



# Native American/Native Hawaiian Museum Services Grant Program

## Applicant Information Session





# Introduction



# Video Chapters

- 1 **Chapter 1:** What is the Native American/Native Hawaiian Museum Services Grant Program?
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# Using This Video

Watch

Watch this video in its entirety

Review

Review the NANH Notice of Funding Opportunity (NOFO) at [www.imls.gov/grants](http://www.imls.gov/grants)

Refer

Refer to this video as needed



# What is NANH?

**Native American/Native Hawaiian  
Museum Services Grant Program**

# Native American/Native Hawaiian Museum Services (NANH)

NANH supports Native American Tribes, Alaska Native villages and corporations, and organizations that primarily serve and represent Native Hawaiians in sustaining their heritage, culture, and knowledge.

"Museum Services" might include activities in areas such as:

- educational services and programs
- professional development
- organizational capacity building
- community engagement
- collections stewardship



Hula Preservation Society

**Physical museum not required!**

# NANH Eligibility Requirements

## NANH applicants must be:

- A Federally Recognized Indian Tribe Including Alaska Native Villages & Corporations

OR

- A Nonprofit Organization that Primarily Serves and Represents Native Hawaiians  
(*Kānaka Maoli*)



Past NANH Grantees

## IMLS Eligibility Criteria:

<https://www.ims.gov/grants/apply-grant/eligibility-criteria>

# NANH Partners & Collaborators



Partners may be heavily involved and staff from partner organizations may serve as key project staff



Partner organizations should have an established relationship with the Tribal administration to ensure successful management.



The Native community should be directly served by or benefit from grant activities carried out by the partner(s).





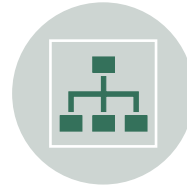
# What Does the NANH Program Fund?

# NANH Funds Projects

"Project" = A temporary endeavor undertaken to create a unique product, service, or result.



A project is **temporary** in that it has a defined beginning and end in time, and therefore defined scope and resources.



A project is **unique** in that it is not a routine operation, but a specific set of activities designed to accomplish a singular goal.

**NANH Projects = 1 to 3 years**

# What Makes an NANH Project Successful?



INSTITUTIONAL  
IMPACT



IN-DEPTH  
KNOWLEDGE



PROJECT-BASED  
DESIGN



DEMONSTRABLE  
RESULTS



# NANH Program Goal and Objectives

**Program Goal: Build the capacity of Native American Tribes and Native Hawaiian organizations to provide museum services to their communities.**

- **Objective 1:** Support the preservation and perpetuation of Indigenous languages and cultural practices.
- **Objective 2:** Support the professional development of the workforce of Indigenous museums.
- **Objective 3:** Support the management and care of Indigenous collections and their associated documentation.

# Choosing a Project Objective



Language and Culture



Professional Development



Collections Stewardship  
and Access

## *Having a hard time choosing?*

Think carefully about what is “in the center” of your project.

Who or what will benefit from your work?

What will be improved once you’ve finished your project?

What is the majority of the funding going towards?



# Types of NANH Projects

## Project activities may include, but are not limited to, the following:

- educational programming for all ages;
- language preservation and revitalization;
- oral history collection and documentation;
- digital media and technology enhancements;
- institutional planning and policy development;
- professional training, internships, and mentorships;
- supporting and engaging with cultural practitioners and scholars;
- exhibition development, design, fabrication, and interpretation;
- collections information management, research, and planning;
- inventorying, cataloging, documenting, and rehousing collections;
- digitization and digital asset management;
- repatriation-related research, consultation, and documentation; and
- conservation surveys, treatments, and environmental improvements

# How Many NANH Proposals Can I Submit?

- No limit on number of applications
- No overlapping costs or time allowed
- Consider your capacity



Hi'ipaka, LLC

# What Size Are NANH Projects?



- \$5,000 - \$250,000 in federal grant funds
- **No cost share required**
- Scale your budget request to the needs of your project
- Consider whether or not to include cost share carefully



# What Types of NANH Projects Get Funded?

The screenshot shows the 'Search Awarded Grants' interface. On the left, there are filters for Fiscal Year (FY 2023 is selected), Funding Office (Grants to States Libraries, Office of Library Services, Office of Museum Services, Other Initiatives), State (- Any -), and City. The main area features a search bar, filters for 'Museums for America' and 'FY 2023', and a table of results. The table has columns for Log Number, Institution, Fiscal Year, Program, Federal Funds, Funding Office, City, and State. The results show six grants for 'Museums for America' in 2023, with federal funding ranging from \$149,000 to \$250,000.

