Summer Library Program 2022 Grant Application Overview

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INSTITUTE *of* **Museum** and **Library** SERVICES

Missouri Secretary of State
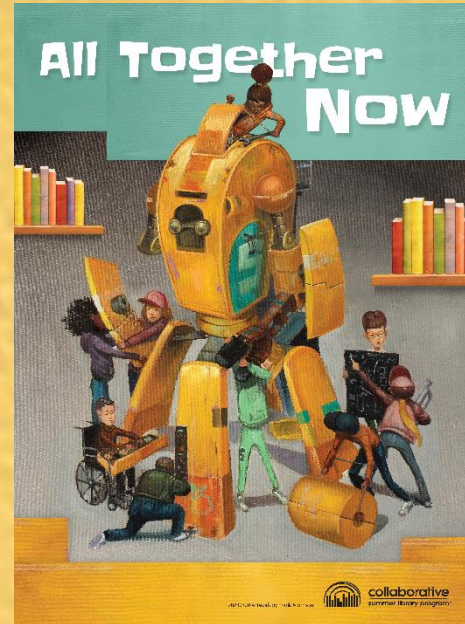**State Library**

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Session Objectives

1. **Grant Overview**

2. **CSLP 2022 Theme and Resources**

3. **Changes in the Summer Library Program**

4. **Grant Application Basics**

Summer Library Program Grant

Eligibility

- Public Libraries eligible to receive FY23 state aid

- School Libraries if community has no public library program

- All entities are required to have an active Unique Entity Identifier (UEI) from SAM.gov

Competitive grant

- Funding is not guaranteed just because you apply

- How to increase the likelihood of award
  - Follow the Award Guidance
  - Submit the required components listed in the application
  - Request eligible expenses/educational presenters

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Purpose and Goals

- Encourage Reading

- Reach new or underserved audiences

- Hold at least an 8 week program

Highest Priority: new applicants

Priority:

- School and public library partnerships

- Projects targeting the at risk and underserved

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CSLP Theme and Slogan

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Focus on People and Community

Multiple Programs

- Must exist separately

- Cannot mix funds

- LSTA funded Personnel hours cannot be used on other grants or general library work

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Presentation Resources

- Educational presentations for targeted audiences
- Authors
- Skilled artisans
- Storytellers
- Educational Presenters
- Community Partners

Group activities for targeted audiences:

- Age-specific story times
- Maker space

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Changes

- Maximum Funding Level ranges from $10,000 to $20,000, depending on Population

- Highest Priority: New Applicants

- Data upload document for reporting

Changes-Personnel

- Personnel limited to 120 hours during the programming timeframe

- Personnel time can only be used:
  - 1 week before the program begins
  - During the program
  - 1 week after the program ends

- LSTA funded hourly wage is limited to $10 per hour. The library has a required local match for the amount over $10.00 per hour

Online Grant Management System
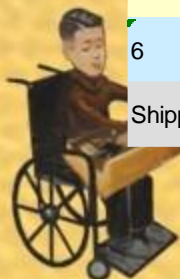
Application Budget Spreadsheet

LSTA GRANT APPLICATION BUDGET FORM

When completed, upload this Excel form into the grant management system to complete your grant application.

Please fill in the budget worksheet to create a line-item budget to submit with your grant application. Provide a brief description and separate costs for each type of item to be purchased. Round all figures DOWN to the nearest whole dollar for LSTA funds. Include local funds as appropriate, based on Matching funds guidelines.

1 **Enter the Library and Project names on the Personnel tab (even if you do not have personnel in the grant).**

2. **Personnel** - Salaries and benefits for additional library staff or additional staff hours for existing, part-time staff.

3. **Supplies** - Hardware such as computers, printers, and whiteboards with a per item cost under $5,000; consumable supplies used for the project such as art materials, activity supplies, mailing supplies, card stock or paper for flyers; and collection development materials.

4. **Services** - List services provided by a third-party contractor or vendor. Examples of services include software, conference registration fees, training providers, program presenters, and media costs including magazines, newspapers, radio, television and online advertisements. Please note that for training providers or program presenters the fee should be inclusive of travel costs.

5. **Equipment** - *Only* nonexpendable, tangible property with a per item acquisition cost **over $5,000** should be listed here. *Requires advance written approval from the State Library obtained at the time of application.*

6 **Indirect Cost** - If applicable, the amount of Indirect Cost eligible to be claimed. *See Indirect Cost Example tab. Note, indirect costs must be in your original application in order to claim.*

Shipping/handling charges are eligible for reimbursement. Include this cost in the same budget category as the item being purchased.

