



# IMLS NAE Grant Writing Workshop

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# IMLS

## Vision

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



## Mission

To advance, support, and empower America's museums, libraries, and related organizations



## Strategies

We carry out this mission primarily through  
\*Grantmaking \* Research \* Policy Development



## Goals

1. Lifelong learning
2. Community engagement
3. Collections stewardship and access

# IMLS Funding Overview for Libraries and Museums

Fiscal Year 2021



## IMLS Generates Impact <sup>i</sup>

Total Awarded: \$425.7M



### Grants To States Libraries

**59**

Awards

**\$168.8M**

Awarded

N/A Applications / N/A Requested



### Library Services

**286**

Awards

**\$32.3M**

Awarded

286 Applications / \$31.98M Requested



### Museum Services

**275**

Awards

**\$42.6M**

Awarded

276 Applications / \$45.66M Requested



### Other Initiatives

**88**

Awards

**\$181.9M**

Awarded

88 Applications / \$181.22M Requested

Scroll down the IMLS website to find this info: [www.imls.gov](http://www.imls.gov)

# IMLS Funding Overview for Libraries and Museums

Scroll down  
the IMLS  
website to  
find this info:  
[www.imls.gov](http://www.imls.gov)



Museums and libraries across the country are contributing to the wellbeing and advancement of their communities using IMLS funding to develop and expand programs that educate, entertain, and engage visitors.

These institutions are dedicated to providing services ranging from health and wellness information to job resources, and laptop lending programs to virtual story times and online exhibit tours. By reaching out, museums and libraries develop an understanding of the needs in their community. Now, more than ever, connecting people with resources, programs, and information can make a substantial difference in the welfare of the

Click on the map to see  
more details

## Explore Your State

Fiscal Year 2021

\$ Awarded



# Awards

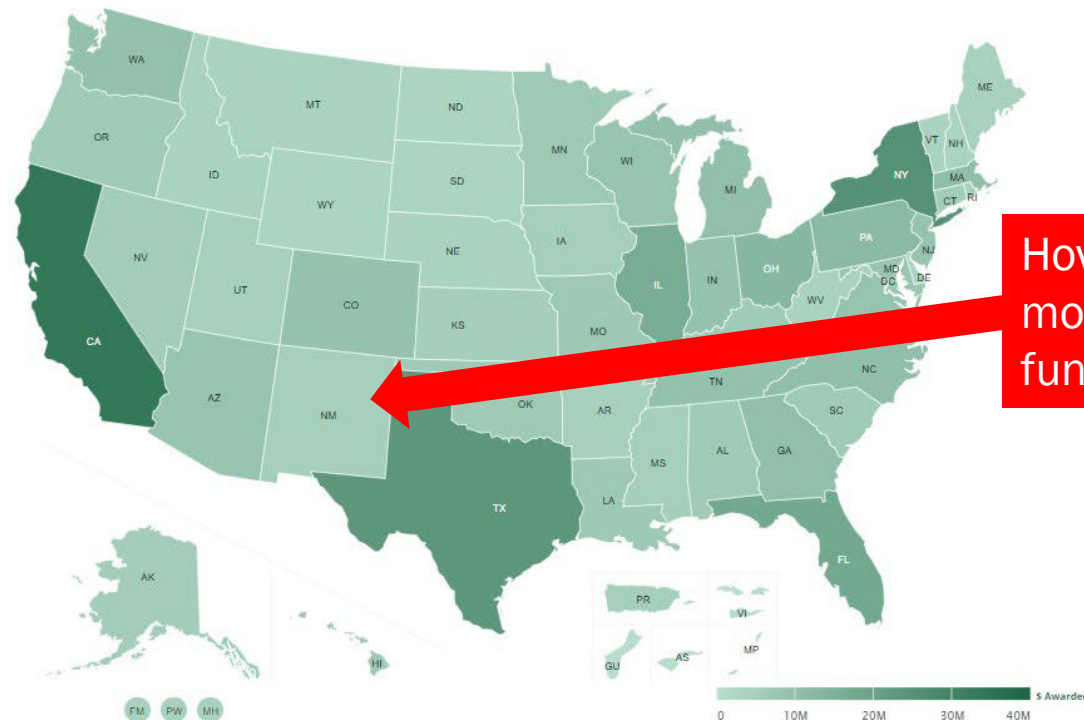
- ☐ Per Capita
- ☐ National Medal Recipients

