INSTITUTE of Museum and Library SERVICES

NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANTS

Applicant Webinar

2025

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.

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

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
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
Tribal Profile	**File Format**: PDF **Page Recommendation**: 1 page **File Name**: Tribalprofile.pdf
Narrative	**File Format**: PDF **Page Recommendation**: 5 - 8 pages **File Name**: Narrative.pdf
Schedule of Completion	**File Format**: PDF **Page Recommendation**: 1 page per year **File Name**: Scheduleofcompletion.pdf

Prepare Your Application 22

	File Requirements
ent Plan	**File Format**: PDF **Page Recommendation**: 1 - 2 pages **File Name**: Perfmeasurement.pdf
	File Format: IMLS PDF form **File Name**: Budget.pdf
	File Format: PDF **File Name**: Budgetjustification.pdf
Staff and	**File Format**: PDF **Page Recommendation**: 2 pages per person **File Name**: Resumes.pdf

ed Documents

nponents if they are applicable to your Tribe or your project. Refer ocuments to determine which, if any, you need to include in your

	File Requirements
d Indirect	**File Format**: PDF **File Name**: Indirectcostrate.pdf
	File Format: PDF **Page Recommendation**: 2 pages **File Name**: Digitalproduct.pdf

nts

documents to support your proposal.

23

File Requirements

File Format: PDF

File Name(s):

Supportingdoc1.pdf
Supportingdoc2.pdf
Supportingdoc3.pdf

quence of Application

cretionary Program Information Form are online
Workspace. You must submit all other application

ur application components and limit individual file

in the table of Application Components.

n as file names, for each of the documents indicated

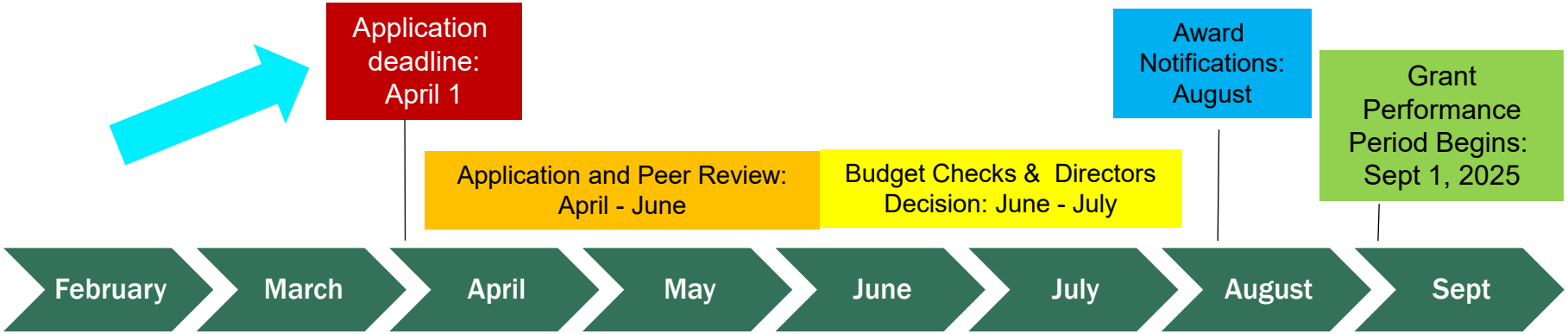
nt file names are limited to the following
9, underscore (_), hyphen (-), space, period
ames use any other characters, the
ected by Grants.gov.

nponents in the sequence listed in the table above.
rm" first. If your application requires more than 15
ents Form. Note that if you select the "Other
to upload the 16th attachment in the "Mandatory
quent attachments should be uploaded under the

