

The slide features a dark blue background with a light blue header bar at the top and a dark green footer bar at the bottom. On the left side, there is a logo for the Institute of Museum and Library Services, consisting of a stylized starburst of white dots next to the text "INSTITUTE of Museum and Library SERVICES". On the right side, there is a decorative graphic of a starburst of light blue dots. The main text is centered in white, reading "Applicant Webinar" in a large font, followed by "Native American Library Services Basic Grants" in a slightly smaller font. The footer bar contains the text "FY 2025" in white.

INSTITUTE of
Museum and Library
SERVICES

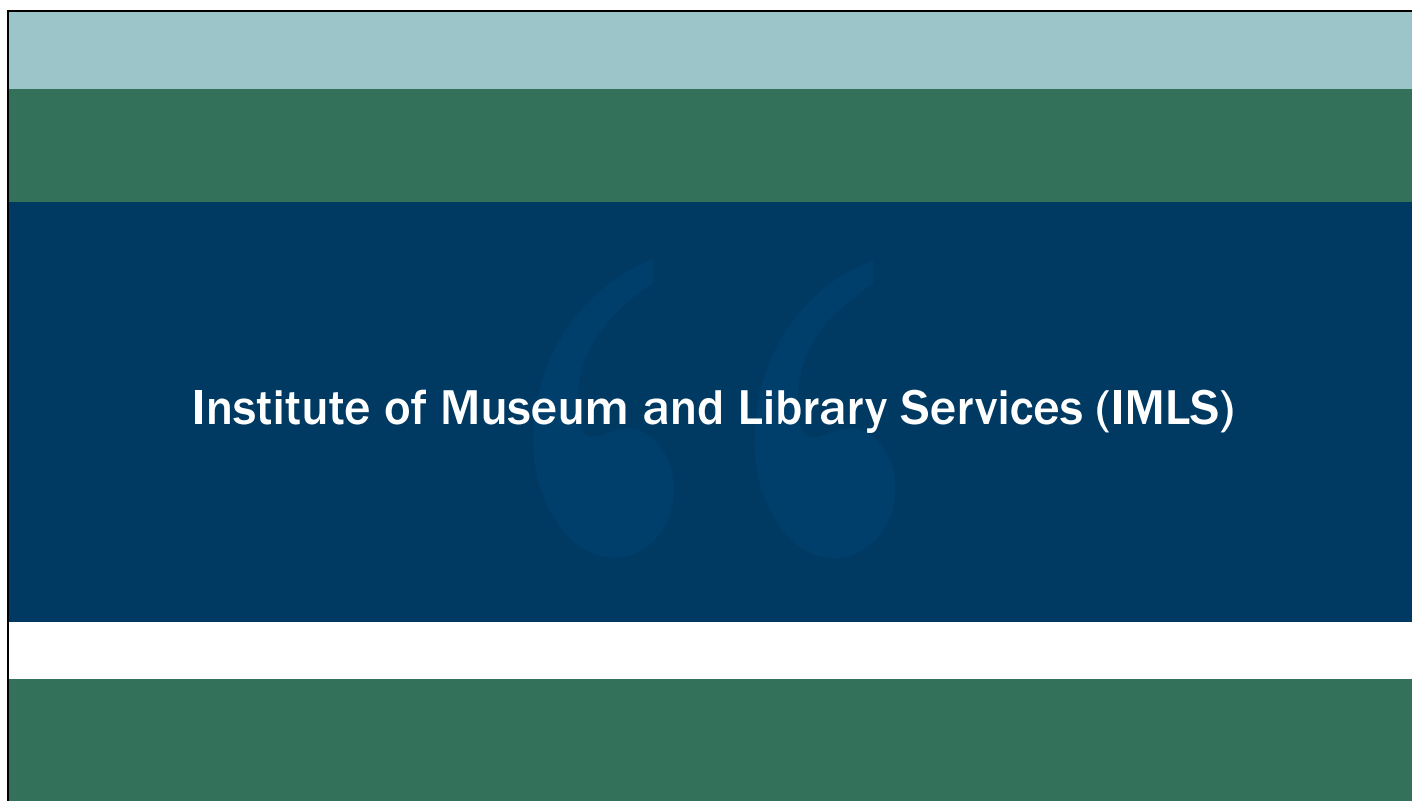
Applicant Webinar

Native American Library Services Basic Grants

FY 2025

Yá'át'ééh, and welcome to the applicant webinar for the Native American Library Services Basic Grant program. My name is Jennifer Himmelreich and I'm the Senior Program Officer overseeing this program.

Slide 2



For those of you who are new...

What Will We Cover Today?

- IMLS and Native American Library Services Basic Grants program
- Review eligibility requirements
- The application process
- Review application components
- Provide tips for applicants

In this webinar, I'll be providing information about IMLS and the Native American Library Services Basic grants program. We will review eligibility, go over the application process, 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.

About IMLS

Who are we?

- IMLS is the primary source of federal support for the nation's libraries and museums.

What do we do?

- We make **grants**, **convene groups**, **conduct research**, and **publish** to build the capacity of museums and libraries to serve the public.

Who is eligible to apply for IMLS grants?

- Varies by program but includes libraries; museums; colleges and universities; organizations that serve libraries and museums; Federally recognized Native American Tribes, including Alaska Native village, regional corporation, or village corporation; organizations that serve Native Hawaiians



- 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. IMLS helps ensure that all Americans have access to museum and library services, all across the country.
- 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
- Eligibility for IMLS grants varies and can depend upon the specific program.



IMLS Vision and Mission

VISION: A nation where museums and libraries work together to transform the lives of individuals and communities.

MISSION: The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

Our vision and mission statements were adopted as part of the agency's current strategic plan, both emphasizes that IMLS is here to support museums, archives and libraries with the work you do to serve your specific communities.



IMLS Strategic Plan

Goal 1: Champion Lifelong Learning

- Objective 1.1: Advance shared knowledge and learning opportunities for all.
- Objective 1.2: Support the training and professional development of the museum and library workforce.

Goal 2: Strengthen Community Engagement

- Objective 2.1: Promote inclusive engagement across diverse audiences.
- Objective 2.2: Support community collaboration and foster civic discourse.

Goal 3: Advance Collections Stewardship and Access

- Objective 3.1: Support collections care and management.
- Objective 3.2: Promote access to museum and library collections.

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

In Goal 1 IMLS seeks to advance engaged learning opportunities for library and museum users of all ages and interests. It is also supports the professional development of the museum and library workforce.

In Goal 2 IMLS promotes community engagement in libraries and museums including inclusive engagement across diverse audiences and community collaboration.

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

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IMLS Authorization and Budget

