

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". The main title "NATIVE HAWAIIAN LIBRARY SERVICES GRANT" is written in large, bold, white capital letters. Below the title, the subtitle "Applicant Webinar" is written in a smaller, white font. On the right side, there is a decorative graphic of a starburst of light blue dots of varying sizes. The year "2025" is printed in white in the bottom right corner of the dark green footer bar.

 INSTITUTE of
Museum and Library
SERVICES

NATIVE HAWAIIAN LIBRARY SERVICES GRANT

Applicant Webinar

2025

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



What will we cover today?

- General information about IMLS Native Hawaiian Library Services Grant program
- What types of projects are funded?
- Key questions to address in your proposal
- Key components of your application package

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

In this webinar, I'll be providing information about the Native Hawaiian Library Services Grant 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.



General Information



Native Hawaiian Library Services Grants

Executive Summary

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

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

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

- educational programming for all ages;
- oral history collection and documentation;
- digital media and technology enhancements;
- institutional planning and policy development;
- professional training, internships, and mentorships;
- supporting and engaging with cultural practitioners and scholars;
- research and development of language and cultural material and tools;
- digitization and digital preservation; and
- furnishing of library spaces for staff and public within existing constructed spaces (please note that IMLS funds are not allowed for construction).

Native Hawaiian Library Services Grants

Deadline

- April 1, 2025

Amount and Length

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

Period of Performance

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

Cost Share

- Not required

Eligibility

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

These awards for one to two years.

The anticipated beginning of the period of performance is September 1, 2025. All awards must end by August 31, 2027.

Applicants can apply for awards up to \$150,000. Cost share is not required and unexpired indirect cost rate agreements are allowed.

To be eligible for this program, your organization must be a nonprofit that primarily serves and represents Native Hawaiians (as the term is defined in 20 U.S.C. § 7517), and that offers library 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
- free events and activities such as programs, classes, and cultural events for all ages.

When you apply, you must provide documentation showing that your organization meets this statutory eligibility criteria. **See Proof of Eligibility for more information in the NOFO.** about documentation required of nonprofit organizations that primarily serve and represent Native Hawaiians.

Please also note that a grantee with an active Native Hawaiian Library Services Grant may not apply for another Native Hawaiian Library Services Grant that would have an overlapping period of performance with the active grant.



NH Program Goal & Objective 1

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

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

Examples include, but aren't limited to:

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

The Native Hawaiian Library Services grants program has revised our goals and objectives to one goal and 4 possible objectives:

The goal of this program is to develop, enhance, or disseminate practices, programs, models, tools, or staff training to strengthen library and archival services with Kānaka Maoli.

Objective 1 is for projects that serve the learning needs and interests of the community.

Examples include, but aren't limited to:

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



NH Program Goal & Objective 2

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

Objective 2: Improve Kānaka Maoli well-being.

Examples include, but aren't limited to:

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

The second objective focuses on improving Kānaka Maoli well-being.

Examples include, but aren't limited to:

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



NH Program Goal & Objective 3

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

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

Examples include, but aren't limited to:

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

The third objective focuses on providing access to and preservation of information and collections.

Examples include, but aren't limited to:

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



NH Program Goal & Objective 4

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

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

Examples include, but aren't limited to:

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

The fourth objective is to provide services to affected communities in the event of an emergency or disaster.

Examples include, but aren't limited to:

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



Native Hawaiian Library Services Grants

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

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

When is the deadline?

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

You can find the Notice of Funding Opportunity, also called NOFO for short, on our website. You may notice a change from previous years. Our teams have been working to create a NOFO that is easier to read and navigate. Please take the time to read through the NOFO carefully.

Application Checklist

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



D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table. Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. § 3187.8.)

