



NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANTS

Applicant Webinar

2025

Yá'át'ééh, and, welcome to the applicant webinar for the Native American Library Services Enhancement Grants program. My name is Jennifer Himmelreich and I am the Program Officer for this grant program.

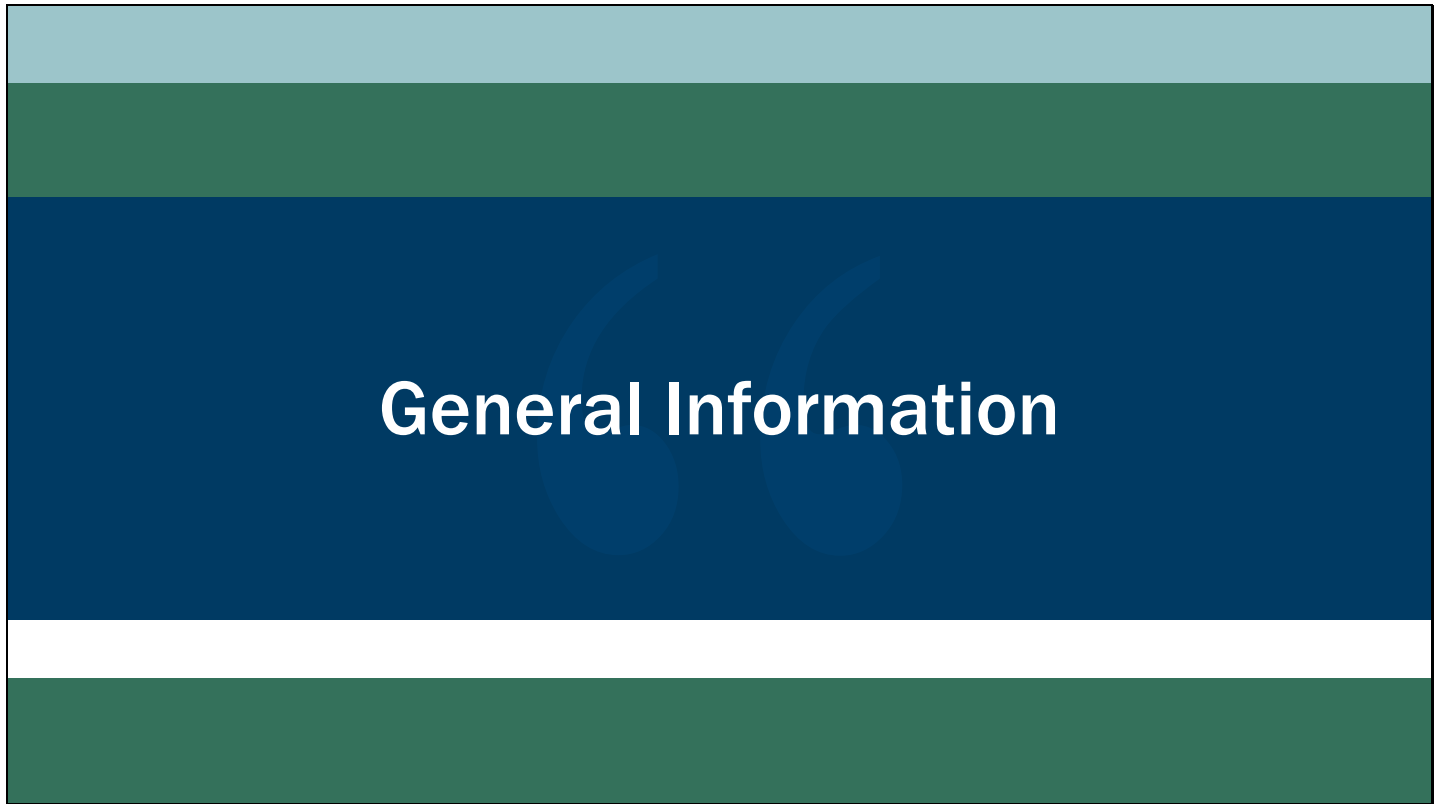


What will we cover today?

- General information about IMLS Native American Library Services Enhancement Grants
- Types of projects funded
- Questions to address in your proposal
- Key components of your application package

We will rely on applicants to read the Notice of Funding Opportunity (NOFO) carefully for details on what is required and how to complete the forms and submit the application.

In this webinar, I'll be providing information about the Native American Library Services Enhancement Grants program for FY2025. We will review eligibility, go over the application process, review the types of projects funded, the different application components, and also offer you a few tips and suggestions.



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



NA Library Services: Enhancement (NAE) Grants



Executive Summary

The Native American Library Services Enhancement Grants program (NAE) is designed to assist eligible Native Communities in sustaining and improving library services with their communities. As information needs change, Tribal libraries must be able to serve as knowledge and resource centers to benefit their users and the wellness of their communities. The NAE program supports Native Communities across the country to address their individual information needs and priorities.

Executive Summary

The Native American Library Services Enhancement Grants program (NAE) is designed to assist eligible Native Communities in sustaining and improving library services with their communities. As information needs change, Tribal libraries must be able to serve as knowledge and resource centers to benefit their users and the wellness of their communities. The NAE program supports Native Communities across the country to address their individual information needs and priorities.

NAE projects may involve, but are not limited to, activities such as:

- educational programming for all ages;
- 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;
- research and development of language and cultural material and tools;
- digitization and digital preservation, and
- furnishing of library spaces for staff and public, within existing constructed spaces (please note that IMLS funds are not allowed for construction).

Native American Library Services Enhancement Grants

Deadline

- April 1, 2025

Amount and Length

- \$50,000-150,000 for one to two years

Period of Performance

- All projects must begin September 1, 2025, and end by August 31, 2027

Cost Share

- Not required

Eligibility

- Federally recognized Tribes; including Alaska Native villages and corporations
- Must offer library and/or archival services to the community. 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.

The Native American Library Services Enhancement Grants are competitive grants for up to two years and up to \$150,000. Cost share is not required.

The anticipated period of performance for projects begin September 1, 2025 and must end by August 31, 2027.

Federally recognized Tribes, including any Alaska Native village, regional corporation, or village corporation, are eligible to apply for funding and serve as the official applicant. We refer to eligible applicants as Tribe or Native Community.

The Native Community must offer library and/or archival services to the community. 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.



Working with Partners

- The applying institution **MUST BE** the Tribal or Native entity itself and must meet all eligibility requirements, serve as the lead applicant, and administer the award on behalf of the other(s).
- Potential partners can include other departments within the Tribe, Alaska Native supporting entities, Tribal colleges and universities, school libraries, or local non-Tribal libraries and non-profits.
- Partner organizations should have an established relationship with the Tribal administration for the successful management of the project.
- If we fund the project, your Tribe will be programmatically, fiscally, and legally responsible for the award.
- The Native Community is directly served and benefits from grant activities carried out by the partner(s).

IMLS recognizes the potential for valuable contributions to the overall goals of the Native American Library Services Enhancement Grant Program by entities that do not meet the eligibility requirements. Although such entities may not serve as the lead applicant organization, they are encouraged to participate in projects as partners. Such entities may, for example, assist the lead applicant with project activities.

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 project.

The assumption 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.



NAE Program Goal & Objective 1

Program Goal: Develop, enhance, or disseminate practices, programs, models, tools, or library staff training to strengthen library and archival services for Native American Tribes.

Objective 1: Serve the learning needs and interests of the community.

Examples include, but aren't limited to:

- informal STEM or other types of participatory learning;
- early learning;
- digital, information, health, financial, media, civic, and other types of literacies;
- language and culture education; and
- educational programs such as classes, events, teaching tools, or resources.

For FY25, we have updated the goals and objectives for this program, and we now have one program goal and four objectives.

The NAE program goal is develop, enhance, or disseminate practices, programs, models, tools, or library staff training to strengthen library and archival services for Native American Tribes.

Objective 1 focuses on projects that serve the learning needs and interests of the community.