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

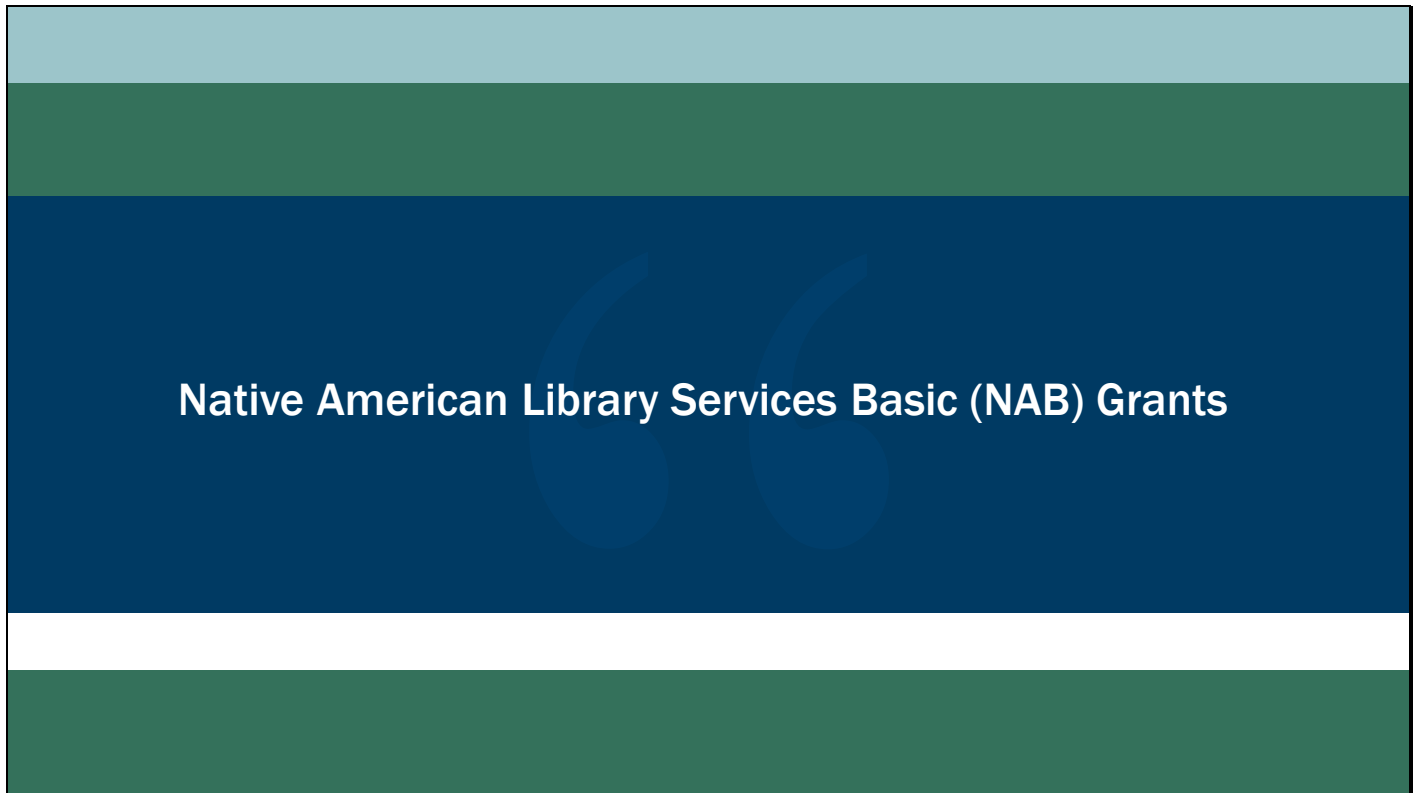
The IMLS FY24 budget is \$294.8 million (Continuing Resolution).

\$5.263 million is allotted for Native American Basic and Enhancement, and Native Hawaiian Library Services Grants.

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

The IMLS 2025 fiscal year budget is just over \$294.8 million and we are currently operating under a Continuing Resolution for fiscal year 2025.

Almost \$5.263 of that is allotted for Native American Basic and Enhancement, and Native Hawaiian Library Services Grants.



That brings us to the Native American Library Services Basic Grant program

Native American Library Services Basic (NAB) Grants

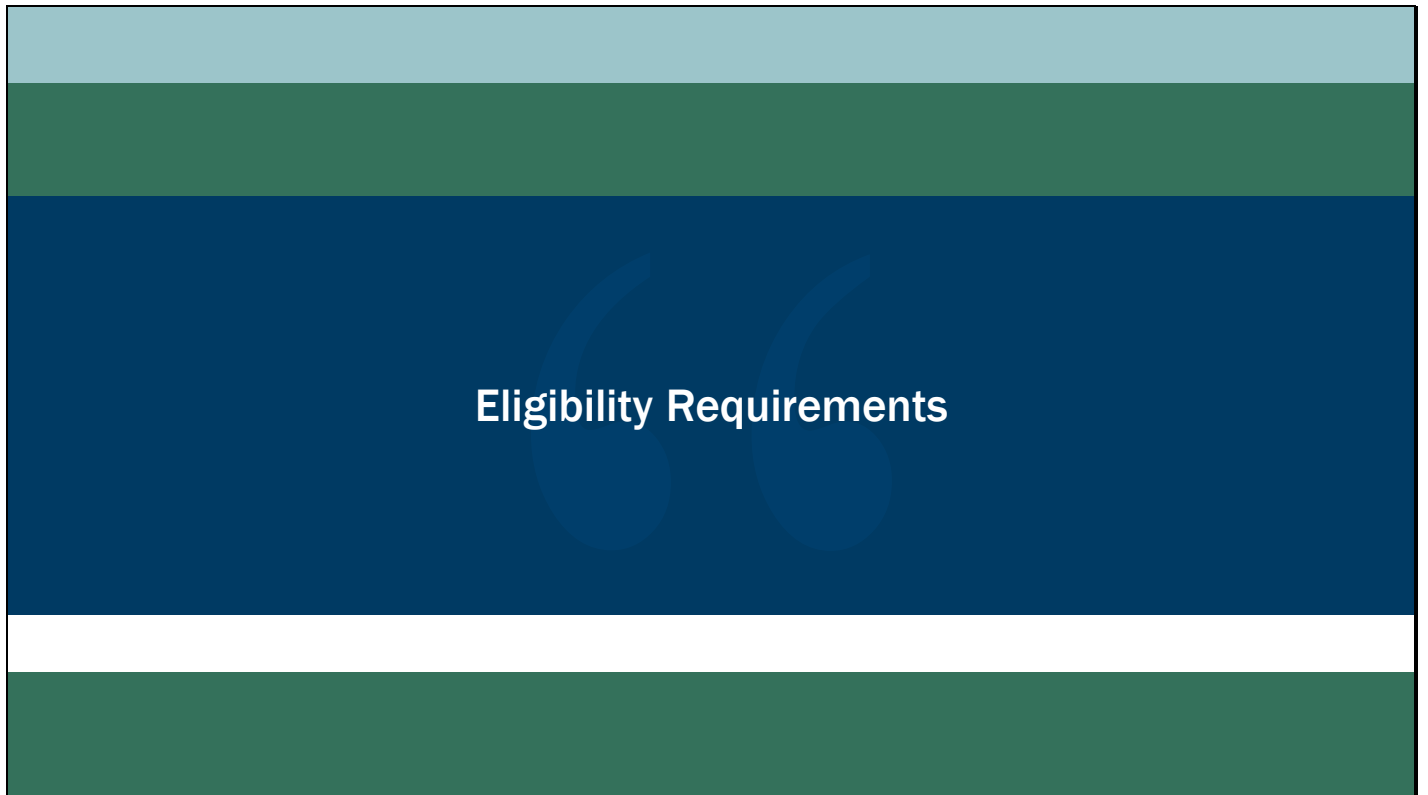
Program Goals	Support existing library operations and maintain core library services. Non-competitive.
Deadline	February 4, 2025
Amount and Length	\$6,000 - \$10,000, cost share not required
Performance Period	August 1, 2025 – July 31, 2026

This program provides support for library operations and services. The deadline to apply is Tuesday, February 4, 2025.

These grants are non-competitive, one-year grants. Applicants can request between six to ten thousand dollars.

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

In 2024, we awarded just over one point five million dollars (\$1,528,000) to one hundred and fifty-six Tribes, Alaska native villages, and regional and village corporations and we hope we have high interest in our program again.



So, who's eligible for this program?

Who is Eligible?

To be eligible for an award, your Tribe must be Federally recognized and 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;
- reference desk services;
- space for reading, studying, and meeting; and
- events and activities such as programs, classes, and cultural events for all ages.

For purposes of funding under this program, “Indian tribe” means any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs

Federally recognized Indian Tribes who offer library services to their community are eligible to apply for funding under the Native American Library Services Basic Grants Program. 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.