D2a. Table of Application Components

Component	Format	File name to use
Required Documents Please see the guidance in Section D2a for more information.		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Library - Discretionary Program Information Form	Grants.gov form	n/a
Organizational Profile (one page max.)	PDF document	Organizationalprofile.pdf
Narrative (eight pages max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year max.)	PDF document	Scheduleofcompletion.pdf
Performance Measurement Plan (two pages max.)	PDF document	Perfmeasurement.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page max.)	PDF document	Projectstaff.pdf



Resumes of Key Project Staff and Consultants (two pages each max.)	PDF document	Resumes.pdf
Conditionally Required Documents Please see the guidance in Section D2a for more information.		
Proof of Private, Nonprofit Status	PDF document	Proofnonprofit.pdf
Final Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Products Plan (two pages max.)	PDF document	Digitalproduct.pdf
Supporting Documents Please see the guidance in Section D2a for more information.		
Information that supplements the Narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

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

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

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

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

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

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

D2c. Instructions for Required Documents

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

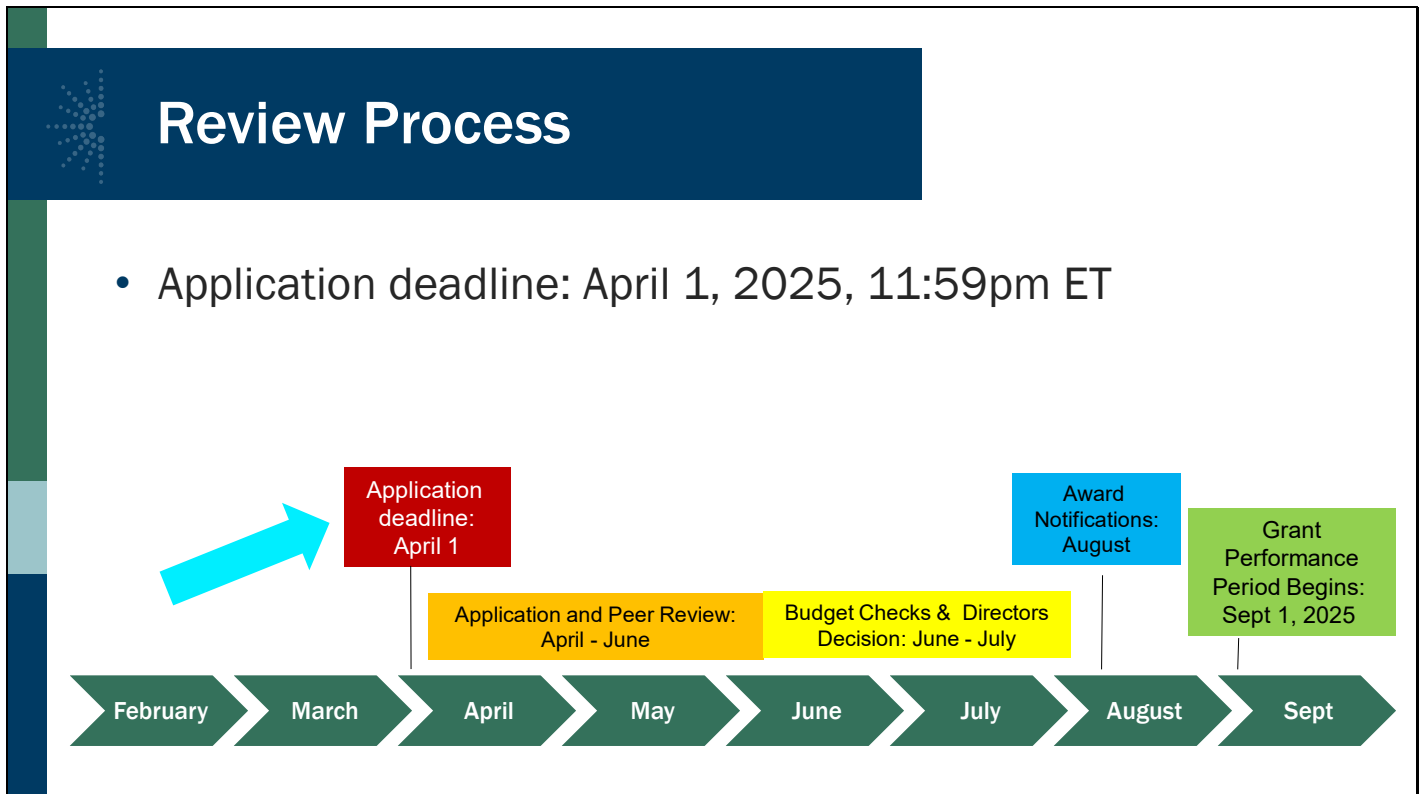
The SF-424S is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing the SF-424S.](#)

