INSTITUTE of Museum and Library SERVICES

NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar

2024

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.imls.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

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
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.		
Proof of Private, Nonprofit Status	PDF document	Proofnonprofit.pdf
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.

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)**

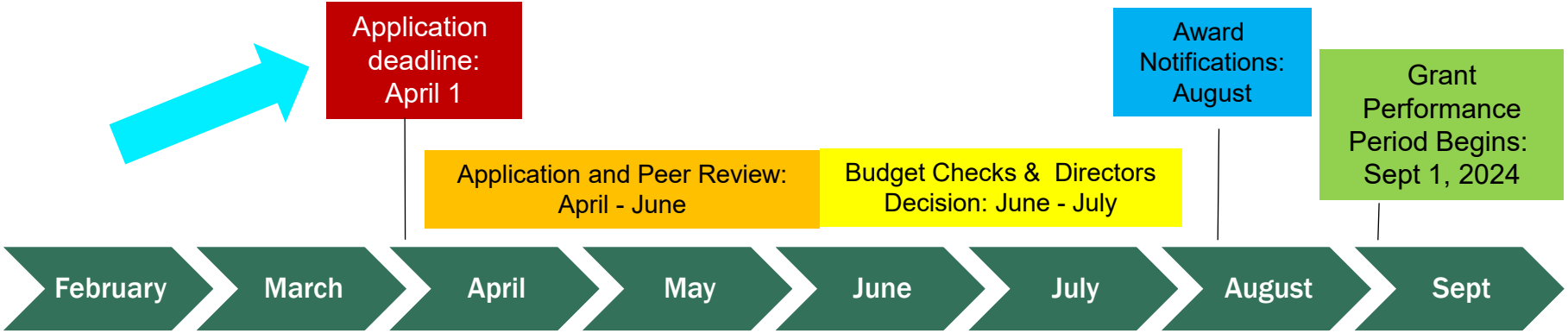
   The SF-424S is part of the application package that you complete in Grants.gov Workspace. Click here for instructions on completing the SF-424S.

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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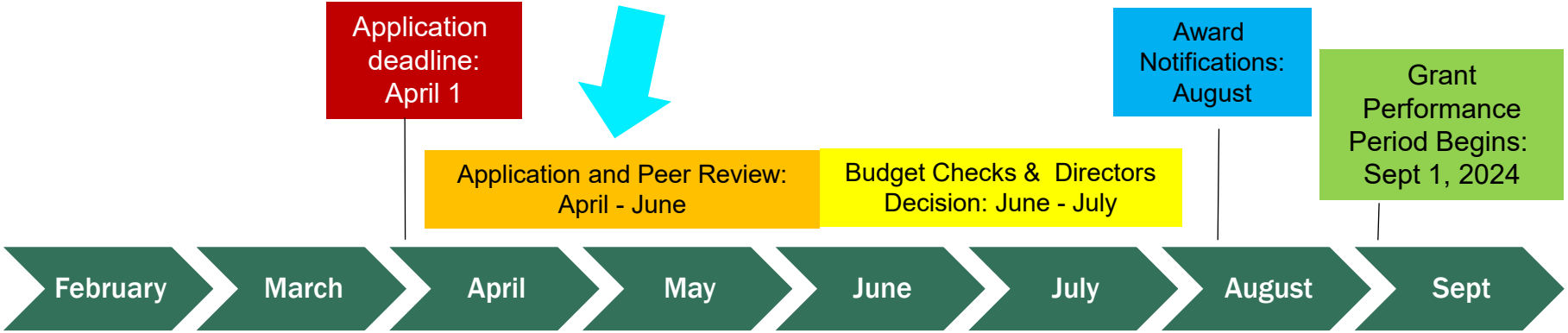

