



NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANT

Applicant Webinar



What will we cover today?

- General information about IMLS Native American Library Services Enhancement Grants
- Types of projects funded
- Questions to address in your proposal
- Key components of your application package

We will rely on applicants 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.

General Information

Native American Library Services Enhancement Grants

Program Goals

- Designed to assist federally recognized Tribes in improving core library services for their communities.

Deadline

- April 1, 2024

Amount and Length

- \$10,000-150,000 for up to two years

Cost Share

- Not required

Eligibility

- Federally recognized Tribes; Alaska Native villages and corporations
- Must offer library services to the community. Such services may include but are not limited to, providing free access to books; print and electronic media; research databases; job, employment, and career resources; help from librarians; space for reading, studying, and meeting; and free events and activities such as programs, classes, and cultural events for people of all ages.



Partners

- The applying institution **MUST BE** the tribe itself.
- Partners may be involved and staff from partner organizations may serve as project directors: Libraries; Schools; Tribal colleges; Departments of Education
- Partner organizations should have an established relationship with the Tribal administration for the successful management of the project.
- The tribal community is directly served and benefits from grant activities carried out by the partner(s).



Native American Library Services Enhancement 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.



Native American Library Services Enhancement Grants

Goal 2: 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.

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



Native American Library Services Enhancement Grants

Goal 3: Enhance the preservation and revitalization of Native American cultures and languages.

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

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

NOFO

- <https://www.imls.gov/grants/available/native-american-library-services-enhancement-grants>
- Follow all the links in the Notice of Funding Opportunity (NOFO)
- All applications must be submitted through Grants.gov

Application Checklist

Application Components are listed on NOFO Pages 6-7



D. Application and Submission Information

D1. Application Package

This announcement contains all application materials needed to apply. Use one of the following identifiers to locate the application package in Grants.gov:

- Funding Opportunity Number: NAG-ENHANCEMENT-FY23
- Assistance Listing Number 45.311

To request an audio recording of this announcement, call 202-653-4744. To request a paper copy of this announcement, call 202-653-4744 or email imls-librarygrants@imls.gov.

Persons who are deaf or hard of hearing (TTY Users) can contact IMLS at 202-207-7858 via 711 for TTY-Based Telecommunications Relay Service.

D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. The links lead to more information and instructions for each application component.

Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. § 3187.9.)

D2a. Table of Application Components

Component	Format	File name to use
Required Documents Please see the guidance in Section D2c for more information.		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Library - Discretionary Program Information Form	Grants.gov form	n/a
Organizational Profile (one page max.)	PDF document	Organizationalprofile.pdf
Narrative (eight pages max.)	PDF document	Narrative.pdf

Schedule of Completion (one page per year max.)	PDF document	Scheduleofcompletion.pdf
Performance Measurement Plan (two pages max.)	PDF document	Perfmeasurement.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents Please see the guidance in Section D2d for more information.		
Final Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Products Plan (two pages max.)	PDF document	Digitalproduct.pdf
Supporting Documents Please see the guidance in Section D2e for more information.		
Information that supplements the Narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