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

Partnerships & Collaborations

Applications involving partnerships or collaborations are welcome so long as the Tribe is the lead applicant. Potential partners can include other departments within the Tribe, Tribal colleges and universities, school libraries, or local non-Tribal libraries and non-profits.

If the Tribe collaborates with a partner, the Tribe must meet all eligibility requirements, serve as the lead applicant, and administer the award on behalf of the other(s).

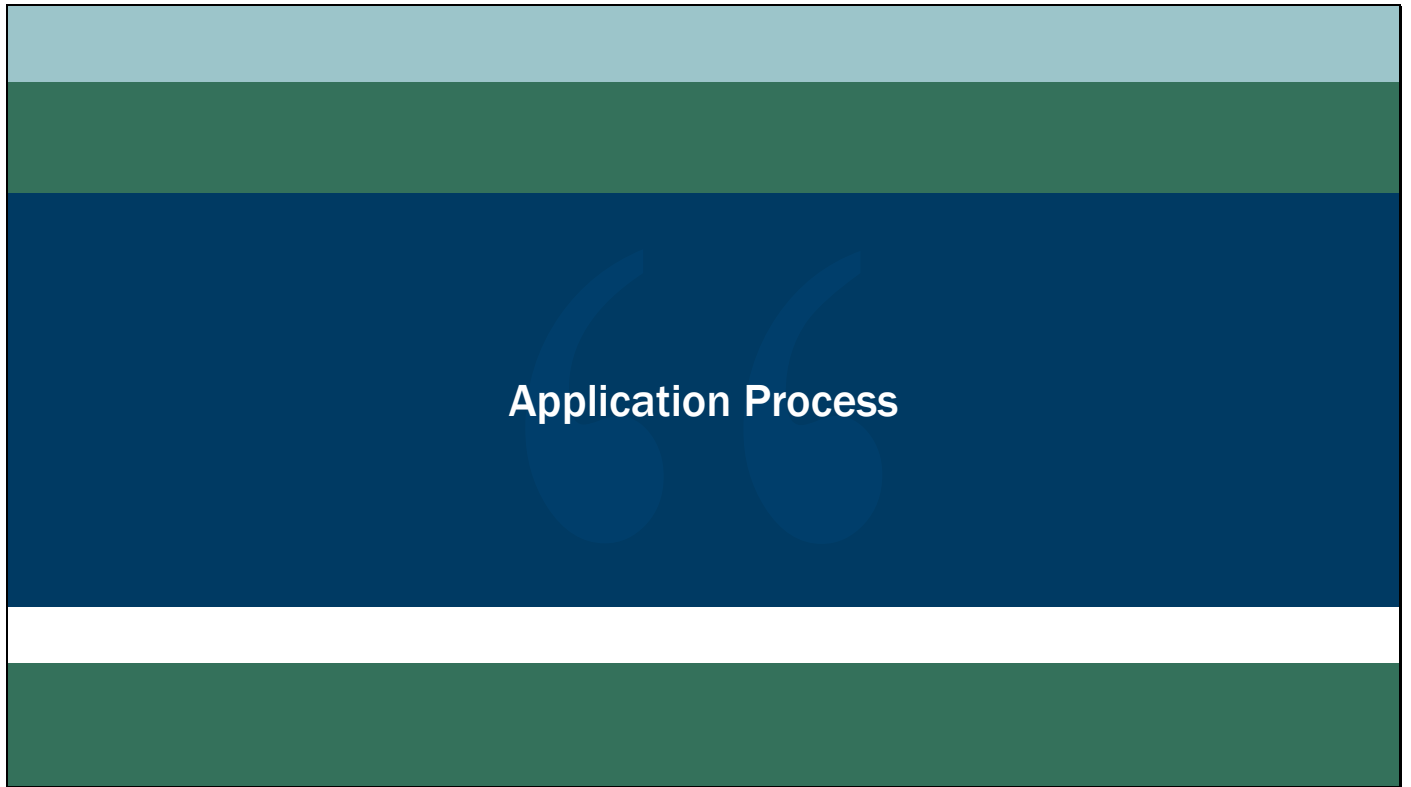
- Partner organizations should have a relationship with the Tribal administration for the successful management of the project.
- The tribal community is directly served and benefits from grant activities carried out by the partner(s).

If we fund the project, the Tribe will be programmatically, fiscally, and legally responsible for the award.

Applications involving partnerships or collaborations are welcome so long as the Tribe is the lead applicant. Potential partners can include other depts within the tribe, tribal colleges and universities, school libraries or local non-Tribal libraries and non-profits.

It is important that the partner organization develop a relationship with the Tribal administration BEFORE applying for the grant. 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.

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



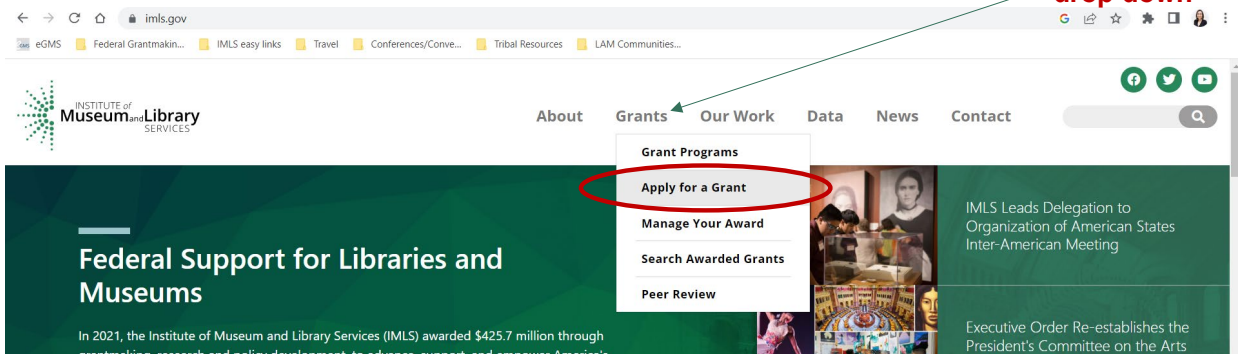
Next, we will talk about the application process.

Where to Start

All application requirements and instructions can be found in the Notice of Funding Opportunity on our website:

<https://www.imls.gov>

Click here for the drop down

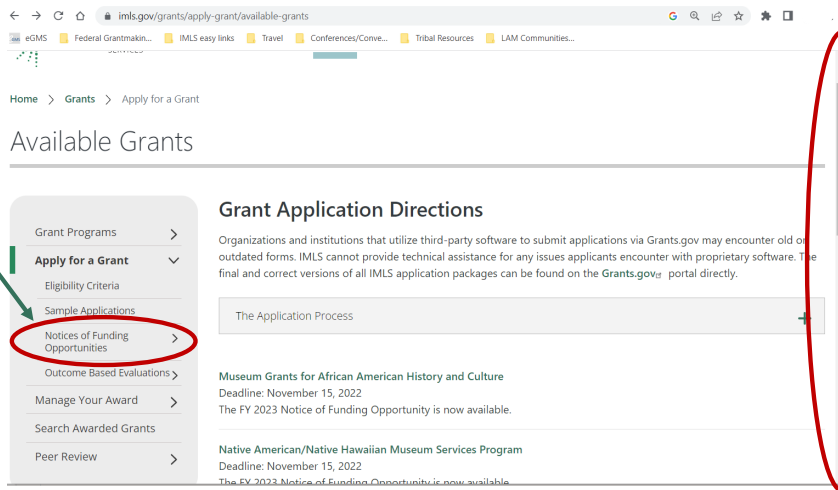


Everything you need for the application process is available on our website at www.imls.gov . Here is a screenshot that shows our main page and arrow directs you to the drop down Grants menu. The **Apply for a Grant** link is the second on list.

