components in the Notice of Funding Opportunity.
- Make sure all application components are in the proper PDF format and follow the correct naming conventions.
- And submit to Grants.gov early so you can correct any errors and avoid any issues created by slow internet or other technology challenges.

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.

CUI

START EARLY, DON'T DELAY!

It's important to get your application submitted online through Grants.gov before the deadline. IMLS does not accept applications by mail or email, nor do we accept late applications.

In order to register with Grants.gov, you must have an active SAM.gov registration and Unique Entity Identifier number. So make sure your registrations for both of these sites are complete, your accounts are active, and that any necessary passwords are current. These registrations expire periodically so DO NOT WAIT until it's time to hit the 'submit' button to check on them. You should coordinate with any other staff members or departments, such as your Authorized Organization Representative or your Financial/Grants office, who may hold the accounts and passwords you'll need to submit. If you have had staff turnover in the past year, that might be a flag to double-check who has access to your accounts.

Both the SAM.gov and Grants.gov websites have robust help features and FAQs. If you run into technical issues with either of these sites, you should reach out to their help desks and request a tracking, case, or ticket number in order to document your issue and attempts at resolving it. IMLS does not accept failure to have active SAM.gov or Grants.gov registrations by the deadline as an excuse for submitting a late application – so again, start early!

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!

CUI

Peer reviewers – museum professionals with experience working in or with Tribal, Alaskan, and Native Hawaiian communities – will be selected by IMLS to read each application and provide constructive and critical comments on the strengths and weaknesses of the proposed projects. They are instructed to base their reviews only on the information contained within the application – so don't assume that a reviewer or IMLS will know something about your museum or your proposed project.

To help make sure your Narrative is as clear and complete as possible:

- Revisit the NANH Notice of Funding Opportunity and follow the Narrative outline it provides, making sure you address each prompt.
- Be sure to consider the review criteria associated with each section of the Narrative.
- Use headings, subheadings, or numbered sections in your Narrative to make it easier for reviewers to read.
- Avoid generalities, acronyms, and jargon. The people who will review your application are museum professionals, but they may not be totally familiar with your particular field's shorthand. Make it easy for them to understand what you mean.
- An advantage to starting your application early is that you can ask a colleague to review everything with fresh eyes before you submit. Ask them to act like a reviewer who's seeing this for the first time and doesn't know any background information about your

project or institution.

- Remember to limit your narrative to 7 pages and please try to stick to the recommended page limits for other application components.

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.

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Here are a few important dates relating to NANH applications.

Applications must be received through Grants.gov by **11:59 pm Eastern Time on November 15, 2023**. The date is non-negotiable. The time stamp is auto-generated by the Grants.gov system, and we have no ability to override it. That is why we say repeatedly to start early and submit your application early. That way, if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem and resubmit.

After the application deadline, IMLS staff will review your application for completeness and eligibility, and you will hear from us via email if there are any issues. Next, peer reviewers will read your applications and provide scores and comments based on the criteria outlined in the NANH Notice of Funding Opportunity. IMLS staff will closely review your project budget and your track record with past and current grants. We then prepare all of the application materials for review by the IMLS Deputy Director for Museums and the IMLS Director. By law, the IMLS Director is charged with the authority and responsibility to make final award decisions, and this typically happens by the end of May. So it's about a 6-month turnaround time from when you submit your proposal to when you'll hear if you've been awarded.

In June 2024, we will notify you by email of the award decisions and provide the scores and comments created by the reviewers.

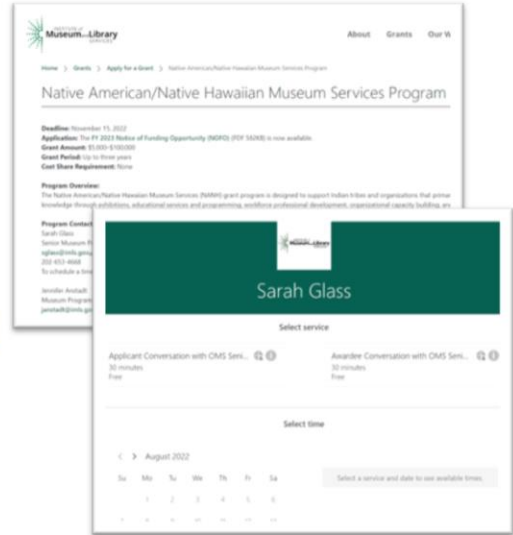
NANH projects must be scheduled to start on July 1st, 2024 and again, may last from 1 to 3 years.

Please make sure that everyone involved in preparing your grant application is aware of these dates and deadlines!

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>



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As you read through the NOFO and prepare your application you might have additional questions come up before the deadline. IMLS staff can help answer your questions about this or any of our other museum grant programs.

You may contact us by email or phone. Contact information is listed on the NANH grant program landing page on the IMLS website. You can also schedule a counseling call to meet virtually with program staff. Use the scheduling link found on the NANH program landing page to find and book an available time slot on our calendars. You will then receive an email with a calendar invite and Microsoft Teams meeting link.



Good luck!

Thank you very much for your interest in IMLS and in the Native American/Native Hawaiian Museum Services funding opportunity. I hope you have found the information in this video helpful.

Good luck, and we look forward to seeing your application in November!

Credit

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