24

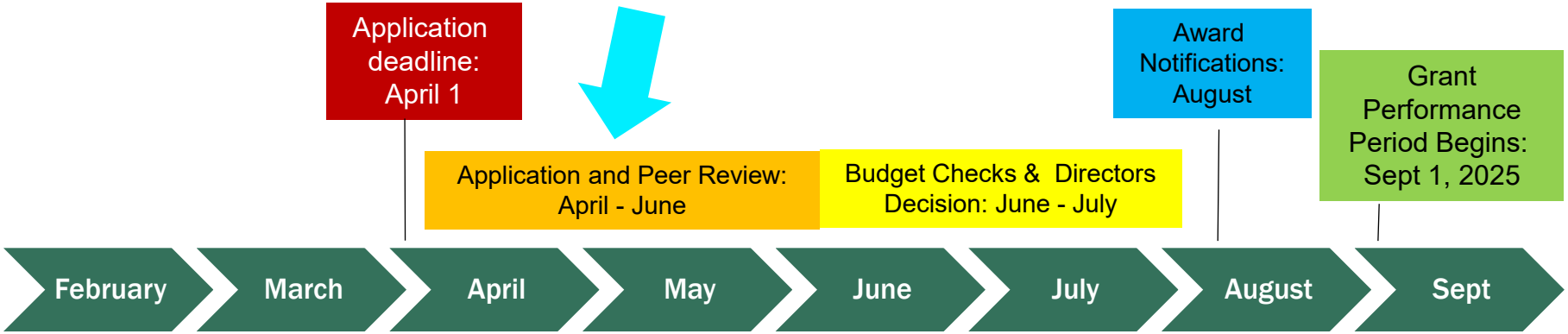
Review Process

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



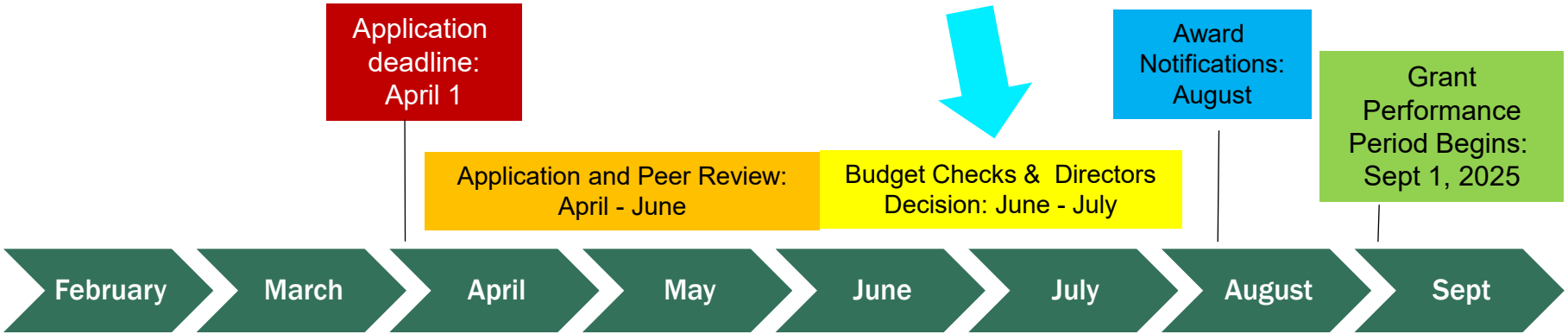
Review Process

- 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.