Home > Grants > Search Awarded Grants

Search by Keywords...

Museums for America FY 2023

Table DOWNLOAD THE DATA

Note: (a) denotes an amendment made outside of the original award Page 1 of 122 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
MA-253167-OMS-23	Abraham Lincoln Presidential Library and Museum	2023	Museums for America	\$250,000	Office of Museum Services	Springfield	IL
MA-253502-OMS-23	Historic Germantown	2023	Museums for America	\$108,812	Office of Museum Services	Philadelphia	PA
MA-252832-OMS-23	Cape Ann Museum	2023	Museums for America	\$194,150	Office of Museum Services	Gloucester	MA
MA-252967-OMS-23	Paine Art Center and Gardens	2023	Museums for America	\$68,614	Office of Museum Services	Oshkosh	WI
MA-252994-OMS-23	Clockshop	2023	Museums for America	\$150,000	Office of Museum Services	Los Angeles	CA
MA-252998-OMS-23	Cameron Art Museum	2023	Museums for America	\$149,000	Office of Museum	Wilmington	NC

The Search Awarded Grants webpage lets you explore IMLS's archive of grants.

<https://www.ims.gov/grants/awarded-grants>

# Sample Applications

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Home » Grants » Apply for a Grant » Sample Applications

## Sample Applications

### Inspire! Grants for Small Museums Collections Stewardship and Public Access

- [Jurica-Suchy Nature Museum, Benedictine University](#) (PDF, 167 KB)
- [L.C. Bates Museum](#) (PDF, 720 KB)
- [Portsmouth Athenaeum](#) (PDF, 1.2 MB)

### Lifelong Learning

- [Gadsden Arts Center and Museum](#) (PDF, 299 KB)
- [Katonah Museum of Art](#) (PDF, 137 MB)
- [Whaling Museum & Education Center](#) (PDF, 911 KB)

### Community Anchors and Catalysts

Sample applications of recently funded grants are available on the IMLS website:

<https://www.imls.gov/grants/apply-grant/sample-applications>

## Native American/Native Hawaiian Museum Services Program

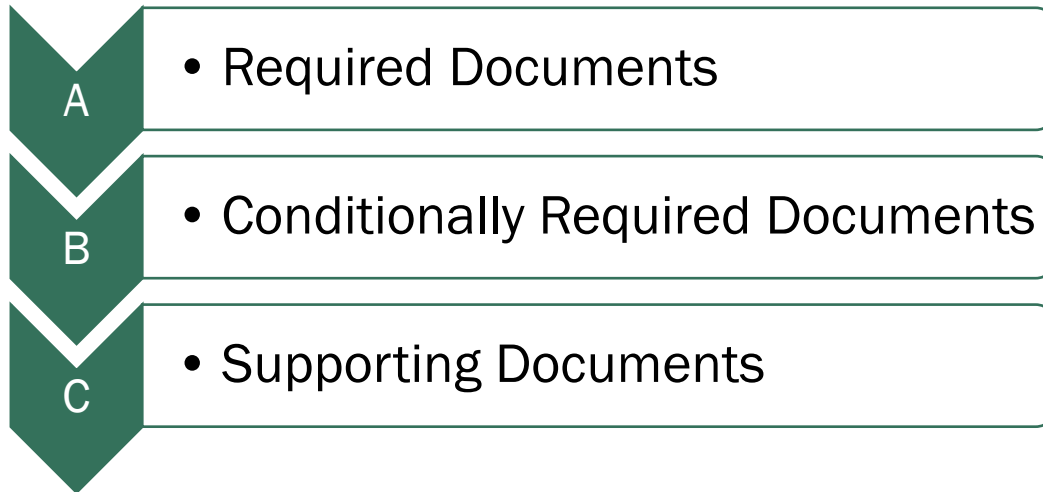
- [Confederated Salish and Kootenai Tribes](#) (PDF, 332KB)
- [Koniag, Inc.](#) (PDF, 338KB)
- [Papahana Kuaola](#) (PDF, 393KB)