D2b. Format, Name, and Sequence of the Application Components

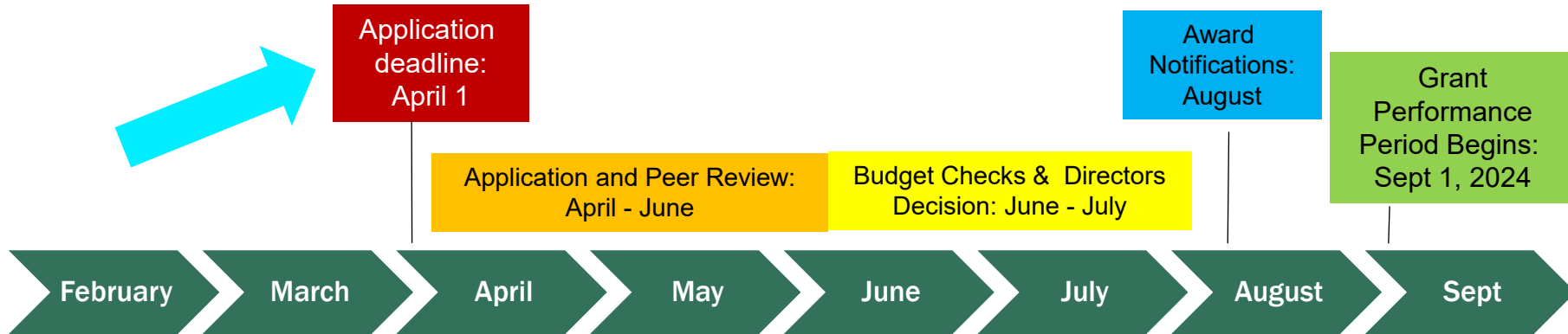
Document format: Aside from the SF-424S, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library - Discretionary Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents.

Page limits: Note page limits listed in the table above. IMLS will remove any pages over the limit.

Naming convention: Use the naming conventions indicated in the table above. **IMPORTANT:** Attachment file names are limited to the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period (.). If attachment file names use any other characters, the application may be rejected by Grants.gov.

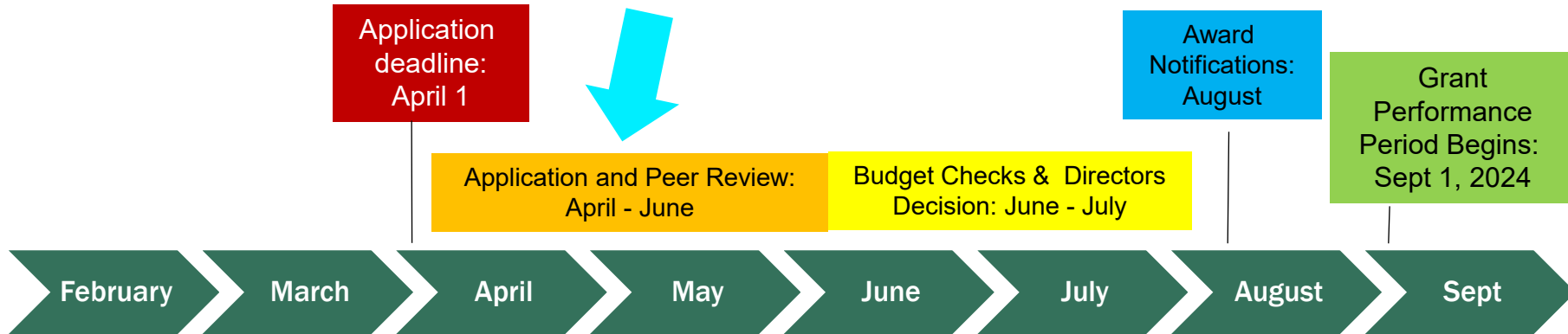
Review Process

- Application deadline: April 1, 2024, 11:59pm ET
- Award notifications to be sent in August
- Performance Period: Sept 1, 2024 – Aug 31, 2026



