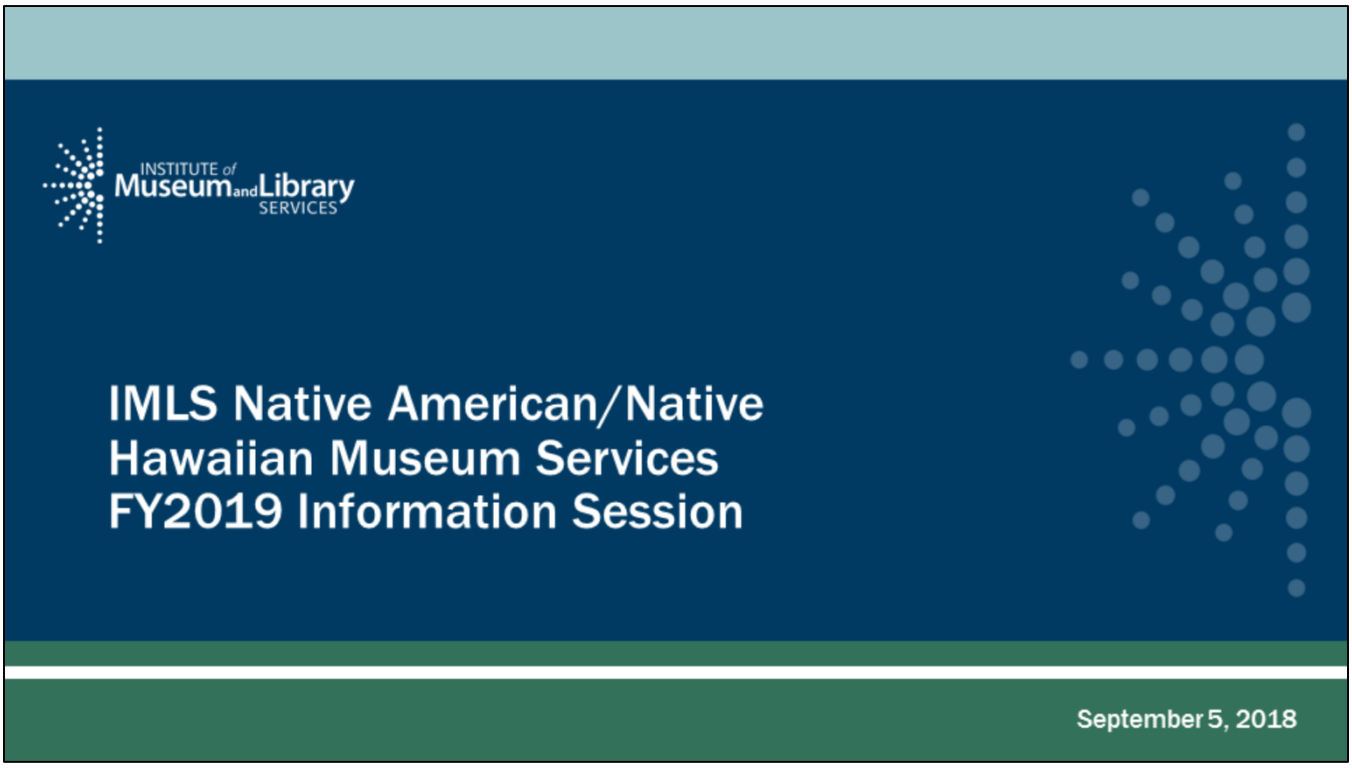
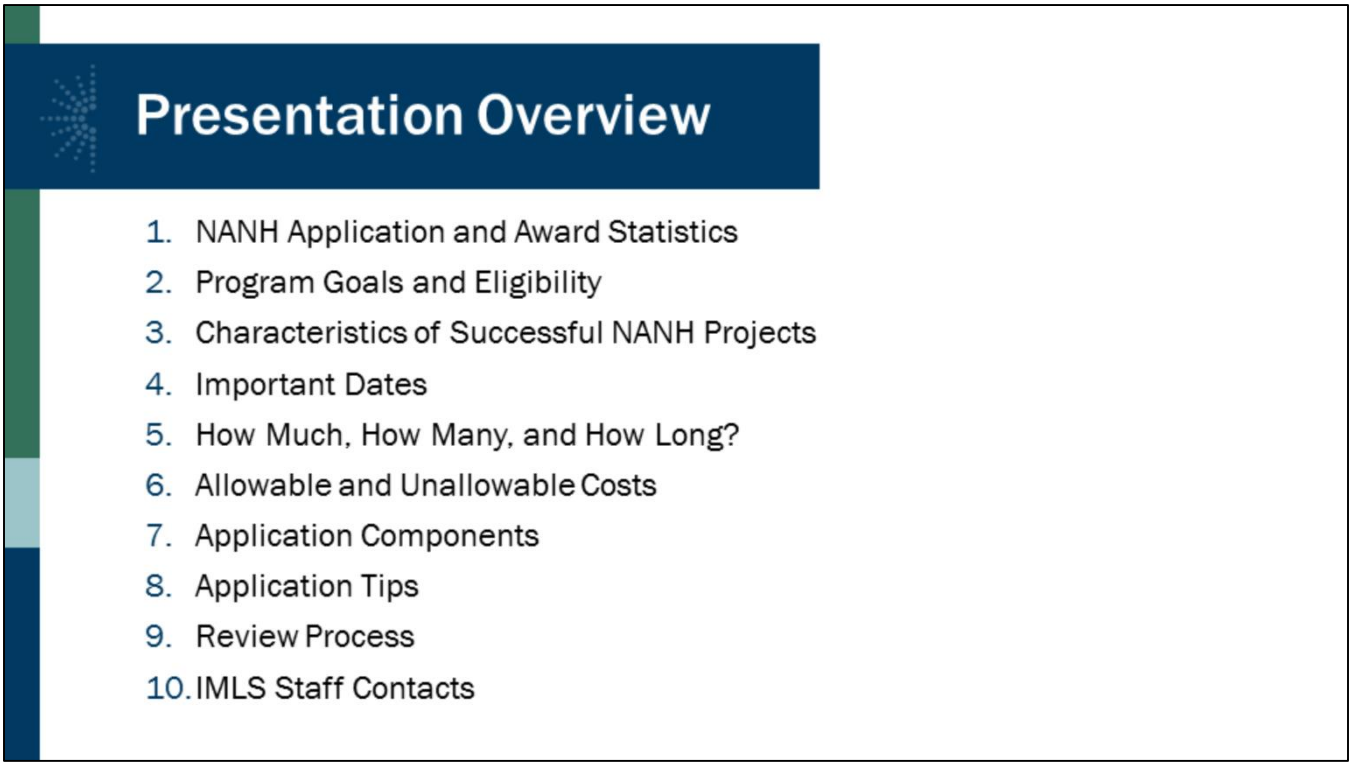


Welcome to the Institute of Museum and Library Services' webinar, "Native American/Native Hawaiian Museum Services Fiscal Year 2019 Information Session."

My name is Sandra Narva – I'm a Senior Program Officer in the Office of Museum Services -- and speaking on behalf of rest of the staff in the Office of Museum Services, we are delighted that you are interested in preparing an application for the IMLS Native American/Native Hawaiian Museum Services grant program. I will be referring to the program throughout the presentation as NANH, the abbreviation of the program title.

This is one in the series of webinars designed to help you find the information you need to create a competitive application for IMLS museum funding.

“Choosing a Funding Opportunity” and “FY2019 Forms” have been pre-recorded and are available as recordings and as PDFs of the slides plus transcripts on our website at the links pictured here.



In this presentation, we will addressing the following topics:

- NANH Application and Award Statistics
- Program Goals and eligibility
- Characteristics of Successful NANH Projects
- Important dates
- The questions of how much you may request in funding, how many applications you can submit, and how long you project can last ...
- Allowable and Unallowable Costs
- Application Components
- Application Tips
- The Review Process
- IMLS Staff Contact Information

NANH Application and Award Statistics

Year	Number of Applications	Total Amount Requested	Amount Awarded	Awards Made
FY2014	31	$1,439,901	$925,374	20
FY2015	32	$1,522,883	$924,000	21
FY2016	36	$1,654,835	$972,000	21
FY2017	40	$1,989,815	$985,494	22
FY2018	31	$2,103,943	$1,472,000	22

We are often asked about the number of applications and funding success rates, so here are the figures for the past five years. As you can see, NANH has had a somewhat consistent number of applications and funding over time. We seek to fund the strongest proposals with the greatest potential to strengthen tribal museum services.