Notice of Funding Opportunity (NOFO)

<https://imls.gov/grants/apply-grant/notices-funding-opportunities>

Click here to see NOFOs for all grant programs



Scroll down to find the Basic Grant Program NOFO

This page follows. On the left side is a menu where you will look for the Notice of Funding Opportunities, which I will also call NOFO, for short. You may have to scroll down through to find the Native American Library Services Basic Grants program. Click on the Native American Library Services Basic Grants for Fiscal Year 2025 NOFO. You may pause this presentation to take a moment to print the NOFO (it's 47 pages) and grab a highlighter and pen. I will be referencing page numbers for key information in the NOFO that may be useful as you prepare your application.

Notice of Funding Opportunity (NOFO)

All application requirements and instructions can be found in NAB NOFO on our website:

<https://www.ims.gov/grants/available/native-american-library-services-basic-grants>

Note these for Grants.gov, on page 5

Opportunity Overview

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	Native American Basic Grants
Announcement type	New
Funding Opportunity Number	NAG-BASIC-FY25
Assistance Listing Number	45.311
Type of assistance instrument	Grant
Application Deadlines	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on February 4, 2025.

On page 5 of the NOFO, you will find the Funding Opportunity Number and the Assistance Listing Number. Note or highlight these to enter into grants.gov to find this grant opportunity.

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

Before You Apply

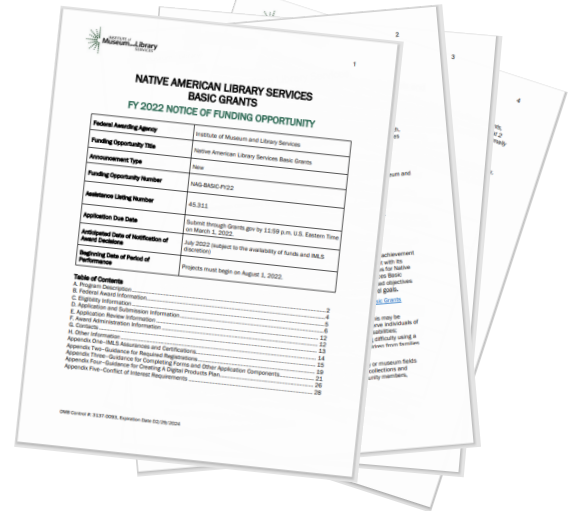
- ❑ Read the FY25 NAB NOFO and download the current version of the application forms from it.
- ❑ Get your Unique Entity ID (UEI) from the System of Award Management (SAM)
- ❑ Register your institution with the System of Award Management (SAM), or ensure your existing SAM registration is active: <http://www.sam.gov/>
- ❑ Create a Grants.gov account for your institution, or ensure your existing Grants.gov account is active: <http://www.grants.gov/>

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

- Download and review the NOFO, as well as the application forms.
- Check on your registrations - an applicant organization, in this case it would be the tribe, must have a Unique Entity Identifier (UEI) number; a current and active System for Award Management (SAM) registration; and an active Grants.gov registration with an approved Authorized Organization Representative (AOR).

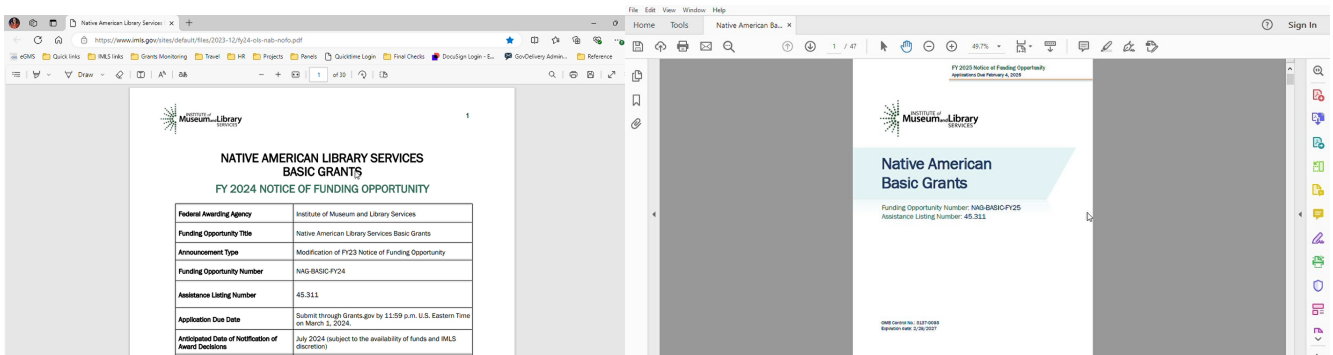
Notice of Funding Opportunity (NOFO)

- 47 pages long
- Includes information about the components of the application



Our NOFO is a multi-page document that is the reference document for your application process. I guide applicants to download both a PDF and a paper copy because it includes information on the components of your application package that you will want to reference often and keep with grant paperwork if awarded.

Note: New Look for NAB



Please note that the NAB NOFO has undergone a makeover. Our staff at IMLS have worked to create a cleaner, more visually appealing document with allow you to access and search the document easily.

Check your registrations early!

You need all three:



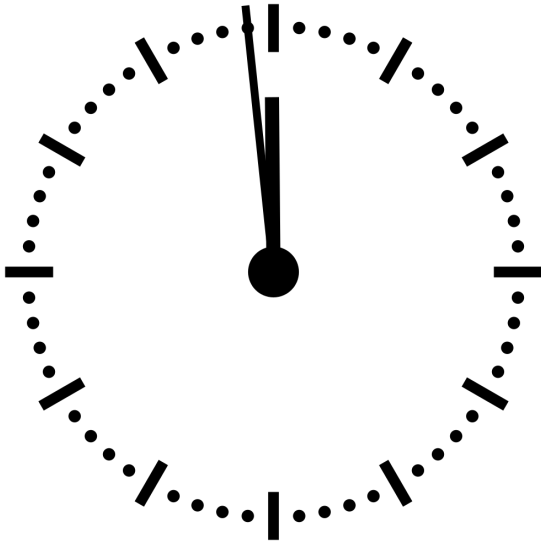
Note:

- SAM.gov expires every year.
- Grants.gov passwords expire every 60 days.
- Grants.gov accounts are deactivated after 365 days of inactivity.

We strongly recommend you check your Tribe's registrations with Sam.gov, for your Unique Entity Identifier and Grants.gov immediately to ensure that they are accurate, current, and active.

