



# NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANTS

Applicant Webinar



# 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.*

# General Information



# 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.

# 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.



# 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).



# 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.



# 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.





# 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.



# 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.

# 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



# Application Checklist

NOFO includes an application checklist.

**Prepare Your Application**

This section outlines the components, format, and content requirements to help you prepare a complete application.

You must apply by **11:59 p.m. U.S. Eastern Time on April 1, 2025**. We make awards only to eligible applicants that submit applications through Grants.gov on or before this deadline.

If your application is missing any Required Documents from the list below, we will consider it to be incomplete, and may reject it from further consideration ([see 2 C.F.R. § 3187.9](#)).

**Application Components**

**Required Documents**

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

Component	File Requirements
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a>	Format: Grants.gov web form
<a href="#">IMLS Library – Discretionary Program Information Form</a>	Format: Grants.gov web form
<a href="#">Tribal Profile</a>	File Format: PDF Page Recommendation: 1 page File Name: Tribalprofile.pdf
<a href="#">Narrative</a>	File Format: PDF Page Recommendation: 5 - 8 pages File Name: Narrative.pdf
<a href="#">Schedule of Completion</a>	File Format: PDF Page Recommendation: 1 page per year File Name: Scheduleofcompletion.pdf

**File Requirements**

**File Format:** PDF

**File Name(s):** Supportingdoc1.pdf, Supportingdoc2.pdf, Supportingdoc3.pdf

**Sequence of Application**

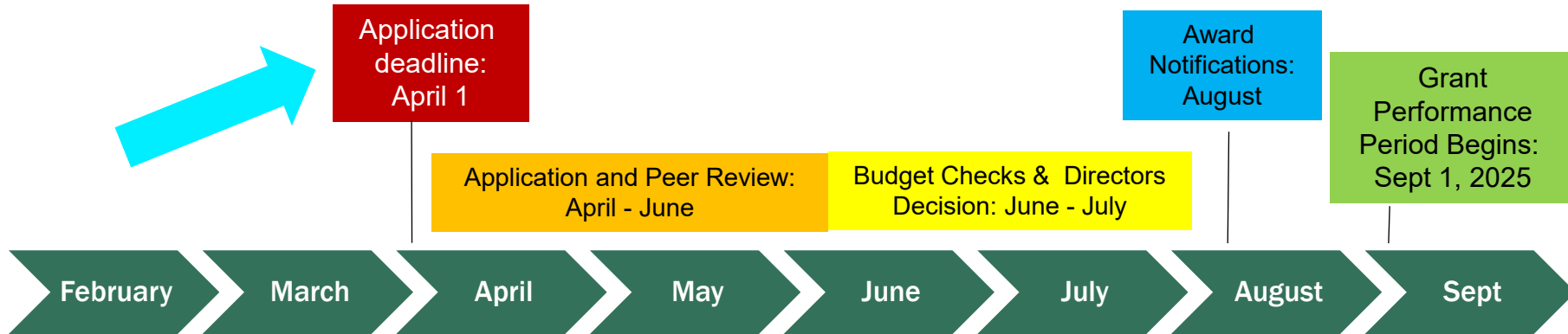
[Discretionary Program Information Form](#) are online / Workspace. You must submit all other application components and limit individual file names in the [table of Application Components](#) as file names, for each of the documents indicated in the sequence listed in the table above.

File names are limited to the following: underscore (\_), hyphen (-), space, period (.), and alphanumeric characters. Do not use any other characters, including spaces, as they are not accepted by Grants.gov.

Components in the sequence listed in the table above must be submitted in the order listed in the Mandatory Attachment Form. Note that if you select the "Other" option for the "Mandatory Attachment" field, you must upload the 16<sup>th</sup> attachment in the "Mandatory Attachments" section of the application. Mandatory attachments should be uploaded under the "Mandatory Attachments" section of the application.