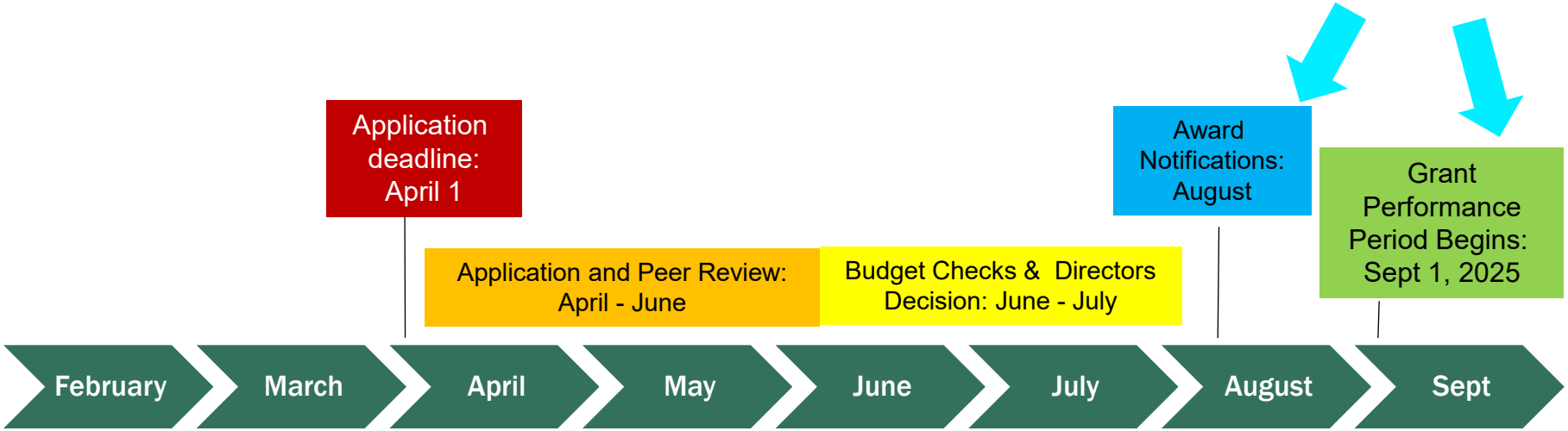
Review Process

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



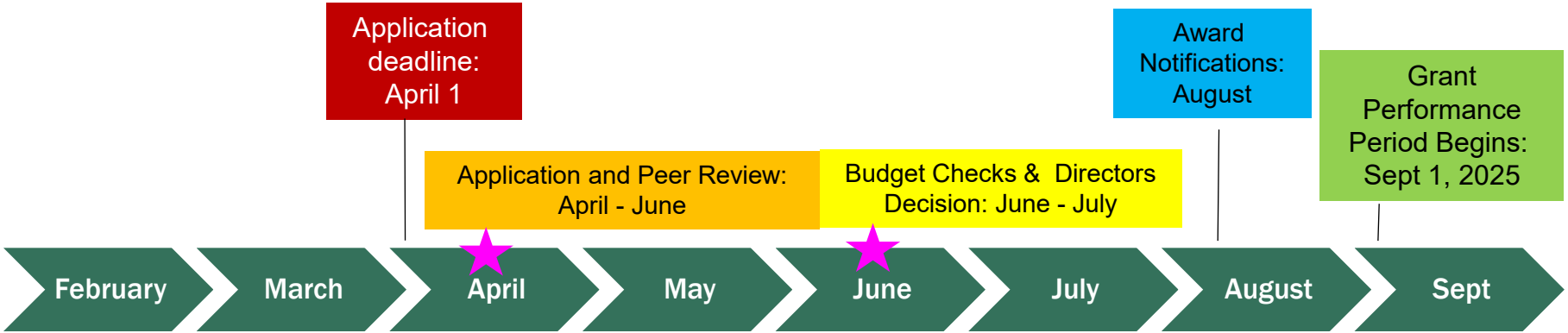
Review Process