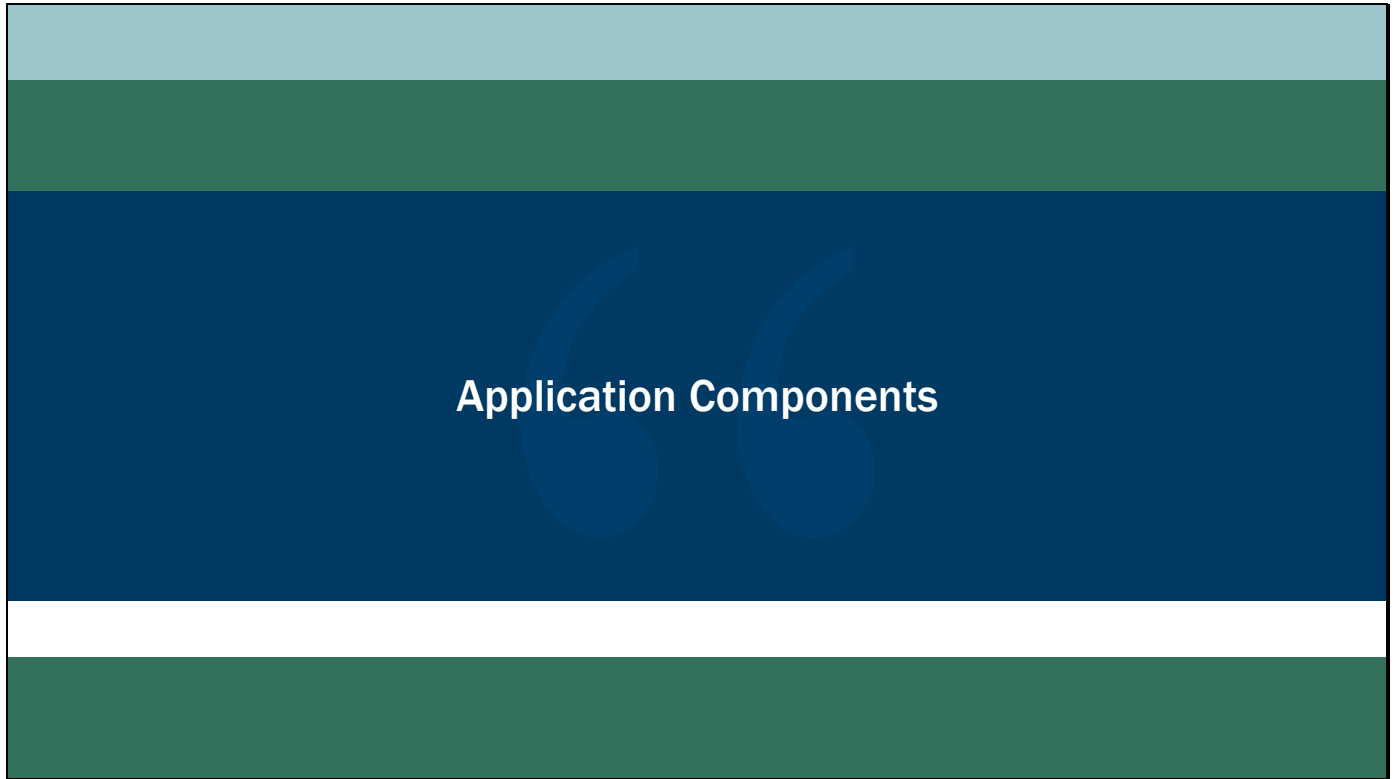
Each have expiration dates and/or deactivation periods after inactivity. Any issues can take a significant amount of time and coordination to update or renew them so you'll want to get started right away.

Submit the application on time



**11:59 pm EST
Tuesday,
February 4, 2025**

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



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

Table of Application Components

- Page 23
- Checklist of all application requirements
- Identifies type of file needed and how to name each file

Required Documents

You must include all required components for your application to be complete.

Component	File Requirements
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Format: Grants.gov web form
IMLS Library – Discretionary Program Information Form	Format: Grants.gov web form
Library Services Plan	File Format: PDF Page Limit: up to 2 pages (recommended) File Name: Plan.pdf
IMLS Budget Form	File Format: IMLS PDF form File Name: Budget.pdf

On page 23 of the NOFO, you'll find a table of all required application components. This page lists what kind of format each document 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 of the documents you will you need to attach in your application in Grants.gov.

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

FY25 NAB Application Components – UPDATE

- ✓ Application for Federal Domestic Assistance (SF-424S)
- ✓ IMLS Library - Discretionary Program Information Form
- ✓ Library Services Plan with Budget Summary (PDF)
- ✓ IMLS Budget Form (PDF)

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

Application Components

Automatically
generated
during the
grants.gov
submission
process.



✓ Application for Federal Domestic Assistance (SF-424S)



✓ IMLS Library - Discretionary Program Information Form

Detailed
instructions
on pp 23-29.

✓ Library Services Plan with Budget Summary (PDF)

✓ IMLS Budget Form (PDF)

The first 2 items listed,

- The application cover form, or SF-424S and
- The IMLS Library - Discretionary Program Information Form

are automatically generated during the grants.gov submission process as you enter your information. Pages 23-29 walk you through what information you will need to supply or how to answer questions for this grant opportunity,

Application Components

Includes 5 questions to respond to.

Detailed instructions on pp 30-32.

- ✓ Application for Federal Domestic Assistance (SF-424S)
- ✓ IMLS Library - Discretionary Program Information Form
- ✓ **Library Services Plan with Budget Summary (PDF)**
- ✓ IMLS Budget Form (PDF)

The third required component is a Library Services Plan where your grants team respond to the questions listed in the NOFO. It includes 4 questions that detail your activities, any partners, results you aim to achieve and how you define success. The Library Services Plan also includes a Budget Summary section where you will detail each of your line items listed in your IMLS Budget Form, and asks one question about your projected draw down schedule. We recommend limiting the Library Services Plan to two single-spaced, numbered pages.

Application Components

- ✓ Application for Federal Domestic Assistance (SF-424S)
- ✓ IMLS Library - Discretionary Program Information Form
- ✓ Library Services Plan with Budget Summary (PDF)
- ✓ IMLS Budget Form (PDF)

IMLS Budget Form hyperlink on page 32.

Detailed instructions on pp 33-35.



The final required document is the IMLS Budget Form. You can find the hyperlink to this fillable form on page 32 of the NOFO you can download from the IMLS website. The IMLS Budget Form is four pages and accommodates up to three years of project activities and expenses, but this program will only require use of the “Year 1, Grant Fund” column.

Application Components – Required and Conditional

- ✓ Application for Federal Domestic Assistance (SF-424S)
- ✓ IMLS Library - Discretionary Program Information Form
- ✓ Library Services Plan with Budget Summary (PDF)
- ✓ IMLS Budget Form (PDF)

Finally, as a reminder, the Library Services Plan and IMLS Budget Form must be saved and submitted as PDF documents.

Application Components - NOT REQUIRED

Previous NOFOs included the following items, but the FY25 NOFO no longer requires these documents:

- ⊘ Performance Measure Plan
- ⊘ Digital Products Plan

There are no conditionally required documents.

Grants.gov

Grants.gov Online User Guide:

- <https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>

Grants.gov Blog:

- <https://blog.grants.gov/2017/09/25/7-online-user-guide-articles-to-get-you-started-with-workspace/>

Grants.gov YouTube Channel:

- <https://www.youtube.com/user/GrantsGovUS>

Grants.gov Support:

- <https://www.grants.gov/web/grants/support.html>
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726

Because Grants.gov is a system that exists outside of IMLS, we cannot help if you have problems with downloading materials or submitting materials to the site. The Grants.gov support team, however, is very helpful and who we turn to if help is needed. They're available 24 hours a day, have a robust support website and can be reached by email or by phone. If you have any problems with grants.gov, reach out to the support team directly.

On this slide, are links to different resources Grants.gov has available to help you, particularly for using Workspace. We have a link on this slide for one YouTube video, but there are a number of different videos, all about 3-4 minutes long, that show you how different parts of Workspace function. We recommend you view those to understand more.

