Participant audio will be muted for static or other distracting noises on the line. You can type your questions into the chat box. The chat box is located on the right side of the screen. If it has a plus (+) sign next to the word “Chat” you can click on the plus sign to expand the box and enter your question or comment.
During the session we will look at:

1. Grant management basics, such as how to accept the grant
2. Some changes in the LSTA Grant program and reporting requirements
3. When the interim and final reports are due and what’s expected in the reports
4. Prior approvals that are needed before purchasing an item and when and how to apply for an amendment
5. What is grant monitoring and why and how is it conducted.
6. Best practices that help bring projects to successful conclusion.
To accept the grant, you need to sign and return the grant acceptance form to the State Library within 10 business days of receipt. Be sure to keep a copy of the signed grant acceptance form in your files as well. Typically we see the Library Director signature on this form, but the signee may vary based on your library’s bylaws on who is an authorized signer.

By accepting the grant funds, recipients agree to be bound by all applicable public policy requirements, many of which were included by reference in the grant application and award packet. Failure to comply with these requirements may result in suspension or termination of the award and government recovery of funds. Failure to comply could also result in civil or criminal prosecution.
The award packets are in PDF format and is sent via email which you should have received already. The packet contains the grant acceptance form, a memo letting you know the awarded budget breakout, and payment request forms customized for your library.

You may submit the Request for First Payment when you anticipate you will need to begin spending those funds within 45 days. Note, the payment request forms are ONLY available in your award packet.

Be sure to include your name and grant project number on each report. Don’t forget to submit the request for final payment form from the award packet when it is time to submit the final report.

The forms packets are available on our website on the LSTA grants page under the heading LSTA Grant Report Forms section.
Please make note of these important dates. DO NOT PLACE ANY ORDERS OR PURCHASE ANY MATERIALS BEFORE February 1, 2019. IF YOU DO, THOSE COSTS BECOME A LOCAL EXPENSE; LSTA FUNDS CANNOT BE USED FOR THEM.

Note a interim report and final report are required for the Summer Library Program grant. If you haven't already done so, mark the report deadlines on your calendar to help you keep track of these important due dates. Be sure to monitor the project's scope and budget very carefully.

The grant period end date is August 15, 2019. (change from date on application) All services should be rendered and all items received and operational by this date.

The final report is due September 13, 2019. (change from the date on the application) By this date, all funds should be spent.

It is fine to submit the final report early as long as you have adequate data with which to assess project impact.
In your grant agreement, there is language to use to acknowledge the funding source for your project. Promotional items such as newspaper articles, flyers, brochures, and surveys must acknowledge the grant funding.

The full IMLS acknowledgment text is: "This (project/publication/activity) is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State." It is permissible to use a shortened statement when there are space constraints. If this is needed, IMLS prefers that you drop the phrase Library Services and Technology Act instead of Institute of Museum and Library Services.

Please note, IMLS has rules for acknowledging grant funding when promoting projects on Social Media. In this case, IMLS requires:

- The use of the hashtag #IMLSgrant, which is followed by IMLS
- If the library promotes a grant funded project or program on Facebook it is required to acknowledge IMLS through the use of @Institute of Museum and Library Services.
- If the library promotes a grant funded project or program on Twitter it is required to acknowledge IMLS through the use of @US_IMLS.

The Institute of Museum and Library Services has a Communications Kit to guide you in your promotional efforts. It includes:

- IMLS acknowledgement requirements
- The grant announcement process and how to benefit
- Tips for sharing your news with the public
- And IMLS logos, including their appropriate use
The Institute of Museum and Library Services (also known as IMLS) has developed new, mandatory survey questions to help libraries gather meaningful project data that can then be used for comparison nationwide. We have revised the sample surveys in the application to include the new required questions.

Libraries may add additional questions to the sample surveys, as long as they maintain all of the required questions, as well as the IMLS acknowledgment. If you alter the sample survey, you must have the new version approved by Missouri State Library staff. Those surveys can be sent for approval with the grant application, or they can be sent for review at a later date if they were not ready by the application deadline.

I encourage you to review the new survey guidance document under the Other LSTA-Related Resource section of MSL webpage.
Report Requirements
First payment cannot be requested until all of the following conditions are met:

• The grant period has started
• You have actually ordered items or contracted services
• You need to make payments with those funds within 45 days

Be sure your request for final payment is based on actual costs. If a local match is involved, be sure you round down the LSTA share to the nearest penny. If you do not spend all of the funds you were awarded for allowable costs, adjust the final payment total by subtracting the amount not spent (the “LSTA Unspent Balance” on your financial report) from the final payment total. In the event you did not spend all of the funds from the first payment, remaining dollars will need to be returned to the State Library. Be sure your request for final payment is based on exact costs, and Do NOT round.