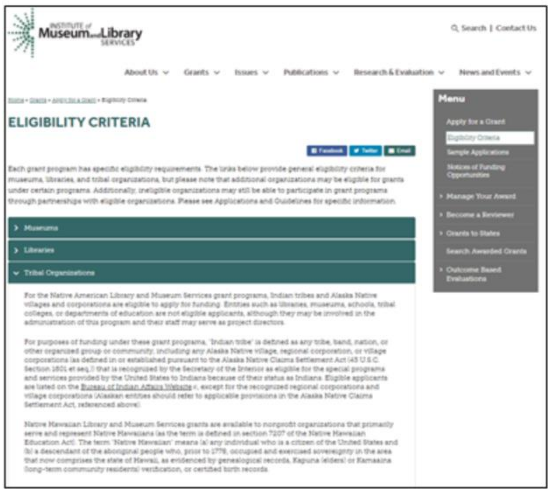
Looking back to the beginning of the program in 2005, the first year we made awards, we have received 515 applications. Of those, 327 have received grants, which has totaled over $13.9 million in funding to support the museum services of tribes, Native Alaskan villages and corporations, and Native Hawaiian serving organizations. To date, awards have been made to organizations located in 30 states.

Let's begin with NANH program goals. The goal of the NANH program is to support projects that enhance museum services in order to assist tribes and organizations that primarily serve Native Hawaiians to sustain heritage, culture, and knowledge This might be through a variety of activities including, but not limited to, exhibitions, educational services, programming, professional development, and collections stewardship.

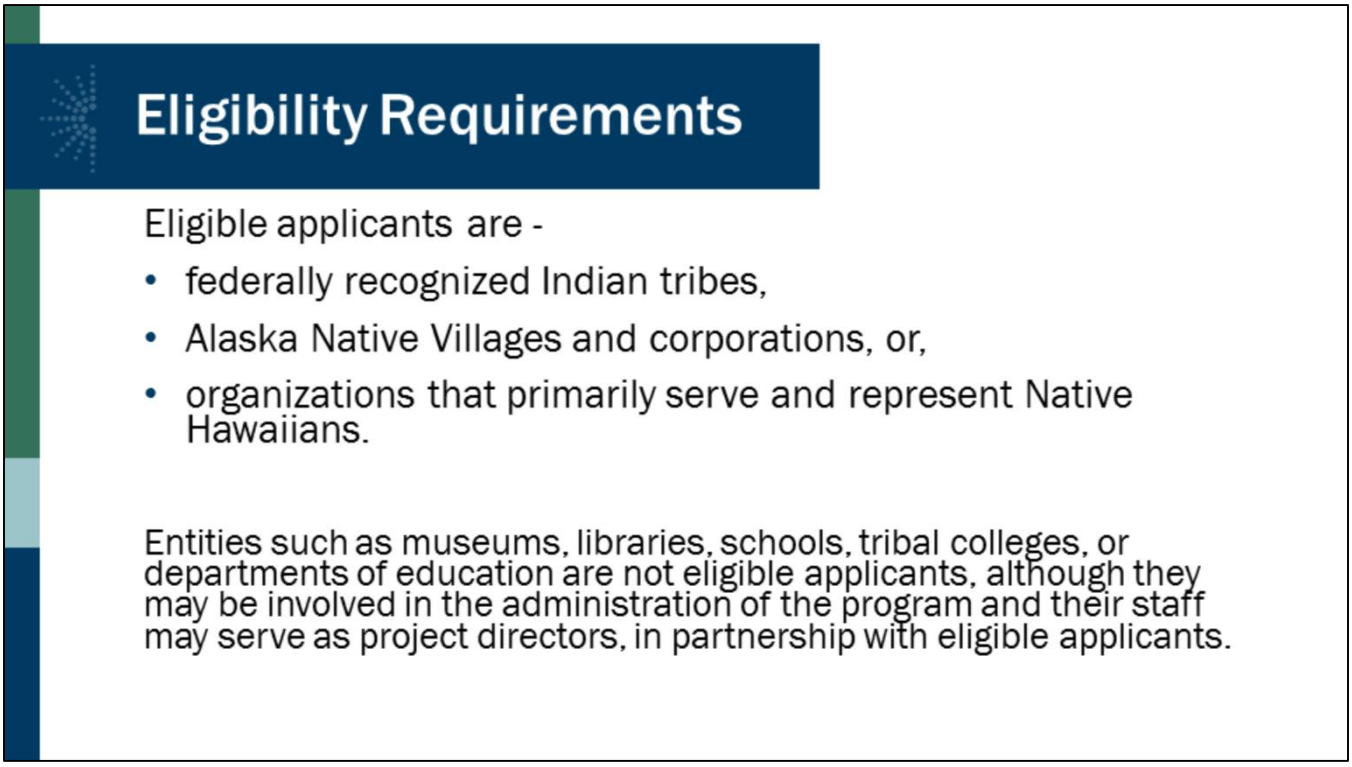
Eligibility Requirements

Applicants must meet IMLS Tribal Organization eligibility criteria

https://www.imls.gov/grants/apply-grant/eligibility-criteria

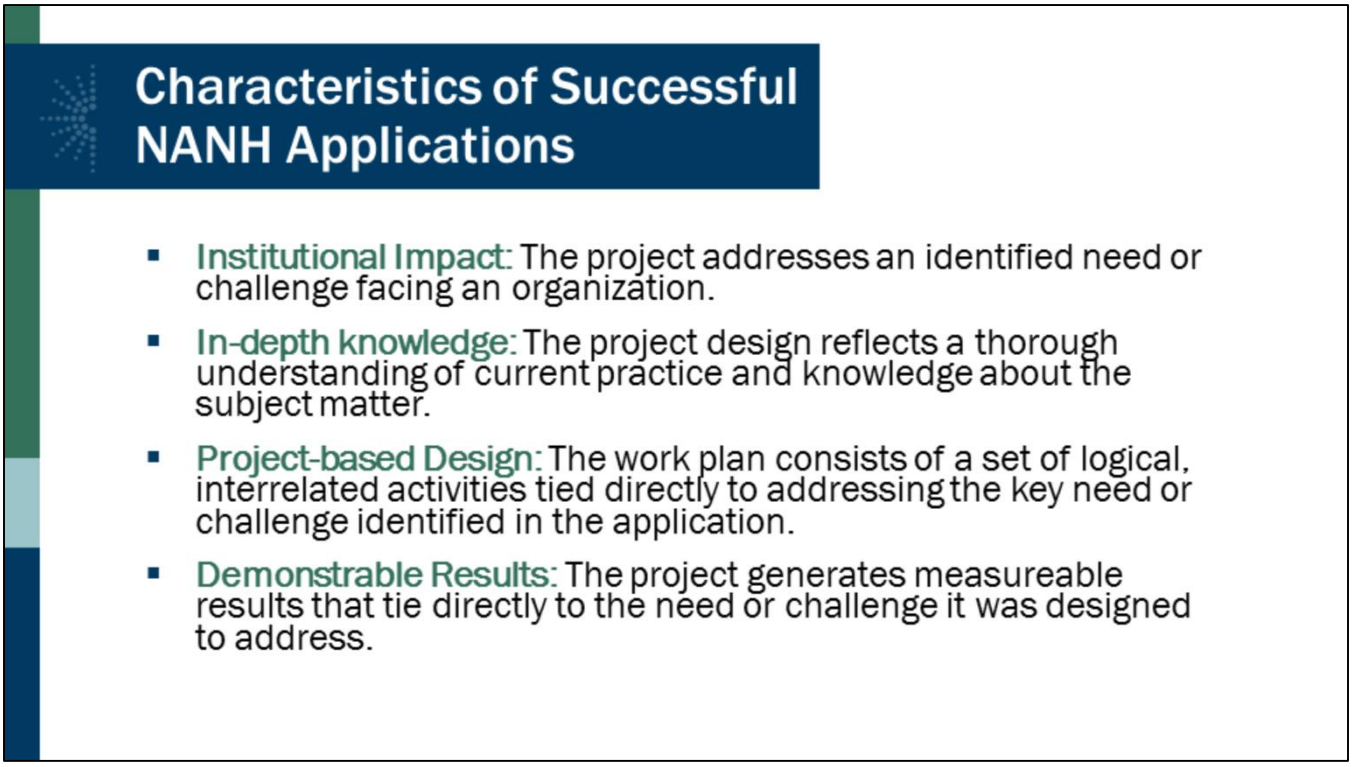


Unlike other museum programs offered at IMLS, the NANH program has very specific eligibility criteria. All applicants must meet Tribal Organization eligibility criteria. I encourage you to read the specific eligibility noted on our website.



