



# NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar



# What will we cover today?

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

*We will rely on 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 Hawaiian Library Services Grants

## Program Goals

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

## Deadline

- April 1, 2024


## Amount and Length

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

## Cost Share

- Not required

## Eligibility

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



# Native Hawaiian Library Services Grants

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

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

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



# Native Hawaiian Library Services Grants

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

- 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 Hawaiian Library Services Grants

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

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

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



# Native Hawaiian Library Services Grants

<https://www.ims.gov/grants/available/native-hawaiian-library-services>

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

When is the deadline?

- Applications are due by 11:59 p.m. Eastern time **April 1, 2024**
- All applications must be submitted through Grants.gov



# Application Checklist



6



7

Application Components are listed on NOFO Pages 6-7

## D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table. 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
<b>Required Documents</b> <a href="#">Please see the guidance in Section D2c for more information.</a>		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">IMLS Library – Discretionary Program Information Form</a>	Grants.gov form	n/a
<a href="#">Organizational Profile</a> (one page max.)	PDF document	Organizational/profile.pdf
<a href="#">Narrative</a> (eight pages max.)	PDF document	Narrative.pdf
<a href="#">Schedule of Completion</a> (one page per year max.)	PDF document	Scheduleofcompletion.pdf
<a href="#">Performance Measurement Plan</a> (two pages max.)	PDF document	Perfmeasurement.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants</a> (one page max.)	PDF document	Projectstaff.pdf

<a href="#">Resumes of Key Project Staff and Consultants</a> (two pages each max.)	PDF document	Resumes.pdf
<b>Conditionally Required Documents</b> <a href="#">Please see the guidance in Section D2d for more information.</a>		
<a href="#">Proof of Private, Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Final Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Products Plan (two pages max.)</a>	PDF document	Digitalproduct.pdf
<b>Supporting Documents</b> <a href="#">Please see the guidance in Section D2e for more information.</a>		
<a href="#">Information that supplements the Narrative and supports the project description provided in the application</a>	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.

**Attachment order:** In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the "Attachments Form" first. Attach any additional application components using the "Other Attachment File(s)" boxes.

**Complete applications:** Use the table above as a checklist to ensure that you have created and attached all necessary application components.

### D2c. Instructions for Required Documents

#### 1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)

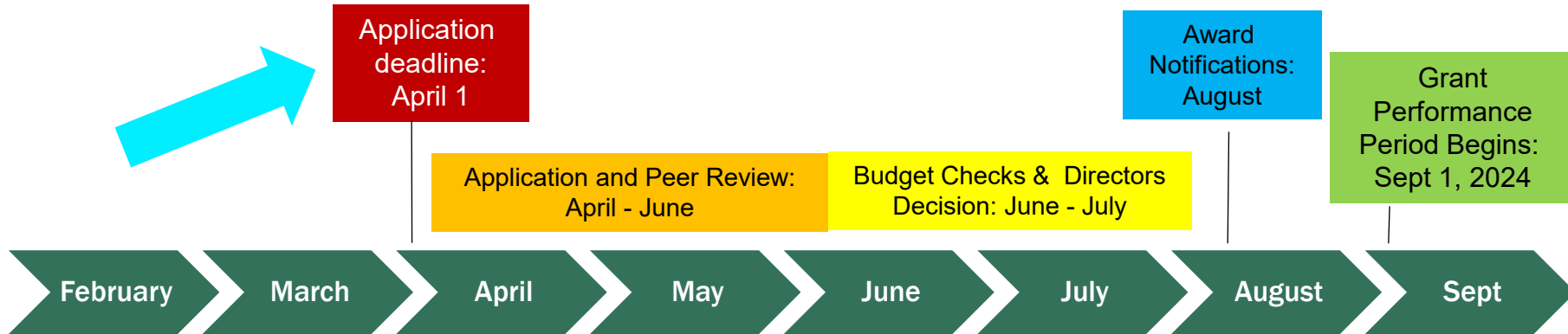
The SF-424S is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing the SF-424S.](#)