Grant Type

All Awards

Geographic Boundary

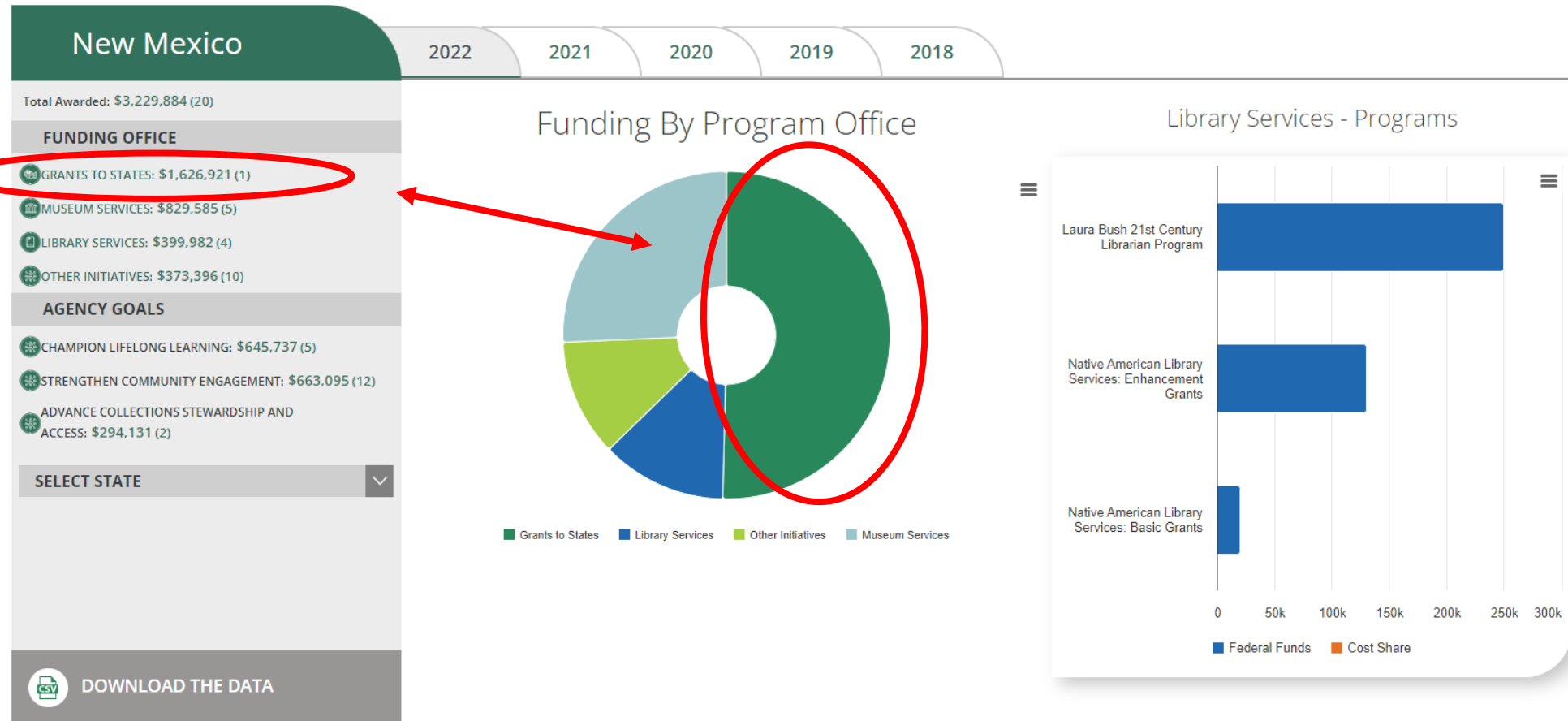
State



Hover over to learn  
more about IMLS  
funding in any state

# IMLS Funding Overview for Libraries and Museums

Home > IMLS Dashboard Page

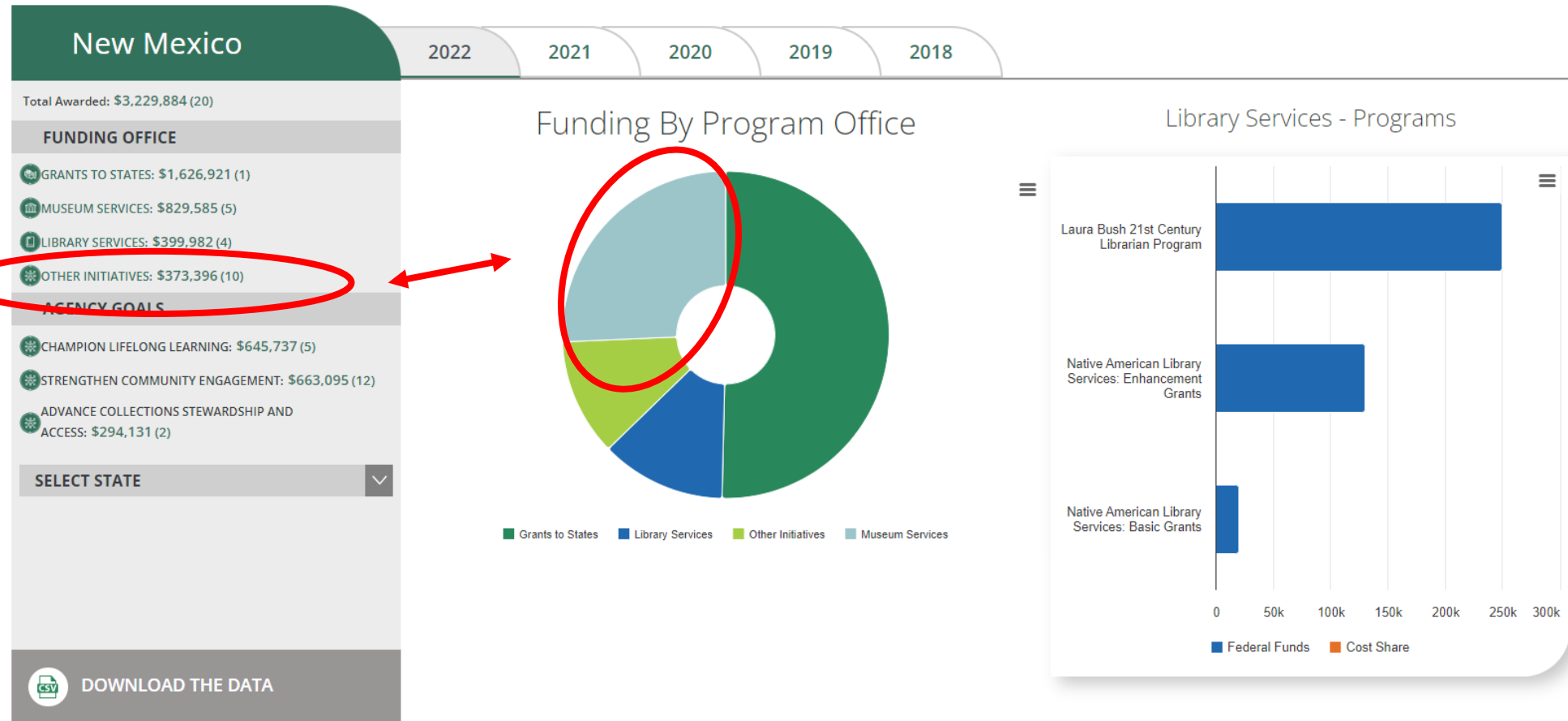


# Grants to States Program

- Every year, each State Library Administrative Agency (SLAA) receives a **population-based formula grant**
- SLAAs are official agencies charged by law with the extension and development of library services
- The grant funds are distributed by the SLAA, in accordance with each state's approved five-year plan
- States are required to evaluate success in meeting the goals of their five-year plans