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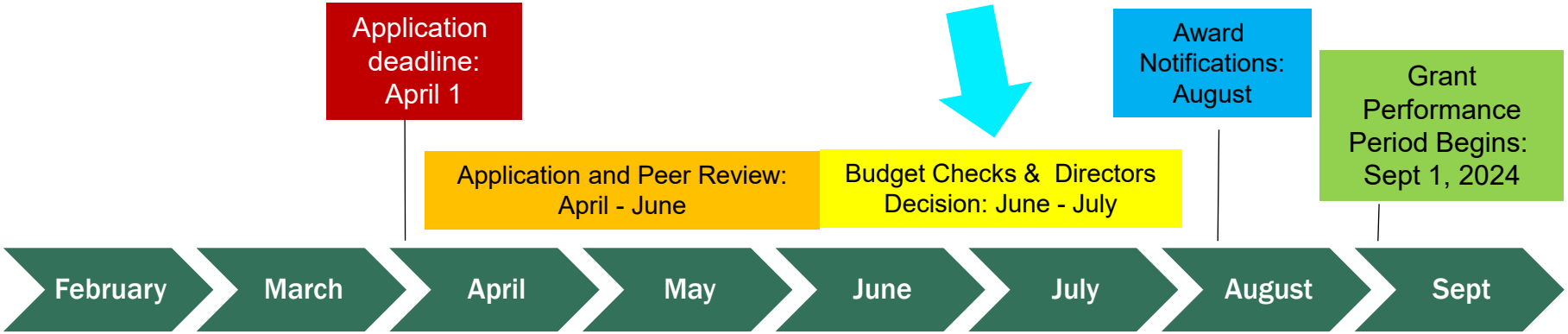

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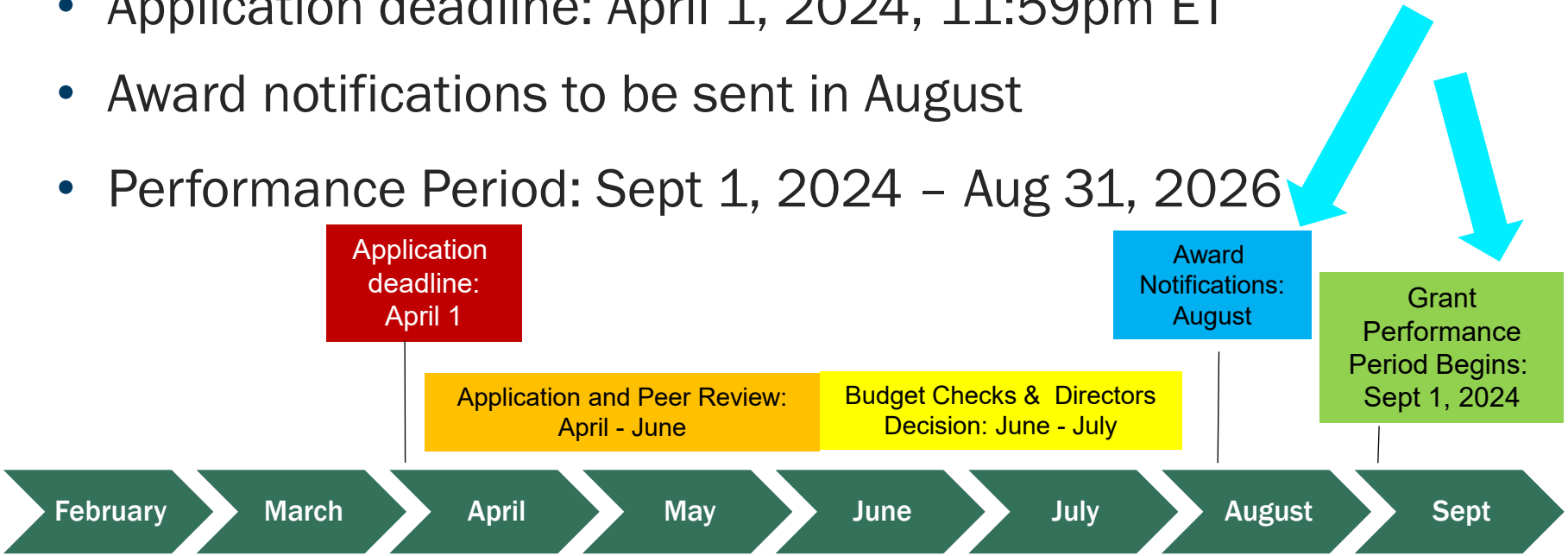