Examples include, but aren't limited to:

- informal STEM or other types of participatory learning;
- early learning;
- digital, information, health, financial, media, civic, and other types of literacies;
- language and culture education; and
- educational programs such as classes, events, teaching tools, or resources.



NAE Program Goal & Objective 2

Program Goal: Develop, enhance, or disseminate practices, programs, models, tools, or library staff training to strengthen library and archival services for Native American Tribes.

Objective 2: Improve community well-being.

Examples include, but aren't limited to:

- workforce and economic development;
- social, public health, and civic services;
- digital services
- efforts that increase equity and access; and
- developing strategic partnerships within, across, and outside Native communities.

The second objectives focuses on improving community well-being.

Examples include, but aren't limited to:

- workforce and economic development;
- social, public health, and civic services;
- digital services
- efforts that increase equity and access; and
- developing strategic partnerships within, across, and outside Native communities.



NAE Program Goal & Objective 3

Program Goal: Develop, enhance, or disseminate practices, programs, models, tools, or library staff training to strengthen library and archival services for Native American Tribes.

Objective 3: Provide access to and preservation of information and collections.

Examples include, but aren't limited to:

- privacy and security;
- digital preservation strategies;
- community memory;
- collections stewardship; and
- language and culture preservation and perpetuation.

The third objectives are for projects that provide access to and preservation of information and collections.

Examples include, but aren't limited to:

- privacy and security;
- digital preservation strategies;
- community memory;
- collections stewardship; and
- language and culture preservation and perpetuation.



NAE Program Goal & Objective 4

Program Goal: Develop, enhance, or disseminate practices, programs, models, tools, or library staff training to strengthen library and archival services for Native American Tribes.

Objective 4: Provide services to affected communities in the event of an emergency or disaster.

Examples include, but aren't limited to:

- emergency and disaster mitigation and management plans;
- studying or addressing impacts of emergencies and disasters; and
- addressing climate resilience and adaptation.

The fourth objective are for projects that provide services to affected communities in the event of an emergency or disaster.

Examples include, but aren't limited to:

- emergency and disaster mitigation and management plans;
- studying or addressing impacts of emergencies and disasters; and
- addressing climate resilience and adaptation.

NOFO

- <https://www.imls.gov/grants/available/native-american-library-services-enhancement-grants>
- Follow all the links in the Notice of Funding Opportunity (NOFO)
- Note: New look for easier readability!
- All applications must be submitted through Grants.gov

You can find the Notice of Funding Opportunity, also referred to as NOFO, on our website. You may notice a change from previous years. Our teams have been working to create a NOFO that is easier to read and navigate. Make sure to read the NOFO carefully to submit applications through Grants.gov.

Application Checklist

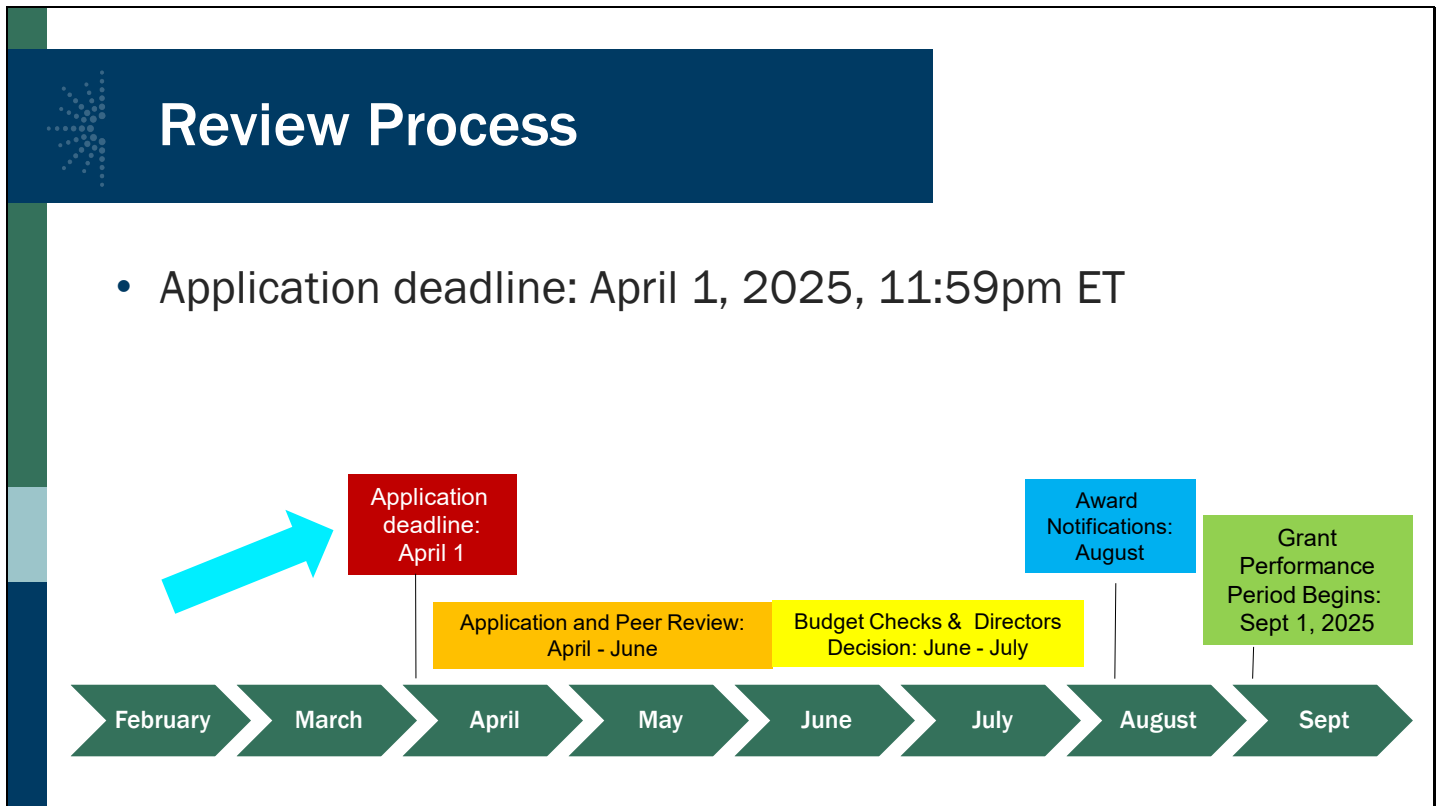
NOFO includes an application checklist.

The screenshot displays a multi-page application checklist. The main page, 'Prepare Your Application', includes a table of required documents. Other pages show detailed requirements for various components like 'Budget Plan', 'Staff and Personnel', and 'Indirect Costs'.

Component	File Requirements
The Application for Federal Domestic Assistance/Short Organizational Form (SI-424S)	Format: Grants.gov web form
IMLS Library - Discretionary Program Information Form	Format: Grants.gov web form
Inhal Profile	File Format: PDF Page Recommendation: 1 page File Name: Inhalprofile.pdf
Narrative	File Format: PDF Page Recommendation: 5 - 6 pages File Name: Narrative.pdf
Schedule of Completion	File Format: PDF Page Recommendation: 1 page per year File Name: Scheduleofcompletion.pdf