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



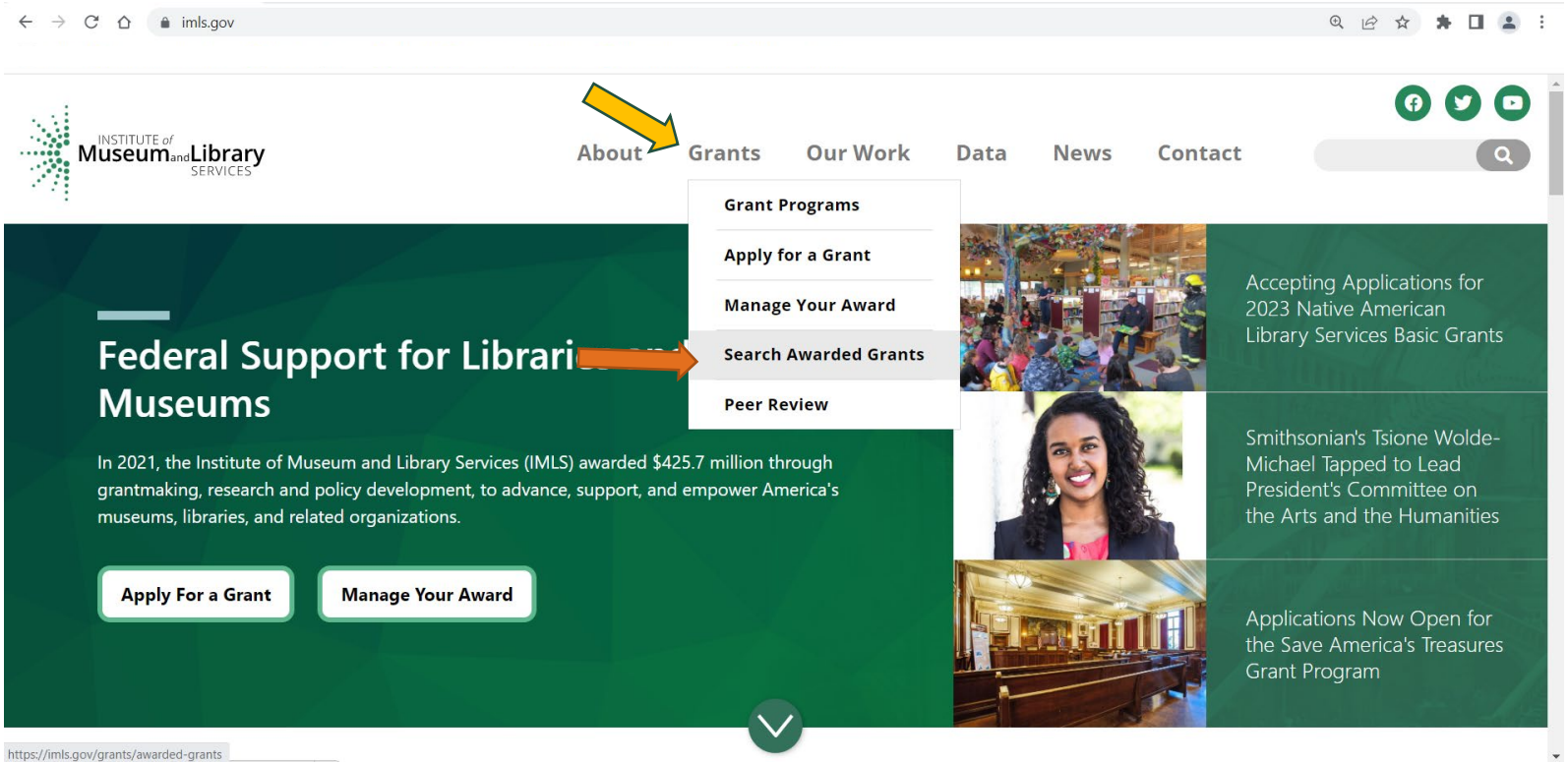
Review Process

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