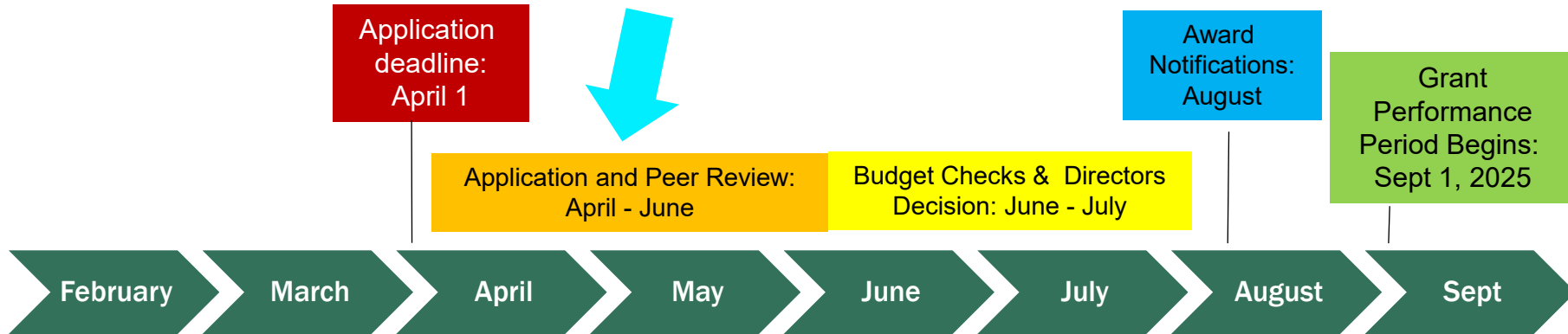
# Review Process

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



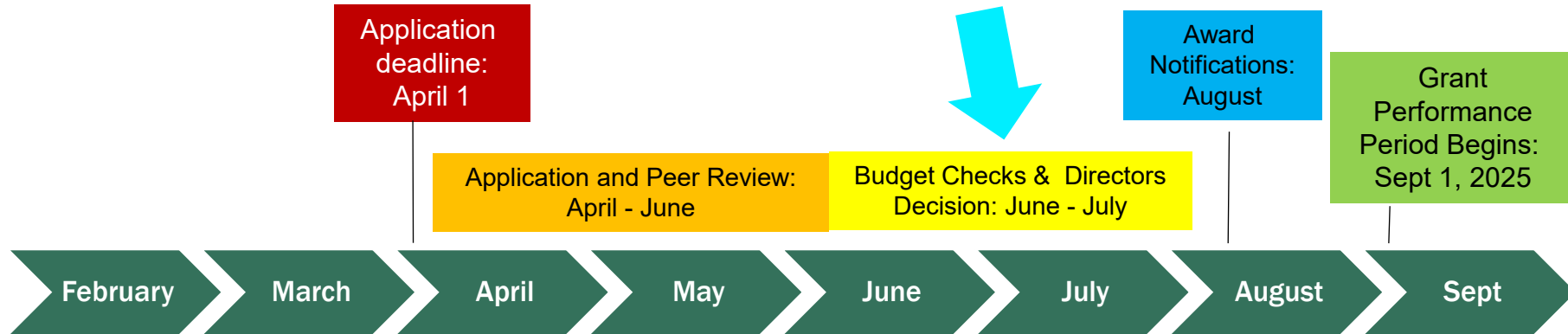
# Review Process

- 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.



