



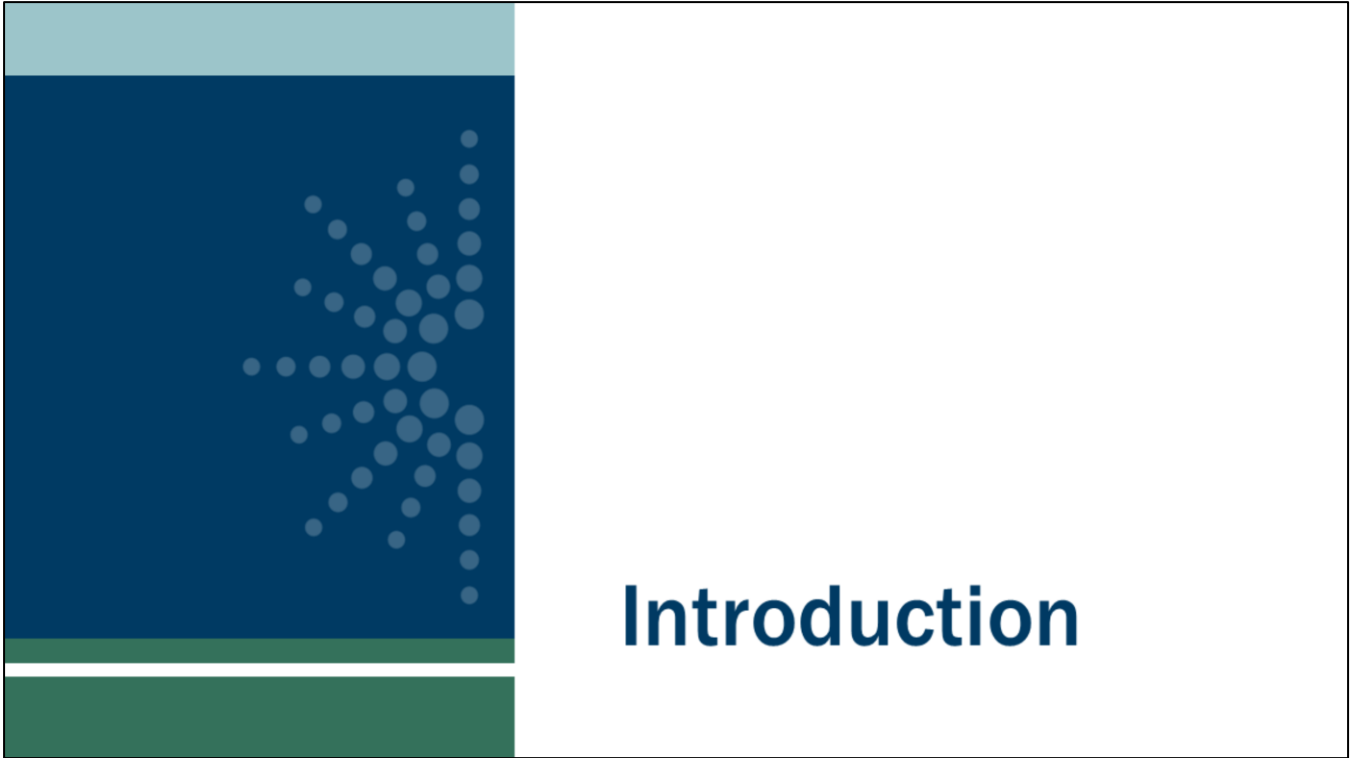
Native American/Native Hawaiian Museum Services Grant Program

Applicant Information Session

FY25 Video

August 2024

Welcome to the Institute of Museum and Library Services, Office of Museum Services
“Native American/Native Hawaiian Museum Services Grant Program Applicant Information
Session.”



Introduction

The goal of this video is to provide an overview of our Native American/Native Hawaiian Museum Services grant program – which we call "NANH" for short - and the process of preparing an application for funding.



Video Chapters

- 1 **Chapter 1:** What is the Native American/Native Hawaiian Museum Services Grant Program?
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This video is organized into six chapters:

- What is the Native American/Native Hawaiian Museum Services grant program? This section explains the purpose and eligibility criteria of the NANH grant program.
- What do NANH Grants Fund? This section explains the types of projects that can be funded in NANH and the amount of funds that can be requested.
- Application Components – Introduction. This section describes the types of documents that are needed to create an NANH grant application.
- Application Components – Narrative. This section provides guidance on composing the narrative part of the application.
- Application Components – Budget. This section provides details on the information to include in your project budget.
- Application Tips and Next Steps. The concluding section provides a few tips and next steps.