#### 2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing it.](#)

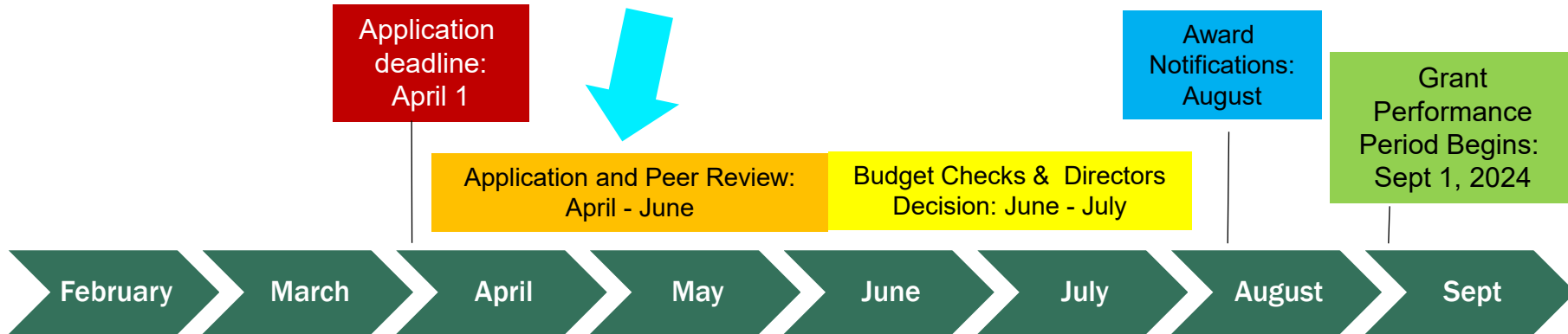
# Review Process

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



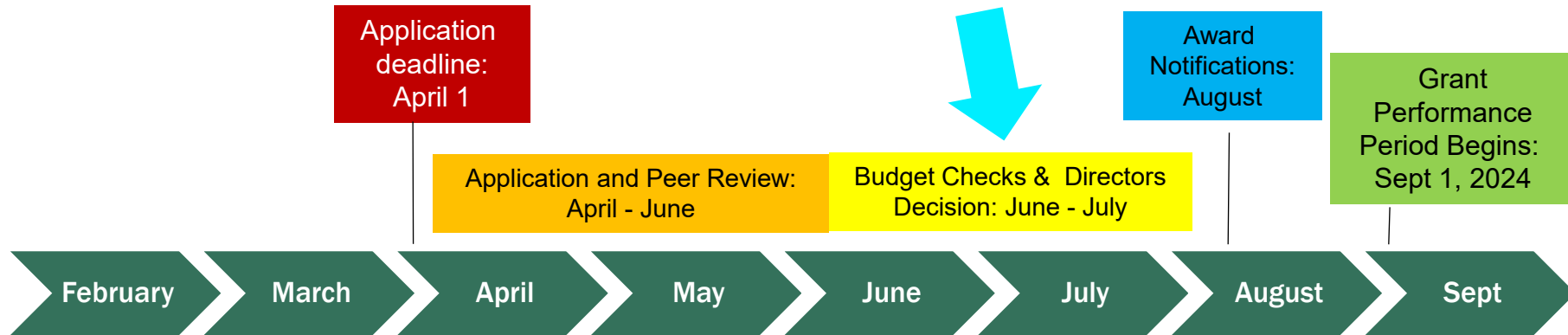
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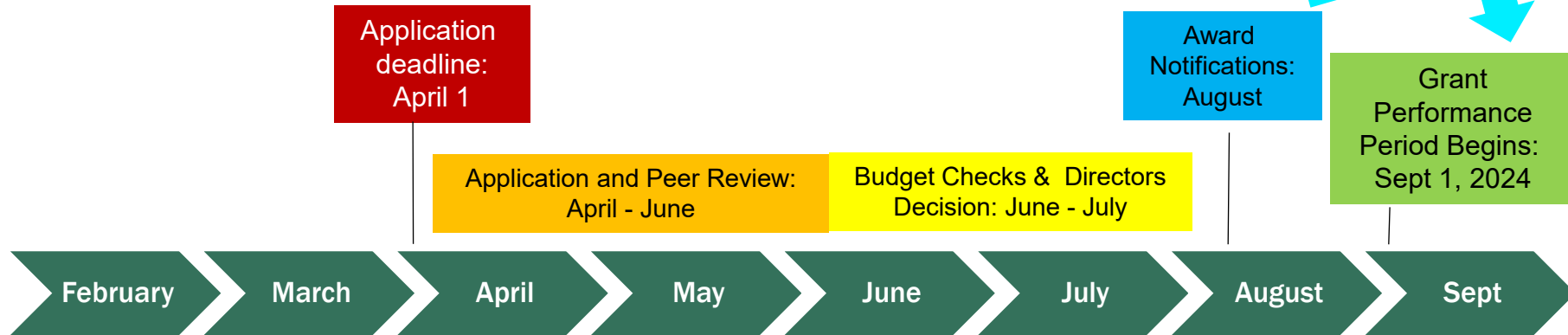
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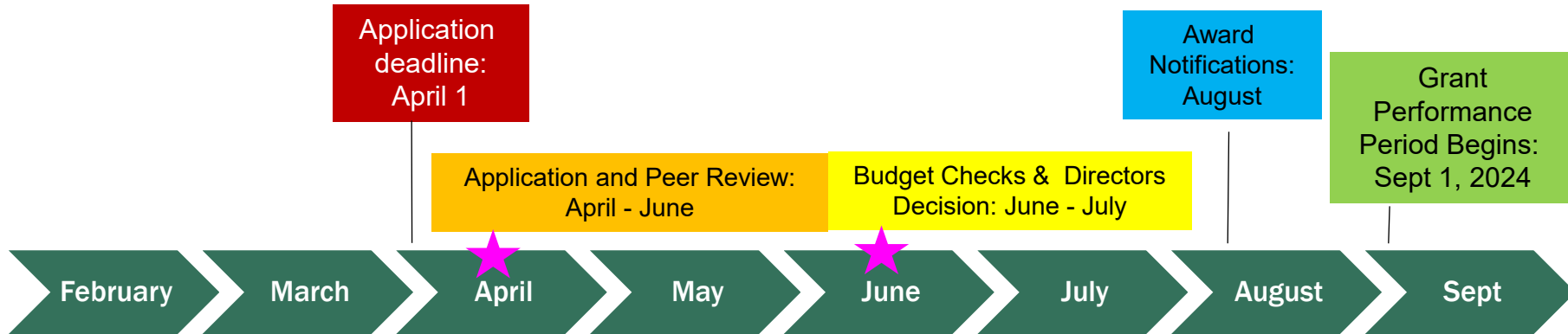
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# Types of projects funded