# IMLS Funding Overview for Libraries and Museums

Home > IMLS Dashboard Page



## Other Initiatives

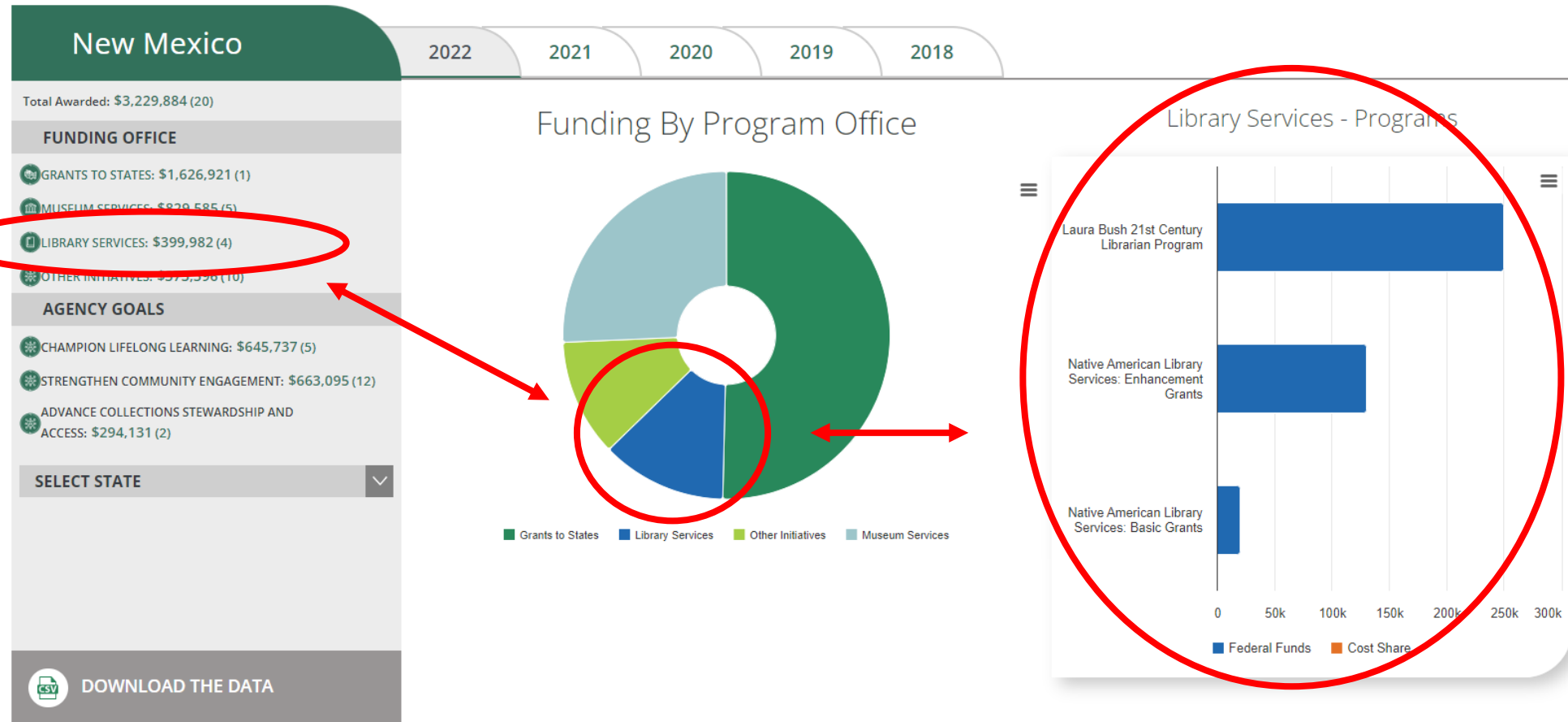
- IMLS America Rescue Plan
- IMLS CARES Act Grants for Museums and Libraries
- IMLS CARES Act Grants for Native American/Native Hawaiian Museum and Library Services






# IMLS Funding Overview for Libraries and Museums

Home > IMLS Dashboard Page





## Discretionary Programs

- National Leadership Program
  - Laura Bush 21st Century Librarian Program
  - Native American Library Services: Basic Grant Program
  - Native Hawaiian Library Services Grant Program
  - Native American Library Services: Enhancement Grants Program
- 



# National Leadership Grant for Libraries

[The National Leadership Grants for Libraries Program](#) (NLG-L) supports projects that address critical needs of the library and archives fields and have the potential to advance practice and strengthen library and archival services for the American public. Successful proposals will generate results such as new models, tools, research findings, services, practices, and/or alliances that can be widely used, adapted, scaled, or replicated to extend and leverage the benefits of federal investment.

**The goals for this program are to generate projects of far-reaching impact.**

Two phase process:

- Preliminary Proposals: September 2023
- Invited Full Proposals: March 2024
- Award Notifications: July 2024
- Projects Begin: August 2024



# Laura Bush 21st Century Librarian Program

[The Laura Bush 21st Century Librarian Program](#) (LB21) supports the training and professional development of library and archives professionals; developing faculty and information leaders; and recruiting, educating, and retaining the next generation of library and archives professionals in order to develop a diverse workforce of library and archives professionals and meet the information needs of their communities.

**The goals for this program are to generate projects of far-reaching impact.**

Two phase process:

- Preliminary Proposals: September 2023
- Invited Full Proposals: March 2024
- Award Notifications: July 2024
- Projects Begin: August 2024



# Native Hawaiian Library Services

[The NH grant program](#) is designed to assist Native Hawaiian libraries in improving core library services for their communities. The goals for this program are to:

- Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.
- Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.
- Enhance the preservation and revitalization of Native Hawaiian culture and language.



# Native American Library Services: Basic Grants

[The NA Basic grant program](#) is designed to assist Native American tribes in improving core library services for their communities. The goals for this program are to:

- Improve services for learning and accessing information in a variety of formats to support needs for education, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy, and other types of literacy skills.
- Enhance the skills of the current library workforce and leadership through training, continuing education, and opportunities for professional development.

**Grant Amount:** \$6,000 - \$10,000

**Application Due Date:** anticipated March 1, 2024

**Grant Period:** One Year (August 1, 2024 – July 31, 2025)

**Cost Share:** Not required

**Indirect Costs:** Not allowed



# Native American Library Services: Enhancement Grants

[The NA Enhancement grant program](#) is designed to assist Native American tribes in improving core library services for their communities. Reflecting IMLS's agency-level goals of championing lifelong learning, strengthening community engagement, and advancing collections stewardship and access, the goals for this program are to:

- Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.
- Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.
- Enhance the preservation and revitalization of Native American cultures and languages.

**Grant Amount:** \$10,000 to \$150,000

**Application Due Date:** anticipating April 1, 2024

**Grant Period:** Up to two years. Projects must begin September 1, 2024

**Cost Share:** Not required

**Indirect Costs:** Allowed



## Basics & Enhancements Note

- You do not need to have completed a Basics grant to apply for an Enhancement grant.





