Native American Library Services Enhancement Grants– FY16 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Native American Library Services Enhancement Grants Program
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	NAG-ENHANCEMENT-FY16
Catalog of Federal Financial Assistance (CFDA) Number:	45.311
Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 1, 2016
Anticipated Date of Notification of Award Decisions:	September 2016 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Not earlier than October 1, 2016

Equal Opportunity

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

A. Program Description

What is this grant program?

Enhancement Grants are competitive grants available to support activities that advance the operations of eligible Native American libraries to new levels of service.

What are the characteristics of successful projects?

Enhancement Grant projects may enhance existing library services or implement new library services, particularly as they relate to the following goals in the updated Museum and Library Services Act (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, lifelong learning, workforce development, and digital literacy skills

Contents

2. Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. §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, and
(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).

What are the IMLS Agency-level goals?

The mission of the Institute of Museum and Library Services (IMLS) is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

U.S. museums and libraries are at the forefront in the movement to create a nation of learners. As stewards of cultural and natural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. In FY2016, each award under this program will support one of the following three goals of the IMLS strategic plan for 2012-2016, *Creating a Nation of Learners*:

1. IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

2. IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

3. IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

The goals focus on achieving positive public outcomes for communities and individuals; supporting the unique role of museums and libraries in preserving and providing access to collections and content; and promoting library, museum, and information service policies that ensure access to information for all Americans.

What are the funding categories and project categories for this program?

Enhancement Grant awards are up to $150,000, subject to the availability of funds and IMLS discretion.

How much money can my institution apply for?

The award amount limitations are as follows:

- Project Grants: $10,000 - $150,000

Where can I find additional examples of projects funded by this program?

Click here to search awarded grants by program, category, and/or key word.

Where can I find the Authorizing Statute and Regulations for this Funding Opportunity?

Statute: 20 U.S.C. §9101 et seq., in particular §9161 (Services for Native Americans)

Regulations: 45 CFR Chapter XI and 2 CFR Chapter XXXI

You are required to follow the IMLS regulations that are in effect at the time of the award.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

B. Federal Award Information

Total amount of funding expected to be awarded	$2,053,000
Anticipated number of awards	10-12
Range of awards	$10,000-$150,000
Average amount of funding per award	$100,000
Type of assistance instrument	Grant
Anticipated start date	Not earlier than October 1, 2016. Projects must begin on October 1, November 1, or December 1, 2016.
Anticipated period of performance	October 2016-October 2018. Project activities may generally be carried out for up to two years.

The funding in the above Federal Award Information is subject to the availability of funds and IMLS discretion.

C. Eligibility Information

What are the eligibility requirements for this program?

Indian tribes are eligible to apply for funding under the Native American Library Services Enhancement 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.

Minimum Requirements of Library Service

To be eligible for this program you 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. You are required to have an active Basic Grant in the same fiscal year to be eligible to apply for an Enhancement Grant.

Note to applicants: In order to receive an IMLS award, you must be in compliance with applicable requirements and be in good standing on all active IMLS awards.

What are the requirements for cost sharing?

Cost sharing is encouraged but not required in this program. Click here for further information on cost sharing.

How many applications can we submit to this program?

You may apply for one Enhancement Grant in a fiscal year. The same population cannot be served by more than one Enhancement Grant.

A grantee receiving a two-year Enhancement Grant may not apply for another Enhancement Grant covering the second year of the first grant. For example, if you received a two-year Enhancement Grant in FY2015, you may not apply for another Enhancement Grant until FY2017.

What if I fail to meet the eligibility requirements?

We will not review or make awards to ineligible applicants. In order to receive an IMLS award, you must be eligible and in compliance with applicable requirements and be in good standing on all active IMLS awards.

D. Application and Submission Information

Are there registration requirements in order to submit an application?

Before submitting an application, your organization must have a current and active D-U-N-S® Number, SAM.gov registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® and SAM.gov registrations are not active and current at the time of submission, your application will be rejected; if they are not active and current at the time of an award, your application cannot be funded.

