

http://www.ims.gov/applicants/native_american_basic_grant_guidelines.aspx

Native American Library Services: Basic Grants – FY12 Guidelines

Application Deadline: March 1, 2012

Award period is July 1, 2012-June 30, 2015

Date Posted: December 29, 2011

Catalog of Federal Domestic Assistance (CFDA) Number: 45.311

Questions? See the [Native American Library Services: Basic Grants Web page](#) for IMLS contact info.

Teletype (TTY/TDD) (for persons with hearing difficulty): 202/653-4614
begin_of_the_skype_highlighting 202/653-4614 end_of_the_skype_highlighting

Upon request, IMLS will provide an audio recording of this or any other publication.

Web Conferencing with Program Staff

IMLS staff are available by phone and through e-mail to discuss general issues relating to Native American Library Services Basic Grants. We also invite you to participate in one of two pre-application Web conferences to learn more about the program, ask questions, and listen to the questions and comments of other participants. See the [Native American Library Services: Basic Grants program Web page](#) for date/time information.

Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

Office of Management and Budget Clearance Numbers

Guidelines: OMB No. 3137-0029; Expiration Date: August 31, 2013.

Forms: OMB No. 3137-0071; Expiration Date: August 31, 2013.

How long should it take me to complete this application?

We estimate the average amount of time needed for an applicant to complete this application to be two hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

1. Program Information

What are Basic grants?

Basic Grants are non-competitive grants available to eligible applicants to support existing library operations and to maintain core library services.

What is the supplemental Education/Assessment Option?

IMLS Information

- [About the Institute of Museum and Library Services](#)
- [National Initiatives](#)

Guideline Contents

1. [Program Information](#)
2. [Eligibility](#)
3. [Registration Requirements](#)
4. [Preparing and Submitting an Application](#)
5. [After You Apply](#)

The supplemental Education/Assessment Option is also non-competitive and must be requested. The purposes of the Education/Assessment Option are to provide funding for library staff to attend library-related continuing education courses and training workshops on- or offsite; for library staff to attend or give presentations at conferences related to library services; and to hire a consultant for an onsite professional library assessment.

What is the deadline for applying for a Basic Grant and Education/Assessment Option?

The FY 2012 deadline for the Native American Library Services Basic Grant as well as the supplemental Education/Assessment Option is March 1, 2012.

What is the period of time in which activities funded by a Basic Grant can be conducted?

New this year: Starting in FY 2012, the Native American Library Services Basic Grants will be awarded for up to a three-year grant period, instead of the one-year grant period awarded previously. Grant activities for FY2012 awards will take place from July 1, 2012 through June 30, 2015. We will commit funding for year one at the time of award. Funding for years two and three, respectively, will be subject to availability of funding, proof of substantial progress as determined by Financial and Performance Reports, your request for funding, IMLS discretion, and written notice from IMLS to you to proceed.

How much money can my institution apply for?

The estimated Basic Grant award for FY 2012 is \$6,000. The estimated Basic Grant with Education/Assessment Option award amount is \$7,000: the \$6,000 Basic Grant and the supplemental amount of \$1,000 for eligible education and assessment activities. The final amounts will be determined after all applications have been received and eligibility has been determined. Funding and approval for FY2013 and FY2014 is subject to the conditions that are detailed in the immediately preceding question.

Do we have to provide funds from other sources in order to be eligible for a Basic Grant?

No cost sharing is required for the Basic Grant program.

What types of activities can be funded by this program?

Basic Grant funds may be used to support existing library operations and to maintain core library services, particularly as they relate to the following goals in the updated IMLS statute (20 U.S.C. §9141):

- (1) Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills
- (2) Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 9134(b)(6), for the purpose of improving the quality of and access to library and information services
- (3) (A) Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services
(B) Enhancing efforts to recruit future professionals to the field of library and information services
- (4) Developing public and private partnerships with other agencies and community-based organizations
- (5) Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- (6) Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved

(7) Developing library services that provide all users access to information through local, state, regional, national, and international collaborations and networks

(8) Carrying out other activities consistent with the purposes of the Library Services and Technology subchapter of the IMLS statute (20 U.S.C. §9121).