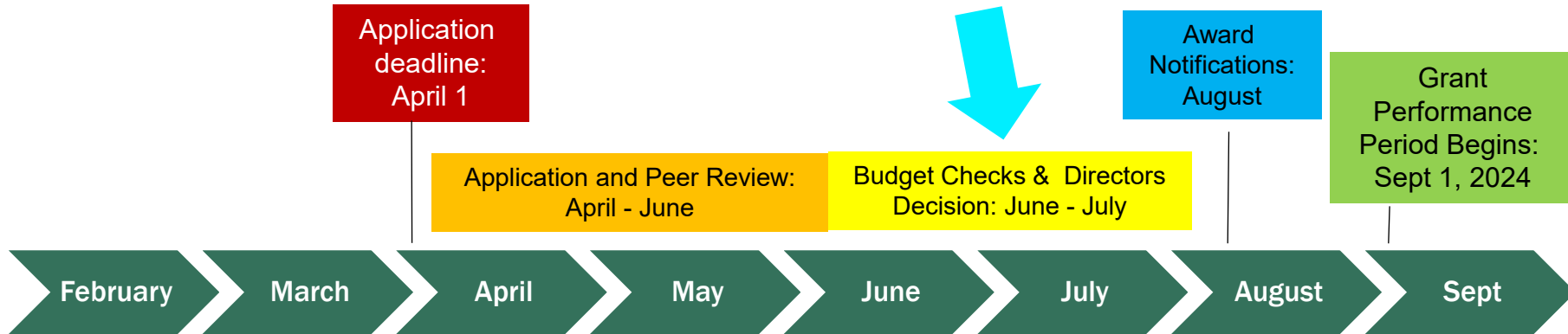
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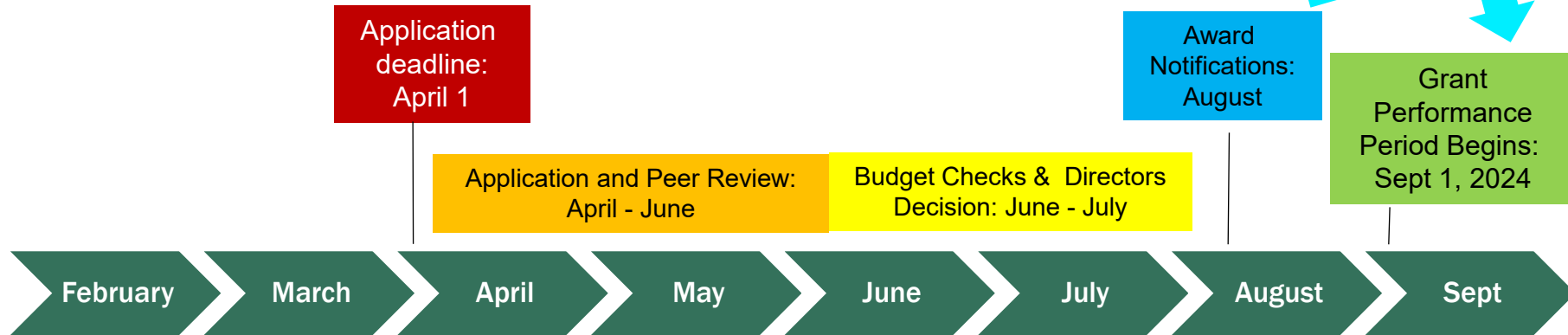
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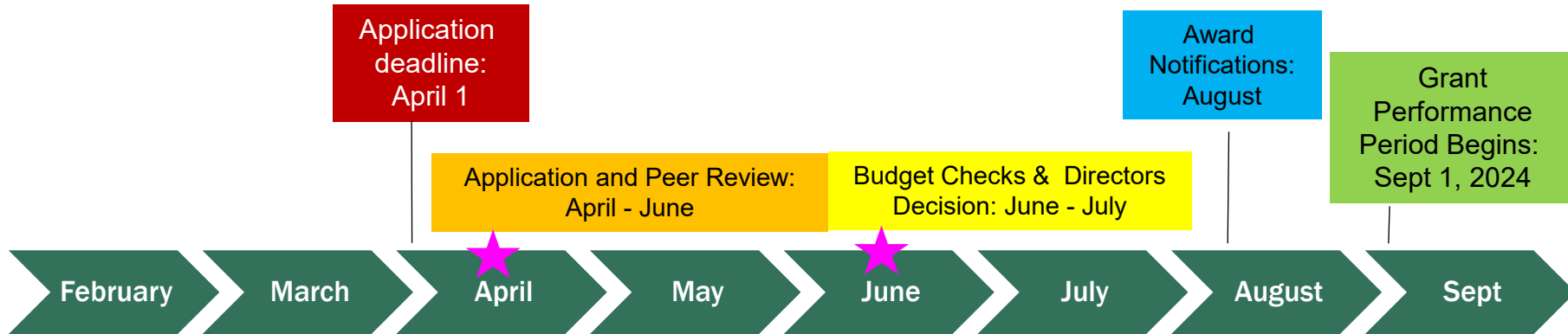
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Types of projects funded

What types of projects are funded?

