



# NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar



# What will we cover today?

- General information about IMLS Native Hawaiian Library Services Grant program
- What types of projects are funded?
- Key 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.*

# General Information



# Native Hawaiian Library Services Grants

## Executive Summary

The Native Hawaiian Library Services ('NH') program is designed to assist Native Hawaiian serving organizations in sustaining and improving library services with their communities. As information needs change, Native Hawaiian organizations must be able to serve as knowledge and resource centers to benefit their users and the wellness of their communities. The NH program supports organizations across the islands and country to address their individual information needs and priorities.

# Native Hawaiian Library Services Grants

## **Deadline**

- April 1, 2025

## **Amount and Length**

- Up to \$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**

- Nonprofit organizations that primarily serve and represent Native Hawaiians.
  - A grantee with an active Native Hawaiian Library Services Grant may not apply for another Native Hawaiian Library Services Grant that would have an overlapping period of performance with the active grant.
- 



# NH Program Goal & Objective 1

**Goal:** Develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Kānaka Maoli.

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

Examples include, but aren't limited to:

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



# NH Program Goal & Objective 2

**Goal:** Develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Kānaka Maoli.

**Objective 2:** Improve Kānaka Maoli well-being.

Examples include, but aren't limited to:

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



# NH Program Goal & Objective 3

**Goal:** Develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Kānaka Maoli.

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

Examples include, but aren't limited to:

- enhancing information infrastructures;
- digital preservation strategies;
- community memory;
- collections stewardship; and
- language and cultural preservation and perpetuation.





# NH Program Goal & Objective 4

**Goal:** Develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Kānaka Maoli.

**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.



# Native Hawaiian Library Services Grants

<https://www.imls.gov/grants/available/native-hawaiian-library-services>

Be sure to follow all the links in the Notice of Funding Opportunity (NOFO)

When is the deadline?

- Applications are due by 11:59 p.m. Eastern time **April 1, 2025**
- All applications must be submitted through Grants.gov

# Application Checklist



## D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table.

Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. § 3187.9.)

### D2a. Table of Application Components

Component	Format	File name to use
<b>Required Documents</b> <i>Please see the guidance in Section D2c for more information.</i>		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">IMLS Library – Discretionary Program Information Form</a>	Grants.gov form	n/a
<a href="#">Organizational Profile</a> (one page max.)	PDF document	Organizational/profile.pdf
<a href="#">Narrative</a> (eight pages max.)	PDF document	Narrative.pdf
<a href="#">Schedule of Completion</a> (one page per year max.)	PDF document	Scheduleofcompletion.pdf
<a href="#">Performance Measurement Plan</a> (two pages max.)	PDF document	Perfmeasurement.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<a href="#">Budget Justification</a>	PDF document	Budgetjustification.pdf
<a href="#">List of Key Project Staff and Consultants</a> (one page max.)	PDF document	Projectstaff.pdf

NOFO includes an application checklist.  
\*\* Note: This image is from FY24 NOFO

<a href="#">Resumes of Key Project Staff and Consultants</a> (two pages each max.)	PDF document	Resumes.pdf
<b>Conditionally Required Documents</b> <i>Please see the guidance in Section D2d for more information.</i>		
<a href="#">Proof of Private, Nonprofit Status</a>	PDF document	Proofnonprofit.pdf
<a href="#">Final Federally Negotiated Indirect Cost Rate Agreement</a>	PDF document	Indirectcostrate.pdf
<a href="#">Digital Products Plan (two pages max.)</a>	PDF document	Digitalproduct.pdf
<b>Supporting Documents</b> <i>Please see the guidance in Section D2e for more information.</i>		
<a href="#">Information that supplements the Narrative and supports the project description provided in the application</a>	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

### D2b. Format, Name, and Sequence of the Application Components

**Document format:** Aside from the SF-424S, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library – Discretionary Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents.

**Page limits:** Note page limits listed in the table above. IMLS will remove any pages over the limit.

**Naming convention:** Use the naming conventions indicated in the table above. **IMPORTANT:** Attachment file names are limited to the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen ( - ), space, and period ( . ). If attachment file names use any other characters, the application may be rejected by Grants.gov.