How many applications can we submit to this program?

If eligible, you may apply for one Basic Grant and one Education/Assessment Option in a fiscal year. The same population cannot be served by more than one Basic Grant.

Acknowledgement and Copyright/Work Products

[Read more about Acknowledgement and Copyright/Work Products](#)

What requirements govern the use of IMLS funds?

You may only use IMLS funds for allowable costs as found in IMLS and government-wide cost principle rules, including OMB Circulars and regulations.

What expenses are allowable with Basic Grant funds?

Examples of allowable expenses for Basic Grants include the following:

- Library personnel:
 - salary and benefits for library staff
- Materials, supplies, and equipment:
 - books, journals, magazine subscriptions, electronic resources
 - library supplies
 - library automation software and related equipment
 - library furnishings
 - computers and software
- Services:
 - presenter fees related to public programs
 - after-school tutoring services
 - library-related consultants
 - technology consultants
- Other (for example):
 - Internet access charges
 - fees for participation in networks and consortia that provide the library with direct services

Examples of allowable expenses for the Education/Assessment Option include the following:

- costs for library staff to attend library-related continuing education courses and training workshops on- or offsite, including registration fees, travel, hotel and per diem
- costs for library staff to attend or give presentations at conferences related to library services, including registration fees, travel, hotel and per diem
- costs to cover temporary staff when regular staff are attending courses, workshops, or conferences related to the Education/Assessment Option
- costs to hire a consultant for an onsite professional library assessment, including library technology assessments

You must justify all proposed expenses in your application budget.

What expenses are not allowable with Basic Grant funds?

Examples of unallowable expenses for Basic Grants and Education/Assessment Option funds include

- contributions to endowments
- social activities, ceremonies, receptions, or entertainment, including food, gifts, and promotional items
- construction or renovation of facilities
- pre-award costs; and
- indirect costs

(Note: Please call us if you have questions about the allowability or unallowability of specific activities.)

Maintenance of Effort

IMLS Native American Library Services grants are not intended to replace funds allocated for library services by the eligible applicant. An applicant receiving an IMLS Native American Library Services grant should expend the same amount or more for library services during the grant period (excluding the grant amount) than was expended in the 12-month period immediately preceding it (including respective corresponding years if funding is sought for FY2013 and FY2014).

2. Eligibility

Indian tribes, Alaska native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, 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 purposes 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 by the Secretary of the Interior 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, except for the recognized Alaska native villages, regional corporations, and village corporations, which should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above.

Minimum Requirements of Library Service

You will be required to document ongoing levels of library services in the "Institutional Profile" section of the application (see Program Information Sheet, item 7). At a minimum, you should be able to document an existing library that meets three basic criteria: (1) regularly scheduled hours, (2) staff, and (3) materials available for library users.

3. Registration Requirements

Getting a D-U-N-S® Number

[Read more about Getting a D-U-N-S® Number.](#)

CCR Registration

[Read more about CCR Registration.](#)

Grants.gov Registration

[Read more about Grants.gov Registration and Tips for Using Grants.gov.](#)

4. Preparing and Submitting an Application

PLEASE REVIEW THESE GUIDELINES AND THE GRANTS.GOV REQUIREMENTS CAREFULLY. WE MAKE GRANTS ONLY TO ELIGIBLE APPLICANTS THAT SUBMIT COMPLETE APPLICATIONS, INCLUDING ATTACHMENTS, ON OR BEFORE THE DEADLINE.

For the FY12 Basic Grants, Grants.gov will accept applications through 11:59 p.m. Eastern Time on March 1, 2012.

We strongly recommend that you REGISTER EARLY and COMPLETE AND SUBMIT THE APPLICATION EARLY.

Apply for Grants: www.grants.gov/applicants/apply_for_grants.jsp

Use one of the following identifiers to locate the Native American Library Services Basic Grant package in Grants.gov:

CFDA No: 45.311

Funding Opportunity Number: NAG-BASIC-FY12

What documents are required and how should they be completed, formatted, named, and sequenced?