Now, for more detail on the eligibility factors. An organization is eligible to apply to this program only if they are a federally recognized Indian tribe (as identified by the Bureau of Indian Affairs and listed on the list of Indian Entities Recognized and Eligible to Receive Services from the Bureau of Indian Affairs), an Alaska Native Village or corporation, or a non-profit organization that primarily serves and represents Native Hawaiians.

Organizations are not eligible to apply if they are a museum, library, school, tribal college or department of education … BUT non-eligible institutions are encouraged to apply through partnerships with an eligible institution. Conversely, eligible institutions are welcome to partner with a non-eligible institution. The applicant organization must meet the eligibility criteria, but the partners aren't required to do so.



What are the characteristics of successful Native American/Native Hawaiian Museum Services applications? There are four, and successful projects address all of them well. As you prepare your application, then, you should keep these characteristics in mind.

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.

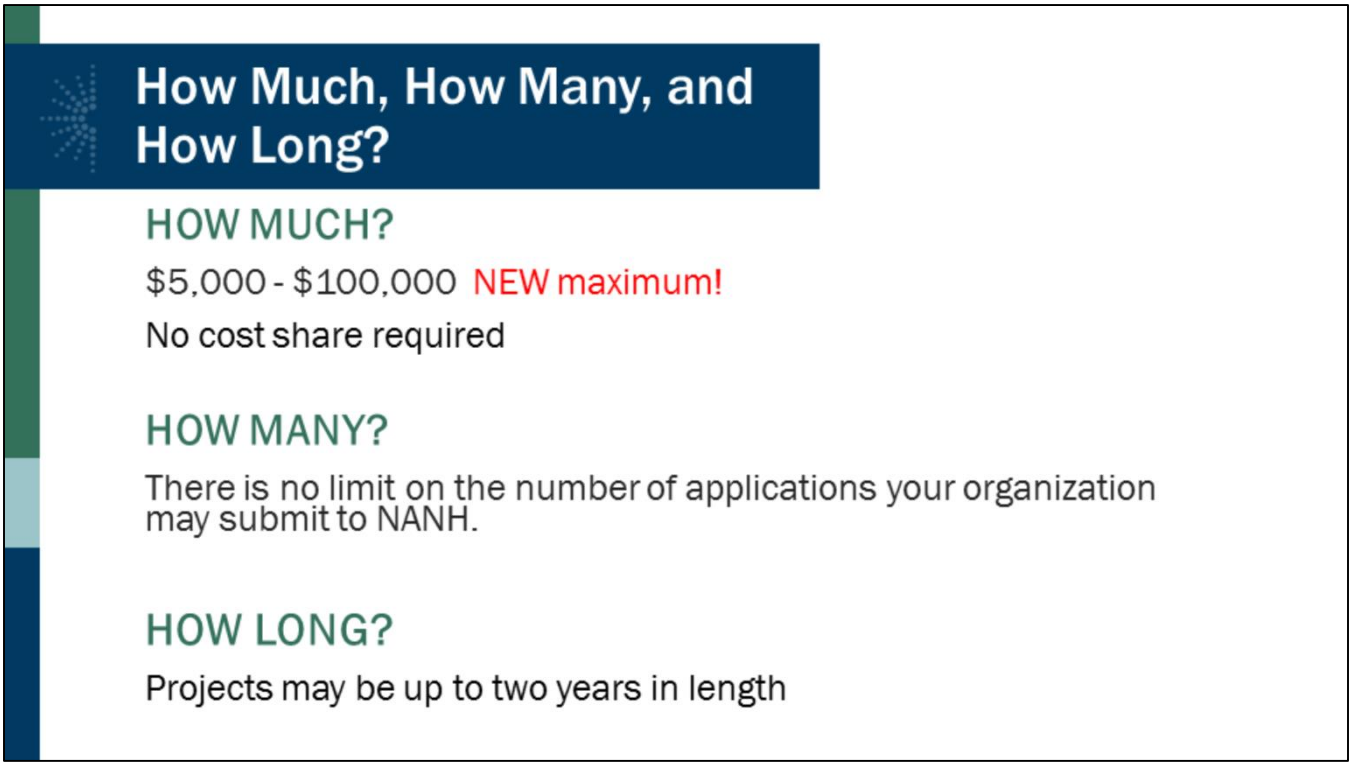
THIRD, Project-based design: Your work plan should consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge.

AND FOURTH, Demonstrable results: Your project should generate measureable results that tie directly to the need or challenge it was designed to address.

It has been our experience that an unfunded application is one that has failed to deliver convincingly on one or more of these, so it is a good idea to think about how to structure your application to show how your project will be strong in each.

We want to remind you of important dates for NANH applications. They are due by 11:59 pm Eastern Time on November 1, 2018. Please note this is new and earlier deadline for the program than in previous years. The deadline is non-negotiable, and the time stamp is auto-generated by the Grants.gov system. We will say this over and over again, but **start early** and **submit early.** That way, if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem.

NANH awards will be announced in June 2019, and projects must be scheduled to start on the first day of July, August, or September 2019. When you start is your choice. If you feel you might need a breather or some time to prepare and organize between the date you find out about funding and the start of your project, then you might want to opt for a August 1 or September 1 start date. If you can begin a few days after you receive word you have received an award, then July 1 might be your choice.



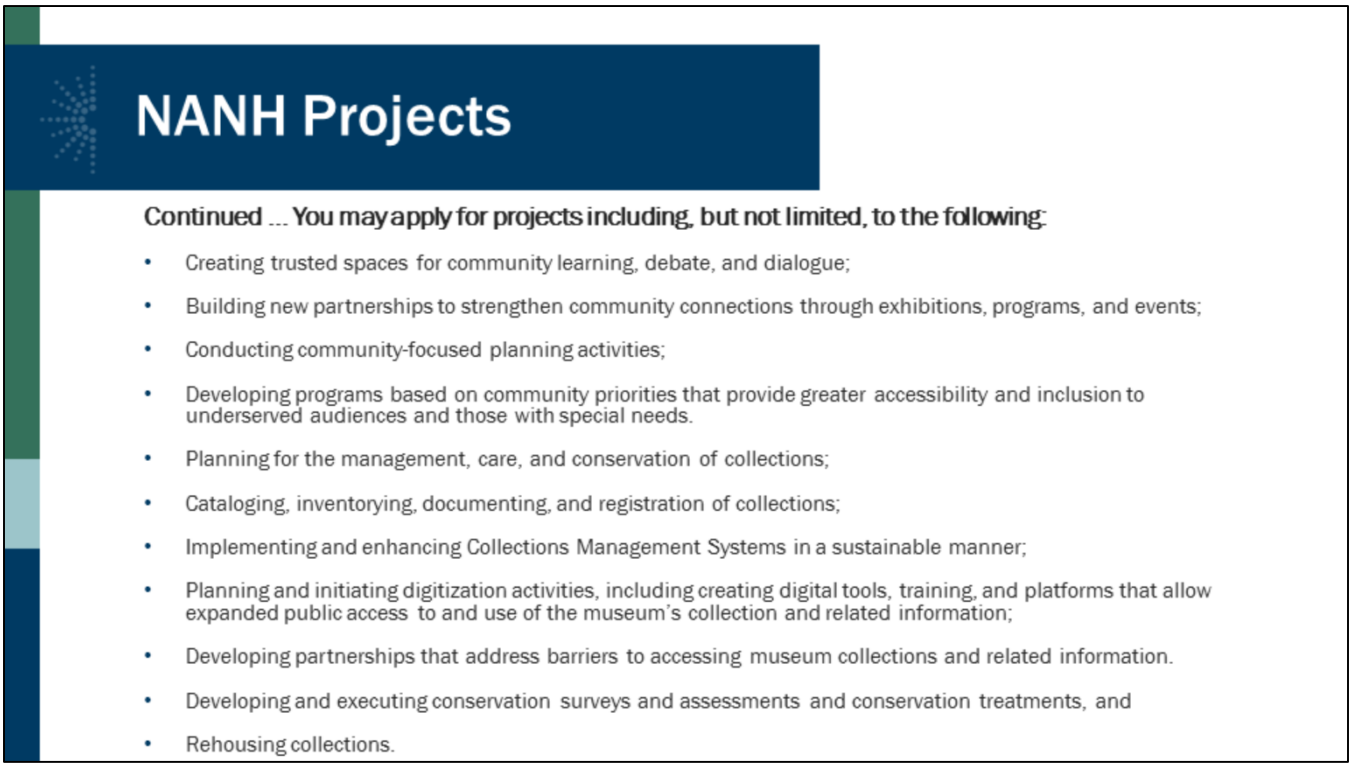
NANH applicants can request anywhere from $5,000 to $100,000 in grant funds. There is no cost share requirement, though you may include one if your organization will contribute funds toward this particular project. However, if you decide to include a cost share in your application, it must be met by 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 be funds from another federal source.