2. IMLS Supplementary Information Form (including Abstract)

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

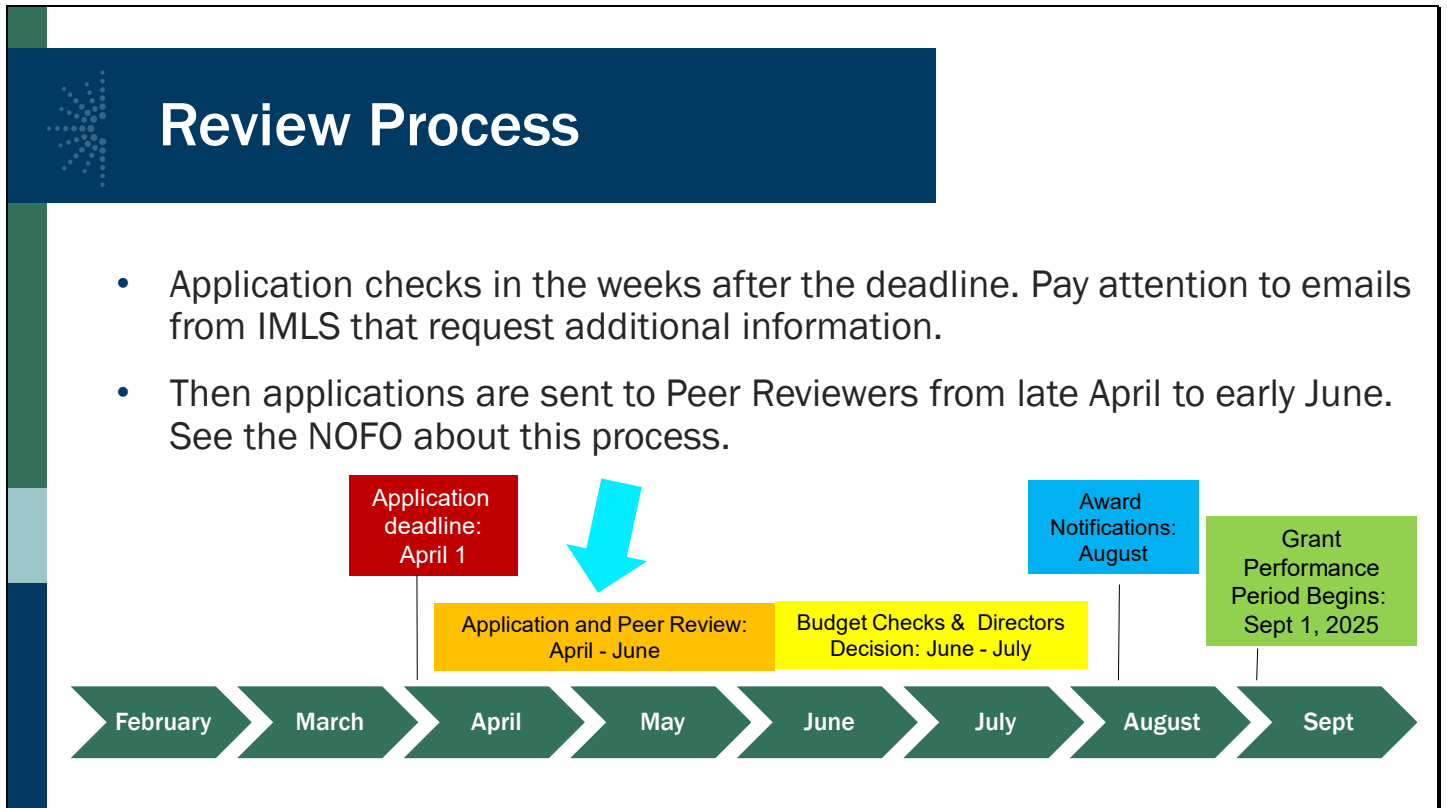
The NOFO includes a handy table to note. The table lists all of the application components, what kind of format they need to be submitted as, and which file name to use when you're submitting your application package. Use this list as a checklist of all the documents you will need to submit by April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

You want to make sure your application is complete so that it is not rejected simply because you missed or forgot one document. Please note the image here is from the FY24 NOFO. The new FY25 application components list will look a little different.