Please see the Table of Application Components below. Links to more information and instructions for completing forms are provided in the table. **Applications missing any Required Documents or applicable Conditionally Required Documents from this list will be considered incomplete and will be rejected from further consideration.**

You should also use this table to determine the format of each document, the name it must be given, and the sequence in which the documents should be attached.

We will not accept file formats other than PDF and we will not convert files for you. For assistance in converting documents to PDF, visit www.grants.gov/help/download_software.jsp#pdf_conversion_programs. Also, please do not send secured PDFs because we cannot process these files.

Please note that, aside from the first two documents listed, all documents must be submitted as PDF documents, regardless of how they were created. Documents listed as IMLS forms are available in both Microsoft® Word document and fill-in PDF formats, and are located [on the IMLS Web site](#). If you do not have Adobe® Pro, we suggest using the Word document to complete the forms. Remember, the Word version must later be converted to and submitted as a PDF.

Append all the documents to the attachments form in the sequence used in the Table of Application Components. Use all the available spaces in the "Mandatory Documents for Submission" box first. If there are more attachments than will fit there, use the "Optional Documents for Submission" box for the remaining ones, following the same naming convention and submitting them one at a time.

You may use this table as a checklist to ensure that you have created and attached all the documents that may be necessary for a complete application. We suggest assembling and uploading your documents in this sequence to assist you in confirming the inclusion of all required materials.

Table of Application Components

Component	Format	File name to use
Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
Program Information Sheet	IMLS PDF form	Programinfo.pdf
Part A—Project Budget for Basic Grant	IMLS PDF form	Basicbudget.pdf
Part B—Project Budget for Education/Assessment Option	IMLS PDF form	Optionbudget.pdf
Library Services Plan for 2012-2015	PDF document	Plan.pdf

Program Information Sheet

1. Applicant Information

a. Legal Name: Enter the legal name of the applicant.

b. and c. Organizational Unit and Address:

Use Street1 for the organization's street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a suite or room number or other similar information is part of the address. Be sure to include the four-digit extension on the ZIP code.

d. Web Address: If an organizational unit is listed, enter its Web address here. If not, enter the Web site of the entity listed under Legal Name in Section 1a above.

e. Type of Institution: Select the one that most accurately describes your organization.

2. Grant Program or Grant Program Category

Select "j. Native American/Native Hawaiian Library Services" and the appropriate project type designation.

3. Request Information

a. IMLS funds requested: Insert in the blank space: "See Library Services Plan."

b. Cost Share Amount: No cost share is required in the Basic Grant program.

4–6. Applicants for Basic Grants should skip sections 4-6.

7. Institutional Profile

Please provide complete information for all items (a through j) in this section.

For (i.), "Supported Activities," check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

For (j.), "Maintenance of Effort," check the one box that most appropriately corresponds to the applicant's level of maintenance of effort for library services in the past year. IMLS Native American Library Services grants are not intended to replace funds allocated for library services by the applicant. An applicant receiving an IMLS Native American Library Services grant should expend the same amount or more for library services during the grant period (excluding the grant amount) than was expended in the 12-month period immediately preceding it (including respective corresponding years if funding is sought for FY2013 and FY2014).

8. Applicants for Basic Grants should skip section 8.

Download Program Information Sheet:

[Adobe® PDF](#) (318 KB)

[Microsoft® Word Document](#) (118 KB)

Part A—Project Budget for Basic Grant

It is anticipated that the IMLS Basic Grant award amount for FY2012 will be \$6,000. Therefore, prepare a Basic Grant project budget based on an anticipated total award amount of \$6,000. Spending categories include 1) Library personnel; 2) Materials, supplies, and equipment; 3) Services; and 4) Other (to be described). No indirect costs are allowed. See the sample project budget at the bottom of the budget form for guidance.

