

FY25 NAB Applicant Webinar

0:00

Yá'át'ééh, and welcome to the applicant webinar for the Native American Library Services Basic Grants Program.

0:07

My name is Jennifer Himmelreich and I'm the Senior Program Officer overseeing this program.

0:13

For those of you who are new in this webinar, I'll be providing information about IMLS and the Native American Library Services Basic Grants Program.

0:24

We will review eligibility, go over the application process, the different application components, and also offer you a few tips and suggestions.

0:34

Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.

0:44

The Institute of Museum and Library Services, which I will refer to as IMLS for the duration of this presentation, is an independent grant making agency and the primary source of federal support for the nation's libraries and museums.

1:00

IMLS helps ensure that all Americans have access to museum and library services all over the country.

1:07

Our primary function is grant making, however, we also host convenings, conduct research, and publish information about museums and libraries in service to user communities.

1:20

Eligibility for IMLS grants varies and can depend upon the specific program.

1:28

Our vision and mission statements were adopted as part of the agency's current strategic plan.

1:34

Both emphasized that IMLS is here to support museums, archives, and libraries with the work you do to serve your specific communities.

1:44

The IMLS Strategic Plan identifies goals that help us achieve our vision and accomplish our mission.

1:51

In Goal One, IMLS seeks to advance to engaged learning opportunities for library museum users of all ages and interests.

2:00

It also supports the professional development of museum and library workforce and Goal 2.

2:06

IMLS promotes community engagement in libraries and museums, including inclusive engagement across diverse audiences and community collaboration.

2:15

In Goal 3, IMLS supports collections care and management activities and promotes access to museum and library collections.

2:24

In 2018, IMLS was reauthorized by the Museum and Library Services Act.

2:31

The IMLS 2025 fiscal budget is just over \$294,000,000 and we are currently operating under a continuing resolution for fiscal year 2025.

2:44

Almost \$5.3 million of that is allotted for the Native American Basic and Enhancement and Native Hawaiian Library Services Grant programs.

2:56

That brings us to the Native American Library Services Basic Grants program.

3:03

This program provides support for library operations and services.

3:08

The deadline to apply is Tuesday, February 4th, 2025.

3:14

These grants are non competitive one year grants and applicants can request between 6:00 to \$10,000.

3:23

These awards support any and all existing library operations, as well as new library services such as expanding collections, new staff support, technology implementation, and other costs that directly benefit tribal communities.

3:40

In 2024, we awarded just over \$1.5 million to 156 tribes and Alaska Native villages and regional and village corporations.

3:52

We hope we have high interest in our program again.

3:57

So who's eligible for this program?

4:01

Federally recognized Indian tribes who offer library services to their community are eligible to apply for funding under this program.

4:10

Such services may include, but are not limited to, providing free access to books, print and electronic media, research databases, job employment and career resources, help from librarians, space for reading, studying, and meeting, and free events and activities such as programs, classes, and cultural events for people of all ages.

4:34

A list of eligible tribes are available from the Bureau of Indian Affairs.

4:41

Applications involving partnerships or collaborations are welcome so long as the tribe is the lead applicant.

4:49

Potential partners can include other departments within the tribe, tribal colleges and universities, school libraries or local non tribal libraries and nonprofits.

5:00

It is important that the partner organization develop a relationship with the tribal administration before applying to the grant.

5:08

The goal in such a partnership is that the tribal community that applies for the grant is directly served and benefits from the grant activities that are carried out by the partner organization.

5:20

Final note is that if awarded, the tribe will be programmatically, fiscally and legally responsible for the award.

5:32

Next we will talk about the application process.

5:38

Everything you need for the application or process is available on our website at www.imls.gov.

5:47

Here's a screenshot that shows our main page and you can see the arrow directs you to the drop down Grants menu.

5:54

The Apply for a Grant link is the second on this list.