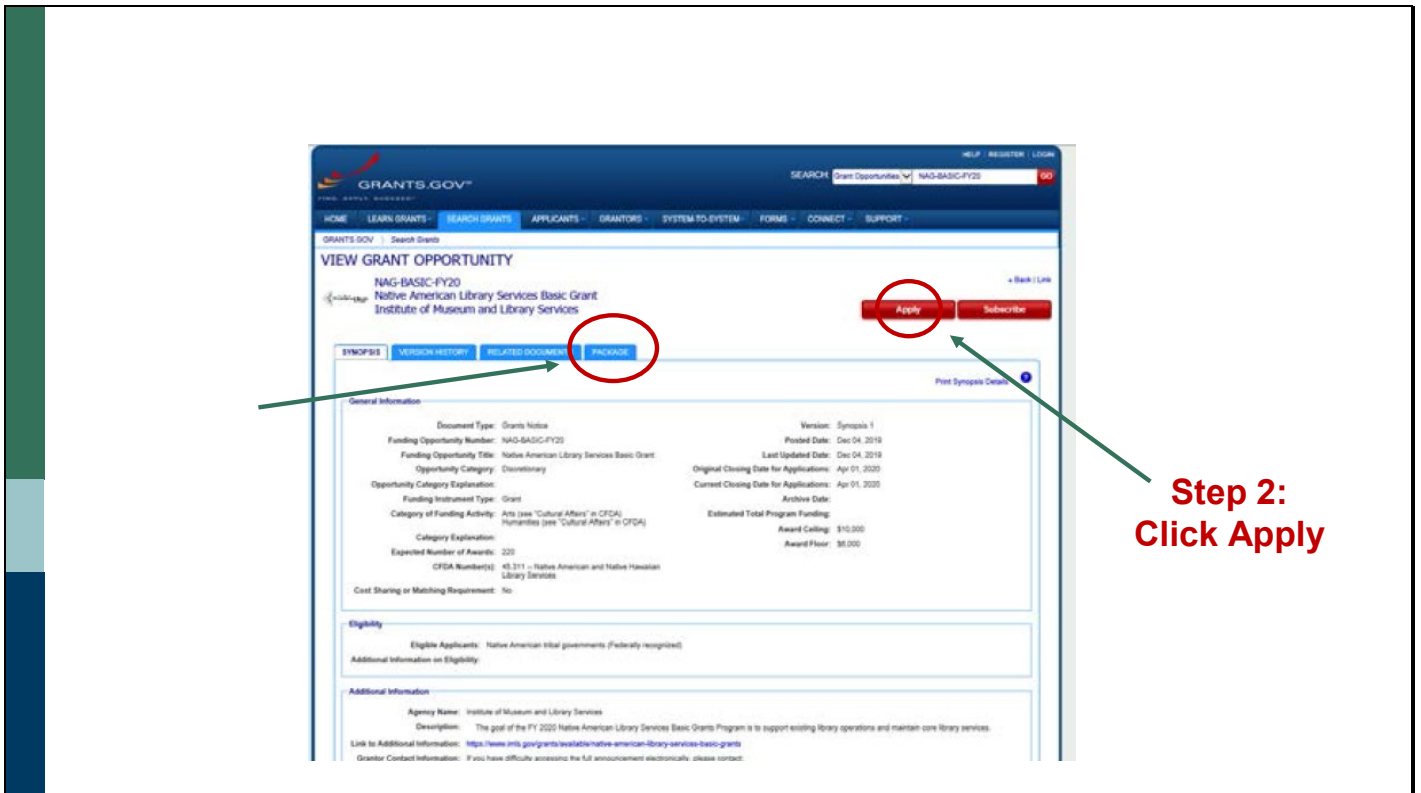
Search for the Grant

und
:
!5

The screenshot shows the Grants.gov search results page. The search bar at the top right contains the text "Grant Opportunities" and "NAG-BASIC-FY20". The search results table shows one result:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
NAG-BASIC-FY20	Native American Library Services Basic Grant	IMLS	Posted	12/04/2019	04/01/2020

When you're on the Grants.gov site, use the Funding Opportunity Number listed in the IMLS Notice of Funding Opportunity for the Basic grants. Again, for this year the number is NAG-BASIC-FY25. This number will get you the application package materials that you need.



Here is what that page looks like. You'll want to download the application package by clicking on the blue package tab on the left and then clicking red apply button on the right. You must use the Grants.gov workspace platform to submit your application.

There are a number of benefits for using Workspace:

- First, multiple people from your organization can work on an application at the same time.
- Second, if you have 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.
- Also, all the activity is documented, so you can see if someone submitted a document, see which documents, and if the entire application package was submitted and when.
- 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.

SF-424S & L-PIF

Both documents are part of the application package that you complete in Grants.gov

Detailed directions can be found for:

- SF-424S on pp. 23-26
- L-PIF on pp. 27-29

The image shows a screenshot of the SF-424S application form. The form is titled 'APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational' and includes the OMB Number 4040-0003 and Expiration Date 01/31/2016. The form is divided into several sections: 1. NAME OF FEDERAL AGENCY, 2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER, 3. DATE RECEIVED, 4. FUNDING OPPORTUNITY NUMBER, 5. APPLICANT INFORMATION, and 6. PROJECT INFORMATION. The form contains various fields for entering information, including agency name, address, contact information, and project details.

Two the most important parts of your application are the SF-424S and the L-PIF. The information you provide on these forms, include the name of the authorizing official and the staff listed for this grant. These are transferred into 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.

Once you receive your award, if any of these people leave or are replaced, you will have to let us know as soon as possible using our grants management system, eGMS Reach, so that we can update your grant's team information. As a reminder, the SF-424S and the L-PIF are automatically generated in grants.gov when you enter information about your tribe. Detailed instructions for each are on pages 23-26 and 27-29 of the NOFO.

Library Services Plan (LSP)

- On page 30 of the NOFO
- Recommend 2 pages
- Single spaced with numbered pages
- Use at least 0.5-inch margins on all sides, standard font, and font size of at least eleven points.
- Be clear and concise with a minimum of technical jargon and acronyms.
- Save your document as a PDF and use Plan.pdf as its file name

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

Begin by creating a document using these guidelines and tips detailed on page 30 of the NOFO.

We recommend limiting the Library Services Plan to two single-spaced, numbered pages.

Use at least 0.5-inch margins on all sides, standard font, and font size of at least eleven points.

Be clear and concise with a minimum of technical jargon and acronyms.

Save your document as a PDF and use Plan.pdf as its file name.

Just to reiterate, again, please make sure this and all your other documents are saved as PDFs to upload into Workspace, as Workspace itself does not convert word documents into PDFs.

Library Services Plan (LSP) - Narrative

- Under header “Narrative” address these questions:
 - What activities will be the focus of your work this year?
 - Will you partner with other departments or institutions, inside or outside the library, Tribe, or community? If so, please provide a list of partners.
 - What results do you plan to achieve?
 - How will you monitor and measure success?
- **Questions listed on page 30**

As you scroll down page 30, you'll find the specific questions to answer in part one, the Narrative, of the Library Services Plan that give you an opportunity to share the specific activities that will be the focus of this year. These questions ask you to:

- identify any partners for that work,
- results you plan to achieve, and
- how you define and measure success and how you will carry out your plan to make sure it's successful.

Sample LSP Narrative

Find on pg 31 of
NOFO

The screenshot shows a web-based form titled 'LIBRARY SERVICES PLAN' with a 'Narrative' section. The form has a navigation bar at the top with tabs: 'Review Opportunity', 'Prepare & Submit' (selected), 'Learn About Review', 'Post-Award', and 'Other Information'. The 'Narrative' section contains the following text:

LIBRARY SERVICES PLAN

NARRATIVE

What activities will be the focus of your work this year?

This year our library has four major activities:

1. Increase open hours – currently we are open 6 days, 9-5pm. We will add evening hours on 3 nights, 5-9 pm.
2. Expand book collection and research databases – we will expand our adult and children areas and add database A and B to our online research options. We will also run book clubs and database classes so community members can learn about new resources coming in.
3. Offer after-school activities – we will offer weekly art classes for all ages.
4. Offer evening cultural programs – we have identified two speakers who will lead 2 events each around cultural programming for a total 4 evening events.

Will you partner with other departments or institutions, inside or outside the library, IRL, or community? If so, please provide a list of partners:

- Language and Culture Dept
- Local schools

What results do you plan to achieve? How will you monitor and measure success? (When completing the final performance report, grantees will be asked to rank how and you believe you completed the award in terms of effectiveness and timeliness.)

1. More community members coming to the library. We will track community members coming through the door, checking out books and attending our events.
2. Learn more about the subjects that interest our community. After programming, distribute surveys about what they liked and take additional suggestions for future topics, subjects or ideas and share with our partners.
3. We will meet with our financial accounting and grants compliance every other month to make sure all grant activities, purchases and draw downs are on track for the year.
4. Create a running document and file that tracks all information and data so we have all information about our events for our final performance report. We will also take pictures and place them in the file so we have documentation for ourselves and to share with IMLS.

