



Applicant Webinar

Native American Library Services Basic Grants

Institute of Museum and Library Services (IMLS)

What Will We Cover Today?

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



About IMLS

Who are we?

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

What do we do?

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

Who is eligible to apply for IMLS grants?

- Varies by program but includes libraries; museums; colleges and universities; organizations that serve libraries and museums; federally recognized Native American tribes; organizations that serve Native Hawaiians





IMLS Vision and Mission

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

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



IMLS Strategic Plan

Goal 1: Champion Lifelong Learning

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

Goal 2: Strengthen Community Engagement

- Objective 2.1: Promote inclusive engagement across diverse audiences.
- Objective 2.2: Support community collaboration and foster civic discourse.

Goal 3: Advance Collections Stewardship and Access

- Objective 3.1: Support collections care and management.
- Objective 3.2: Promote access to museum and library collections.



IMLS Authorization and Budget

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

The IMLS FY24 budget is \$294.8 million (Continuing Resolution).

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

Native American Library Services Basic (NAB) Grants

Native American Library Services Basic Grants Information

Program Goals	Support existing library operations and maintain core library services. Non-competitive.
Deadline	March 1, 2024
Amount and Length	\$6,000 - \$10,000 for one year (8/1/24 - 7/31/25)
Cost Share	Not required
Eligibility	Federally Recognized Tribes; Alaska Native Villages and Corporations

Eligibility Requirements

Who is Eligible?

- Organization must be a Federally Recognized Indian Tribe, and 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.
- For purposes of funding under this program, “Indian tribe” means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs
- The applying organization **MUST BE** the tribe itself.

Partners

IMLS recognizes the potential for valuable contributions to the overall goals of the NAB Grant Program by entities that do not meet the eligibility requirements. Although such entities may not serve as the lead applicant organization, they can participate in projects as partners. Such entities may, for example, assist the lead applicant with project activities.

- Libraries
- Schools
- Tribal colleges
- Departments of education
- Partner organizations should have a 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).

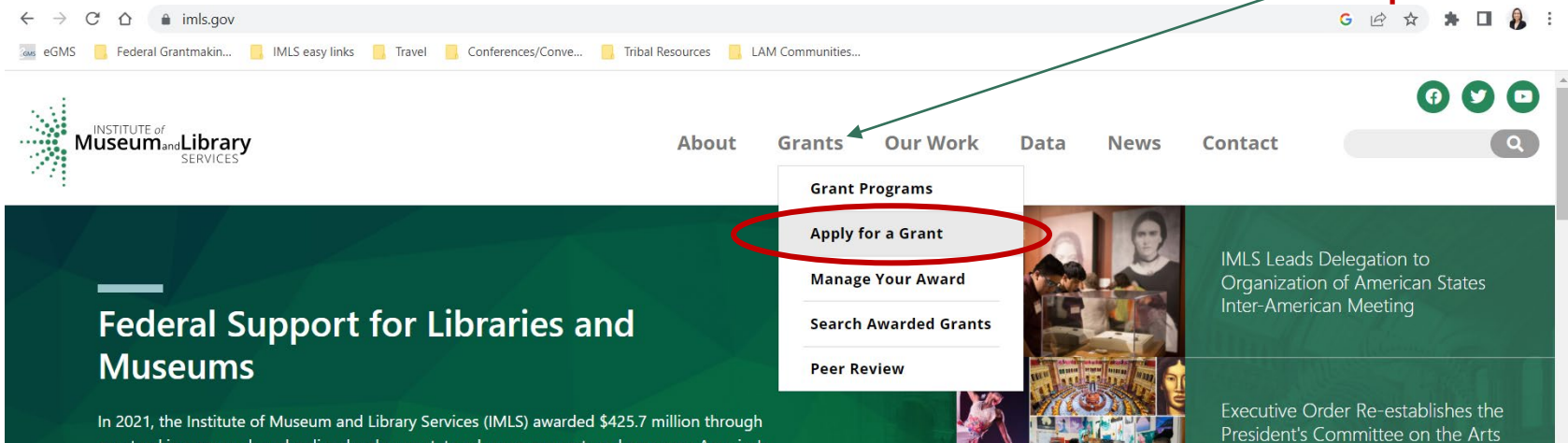
Application Process

Notice of Funding Opportunity (NOFO)

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

<https://www.imls.gov>

Click here for the drop down



The image is a screenshot of the IMLS website. At the top, there is a navigation bar with the IMLS logo on the left and a search bar on the right. The main navigation menu includes 'About', 'Grants', 'Our Work', 'Data', 'News', and 'Contact'. The 'Grants' menu is open, showing a list of options: 'Grant Programs', 'Apply for a Grant', 'Manage Your Award', 'Search Awarded Grants', and 'Peer Review'. The 'Apply for a Grant' option is circled in red. A green arrow points from the text 'Click here for the drop down' to the 'Grants' menu. Below the navigation bar, there is a large green banner with the text 'Federal Support for Libraries and Museums' and a sub-headline 'In 2021, the Institute of Museum and Library Services (IMLS) awarded \$425.7 million through...'.