**Attachment order:** In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the "Attachments Form" first. Attach any additional application components using the "Other Attachment File(s)" boxes.

**Complete applications:** Use the table above as a checklist to ensure that you have created and attached all necessary application components.

### D2c. Instructions for Required Documents

#### 1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)

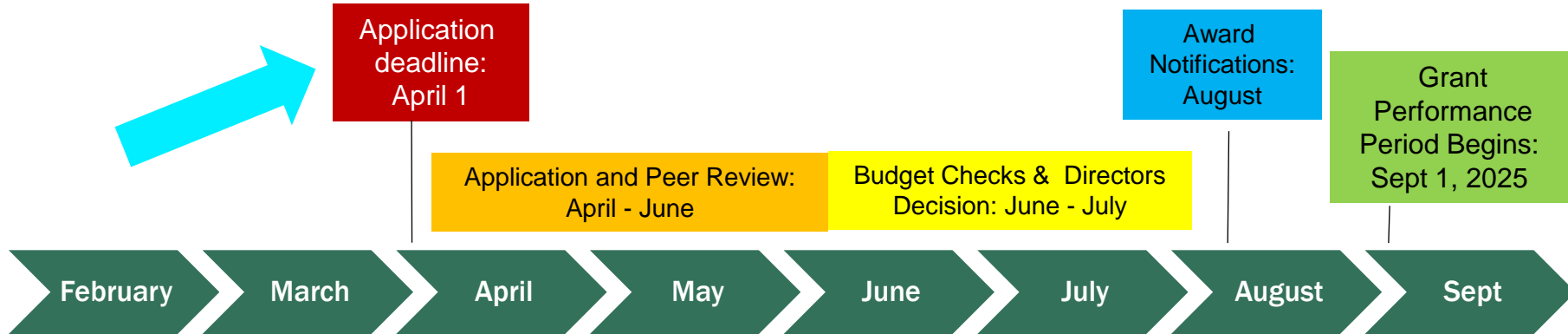
The SF-424S is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing the SF-424S.](#)