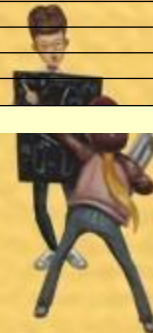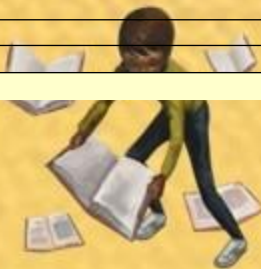# Budget Spreadsheet

Library Name: $ -

Project Name: $ -

List supplies that will be purchased for the project. Round DOWN to the nearest whole dollar. Remember, these are items with a per unit cost of $5,000 or less.

SUPPLIES BUDGET CATEGORY	Description of item or service	Quantity	Cost Per Unit	LSTA Funds	Local Funds	Total
SUPPLIES						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
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LSTA Grants Statutes and Regulations

- Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)

- General Regulations for Administering the Grants: 2 CFR 200

- Work Authorization Program: RSMo 285.530

Links to these statutes and regulations are available online at:
https://www.sos.mo.gov/CMSImages/LibraryDevelopment/GrantsManual.pdf

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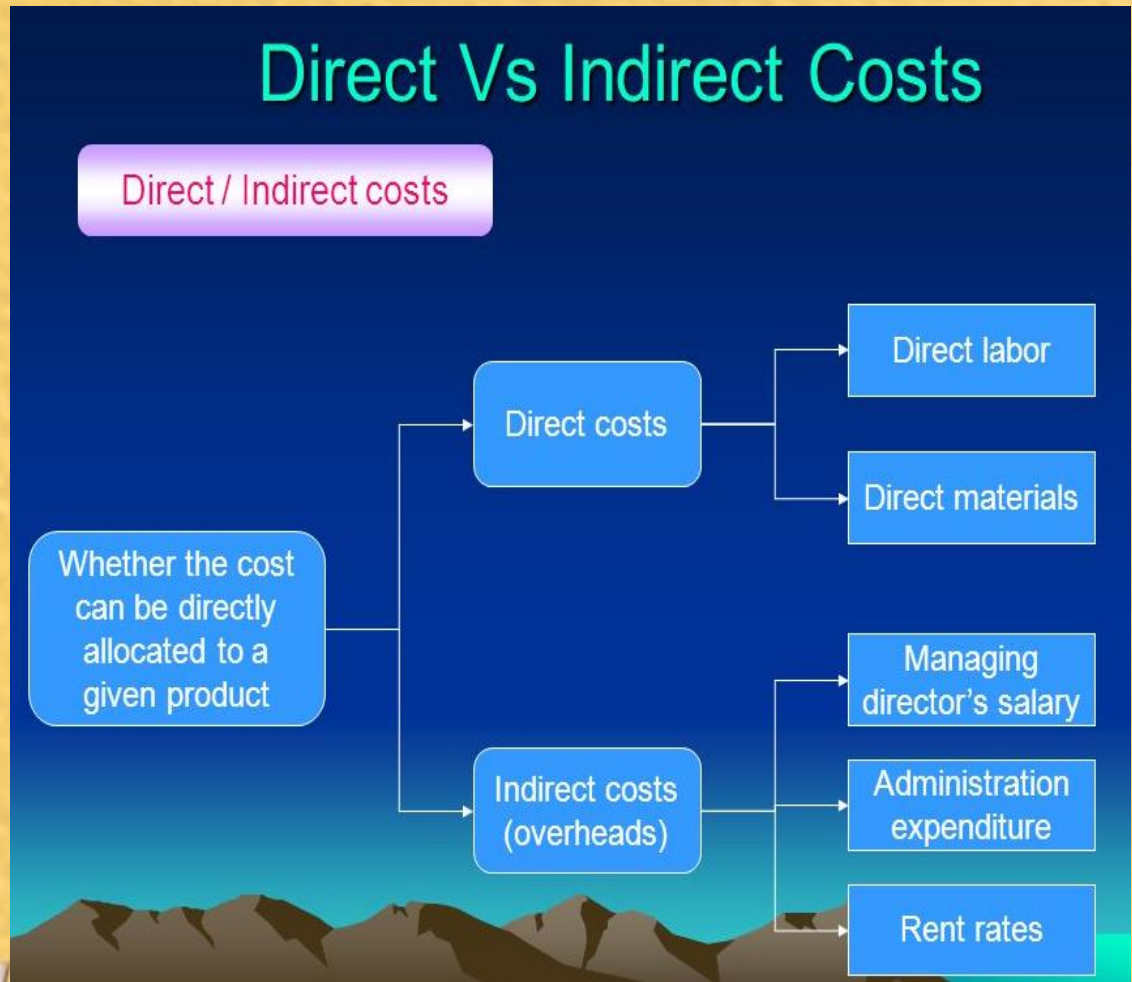
Application Signature Page