Please remember to submit your Final payment request with your final report!
Library Materials includes items that circulate, such as books, audiobooks, and DVDs. Don’t forget that if you seek funding for library materials, you will be expected to track circulation statistics on those materials during the grant period.

Personnel is where you would list additional hours for part-time staff or temporary staff to help plan, manage, and implement the program.

Services includes funding that you pay out to someone else to complete a task, such as fees for your educational presenters or fees to have your booklets and promotional materials printed by an outside source.

Supplies includes all the craft and program supplies for your project.

Indirect Costs are the expense of doing business that are not easy to identify with a single grant or activity, such as utilities, building costs, management, and general office supplies. Keep in mind that the ICR applies to LSTA expenses only, and not the total project cost. A 10% ICR would be 10% of the LSTA requested funds for the grant, not 10% of the total cost of the project.
On the Financial Report:

Financial Report- (Compares the Budget Memo to actual LSTA expenditures)

Under the LSTA Amount Approved column enter the amounts awarded in each category as listed on the Budget Memo in the award packet.

LSTA Amount Spent This Period—List LSTA amounts spent during the reporting period for each category.

Total LSTA Amount Spent to Date—List total amount of funds spent to date in each category, including the amount in LSTA Amount Spent This Period.

LSTA Unspent Balance—List what is left to spend. (LSTA Amount Approved minus Total LSTA Amount Spent to Date)

In the LSTA Amount Spent, report only LSTA funds spent in the column. Please use EXACT figures. Do NOT round.
Payment Summary –

This form is where you track the use of both LSTA and local funds.

List expenditures by budget category and use exact costs. Be sure that the match requirement is calculated correctly. Note the QUANTITY column. **Be specific as to the number of hours worked, number of items purchased, etc.**

It is generally best if purchases are paid directly to the vendor and **NOT** reimbursed to the project director or some other library staff person.
If your award included Personnel, be sure you keep timesheets tracking personnel hours. Libraries using funds to pay for additional staff hours need to maintain in the grant folder documentation that shows the time paid to employee was spent solely on grant project tasks and not part of their regular hours. A copy of the timesheets should be kept in your grant folder. They should be signed and dated by the staff person to confirm the hours worked.

Remember, you should include TOTAL personnel costs here: salary, wages and benefits.
PROCUREMENT CERTIFICATION: details the bid process. State guidelines require the completion of a procurement certification when the cost of an item or set of the same item is over $3,000 in the aggregate. However, if your agency has a more stringent bid threshold than that, you must complete the procurement certification for items that meet YOUR level.

Aggregate: The sum of the purchases of a single item or set of items.

For purchases over $3,000 in aggregate—Report the price quote you obtained through:

1. Informal Method – The informal method is requests for proposals from three or more sources obtained through fax bids; telephone bids; catalog comparison; Internet web pages, or e-mail bids.

OR

2. Formal Method – Where the bid is advertised publicly, sealed bids are received and a fixed-price contract awarded to “The responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.”

If only one proposal is acquired, the library must show that there is only one source for the product, or a solicitation of price quotes failed to produce a list of interested vendors. Keep all printouts and/or photocopies of quotations on file at your library; send us only the Procurement Certification form.
Answer all questions on the program narrative. Currently the single audit requirement threshold is $750,000 expended in federal funds during the fiscal year of the grantee – City, Public Library, University, School District, etc.

ACTIVITIES: Describe what the library did during the funding period (implemented, created, accomplished). Discuss how these activities contribute to meeting the needs of the target audience.

PROJECT CHANGES and ADDITIONS: Explain any variations from the original grant application that took place throughout the project. For example: What problems, if any, were encountered in implementing the project plan, and how were they resolved? Were there any issues with the timeline? Document how the State Library was informed of and approved any major changes in the scope.

FINANCIAL STATUS: Describe any variations from the approved budget. Were all funds spent? Is there a need to adjust the budget via a formal amendment?

OUTPUTS: Using the evaluation tools indicated in the original grant application, what output measures can be identified that show evidence of service delivery? (The things you can count.) How do these measures compare to the baseline data gathered prior to the project?