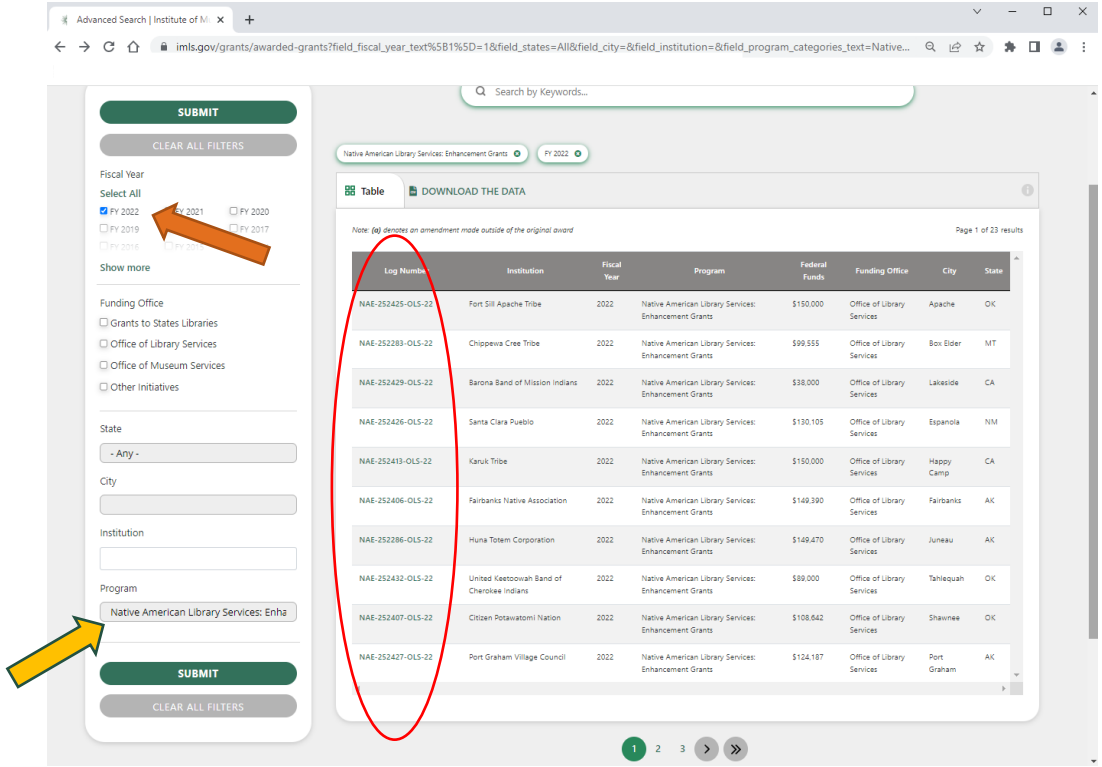


Types of projects funded

What types of projects are funded?

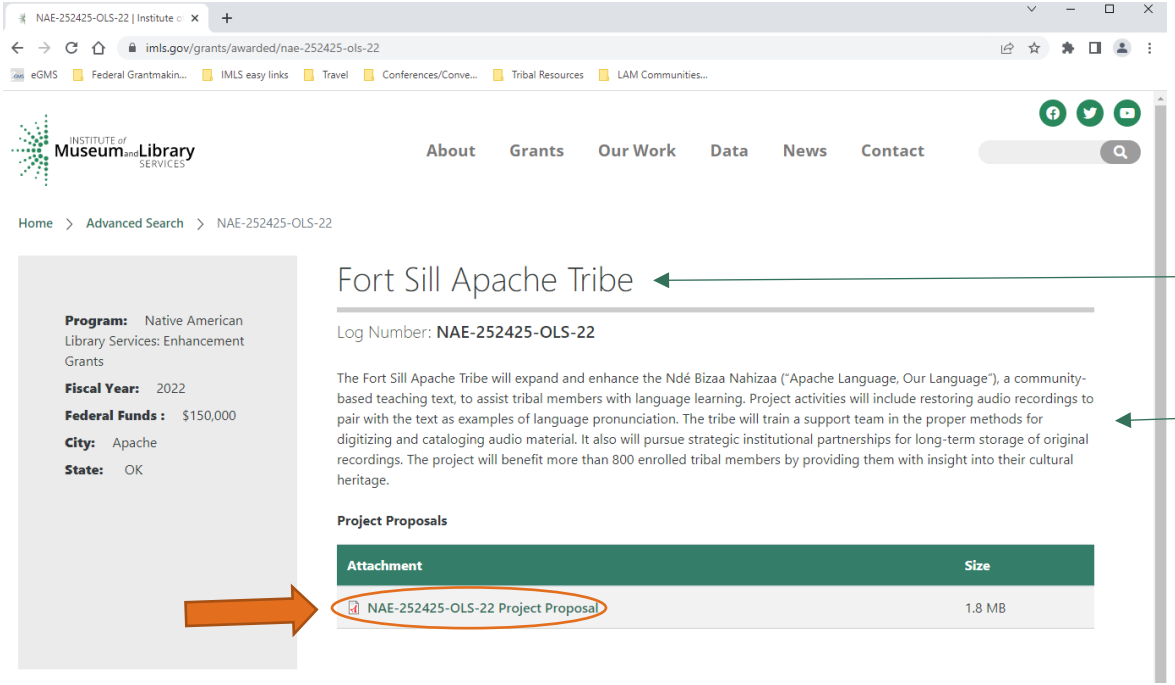


What types of projects are funded?