5:59

On the page that follows is the left side menu where you can look for the Notice of Funding Opportunities, which I also will call NOFO for short.

6:09

You may have to Scroll down to find the Native American Library Services Basic Grants Program.

6:15

Click on it for the Fiscal year 2025 NOFO.

6:20

You may pause this presentation to take a moment to print the NOFO, it's 47 pages and grab a highlighter and pin.

6:28

I will be referencing page numbers for key information in the NOFO that may be useful as you prepare your application.

6:38

On page five of the NOFO, you'll find the Funding opportunity number and the assistance listing number.

6:44

Note or highlight these to enter into Grants.gov to find this grant opportunity.

6:50

This year, the funding opportunity number is NAG-BASIC-FY25 and the assistance listing number is 45.311.

7:05

Here are a few things your grants team can do immediately to start your application process.

7:11

First, download and review the NOFO as well as the application forms.

7:17

Next, check on your registrations.

7:20

An applicant organization, in this case it would be the Tribe, must have a unique identity identifier identifier, a UEI number.

7:30

They also need a current and active System for Award Management, also known as SAM registration and an active Grants.gov registration with an approved authorized organization representative, an AOR.

7:50

Our NOFO is a multi page document that is the reference document for your application process.

7:57

I guide applicants to download both APDF and a paper copy because it includes information on the components of your application package that you'll want to reference often and keep with grant paperwork if awarded.

8:11

Please note that the NAB NOFO has undergone a makeover.

8:16

Our staff at IMLS have worked to create a cleaner, more visually appealing document that allows you to access and search the document easily.

8:29

We strongly recommend you check your Tribes registrations with SAM.gov for your unique identifier and Grants.gov immediately to ensure that they are accurate, current and active.

8:41

Each have an expiration date or and or deactivation periods after inactivity.

8:47

Any issues take a significant amount of time and coordination to update or renew them, so you'll want to get started immediately.

8:57

In order for an application to be considered for funding, the application must be submitted in Grants.gov by 11:59 PM Eastern Time on Tuesday, February 4th.

9:10

Please note the time zone applications received after the deadline cannot be considered.

9:19

Let's review the specific application components that are required, so please have your copy of the NOFO ready.

9:27

On page 23, you'll find a table of all required application components.

9:34

It lists what kind of format each document needs to be submitted as, and which file name to use when you're submitting your application package.

9:44

Use this as a checklist of all the documents you will need to attach to your application in Grants.gov.

9:50

You'll want to make sure your application is complete so that it is not rejected because you missed or forgot any required documents.

9:59

Please note we have revised the application components for the Native American Library Services Basic Grant App application and it now has only four required application documents.

10:11

The first 2 items listed, the Application Cover Form, or SF-424S, and the IMLS Library Discretionary Program Information Form, or L-PIF, are automatically generated during the Grants.gov submission process.

10:29

As you enter your information, pages 23 through 29 walk you through what information you'll need to supply or how to answer questions for this grant opportunity.

10:44

The third required component is a Library Services Plan where your grants team responds to questions listed in the NOFO.

10:52

These four questions detail your activities, any partners results you aim to achieve, and how you define success.

11:01

The Library Services Plan also includes a budget summary section where you'll detail each of your line items in your budget form and asks one question about your projected drawdown schedule.

11:12

We recommend limiting the Library Services Plan to two single space numbered pages.

11:20

The final required document is the IMLS Budget Form.

11:24

You can find the hyperlink to this fillable form on page 32 of the NOFO.

11:29

The IMLS Budget Form is 4 pages and accommodates up to three years of project activities and expenses, but this program will only require the use of year one and the Grant Fund column.

11:45

Finally, the as a reminder, the Library Service plan and the Budget form must be saved and submitted as PDF documents.

11:58

And just a reminder, there are no conditionally required documents.

12:06

Because Grants.gov is a system that exists outside of IMLS, we cannot help if you have problems with downloading materials or submit submitting materials to the site.