Notice of Funding Opportunity (NOFO)

<https://imls.gov/grants/apply-grant/notices-funding-opportunities>

Click here to see NOFOs for all grant programs

Home > Grants > Apply for a Grant

Available Grants

- Grant Programs >
- Apply for a Grant** >
- Eligibility Criteria
- Sample Applications
- Notices of Funding Opportunities** >
- Outcome Based Evaluations >
- Manage Your Award >
- Search Awarded Grants
- Peer Review >

Grant Application Directions

Organizations and institutions that utilize third-party software to submit applications via Grants.gov may encounter older or outdated forms. IMLS cannot provide technical assistance for any issues applicants encounter with proprietary software. The final and correct versions of all IMLS application packages can be found on the [Grants.gov](#) portal directly.

The Application Process

Museum Grants for African American History and Culture

Deadline: November 15, 2022
The FY 2023 Notice of Funding Opportunity is now available.

Native American/Native Hawaiian Museum Services Program

Deadline: November 15, 2022
The FY 2023 Notice of Funding Opportunity is now available.

Scroll down to find the Basic Grant Program NOFO

Notice of Funding Opportunity (NOFO)

All application requirements and instructions can be found in NAB NOFO on our website:

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

**Remember this #
for Grants.gov**

NATIVE AMERICAN LIBRARY SERVICES BASIC GRANTS FY 2024 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	Native American Library Services Basic Grants
Announcement Type	Modification of FY23 Notice of Funding Opportunity
Funding Opportunity Number	NAG-BASIC-FY24
Assistance Listing Number	45.311
Application Due Date	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on March 1, 2024.
Anticipated Date of Notification of Award Decisions	July 2024 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on August 1, 2024.

Before You Apply

- ❑ Read the FY24 NOFO and download the current version of the application forms from it.
- ❑ Get your Unique Entity ID (UEI) from the System of Award Management (SAM)
- ❑ Register your institution with the System of Award Management (SAM), or ensure your existing SAM registration is active: <http://www.sam.gov/>
- ❑ Create a Grants.gov account for your institution, or ensure your existing Grants.gov account is active: <http://www.grants.gov/>

Check your registrations early!

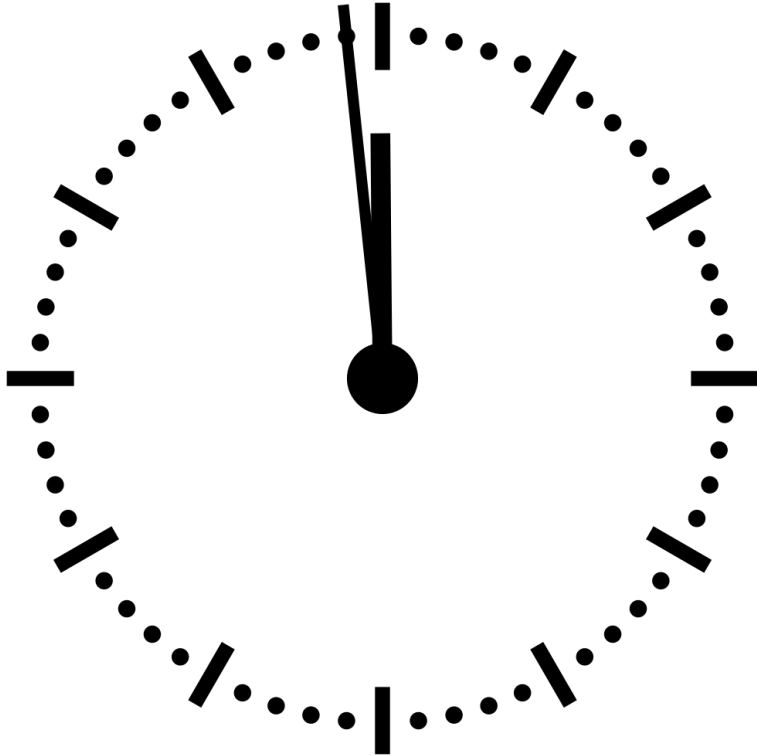
You need all three:



Note:

- SAM.gov expires every year.
- Grants.gov passwords expire every 60 days.
- Grants.gov accounts are deactivated after 365 days of inactivity.