What is a D-U-N-S® Number and how do I get one?

Before submitting an application, your organization must have a current and active D-U-N-S® Number, SAM.gov registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

Click here to learn more about getting a D-U-N-S® Number.

What is the System for Award Management (SAM.gov) and how do I register?

Click here to learn more about SAM.gov Registration.

If your DUNS and SAM.gov registrations are not active and current at the time of submission, your application will be rejected; if they are not active and current at the time of an award, your application cannot be funded.

What is Grants.gov?

Grants.gov is your place to FIND and APPLY for federal grants.

The Grants.gov program management office was established, in 2002, as a part of the President's Management Agenda. Managed by the Department of Health and Human Services, Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget.

Under the President's Management Agenda, the office was chartered to deliver a system that provides a centralized location for grant seekers to find and apply for federal funding opportunities. Today, the Grants.gov system houses information on over 1,000 grant programs and vets grant applications for 26 federal grant-making agencies.

How can I find the application package on Grants.gov?

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

- CFDA No: 45.311, or
- Funding Opportunity Number: NAG-ENHANCEMENT-FY16

You must register with Grants.gov prior to submitting your application package. The multi-step registration process generally cannot be completed in a single day. If you are not already registered, you should allow at least two weeks for completing this one-time process. **Do not wait until the day of the application deadline to register.**

You do not need to complete the registration process to download the application package and begin to prepare your material. However, you will need your Grants.gov User ID and password that you obtain during the registration process to submit your application when it is complete.

We require all applicants to apply through Grants.gov. Please note that the entire completed application must be submitted online through Grants.gov.

Click here to learn more about Grants.gov registration and Tips for Using Grants.gov.

Can I request an audio recording of this publication?

Upon request, we will provide an audio recording of this publication. Use **Teletype (TTY/TDD) (for persons with hearing difficulty):** 202-653-4614

Can I request a paper copy of this publication?

If needed because of difficulty using Internet or for other accessibility reasons, you may also request paper copies of the materials. Use the Native American Library Services Enhancement Grants web page for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to Native American Library Services Enhancement grants.

What federal laws do I agree to comply with when I submit my application?

Click here to read the IMLS Assurances and Certifications

When and where must I submit my application?

For the Native American Library Services Enhancement Grants, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on April 1, 2016.

We strongly recommend that you REGISTER EARLY for DUNS and SAM.gov and COMPLETE AND SUBMIT THE APPLICATION EARLY. We make grants only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline.

Contact the Grants.gov help line (1-800-518-4726) for assistance with hardware and software issues, registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays, on which it is closed.

What happens after I submit my application to Grants.gov?

Once Grants.gov has received your submission, Grants.gov will send email messages regarding the progress of your application through the system. Over the next two business days, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency (IMLS) or has been rejected due to errors. Once your submission is retrieved by the grantor agency, you will receive a third email. You can check the status of your application(s) after submission in Grants.gov, by using the "Track My Application" feature. You may also check the status of a submission by logging into your Grants.gov account using the Applicant Login and clicking on the "Check Application Status" link.

What documents are required to make a complete application?

The Table of Application Components below will help you prepare a complete and eligible application. You will find links to more information and instructions for completing each application component in the table. Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and will be rejected from further consideration.

How should the application components be formatted, named, and sequenced?

- **Document format**: Aside from the SF424 listed below which is created in Grants.gov, all application components must be submitted as PDF documents.
- **Page limits**: Note page limits listed below. We will remove any pages above the limit, and we will not send them to reviewers as part of your application.
- **Naming convention**: Use the naming conventions indicated in the table. **IMPORTANT:** You are limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application will be rejected.
- **Document order**: In Grants.gov, attach all application components in the sequence listed below. Use all available spaces in the "Mandatory Documents for Submission" box first. Attach any remaining application components using the "Optional Documents for Submission" box.
- **Complete applications**: Use the table below as a checklist to ensure that you have created and attached all necessary application components.