Please note that the $100,000 maximum is new this year. You may not request more than that in funding for this particular program. This maximum covers the total length of your project activities – it is not a per year maximum.

The second question is how many applications you may submit? There is no limited on the number of applications your museum may submit to NANH, however, you may compete against yourself during the review process.

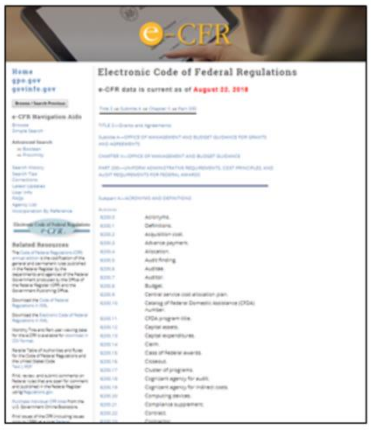
And you may also be wondering how long the project may last. NANH projects must be at least a year long, but not exceed two years in length.

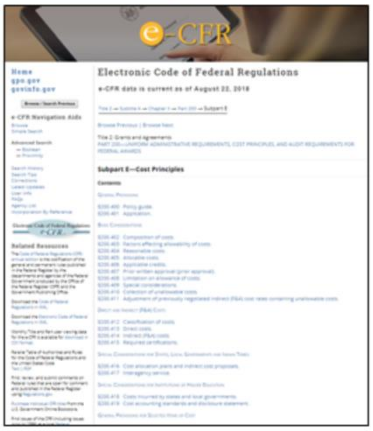
There are no project categories for this program. We invite you to apply for projects that best meet your needs; this is a list of many projects we can fund – they're all linked to the overarching goals of the IMLS strategic plan.



Once again, there are no project categories for this program. We invite you to apply for projects that best meet your needs; this is a continuation of the list of the types of project activities you may apply for. Please see the Notice of Funding Opportunity for more detailed information.

Allowable/Unallowable Costs





https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

OR

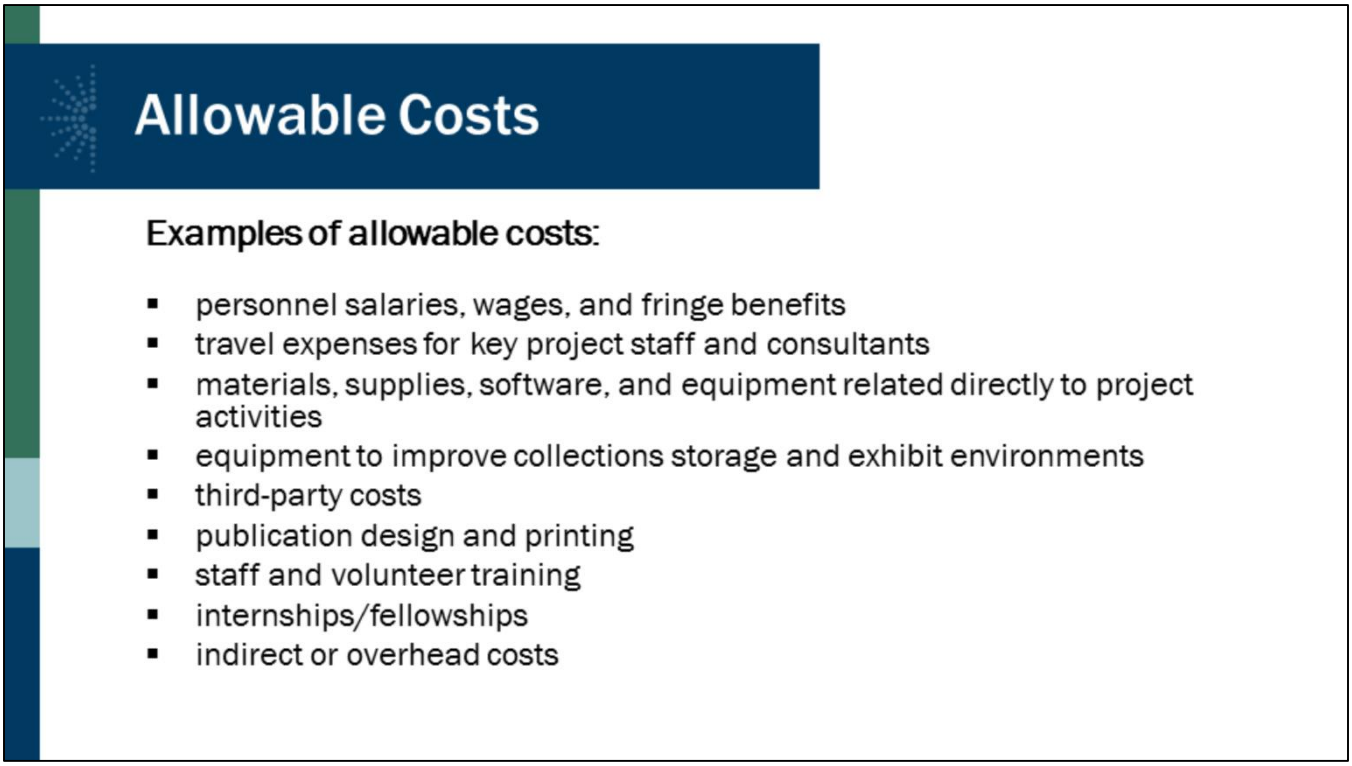
https://tinyurl.com/yall9ewx

We'll turn now to allowable and unallowable costs for your project. Be very careful in preparing your proposal and include only allowable costs in both your IMLS ask and your cost share. To do otherwise can hurt your chances of getting positive reviews and being recommended for funding.

We'll go through some common expenses that are allowable and unallowable, but for details, please see Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations covering Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, or "2 CFR 200" for short.