The screenshot shows the IMLS website with the following elements:

- Browser:** iMLS.gov
- Navigation:** About, Grants, Our Work, Data, News, Contact. A yellow arrow points to the Grants menu.
- Grants Menu:** Grant Programs, Apply for a Grant, Manage Your Award, Search Awarded Grants, Peer Review. An orange arrow points to the Search Awarded Grants option.
- Header:** INSTITUTE of Museum and Library SERVICES, social media icons (Facebook, Twitter, YouTube), and a search bar.
- Main Content:**
 - Section Header:** Federal Support for Librarians and Museums
 - Text:** In 2021, the Institute of Museum and Library Services (IMLS) awarded \$425.7 million through grantmaking, research and policy development, to advance, support, and empower America's museums, libraries, and related organizations.
 - Buttons:** Apply For a Grant, Manage Your Award
- Right Column:** Three news items with images:
 - Accepting Applications for 2023 Native American Library Services Basic Grants (Image: People at a library event)
 - Smithsonian's Tsione Wolde-Michael Tapped to Lead President's Committee on the Arts and the Humanities (Image: Portrait of Tsione Wolde-Michael)
 - Applications Now Open for the Save America's Treasures Grant Program (Image: Interior of a grand library)
- Footer:** A scroll-down arrow icon and the URL <https://imls.gov/grants/awarded-grants>.

What types of projects are funded?

Advanced Search | Institute of M x +

← → ↻ 🏠 🔍 imls.gov/grants/awarded-grants?field_fiscal_year_text%5B1%5D=1&field_states=All&field_city=&field_institution=&field_program_categories_text=Native...

Search by Keywords...

Native American Library Services: Enhancement Grants FY 2022

Table DOWNLOAD THE DATA

Note: (a) denotes an amendment made outside of the original award Page 1 of 23 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NAE-252429-OLS-22	Fort Sill Apache Tribe	2022	Native American Library Services: Enhancement Grants	\$150,000	Office of Library Services	Apache	OK
NAE-252283-OLS-22	Chippewa Cree Tribe	2022	Native American Library Services: Enhancement Grants	\$99,555	Office of Library Services	Box Elder	MT
NAE-252429-OLS-22	Barona Band of Mission Indians	2022	Native American Library Services: Enhancement Grants	\$38,000	Office of Library Services	Lakeside	CA
NAE-252426-OLS-22	Santa Clara Pueblo	2022	Native American Library Services: Enhancement Grants	\$130,105	Office of Library Services	Espanola	NM
NAE-252410-OLS-22	Karuk Tribe	2022	Native American Library Services: Enhancement Grants	\$150,000	Office of Library Services	Happy Camp	CA
NAE-252406-OLS-22	Fairbanks Native Association	2022	Native American Library Services: Enhancement Grants	\$149,390	Office of Library Services	Fairbanks	AK
NAE-252286-OLS-22	Huna Totem Corporation	2022	Native American Library Services: Enhancement Grants	\$149,470	Office of Library Services	Juneau	AK
NAE-252432-OLS-22	United Keetoowah Band of Cherokee Indians	2022	Native American Library Services: Enhancement Grants	\$89,000	Office of Library Services	Tahlequah	OK
NAE-252407-OLS-22	Citizen Potawatomi Nation	2022	Native American Library Services: Enhancement Grants	\$108,642	Office of Library Services	Shawnee	OK
NAE-252427-OLS-22	Port Graham Village Council	2022	Native American Library Services: Enhancement Grants	\$124,187	Office of Library Services	Port Graham	AK

1 2 3 > >>

SUBMIT

CLEAR ALL FILTERS

Fiscal Year

Select All

FY 2022 FY 2021 FY 2020

FY 2019 FY 2017

FY 2016 FY 2015

Show more

Funding Office

Grants to States Libraries

Office of Library Services

Office of Museum Services

Other Initiatives

State

- Any -

City

Institution

Program

Native American Library Services: Enha

SUBMIT

CLEAR ALL FILTERS

What types of projects are funded?