# Application Components: Overview

# Application Components

The NANH Notice of Funding Opportunity (NOFO) includes a complete list of all the application components.





# Required Documents

**These components are required of all NANH applications.**

- Application for Federal Assistance (SF-424S)\*
- IMLS Museum Program Information Form (including Abstract)\*
- Organizational Profile
- Strategic Plan Summary
- Narrative (7 pages max.)
- Schedule of Completion
- IMLS Budget Form
- Budget Justification
- List of Key Project Staff and Consultants
- Resumes of Key Project Staff
- Performance Measurement Plan



# Conditionally Required Documents

## These components are required of some NANH applications

- Proof of Private, Nonprofit Status (Native Hawaiian-serving organizations)
- Proof of Eligibility (Native Hawaiian-serving organizations)
- Current Federally Negotiated Indirect Cost Rate Agreement
- Digital Products Plan
- Detailed Condition Reports and/or Conservation Treatment Proposals

**NOTE:** The term “digital product” includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data. See instructions for the Digital Product Plan in the NOFO for more details.



# Supporting Documents

These components are optional in NANH applications.

- Letters of commitment from partners, consultants, or any third-parties you will work with
- Bibliography or references relevant to your proposed project design or evaluation strategy
- Letters of support from experts, stakeholders, or Tribal leadership
- Relevant images
- Exhibit design plans
- Reports from planning activities
- Contractor or vendor quotes
- Equipment specifications
- Bibliography or references relevant to your project design or evaluation
- Products or evaluations from similar completed or ongoing projects
- Collections, technology, or other departmental plans as applicable to the proposed project
- Web links to relevant online materials
- Needs assessments

# Additional Application Components

Dive Deeper:

- Narrative
- Budget

The NANH NOFO offers complete instructions on how to prepare and complete all application components.