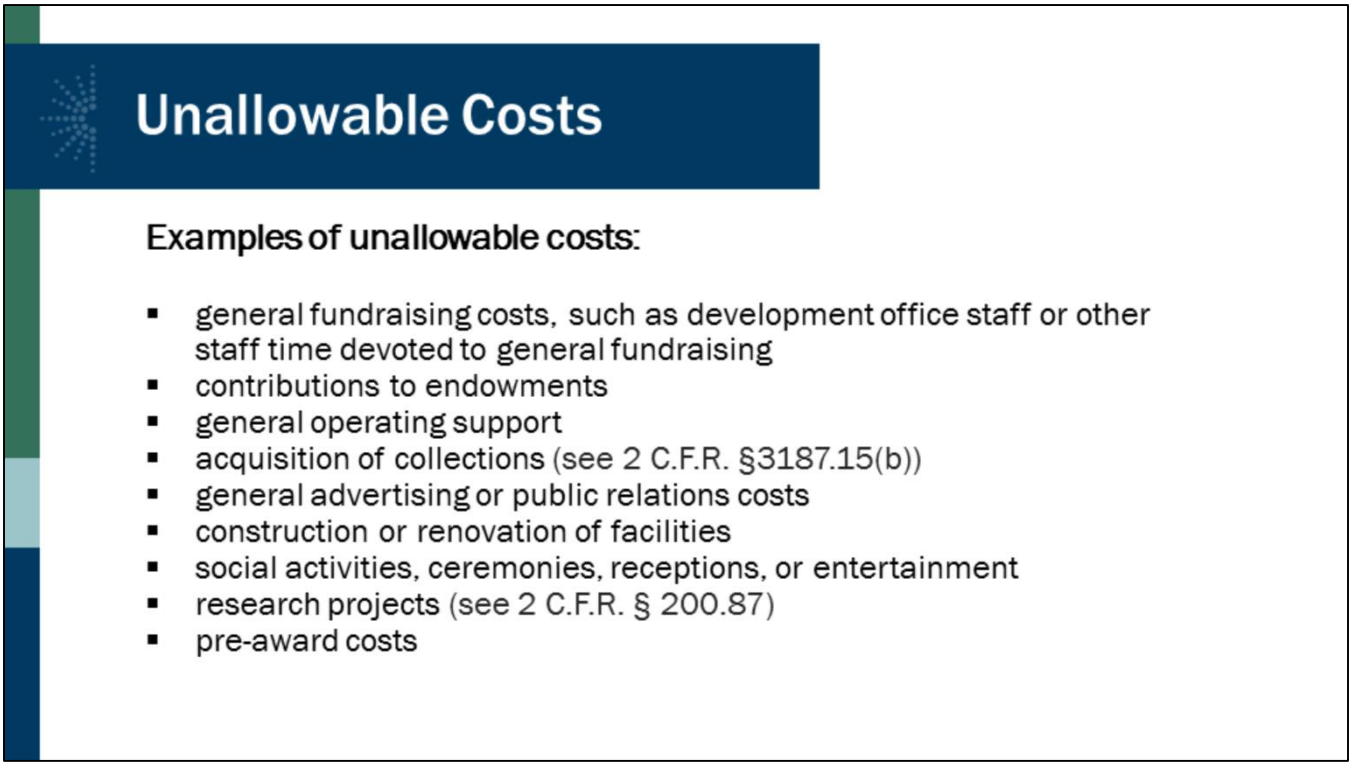
Fortunately, the regulations are available online in a searchable format on the U.S. Government Publishing Office website listed on the screen**.**

Of particular interest is Subpart E - Cost Principles, a small section of which is shown on the right side of the screen.



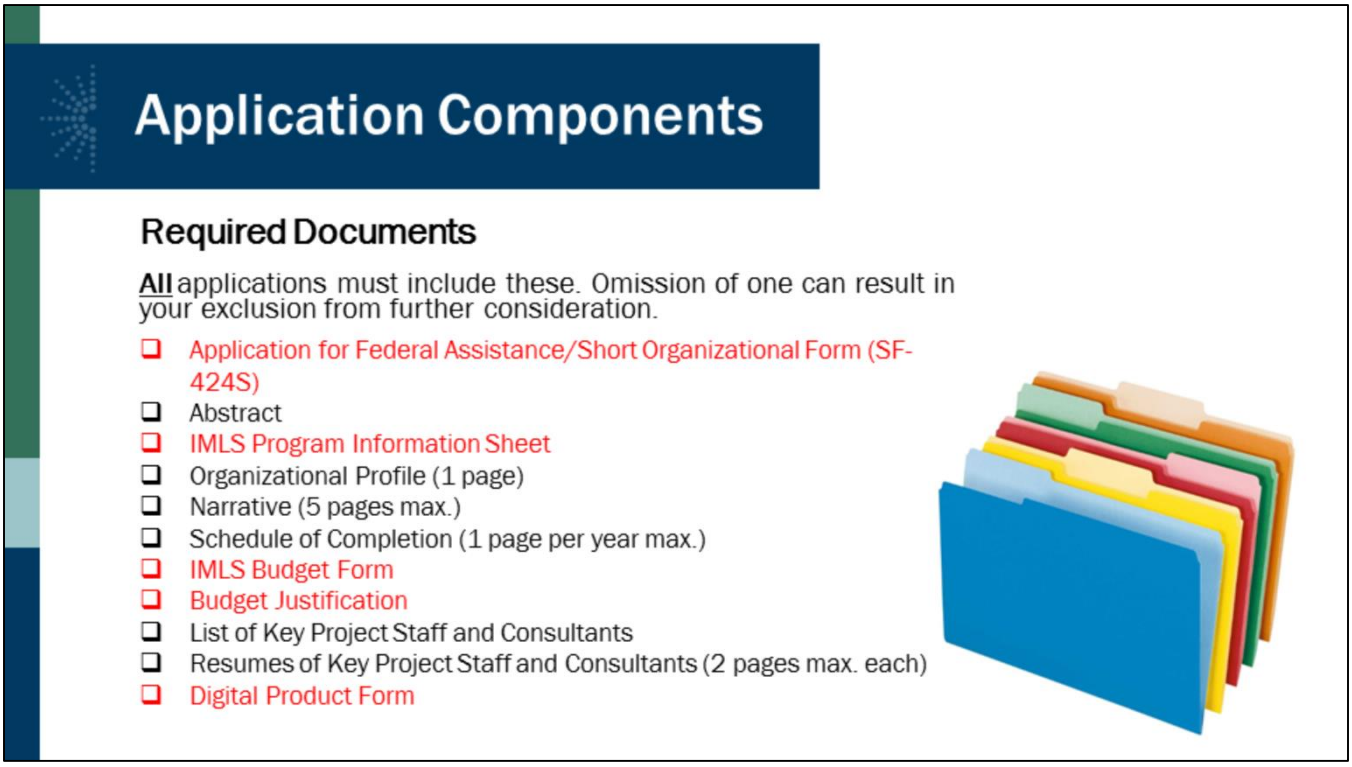
In the NANH Notice of Funding Opportunity, we provide a partial list of the most common examples of allowable costs as pictured here.

These costs may be part of what you ask IMLS to pay for and/or what you will pay for as part of your cost share, if one is required. The rules about allowability apply to both sides.



We also provide a list of generally unallowable costs, again both for IMLS funds and for cost share. These 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. In fact, unallowable expenses can't show up anywhere in your proposal.