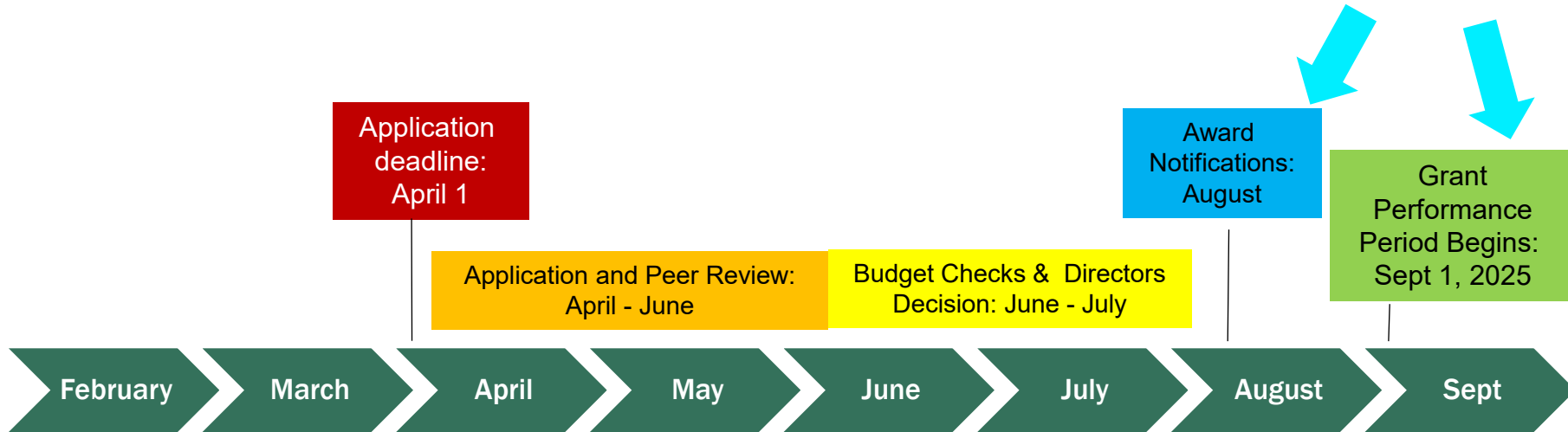
# Review Process

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



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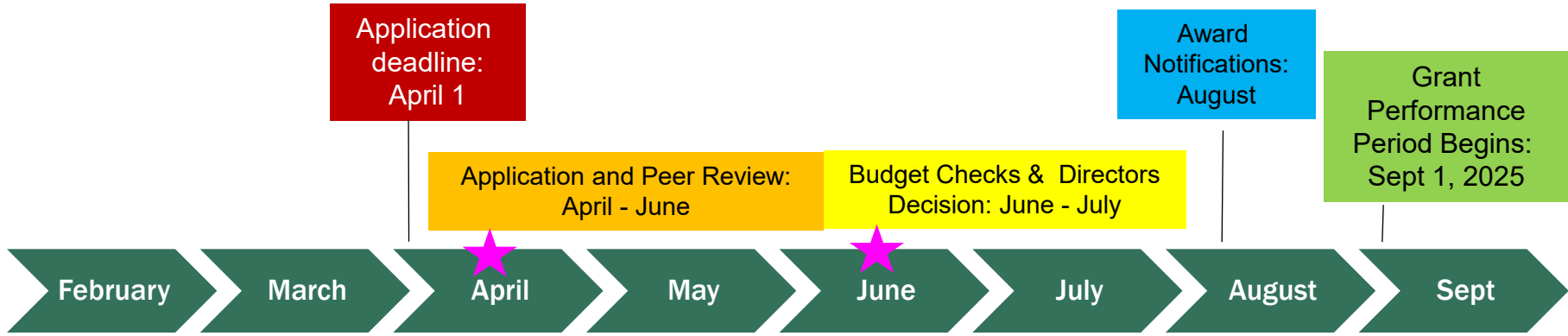






# Review Process

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



# Types of projects funded

# What types of projects are funded?

The screenshot shows the IMLS website with the following elements:

- Browser:** Address bar shows `imls.gov`. Navigation icons for back, forward, refresh, home, search, star, settings, and user profile are visible.
- Header:** IMLS logo on the left. Navigation menu with links: [About](#), [Grants](#), [Our Work](#), [Data](#), [News](#), [Contact](#). Social media icons for Facebook, Twitter, and YouTube are on the right.
- Grants Menu:** A dropdown menu is open under "Grants", listing: [Grant Programs](#), [Apply for a Grant](#), [Manage Your Award](#), [Search Awarded Grants](#), and [Peer Review](#). A yellow arrow points to the "Grants" link, and an orange arrow points to the "Search Awarded Grants" option.
- Main Content Area:**
  - Section Header:**