Kaho'olawe Island Reserve Commission

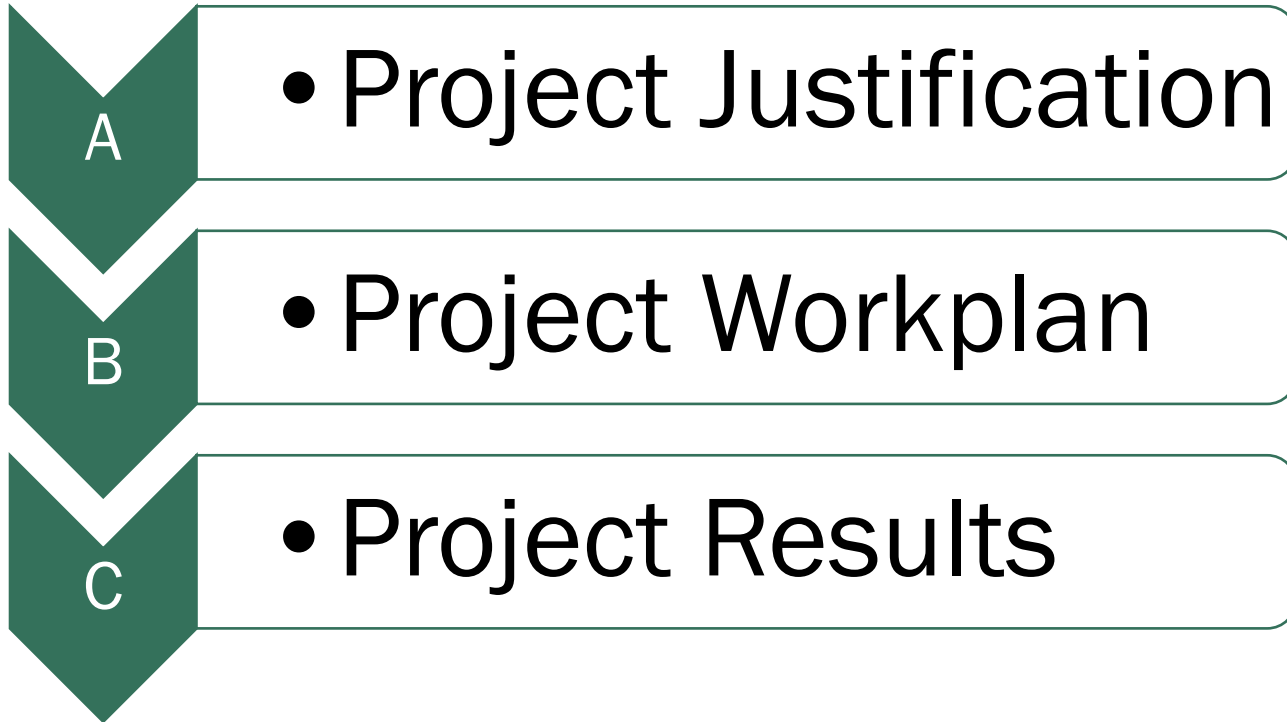




# Application Components: Narrative



# Application Narrative



# Narrative: Project Justification

- How does your project support the NANH program goal and your chosen objective?
- How will your project strengthen "museum services"?
- What need, problem, or challenge will your project address, and how was it identified?
- Who is the primary audience for your project and how have they been involved in the planning?
- Who are the ultimate beneficiaries for this project?
- For collections stewardship projects, what is the size, type, and condition of the collection?



Confederated Salish and Kootenai Tribes

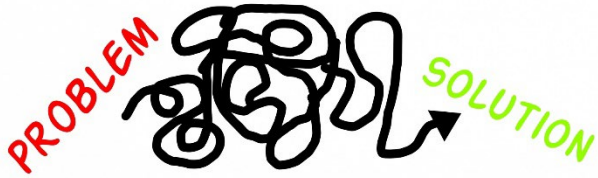


# Narrative: Project Justification Continued

## Reviewers will look for:

- Has the applicant selected an appropriate program objective within the Native American/Native Hawaiian Museum Services grant program?
- Are the ways in which this project strengthens museum services specific and measurable?
- How well has the applicant used relevant data and best practices to describe the need, problem, or challenge to be addressed?
- Has the applicant appropriately defined the primary audience(s) and beneficiaries, as applicable, for this work?
- Have the primary audience and other project stakeholders been involved appropriately in planning the project?
- If applicable, are the collections and/or records that are the focus of the project and their current condition described and quantified in enough detail?

# Defining a Need, Problem, or Challenge



- Remember that we want these federal funds to result in something getting better.
- Articulate what will get better as a result of your project as precisely as possible.
- Identify why it is important that this change happens.
- Hone your problem definition carefully.
- Present data that support your problem definition.



# Narrative: 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 will you track your progress toward achieving your intended results?



# Narrative: Project Work Plan Continued

## Reviewers will look for:

- Are the proposed activities clearly described and in a logical sequence?
- Are the goals, assumptions, and risks clearly stated?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Are the time, financial, personnel, and other resources identified realistic for the scope and scale of the project?
- If present, does the Digital Products Plan reflect appropriate practices and standards for creating and managing the types of digital products proposed?
- Are the proposed methods for tracking the project's progress reliable and measurable, and will they allow course adjustments when necessary?

# Project Work Plan: Defining an Activity



- An activity is something that someone does.
- It has a beginning and an end.
- You know when you’ve finished it because it doesn’t need to be done any more (or it is no longer on your 'To Do' List).
- It is not a “goal,” “result,” or “outcome.” It is a thing you do to achieve those.
- Aim for a reasonable level of detail in identifying your activities—not too much, not too little, just right.