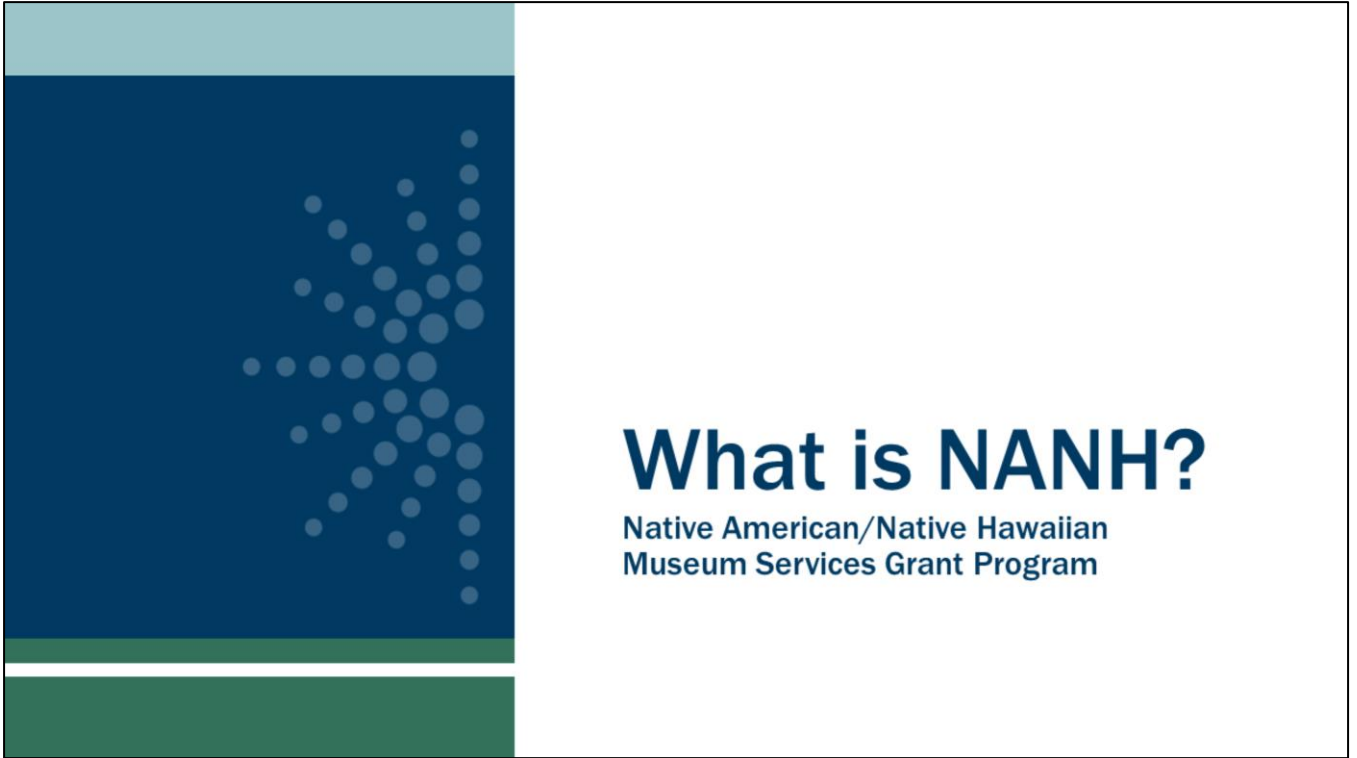
The complete set of instructions for how to prepare and submit an NANH grant application are found in the Notice of Funding Opportunity published on Grants.gov and available on the IMLS website.

Please refer to the Notice of Funding Opportunity for the most detailed information to prepare your application.

Using This Video



- To get the most out of this video, we recommend that you **watch** it in its entirety. This will give you an understanding of the NANH grant program, the types of projects that can be funded, and the necessary application components.
- You may also want to **review** the NANH Notice of Funding Opportunity before, during, or after you watch the video.
- Notices of Funding Opportunities, also known as NOFOs, are documents that detail the requirements of each of our grant programs. All of our NOFOs can be found via ims.gov/grants.
- As you navigate the application process, you can use this video as a **reference** tool.
- If you'd like to skip to a specific section, please use the time bar below, or the links in the description box, to navigate the chapters.



What is NANH?

Native American/Native Hawaiian
Museum Services Grant Program

In this section we will answer the question “What is NANH?” providing information on the purpose and intent of this grant program and who it is designed to serve.



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!

The overall goal of the NANH program is to build the capacity of Native American Tribes and Native Hawaiian organizations to provide "museum services" to their communities in order to help their heritage, culture, and knowledge thrive. Some, but not all, of the ways Tribes and Native Hawaiian organizations might do this are through educational services and programs, professional development, organizational capacity building, community engagement, and collections stewardship. It is important to note, however, that applicants do not have to have a physical museum or cultural center constructed in order to provide "museum services" to your communities.

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>

The NANH program has unique eligibility criteria from other museum grant programs offered at IMLS. Specifically, in order to be eligible for an award under this program, the lead or legal applicant must be either a Federally recognized Indian Tribe, which includes Alaskan Native Villages and Corporations, OR a Nonprofit organization that primarily serves and represents Native Hawaiians. Our definitions of eligible Tribal organizations can be found on our IMLS eligibility criteria webpage linked here, or within the Notice of Funding Opportunity for this program.

Other entities, such as museums, libraries, cultural centers, schools, Tribal colleges, or other nonprofits are not eligible to apply on their own to this program. The eligible applicants listed here are welcome to collaborate with, or apply on behalf of, those other entities or organizations, but as the lead applicant for the grant they must meet the eligibility criteria and administer the award.