12:17

the Grants.gov support team, however, is very helpful and who we turn to if help is needed.

12:24

They're available 24 hours a day, have a robust support website, and can be reached by e-mail or by phone.

12:32

If you have any problems with Grants.gov, reach out to their support team directly.

12:38

On this slide are links to different resources grants.gov has available to help you, particularly for using Workspace.

12:46

We have a link here for one YouTube series, but there are a number of different videos within it, all about 3:00 to 4:00 minutes long, that show you different parts of Workspace functions.

12:58

We recommend you view those to understand more When you're on the grants.gov site, use the Funding Opportunity number listed in the IMLS NOFO for the Basic Grants program.

13:11

Again, for this year, the number is NAG DASH BAS IC-FY25.

13:21

This number will get you the application package and materials that you need.

13:27

Here is what that page will look like once you find the opportunity.

13:32

You'll want to download the application package by clicking on the blue package tab on the left and then clicking the red Apply button on the right.

13:41

You must use the grants.gov Workspace platform to submit your application.

13:46

There are a number of benefits for using workspace.

13:50

First, multiple people from your organization can work on an application at the same time.

13:55

Second, if you've applied a previous year, the next year you can reuse what you put in the previous application, so you won't be starting from scratch.

14:05

Also, all the activity is documented so you can see if someone submitted a document, see which documents and if the entire package was submitted and when.

14:16

Finally, an application that is submitted will be issued a tracking number you can share with us in case anything happens and we need to look for your materials.

14:27

Two of the most important parts of your application are the SF424S and the LPF.

14:35

The information you provide on these forms include the name of the authorizing official and the staff listed for this grant.

14:44

These are transferred to our grants management database and are the contacts for the award and the people who are authorized to make financial decisions and implement the projects on behalf of the tribe.

14:58

Once you receive your award, if any of these people leave or replaced, you'll have to let us know as soon as possible using our grants management system, eGMS Reach, so that we can update your grants team information.

15:12

As a reminder, the SF-424S and the L-PIF are automatically generated in Grants.gov when you enter information about your tribe.

15:23

Detailed instructions for each are on pages 23 through 26 and 27 through 29 of the NOFO.

15:32

Your Library Services Plan should describe what you plan to do with the grant funds and what you are focusing on during the year.

15:40

Begin by creating a document using these guidelines and tips detailed on page 30 of the No Fo.

15:46

We recommend limiting it to two single space number pages with at least a .5 inch margin on all sides.

15:56

We like standard font and a font size of at least 11 points.

16:00

We'd love you to be clear and concise with a minimum amount of technical jargon and acronyms.

16:08

And finally, we want to save your document as APDF and use plan.pdf as its file name.

16:17

Just to reiterate, make sure this and all your documents are saved as PDFs to upload into your workspace because workspace itself does not convert documents from Word documents into PDFs.

16:35

As you Scroll down page 30, you'll find the specific questions to answer in Part 1 (the narrative) of the Library Services Plan that give you an opportunity to share the specific activities that will be the focus for this year.

16:50

This will also ask you to identify any partners for this work, results you plan to achieve, how you define success and how you'll carry out your plan to make sure it's successful.

17:06

You'll find on page 31 of the NOFO a sample Library Service Services Plan narrative for your review.

17:17

The NOFO lists specific questions to answer in Part 2 of the Library Services Plan.

17:24

Under Budget Summary.

17:27

You'll want to follow the order of the IMLS Budget Form section headings and explain how you determine each line item dollar amount.

17:37

Pages 13 and 1431 and 35 share information about these sections and also share information about allowable and unallowable costs.

17:49

You'll also want to answer the following question.

17:52

How frequently do you plan to draw down funds?

17:56

And this is a simple question that can be answered as spent quarterly or only once at the end of the year.

18:07

You'll find a sample Library Services Plan budget summary on page 32 of the NOFO.