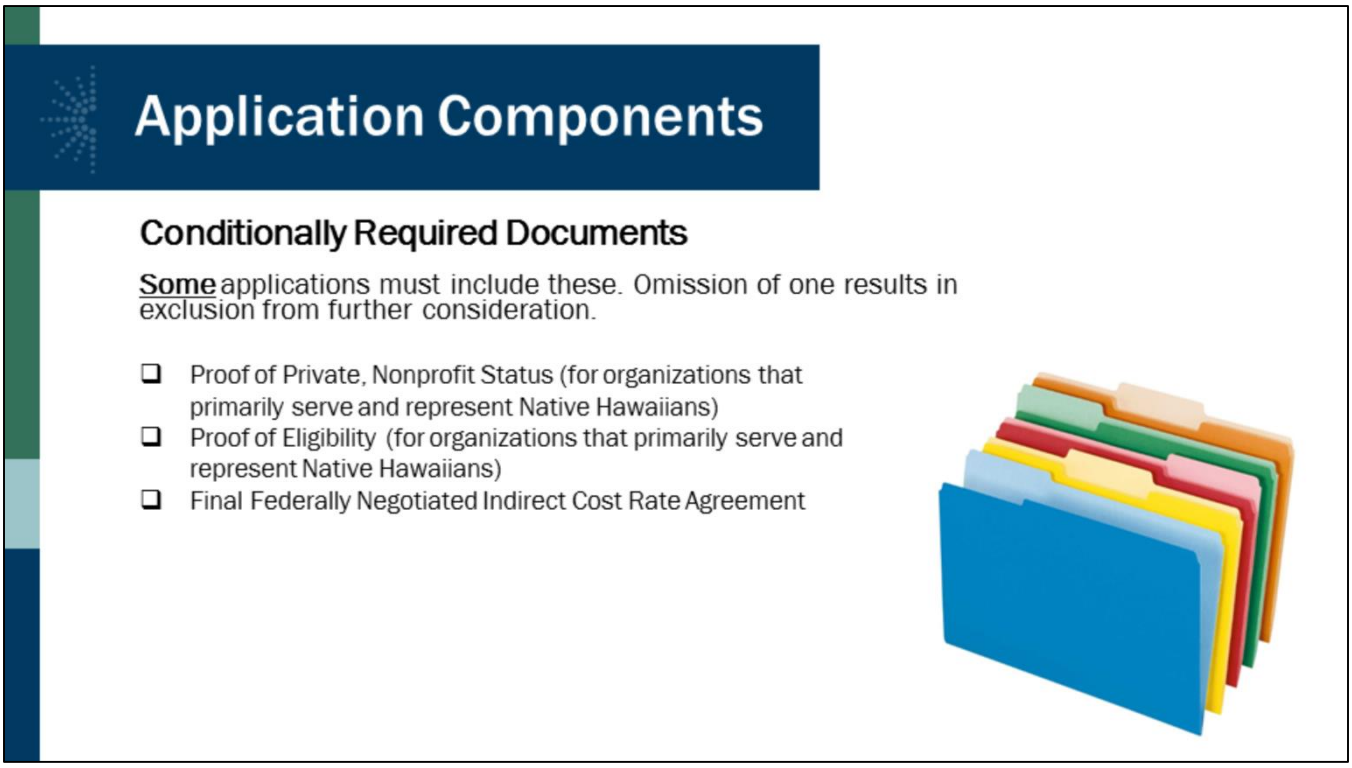
As you prepare your application, it's a good idea to compare your list of proposed expenses against these lists of allowable and unallowable costs and against the appropriate set of cost principles. If after that you have specific questions, please contact us and we'll be happy to help.



Next up are application components. Your application will consist of a series of individual documents, and it's very important to make sure you prepare and submit everything you should.

These application components fall into three categories in Native American/Native Hawaiian Museum Services application package. The first is that of **required documents**. **All applications must include the documents listed here.** Omission of even just one can result in the exclusion of your application from further consideration. Also important to note are page limits. If you exceed the page limit specified in the Notice of Funding Opportunity, we must remove the extras before your application goes out for review. That means your reviewer may well see a paragraph or sentence end in mid air and will wonder about your planning skills and your attentiveness to detail. Make sure your content fits into the page limits specified and make sure the number of pages holds when you convert your document to a PDF.

Our pre-recorded webinar, "IMLS Office of Museum Services, FY2019 Forms," provides detailed guidance on completing the forms highlighted here in red: The Application for Federal Assistance, the IMLS Program Information Sheet, the IMLS Budget Form and associated Budget Justification, and the Digital Product Form. We strongly recommend that you listen to and/or read the transcript of that webinar. The link to it is on the slide at the beginning of this webinar and on the landing page for the NANH Funding Opportunity.



The second category of application components is that of **conditionally required documents**. **Some** applications must include one, two, or all three of these, and it's your job to figure out which are required for yours.

- If you are an 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 in your budget, then you must include a copy of your final rate agreement.

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

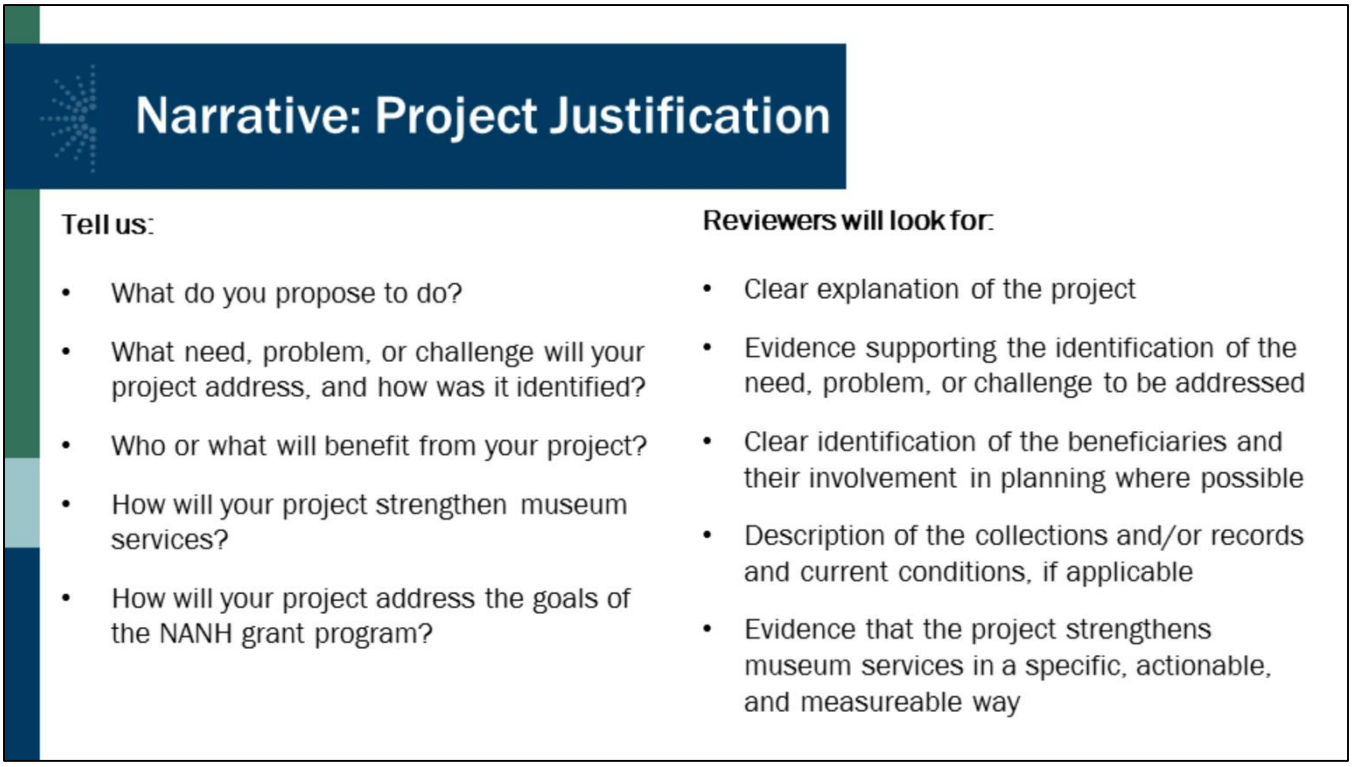
Application Components

Supporting Documents

All applications must include these. Omission of one can result in your exclusion from further consideration.

- ❑ Letters of commitment, support
- ❑ Bibliography, references
- ❑ Reports from planning activities
- ❑ Photographs
- ❑ Floor plans
- ❑ Contractor quotes
- ❑ Equipment specifications and price quotes
- ❑ Products or evaluations of previous projects
- ❑ Web links
- ❑ Needs assessments

The third group of application components is **supporting documents, and here is a partial list of examples**. Supporting documents are completely optional. You may submit some or none. We urge you to make good decisions here and include only those that supplement the narrative and support the project description you provide in your application. This is not the place to introduce new information. We also 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. **Include what is important and helpful … and stop there.**



In this section of the narrative – the Project Justification - you should lay out the reasoning for your project. Tell us in the clearest terms possible what you propose to do; what need, problem, or challenge you expect to address; who or what will benefit; how your project will strengthen museum services; and how your project will address the goals of the NANH program.