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).

While the lead applicant must be the Tribe, Alaska Native Village or Corporation, or Native Hawaiian-serving organization – we understand that when it comes to actually carrying out a project, that work is often done at an org-unit level or by a partnering organization – such as a Tribal museum, or a nonprofit foundation.

Although they may not serve as lead applicants, partner organizations may be heavily involved in the administration of a project and may serve as the key project staff. It is important that the partner organization have an established relationship with the Tribal administration before applying for the grant, because the Tribe is ultimately fiscally and legally responsible for the management of the grant. The assumption in such a partnership, is that the Native community that applies for the grant is directly served and benefits from the grant activities that are carried out by any partners.



What Does the NANH Program Fund?

In this section we will answer the question “What Does the NANH Program Fund?” providing details on the types of projects and objectives within the NANH grant program.

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

NANH grants are designed to support "project-based activities." The Project Management Institute defines "Project", as "A temporary endeavor undertaken to create a unique product, service, or result." A project is temporary because it has a defined beginning and end in time and therefore defined scope and resources; And a project is unique in that it is not a routine operation but rather a specific set of activities designed to accomplish a singular goal.

We recommend that you keep this definition in mind as you conceptualize your NANH project. Think of it as a temporary, non-routine set of activities, which collectively have a beginning and an end in time, a defined scope requiring specific resources, and which are designed to accomplish a specific, singular goal.

While we can fund programs, activities, and positions that are already established or ongoing, applicants should be careful to frame their projects so they do not cross over into General Operating Support.

NANH projects must be at least one year, but no more than three years, in length.

What Makes an NANH Project Successful?



INSTITUTIONAL
IMPACT



IN-DEPTH
KNOWLEDGE



PROJECT-BASED
DESIGN



DEMONSTRABLE
RESULTS

Let's look further at what characteristics are most often seen in successful NANH applications.

- First, **Institutional Impact**: Your project should address a key need or challenge that faces your Tribe or 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 project work plan should consist of a set of logical, interrelated activities tied directly to addressing the key need or challenge you've identified.
- And fourth, **Demonstrable results**: Your project should generate measurable results that tie directly to the need or challenge it was designed to address.

Usually, unfunded applications fail to deliver convincingly on one or more of these areas, so it is a good idea to make sure your application shows how your project will be strong in each.



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.

Again, the overarching goal of the NANH program is to build the capacity of Native American Tribes – including Native Alaskan Villages and Corporations – as well as Native Hawaiian organizations, to provide museum services to their communities. Under this main goal are three objectives:

- Support the preservation and perpetuation of Indigenous languages and cultural practices;
- Support the professional development of the workforce of Indigenous museums; and
- Support the management and care of Indigenous collections and their associated documentation.

You should align your proposed project with the one objective that best fits, and clearly identify which one you have chosen in your application narrative. This goal and these objectives may seem broad, and that's on purpose. You should choose the one that is most closely aligned with the key need or challenge you plan to address in your project.

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?

Many projects may have components that touch on two or even all three of these objectives.

For example, you might be planning to digitize a collection because you want to share the valuable historical and cultural information it contains with your community members, and you’re going to train your Tribal museum staff on the latest digitization techniques in the process. This project could fit under any one of these three objectives. Since you must pick one, you should think about which objective is the most central to your project overall. Ask yourself what activities do you plan to carry out, what outcomes do you want to achieve, and who will benefit from your work?

- For projects focused on preserving and perpetuating language or cultural practices - Think through who your primary audience is and what their needs are. What do you want them to learn or accomplish, and what’s the best way to go about that?
- For professional development and capacity building – What does a successful outcome look like for your Tribe or institution? Is it recruiting and training more staff or paid interns? Enhancing technology such as your website or upgrading your software? Or perhaps strategic planning?
- For projects focused on collections stewardship or conservation – What are the collections you’ll be working with and what is their current situation or condition? How will that be addressed or improved?



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

This is a list of some of the types of project activities we can fund under the NANH program, but it is not exhaustive. We invite you to develop and apply for projects that best meet your Tribe's or organization's needs. Again, you are not required to have a physical museum or cultural center established in order to provide these types of services. Whatever activities you have in mind, you should make sure to describe them thoroughly and show how they will logically progress to meeting your chosen objective.

You should be cautious about trying to cram too many different types of activities into the same proposal. Just because they all might fit under the overarching goal of the NANH program, doesn't mean you should try to do them all at once. You can certainly have a project that is multi-faceted, or that has multiple complementary components, if that's what makes the most sense for you and they all tie back to your chosen objective. However, the strongest proposals are clearly defined projects with logical, inter-related activities that have manageable scopes, budgets, and timelines. It's ok to be ambitious, but remember, we want to set our grantees up for success, so we would rather you under-promise and over-deliver, than over-promise and under-deliver.

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

There is no limit to the number of applications you can submit in response to the funding announcement for the NANH program. However, if you do submit multiple applications, they must be for separate and discrete projects, meaning they must not overlap in terms of staffing or costs. For example, you could submit a proposal to support your language revitalization program, as well as a separate proposal to inventory and re-house your basket collection.