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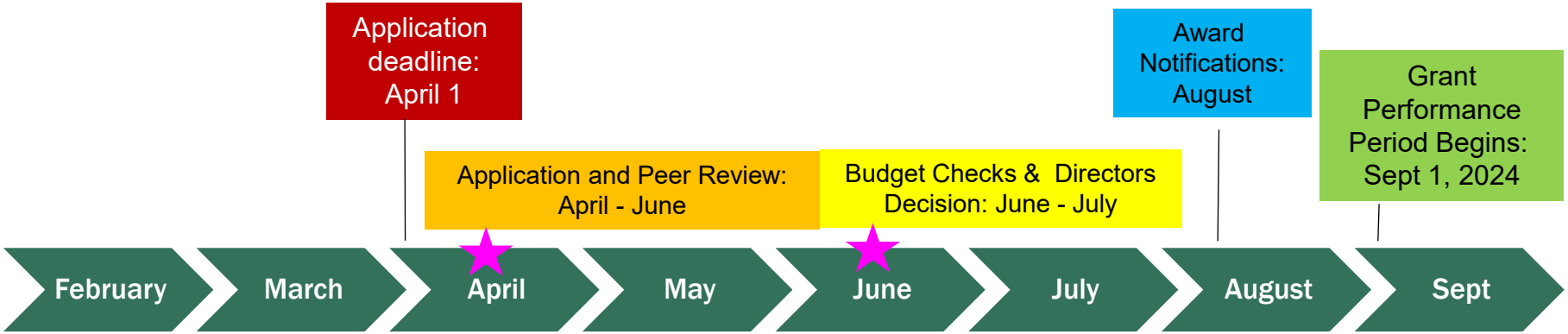