What types of projects are funded?

Advanced Search Example



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.

Abstract

- ✓ Identify the Tribe and, if applicable, any collaborators.
- ✓ **Describe the need, challenge, or opportunity your project will address, and how it was identifie**d.
- 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

- ✓ 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.

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.

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.

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.**

Abstract

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

Narrative Section

A

- **Project Justification**

B

- Project Work Plan

C

- Project Results

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

- ✓ 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?

Narrative

A
- Project Justification

B
- **Project Work Plan**

C
- 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?

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?

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?

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?

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?**

Narrative

A
- Project Justification

B
- Project Work Plan

C
- **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 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?

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?

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?

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?**

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

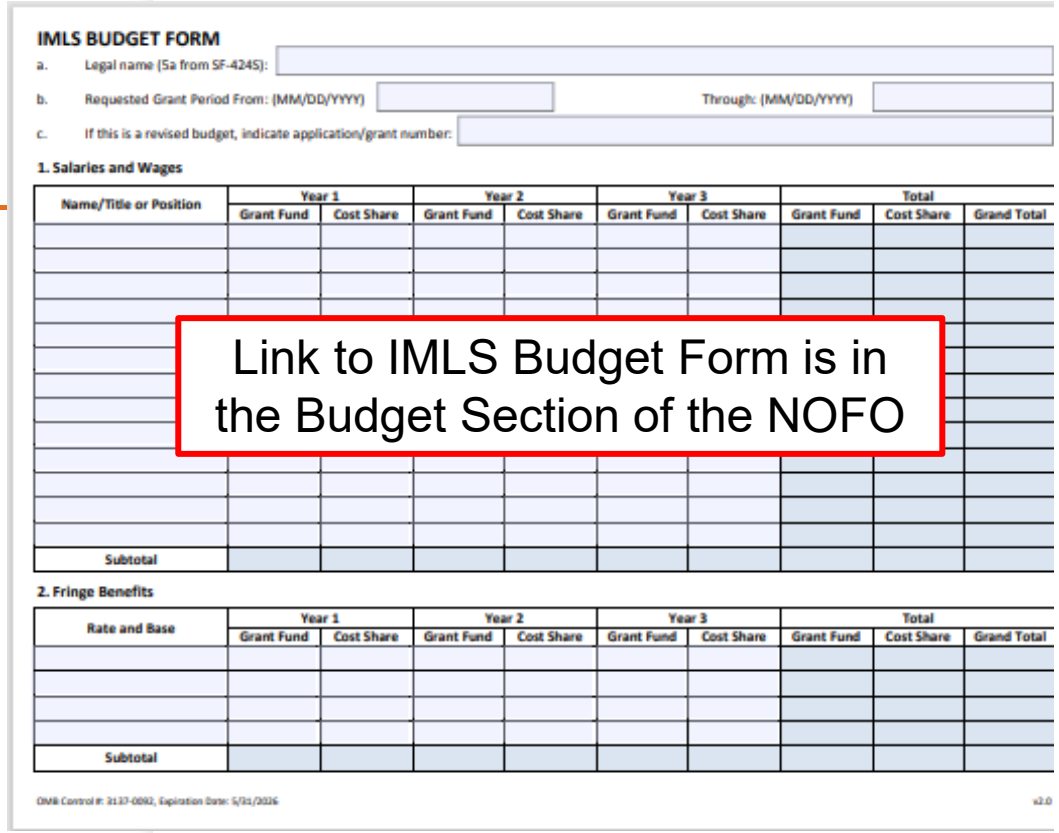
- Application cover form (SF-424S)
- IMLS Library – Discretionary Program Information Form
- Tribal Profile
- Narrative (5-8 pages, recommended)
- Schedule of Completion
- Performance Measurement Plan
- IMLS Budget Form
- Budget Justification
- Resumes of people on Key Project Staff list
- Any conditionally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

