

FY25 NH Applicant Webinar

0:00

Aloha! Yá'át'ééh, and, welcome to the applicants webinar for the Native Hawaiian Library Services Grants program.

0:07

My name is Jennifer Himmelreich and I am the program Officer for this grant program.

0:13

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

0:19

We will review eligibility, go over the application process, the different application components, and also offer you a few tips and suggestions.

0:30

Our goal is to help make the application process as easy as possible while helping to ensure that all application requirements are met.

0:38

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.

0:52

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.

1:03

The NH program supports organizations across the islands and the country to address their individual information needs and priorities.

1:12

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 materials and tools, digitization and digital preservation and furnishing of library spaces for staff and public within existing constructed spaces.

1:48

Please note that IMLS funds are not allowed for construction.

1:51

These awards are for one to two years.

1:54

The anticipated beginning of the performance.

1:57

Is September 1st, 2025.

2:00

All awards must end by August 31st, 2027.

2:06

Applicants can apply for awards up to \$150,000.

2:12

Cost shares not required and unexpired indirect cost rate agreements are allowed.

2:18

To be eligible for this program, your organization must be a nonprofit that primarily serves and represents Native Hawaiians and offers library services to the community.

2:30

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, spaces for reading, studying, and meeting, and free events and activities such as programs, classes, and cultural events for all ages.

2:57

When you apply, you must provide documentation showing that your organization meets this statutory eligibility criteria.

3:07

Please see Proof of Eligibility For more information in the NOFO about the documentation required of nonprofit organizations that primarily serve and represent Native Hawaiians.

3:19

Please also note that a grantee with an active Native of 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.

3:33

The Native Hawaiian Library Services Grants Program has revised our goals and objectives to one goal and four possible objectives.

3:42

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 Kanaka Maui.

3:55

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

4:02

Examples include, but are not limited to, language and cultural education, informal STEM and 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.

4:26

The second objective focuses on improving kanaka maoli well-being.

4:32

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.

4:53

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

5:00

Examples include, but aren't limited to, enhancing information infrastructures, digital preservation strategies, community memory collection, stewardship, and language and cultural preservation and perpetuation.

5:17

The 4th objective is to provide services to affected communities in the event of an emergency or disaster.

5:24

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.

5:40

You can find the Notice of Funding Opportunity, also called NOFO for short, on our website.

5:46

You may notice a change from previous years.

5:48

Our team has been working to create a NOFO that's easier to read and navigate.

5:53

Please take the time to reread through the NOFO carefully.

5:58

The NOFO includes a handy table to note.

6:01

The table lists all the application components, including what kind of format components need to be submitted as and which file names to use when you're submitting your application package.

6:12

Use this list as a checklist of all the documents you will need to submit by April first.

6:18

You want to make sure your application is complete so that it is not rejected simply because you missed or forgot 1 document.

6:25

Please note the image here is from the FY24 NOFO.

6:29

The new FY25 Application Components list will look a little different.

6:34

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

6:40

Please mark April 1st, 2025 at 11:59 PM as the deadline.

6:47

Make note that the time listed is for the Eastern Time Zone.

6:54

Once applications are received, grant proposals go through application checks to make sure all application components are there.

7:02

Please note, this is a time that IMLS program staff might reach out to request additional information.

7:08

Responding in a timely manner will assure your application moves on to the next step.

7:14

After application checks are complete, they are sent out for peer review, which take place between April and June.

7:22

Reviewers will read your proposals.

7:24

They will then evaluate them to make sure you have responded to the notice of Funding opportunity and that your proposed project has potential for success.

7:35

After the peer reviews are complete in late June, we complete budget checks.

7:40

Make note that this is the second time when IMLS program staff may reach out about your budget.

7:46

Again, responding in a timely manner will assist us in completing our review.

7:52

When budget checks are complete, reviewers comments and scores are presented to the IMLS.

7:57

Director will then make funding decisions based on the reviewers evaluations and the overall goals of the program and the agency.

8:08

Announcements will be made in August.

8:11

All awarded projects Period of performance begins on September 1st.

8:19

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 in which 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.

8:44

If you would like to learn more about what projects we've funded before, you can search previous awardees using our Awarded Grant Search database.

8:53

Starting on the IMLS homepage, www.imls.gov, click on Grants at the top of the page, then click on Search Awarded Grants.

9:03

This page will pop up to the Awarded Grants database.

9:07

The filter to sort and pull from a variety of criteria sits to the left of the page.

9:14

From here, you can choose a fiscal year as indicated by the orange arrow.

9:20

Then Scroll down to the program filter as indicated by the yellow arrow and choose Native Hawaiian Library Services Program.

9:28

Then hit Submit, which will pull up all Native Hawaiian awardees for that fiscal year.

9:33

If you click on a log number circled in red here, you'll reach a page like this.

9:38

For each award, it'll include the name of the awardee, a description of the project, and if you Scroll down to the bottom, there's APDF document that is a portion of the application for that funded project.

9:54

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.

10:06

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

10:11

As part of the IMLS Supplementary Information form, you will include an abstract.

10:19

Here are some quick questions to address.

10:22

First, identify the lead applicant and if it, if applicable, any collaborators.

10:30

Next, describe the need, challenge or opportunity your project will address and how it was identified.

10:38

You'll want to list the high level activities you will carry out and identify the associated time frame.

10:47

You want to identify who or what will benefit from your project and specify your project's intended results.

10:57

Then finally, describe how you will measure your performance in achieving your intended results.

11:06

If your proposed project is selected for funding, your abstract may be published online as such.

11:13

Please note to be careful not to include any sensitive or confidential information.

11:20

Your application narrative should have three main sections, a project justification, a project work plan and project results.