Figure 1 - Example Library Services Plan Narrative

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

Library Services Plan (LSP) – Budget Summary

- Under header “Budget Summary”:
 - Follow the order of the IMLS Budget Form’s section headings and explain how you determined each line-item dollar amount.
 - NOFO pp. 13-14, 31, and 35 share information about this sections and allowable and unallowable costs.
 - Answer the following question:
 - How frequently will you draw down funds (as spent, quarterly, or only once at the end of the year)?

The NOFO lists specific questions to answer in part two of the Library Services Plan under "Budget Summary". You'll want to follow the order of the IMLS Budget Form's section headings and explain how you determined each line-item dollar amount. Pages 13, 14, 34 and 35 share information about these sections, and also share information about allowable and unallowable costs.

You'll also want to answer the following question: how frequently do you plan to draw down funds (as spent, quarterly, or only once at the end of the year)?

Sample LSP Budget Summary

Find on pg 32 of
NOFO

Review Opportunity **Prepare & Submit** Learn About Review Post-Award Other Information

BUDGET SUMMARY	
1. Salaries and Wages	
a. Head Librarian: Salary to increase open hours, approximately 150 additional hours x \$32/hour for J. Smith	\$4950
2. Fringe Benefits	
a. J. Smith Fringe- 13% fringe rate X \$5000	\$644
3. Travel	\$0
4. Supplies, Materials, and Equipment	
a. Books: 116 books at approximately \$25/book, plus ~\$156 shipping	\$3056
b. Programming Supplies: \$200 paper, \$150 art supplies	\$350
5. Subwards and Contracts	
a. Speaker Honorariums: 2 speakers for cultural programs to develop presentation and each present at two talks at \$250/speaker	\$500
6. Student Support	\$0
7. Other Costs	
a. Database Subscriptions: Database A subscription for 12 months at \$200 and Database B subscription at \$300 for 10 months.	\$500
8. Total Direct Costs	\$10,000
9. Indirect Costs	\$0
10. TOTAL PROJECT COSTS	\$10,000

How frequently will you draw down funds (as spent, quarterly, or only once at the end of the year)?
In discussion with our finance/accounting and grant compliance office, we will drawdown quarterly for expenses for that quarter until all funds are drawn.

Anticipated drawdowns:

- 11/1/25 for August - October
- 2/1/26 for November - January
- 5/1/26 for February - April
- 8/15/26 for May - July

Figure 2 - Example Library Services Plan Budget Summary

You'll find a sample Library Services Plan Budget Summary on page 32 of the NOFO

IMLS Budget Form

[IMLS Budget Form](#)

- [Hyperlink on pg 32 of NOFO](#)
- 4 pages that should auto-calculate
- Used across all programs
- For NAB program you will only use Year 1, Grand Fund column

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

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

IMLS Budget Form

IMLS Budget Form

Confirm you are using the current form:

- On bottom left corner of form, expiration date should be 5/31/2026

Subaward
Subtotal
OMB Control #: 3137-0092 Expiration Date: 5/31/2026

4. Fiscal Year Period From: (MM/CC/YYYY) Through: (MM/CC/YYYY)

5. If this is a standard budget, indicate application/grant number:

1. Subsites and Budgets

Name/Title / Position	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share
Subtotal								

2. Fringe Benefits

Rate and Date	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share
Subtotal								

OMB Control #: 3137-0092 Expiration Date: 5/31/2026

On the bottom left of the corner of form, you can find the expiration date. It should be 5/31/2026.

IMLS Budget Form

IMLS Budget Form

- Hyperlink on pg 32 of NOFO
- 4 pages that should auto-calculate
- For NAB program you will only use Year 1, Grant Fund column to add budgeted amounts
- Detailed instructions on pp. 32-35 of NOFO

IMLS BUDGET FORM

a. Legal name (5a from SF-4245):

b. Requested Grant Period From: (MM/DD/YYYY) Through: (MM/DD/YYYY)

c. If this is a revised budget, indicate application/grant number:

1. Salaries and Wages

Name/Title or Position	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Subtotal									

2. Fringe Benefits

Rate and Base	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Subtotal									

OMB Control #: 3137-0002, Expiration Date: 5/31/2026 v3.0

For the NAB program you will only use Year 1 Grant Fund column to add budgeted amounts

IMLS Budget Form

- Title costs under each section
- Add dollar amounts for each line-item under Year 1, Grand Funded
- Confirm line-item titles and amounts align with what is included in Budget Summary of your Library Services Plan
- **Total must be between \$6,000 and \$10,000**

IMLS BUDGET FORM

a. Legal name (Sa from SF-4245): _____

b. Requested Grant Period From: (MM/DD/YYYY) _____ Through: (MM/DD/YYYY) _____

c. If this is a revised budget, indicate application/grant number: _____

1. Salaries and Wages

Name/Title or Position	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Subtotal									

2. Fringe Benefits

Rate and Base	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
Subtotal									

OMB Control #: 3117-0002, Expiration Date: 5/31/2026 v2.0

Include line item titles for the group of costs in each of their designated sections, as well as the projected budgeted amounts. You'll want to confirm that the amounts listed here match what is listed in the Budget Summary section of your Library Services Plan document.

IMLS Budget Form

Page 4 includes section 9. Indirect Costs.

- Indirect costs are allowed for this program
- Choose radio button 5 - “Grant program does not allow indirect costs.”
- Once you choose option 5, the form will automatically fill in zeros in the columns and totals.

Click here...

IMLS BUDGET FORM

a. Legal name (5a from SF-4245): _____

9. Indirect Costs (Read the instructions about Indirect Costs before completing this section.)

Current indirect cost rate(s) have been negotiated with a federal agency. Name of Agency: _____ Expiration Date: _____

Indirect cost proposal has been submitted to a federal agency but not yet finalized. Name of Agency: _____ Proposal Date: _____

Applicant chooses a rate not to exceed 10% of modified total direct costs, and declares it is eligible for the 10% rate. Until Amended:

Grant program does not allow indirect costs.

Rate and Base	Year 1		Year 2		Year 3		Total		Grand Total
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

10. Total Project Costs

Total Direct & Indirect Costs	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Grand Total
Total Direct & Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs (excluding student support)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

OMB Control #: 3137-0002, Expiration Date: 5/31/2025

...and the form will automatically fill in zeros here

Please note this is a standard form for all IMLS programs so it includes Indirect Costs and cost sharing areas that ARE NOT ALLOWED for Basic grants. Do not fill in any cost sharing area and choose the radio button "Grant program does not allow for Indirect Costs" on page 4 as shown on this slide. Once you choose, the form will autofill the columns with zeros.

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

IMLS Budget Form

Under Notice of Funding, click here to access the Application Forms

Click this hyperlink to access the IMLS Budget Form

INSTITUTE of Museum and Library SERVICES

About Grants Our Work Data News Contact

Home > Grants > Apply for a Grant > Notices of Funding Opportunities > Application Forms

Application Forms

Links to application forms are provided below for your convenience. Applicants must download the application package from Grants.gov in order to apply. Consult the relevant program Notice of Funding Opportunity to determine which forms are needed for your application. You must download the IMLS forms to your computer and work on them outside your internet browser. When they are complete, save each as a PDF and upload it as part of your application through Grants.gov.

IMLS Budget Form (minimum requirements Adobe Reader 7.0.5):
Adobe® PDF (1.7MB)
Note: JavaScript must be enabled.