Types of projects funded

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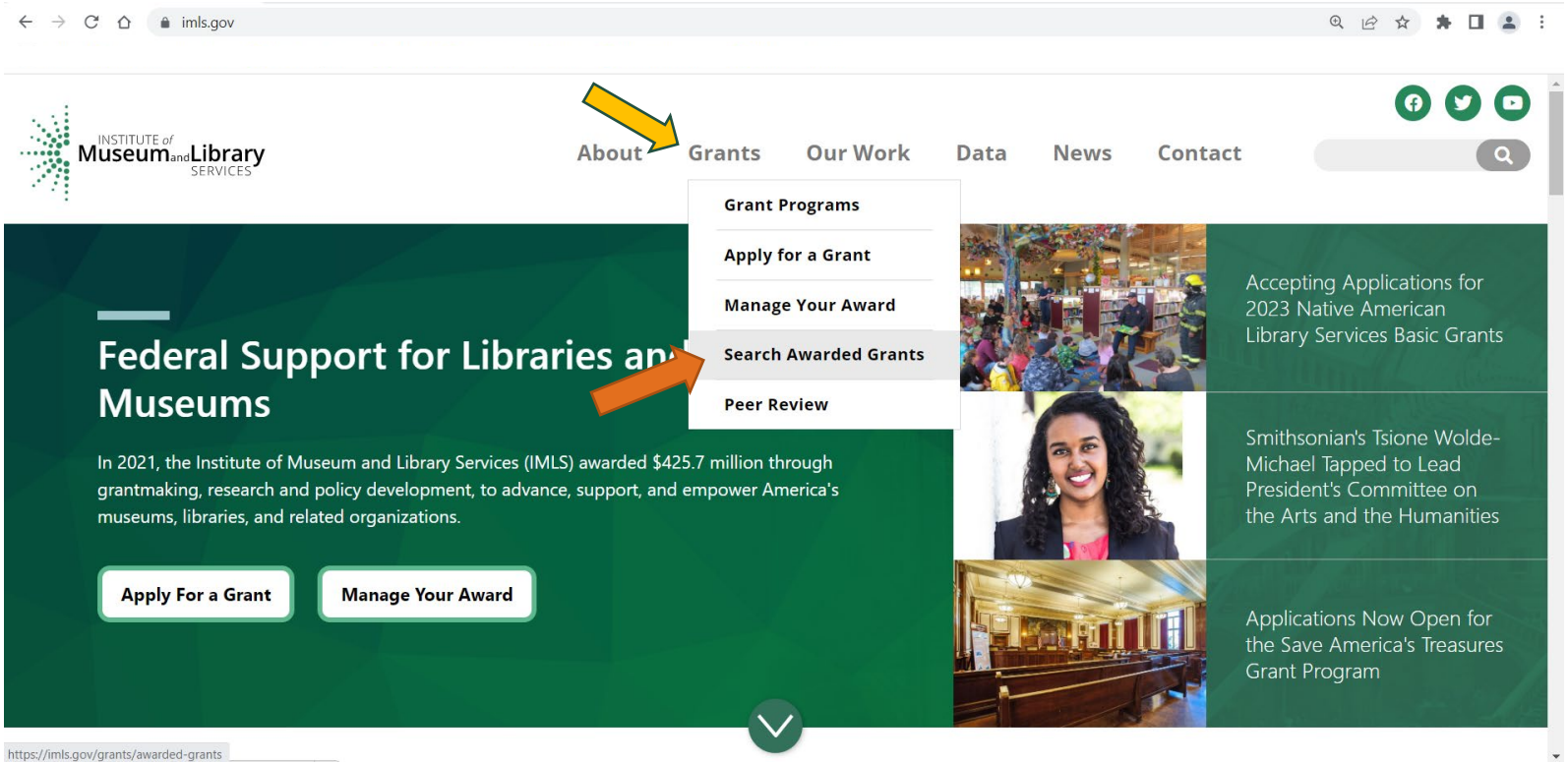

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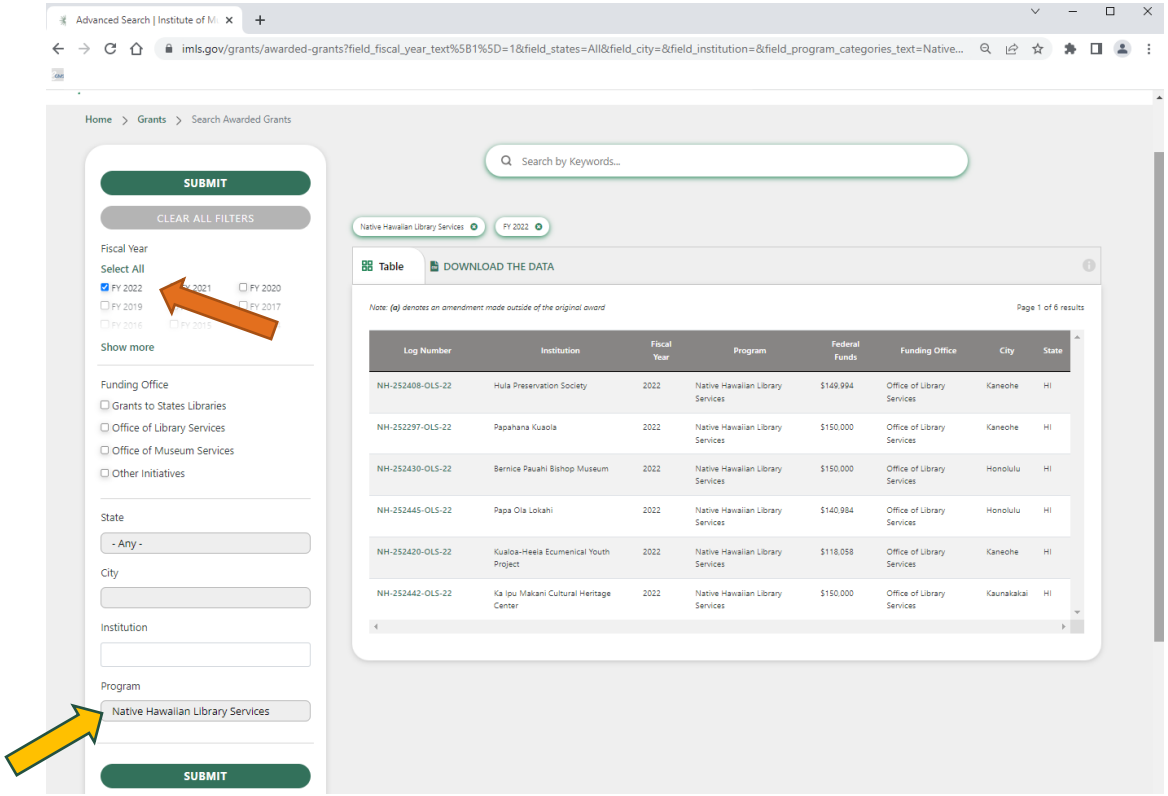