# What types of projects are funded?

The screenshot shows the IMLS website with the following elements:

- Browser Address Bar:** [imls.gov](https://imls.gov)
- Navigation Menu:** About, Grants, Our Work, Data, News, Contact. A yellow arrow points to the "Grants" link.
- Grants Dropdown Menu:** Grant Programs, Apply for a Grant, Manage Your Award, Search Awarded Grants (highlighted with an orange arrow), Peer Review.
- Logo:** INSTITUTE of Museum and Library SERVICES
- Main Content Area:**
  - Section Header:** Federal Support for Libraries 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 building)
- Footer:** <https://imls.gov/grants/awarded-grants>



# What types of projects are funded?

Advanced Search | Institute of M... x +

ims.gov/grants/awarded-grants?field\_fiscal\_year\_text%5B1%5D=1&field\_states=All&field\_city=&field\_institution=&field\_program\_categories\_text=Native...

Home > Grants > Search Awarded Grants

**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 Hawaiian Library Services

**SUBMIT**

Search by Keywords...

Native Hawaiian Library Services FY 2022

Table DOWNLOAD THE DATA

Note: (a) denotes an amendment made outside of the original award Page 1 of 6 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NH-252408-OLS-22	Hula Preservation Society	2022	Native Hawaiian Library Services	\$149,994	Office of Library Services	Kaneohe	HI
NH-252297-OLS-22	Papahana Kuaola	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Kaneohe	HI
NH-252430-OLS-22	Bernice Pauahi Bishop Museum	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Honolulu	HI
NH-252445-OLS-22	Papa Ola Lokahi	2022	Native Hawaiian Library Services	\$140,984	Office of Library Services	Honolulu	HI
NH-252420-OLS-22	Kualoa-Heeia Ecumenical Youth Project	2022	Native Hawaiian Library Services	\$118,058	Office of Library Services	Kaneohe	HI
NH-252442-OLS-22	Ka Iou Malani Cultural Heritage Center	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Kaunakakai	HI

# What types of projects are funded?

The screenshot shows a web browser window with the URL `imls.gov/grants/awarded/nh-252408-ols-22`. The page header includes the logo for the Institute of Museum and Library Services and a navigation menu with links for About, Grants, Our Work, Data, News, and Contact. The breadcrumb trail reads: Home > Advanced Search > NH-252408-OLS-22.