Likewise, if you have an existing, open NANH award, that does not prevent you from applying for a new award this round, again, as long as the projects do not overlap.

You'll want to consider your Tribe's or organization's capacity, not just to write and submit multiple strong proposals, but then to manage multiple federal awards at once. Demonstrating that you have the internal administrative and financial controls necessary to track and maintain multiple federal awards simultaneously will be important.

What Size Are NANH Projects?



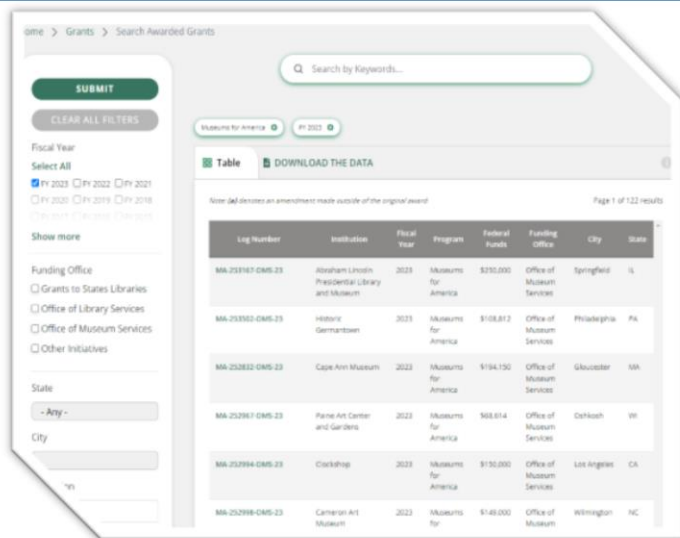
- \$5,000 - \$250,000 in federal grant funds
- **No cost share required**
- Scale your budget request to the needs of your project
- Consider whether or not to include cost share carefully

NANH supports projects of all sizes, but there is a specific range of funding available. You can request a minimum of \$5,000 to a maximum of \$250,000 in federal funds. If you ask for less than \$5,000 or more than \$250,000 in federal grant funds, your application may be rejected and not reviewed. Your budget should be aligned to the scope and scale of your project and should include all costs necessary to complete the proposed activities.

In the NANH grant program, project budgets are **NOT** required to have any non-federal cost share, though you may include it if you want. Cost share is not considered in the review of NANH applications.

It's important to note that if you decide to include cost share in your budget, and you receive an award, you will be required to meet your cost share commitment by the end of the award period. Cost share is any portion of project costs not paid by IMLS funds, and may be in the form of cash, staff or volunteer time, or third-party contributions. Cost share may **NOT** include funds from another federal source.

What Types of NANH Projects Get Funded?



The screenshot shows the IMLS Search Awarded Grants interface. It includes a search bar, filters for Fiscal Year (FY 2021, FY 2022, FY 2021, FY 2020, FY 2019, FY 2018), Funding Office (Grants to States Libraries, Office of Library Services, Office of Museum Services, Other Initiatives), State, and City. The main table displays the following data:

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
MR-202147-OAS-23	Abraham Lincoln Presidential Library and Museum	2023	Museums for America	\$250,000	Office of Museum Services	Springfield	IL
MR-202002-OAS-23	Historic Germantown	2023	Museums for America	\$108,812	Office of Museum Services	Philadelphia	PA
MR-202022-OAS-23	Cape Ann Museum	2022	Museums for America	\$194,150	Office of Museum Services	Gloucester	MA
MR-202067-OAS-23	Pinxten Art Center and Gardens	2022	Museums for America	\$68,014	Office of Museum Services	Dorchester	WI
MR-202094-OAS-23	Clackhop	2023	Museums for America	\$150,000	Office of Museum Services	Los Angeles	CA
MR-202098-OAS-23	Cameron Art Museum	2022	Museums for America	\$140,000	Office of Museum Services	Wilmington	NC

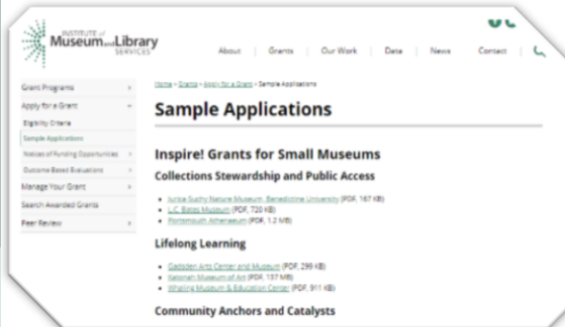
The Search Awarded Grants webpage lets you explore IMLS's archive of grants.

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

On the IMLS website you can use the Search Awarded Grants function to explore our archive of grants that we have awarded in past years.

You can search this database using a variety of criteria such as institution name, location, and keyword, and you can filter it by grant program. Your search will retrieve basic information about each award, including the amount of federal funds awarded and a brief description of the proposed activities and expected results for each project.

Sample Applications



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)

We have also posted some examples of successful application narratives from recent years on our website. To find these, go to the Sample Applications page on the IMLS website and scroll down the page to find the NANH examples. Looking at these proposals will show you what a strong proposal may look like, and might help you clarify your thinking about your own project.