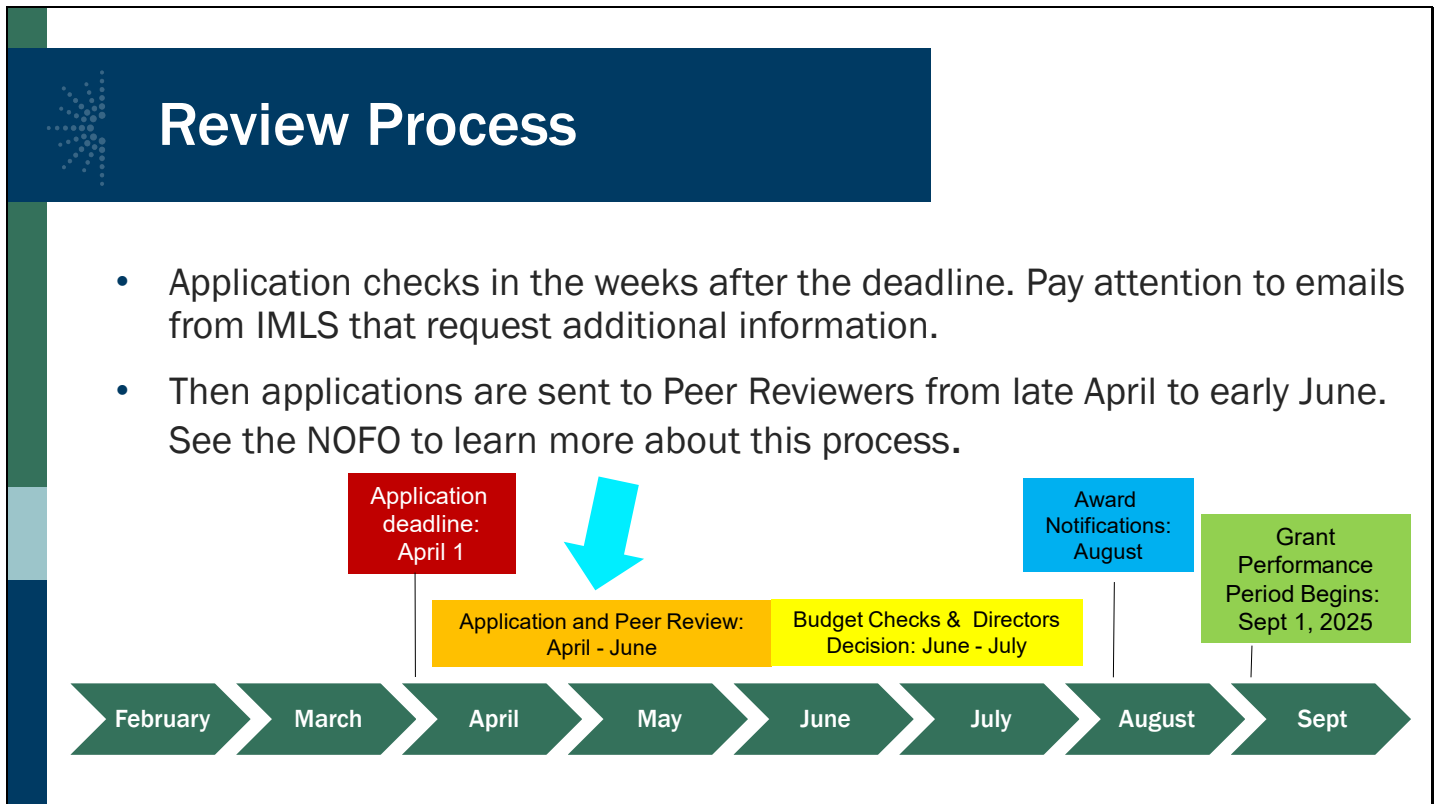
The NOFO includes a handy table to note. The table lists all of the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all the documents you will need to submit by April 1st.

You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one document.



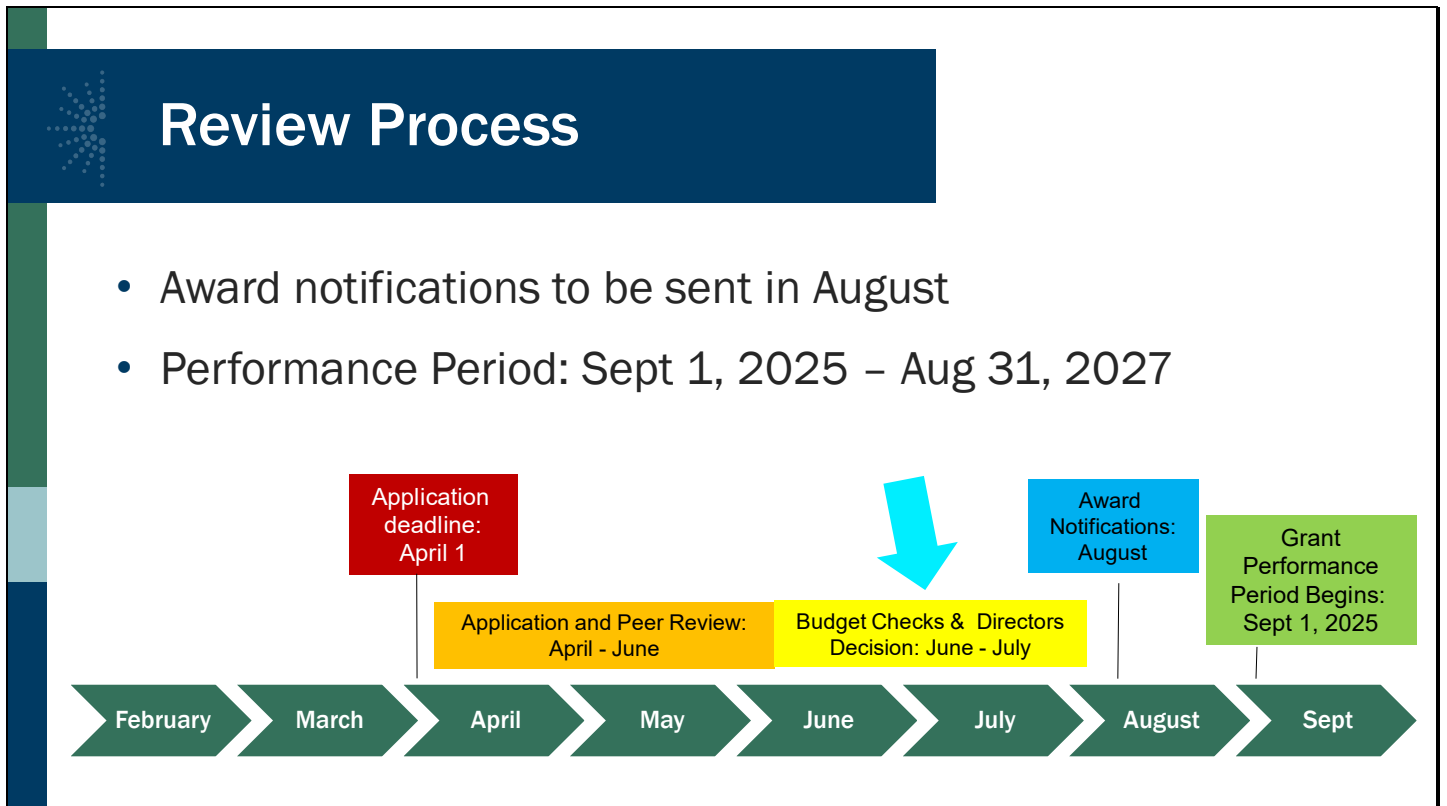
This timeline will share a little bit about how the process works.

Mark April 1st, 2025 at 11:59 pm as the deadline. Make note that the time listed is for the eastern time zone.