Submit the application on time



**11:59 pm EST
Wednesday,
March 1, 2024**

Application Components

Notice of Funding Opportunity (NOFO)

- 35+ pages long
- Includes information about the components of the application.

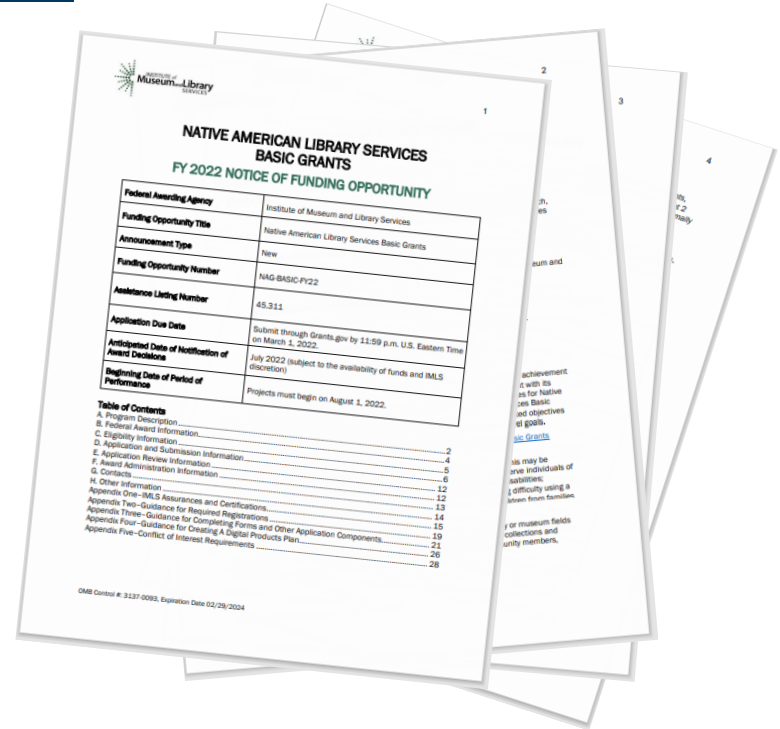


Table of Application Components

- Serves as a checklist
- Identifies type of file needed and how to name each file

D2a. Table of Application Components

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

Application Components – Required and Conditional

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

- ✓ **All documents must be saved and submitted in PDF format!**

Application Components – Required and Conditional

**Automatically
generated during
the grants.gov
submission
process**



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

- ✓ All documents must be saved and submitted in PDF format!

Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
 - ✓ IMLS Supplementary Information Form
 - ✓ IMLS Library - Discretionary Program Information Form
 - ✓ **Library Services Plan Narrative**
 - ✓ Performance Measurement Plan
 - ✓ IMLS Budget Form
 - ✓ Digital Products Plan, if applicable
- ✓ All documents must be saved and submitted in PDF format!

Application Components – Required and Conditional

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

✓ All documents must be saved and submitted in PDF format!

Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
 - ✓ IMLS Supplementary Information Form
 - ✓ IMLS Library - Discretionary Program Information Form
 - ✓ Library Services Plan Narrative
 - ✓ Performance Measurement Plan
 - ✓ IMLS Budget Form
 - ✓ **Digital Products Plan, if applicable**
- ✓ All documents must be saved and submitted in PDF format!

Application Components – Required and Conditional

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

 All documents must be saved and submitted in PDF format!

Grants.gov

Grants.gov Online User Guide:

- <https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>

Grants.gov Blog:

- <https://blog.grants.gov/2017/09/25/7-online-user-guide-articles-to-get-you-started-with-workspace/>

Grants.gov YouTube Channel:

- <https://www.youtube.com/user/GrantsGovUS>

Grants.gov Support:

- <https://www.grants.gov/web/grants/support.html>
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726

Search for the Grant

Enter the Funding Opportunity number found in the NOFO search:

NAG-BASIC-FY24

GRANTS.GOV™
FIND. APPLY. SUGGEST.