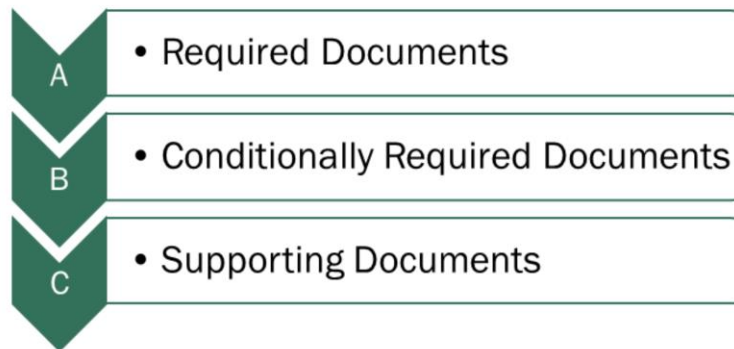


Application Components: Overview

In this section we will introduce the components of an NANH grant application.

Application Components

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



The NANH Notice of Funding Opportunity (NOFO) includes a complete list of all the application components and indicates which documents are required, conditionally required, or optional supporting documents.

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

These are the **Required Documents**. **All applications must include all the documents listed here.** Omission of even just one might result in your application's rejection.

The SF-424S application form and the IMLS Museum Program Information Form – both starred on this list – are completed as fillable forms within the Grants.gov Workspace. The rest of the application components must be created by you and saved as PDFs to be uploaded with your application package in Grants.gov.

Please note there is a 7-page limit for the narrative. If you exceed the page limit, we must remove the extra pages before your application goes out for review. That means your reviewers may see a paragraph or sentence cut-off in mid-air and won't see any information contained within the excess pages. So make sure your content fits into the page limits specified and double-check the number of pages is still correct after you convert your documents to PDFs.

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.

The second category of application components is that of **conditionally required documents**. Some applicants must include one, two, or all of these, and it’s important that you know which are required for your application.

- If you are a non-profit organization that primarily serves and represents Native Hawaiians, then you must include your proof of nonprofit status letter 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 rate in your budget, then you must include a copy of your current, final rate agreement.
- If you create any digital products during the course of your project, then you must complete and submit a Digital Products Plan. The term “digital product” includes any digitized and born-digital content, resources, or assets; software; or data. If you are creating any of these types of materials – basically anything digital - you must include the Digital Products Plan with your application.
- If you are requesting support for conservation treatments for collections objects, then you must include detailed condition reports and/or formal conservation treatment proposals.

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

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

The third group of application components is **Supporting Documents**, and here is a partial list of examples. Supporting documents are optional, although some are strongly recommended, depending on your project. We urge you to make good decisions and include things that will supplement your proposal. Supporting documents should not introduce new information, rather, as their name suggests, they should support your project justification, workplan, and intended results that you spell out in your application narrative.

For example, have you identified a partner whose involvement is key to the project's success? If so, a letter of support or commitment is a crucial element to reassure reviewers that they are 'on board' and the project will succeed. Similarly, documentation showing the buy-in of your leadership – such as a Tribal resolution – can be a great way to show support. Pictures can help give reviewers – who may not be familiar with your institution, programs, collections, or community – a better idea of what you're describing within your narrative. Vendor quotes or equipment specifications show you've done some of the legwork in getting appropriate estimates for project costs.

We recommend that you be respectful of your reviewers' time and avoid including hundreds of pages of extraneous materials that are not directly relevant to your project. Being judicious really does work to your benefit, as supporting documents can make – or break – an application. Include what is important and helpful, and stop there.

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

In the following sections of this presentation, we will focus on two of the key required application components:

- Project Narrative
- Project Budget

Refer to the Notice of Funding Opportunity for complete instructions on how to prepare and complete all of the application components.

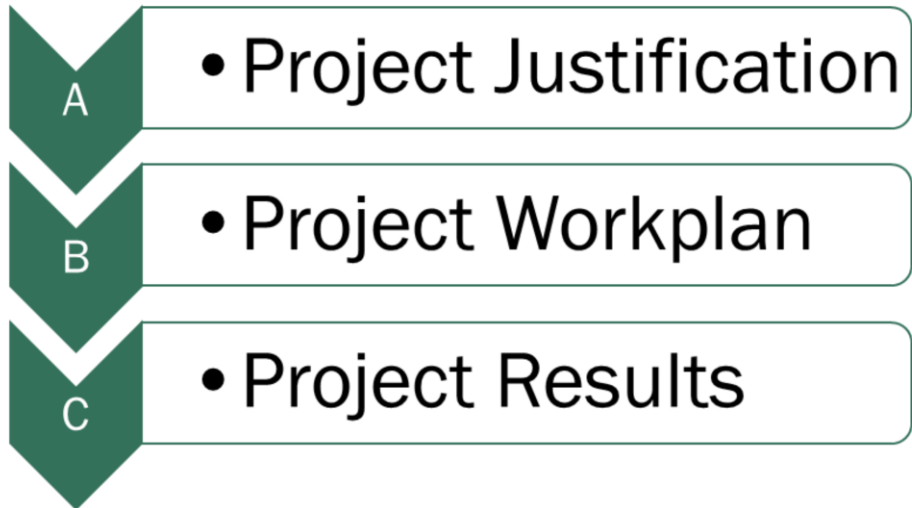


Application Components: Narrative

In this section we will go over the questions you will need to answer in your Project Narrative and offer details on the review criteria associated with each section: Project Justification, Project Work Plan and Project Results.