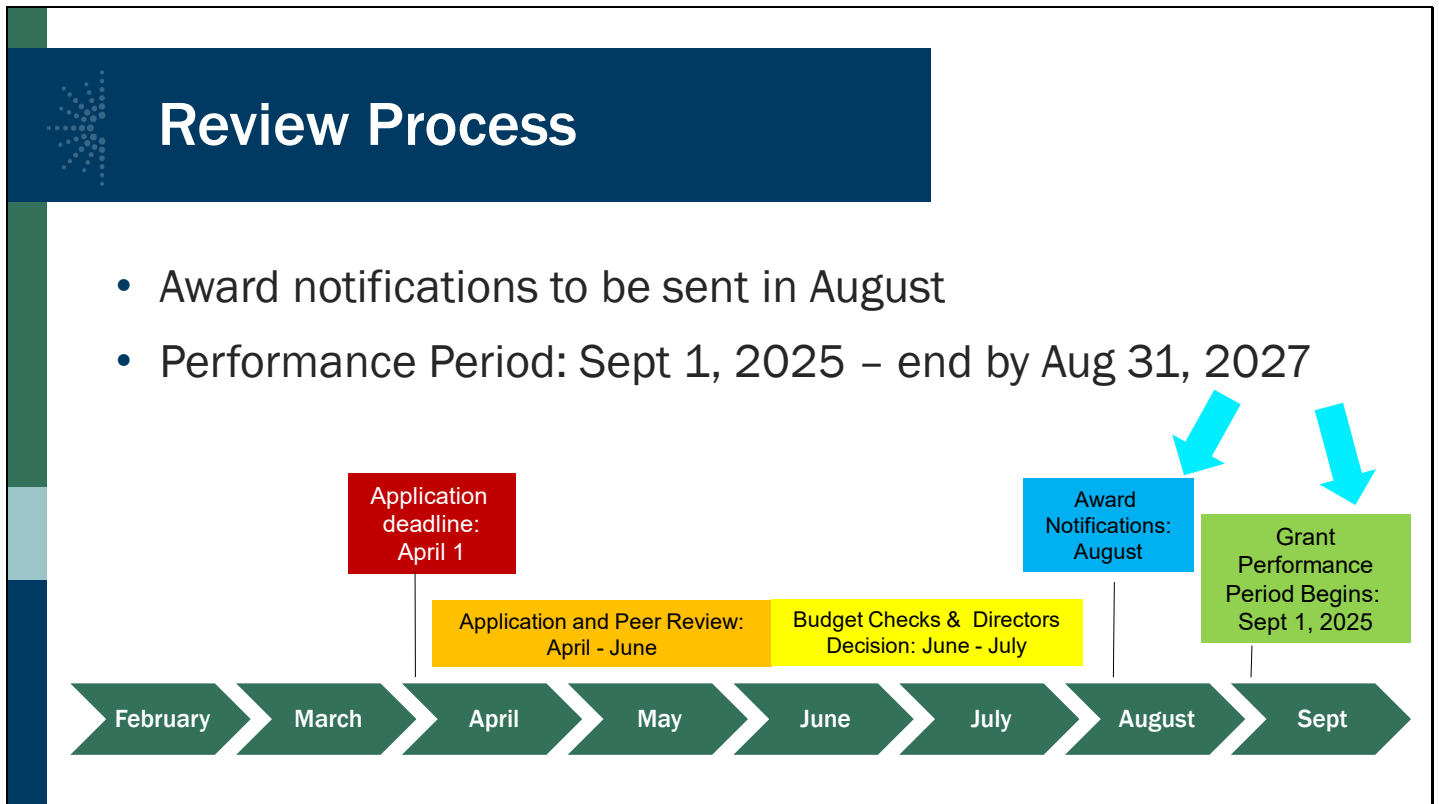
Once applications are received, grant proposals go through application check to make sure all application components are there. Please note this is a time that IMLS program staff might reach out to request additional information. Responding in a timely manner will assure your application moves onto the next step.

After application checks are complete, they are sent out for peer review, which take place between April and June. Reviewers will read your proposals. They will evaluate them to make sure you have responded to the Notice of Funding Opportunity and that your proposed project has potential for success.



After the peer reviews are complete in late June, we complete budget checks. Please note this is a second time when IMLS program staff may reach out about your budget. Again, responding in a timely manner will assist us in completing our review.

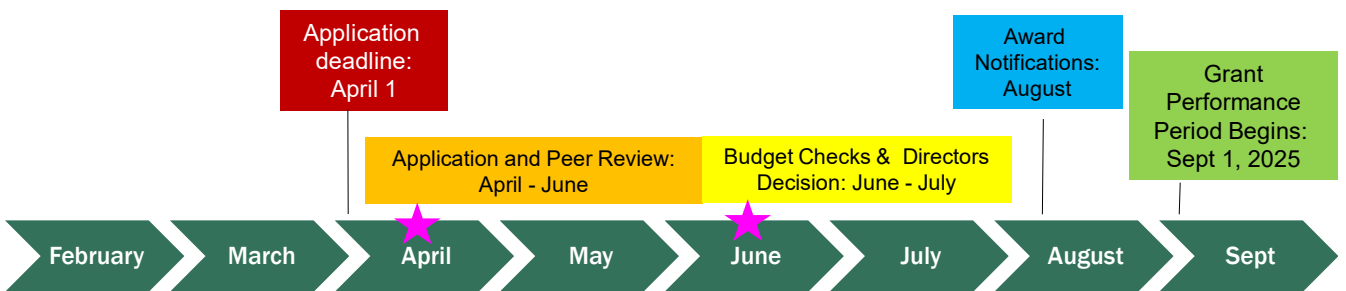
When all budget checks are complete, reviewers' comments and scores are presented to the IMLS Director who will then make funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.



Announcements will be made in August and all awarded projects begin their period of performances on September 1st.

Review Process

- Application deadline: April 1, 2025, 11:59pm ET
- Award notifications to be sent in August



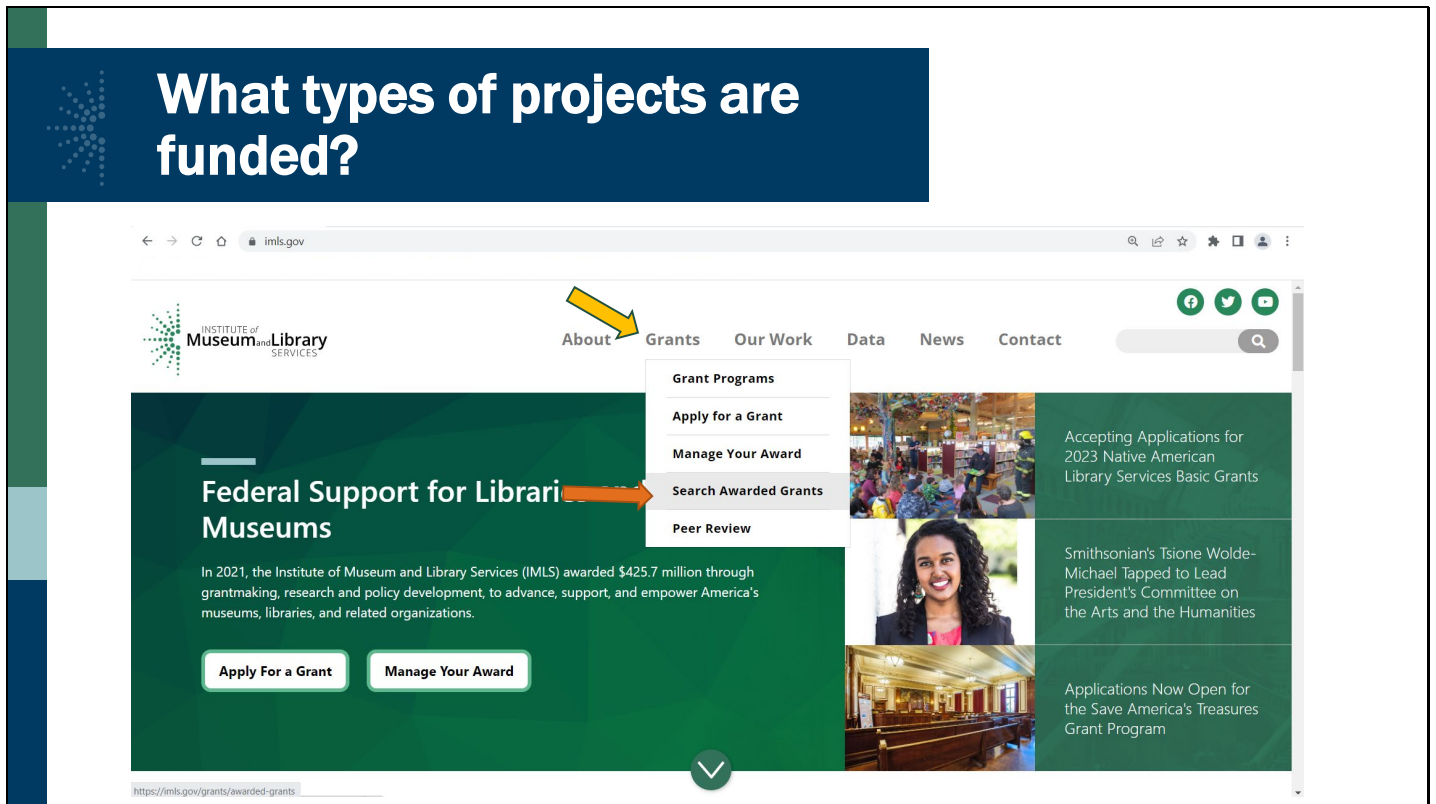
As a final reminder, during the Application review time in April and the Budget reviews in June - noted with the purple stars on the timeline - are the periods our staff may reach out to grant contacts with questions about the application components in April or questions about the budget form, justification or indirect costs in June and July.