This will give you a sense of the timeline and how the process works.

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

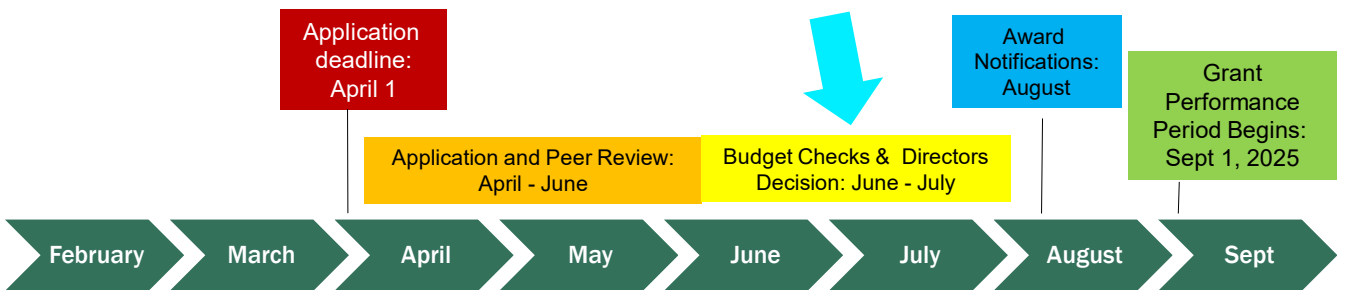


Once applications are received, grant proposals go through application check to make sure all application components are there. Please note this is a time that IMLS program staff might reach out to request additional information. Responding in a timely manner will assure your application moves onto the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