Any document you create must be converted to PDF format before submitting it. Click here for assistance in converting documents to PDF. Do not send secured or password-protected PDFs; we cannot process these files.

Note that IMLS does not permit the authorized representative to be the same person as the project director on the SF-424-S.

Table of Complete 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

Abstract (one page, max.)	PDF document	Abstract.pdf
IMLS Program Information Sheet	IMLS PDF form	Programinfo.pdf
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
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 that appear on the list above (two pages each, max.)	PDF document	Resumes.pdf
Conditionally Required Documents		
Proof of Nonprofit Status	PDF document	Proofnonprofit.pdf
Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Stewardship Supplementary Information Form	IMLS PDF form	Digitalstewardship.pdf
Supporting Documents		
Information that supplements the narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf etc.

Required Documents

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

Click here for instructions on:
How to Fill Out the SF-424S

Abstract

A project abstract must be no more than one page and address the following:

- Who is the lead applicant and, if applicable, who are the partners?
- What do you plan to accomplish and why?
- What is the time frame for the project?
- What community needs will the project address?
- Who is the intended audience for the activities?
- What will be the specific project activities, performance goals, outcomes, results, and tangible products?
- What are the intended outcomes for audience members in terms of measurable changes in knowledge, attitudes, or behavior?

This abstract may be used for public information purposes, so it should be informative to other persons working in the same or related fields, as well as to the lay reader. The abstract must not include any proprietary or confidential information.

IMLS Program Information Sheet

Download IMLS Program Information Sheet:
Adobe® PDF (318 KB)

1. Applicant Information:

a. Legal Name: From 5a on the SF424S.

b. Organizational D-U-N-S® Number: From 5f on the SF424S.

c. Expiration date of your SAM.gov registration: Enter the expiration date of your SAM.gov registration in the fill-in field. Please note that before submitting an application, your organization must have a current SAM.gov registration.

d. Organizational Unit Name: Do not complete.

e. Organizational Unit Address: Do not complete.

f. Organizational Unit Type: Select Native American Tribe/Native Hawaiian Organization.

2. Organizational Financial Information: a-d. All applicants must provide the information requested.

3. Grant Program Information: Select Enhancement Grant under c. Native American/Native Hawaiian Library Services.

4. Performance Goals: Select one of the three IMLS agency-level goals (a – c). Check at least one of the performance goals listed beneath it. **Note:** If you select a performance goal(s) under agency-level goals a) Learning or b) Community, click on the link below it to review the specific performance measure statement choices and the information you will be required to collect and report on throughout the award period of performance.

5. Funding Request Information:

a. IMLS Funds Requested: Enter the amount in dollars sought from IMLS.

b. Cost Share Amount: Enter the amount of non-federal funding you are providing. Please note that cost sharing is encouraged but not required for Enhancement Grants. [Click here for further information on cost sharing](#).

6. Population Served: Check the boxes that reflect the population(s) to be served by your project.

7. and 8. Skip this section, as it pertains only to Museums for America and National Leadership Grants for Museums Applicants Only.

Narrative

Write a narrative that addresses the components listed and explained below. Limit the narrative to ten single-spaced, numbered pages. We will remove any pages above the ten-page limit and we will not send them to reviewers as part of your application.

- Use Supporting Documents to provide supplementary material.
- Make sure your organization's name appears at the top of each page. Use at least 0.5-inch margins on all sides and a font size of at least twelve points.
- Be certain that your narrative clearly states how it fits into IMLS funding priorities.

Be certain to address the bullet points under each of the narrative sections as you write. Address the sections of the narrative separately and in the same order in which they are listed below.

Please be advised that reviewers may also choose to visit your organization's website, as listed on the SF-424S form provided with this application.