INTERACTIVE INSTRUCTIONAL PROGRAMS: If applicable, describe any interactive instructional programs offered during the reporting period. These programs include formal interaction and active user engagement. Please note: each program needs to be reported separately using the format provided on the forms.

INSTRUCTIONAL PRESENTATIONS/PERFORMANCES: If applicable, describe any low or no interactivity Instruction presentations or performances offered during the reporting period. Please note: each presentation or performance needs to be reported separately.
EVALUATION METHODS: Check the evaluation methods that the library used to help assess the project’s impact. If a survey was used, please include a blank copy of the survey with the Final Report.

OUTCOMES: Using the mechanisms indicated in the original grant application, what outcomes can be identified in the people served by this project? If a survey was used, please summarize the results. This includes changes in behavior, skills, attitudes, conditions, status, etc. Identify the overall impact the project has had on the library, the individuals served and the community.

IMPORTANCE OF FINDINGS: Briefly summarize the importance of the outputs, outcomes, and/or other reported results.

LESSONS LEARNED: Describe any significant lessons learned for others wanting to adopt any facet of this project.

PROJECT PROMOTION: In general, how was the project promoted within the library and community and how effective were each of the efforts? In particular, what attempts were made to attract previously underserved audiences to the Library and what were the results? Also indicate how the community was informed this project was funded through an IMLS-LSTA grant. Attach copies of the promotional efforts: newspaper articles, flyers, brochures, etc. Please do not forget to implement the funding acknowledgement when promoting the grant on Social Media.

PROJECT PARTNERS: If applicable, this is where you will provide a list of all project partners, be sure to include city and state, please do not omit this information.

PROJECT CONTINUANCE: Do you anticipate continuing this project after the funding period ends? Please describe.

EFFORT LEVEL: If you anticipate providing a summer library program next year, do you anticipate any changes in your level of effort in reaching the target audience?

PROJECT SCOPE: Will the scope of the project change following the end of the funding period?

OTHER: Other comments as appropriate.
There are now additional report requirements for describing OUTPUTS (aka statistics). Outputs are the things you count that can provide statistical evidence that something took place.

You need to specify the number of books purchased etc. on the payment summary. In the report you will be asked to provide circulation statistics for any collection development materials you purchased as part of the project. You must also provide additional information on programs offered.

• Question about **Interactive Instructional Programs** – these are programs that include formal instruction and active user engagement such as hands-on activities. You are asked to provide the Name of the Program, Program Location (where it was held), Program Length, Number of Times the Program Was Offered, Total Attendance at the programs, and a description of Program Activities. You can group similar programs and report them in the aggregate. For example, you may have held weekly story times for a total of 10 sessions with a total attendance of 256. (An average of just over 25 per session.) You would then describe what took place in general terms. Such as, at each event two stories were read relating to the theme “Ready, Set, Read!” and the children participated in complementary crafts, games and songs.

• Question about **Instructional Presentations/Performances** – these are programs where there is formal instruction, but little or no attendee interactivity beyond Q/A sessions. You are then asked to provide the same information as you did for the Interactive Instructional Programs.

Note: This detailed information should be included in the final report.
Prior Approvals and Amendments
Prior Approvals

- If you did not have complete estimated costs for project expenses, be sure you have these items reviewed and approved before committing LSTA funds to pay for the item(s).

If you did not have complete estimated costs for project expenses, be sure you have these items reviewed and approved before committing LSTA funds to pay for the item(s). For example, if you didn’t know for sure which program presenter you planned to hire, be sure you contact us before signing any contracts. We need to make sure the presentation is sufficiently educational in nature to fund.

If you needed prior approval, this information was included in your Awards Packet you received on the Budget Memo page.
A formal amendment is REQUIRED for the following:

- Budget changes
  - Moving over $1,000 between existing budget categories
  - Moving any funds into a budget category that is not in the grant award
  - Needing to use LSTA funds for items not specifically listed in your grant application
  - Needing additional funds

Financial issues are not the only reason an amendment may be needed...
An amendment is REQUIRED to extend the grant period.

A formal amendment is needed for significant changes in the project’s scope or objectives.

An informal amendment is okay for minor changes in scope or objectives, such as a change in dates on when a presentation will be held. This can be handled through an email correspondence.