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

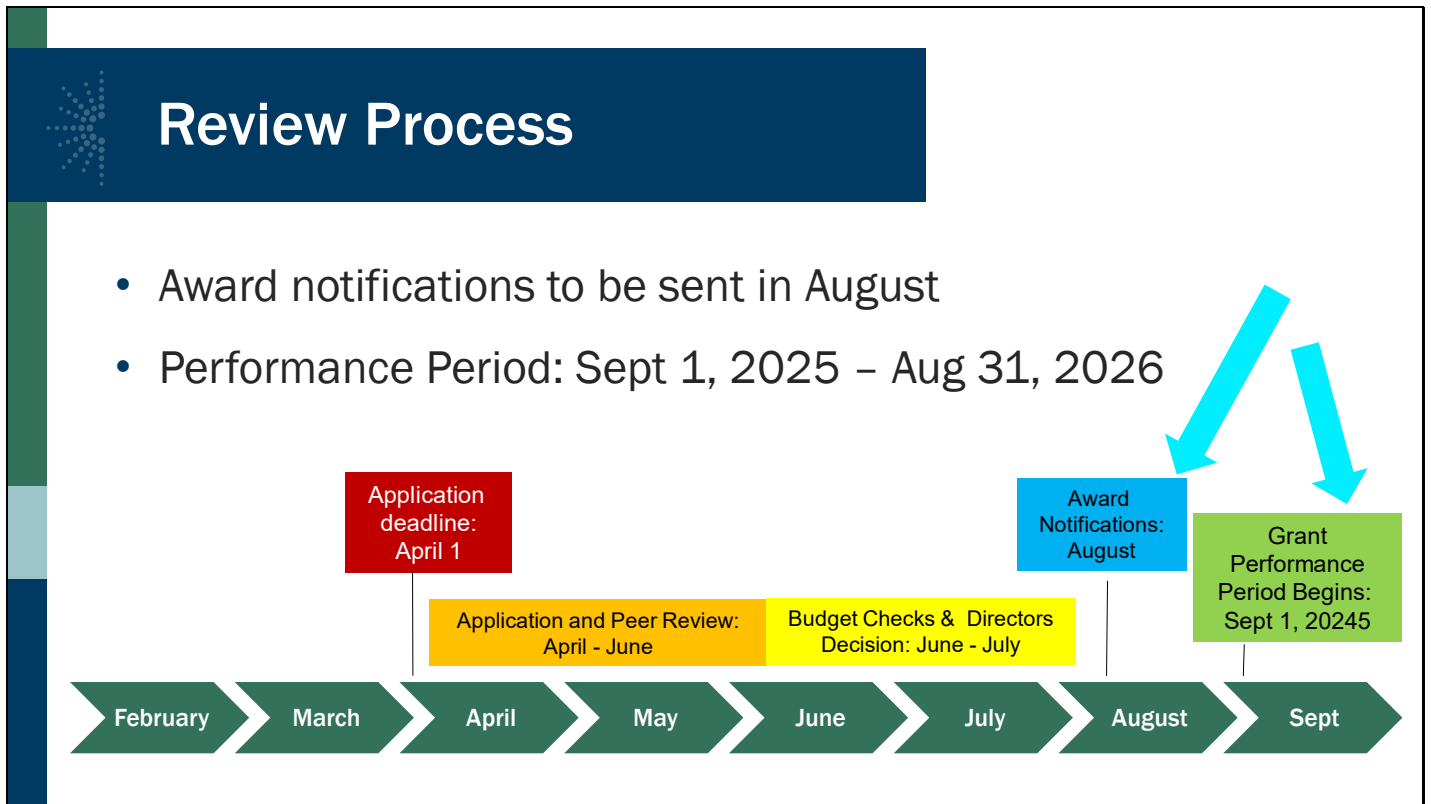
Review Process

- Award notifications to be sent in August
- Performance Period: Sept 1, 2025 – Aug 31, 2026



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

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

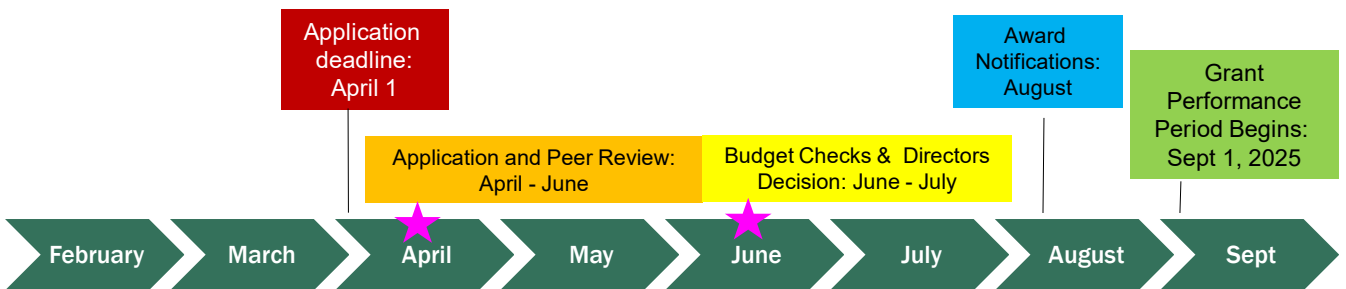


Announcements will be made in August.

All awarded projects period of performance begin on September 1st.