Application Narrative



The Narrative is the heart of your proposal and the NOFO provides lengthy guidance on what it should cover and how it should be formatted. We ask you to structure your narrative with 3 main sections: the Project Justification, Project Workplan, and Project Results.

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

The first section is your **Project Justification**. This section should clearly identify which program objective your project supports, as well as how it will support the overall NANH program goal of strengthening your Tribe's or organization's ability to provide museum services to your community.

What need, problem, or challenge will your project address, and how was it identified? Describe how you have used demographic information, economic circumstances, condition assessments, and other relevant data to define the need, problem, or challenge and develop the scope for the project.

Who is the primary audience for your project and how have they been involved in the planning? "Primary Audience" – sometimes also called "Target Group" – refers to those who will be most immediately and positively affected by your project. Identify the number of individuals in your primary audience or in each group, if you identify more than one.

Who are the ultimate beneficiaries for this project? "Beneficiaries" refers to those who are likely to be aided in the long-term by your project. They may or may not be the same people as your "primary audience." Identify the number of individuals who will benefit from your project in the long term, if you can. Otherwise describe the characteristics of the beneficiaries you expect to be served eventually by your project.

And finally, if your project involves collections, be sure to describe and quantify them!



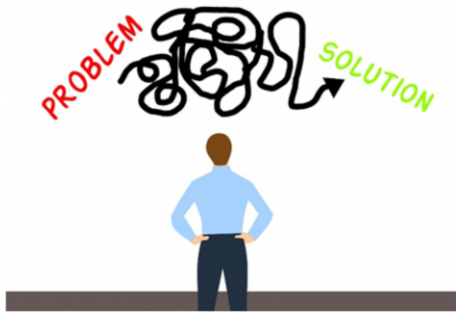
Narrative: Project Justification Continued

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?

In Section 6 of the Notice of Funding Opportunity, under "Peer Review Criteria", you will find a list of questions that reviewers are asked to answer when they review your proposal. It is a good idea to refer to these as you write your narrative to be certain you are providing reviewers clear, solid information. You will see that they correspond directly to the prompts you are given to write your narrative.

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.

One of the prompts in the Project Justification section of the narrative is the identification of the need, problem, or challenge your project addresses. It is foundational in your application, so keep these points in mind.

- The federal government wants its investment to result in something getting better.
- As you define your need, problem, or challenge, articulate what will get better as a result of your project as precisely as possible. Will someone learn something, develop a skill, change an attitude? Will members of your community be better able to work together to solve problems? Will collections be better cared for? Will their lifespan be extended? Will access to your collections and the information surrounding them be expanded?
- Identify why it is important that this particular change happens. In other words, why should people care?
- Hone your problem definition carefully in clear, succinct terms.
- Gather and 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?

If the Project Justification section was the "why", the **Project Work Plan** section is where you identify the 'who, what, when, and how'. Who will do what activities when, and using what resources. You should explain how you will track your progress toward achieving your intended results, and what you'll do if you need to correct course. You should also think about risks that are inherent in your particular project and to tell us how you've taken that into account in your planning. I'll say more about that in a few minutes.

Remember, your project must be at least one year (12 months) and up to 3 years (36 months) in length.



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?

Again, this is the list of questions that reviewers are asked to answer for this section when they review your proposal. So make sure your narrative is answering these effectively. Remember the people reading and scoring your application may not be familiar with your specific history, institution, collection, etc. so don't be vague. You want to provide enough detail to reassure them that your project is manageable and can be accomplished with the staff, time, and resources allocated.

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.

Your work plan will be built on activities, so it's important to be clear about what an activity is.

An activity is something that someone does. It has a beginning and an end (just like projects), and you know when you've finished it because it doesn't need to be done any more. It is no longer on your 'To Do' List.

An activity is NOT a goal, a result, or an outcome. Rather, it is something you do as part of striving to achieve those.

Aim for a reasonable level of detail in identifying your activities. Too much and your work plan becomes bogged down and confusing, but too little and someone who is reading your application won't understand the who, when, what, and how of your project. You should aim for a balance.



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?

We also ask you to think about risks that are inherent in your particular project and to tell us how you've taken that into account in your planning. Think of it as answering the question, “What if x doesn't go according to plan?”

There is no checklist of risks, but every project has them. The best proposals will show that you are aware of them and have thought through a plan for dealing with them. Look at your activities and think about what could go wrong. Focus on the ones where your experience tells you, “Yes, that could happen” and identify steps you would take in response.

We know that things often go differently than expected. We just want you to prepare by identifying implementable options.