# Grant Cycle





# Ideas

- \* You know your community best \*
- Do you see a need? What strengths do you have? Try to document as much as you can.
- Any potential partners? Start conversations now.
- Build relationships and understanding with finance, accounting and/or grant compliance office(s) to understand the flow of funding.
- What does success look like at the end of the grant period? Qualitative vs. Quantitative



# IMLS Awards Database

← ↻ 🏠 🔒 https://www.imls.gov

INSTITUTE of Museum and Library SERVICES

Grants Our Work Data News Contact

Hover mouse here to access drop down menu

Grants

- Grant Programs
- Apply for a Grant
- Manage Your Award
- Search Awarded Grants
- Peer Review

## Federal Support for Libraries and Museums

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.

[Apply For a Grant](#) [Manage Your Award](#)

IMLS Awards \$180 Million to Support Communities Through Library Services in All U.S. States and Territories

IMLS's Museums for All Initiative Reaches 1,000 Participating Museums

Applications Open for IMLS Native American, Native Hawaiian Library Services Grants Supporting Core Library Programs

Fiscal Year 2021

## IMLS Generates Impact

Total Awarded: \$425.7M


Grants To States Libraries	Library Services	Museum Services	Other Initiatives
59 <a href="https://www.imls.gov/grants">https://www.imls.gov/grants</a>	286	275	88
\$168.8M Awarded	\$32.3M Awarded	\$42.6M Awarded	\$181.9M Awarded



# IMLS Awards Database

<https://imls.gov/grants/awarded-grants>

How to refine your search



Home > Grants > Search Awards > Grants

**SUBMIT**

**Fiscal Year**  
Select All  
☐ FY 2022 ☐ FY 2021 ☐ FY 2020  
☐ FY 2019 ☐ FY 2018 ☐ FY 2017  
☐ FY 2016 ☐ FY 2015 ☐ FY 2014  
**Show more**

**Funding Office**  
☐ Grants to States Libraries  
☐ Office of Library Services  
☐ Office of Museum Services  
☐ Other Initiatives

**State**  
- Any -

**City**  
-

**Institution**  
-

Search by Keywords...

**Table** **DOWNLOAD THE DATA**

Note: (a) denotes an amendment made outside of the original award

Page 1 of 21583 results

Log Number	Institution	Fiscal Year	Program	Federal Funds	Funding Office	City	State
ARPML-250495-OMLS-22	Museum of New Mexico Foundation (New Mexico Museum of Art)	2022	American Rescue Plan for Museums and Libraries	\$50,000	Other Initiatives	Santa Fe	NM
ARPML-250509-OMLS-22	Massachusetts Audubon Society	2022	American Rescue Plan for Museums and Libraries	\$42,955	Other Initiatives	Lincoln	MA
ARPML-251028-OMLS-22	Oklahoma Contemporary Arts Center	2022	American Rescue Plan for Museums and Libraries	\$49,338	Other Initiatives	Oklahoma City	OK
ARPML-250498-OMLS-22	Mississippi State University	2022	American Rescue Plan for Museums and Libraries	\$50,000	Other Initiatives	Mississippi State	MS
ARPML-250608-OMLS-22	City of Springfield (Lincoln Library)	2022	American Rescue Plan for Museums and Libraries	\$48,329	Other Initiatives	Springfield	IL



# IMLS Awards Database

- Once the results pull up, click on any log number and it'll take you to a page with that community's project and a link to a PDF of that proposal that includes the organizational profile, proposal narrative, schedule of completion and, if needed for that project, a digital products plan.

Fiscal Year  
Select All  
☒ FY 2022 ☒ FY 2021 ☐ FY 2020  
☐ FY 2019 ☐ FY 2018 ☐ FY 2017  
☐ FY 2016 ☐ FY 2015 ☐ FY 2014  
Show more

Funding Office  
☐ Grants to States Libraries  
☐ Office of Library Services  
☐ Office of Museum Services  
☐ Other Initiatives