#### 2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing it.](#)

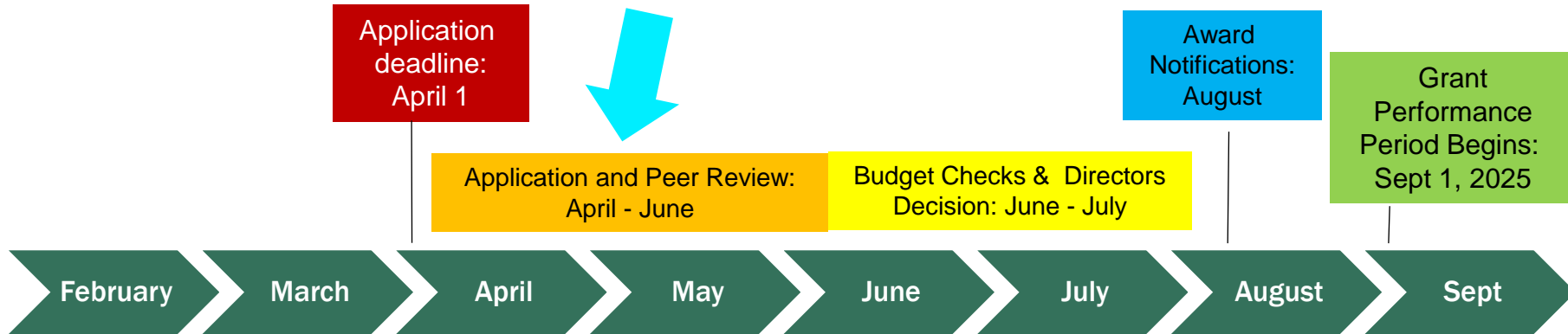
# Review Process

- Application deadline: April 1, 2025, 11:59pm ET



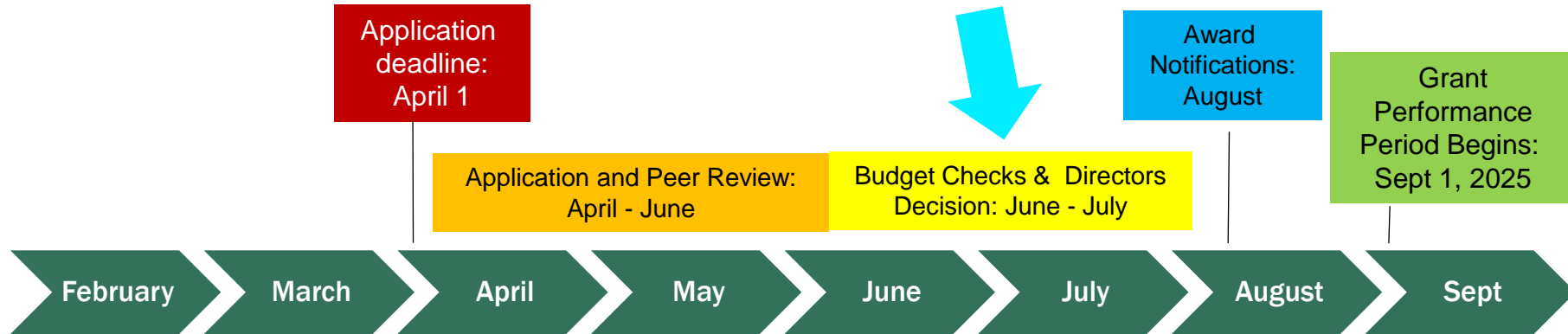
# Review Process

- Application checks in the weeks after the deadline. Pay attention to emails from IMLS that request additional information.
- Then applications are sent to Peer Reviewers from late April to early June. See the NOFO to learn more about this process.



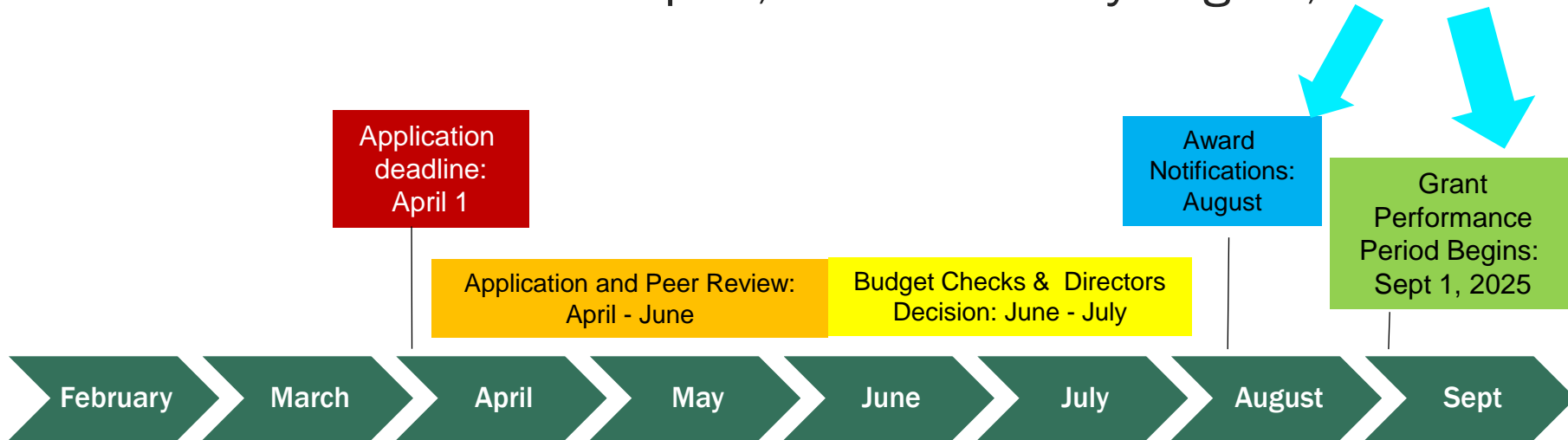
# Review Process

- Award notifications to be sent in August
- Performance Period: Sept 1, 2025 – Aug 31, 2027