# Project Work Plan: Defining Risks

## About Risk

- Every project has potential risks.
- Show that you are aware of the risks and have a plan for dealing with them.
- Answer the question, “What if x doesn't go as planned?”

## Examples of Risk

- What if delays in hiring or on-boarding result in a slower start to your project?
- What if a key community partner or consultant is unavailable?
- What if there's a delay in the delivery of essential materials or equipment?



# Narrative: Project Results

## Tell us:

- 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, and/or attitudes of the primary audience change because of your project?
- What products will result from your project and how will you make them accessible to the primary audience?
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?
- If applicable, how will the care, condition, management, access to, or use of the collections and/or records that are the focus of your project improve?



# Narrative: Project Results Continued

## Reviewers will look for:

- Are the project's intended results clearly articulated, realistic, meaningful, and linked to the need, problem, or challenge addressed by the project?
- Is the plan to effect meaningful change in knowledge, skills, behaviors, and/or attitudes solidly grounded and appropriately structured?
- Will the products created by the project be made available and accessible to the primary audience?
- Is the plan to sustain the benefits of the project beyond the conclusion of the period of performance reasonable and practical?
- If applicable, will the care, condition, management, access to, or use of the collections and/or records improve as a result of the project?

# Defining Results and Success Measures



- Answer the question, “What will be better as the result of this work?”
- Think through how you’ll measure success for each of your high-level activities.
- Tie everything back to your need, problem, or challenge.
- Include tangential benefits or positive outcomes, but make sure they are in addition to, not instead of, your original intended results.
- Consider constructing a logic model or evaluation tool to explain your intended results and your plan for achieving them.



# Narrative Tips

## **Make sure your Narrative is as clear and complete as possible.**

- Follow the Narrative outline in the NANH Notice of Funding Opportunity and address each question/prompt.
- Consider the review criteria associated with each section of the Narrative.
- Use headings, subheadings, or numbered sections in your Narrative to make it easy for reviewers to read.
- Avoid generalities, acronyms, and jargon.
- Provide concrete details so reviewers don't have to make assumptions.
- Ask a colleague to review everything with fresh eyes before you submit.
- Remember your page limit (7 pages)!



# Narrative Recap

- Your Narrative has three sections:
  - Project Justification,
  - Project Work Plan, and
  - Project Results
- 7-page maximum to answer all of the prompts
- Refer to the review criteria in the NANH NOFO and make sure you answer each one



# Application Components: Budget







# Allowable Cost Examples

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- equipment to improve collections storage and exhibit environments
- third-party costs (contractors/consultants)
- publication design and printing
- program evaluation
- staff and volunteer training
- paid internships/fellowships/stipends
- stipends or honoraria for project advisors and participants
- indirect or overhead costs

# Unallowable Cost Examples

- general fundraising costs
- contributions to endowments
- general operating support
- acquisition of collections
- general advertising or public relations costs
- construction or renovation of facilities
- social activities, receptions, or entertainment





# Budget Justification

- Provide a detailed narrative explaining/justifying all of the project costs listed on the IMLS Budget Form.
- Use the IMLS Budget Form's cost categories as section headings (1. Salaries and Wages, 2. Fringe Benefits, 3. Travel, 4. Supplies, Materials, and Equipment, etc.)
- No page limit for this document, so include sufficient detail for every expense – “Show your Math”
- Provide quotes, estimates, price lists, etc. as supporting documents with your application



# Application Tips and Next Steps



# Application Tips

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 Workspace. See <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- Apply to the correct funding opportunity in Grants.gov (NANH CFDA = 45.308)
- Make sure your application is complete.
- Make sure all application components are in the proper PDF format and follow the correct naming conventions.
- Submit to Grants.gov **early** so you can correct any errors.

# Application Tips Continued

Check your registrations and know your usernames and passwords.



System for Award Management ([www.sam.gov](http://www.sam.gov))

- Unique Entity Identifier (UEI)
- Registration must be renewed every year!