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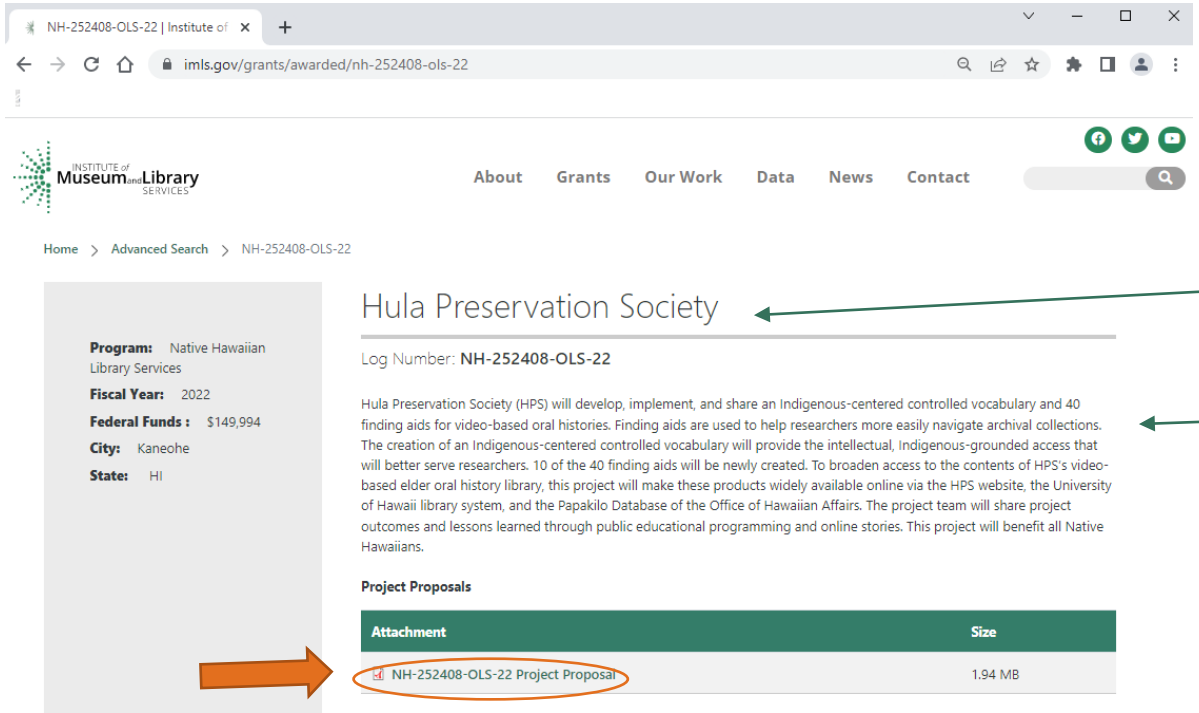