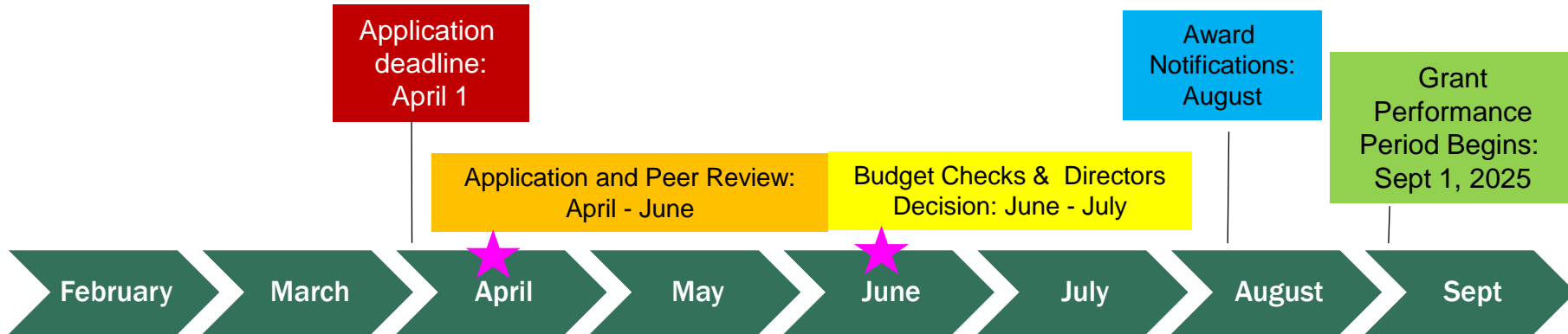
# Review Process

- Award notifications to be sent in August
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# Review Process

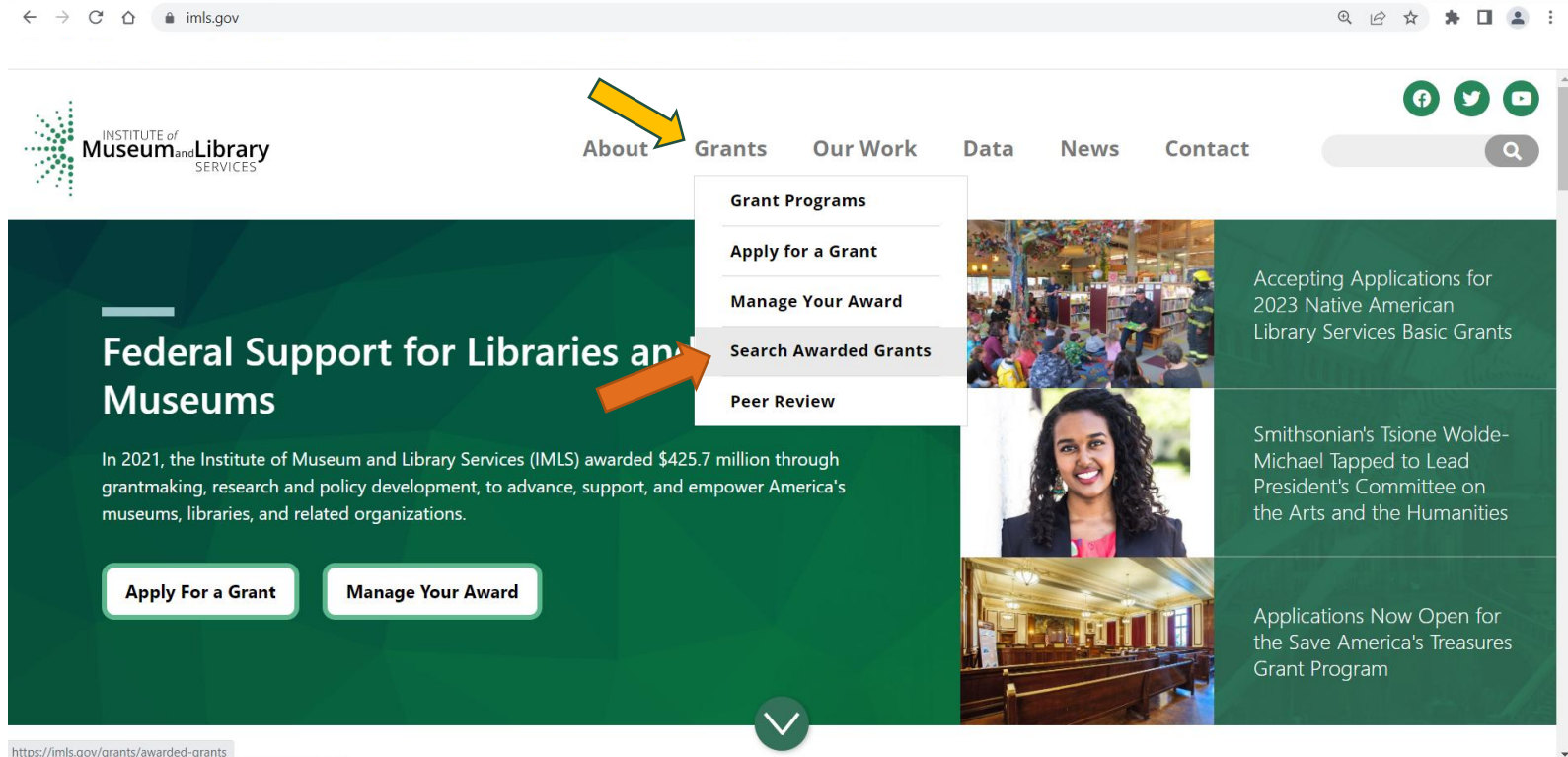
- Application deadline: April 1, 2025, 11:59pm ET
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# Types of projects funded