Here are some examples of risks:

- If you intend to hire someone into a grant-funded position to work on the project activities, what will you do if it takes longer than expected to find the right candidate, bring them on board, and train them?
- A project depends on your community partners to achieve success, but what if one partner becomes unavailable. What do you do now?
- A project involving rehousing collections into new museum-quality collections storage might run into delays in the delivery of the cabinets. What happens to the collection items then? How will you ensure that they remain safe and secure?



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?

The third section of your Narrative should be devoted to articulating your intended **Project Results**. This is your chance to convince the reviewers that the activities you've spelled out in your Project Work Plan will result in something getting better. The need or problem you identified in your Project Justification will be diminished or eliminated altogether. This section should logically tie the narrative together by explaining how you will know that your project has been successful, and how you will measure project success.

If your project will generate tangible products (and most do), here's the opportunity to describe them and make the case that they will be useful. Remember that Digital Products Plan I mentioned as a supporting document can be useful to expand on this section, if it's applicable.

Last, but not least, we ask that you tell us how you will sustain the benefit of the project. How will this improvement that you propose to make continue once your grant is over? What will the longer-term impact be?



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?

And again, here is the list of questions that reviewers are asked to answer when they read the Project Results section of your narrative.

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.

We often hear that defining intended results and success measures is challenging for applicants. Essentially, we are asking you to explain what will be better as a result of this project and how will you know?

Think back to the questions we referenced in the Project Justification section when we talked about defining the need, problem, or challenge that your project is addressing and how it fits into one or more of the program objectives. Your results should tie back directly and logically to those elements. If you said someone will learn something, how will you show that? If your problem is related to the preservation of traditional cultural practices, how will you know when that has been successfully achieved? If you're saying collections will be better cared for, how will you be sure and how will you measure “better”? If you're digitizing to expand accessibility, how will you know when you've successfully done it?

You may think of tangential benefits or general positive outcomes, but make sure you identify them as "in addition to" and not "instead of" your original intended results. Reviewers are likely to catch that as a disconnect. You should be specific and refrain from broad, vague, or unrealistic claims.

This focus on project results and measuring success in meaningful ways is not new, but isn't necessarily easy either. There are many ways to measure success, and each situation is unique. To aid you in visualizing what success could look like for your project, we encourage you to consider using a logic model or evaluation tool to explain your intended results and your plan for achieving them. There are numerous examples and downloadable worksheets that you can find with a simple internet search.



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)!

Peer reviewers – professionals with experience working in or with Native American, Alaska Native, and Native Hawaiian communities – will be selected by IMLS to read each application and provide constructive and critical comments on the strengths and weaknesses of the proposed projects. They are instructed to base their reviews only on the information contained within the application – so don't assume that a reviewer or IMLS will know something about your museum or your proposed project.

To help make sure your Narrative is as clear and complete as possible:

- Follow the Narrative outline in the NANH NOFO, making sure you address each prompt.
- Be sure to 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. The people who will review your application are Native museum professionals, but they may not be familiar with your particular Tribe or organization's specifics. Make it easy for them to understand what you mean.
- Similarly, provide concrete details – or if details are TBD, state as much in your narrative - so reviewers don't have to guess or make assumptions about things left unsaid.
- An advantage to starting your application early is that you can 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 and doesn't know any background information about your project or institution.

- Remember to limit your narrative to 7 pages and please try to stick to the recommended page limits for other application components.



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

So, to recap: Your Narrative has three sections—Project Justification, Project Work Plan, and Project Results, and you have seven pages to answer all of the prompts. The sections are all equally important and should all logically tie together. 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 Components: Budget

In this section we will provide information on what to include in your project budget and budget justification and provide some examples of allowable and unallowable costs.



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

As you develop your budget, keep in mind that there are certain costs that are either allowable or unallowable according to the uniform Federal grant-making regulations, which are often referred to as “2 CFR part 200” for short. The NOFO contains links to these regulations. These provide important guidance on uniform administrative requirements, cost principles, and audit requirements for Federal awards, so all Federal grant applicants and recipients should be aware of them.

Using 2 CFR 200 as a basis, we’ve developed a short list of some of the types of allowable costs that are common in IMLS projects (this list is not exhaustive). These costs may be part of what you ask IMLS to pay for with federal funds or what you will pay for as part of your cost share, if you include any. The rules about allowability apply equally to both, so when completing your project budget, be sure to check that all the costs you include, whether grant funds or cost share, are allowable.

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



There are also some costs which are unallowable according to the federal regulations in 2 CFR 200. Unallowable 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. 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 Federal cost principles. If after that you have specific questions about allowability, please contact us and we'll be happy to help.



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

In addition to the IMLS Budget Form, you must also prepare a Budget Justification. This is an opportunity to provide an explanation and justification for the project costs in a more detailed narrative format.

The Budget Justification should correspond with the cost categories on the IMLS Budget Form. In the justification you will identify each expense and show the method of cost computation used to determine each dollar amount, including any that you may have consolidated and summarized on the IMLS Budget Form. In other words, please show (and double-check) your math!

The NOFO contains detailed guidance on how to complete your Budget Form and your Budget Justification. You should also remember to attach any quotes or estimates as supporting documents, if applicable.