## Federal Support for Librarians and Museums
  - Text:** "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."
  - Buttons:** [Apply For a Grant](#) and [Manage Your Award](#)
- Right Column:** Three news items with images:
  - Image of a library interior. Text: "Accepting Applications for 2023 Native American Library Services Basic Grants"
  - Portrait of a woman. Text: "Smithsonian's Tsione Wolde-Michael Tapped to Lead President's Committee on the Arts and the Humanities"
  - Image of a grand hall. Text: "Applications Now Open for the Save America's Treasures Grant Program"
- Footer:** A URL bar at the bottom left shows `https://imls.gov/grants/awarded-grants`. A circular arrow icon is at the bottom center.

# What types of projects are funded?

Advanced Search | Institute of M x +

← → ↻ 🏠 [ims.gov/grants/awarded-grants?field\\_fiscal\\_year\\_text%5B1%5D=1&field\\_states=All&field\\_city=&field\\_institution=&field\\_program\\_categories\\_text=Native...](https://ims.gov/grants/awarded-grants?field_fiscal_year_text%5B1%5D=1&field_states=All&field_city=&field_institution=&field_program_categories_text=Native...) 🔍 🌟 ⚙️ 🗨️ 👤 ⋮

Search by Keywords...

Native American Library Services: Enhancement Grants FY 2022

Table DOWNLOAD THE DATA

Note: (a) denotes an amendment made outside of the original award Page 1 of 23 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NAE-252425-OLS-22	Fort Sill Apache Tribe	2022	Native American Library Services: Enhancement Grants	\$150,000	Office of Library Services	Apache	OK
NAE-252283-OLS-22	Chippewa Cree Tribe	2022	Native American Library Services: Enhancement Grants	\$99,555	Office of Library Services	Box Elder	MT
NAE-252429-OLS-22	Barona Band of Mission Indians	2022	Native American Library Services: Enhancement Grants	\$38,000	Office of Library Services	Lakeside	CA
NAE-252426-OLS-22	Santa Clara Pueblo	2022	Native American Library Services: Enhancement Grants	\$130,105	Office of Library Services	Espanola	NM
NAE-252410-OLS-22	Karuk Tribe	2022	Native American Library Services: Enhancement Grants	\$150,000	Office of Library Services	Happy Camp	CA
NAE-252406-OLS-22	Fairbanks Native Association	2022	Native American Library Services: Enhancement Grants	\$149,390	Office of Library Services	Fairbanks	AK
NAE-252286-OLS-22	Huna Totem Corporation	2022	Native American Library Services: Enhancement Grants	\$149,470	Office of Library Services	Juneau	AK
NAE-252432-OLS-22	United Keetoowah Band of Cherokee Indians	2022	Native American Library Services: Enhancement Grants	\$89,000	Office of Library Services	Tahlequah	OK
NAE-252407-OLS-22	Citizen Potawatomi Nation	2022	Native American Library Services: Enhancement Grants	\$108,642	Office of Library Services	Shawnee	OK
NAE-252427-OLS-22	Port Graham Village Council	2022	Native American Library Services: Enhancement Grants	\$124,187	Office of Library Services	Port Graham	AK

1 2 3 > >>

**Filters:**

- Submit**
- Clear All Filters**
- Fiscal Year**
  - Select All
  - FY 2022
  - FY 2021
  - FY 2020
  - FY 2019
  - FY 2018
  - FY 2017
  - FY 2016
  - FY 2015
- Show more**
- Funding Office**
  - Grants to States Libraries
  - Office of Library Services
  - Office of Museum Services
  - Other Initiatives
- State**
  - Any -
- City**
  - Any -
- Institution**
  - Any -
- Program**
  - Native American Library Services: Enha
- Submit**
- Clear All Filters**

# What types of projects are funded?

## Advanced Search Example

The screenshot shows a web browser window with the URL `imls.gov/grants/awarded/nae-252425-ols-22`. The page header includes the IMLS logo and navigation links: About, Grants, Our Work, Data, News, Contact. The breadcrumb trail is: Home > Advanced Search > NAE-252425-OLS-22.