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:
Keyword(s): NAG-BASIC-FY20
Opportunity Number:
CFDA:
SEARCH

OPPORTUNITY STATUS:
 Forecasted (0)
 Posted (1)
 Closed (0)
 Archived (0)

FUNDING INSTRUMENT TYPE:
 All Funding Instruments
 Grant (1)

ELIGIBILITY:
 All Eligibilities

Search Tips | Export Detailed Data | Save Search

SORT BY: Relevance (Descending) Update Sort DATE RANGE: All Available Update Date Range

1 - 1 OF 1 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
NAG-BASIC-FY20	Native American Library Services Basic Grant	IMLS	Posted	12/04/2019	04/01/2020

Download the Grant Package

GRANTS.GOV™
FIND. APPLY. SUCCESS.

SEARCH: Grant Opportunities NAG-BASIC-FY20 GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM TO SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

VIEW GRANT OPPORTUNITY

NAG-BASIC-FY20
Native American Library Services Basic Grant
Institute of Museum and Library Services

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Print Synopsis Details

General Information

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	NAG-BASIC-FY20	Posted Date:	Dec 04, 2019
Funding Opportunity Title:	Native American Library Services Basic Grant	Last Updated Date:	Dec 04, 2019
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Apr 01, 2020
Opportunity Category Explanation:		Current Closing Date for Applications:	Apr 01, 2020
Funding Instrument Type:	Grant	Archive Date:	
Category of Funding Activity:	Arts (see "Cultural Affairs" in CFDA) Humanities (see "Cultural Affairs" in CFDA)	Estimated Total Program Funding:	
Category Explanation:		Award Ceiling:	\$10,000
Expected Number of Awards:	220	Award Floor:	\$5,000
CFDA Number(s):	43.311 - Native American and Native Hawaiian Library Services		
Cost Sharing or Matching Requirement:	No		

Eligibility

Eligible Applicants: Native American tribal governments (Federally recognized)

Additional Information on Eligibility:

Additional Information

Agency Name: Institute of Museum and Library Services

Description: The goal of the FY 2020 Native American Library Services Basic Grants Program is to support existing library operations and maintain core library services.

Link to Additional Information: <https://www.imls.gov/grants/available/native-american-library-services-basic-grants>

Grantor Contact Information: If you have difficulty accessing the full announcement electronically, please contact:

Step 1:
Click on
Package tab
here

Step 2:
Click Apply

SF-424S

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

View Burden Statement OMB Number: 4040-0003
Expiration Date: 01/31/2019

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

*1. NAME OF FEDERAL AGENCY:
Institute of Museum and Library Services

*2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
45.211

CFDA TITLE:
Native American and Native Hawaiian Library Services

*3. DATE RECEIVED: Completed Upon Submission to Grants.gov **SYSTEM USE ONLY**

*4. FUNDING OPPORTUNITY NUMBER:
03G-BASIC-PT16

*TITLE:
Native American Library Services Basic Grants Program

5. APPLICANT INFORMATION

*a. Legal Name:
[Redacted]

b. Address:

* Street1: [Redacted] Street2: [Redacted]

* City: [Redacted] County/Parish: [Redacted]

* State: [Redacted] Province: [Redacted]

* Country: USA: UNITED STATES [Redacted] * Zip/Postal Code: [Redacted]

c. Web Address:
http:// [Redacted]

*d. Type of Applicant: Select Applicant Type Code(s): [Redacted]

Type of Applicant: [Redacted]

Type of Applicant: [Redacted]

* Other (specify): [Redacted]

*e. Employer/Taxpayer Identification Number (EIN/TIN): [Redacted]

*f. Organizational DUNS: [Redacted]

*g. Congressional District of Applicant: [Redacted]

6. PROJECT INFORMATION

*a. Project Title:
[Redacted]

*b. Project Description:
[Redacted]

IMLS Supplementary Information Form (SIF)

- The SIF is a grants.gov form is also part of the grants.gov application package.
- Instructions for completing the form can be found in Appendix 3 of the NOFO, but especially note:
 - If the library is a dept within the tribe, check No. If your are partnering with TCU, a library or any entity outside the tribe, check Yes and provide their information.
 - Funds requested match Total Budget Amount on Page 4 of Budget Form and total listed in the Budget Summary portion of Library Services Plan.
 - Do not include cost share or indirect costs
 - Abstract is 1-2 sentences that summarize your Library Services Plan

IMLS Library - Discretionary Information Form

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

Library Services Plan (LSP)

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

Performance Measurement Plan

Performance Measurement:

- **Effectiveness:** The extent to which activities contribute to achieving the intended results of the project
- **Timeliness:** The extent to which each task/activity is completed within the timeframe proposed