# What types of projects are funded?



The screenshot shows the IMLS website with the 'Grants' menu open. A yellow arrow points to the 'Grants' menu item, and an orange arrow points to the 'Search Awarded Grants' option within the dropdown menu. The main content area features a large green banner with the text 'Federal Support for Libraries and Museums' and a sub-headline 'In 2021, the Institute of Museum and Library Services (IMLS) awarded \$425.7 million through grantmaking, research and policy development, to advance, support, and empower America's museums, libraries, and related organizations.' Below this are two buttons: 'Apply For a Grant' and 'Manage Your Award'. To the right, there are three news items: 'Accepting Applications for 2023 Native American Library Services Basic Grants', 'Smithsonian's Tsione Wolde-Michael Tapped to Lead President's Committee on the Arts and the Humanities', and 'Applications Now Open for the Save America's Treasures Grant Program'.

← → ↻ 🏠 🔒 imls.gov 🔍 📄 ☆ ⚙️ 🗄️ 👤 ⋮

 **INSTITUTE of Museum and Library SERVICES**

**About** Grants Our Work Data News Contact

- Grant Programs
- Apply for a Grant
- Manage Your Award
- Search Awarded Grants**
- Peer Review

## Federal Support for Libraries and Museums

In 2021, the Institute of Museum and Library Services (IMLS) awarded \$425.7 million through grantmaking, research and policy development, to advance, support, and empower America's museums, libraries, and related organizations.

[Apply For a Grant](#) [Manage Your Award](#)

Accepting Applications for 2023 Native American Library Services Basic Grants

Smithsonian's Tsione Wolde-Michael Tapped to Lead President's Committee on the Arts and the Humanities

Applications Now Open for the Save America's Treasures Grant Program

<https://imls.gov/grants/awarded-grants>

# Awarded Grants Database

Advanced Search | Institute of M

1&field\_states=All&field\_city=&field\_institution=&field\_program\_categories\_text=Native...

eGMS Federal Grantmakin... IMLS easy links Travel Conferences/Conve... Tribal Resources LAM Communities...

Home > Grants > Search Awarded Grants

Search by Keywords...