Application Tips and Next Steps

In this final section of our presentation, we offer some application tips and next steps based on our experiences with the NANH application submission process each year.



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.

We can only make grants to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. So here are some tips to help you do just that.

- Start your application now! Don't try to pull together an entire application in 3 days.
- Become familiar with Grants.gov's Workspace. It has many useful features, including up-front validation, which allows you to correct errors prior to submission, and the opportunity to collaborate with others in creating your application. If you're not used to working with Grants.gov, consider starting with the Workspace Overview and check out their tutorials.
- Make sure you are looking at and applying to the correct grant program within Grants.gov. You can do a keyword search for the IMLS Native American/Native Hawaiian Museum Services program, or you can enter the Catalog of Federal Domestic Assistance (CFDA) number, which is 45.308.
- Make sure your application is complete. Double-check it against the Table of Application Components in the Notice of Funding Opportunity.
- Make sure all application components are in the proper PDF format and follow the correct naming conventions.
- And submit to Grants.gov early so you can correct any errors and avoid any issues created by slow internet or other technology challenges.

Application Tips Continued

Check your registrations and know your usernames and passwords.



System for Award Management (www.sam.gov)

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



Grants.gov (www.grants.gov)

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

START EARLY, DON'T DELAY!

It's important to get your application submitted online through Grants.gov before the deadline. IMLS does not accept applications by mail or email, nor do we accept late applications.

In order to register with Grants.gov, you must have an active SAM.gov registration and Unique Entity Identifier number. So make sure your registrations for both of these sites are complete, your accounts are active, and that any necessary passwords are current. These registrations expire periodically so DO NOT WAIT until it's time to hit the 'submit' button to check on them. You should coordinate with any other staff members or departments, such as your Authorized Organization Representative or your Financial/Grants office, who may hold the accounts and passwords you'll need to submit. If you have had staff turnover in the past year, that might be a flag to double-check who has access to your accounts.

Both the SAM.gov and Grants.gov websites have robust help features and FAQs. If you run into technical issues with either of these sites, you should reach out to their help desks and request a tracking, case, or ticket number in order to document your issue and attempts at resolving it. IMLS does not accept failure to have active SAM.gov or Grants.gov registrations by the deadline as an excuse for submitting a late application – so again, start early!

Important Dates

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



Here are the important dates relating to NANH applications for the 2025 funding cycle.

1. We typically make the Notice of Funding Opportunity available and start accepting applications in mid-August – around 90 days before the application deadline.
2. Applications must be received through Grants.gov by **11:59 pm Eastern Time on November 15, 2024**. The date is non-negotiable. The time stamp is auto-generated by the Grants.gov system, and we have no ability to override it. That is why we say repeatedly to start early and submit your application early. That way, if you encounter a difficulty of any kind when submitting your proposal, you'll have some time to resolve the problem and resubmit.
3. After the application deadline, IMLS staff will review your application for completeness and eligibility, and you will hear from us via email if there are any issues. Next, peer reviewers will read your applications and provide scores and comments based on the criteria outlined in the NANH NOFO. Then, IMLS staff will closely review your project budget and your track record with past and current grants and prepare all of the application materials for review by the IMLS Director.
4. In June 2025, we will notify you by email of the award decisions and provide the scores and comments created by the reviewers.
5. NANH projects must be scheduled to start on July 1st, 2025, and again, may last from 1 to 3 years.

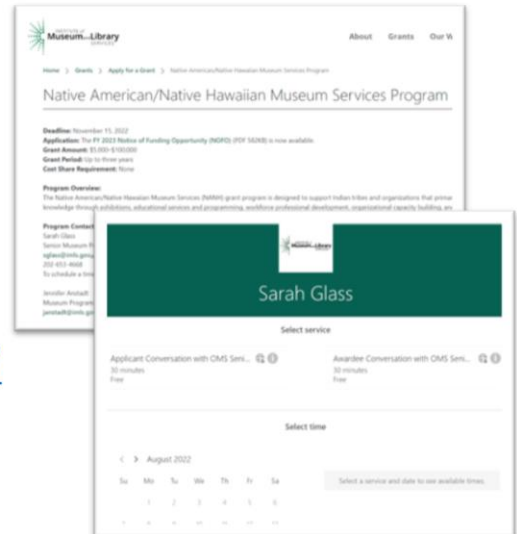
6. Please make sure that everyone involved in preparing your grant application is aware of these dates and deadlines!

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>



As you read through the NOFO and prepare your application you might have additional questions come up before the deadline. IMLS staff can help answer your questions about this or any of our other museum grant programs.

You may contact us by email or phone. Contact information is listed on the NANH grant program landing page on the IMLS website. You can also schedule a counseling call to meet virtually with program staff. Use the scheduling link found on the NANH program landing page to find and book an available time slot on our calendars. You will then receive an email with a calendar invite and Microsoft Teams meeting link.



Good luck!

Thank you very much for your interest in IMLS and in the Native American/Native Hawaiian Museum Services funding opportunity. I hope you have found the information in this video helpful.

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

Credit

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