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

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

IMLS Budget Form

← → ↻ 🏠 📄 https://www.ims.gov/grants/apply-grant/notices-funding-opportunities/application-forms

INSTITUTE of Museum and Library SERVICES

About Grants Our Work Data News Contact

Home > Grants > Apply for a Grant > Notices of Funding Opportunities > Application Forms

Application Forms

Grant Programs >

Apply for a Grant ▾

Eligibility Criteria

Sample Applications

Notices of Funding Opportunities ▾

Application Deadlines

Application Forms

Outcome Based Evaluations >

Manage Your Award >

Search Awarded Grants

Peer Review >

Links to application forms are provided below for your convenience. Applicants must download the application package from Grants.gov in order to apply. Consult the relevant program Notice of Funding Opportunity to determine which forms are needed for your application. You must download the IMLS forms to your computer and work on them outside your internet browser. When they are complete, save each as a PDF and upload it as part of your application through Grants.gov.

IMLS Budget Form (minimum requirements Adobe Reader 7.0.5):
Adobe® PDF (1.7MB)
Note: JavaScript must be enabled.

Performance Measurement Plans

Native American Basic Grants	NA-B Performance Measurement Plan (DOCX, 29KB)
Native Hawaiian Library Services Grants Native American Enhancement Grants	NA-E and NH Performance Measurement Plan (DOCX, 30KB)
Laura Bush 21st Century Librarian Program National Leadership Grants for Libraries	OLS Performance Measurement Plan (DOCX, 25KB)
Museum Grants for African American History and Culture Native American/Native Hawaiian Museum Services	IMLS Performance Measurement Plan (DOCX, 25KB)

Under Notice of Funding, click here to access the Application Forms

Click this hyperlink to access the IMLS Budget Form

Examples of Allowable Costs – Slide 1

Salaries, wages, fringe benefits:

- Permanent staff salary and benefits
- Temporary and project staff

Supplies, materials, and equipment:

- Collection development—books, electronic resources, subscriptions, software, special collections
- Equipment—computers, wireless equipment, E-Readers, copiers, printers
- Library software
- Furnishings like tables, chairs, rugs, circulation desk, shelving, book drop, computer stations (not construction or renovation)
- Library supplies

Examples of Allowable Costs

- Slide 2

Contracts (e.g., for services) or Subawards

- Programs: literacy skills, job readiness, health awareness, cultural knowledge, visual arts, creative writing workshops, computer training
- Tutors
- Program-related supplies
- Internet access
- Technical training and support
- Digitization of local materials

Other costs

- Fees to join a consortium to share resources and databases
- Fees for membership in library-related organizations
- Renewal fees for library automation technical support and upgrades

Digital Products Plan

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

Digital Products Plan

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

- Oral histories converted to digital files
- Web sites about community events
- Apps for library patrons
- Online curricula for teachers and students
- Images of community meetings

Important Dates

- Applications submitted March 1, 2024
- Award notifications sent in July
- Performance Period: August 1, 2024 – July 31, 2025



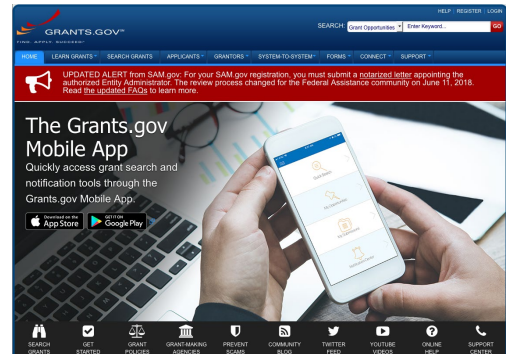
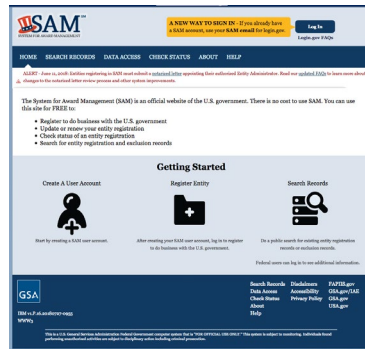
Application Tips



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

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 with correct file name
- 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

For detailed questions such as eligibility, Library Services Plan and project activities, Budgets, including allowability of costs and Digital Products Plans, please reach out to:

Jennifer Himmelreich (Navajo)

Senior Program Officer

202-653-4797

JHimmelreich@imls.gov

For questions about application requirements and deadlines:

Sheena Afoakwa

Program Specialist

202-653-4718

[safoakwa@imls.gov](mailto:sfoakwa@imls.gov)