1. Statement of Need

- Briefly describe your community, including population profile, location, economy, educational levels, languages, culture, and other characteristics that you consider important.
- Describe the current role of the library in the community and the services it provides (e.g., mission, goals, hours and days of operation, staffing, size and content of collection, number of registered patrons, circulation statistics, computer technology, Internet connectivity and access, public programs offered, etc.).
- Describe the purpose of the proposed Enhancement Grant project as it relates to a specific need that you have identified. What specific audience(s) will the library serve with this project? (e.g., particular age groups, underserved community members, other types of target audience)
- What type of assessment was conducted to identify this need as a priority for the library? Describe the results of the assessment, including baseline data that can be used to compare with final results to determine the project's success. Why do you consider your approach to be the best solution to meet the needs of the targeted audience?

Review Criteria:

- The applicant should demonstrate that it has identified an audience, through a formal or informal assessment of the audience's needs, that it is aware of similar projects completed by other institutions, and that it has developed a project and goals that are that best answer those needs
- The proposal should provide evidence of innovation, shown by the degree to which the project results in more than incremental change
- Research proposals should frame the project in the context of current research and explain what the project will contribute to the library or archive fields.

2. Impact

Describe the intended performance goals and benefits of this project for the library or archive fields, as follows:

- Describe the goals that will be established to guide your project to completion. (Goals are statements of broad results that guide the organization's design of programs, choice of projects, and management decisions.)

- What results do you want to see at the end of the project period? In other words, what new knowledge, skills, attitudes, or behaviors do you expect to see in your audience? How will it specifically benefit the individuals or groups that you have served?

Review Criteria:

- Degree to which potential benefits of the project outweigh its potential risks
- Degree to which evaluation plan ties directly to project goals through measurable project outcomes, findings, or products
- Evidence that the project evaluation will provide reliable information on which to judge impact or base actions
- For projects that involve building digital collections, software, or other technology products, in addition to the above criteria, evidence that the project demonstrates interoperability and accessibility in its broadest context and potential for integration into larger-scale initiatives

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Incorporating Evaluation into Your Project
[Click here for helpful information about evaluation](#).

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3. Project Design

Describe the proposed project's design. Include information such as the following:

- Clearly stated project goals and objectives
- The activities required to implement the project
- Information about the roles and commitments of partnering organizations, if applicable
- Information about any preliminary work or planning (If the project or one closely related to it has been supported by IMLS or other funding agencies, indicate what has been accomplished and the degree to which the project has met its established goals. List any print or electronic publications produced so far, with web addresses, statistics on use, and other relevant information. Submit this list as a Supporting Document if necessary.)
- Rationale for using any procedures that deviate from accepted practice and explanation of whether the results would be compatible with other resources that follow existing standards
- Description of how the project will test the potential applicability of any innovative techniques and procedures that the project is likely to develop

Review Criteria:

- Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish its goals and objectives
- Evidence that methodology and design are appropriate to the scope of the project
- Evidence that the project uses existing or emerging standards or best practices
- If products such as digital collections or software tools will be generated by the project, evidence that applicant has considered key technical details and has included the Digital Stewardship Supplementary Information Form

5. Performance Goals

Describe the intended performance goals and benefits of this project:

- What are the specific learning outcomes? Is the project designed to improve or enhance?
- What performance indicators will you measure for the learning outcomes identified in the prior question?
- What are the project targets for these performance measures? How will you measure success toward these targets?
- What tangible products will result from this project?

Review Criteria:

- Degree to which the project is likely to have a far-reaching impact
- Evidence that the project will create, implement, and document workable models that have the potential for successful, widespread adaptation where appropriate
- Degree to which potential benefits of the project outweigh its potential risks
- Degree to which evaluation plan ties directly to project goals through measurable project outcomes, findings, or products
- Evidence that the project evaluation will provide reliable information on which to judge impact or base actions

6. Communications Plan

Describe the project's communication plan. Include information such as the following:

- Description of the audiences you plan to reach and how you will reach them
- Plans for community building and/or audience engagement via discussion, involvement, collaboration, or adoption
- Means to measure audience engagement and outcomes
- Staff assignments for outreach, promotion, and dissemination
- Plans for technical documentation where applicable

Review Criteria:

- Evidence that the results, products, models, findings, processes, and benefits of this project will be communicated freely and effectively
- Evidence that communication activities will be ongoing throughout the project lifecycle rather than occur simply at the end of the project
- Evidence that the project will seek feedback from various stakeholders
- Evidence that the communities described in the Needs Assessment section can be reached and served through the proposed communications plan
- Evidence that the project will make every reasonable attempt to communicate lessons learned and the results of the project beyond standard professional audiences and communities of interest

7. Sustainability

Describe how the applicant will continue to support the project, its results, and/or new models that are created beyond the grant period.