All documents must be saved and submitted in PDF format

IMLS Budget Form

IMLS Budget Form Categories

1. Salaries and Wages
2. Fringe Benefits
3. Travel (Include $3,000 for IMLS-directed/year)
4. Supplies, Materials, and Equipment
5. Contracts and Subawards
6. Student Support
7. Other Costs
8. Indirect Costs



IMLS BUDGET FORM

a. Legal name (5a from SF-424S):

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		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									

Link to IMLS Budget Form is in the Budget Section of the NOFO

2. Fringe Benefits

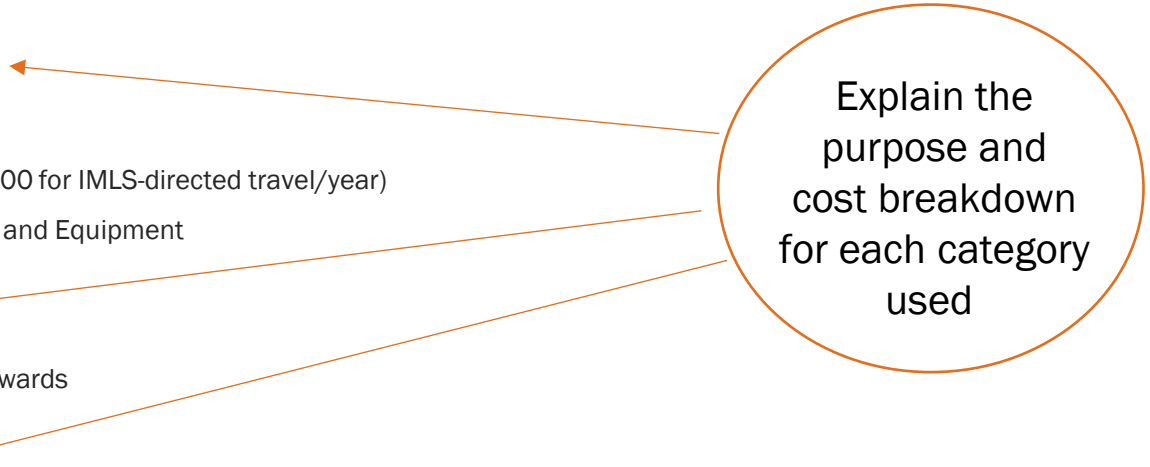
Rate and Base	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									

OMB Control #: 3137-0092, Expiration Date: 5/31/2026 v2.0

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



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

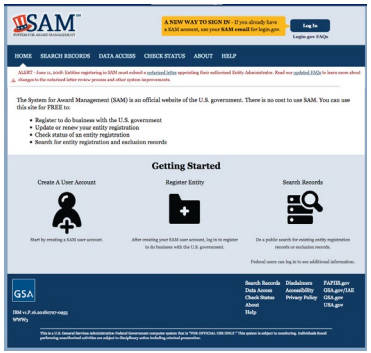
- Make sure to submit a complete application with all required documents.
  - See the NOFO Table of Application Components
- Don’t forget all key personnel listed must have resumes
- Include any conditionally required documents like Digital Products Plan or Federally Negotiated Indirect Cost Rate Agreement (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.

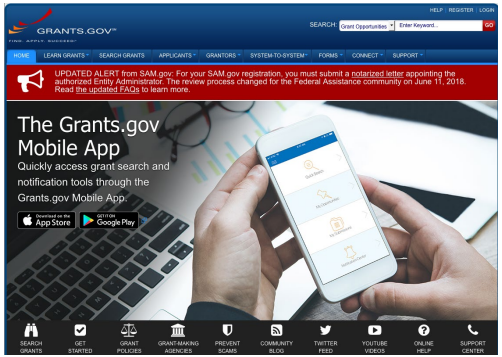
Application Tips

Application Tips
Slide 1

Register early!

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

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

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