Review Process

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



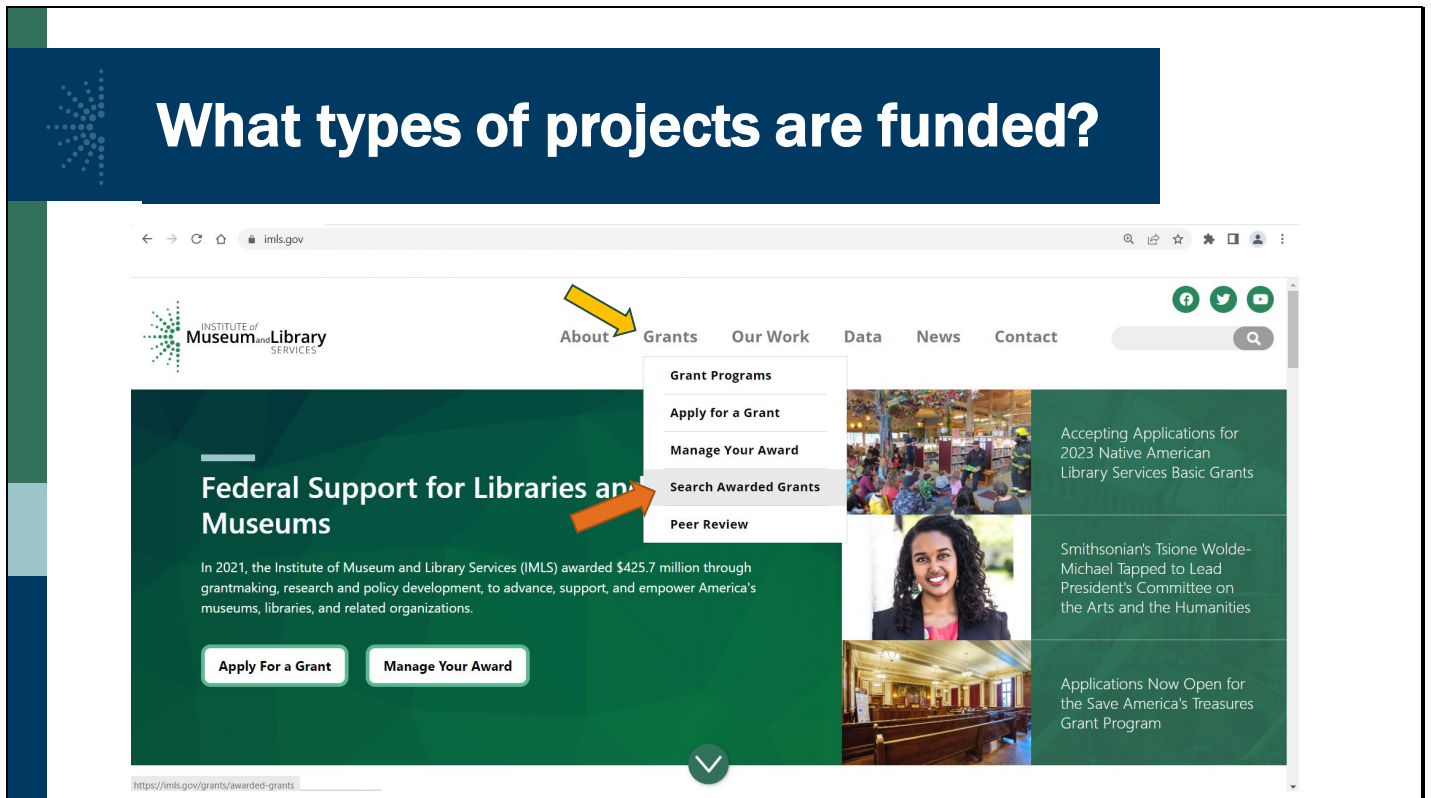
As a final reminder, during the Application review time in April and the Budget reviews in June - noted with the purple stars on the timeline - are the periods our staff may reach out to grant contacts with questions about the application components in April or questions about the budget form, justification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



Types of projects funded

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

What types of projects are funded?



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

Awarded Grants Database

The screenshot displays the 'Awarded Grants Database' search interface. On the left, a sidebar contains filter options for 'Fiscal Year' (with 'FY 2022' selected), 'Funding Office', 'State', 'City', 'Institution', and 'Program'. An orange arrow points to the 'Fiscal Year' section, and a yellow arrow points to the 'Program' filter, which is set to 'Native Hawaiian Library Services'. The main area shows a search bar and a table of results. A red circle highlights the first row of the table, which includes a log number 'NH-202409-010-22'.

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
NH-202409-010-22	Hula Preservation Society	2022	Native Hawaiian Library Services	\$148,964	Office of Library Services	Kaunohi	HI
NH-202291-010-22	Papaikaha Kuiaia	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Kaunohi	HI
NH-202430-010-22	Service Paahai Bishop Museum	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Honolulu	HI
NH-202445-010-22	Papa Ola Lokahi	2022	Native Hawaiian Library Services	\$140,964	Office of Library Services	Honolulu	HI
NH-202420-010-22	Nalae Heleia Eumensical Youth Project	2022	Native Hawaiian Library Services	\$118,000	Office of Library Services	Kaunohi	HI
NH-202442-010-22	Kia Iku Waikani Cultural Heritage Center	2022	Native Hawaiian Library Services	\$150,000	Office of Library Services	Kaunohi	HI

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

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

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

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

Awarded Grants Database

Advanced Search Example

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

Hula Preservation Society

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

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

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

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



Key questions to address in your proposal

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



Abstract

As part of the IMLS Program Information Form, you will include an abstract.