NAE-252425-OLS-22 | Institute of Museum and Library Services

imls.gov/grants/awarded/nae-252425-ols-22

INSTITUTE of Museum and Library SERVICES

About Grants Our Work Data News Contact

Home > Advanced Search > NAE-252425-OLS-22

Program: Native American Library Services: Enhancement Grants

Fiscal Year: 2022

Federal Funds: \$150,000

City: Apache

State: OK

Fort Sill Apache Tribe

Log Number: NAE-252425-OLS-22

The Fort Sill Apache Tribe will expand and enhance the Nde Bizaah Nahizaa ("Apache Language, Our Language"), a community-based teaching text, to assist tribal members with language learning. Project activities will include restoring audio recordings to pair with the text as examples of language pronunciation. The tribe will train a support team in the proper methods for digitizing and cataloging audio material. It also will pursue strategic institutional partnerships for long-term storage of original recordings. The project will benefit more than 800 enrolled tribal members by providing them with insight into their cultural heritage.

Project Proposals

Attachment	Size
NAE-252425-OLS-22 Project Proposal	1.8 MB

Awardee

Project Description

Advanced Search Example

**Key questions to address
in your proposal**

Abstract



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.



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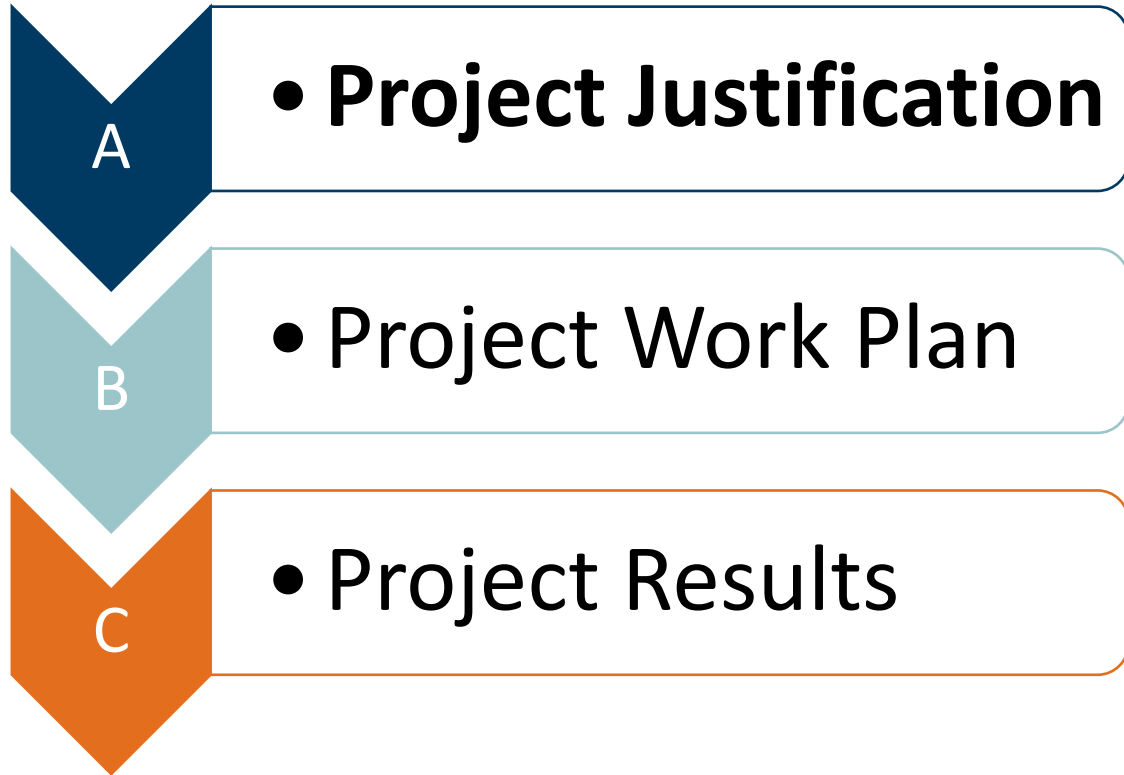