18:19

On this slide, you'll find a hyperlink to the IMLS Budget Form, which is on page 32 of the NOFO.

18:27

You'll want to make sure you're using the most recent version of this document.

18:32

On the bottom left of corner of the form you'll find the expiration date.

18:37

It should be 531-2026.

18:42

For the NAB program, you will only year.

18:45

Use Year 1 Grant Fund column to add budgeted amounts.

18:51

This is the standard budget form required of all grant of all IMLS grant applications.

18:58

Please note on Page 1 and under item A, fill in the legal name of the tribe.

19:04

Under B you'll list the start of the grant.

19:07

As 812025 through the date 7312026.

19:15

You'll leave item C blank.

19:19

Include line item titles for the group of cost in each of their designated sections, as well as the projected budget and budgeted amounts.

19:31

You'll want to confirm that the amounts listed here match what's listed on the Budget Summary section of your Library Services Plan document.

19:42

Please note this is a standard form for all IMLS programs, so it includes an indirect cost and cost sharing areas that are not allowed for this program.

19:52

Do not fill in any cost sharing area and on page 4 choose the radio button.

19:59

Grant program does not allow for indirect costs as shown on this slide.

20:04

Once you choose, the form will auto fill the columns with zeros.

20:09

If you download the form and it does not auto fill, please reach out to your IT to find out if an updated update is needed for your computer to allow it to total automatically.

20:21

You can download this form through the Notice of Funding Opportunity.

20:24

As well as online as seen in the screenshot, Pages 13 and 14 of the NOFO show some examples of what allowable cost Basic grants can be used for, such as permanent staff salary and benefits, temporary and project staff salary and benefits, collections, development equipment like computers and e-readers, library software, and things like library furnishing and shelving and other supplies.

20:55

Pages 13 and 14 also have a screenshot of unallowable cost.

21:02

These things are like contributions to endowments, indirect costs, general advertising or public relations costs, etcetera.

21:13

Remember, your applications must be submitted by February 4th, 2025.

21:19

We anticipate sending out official word notification in June and the period of performance in which all project activities and expenditures must occur will begin August 1st, 2025 and end July 31st, 2026.

21:37

Next, we'll provide some final tips to help you with the application process.

21:43

First, start now.

21:46

The UEI, SAM.gov, and Grants.gov registration are sequential.

21:52

The UEI has replaced DUNS and is generated when you register with sam.gov.

21:58

You must have an active SAM.gov registration to register with Grants.gov, and you'll need to have a functional Grants.gov registration to submit a Basic grant application to IMLS.

22:11

Remember that your SAM.gov registration expires each year, and you must renew it.

22:17

You can log on to SAM.gov at any time to find out your status.

22:22

Start your application process today by organizing what you need to apply and understanding who in your organization can help confirm UEI, SAM and Grants.gov registrations.

22:36

Remember to save all your documents as PDF files using the correct file name.

22:42

Grants.gov workspace cannot convert Word documents into PDFs.

22:49

You want to upload all application materials and files to Grants.gov prior to the deadline.

22:55

I encourage encourage setting an internal deadline for your grants team prior to the deadline in case something unforeseen comes up.

23:04

Please use the Grants.gov workspace.

23:07

It's a great ways to organize the work of the application process in one work environment and with any of your work partners who have a role to play in the application prep and submission process.

23:18

Be sure to double check the uploaded files against the table of application components in the NOFO.

23:25

Finally, by starting early, it allows you time to resubmit before the deadline if you need to, so keep that in mind as well.

23:33

This might be helpful if you discover that you forgot something or would like to add additional information to the Library Services Plan.

23:42

For questions about eligibility, your Library services plan, or project activities, including allowability of cost, please reach out to myself, Jennifer Himmelreich.

23:53

For questions about application requirements and deadline, please reach out to my colleague, Sheena Afoakwa.

24:01

Thank you for listening in and we look forward to receiving your application.

24:05

As always, best wishes from IMLS.