Abstract

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

For the abstract, here are some key questions to address:

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



Abstract

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

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



Narrative

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

Your application Narrative should have three main sections: a Project Justification, a Project Work Plan, and Project Results. Please note that the Narrative section of the NOFO includes formatting information and directions on what to name the file and the type of file to save it as.



Project Justification

In your Project Justification, you want to tell the reviewers:



Project Justification

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

What need, challenge, or opportunity your project will address and how was it identified.

Use reliable sources to define the need, challenge, or opportunity and develop the scope for the project.



Project Justification

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

Who is the primary audience for your project and how have they been involved in the planning?

“Primary audience” refers to those who will be most immediately and positively affected by your project. Be specific by identifying particular age groups, community members with particular needs, and/or other types of primary audiences.



Project Work Plan

Looking at the second part of the Narrative, your Project Work Plan section should address the following questions:



Project Work Plan

- ✓ What specific activities will you carry out and in what sequence?
- ✓ Who will execute your project? Be sure to identify all key staff.
- ✓ How have you involved stakeholders in the planning and development of the project and how will you incorporate their input throughout the project?
- ✓ What existing resources within the organization, assets within the organization or community, and/or potential partners will you use during this project to aid in its success?
- ✓ How and with whom will you share your work's results and lessons learned?

- What specific activities will you carry out and in what sequence?
- Who will execute your project? We want you to identify all key staff, both current and those to be hired as part of the project.
- We want to know how you involved stakeholders in the planning and development of the project and how will you incorporate their input throughout the project?
- Next, we want you to share what existing resources within the organization, assets within the organization or community, and/or potential partners will you use during this project to aid in its success?
- Finally, as your project ends, how and with whom will you share your work's results and lessons learned?



Project Results

The third narrative component, Project Results, needs to include...



Project Results

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

- 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?
- Finally, how will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?



Performance Measurement

Performance Measures:

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

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

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

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

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

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



Key components of your application package

I will now address key components of your application package.



Application Components

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

All documents must be saved and submitted in PDF format!

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

Conditionally required documents include:

- your final, unexpired federally negotiated indirect cost rate agreement if you plan to include indirect cost in your budget, and
- A Digital Products Plan, if you are proposing to generate digital content, resources, assets, or software

Budget Justification

IMLS Organize following IMLS Budget Form Categories

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

Explain the purpose and cost breakdown for each category used

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

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

Also, cost share is not required.