Types of projects funded

If you would like to learn more about what projects we have funded before, you can search previous awardees using our [Awarded Grants Search](#).

What types of projects are funded?



Starting on the IMLS home page – www.imls.gov - click on Grants at the top of the page and then click on Search Awarded Grants.

What types of projects are funded?

The screenshot shows an advanced search interface for awarded grants. On the left, there are several filter sections: 'Fiscal Year' with radio buttons for FY 2022 (selected), FY 2019, FY 2018, and FY 2017; 'Funding Office' with checkboxes for Grants to States Libraries, Office of Library Services, Office of Museum Services, and Other Initiatives; 'State' with a dropdown menu set to 'Any'; 'City' with a text input field; 'Institution' with a text input field; and 'Program' with a dropdown menu set to 'Native American Library Services: Enhancement'. A 'SUBMIT' button is at the bottom of the filters. The main search results area shows a table with the following columns: Log Number, Institution, Fiscal Year, Program, Federal Funds, Funding Office, City, and State. The first row is circled in red and has a red oval around the 'Log Number' header. The table contains 10 rows of data for the year 2022, all for the program 'Native American Library Services: Enhancement Grants'. The 'Log Number' column is circled in red in the original image.

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NAE-202425-015-21	Fort Sit Apache Tribe	2022	Native American Library Services: Enhancement Grants	\$150,000	Office of Library Services	Apache	OK
NAE-202289-015-21	Chippewa Cree Tribe	2022	Native American Library Services: Enhancement Grants	\$99,915	Office of Library Services	Ben Eder	MT
NAE-202426-015-22	Serrano Band of Mission Indians	2022	Native American Library Services: Enhancement Grants	\$28,000	Office of Library Services	Lakeland	CA
NAE-202426-015-22	Santa Clara Pueblo	2022	Native American Library Services: Enhancement Grants	\$100,105	Office of Library Services	Spanada	NM
NAE-202403-015-22	Genu Tribe	2022	Native American Library Services: Enhancement Grants	\$100,000	Office of Library Services	Hobby Camp	CA
NAE-202426-015-22	Patterson Native Association	2022	Native American Library Services: Enhancement Grants	\$149,390	Office of Library Services	Patterson	AC
NAE-202296-015-22	Huxia Yoran Corporation	2022	Native American Library Services: Enhancement Grants	\$149,470	Office of Library Services	Juneau	AC
NAE-202432-015-22	United Cherokee Band of Cherokee Indians	2022	Native American Library Services: Enhancement Grants	\$89,000	Office of Library Services	Teniquah	OK
NAE-202407-015-22	Citizen Potawatomi Nation	2022	Native American Library Services: Enhancement Grants	\$100,642	Office of Library Services	Shawnee	OK
NAE-202407-015-21	Red Graham Village Council	2022	Native American Library Services: Enhancement Grants	\$124,187	Office of Library Services	Fort Graham	AC

This page will pop up to the awarded grants database. The filter to sort and pull from a variety of criteria sits on the left.

From here you can choose a Fiscal Year in the area indicated by the orange arrow.

Then scroll down to Program filter, as indicated by the yellow arrow and choose "Native American Library Services – Enhancement" then hit Submit which will pull up all NAE Awardees for that fiscal year.

If you click on a log number, circled in red here...

What types of projects are funded?

Advanced Search Example

Program: Native American Library Services Enhancement Grants
Fiscal Year: 2022
Federal Funds: \$150,000
City: Apache
State: OK

Fort Sill Apache Tribe ← Awardee

Log Number: NAE-252425-OLS-22

The Fort Sill Apache Tribe will expand and enhance the Ndé Bizaah Nahizaa ("Apache Language, Our Language"), a community-based teaching text, to assist tribal members with language learning. Project activities will include restoring audio recordings to pair with the text as examples of language pronunciation. The tribe will train a support team in the proper methods for digitizing and cataloging audio material. It also will pursue strategic institutional partnerships for long-term storage of original recordings. The project will benefit more than 800 enrolled tribal members by providing them with insight into their cultural heritage.

Project Proposals

Attachment	Size
NAE-252425-OLS-22 Project Proposa	1.8 MB

← Project Description

You'll reach a page like this for each award. It'll include the name of the awardee and a description of the project. If you scroll to the bottom, there is a PDF document that is a portion of the application for each funded project. Please note that the narrative will be answering the Notice of Funding Opportunity of that fiscal year and may not align with the current year's application components.



Key questions to address in your proposal

I will now review the questions that you should address in your proposal.



Abstract

As part of the IMLS Program Information Form, you will be asked to complete an abstract for your project.



Abstract

- ✓ Identify the Tribe and, if applicable, any collaborators.
- ✓ Describe the need, challenge, or opportunity your project will address, and how it was identified.
- ✓ List the high-level activities you will carry out and identify the associated time frame.
- ✓ Identify who or what will benefit from your project.
- ✓ Specify your project's intended results.
- ✓ Describe how you will measure your performance in achieving your intended results.

Here are some key questions to address in the abstract:

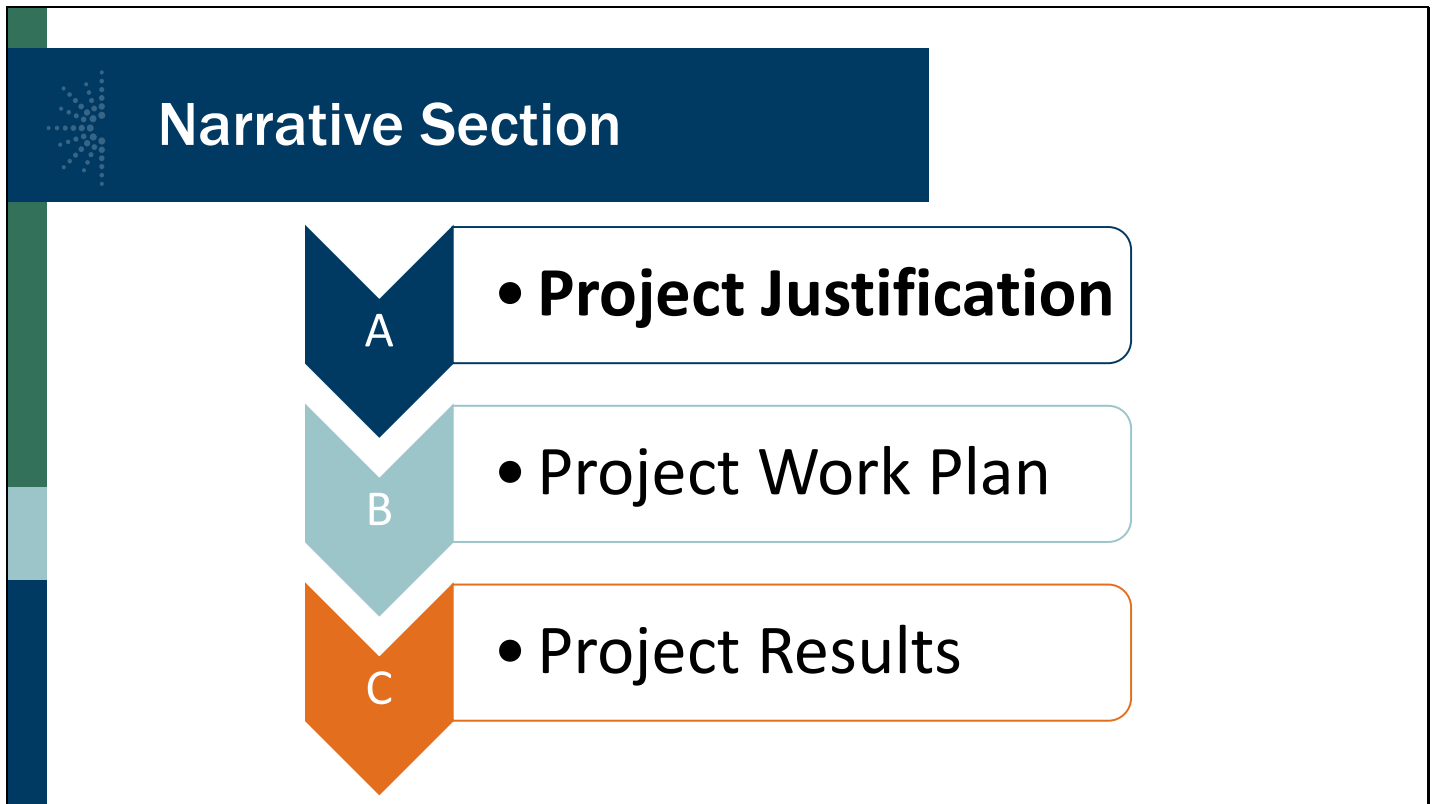
- Identify the lead applicant and, if applicable, any collaborators.
- Describe the need, challenge or opportunity your project will address, and how it was identified.
- List the high-level activities you will carry out and identify the associated time frame.
- Identify who or what will benefit from your project.
- Specify your project's intended results.
- Describe how you will measure your performance in achieving your intended results.



Abstract

- ✓ Proposed project may be published online, please do not include any sensitive or confidential information.

If your proposed project is selected for funding, your abstract may be published online. As such, it should not include any sensitive or confidential information.



Your application Narrative should have three main sections: a Project Justification, a Project Work Plan, and Project Results.



Project Justification

In your Project Justification, tell the reviewers:



Project Justification

- ✓ What current need, challenge, or opportunity 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?

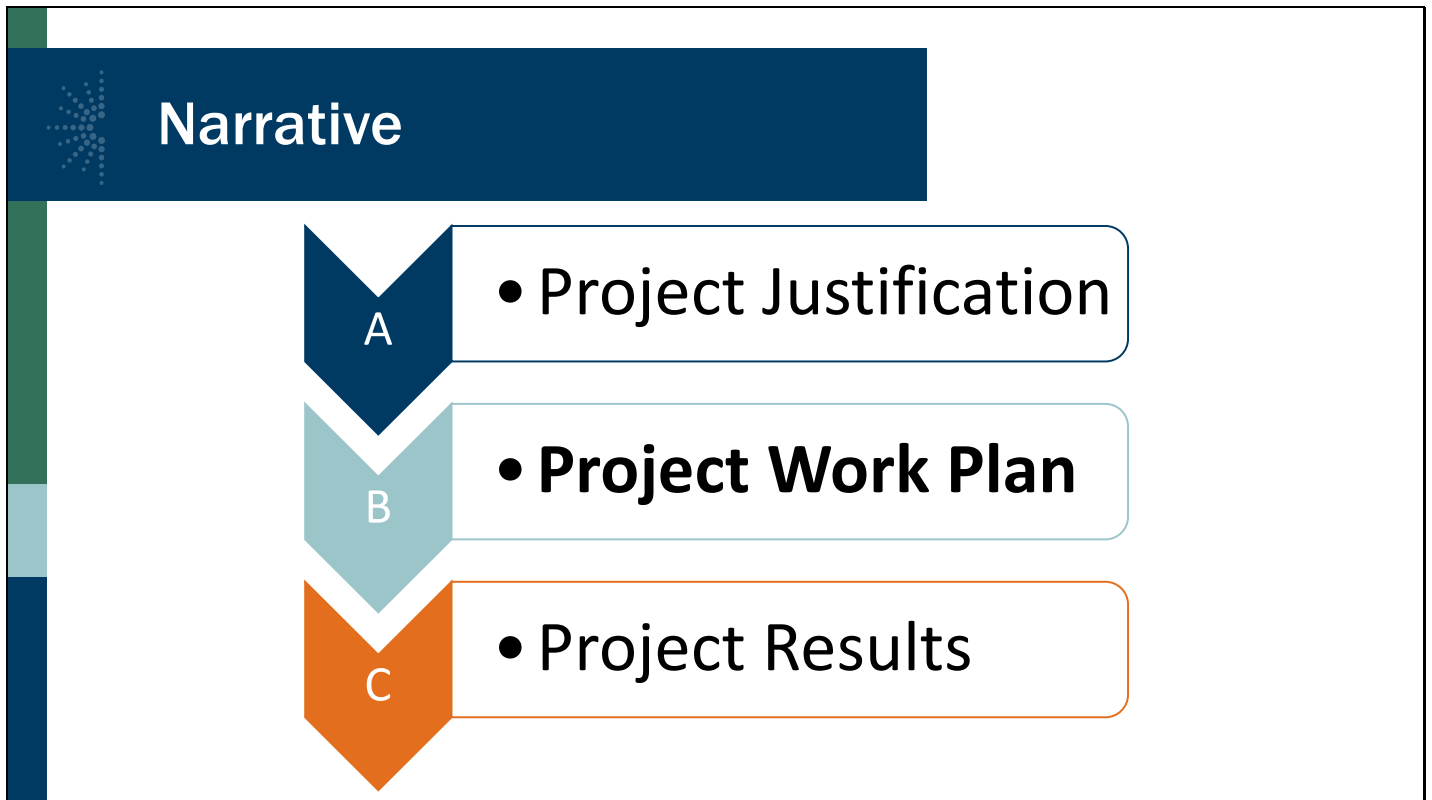
What current need, challenge, or opportunity will your project address and how was it identified? Describe how you have used reliable sources to define the need, challenge, or opportunity and develop the scope for the project.



Project Justification

- ✓ What current need, challenge, or opportunity 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 is the primary audience for your project and how have they been involved in the planning? “Primary audience” refers to those who will be most immediately and positively affected by your project. For example: K-12 youth, elders, parents/caregivers, other tribal departments, etc.