Review criteria:

- Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, websites development of institutional expertise and capacity, working with members of the broader community to continue support for project activities or products, and/or through broad long-term access to project products
- Extent to which you have planned to build buy-in or adoption among others in the field
- Extent to which the project will lead to systemic change within the organization as well as within the archive and/or library fields
- Plans for preserving and sustaining any digitized collections, software and supporting documentation, information systems, and other technology tools

> For this section of the application, reviewers will consider information provided in the Narrative, Budget Forms, Budget Justification, and Resumes.

> In addition to following the instructions above, research project applications should also address each of the following questions within the three sections of the Narrative portion.
>
> - What are the specific research questions this investigation will attempt to answer?
> - What is the relevance of the proposed research for current practice?

- What research method(s) will be used to conduct the research?
- What type of data will be gathered?
- How will the data be analyzed?
- How will the information be reported?
- How will the research data be managed and made available for future use (as applicable)?

If an electronic dataset will be created as a result of the proposed research, you should complete the Digital Stewardship Supplementary Information Form and include this form as part of your application. This form asks you to summarize the dataset's original purpose and scope; provide technical information about the dataset's format, structure, and content; explain what metadata will be created about the dataset and what standards and formats will be used for the metadata; list any relevant hardware, software, or other dependencies for using the data; identify a repository where the data and metadata will be archived, managed, and made accessible (if applicable); and describe the long-term preservation plan for the dataset. If you do not expect your project to generate data, please state this clearly in your narrative. Click here to learn more about the elements of an effective research application.

Schedule of Completion

Click here for instructions on:

How to create the Schedule of Completion

Budget Form and Budget Justification

Click here for instructions on:

How to complete the Budget Documents

How do I construct my application budget?

Are there funding restrictions?

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

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

What are some examples of allowable and unallowable costs?

The following list includes some examples of allowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult 2 CFR Part 200 for additional guidance on allowable costs.

- project personnel (contract or in-house) whose staff time is necessary for the proper and efficient execution of the project
- project consultants
- purchase of equipment, materials, supplies, or services
- project activities
- integration of technology into operations or programs
- project-related travel of key project staff and consultants
- evaluation to show the extent to which the project has met its goals
- indirect or overhead costs (Click here to learn more about indirect costs.)

You must explain all proposed expenses in your Budget Justification.

The following list includes some examples of unallowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult the appropriate cost principles for additional guidance on unallowable costs.

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

(Note: If you have questions about the allowability of specific activities, call IMLS staff for guidance.)

Are partner-related costs allowable?

Yes. Click here to learn more information about incorporating partners into your project.

Subawards and Contracts

In addition to the activities that you carry out directly, some project activities may be carried out by utilizing IMLS funds for either subawards or contracts. It is your responsibility to make a case-by-case determination as to whether each agreement you make for the disbursement of federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. (See 2 CFR 200.330 (Subrecipient and contractor determinations)).

There are particular requirements for subawards that you must follow as a pass-through entity (a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program). (See 2 CFR 200.74 (Pass-through entity) and 2 CFR 200.331 (Requirements for pass-through entities)). There are other requirements that you must follow if you contract for activities. (See sections 200.317 through 326 (Procurement Standards))

Please Note: You may not make a subaward unless expressly authorized by IMLS. (See 2 CFR 200.3187 (Subawards)).