- *Only have to sign once and you agree to:*
  - Grant Agreement Standard Terms and Conditions
  - Certifications Regarding Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
  - Assurances Non-Construction Programs
  - Internet Safety Certification, if applicable
  - Business Entity Certification, if applicable

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Indirect Cost Rate (ICR)

- Decline

- Use federally negotiated rate

- Use the standard 10% rate

Direct Vs Indirect Costs

Direct / Indirect costs

Whether the cost can be directly allocated to a given product

Direct costs → Direct labor

→ Direct materials

Indirect costs (overheads) → Managing director's salary

→ Administration expenditure

→ Rent rates

Required IMLS survey questions:

- **Issue survey after every grant program and presentation.**

- **Issue survey after every staff training provided by the grant.**

- **Full Guidelines:**

  [https://www.sos.mo.gov/CMSImages/Library Development/2020SurveyGuidelines.pdf](https://www.sos.mo.gov/CMSImages/LibraryDevelopment/2020SurveyGuidelines.pdf)

Basic Information

Missouri Secretary of State **State Library**

Search ▾   Tools ▾   Communications ▾   Reporting ▾

Missouri State Library

Terry Blauvelt ▾

ⓘ Fields with an asterisk (*) are required.

∨ Project Information

Project Name*

The name of the project is attached to each and every form within your process. The project title should be meaningful, and not just be the name of the grant program.

Project Director Name*

Enter the first and last names of the Project Director.

Project Director Email Address*

Enter the project director's email address.

✉

Project Director Telephone Number*

Enter the Project Director's telephone number, including area code, and if applicable, the extension.

Work Authorization Compliance

RSMO 385.530 (2) As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis.

E-Verify (Work Authorization) Company ID Number

Target Audience

The Program Narrative

- **Explain your project**

- **Project Promotion**

- **Collaboration**

- **Additional Questions**

Evaluation - Outputs

- Circulation of materials
- Number of children who check out the materials
- Number of participants in the reading challenge
- Number of those successfully completing the reading challenge
- Number of programs or story times held
- Number of attendees at those sessions

Evaluation - Outcomes

- Involves a change in the target audience
  - Skills
  - Knowledge
  - Attitudes
  - Behaviors
  - Status
  - Life condition

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Budget Worksheet

| Name of Library: | $ | - |
| Name of Project: | $ | - |

Budget Category	LSTA Amount Requested
Personnel	$0.00
Supplies	$0.00
Services	$0.00
Equipment	$0.00
Indirect Cost	$0.00
TOTAL	$0.00

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Budget Worksheet Tips

- Include brief descriptions, such as craft supplies
- If no local funds, list $0
- Each category will Subtotal
- Prizes, incentives, and food are local costs

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Budget Narrative

- Include every item on Budget Worksheet

- Federal or local funds?

- Justify costs:
  - Why do you need that?
  - How does that help with your project/goals.
  - Understand incentives

- Explain all figures

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Large Purchase Price Analysis

Large Purchase Price Analysis

Everyone

If your grant application includes an item, a set of the same item, or services totaling $3,000 or more, a cost comparison **must** be completed **unless** you are purchasing the item(s) from a state contract. This helps determine the reasonableness of the proposed budget. For guidance on purchasing through a state contract, see State of Missouri Contracts.

Include the date researched, source of the pricing, vendor, and amount. Describe how the decision was made to use the pricing selected in the grant application. Please get price quotes from comparable vendors. Best practice is to provide a minimum of three comparisons.

Example:

Date	Source	Vendor / Provider	Amount
11/19/2020	Online	Fantasy Storytellers	$3,761
11/23/2020	Letter	Myth Creators	$2,976
11/24/2020	E-mail	Fairytale Cosplay Group	$3,200

Fairytale Cosplay Group was selected because the proposed presentation most closely aligned with the theme.

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| Add New Question | Add Shared Question | Add GuideStar Question |

Grant Payments

- Two installments (50/50)

- First payment cannot be requested until the grant period has started

- Must begin spending grant funds within 45 days

- Final payment with final report

Grant Timeline

- **December 1, 2023-Applications due**

- **Mid-January 2023-Approximate Award Announcement**

- **January 26, 2023- Grant management session**

- **February 1, 2023—Start date for grant period**

- **May 1, 2023 – Interim report due**

- **August 15, 2023 – Ending date of grant period**

- **September 15, 2023 – Final report due**

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Best Practices

- Have realistic, justified expenses
  - ✓ LSTA and local funds
  - ✓ Check your financial figures

- Be sure all attachments are included
  - ✓ Work Authorization
  - ✓ Spreadsheet
  - ✓ Survey (if customized)
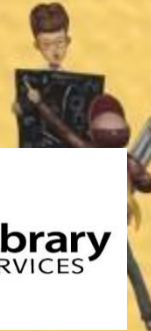 - ✓ Market analysis (LPPA)

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Questions?

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