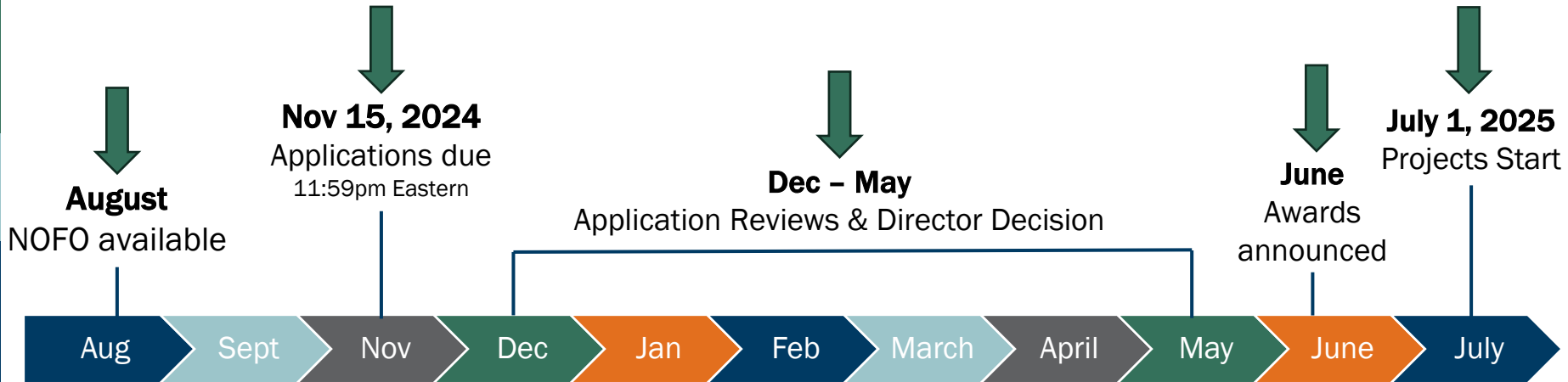
Grants.gov ([www.grants.gov](http://www.grants.gov))

- Passwords expire every 60 days!
- Accounts are deactivated after 365 days of inactivity.

**START EARLY, DON'T DELAY!**

# Important Dates

**Application deadline: November 15, 2024 11:59pm ET**



# Next Steps

Connect with IMLS Program Staff in the Office of Museum Services to ask specific questions.

Visit the NANH Program Landing Page:

<https://imls.gov/grants/available/native-american-native-hawaiian-museum-services-program>

The screenshot displays the IMLS Museum Library website for the Native American/Native Hawaiian Museum Services Program. The page includes navigation links (Home, Grants, Apply for a Grant) and program details such as the deadline (November 15, 2022), application information, grant amounts, and program overview. A contact card for Sarah Glass is visible. Below the contact card, a service selection interface shows two options: 'Applicant Conversation with OMS Ser...' and 'Awardee Conversation with OMS Seni...'. A calendar for August 2022 is also shown, with a prompt to 'Select a service and date to see available times.'

Home > Grants > Apply for a Grant > Native American/Native Hawaiian Museum Services Program

## Native American/Native Hawaiian Museum Services Program

**Deadline:** November 15, 2022  
**Application:** The FY 2023 Notice of Funding Opportunity (NOFO) (PDF 582KB) is now available.  
**Grant Amount:** \$5,000-\$100,000  
**Grant Period:** Up to three years  
**Cost Share Requirement:** None

**Program Overview:**  
The Native American/Native Hawaiian Museum Services (NANH) grant program is designed to support Indian tribes and organizations that impart knowledge through exhibitions, educational services and programming, workforce professional development, organizational capacity building, and...

**Program Contact:**  
Sarah Glass  
Senior Museum Program Specialist  
sglass@imls.gov  
202-653-4668  
To schedule a time...

Jennifer Anstadt  
Museum Program Specialist  
janstadt@imls.gov

**Select service**

Applicant Conversation with OMS Ser...	Awardee Conversation with OMS Seni...
30 minutes	30 minutes
Free	Free

**Select time**

< > August 2022

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13

Select a service and date to see available times.





**Good luck!**

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