See 2 CFR Part 200 (in particular, sections 200.330 through 332 (Subrecipient Monitoring and Management) and sections 200.317 through 326 (Procurement Standards) and 2 CFR Part 3187 for further information.

What are the requirements regarding costs for foreign travel?

All air transportation of persons or property that is paid in whole or in part with IMLS funds must be performed in accordance with applicable law, including but not limited to the Fly America Act (49 U.S.C. §40118) (see also 41 CFR 301-10.131 through 10.143). Each separate foreign trip must be itemized in the budget approved by IMLS. Foreign travel that is not included in the approved project budget must be specifically approved in writing by the appropriate IMLS program officer.

What are my choices regarding indirect costs?

You can choose to:

- use a current indirect cost rate already negotiated with a federal agency
- use an indirect cost rate proposed to a federal agency for negotiation, but not yet approved, as long as it is approved by the time of award
- if you have never had a federally negotiated indirect cost rate and you are otherwise eligible, use a rate not to exceed 10% of total modified direct costs or
- not include any indirect costs

Click here for further information on indirect costs.

List and Resumes of Key Project Staff and Consultants

Click here for instructions on:

How to create the Project Staff and Consultant Documents

Conditionally Required Documents

Link to information on providing:
Proof of Nonprofit Status

Please consult the table below to determine if any additional documents are required. If any of the conditions in the left column apply to your project, then the documents described in the right column are required. If you do not provide them, your application will be considered incomplete and will be rejected from further consideration.

If your project involves …	Then you must include …
A federally negotiated indirect cost rate	A current copy of your Federally Negotiated Indirect Cost Rate Agreement.
A digital product (IMLS defines digital products very broadly. If you are developing anything through the use of information technology, you should assume that you need to complete this form.)	A Digital Stewardship Supplementary Information Form; click here for Requirements for Projects that Develop Digital Content

Please note that if you are eligible for and are choosing the option of claiming an indirect cost rate of 10 percent of modified total direct costs, you do not need to provide any documentation. Click here for further information on indirect costs.

Supporting Documents

You may submit other attachments of your choosing as part of your application package but these attachments should include only information that will supplement the Narrative and support the project description provided in the application. They should help IMLS staff and reviewers envision your project, but they should not be used to answer narrative questions. You may wish to consider the following:

- Letters of commitment from subrecipients who will receive grant funds or from entities that will contribute substantive funds to the completion of project activities
- Bibliography of references relevant to your proposed project design or evaluation strategy
- Letters of support from experts and/or stakeholders
- Reports from planning activities
- Products or evaluations from previously completed or ongoing projects of a similar nature
- Collections, technology, or other departmental plans for the institution as applicable to the proposed project
- Web links to relevant online materials
- Needs assessments

Note: When attaching these documents, give each one a specific title for clear identification. All Supporting Documents should include dates of creation and authorship.

E. Application Review Process

What are the characteristics of successful applications?

Reviewers will look for evidence that the applicant has conducted a formal or informal assessment of community needs and library capacity and carefully considered the appropriate role for the library in addressing the need it has identified for the project. They will look for baseline data that can be used to determine project results.

Reviewers will look for efficient, effective, and reasonable goals that will achieve clearly envisioned project results and improve the audience's knowledge, skills, attitudes, or behaviors in particular ways. They will look for indications that the project is realistic and achievable.

Reviewers will look for indications that the design, methods, and timeline match the scope of the project; that project goals can be met successfully; and that project personnel have relevant expertise and can commit adequate time to carry out the project activities and achieve project goals. Reviewers will look for evidence that partners are contributing to and benefiting from the project, if appropriate. Reviewers will determine whether appropriate digitization plans are in place, if applicable.

Reviewers will look for reliable information that demonstrates that the project's success will be documented through evaluation. Reviewers will look for evidence that evaluation will take place on a continuing basis to allow for adjustments and improvements in the project design. They will want information that shows how project results will be broadly disseminated. Reviewers will look for evidence that there is a solid plan for continued support after the end of the grant period.

Is cost sharing considered in the review process?