Supporting Documents

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

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

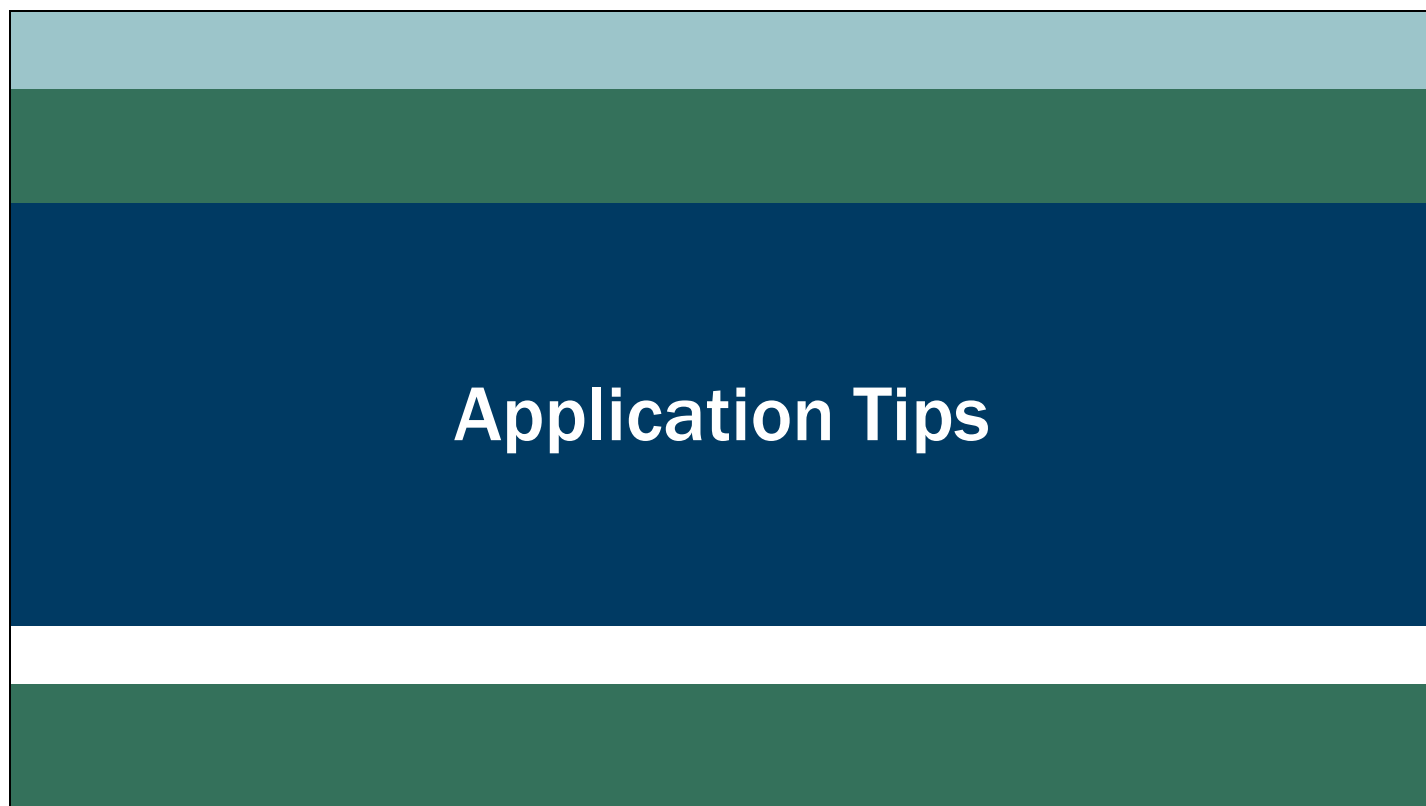
Give each document a clear, descriptive title at the top of the first page. You can choose to include any of the supporting documents listed.



The Application Package

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

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



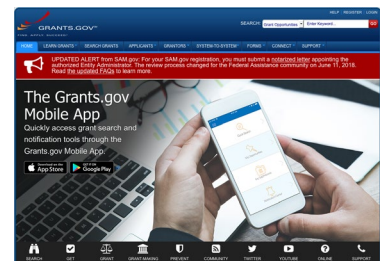
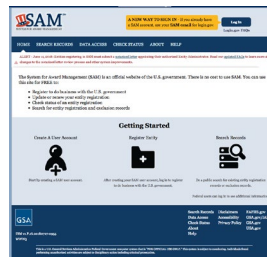
Next, we will provide some tips to help you with applying online.



Application Tips Slide 1

Register early!

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



First, “Register early!”

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

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



Application Tips Slide 2

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

Here are a few application tips based on experience:

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

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

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



Application Tips Slide 3

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

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

- Start today, organizing what you need to apply and understanding who in your organization can help confirm UEI, SAM, and grants.gov registrations
- Remember to save all your documents as PDF files. grants.gov cannot convert them for you.
- Upload application files to Grants.gov prior to deadline. I would encourage setting a date prior to the deadline in case something unforeseen comes up, requiring more time.
- Use Grants.gov Workspace. It's a great way to organize the work of the application process in one work environment and with any work partners who have a role to play in the application prep and submission process.
- Be sure to double check the uploaded files against the Table of Application Components in Notice of Funding Opportunity.
- Finally, by starting early, it allows you time to resubmit before the deadline if you need to, 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 service plan.



Contact Us

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

For questions about application requirements and deadlines: Please reach out to my colleague, Sheena Afoakwa

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