Native Hawaiian Library Services FY 2022

Table DOWNLOAD THE DATA

Note: (a) denotes an amendment made outside of the original award Page 1 of 6 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NH-252409-OLS-22	Hula Preservation Society	2022	Native Hawaiian Library Services	\$149,904	Office of Library Services	Kaneohe	HI
NH-252297-OLS-22	Papahana Kuaola	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Kaneohe	HI
NH-252430-OLS-22	Bernice Pauahi Bishop Museum	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Honolulu	HI
NH-252445-OLS-22	Papa Ola Lokahi	2022	Native Hawaiian Library Services	\$140,984	Office of Library Services	Honolulu	HI
NH-252420-OLS-22	Kuaoia-Heeia Ecumenical Youth Project	2022	Native Hawaiian Library Services	\$118,058	Office of Library Services	Kaneohe	HI
NH-252442-OLS-22	Ka Ipu Makani Cultural Heritage Center	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Kaunakakai	HI

Fiscal Year  
Select All  
 FY 2022  FY 2021  FY 2020  
 FY 2019  FY 2018  FY 2017  
 FY 2016  FY 2015  FY 2014

Show more

Funding Office  
 Grants to States Libraries  
 Office of Library Services  
 Office of Museum Services  
 Other Initiatives

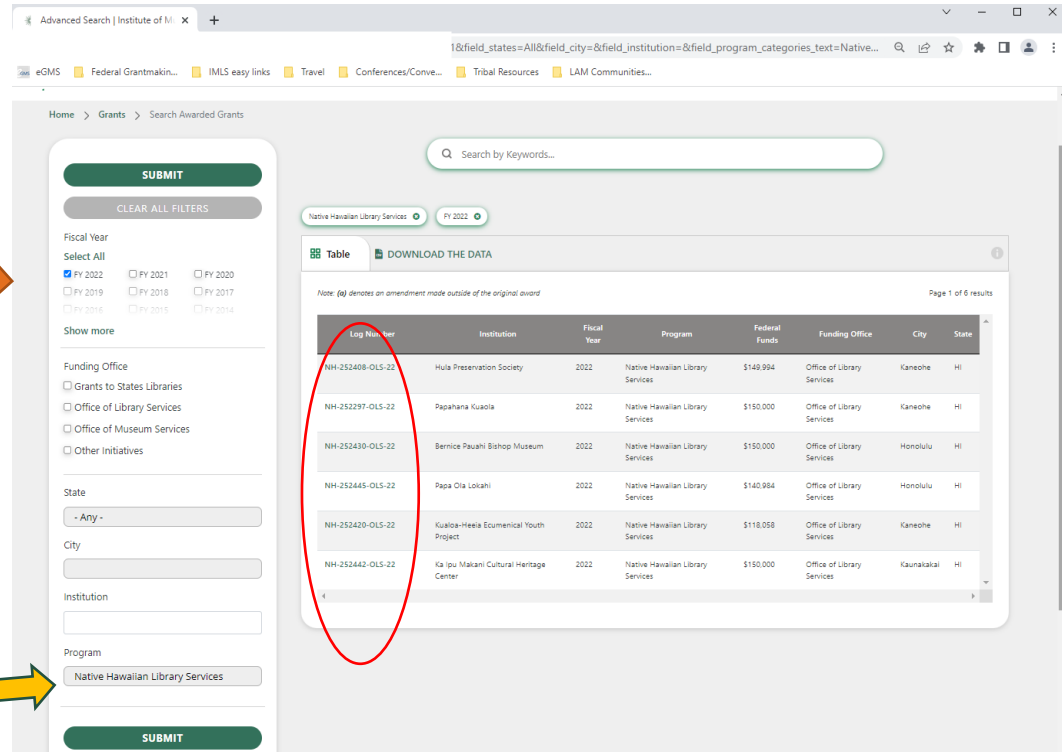
State  
- Any -

City

Institution

Program  
Native Hawaiian Library Services

SUBMIT



# Awarded Grants Database

## Advanced Search Example

The screenshot shows a web browser window with the URL `imls.gov/grants/awarded/nh-252408-ols-22`. The page header includes the logo for the Institute of Museum and Library Services and a navigation menu with links for About, Grants, Our Work, Data, News, and Contact. The breadcrumb trail reads: Home > Advanced Search > NH-252408-OLS-22.