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

### Fort Sill Apache Tribe

Log Number: **NAE-252425-OLS-22**

The Fort Sill Apache Tribe will expand and enhance the Ndé Bizaa 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 Proposal	1.8 MB

Awardee

Project Description



**Key questions to address  
in your proposal**

# Abstract



# 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.





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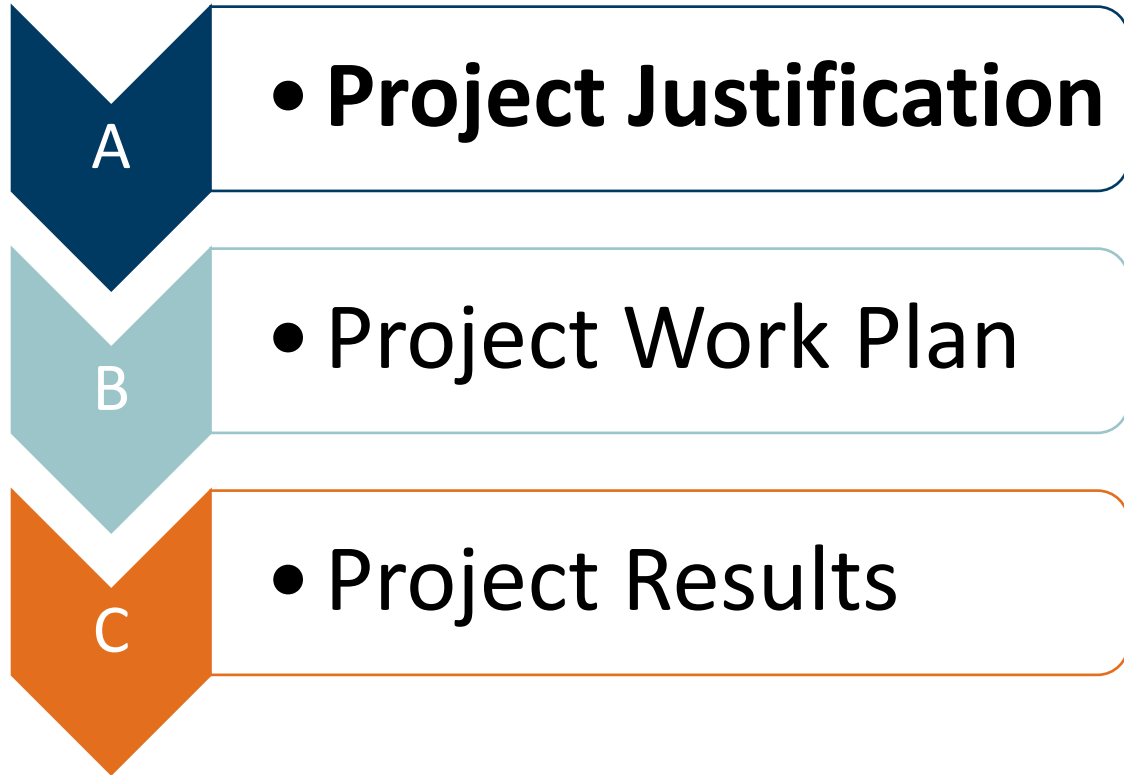


# Abstract

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



# Narrative Section





# **Project Justification**





# 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?



# Project Justification

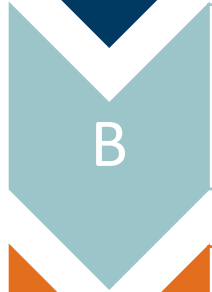
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# Narrative