**Program:** Native Hawaiian Library Services  
**Fiscal Year:** 2022  
**Federal Funds:** \$149,994  
**City:** Kaneohe  
**State:** HI

## Hula Preservation Society

Log Number: **NH-252408-OLS-22**

Hula Preservation Society (HPS) will develop, implement, and share an Indigenous-centered controlled vocabulary and 40 finding aids for video-based oral histories. Finding aids are used to help researchers more easily navigate archival collections. The creation of an Indigenous-centered controlled vocabulary will provide the intellectual, Indigenous-grounded access that will better serve researchers. 10 of the 40 finding aids will be newly created. To broaden access to the contents of HPS's video-based elder oral history library, this project will make these products widely available online via the HPS website, the University of Hawaii library system, and the Papakilo Database of the Office of Hawaiian Affairs. The project team will share project outcomes and lessons learned through public educational programming and online stories. This project will benefit all Native Hawaiians.

### Project Proposals

Attachment	Size
NH-252408-OLS-22 Project Proposal	1.94 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

1. Project Justification
2. Project Work Plan
3. Project Results



# **Project Justification**



# Project Justification

- ✓ Which program goal and associated objective(s) of the Native Hawaiian Library Services 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?



# Project Justification

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# Narrative

1. Project Justification
2. **Project Work Plan**
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# Project Work Plan

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



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- ✓ **Does your project include any digital content, resources, assets, software, or datasets?**



# Narrative

1. Project Justification
2. Project Work Plan
3. **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, behaviors, capabilities, and/or attitudes of the target group change as a result of your project?
- What tangible products will result from your project?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?



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# Performance Measurement

## Performance Measurement:

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

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

# Key components of your application package





# Application Components

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

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



# Budget

## IMLS Budget Form Categories

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



# Budget Justification

## IMLS Budget Form Categories

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

Explain the purpose and cost breakdown for each category used



# 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 (p. 6-7 of the NOFO)
- ❑ Don't forget all key personnel listed must have resumes
- ❑ Check the list of conditionally required documents, for example, Digital Products Plan and Proof of Private, Nonprofit Status.
- ❑ Federally Negotiated Indirect Cost Rate Agreement (if applicable)
  - The indirect cost rate at the time of the award stands until the end.
  - Cost rate agreement must extend through September 2024.
- ❑ Supporting documents might include needs assessments, letters of support, plans or reports.

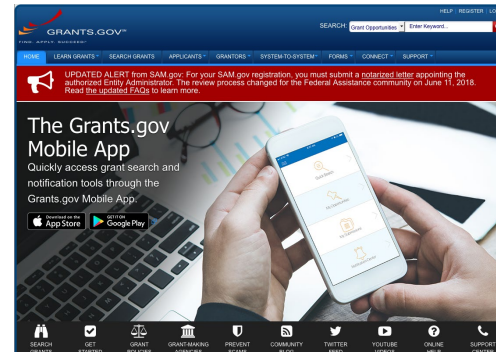
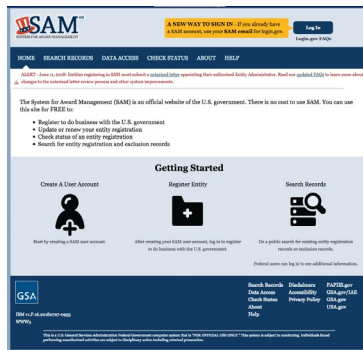
# Application Tips



# Application Tips Slide 1

## Register early!

1. Unique Entity ID (generated by SAM.gov)
2. SAM Registration: [www.sam.gov](http://www.sam.gov)
3. Grants.gov Registration: [www.grants.gov](http://www.grants.gov)





# Application Tips

## Slide 2

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





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