**Program:** Native Hawaiian Library Services  
**Fiscal Year:** 2022  
**Federal Funds:** \$149,994  
**City:** Kaneohe  
**State:** HI

### Hula Preservation Society

Log Number: **NH-252408-OLS-22**

Hula Preservation Society (HPS) will develop, implement, and share an Indigenous-centered controlled vocabulary and 40 finding aids for video-based oral histories. Finding aids are used to help researchers more easily navigate archival collections. The creation of an Indigenous-centered controlled vocabulary will provide the intellectual, Indigenous-grounded access that will better serve researchers. 10 of the 40 finding aids will be newly created. To broaden access to the contents of HPS's video-based elder oral history library, this project will make these products widely available online via the HPS website, the University of Hawaii library system, and the Papakilo Database of the Office of Hawaiian Affairs. The project team will share project outcomes and lessons learned through public educational programming and online stories. This project will benefit all Native Hawaiians.

#### Project Proposals

Attachment	Size
 NH-252408-OLS-22 Project Proposal	1.94 MB

Awardee

Project Description



**Key questions to address  
in your proposal**

# Abstract



# 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.



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# Abstract

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



# Narrative

1. Project Justification
2. Project Work Plan
3. Project Results



# **Project Justification**



# Project Justification

- ✓ **What need, challenge or opportunity will your project address and how was it identified?**
- Who is the target group for your project and how have they been involved in the planning?





# Project Justification

- ✓ 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?**



# Project Work Plan



# Project Work Plan

- ✓ **What specific activities will you carry out and in what sequence?**
- Who will execute your project? 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 organization, assets within the organization 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?



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# Project Results





# Project Results

- ✓ **What are your project's intended results and/or product(s), and how will they address the need, challenge or opportunity you have 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?



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# Performance Measurement

## Performance Measures:

- **Effectiveness:** The extent to which the activities contribute to achieving the Native Hawaiian program goal and objective 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.

# Key components of your application package



# Application Components

- Application cover form (SF-424S)
- IMLS Library-Discretionary Program Information Form
- Organizational Profile (1 page rec.)
- Narrative (5-8 pages rec.)
- Schedule of Completion (1 page per year rec.)
- Performance Measurement Plan (1-2 pages rec.)
- IMLS Budget Form
- Budget Justification
- Resumes of Key Project Staff and Consultants identified in Narrative (2 pages per staff rec.)
- Proof of Eligibility
- Any conditionally required or supporting documents

**All documents must be saved and submitted in PDF format!**







# Budget Justification

## IMLS 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/year)
  - i. Cost x?
  - ii. Cost y ?
4. Supplies, Materials, and Equipment
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



# 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



# 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, for example, Digital Products Plan or Federally Negotiated Indirect Cost Rate Agreement (if applicable)
  - Cost rate agreement must extend through September 2025.
  - The indirect cost rate at the time of the award stands until the end of award.
- ❑ Supporting documents might include needs assessments, letters of support, or any other documentation that helps reviewers understand the project.

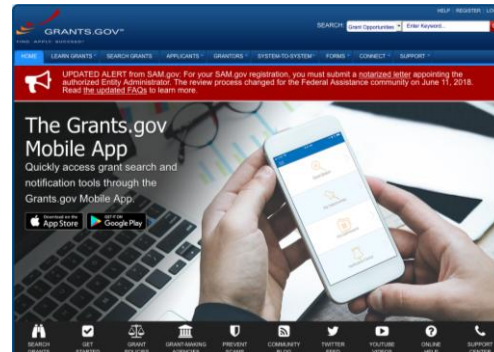
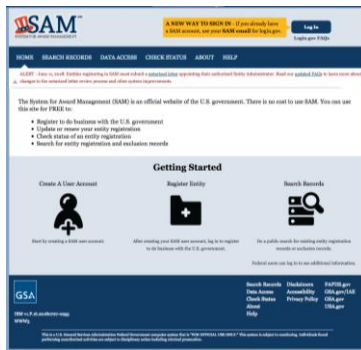
# Application Tips



# Application Tips Slide 1

## Register early!

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





# 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***



# 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



# Contact Us

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**Sheena Afoakwa**  
Program Specialist  
202-653-4718  
[sfoakwa@imls.gov](mailto:sfoakwa@imls.gov)