11:29

Please note that the narrative section of the NOFO includes formatting information and directions of what to name the file and the type of file to save it.

11:37

As in the project justification, you'll want to share what need, challenge or opportunity your project will address and how it was identified.

11:50

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

11:59

You'll want to tell us who the primary audience is for your project and how they've been involved in the planning.

12:05

Primary audience refers to those who will both who will most immediately and positively be affected by your project.

12:13

Be specific by identifying particular age groups, community members with particular needs, and or other types of primary audiences.

12:24

In the second part of the narrative, your project work plan section should address the following questions.

12:30

What specific activities will you carry out and in what sequence?

12:36

Who will execute your project?

12:38

We want you to identify all key staff, both current and those to be hired as part of the project.

12:46

We want to know how you involve stakeholders in the planning and development of the project and how you will incorporate their input throughout the project.

12:56

Next, we'll want you to share what existing resources within the organizations, assets within the organizations or community, and or potential partners you you will use during this project to aid in its success.

13:09

Finally, as your project ends, how and with whom you will share your works, results and lessons learned.

13:18

The third narrative component, project results, needs to include the answers to what are your projects intended results and or products and how will they address the need, challenge or opportunity you identified in the project justification section?

13:35

How do you define success for this project and how will that be evaluated?

13:41

How will you disseminate the results, IE deliverables, lessons learned, etcetera, of the project to the primary audience?

13:50

Finally, how will you sustain the benefits of your project beyond the conclusion of the period of performance?

14:00

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.

14:10

We ask applicants to define and determine how they will measure the following aspects.

14:16

Effectiveness.

14:17

That is, the extent to which proposed project activities contribute to achieving the NH program goal and objective you selected.

14:26

Quality, how well the project activities meet the requirements and expectations of the primary

audience, and timeliness, the extent to which each task or activity is completed within the time frame proposed.

14:41

Each applicant must identify what data they will collect, how often, and from what source in order to produce these measurements.

14:48

The NOFO includes a fillable performance measurement plan if needed, but use of that form is not required.

14:55

If awarded in your final performance report, we will ask awardees to rate on a scale of one to five how well you believe you've completed the project.

15:05

In terms of these measures, I will now address key components of your application package.

15:15

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

15:21

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.

15:33

If you're proposing to generate digital content, resources, assets, or software, you'll need to include an IMLS Budget Form and budget justification following the standard budget categories listed on this slide.

15:48

The link to the form is in the Budget area of the NOFO.

15:52

It is a four page fillable PDF form that auto calculates.

15:57

If your download is not fillable or does not auto calculate, you may need to talk to your IT staff for an update.

16:05

Please note the IMLS Budget Form is used for all IMLS grant programs and includes areas you may not fill in as part of this grant program.

16:18

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

16:29

Note that under the Travel category, it should include \$3000 per year for IMLS Directed travel.

16:38

Also note that cost share is not required.

16:45

You may submit a reasonable number of supporting documents that supplement your narrative and support the project description.

16:52

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.

17:05

Give each document a clear, descriptive title at the top of the first page.

17:09

You can choose to include any of the supporting documents listed here.

17:16

Make sure to complete applications with all required documents.

17:21

Don't forget key personnel listed must have resumes.

17:26

Please include any conditionally required documents.

17:30

And noted again, if you're using a federally negotiated indirect cost rate agreement, that cost rate agreement must extend through September 2025.

17:42

And an important note, the indirect cost rate agreement at the time of the award stands until the end of the grant award.

17:51

So if your organization negotiates a new rate, we cannot amend to that new rate.

17:57

Supporting documents might include assessments, letters of support, or any other documentation that helps reviewers understand the project.

18:08

Next, we'll provide you some tips to help with you with applying.

18:13

First, register early.

18:17

The UEI, sam.gov and grants.gov registrations are sequential.

18:22

The UEI has replaced DUNS and is generated when you registered with sam.gov.

18:29

You must have an active sam.gov registration to register with grants.gov, and you need to have a functional grants.gov registration to submit a Native Hawaiian Grants Program application to IMLS.

18:43

Remember that your sam.gov registration expires each year and you must renew it.

18:47

You can log into sam.gov at any time to find out your status, and I recommend doing that today.

18:55

Here are a few application tips based on experience.

18:59

Get some feedback and revise.

19:02

Ask two to three people who are not involved in the grant to read through the proposal and provide feedback on ideas, structure and grammar, and spelling.

19:12

Consider their feedback and revise accordingly.

19:16

Proofread final version carefully and use the spell check feature.

19:20

Coordinate with any staff who have to do final approvals to submit all application components through grants.gov before the deadline.

19:33

You want to start today organizing what you need to apply and understanding who in your organization can help confirm UEI, Sam, and grants.gov registrations.

19:44

Remember to save all your documents as PDF files.

19:48

grants.gov will not convert them for you.

19:53

Upload application files to grants.gov prior to the deadline.

19:57

I would encourage setting a date prior to the deadline in case something unforeseen comes up requiring more time.

20:05

Utilize the grants.gov workspace.

20:07

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.

20:18

You want to be sure to double check the uploaded files against the table of application components in the nofo.

20:25

Finally, by starting early, it allows you time to resubmit before the deadline if you need to, so keep that in mind as well.

20:33

This might be helpful if you discover that you forgot something or would like to add additional information to the narrative or any of your application components.

20:43

For questions about eligibility.

20:45

Narrative components or other application components.

20:49

Your project activities, the digital products plan, your budget, including allowability of costs.

20:55

Please reach out to myself, Jennifer Himmelreich for questions about application requirements and deadlines.

21:01

Please reach out to my colleague Sheena Afoakwa.

21:05

Mahalo for listening in and we look forward to receiving your application.

21:09

As always, best wishes from IMLS.