State  
- Any -

City

Institution

Program  
Native American Library Service

SUBMIT

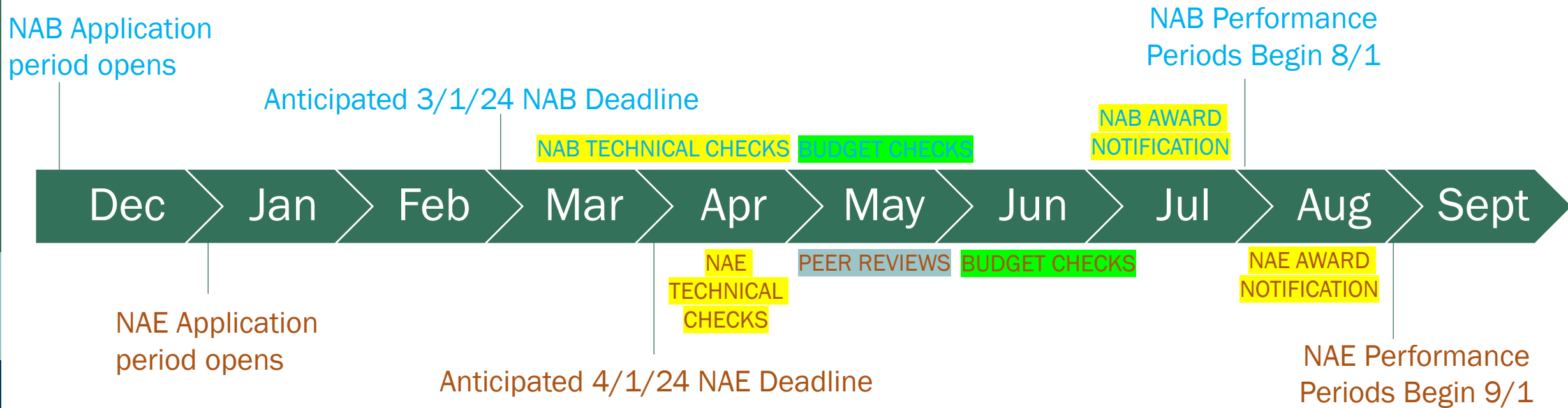
Step 1 -  
Check FY  
22 and 21

Step 2 -  
Choose NA  
Enhancement  
Program

Step 3 -  
Press Submit



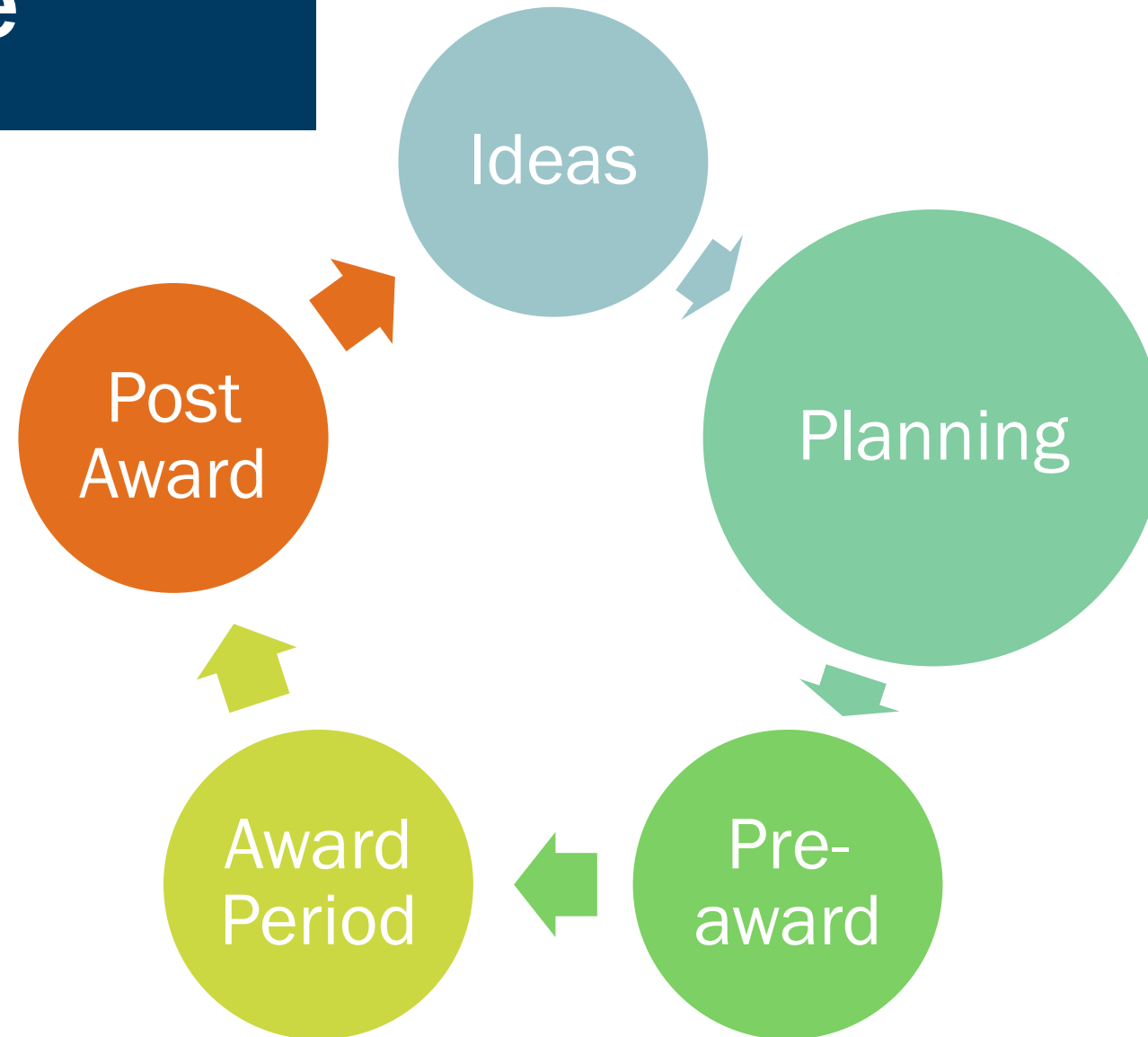
# Grant Processing Timeline



Note: IMLS may reach out during **Technical** and **Budget** check periods if we have any questions about application materials. Please be responsive with needed info to move your application forward.



# Grant Cycle





# Planning

- What projects can you do in the time period?
- Create a schedule of all activities.
- Price out components (staff time, salary, supplies, consultants, HR, etc..)
- Start talking with partners that you need to work with to learn their processes to build timelines. Adjust schedule as needed.
- How will you evaluate your project?





# Planning

- Confirm tribe's grants.gov account is active.

The screenshot shows the Grants.gov search results page. At the top, the Grants.gov logo is displayed with the tagline 'FIND. APPLY. SUCCEED.' and links for 'Help', 'Register', and 'Login'. Below the logo is a navigation bar with links: 'Home', 'Learn Grants', 'Search Grants' (highlighted), 'Applicants', 'Grantors', 'System-To-System', 'Forms', 'Connect', and 'Support'.

The main section is titled 'SEARCH GRANTS' with a help icon and a 'Search Tips' link. Under 'BASIC SEARCH CRITERIA:', there are input fields for 'Keyword(s)', 'Opportunity Number', and 'CFDA:', each followed by a 'Search' button. To the right, there are 'SORT BY:' and 'DATE RANGE:' dropdown menus, each with an 'Update' button. The 'SORT BY:' dropdown is set to 'Posted Date (Descending)' and the 'DATE RANGE:' dropdown is set to 'All Available'.

Below the search criteria, there is a table of search results. The table has columns: 'Opportunity Number', 'Opportunity Title', 'Agency', 'Opportunity Status', 'Posted Date', and 'Close Date'. The table is paginated, showing results 1 through 48, with a 'Next' button. The first five results are:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
<a href="#">EAC-23-001</a>	Help America Vote College Program Poll Worker Grant Program	USEAC	Posted	11/16/2023	12/18/2023
<a href="#">USDA-FS-2024-COHESIVE-STRATEGY</a>	Forest Service Cohesive Wildland Fire Management Strategy RFA 2024	USDA-FS	Posted	11/16/2023	01/16/2024
<a href="#">FOA-ETA-24-36</a>	YouthBuild	DOL-ETA	Posted	11/15/2023	02/01/2024
<a href="#">FTA-2024-006-TPM-ICAM</a>	FY 2024 Competitive Funding Opportunity: Innovative Coordinated Access and Mobility Pilot Program	DOT-FTA	Posted	11/15/2023	02/13/2024
<a href="#">P24AS00178</a>	2024 Preservation Technology and Training Grants	DOI-NPS	Posted	11/15/2023	01/16/2024