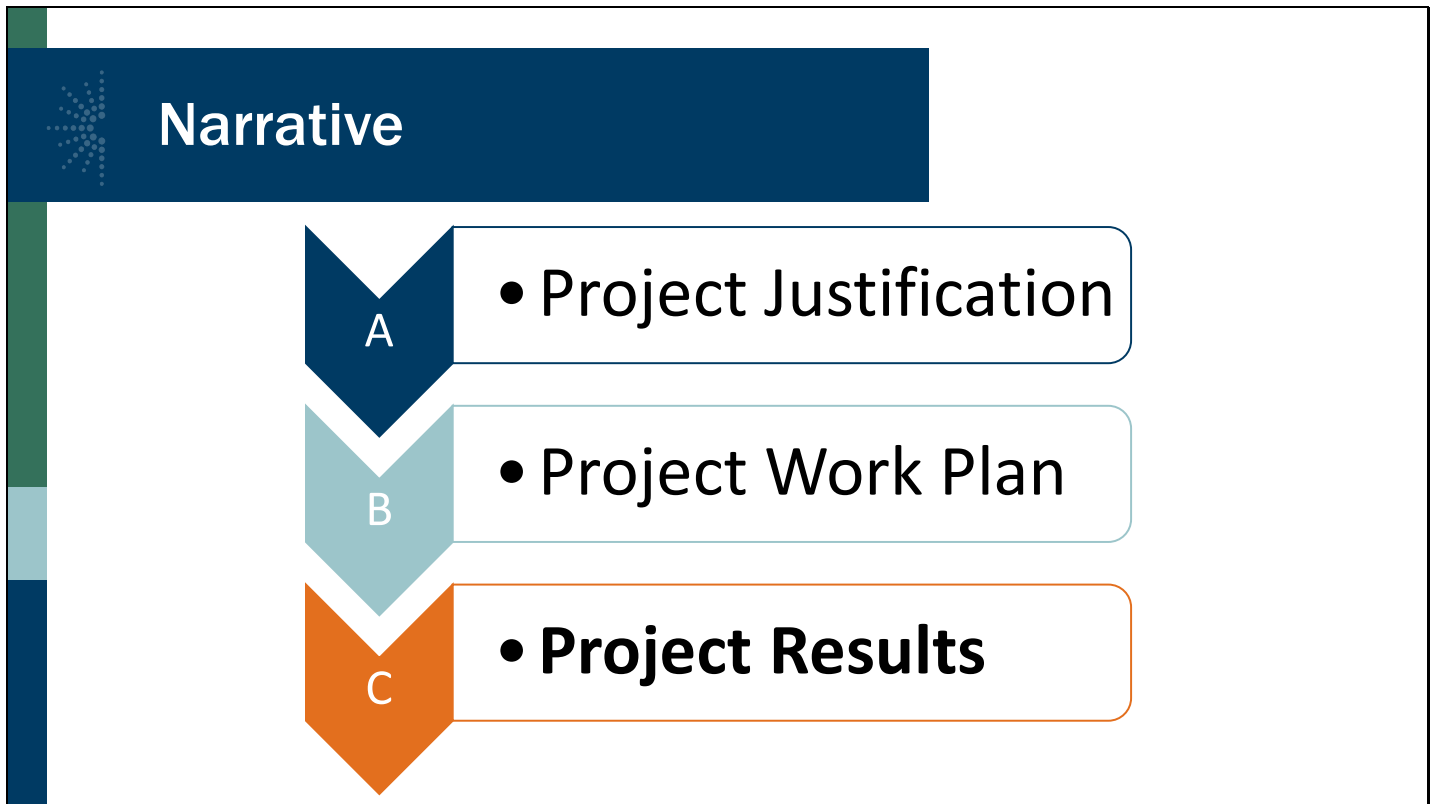
Looking at the second part of the application, your Project Work Plan section will be the bulk of your narrative and should address the following questions:



Project Work Plan

- ✓ What specific activities will you carry out and in what sequence?
 - **NOTE: Include \$3,000/year for IMLS designated meeting. Date and location announced after awards have been made.**
- ✓ Who will execute each activity? Be sure to identify all key staff.
- ✓ How have you involved stakeholders in the planning and development of the project and how will you incorporate their input throughout the project?
- ✓ What existing resources within the Tribe, assets within the library or community, and/or potential partners will you use during this project to aid in its success?
- ✓ How and with whom will you share your work's results and lessons learned?

- What specific activities will you carry out and in what sequence? Please **note to include \$3,000 per year for IMLS designated meeting. The date and location will be shared with awardees after awards have been made.**
- Who will execute each activity? Please identify all key staff, both current and to-be-hired as part of the project.
- How has your project team involved stakeholders in the planning and development of the project and how will you continue to incorporate their input throughout the project?
- What existing resources within the Tribe, assets within the library or community, and/or potential partners will you use during this project to aid in its success? Resources and assets can include both tangible and intangible. Potential partners can include other nonprofits, departments within colleges and universities, and/or for-profit organizations.
- How and with whom will you share your work's result and lessons learned? This can be within and beyond your community.



For the third narrative component, Project Results, it needs to include...



Project Results

- ✓ What are your project's intended results and/or product(s), and how will they address the need, challenge, or opportunity you identified in the Project Justification section?
- ✓ How do you define success for this project, and how will it be evaluated?
- ✓ How will you disseminate the results (deliverables, lessons learned, etc.) of the project to the primary audience?
- ✓ How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

- What are your project's intended results and/or product(s), and how will they address the need, challenge, or opportunity you identified in the Project Justification section?
- Next, please tell us how your project team defines success for this project, and how will that be evaluated?
- How will you disseminate the results (deliverables, lessons learned, etc.) of the project to the primary audience?
- Finally, how will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?



Performance Measurement

Performance Measures:

- **Effectiveness:** The extent to which the activities contribute to achieving the NAE program goal and objective(s) you selected
- **Quality:** How well the project activities meet the requirements and expectations of the primary audience
- **Timeliness:** The extent to which each task/activity is completed within the timeframe proposed.

Identify what data you will collect, how often, and from what source in order to provide these measurements.

We use three performance measures as a basis for understanding and evaluating how well the NAE program is meeting its goal and how awardees are managing individual projects. We ask applicants to define and determine how they will measure the following aspects:

- **Effectiveness:** The extent to which proposed project activities contribute to achieving the NAE program goal and objective (s) you selected
- **Quality:** How well the project activities meet the requirements and expectations of the primary audience
- **Timeliness:** The extent to which each task/activity is completed within the timeframe proposed

Each applicant must identify what data they will collect, how often, and from what source in order to produce these measurements. The NOFO includes a fillable performance measurement plan if needed, but use of that form is not required.

If awarded, in your final performance report, we'll ask you to rate (on a scale of 1 to 5) how well you believe you completed the project in terms of these measures.



Key components of your application package

I will now address key components of your application package.



Application Components

- Application cover form (SF-424S)
- IMLS Library – Discretionary Program Information Form
- Tribal Profile
- Narrative (5-8 pages, recommended)
- Schedule of Completion
- Performance Measurement Plan
- IMLS Budget Form
- Budget Justification
- Resumes of people on Key Project Staff list
- Any conditionally required or supplementary documents

All documents must be saved and submitted in PDF format

Make sure to include the application components listed in the NOFO and that are listed here on this slide.

Conditionally required documents are

- your federally negotiated indirect cost rate agreement – if you plan to use one - and
- the Digital Products Plan if you are creating any kind of digital product - digital content, resources, assets, or software.

Budget Justification

Organize following IMLS Budget Form Categories

1. Salaries and Wages
 - i. Cost a ?
 - ii. Cost b?
2. Fringe Benefits
3. Travel (Include \$3,000 for IMLS-directed travel/year)
4. Supplies, Materials, and Equipment
 - i. Cost x?
 - ii. Cost y?
5. Contracts and Subawards
6. Student Support
7. Other Costs
 - i. Cost z?
8. Indirect Costs

Explain the purpose and cost breakdown for each category used

The Budget Justification, which accompanies the completed IMLS Budget Form, should explain the purpose and cost breakdown for each expense listed in these categories.

Note that under the Travel category, it should include \$3,000 for IMLS-directed travel each year.

Also, cost share is not required.



Supporting Documents

- Letters of commitment from consultants, partners, or other groups you will work with
- Bibliography or references
- Letters of support from experts and stakeholders
- Reports from planning activities
- Vendor quotes for equipment, furnishings, other large purchases
- Position descriptions for new hires
- Summary of needs assessment findings

You may submit a reasonable number of Supporting Documents that supplement your Narrative and support the project description. You will want to include material that help IMLS staff and reviewers envision your project in greater detail, but they should not be used to introduce new topics nor to continue answers to the Narrative questions.