Download Part A—Project Budget for Basic Grant

[Adobe® PDF](#) (75 KB)

[Microsoft® Word Document](#) (46 KB)

Part B—Project Budget for Supplemental Education/Assessment Option

It is anticipated that the Education/Assessment Option award amount for FY2012 will be \$1,000. Therefore, if the Education/Assessment Option is requested, prepare an Education/Assessment Option project budget based on an anticipated total award amount of \$1,000 (in addition to the anticipated project budget of \$6,000 for the Basic Grant). Spending categories include 1) Library-related continuing education and training; 2) Travel to conferences, continuing education, and other library-related training, and costs to cover temporary staff during the absence of regular staff; and 3) Services of a professional librarian or technology consultant to conduct an onsite library assessment. No indirect costs are permitted. See the sample project budget at the bottom of the budget form for guidance.

Download Part B—Project Budget for Education/Assessment Option

[Adobe® PDF](#) (73 KB)

[Microsoft® Word Document](#) (39 KB)

Library Services Plan for 2012-2015

Describe what library services and, if applicable, what education/assessment option activities you plan to support using IMLS funding during the project period of this grant award, July 1, 2012-June 30, 2015 (1-3 pages suggested). Include the amount of funding requested for FY2012 and respective corresponding years if funding is sought for FY2013 and FY2014. The Library Services Plan for 2012-2015 replaces the Long-range Plan required with the Basic Grant application in previous years.

Download Sample Plan

[Adobe® PDF](#) (226 KB)

What Federal Laws Do I Agree to Comply With When I Submit My Application?

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are outlined below and are set out in more detail, along with other requirements, in the [Assurances and Certifications](#). By signing the application form, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements, to the extent required by applicable law, and that you will maintain records and submit any reports that are necessary to ensure compliance. Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your grant and require you to return funds to the government.

1. Nondiscrimination Statutes: You certify that you do not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000d et seq.);
- On the grounds of disability, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 et seq., including §794);
- On the basis of age, in accordance with the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §6101 et seq.); and
- On the basis of sex, in any education program or activity, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.)

2. Debarment and Suspension (2 C.F.R. Part 180 and 2 C.F.R. Part 3185):

You certify that neither you nor your principals: (a) are presently excluded or disqualified; (b) have been convicted within the preceding three years of offenses listed in 2 C.F.R. §180.800 (including but not limited to: fraud, antitrust, embezzlement, or offense indicating lack of business integrity) or have had a civil judgment rendered against you or them for one of such offenses within that time period; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of such offenses; or (d) have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default. Where you are unable to certify to any of the above, you must attach an explanation to this application. You must also comply with applicable sections of the OMB guidance in 2 C.F.R. part 180, and include a term or condition in lower-tier transactions requiring lower-tier participants to comply with subpart C of the OMB guidance in 2 C.F.R. part 180.

3. Federal Debt Status:

You certify that you are not delinquent in the repayment of any Federal debt. Examples include delinquent payroll or other taxes, audit disallowances, and benefit overpayments.

4. Drug-Free Workplace:

You must provide a drug-free workplace by complying with the requirements of 2 C.F.R. part 3186. This includes: making a good faith effort to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for your employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of your application or upon award, or in documents that you keep on file in your offices) all known workplaces under your Federal awards.

5. Lobbying Activities (31 U.S.C. §1352):

You are subject to various restrictions against lobbying or attempting to influence a Federal employee or a Member of Congress or Congressional employees, in connection with legislation, appropriations, or the award or modification of a Federal contract, grant, cooperative agreement, or loan. Certain additional restrictions apply if you are requesting over \$100,000 in Federal assistance.

The [Assurances and Certifications](#) contain other general requirements that may apply depending on the nature of your grant activity (for example, the Native American Graves Protection and Repatriation Act of 1990 and the National Historic Preservation Act of 1966).

5. After You Apply

When will we find out if we have been selected to receive a grant?

No information about the status of an application will be released until the applications have been reviewed and all deliberations are concluded. IMLS expects to notify both funded and unfunded applicants of final decisions in June 2012. Funded projects may not begin earlier than July 1, 2012.