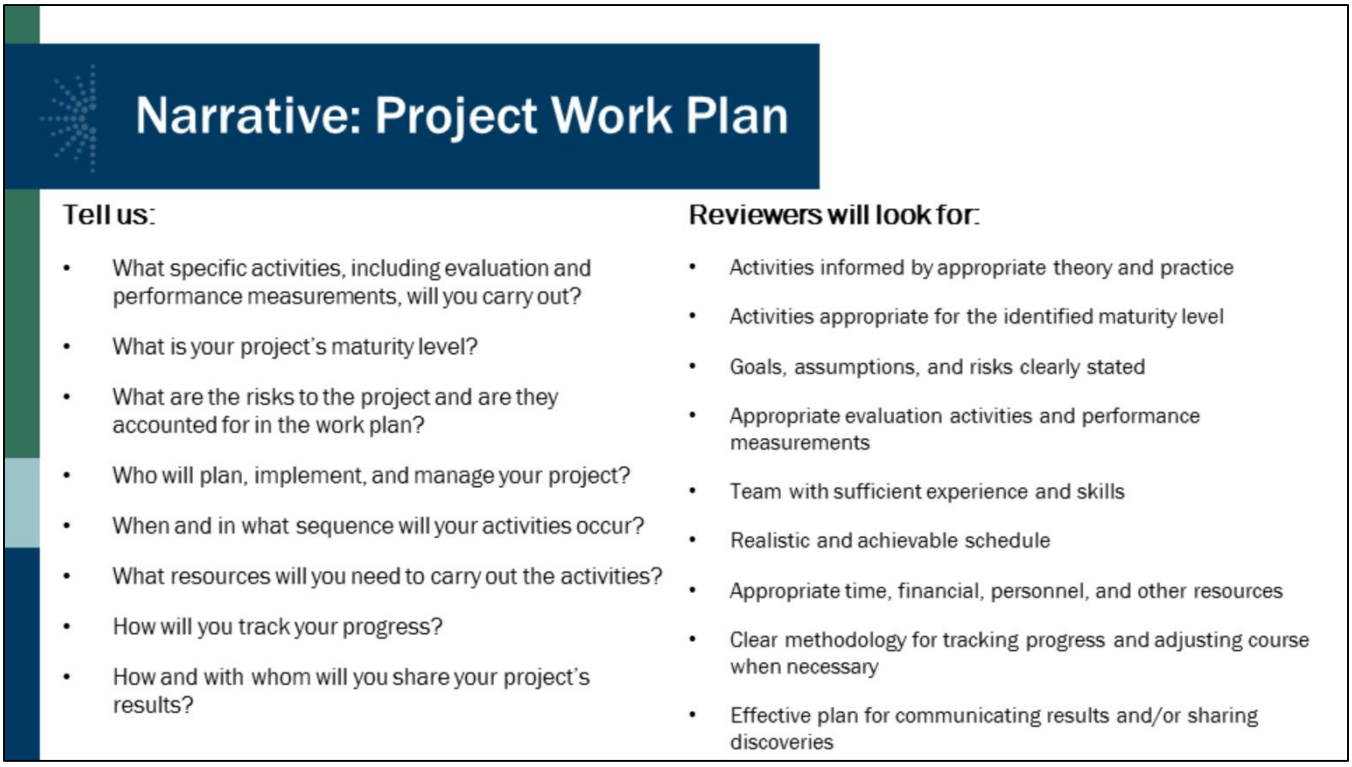
Remember that core of the Native American/Native Hawaiian Museum Services program is the goal to strengthen tribe's of Native Hawaiian organization's museum services.

Reviewers will evaluate your proposal on how well you explain your project; how well you've identified the need, problem, or challenge you will address and how well you've supported that with relevant evidence; whether you've clearly identified who or what will benefit from the project, and if this involves an audience of some kind, whether they've been appropriately involved in the planning; whether your project strengthens museum services in ways that are specific, actionable, and measurable

If you are applying for a collections-based project, be sure to describe and quantify the collections and/or records that will be the focus of your project.

Please note that you are required to add $2,000 per year in award funding for travel within

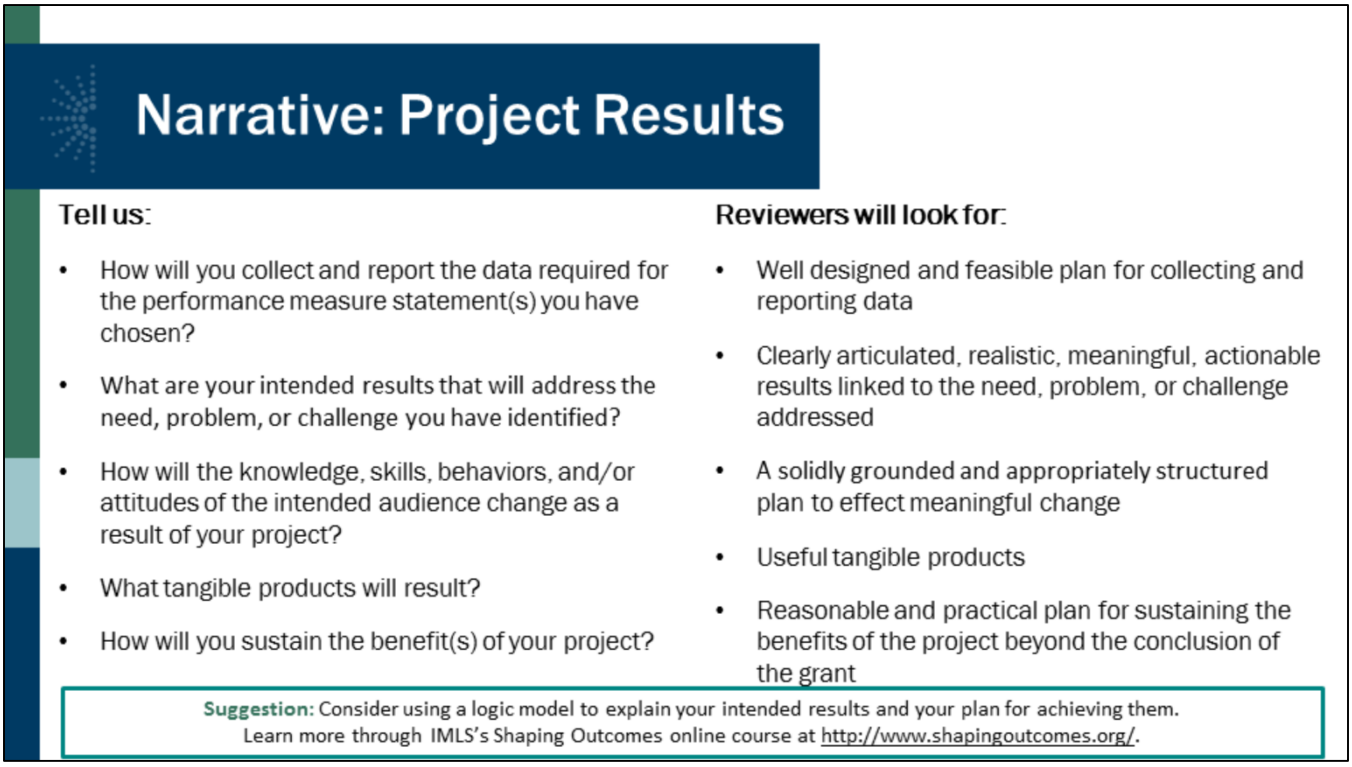
the NANH budget to attend an IMLS-designated grantee meeting.



The Project Work Plan is the part of the narrative in which you relay who will do what when and using what resources.

We ask you to tell us what specific activities you will undertake; who will plan, implement, and manage your project; when and in what sequence your activities will occur; what financial, personnel, and other resources you will need to carry out the activities; how you will track progress toward achieving your performance goals and intended results; and how and with whom you will share your project's results.

Reviewers will evaluate your proposal on how well your activities are informed by appropriate theory and practice; whether the team you've put together has the experience and skills necessary to complete the work successfully; and whether your schedule of work is realistic and achievable. They'll also be looking at whether the time, personnel, and financial resources identified are appropriate for the scope and scale of the project. They will look at your proposed evaluation and performance measurements and will weigh in on whether it will result in valid and reliable findings; whether you've described a clear methodology for tracking your progress and adjusting course when necessary. And last but not least, is your plan for communicating results and/or sharing discoveries appropriate and likely to be effective?