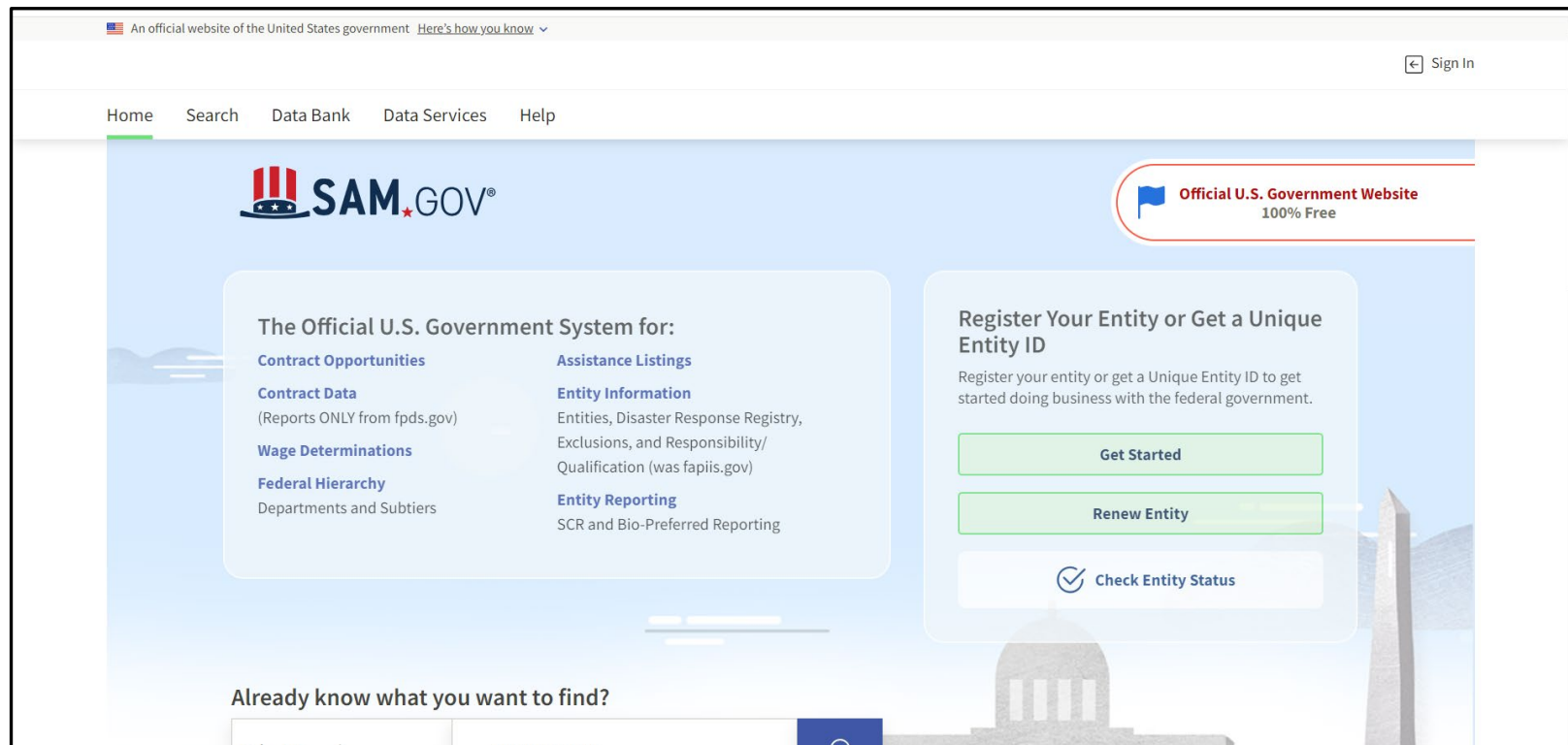
Below the table, there is a 'FUNDING INSTRUMENT TYPE:' dropdown menu set to '—'. On the left side, under 'OPPORTUNITY STATUS:', there are checkboxes for 'Forecasted (127)', 'Posted (823)', 'Closed (1,080)', and 'Archived (10,999)'. The 'Posted (823)' checkbox is checked.

www.grants.gov



# Planning

- Confirm tribe's SAM registration is up to date.



[www.sam.gov](https://www.sam.gov)



# Planning

- Watch Webinar Overview on website
- Download current Notice of Funding Opportunity (NOFO) and keep a print copy as reference for this grant proposal.
- Determine who will be Project Director and Grant Administrator. Additional Contacts can be added.




# Notice of Funding Opportunity (NOFO)

Click here  
for NOFO

Webinar  
Overview

# Notice of Funding Opportunity (NOFO)

 Tools


fy23-ols-nab-nofo

Open in desktop app

Sign in


Welcome To Acrobat


Sign in to your Adobe account to use PDF tools online.  
Files you work with online are saved to Adobe cloud storage for quick access from anywhere.


 Sign in with Google


See more ways to [sign in](#), or [sign up for free](#)


CONVERT

 PDF to Word


 PDF to JPG


 PDF to Excel


 PDF to PPT


 Convert to PDF

EDIT


 Reorder pages


 Rotate pages

 Delete pages

 Split a PDF

SIGN

 Request e-signatures



NATIVE AMERICAN LIBRARY SERVICES  
BASIC GRANTS

FY 2023 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	Native American Library Services Basic Grants
Announcement Type	Modification of FY2022 Notice of Funding Opportunity
Funding Opportunity Number	NAG-BASIC-FY23
Assistance Listing Number	45.311
Application Due Date	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on March 1, 2023.
Anticipated Date of Notification of Award Decisions	July 2023 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on August 1, 2023.

Table of Contents

A. Program Description.....

B. Federal Award Information.....

C. Eligibility Information.....

D. Application and Submission Information.....

E. Application Review Information.....

F. Award Administration Information.....

G. Contacts.....

H. Other Information.....

Appendix One--IMLS Assurances and Certifications.....

Appendix Two--Guidance for Required Registrations.....

Appendix Three--Guidance for Completing Forms and Other Application Components.....

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Note: The NOFO is updated every year so be sure to follow the version posted with the grant announcement.



# NOFO Notations

## The official applicant for a Basics or Enhancement grant is?

- A Federally Recognized Tribe
  - Page 5 of NAB and NAE NOFOs



5

Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new awards.

Contingent upon the availability of funds, the quality of applications, and IMLS discretion, IMLS may make additional awards from the list of unfunded applications from this competition.

### C. Eligibility Information

#### C1. Eligible Applicants

To be eligible for an award under this Native American Library Services Basic Grants Notice of Funding Opportunity, your organization must be a federally recognized Indian tribe. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible, although they may be involved in the administration of this program, and their staff may serve as project directors in partnership with an eligible applicant.

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

#### Minimum Requirements of Library Service

To be eligible for this program, your organization must be able to document an existing library that meets, at a minimum, three basic criteria: (1) regularly scheduled hours, (2) staff, and (3) materials available for library users.

Please note that there are also funding restrictions that could affect the eligibility of a project; please consult [Section D6](#) below for details.