- Project Justification



- **Project Work Plan**



- Project Results



# 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?



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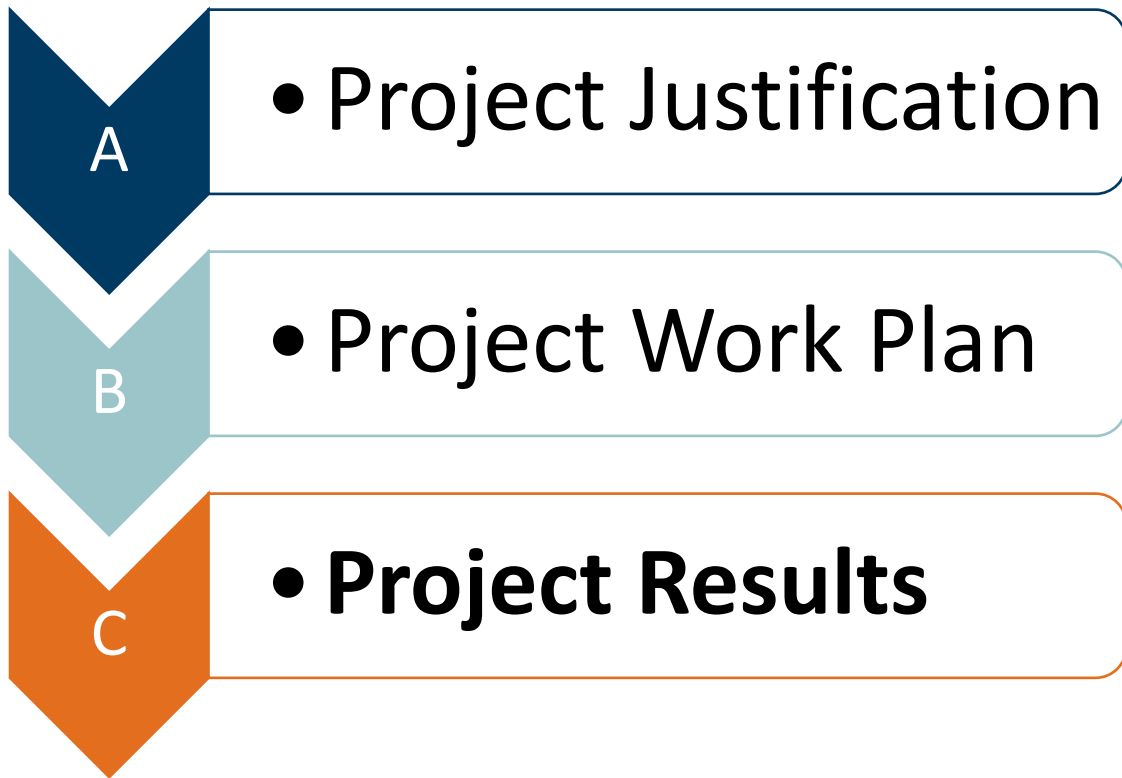
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# Narrative





# 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?



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# 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.

# 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**







# 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



# 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 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.

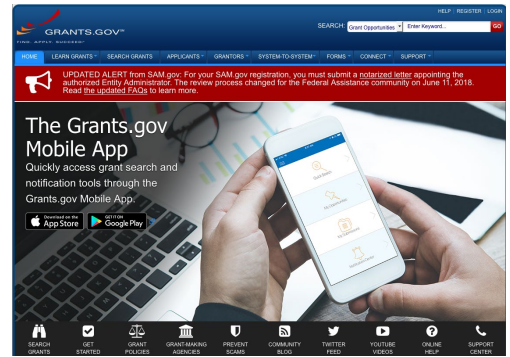
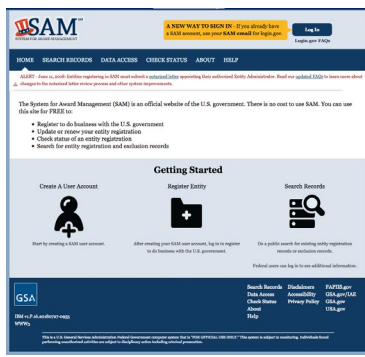
# Application Tips



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