Performance Measurement Plans

Native American Basic Grants	NA-B Performance Measurement Plan (DOCX, 29KB)
Native Hawaiian Library Services Grants Native American Enhancement Grants	NA-E and NH Performance Measurement Plan (DOCX, 30KB)
Laura Bush 21st Century Librarian Program National Leadership Grants for Libraries	OLS Performance Measurement Plan (DOCX, 25KB)
Museum Grants for African American History and Culture Native American/Native Hawaiian Museum Services	IMLS Performance Measurement Plan (DOCX, 25KB)

You can download this form through the Notice of Funding Opportunity as well as online as seen in this screenshot.

Allowable Cost Examples

\$ Allowable Costs

On
pages
13-14

- ✓ personnel salaries, wages, and fringe benefits, including annual cost of living increases
- ✓ travel expenses for key project staff and consultants
- ✓ materials, supplies, software, and equipment related directly to project activities
- ✓ adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities
- ✓ participant support costs, including temporary dependent care, if documented in written policies
- ✓ third-party costs
- ✓ design and publication costs
- ✓ program evaluation
- ✓ staff and volunteer training
- ✓ paid internships/fellowships
- ✓ stipends or honoraria for project advisors and active participants
- ✓ pre-award costs, at the discretion of and with prior written approval from the agency.

Pages 13-14 of the NOFO show some examples of what allowable costs Basic grant funds can be used for. Such as:

- Permanent staff salary and benefits;
- Temporary and project staff;
- Collection development;
- Equipment - like computers and e-readers;
- Library software;
- Library furnishings and shelving; and other supplies.

Unallowable Cost Examples



Unallowable Costs

On
pages
13-14

- * general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- * contributions to endowments
- * indirect costs
- * general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- * construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- * social activities, receptions, or entertainment

Pages 13 and 14 also list unallowable costs, such as:

- Contributions to endowments
- Indirect costs
- General advertising or public relations costs, etc.

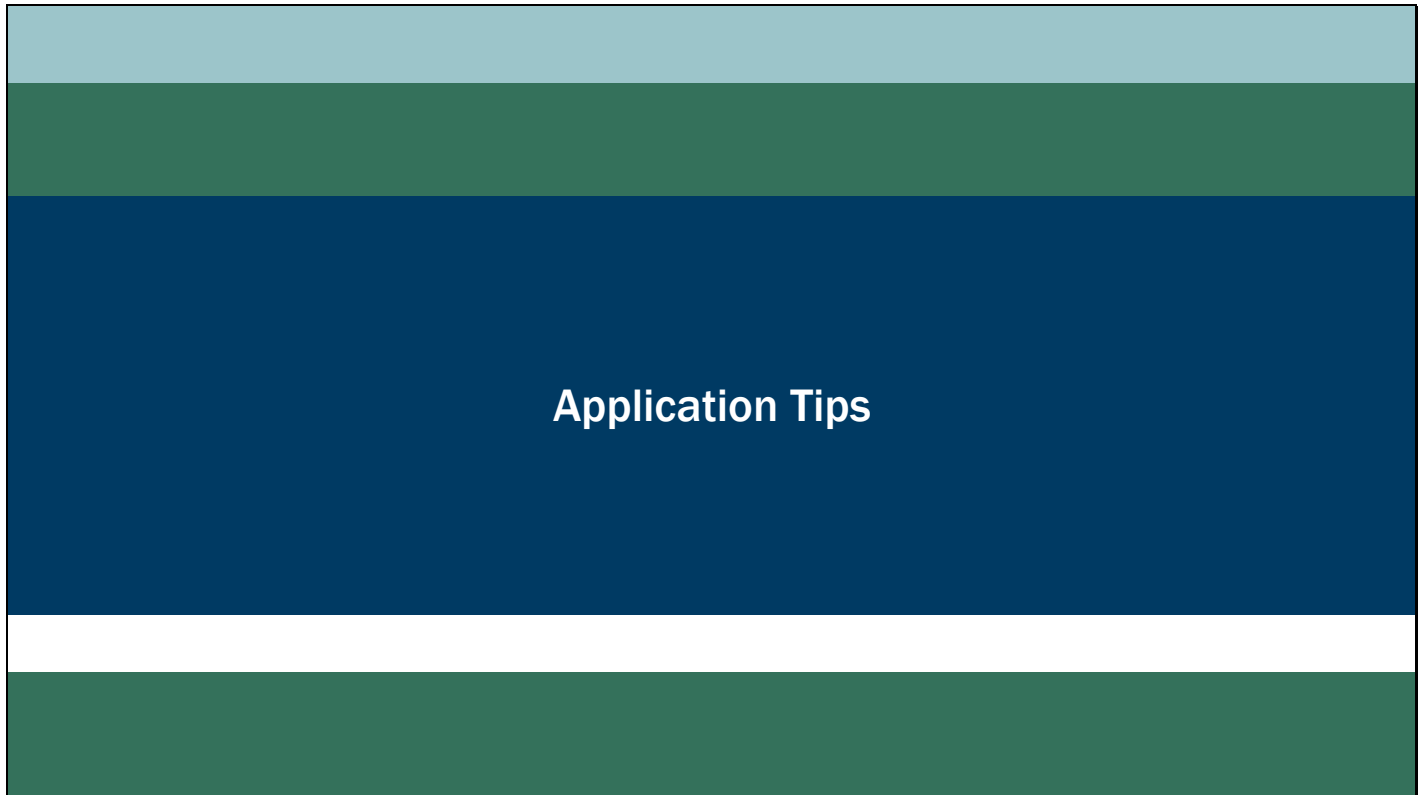
Important Dates

- Applications deadline February 4, 2025
- Award notifications to be sent in June
- Performance Period: August 1, 2025 – July 31, 2026



Remember, your applications must be submitted by February 4, 2025. We anticipate sending out official award notification in June.

The period of performance in which all project activities and expenditures must occur will begin on August 1st, 2025 and end on July 31, 2026.

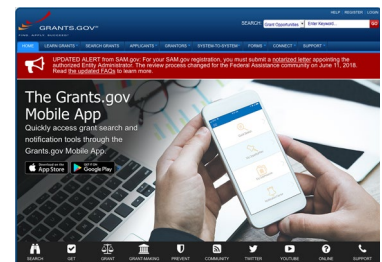
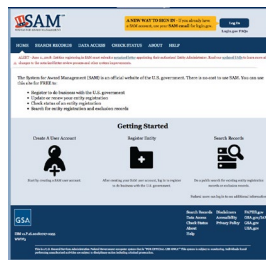


Next, we will provide some tips to help you with the application process.

Application Tips Slide 1

Start Now! Check registrations:

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



First, "Start now!"

- 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 a Basic 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. 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

Application Tips Slide 2

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 with correct file name
- 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

- Remember to save all your documents as PDF files using the correct file name. Grants.gov's workspace cannot convert word docs into PDFs.
- Upload application materials and files to Grants.gov prior to deadline. I encourage setting an internal deadline for your grant team prior to the deadline in case something unforeseen comes up.
- Use Grants.gov Workspace. It's a great way to organize the work of the application process in one work environment and with any of you 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 the Notice of Funding Opportunity.
- Finally, by starting early, it allows you time to resubmit before the deadline if you need to, so keep that in mind as well. This might be helpful if you discover that you forgot something or would like to add additional information to the Library Services Plan.



Contact Us

For detailed questions such as eligibility, Library Services Plan and project activities, Budgets, including allowability of costs, please reach out to:

Jennifer Himmelreich (Navajo)
Senior Program Officer
202-653-4797
JHimmelreich@imls.gov

For questions about application requirements and deadlines:

Sheena Afoakwa
Program Specialist
202-653-4718
safoakwa@imls.gov

For questions about eligibility, your Library Services Plan or project activities, including allowability of costs please reach out to myself, Jennifer Himmelreich.

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

Thank you for listening in and we look forward to receiving your application. As always, best wishes from IMLS!