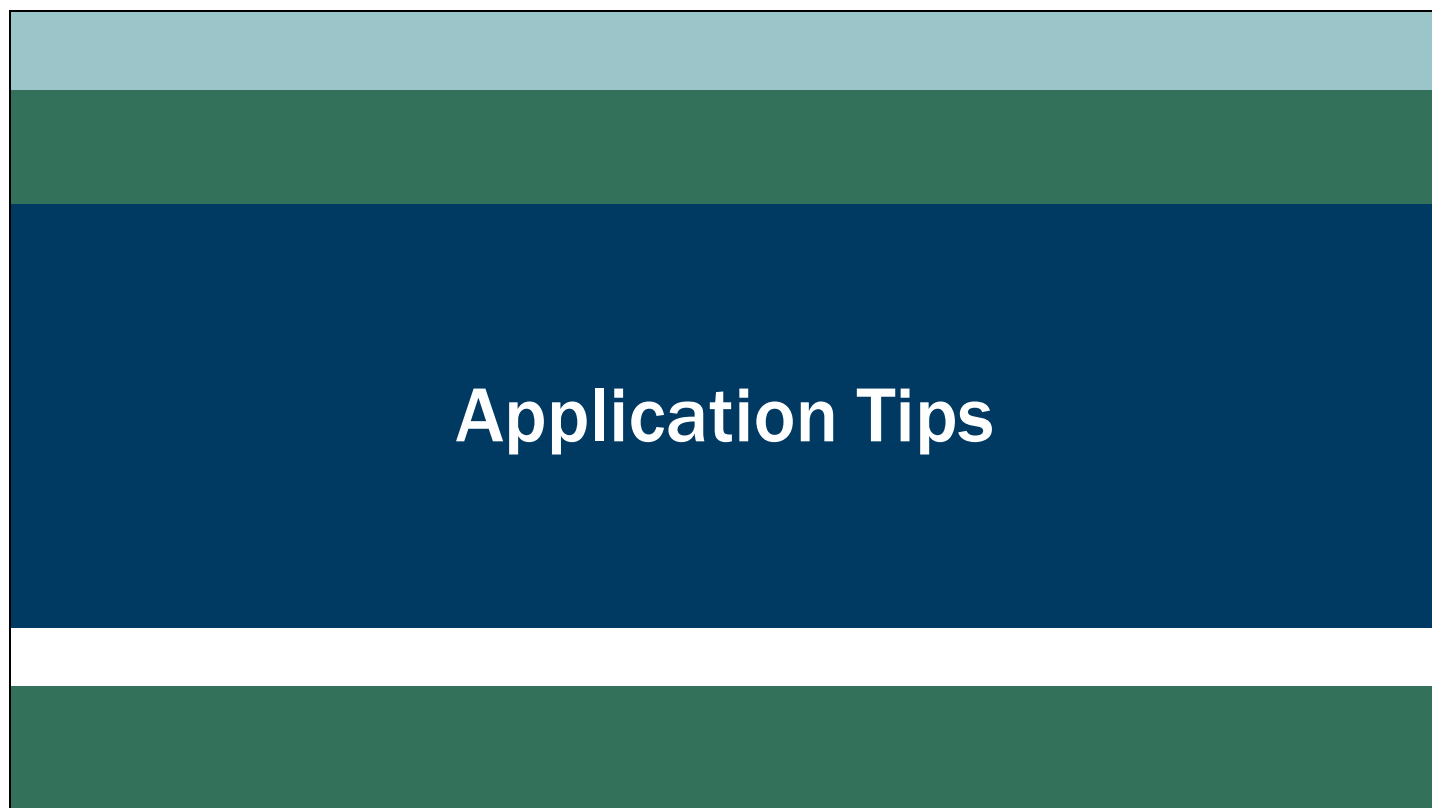
Give each document a clear, descriptive title at the top of the first page. You can choose to include any of the supporting documents listed.



The Application Package

- Make sure to submit a complete application with all required documents.
 - See the NOFO Table of Application Components
- Don't forget all key personnel listed must have resumes
- Include any conditionally required documents like Digital Products Plan or Federally Negotiated Indirect Cost Rate Agreement (if applicable)
 - The cost rate agreement must extend through September 2025.
 - The indirect cost rate at the time of the award stands until the end.
- Supporting documents might include needs assessments, letters of support, or any other documentation that helps reviewers understand the project.

- Make sure to submit a complete application with all required documents.
- Don't forget all key personnel listed must have resumes
- Include any conditionally required documents like Digital Products Plan. If you are using a Federally Negotiated Indirect Cost Rate Agreement remember that:
 - The cost rate agreement must extend through September 2025.
 - The indirect cost rate at the time of the award stands until the end of the grant award. So if a new rate is negotiated, we cannot amend to the new rate.
- Supporting documents might include needs assessments, letters of support, or any other documentation that helps reviewers understand the project.



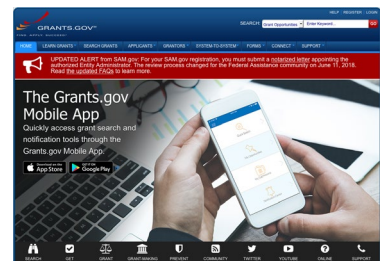
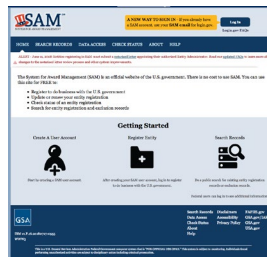
Next, we will provide some tips to help you with the applying online.



Application Tips Slide 1

Register early!

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



First, “Register early!”

- The UEI, SAM.gov and Grants.gov registration are sequential.
- The UEI has replaced DUNS, and is generated when you register with SAM.gov.
- You must have an active SAM.gov registration to register with Grants.gov.
- You need to have a functional Grants.gov registration to submit an Enhancements grant application to IMLS.

Remember that your SAM.gov registration expires each year and you must renew it. You can log into SAM.gov at any time and find out your status. I would recommend doing that today.



Application Tips Slide 2

- Plan for time to gather feedback and revise
 - Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
 - Consider their feedback and revise accordingly
 - Proofread final version carefully; use spell check feature
 - Schedule time with Program Officer
- Coordinate with any staff needed to sign off on application to submit all components **through Grants.gov *before the deadline***

Here are a few application tips based on experience:

This is a competitive grant program. Plan time to gather feedback and revise

- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Schedule time with me. On the Grant Overview page for this program is a link to my online meeting scheduler where you can grab a date and time that work for your team. I will read through drafts of all application components up to a week prior to the deadline.

Coordinate with any staff needed to sign off on application to submit all components **through Grants.gov *before the deadline***



Application Tips Slide 3

IMPORTANT TO KNOW: We make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. Please:

- Save documents in PDF format
- Upload application files to Grants.gov prior to deadline
- Use Grants.gov Workspace
- Check uploaded files against the Table of Application Components in Notice of Funding Opportunity
- Start early to allow time to resubmit before the deadline if needed

- Please note that we will consider complete applications from eligible applicants that submit on or before the deadline, which is April 1, 2025 at 11:59 pm Eastern time.
- Remember to save all your documents as PDF files. grants.gov cannot convert them for you.
- Upload application files to Grants.gov prior to deadline. I would encourage setting a date prior to the deadline in case something unforeseen comes up, requiring more time.
- Use Grants.gov Workspace. It's a great way to organize the work of the application process in one work environment and with any work partners who have a role to play in the application prep and submission process.
- Be sure to double check the uploaded files against the Table of Application Components in Notice of Funding Opportunity.
- Finally, by starting early, it allows you time to resubmit before the deadline if you need to. This might be helpful if you discover that you forgot something or would like to add additional information to the library service plan.



Contact Us

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For questions about eligibility, your application components and project activities, the Digital Products Plan, your Budget, including allowability of costs, please reach out to myself, Jennifer Himmelreich.

For questions about application requirements and deadlines, please reach out to Sheena Afoakwa

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

As always, best wishes from IMLS!