#### C2. Cost Sharing

Cost sharing is not required in this program. Please do not include cost share in your budget.

#### C3. Other Eligibility Information

Eligible applicants may submit only one application under this announcement. The same population cannot be served by more than one Native American Library Services Basic Grant.

IMLS will not review applications from ineligible applicants. IMLS will notify each applicant whose application will not be reviewed because the organization is determined to be ineligible.

IMLS will not make awards to ineligible applicants. In order to receive an IMLS award, an organization must be eligible and be in compliance with applicable requirements.

All application materials must be received through Grants.gov by the application deadline, 11:59 p.m. U.S. Eastern Time on March 1, 2023. Late, incomplete, or ineligible applications will not be considered for funding under this notice.



# NOFO Notations

## What documents are part of your NAB/NAE grant application?

All required and conditional items are listed in the Table of Application Components

- Serves as a checklist
- Identifies type of file needed and how to name each file
- Page 6-7 of NOFOs

D2a. Table of Application Components

Component	Format	File name to use
<b>Required Documents</b> <a href="#">Please see the guidance in Section D2c for more information.</a>		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form (including Abstract)</a>	Grants.gov form	n/a
<a href="#">IMLS Library – Discretionary Program Information Form</a>	Grants.gov form	n/a
<a href="#">Library Services Plan</a> (three pages max.)	PDF document	Plan.pdf
<a href="#">Performance Measurement Plan</a> (one page max.)	PDF document	PerfMeasurement.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<b>Conditionally Required Documents</b> <a href="#">Please see the guidance in Section D2d for more information.</a>		
<a href="#">Digital Products Plan</a> (two pages max.)	PDF document	Digitalproduct.pdf



## Peer Reviews for NAE Grants



# Peer Reviews

- Peer Reviewers are chosen every year based on project types in application pool
- All comments given are anonymous
- They read through application, comment in the same set of questions for each application and give a score of 1-5 for award-ability
- Brain trust you wish you had!
- Great professional development opportunity to grow your grant application skills



# Budget\$

## Can you use any form for your budget?

- No. The NOFO has a Budget section with a link to a fillable form that you need to download to complete.
- The budget should include project costs that will be charged to grant funds.
- Create line items that allow for some flexibility.
- You will need to explain how you determined the amounts in the Budget Summary (for Basics) or Budget Justification (for Enhancements) of your application materials.

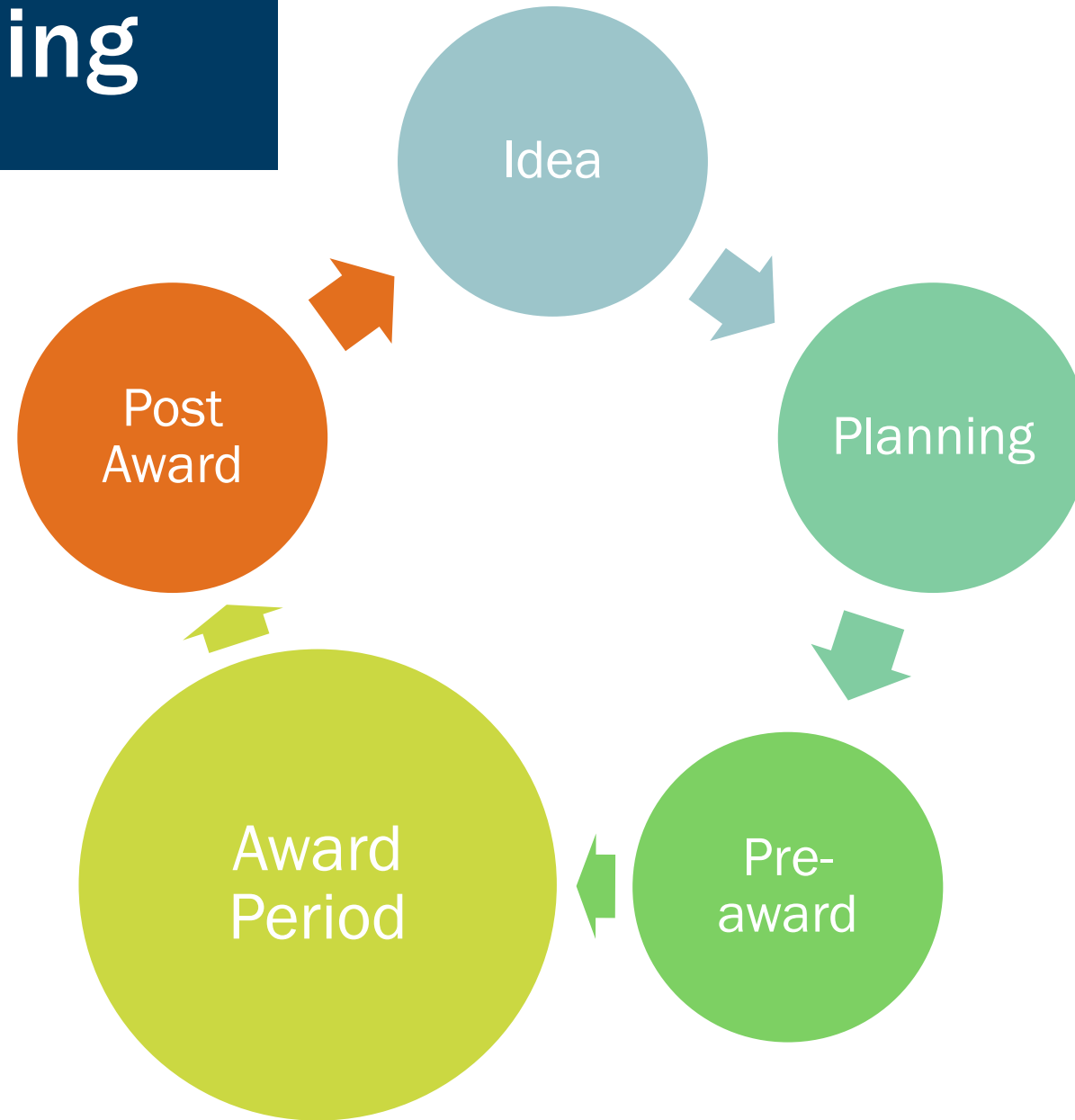


# Application Submission

- Have one or two people review and edit your application materials.
- [Grants.gov has workspace how to videos on Youtube](#) that help understand how to use that space.
- Begin application submission early with a plan to have all items in a week before deadline.
- Confirm all file names are follow the guidelines in the NOFO.