No amendment is needed, but let us know about changes in key personnel or subcontractor.
Request for Amendment

Remember:

- Changes must be approved before committing LSTA funds

- Do not assume you will receive reimbursement of local funds if you pay for something before the amendment is fully in place
**Amendments**

- Submitted at least 3 weeks before the end of the grant period
- Filled out completely including reasons for the change
- Must be fully executed before placing any orders, etc.
- Online on the Library Development Grant Programs site [https://www.sos.mo.gov/library/development/lstagrants](https://www.sos.mo.gov/library/development/lstagrants)

**Amendment requests must be**

- Submitted **at least 3 weeks** before the end of the grant period
- Filled out completely including reasons for the change
- Must be fully executed (all signatures in place) before placing any orders, etc.

The form is available online on the Library Development Grant Programs site [https://www.sos.mo.gov/library/development/lstagrants](https://www.sos.mo.gov/library/development/lstagrants) in the LSTA Grant Report forms section.
Grant Monitoring
Generally, 15% of grants awarded receive an onsite visit but now it has changed to 10%. We awarded 43 Summer Library Program grants. We choose the libraries based on experience of the library in managing grants, uniqueness or complexity of the program, interest in observing operation of the equipment first-hand, irregularities in correspondences, library request, and sometimes location or timing. If you are new to the grant process, the visit may occur early in the grant period so we can go over the library’s grant management responsibilities. NOTE: It is important to have organized files as we consider this a good indication of your grant management style and effectiveness.
Findings: If there are any irregularities found during grant monitoring you will be notified and we will work together to bring the project back into compliance with LSTA rules and regulation.

Contents of Grant File

- Promotional materials
- Documentation of contacts with the State Library staff
- Evaluation measures: statistics, surveys, observation reports, etc...
- Documents pertaining to an amendment, if applicable
- Payroll documentation, if applicable
- Travel documentation, if applicable
- Signed copies of the Certification and Assurances
Best Practices
Create a file folder for all paperwork related to the grant (There has been a change in the MOSL Grant Agreement Standard Terms & Conditions under Records; from the termination of the grant period, files will have to be retained for 10 years now instead of 5 years).

Monitor your budget on an ongoing basis

Know what you need to count and why
- Baseline – stats from prior years
- Number of programs held and attendance
- Circulation statistics
- Be able to compare the stats and interpret how changes (or lack thereof) speak to project impact

Monitor changes in your participants regarding skills, attitude, etc. If you plan to use a survey, it MUST be reviewed and approved by the State Library before it is implemented. All surveys submitted with the applications may be assumed to be approved unless otherwise noted in your grant award packet.

Periodically review your application to be sure you accomplished everything listed and in the timeframe desired.
Best Practices

- Watch for project changes
- Keep all original invoices and timesheets
- Make copies of all forms you send
- Answer all the questions; fill in all the blanks
- File all reports on or before the deadline

• Watch for project changes, especially if they will require a formal amendment
• Keep all original invoices and timesheets and travel records, if applicable
• Make copies of all forms you send to the State Library – just in case they get lost in transition
• Answer all the questions; fill in all the blanks
• File all reports on or before the deadline

Yes, you may submit the final report early if the project activities are complete and all evaluation measures have been gathered and analyzed.
You can find the Grant Writing and Management Manual on our website and I have included the link in this slide.

• Observation – What do you SEE has changed

• Interviews – a good way collection stories that illustrate project impact and hear about unexpected benefits.
  o How you can HEAR about changes

• Questionnaires or Surveys – guided input sought from library staff and/or patrons in evaluating the project
  o How you can READ about changes

Staff documentation and observation combined usually produce some very helpful insights.

Focus Groups– can be especially helpful if you have a specific target audience in mind.
Determine your baseline data or starting point.
What were your numbers last year (and the year before that?) with what you counted?

For Summer Library Program grants you will include:
• Total number of participants in each age group for the reading program
• Total number who successfully completed the reading program
• Requirements to successfully meet the reading challenge
• Total number of programs and attendance
• Total number of presentations and attendance
• Number and identification of partners

Who participated?
What worked well?
What didn’t work very well?
What impact did the program have on participants?
WHAT DID YOU DO THAT COULD RESULT IN A CHANGE?

**Project management**: What did you do to build on program strengths and overcome program weaknesses?

**Partner participation**: What did the partners do?

**Project promotion**: How did you try to reach existing audiences? New audiences?

**Routine events**: What did you do on a regular basis? i.e. Weekly story times?

**Special events**: What targeted or special events were held?
Questions
Don’t hesitate to contact us if you have any questions about how to manage the grant.

When you exit today’s session, you will be prompted to complete a short survey. Please take the time to do so. This helps us to know if our sessions are helpful, and how we can improve them.