The third section of your narrative - Project Results - should be devoted to articulating your project's intended results. This is your chance to convince the reviewers that your project will result in something getting better. The need or problem you identified in your project justification will be addressed, and it will be diminished or eliminated altogether.

This is also the place where you will describe how you will collect and report the data that will document this improvement, and it will connect to the performance goals and performance measure statements you choose on the IMLS Program Information Sheet.

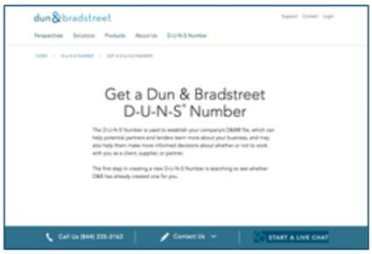
Some advice: Consider using a logic model to explain your intended results and your plan for achieving them. Many NANH applicants use them, and reviewers appreciate their conciseness and focus. There are many excellent resources available to help you construct a logic model. Among these are IMLS's "Shaping Outcomes," a free online course that is available at the URL shown here.

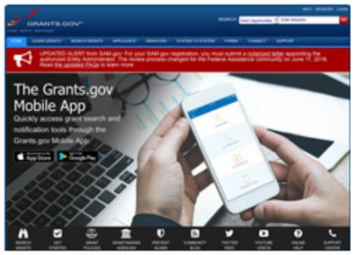
So, to recap: Your narrative has three sections—Project Justification, Project Work Plan, and Project Results. They're all equally important, so don't give any of them short shrift. Write clearly, address what we ask you to address, and keep an eye on those review criteria. We're telling you here exactly what the reviewers will look for, so make it easy for them to find it and understand it.

Application Tips

Register early!

1. D-U-N-S® Number: **www.dnb.com/us**
2. SAM Registration: **www.sam.gov**
3. Grants.gov Registration: **www.grants.gov**

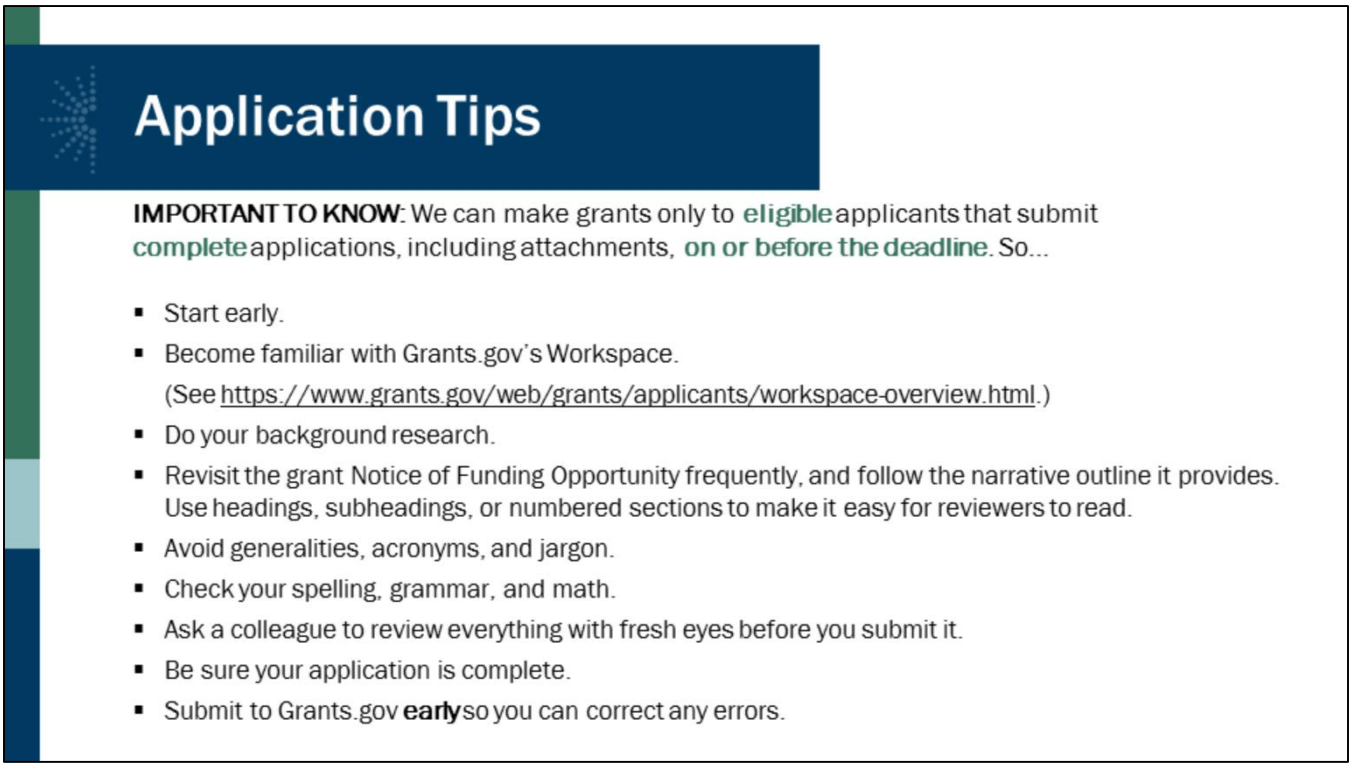




At this point, we'd like to share a few tips collected from our experience in working with applications submitted to the NANH program each year.

First on the list, is "Register early!" You must have a DUNS number, an active SAM.gov registration, and a current and functional Grants.gov registration. You must have a DUNS number to register with SAM.gov. You must have an active SAM.gov registration to register with Grants.gov. And you must have a functional Grants.gov registration to submit an application to IMLS.

It's also crucial to remember that your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status. I would recommend doing that today.



IMPORTANT TO KNOW: Our legislation states that 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's Workspace. This is the method you will use to submit your application package to us through Grants.gov. Check out the tutorials on www.grants.gov now.
- Do your background research. Make it easy for the reviewers to see that you are up to date and know what you're talking about.
- Revisit the grant Notice of Funding Opportunity frequently, and follow the narrative outline it provides. Use headings, subheadings, or numbered sections to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon. The people who will review your application are experts, but they may not be totally familiar with your particular field's shorthand. Make it easy for them to understand what you mean.
- Check your spelling, grammar, and math. It counts!
- 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.
- Be sure your application is complete. Check it against the Table of Application

Components and then check it again.

- Submit to Grants.gov early so you can correct any errors.

Review Process

Date	Review Activity
November 1, 2018*	Applicants submit packets through Grants.gov
November – December 2018*	IMLS staff review applications for completeness and eligibility
January – March 2019	Review period
May 2019	IMLS Director makes final award decisions
June 2019*	IMLS notifies applicants of award decisions; provides reviewer comments
July/Aug/Sep 1, 2019	Awarded projects begin

This is the general schedule of events to show what happens to your application once we receive it. The times that you will hear from us are marked with asterisks - in November, when you'll receive email acknowledgements that your application has been received by Grants.gov (either successfully or unsuccessfully) and that it has been forwarded to IMLS; in November, when you'll receive an email from us providing you with basic summary information that we ask you to review and an application log number, which is what we will use to track your application. If your application is found to be incomplete or your institution is ineligible, you'll hear from us in November or December.

From January through March, experienced and knowledgeable peer reviewers will provide scores and comments based on the criteria outlined in the NANH Notice of Funding Opportunity, and IMLS staff will examine budgets, financials, and your track record with past and current grants. We then prepare materials for the IMLS Deputy Director for Museums and the Director. By law, the IMLS Director is charged with the authority and responsibility to make final award decisions, and this happens in May.

In June, we notify all applicants by email of the award decisions and provide the scores and comments created by the reviewers. Project Directors and Authorizing Officials of funded applications receive award packets.
And on July 1, August 1, or September 1 - whichever date the successful applicant chose at the time the application was filed - the projects begin.

Thank you very much for your interest in IMLS and in the Native American/Native Hawaiian Museum Services grant program, and we hope you have found the information in this webinar helpful. Here is a listing of the names, email addresses, and direct phone numbers for program staff in the Office of Museum Services, I am happy to answer NANH questions, but if you can't reach me, any staff member will be happy to help you.

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