Awardee

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

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

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

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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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
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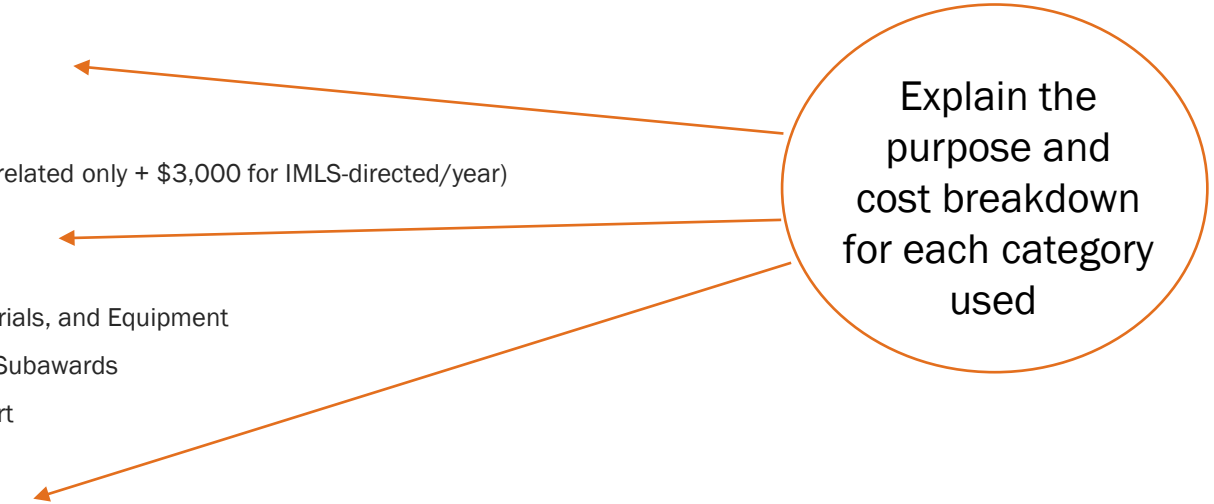
7. Other Costs
    i. Cost z ?
8. Indirect Costs



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

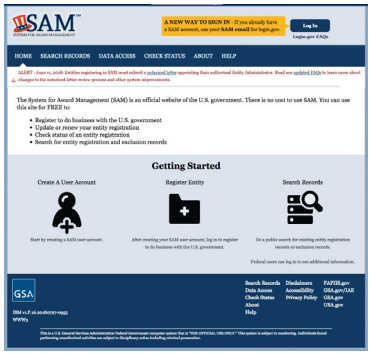
- Make sure to submit a complete application with all required documents.
  - See the Table of Application Components (p. 6-7 of the NOFO)
- Don't forget all key personnel listed must have resumes
- Check the list of conditionally required documents, for example, Digital Products Plan and Proof of Private, 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.

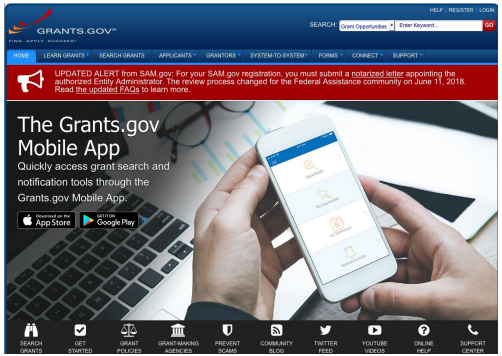
Application Tips

Application Tips
Slide 1

Register early!

1. Unique Entity ID (generated by SAM.gov)
2. SAM Registration: **www.sam.gov**
3. Grants.gov Registration: **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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