Abstract

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



Narrative Section





Project Justification



Project Justification

- ✓ Which program goal and associated objective(s) of the Native American Library Services Enhancement Grants program will your project address?
- 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?



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Project Work Plan – 1/2

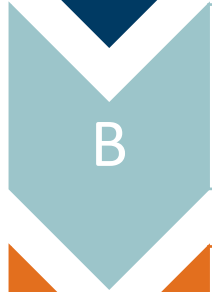
- ✓ **What specific activities will you carry out and in what sequence?**
 - What are the risks to the project and how will you mitigate them?
 - Who will plan, implement, and manage your project?
 - What time, financial, personnel, and other resources will you need to carry out the activities?
 - **Note:** You must include \$3,000 per year of proposed budget for travel to attend an IMLS-designated meeting.



Narrative



• Project Justification



• **Project Work Plan**



• Project Results



Project Work Plan – 1/2

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Project Work Plan – 2/2

- ✓ **What existing resources within the organization, assets within the library or community, and/or potential partners will be utilized during this project to aid in its success?**
- 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?



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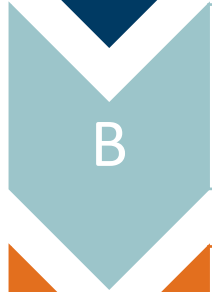
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Narrative



• Project Justification



• Project Work Plan



• Project Results



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, and/or appreciation of the target group grow as a result of your project?
- 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?



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Performance Measurement

3 Performance Measurements:

- **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 American 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.

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 Key Project Staff list
- Any conditionally required or supplementary documents

All documents must be saved and submitted in PDF format



Budget Justification

Organize following IMLS Budget Form Categories

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

Explain the purpose and cost breakdown for each category used



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



The Application Package

- ❑ Make sure to submit a complete application with all required documents.
 - See the Table of Application Components (pp. 6-7 of the NOFO)
- ❑ Don't forget all key personnel listed must have resumes
- ❑ Include any conditionally required documents
- ❑ Federally Negotiated Indirect Cost Rate Agreement (if applicable)
 - The indirect cost rate at the time of the award stands until the end.
 - The cost rate agreement must extend through September 2024.
- ❑ Supporting documents might include needs assessments, letters of support, plans or reports.

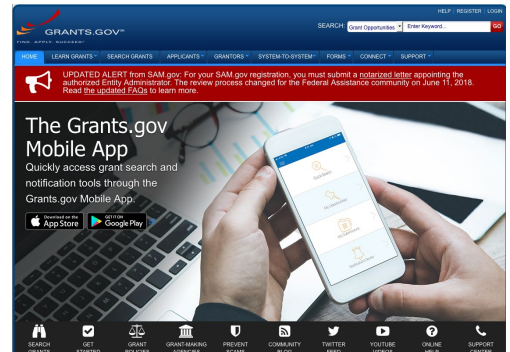
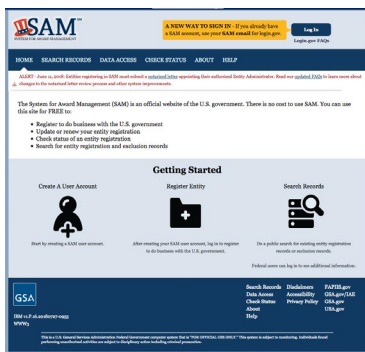
Application Tips



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





Application Tips

Slide 2

- Plan for time to gather 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 tribal administration 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



Contact Us

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