# Grant Planning



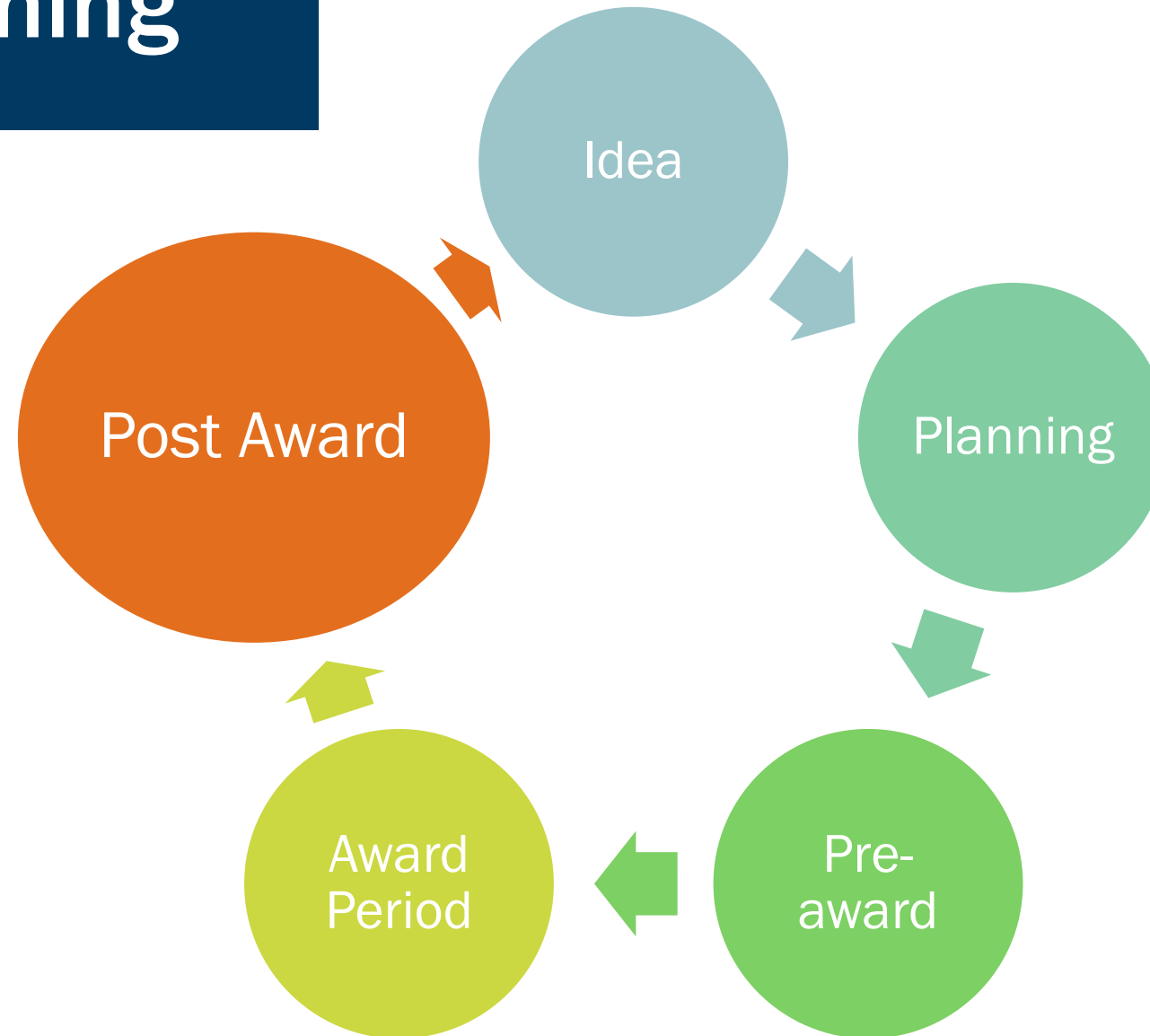


# Award Period

- The Performance Period is when all grant activities and expenditures must occur.
- Make note of interim and/or final report deadlines.
- Determine your draw down frequency with your finance/accounting team.
- The goal is less the perfect execution of your proposal, but more of an awareness if the proposed project is working for your community.
- Changes happen, communicate with your program officer if you need to discuss options.



# Grant Planning





# Post-Award

Three major items to close your grant after the performance period has ended:

1. Complete any final draw downs
2. Final Performance Report which can include any evaluation results and attachments
3. Final Financial Report



# Final Notes

- There are processes if you need an extension.
- Serious delinquent status for previous grants may affect tribe's eligibility for new grants.
- Unspent/returned funds do not come back to the NAB and NAE programs or IMLS, so reach out to program officer for options.





# Call for Peer Reviewers!

<https://www.ims.gov/grants/peer-review>

NLG, LB21, NH and NAE proposals submitted are reviewed by library professionals who know the needs of communities, can share promising practices, and are well versed in the issues and concerns of museums and libraries today. Peer reviewers dedicate their time and expertise to advance the highest professional practices in the field. The IMLS review process is well respected, and the success of our grant programs is largely due to the expertise of our reviewers.

**Apply to be part of our Peer Reviewers!**

## Peer Review

Grant Programs &gt;

Apply for a Grant &gt;

Manage Your Award &gt;

Search Awarded Grants

**Peer Review** ✓

Reviewer Resources &gt;

Library Professional Form

Museum Professional Form

All proposals submitted for IMLS competitive awards are reviewed by library and museum professionals who know the needs of communities, can share promising practices, and are well versed in the issues and concerns of museums and libraries today. Peer reviewers dedicate their time and expertise to advance the highest professional practices in the field. The IMLS review process is well respected, and the success of our grant programs is largely due to the expertise of our reviewers.

1. Familiarize yourself with IMLS grant programs.

[Read the Notices of Funding Opportunities.](#) | [Read Sample Applications.](#)

2. Learn about the review process.

[Access guidance for peer reviewers by grant program.](#)

3. Submit your information

1

**Familiarize yourself with  
IMLS grant programs.**

[Read the Notices of Funding  
Opportunities.](#)

[Read Sample Applications](#)



2

**Learn about the review  
process.**

[Access guidance for peer  
reviewers by grant program.](#)



3

**Submit Your Information**

<https://www.imls.gov/grants/peer-review>



# Questions? Thank you!

Jennifer Himmelreich  
Senior Library Program Officer  
[JHimmelreich@imls.gov](mailto:JHimmelreich@imls.gov)