Cost sharing is permitted, but not required, and will not be considered in the review of the application. However, if you choose to include cost sharing in an application, your projected cost share in the project budget should be carefully calculated; grantees are expected to meet the cost share and other commitments that are set forth in their awards.

What is the review and selection process?

We use a peer review process to evaluate all eligible and complete applications. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. They are instructed to evaluate applications according to the Review Criteria above. Reviewer conflicts of interest are identified prior to review, and reviewers who may have conflicts with particular applications are reassigned to review other projects.

The Director takes into account the advice provided by the review process and makes final funding decisions consistent with the purposes of the agency's programs.

Reviewers are directed to follow the review criteria described in Section D above.

When will awards be announced?

We will not release information about the status of an application until the applications have been reviewed and all deliberations are concluded. We expect to notify both funded and unfunded applicants of final decisions in September 2016. Funded projects may not begin earlier than October 1, 2016**.**

F. Award Administration Information

How will we be notified about the results of the grant process?

Official Award Notifications for Grants and Cooperative Agreements will be sent electronically. The award packet sent to the Authorized Representative/Authorizing Official will contain the following:

- cover letter(s)
- the Official Award Notifications for Grants and Cooperative Agreements
- links to the applicable documents, including general terms and conditions, reporting forms, etc.

The Project Director will receive the following:

- copies of the cover letter(s)
- a copy of the Official Award Notifications for Grants and Cooperative Agreements
- links to the applicable documents, including general terms and conditions, reporting forms, etc.
- when appropriate for a particular funding category, reviewer comments

Applicants who do not receive awards will be notified at the same time.

What is the award period of performance?

The award period of performance will run from the first day of the month in which project activities are undertaken and will end on the last day of the month in which these activities are completed.

What are the administrative and national policy requirements?

Organizations that receive IMLS grants or cooperative agreements are subject to the IMLS General Terms and Conditions for IMLS Discretionary Awards and the IMLS Assurances and Certifications. Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

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 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 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.

What are the reporting requirements?

Reports are due according to the reporting schedule that accompanies your Official Award Notification for Grants and Cooperative Agreements. Please note that recipients must submit performance reports in the format defined by the IMLS; both interim and final performance reports may be accessible on the IMLS website to support the agency's commitment to open government, to engage the public in communities of practice and to inform application development and grant making strategies.

For details and forms, please see: www.imls.gov/recipients/administration.aspx

What do I need to know about acknowledgement of IMLS support?

Read more about acknowledgement of IMLS support.

What do I need to know about sharing IMLS-supported work products and copyright, and management of digital assets produced with IMLS support?

Read more about sharing IMLS-supported work products and copyright, and management of digital assets produced with IMLS support.

G. Contacts

How can I contact program staff?

See the Native American Library Services Enhancement Grants web page for IMLS contact information. We are available by phone and through e-mail to discuss general issues relating to Native American Library Services grants.

How can I participate in a webinar?

We 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 Enhancement Grants web page for more information.

H. Other Information

What are the requirements regarding conflict of interest?

You must comply with IMLS' conflict of interest requirements. These requirements include disclosing in writing to IMLS or pass-through entity any potential conflict of interest.

How long should it take to complete this application?

We estimate the average amount of time needed for one applicant to complete the narrative portion of this application to be 40 hours. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

We estimate that, in addition to the time needed for you to answer the narrative questions, it will take you an average of 15 minutes per response for the IMLS Program Information Sheet and three hours per response for the IMLS Budget Form.

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.

How can I become a reviewer?

If you are interested in serving as a reviewer, you may submit your information through our online reviewer application at www.imls.gov/reviewers/become.aspx. Please remember to attach your resume. Your information will be considered and, if accepted, your name will be entered into our reviewer database. You will be contacted prior to the next deadline regarding your availability to serve as a reviewer.

There are many benefits to reviewing applications, including enhancing your professional knowledge and serving the museum and library communities. If you are selected to serve, you will be helping IMLS and strengthening our grant review process.