

Summer Library Program 2024 Grant Application Overview

Presented by:
Terry Blauvelt
LSTA Coordinator

Lysha Thompson
Youth Services Consultant



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Session Objectives

1. Grant Overview
2. CSLP 2024 Theme and Resources
3. Changes in the Summer Library Program
4. Grant Application Basics



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Grant Timeline

- December 1, 2023-Applications due
- Mid-January 2024-Approximate Award Announcement
- January 25, 2024- Grant management session, register at:
<https://attendee.gototraining.com/r/1315750815032957954>
- February 1, 2024—Start date for grant period
- May 1, 2024 – Interim report due
- August 15, 2024 – Ending date of grant period
- September 15, 2024 – Final report due



Summer Library Program Grant



ADVENTURE *BEGINS AT YOUR* LIBRARY™

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



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

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



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

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



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Requirements

- Minimum of an 8 week program
- February-April are planning months
- Programs can begin after your local schools end for the summer
 - Registration can begin as you see fit



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

CSLP Theme and Slogan



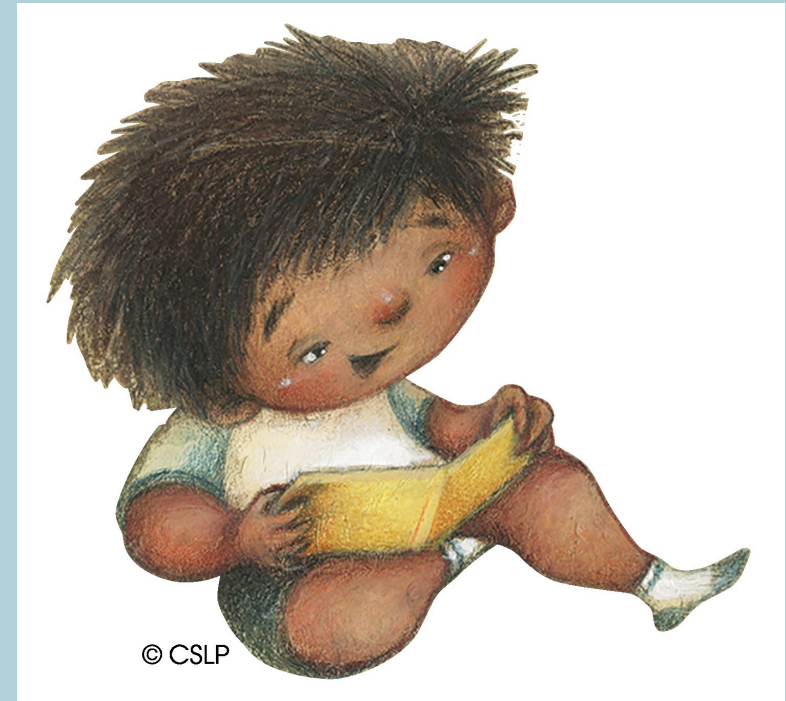
ADVENTURE BEGINS AT YOUR LIBRARY™

Focus on People and Community

- Main focus is to encourage reading
- Bring excitement to your library and community
- Reach new or underserved populations
- Don't do the same program each year
 - This is not exciting



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**



Multiple Programs

- Must exist separately
- Cannot mix funds
- LSTA funded Personnel hours cannot be used on other grants or general library work



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Presentation Resources

- Maximum of three grant funded educational presenters
 - All grant funded presenters must be approved by MOSL
 - Authors
 - Skilled artisans
 - Storytellers
 - Community Partners

Group activities for targeted audiences:

- Age-specific story times



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**



Changes

- Maximum Funding Level ranges from \$10,000 to \$24,000, depending on Population
 - Pop. of 85,000+ the maximum award is \$24,000
 - Pop. of 35,000-84,999 the maximum award is \$18,000
 - Pop. of 34,999 or less the maximum award is \$10,000
- Highest Priority: New Applicants
- Data upload document for reporting
 - Combined the Instructional and Educational tabs
 - No longer have to designate between Instructional and Educational



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Promotions

- Traditional advertising is **not** eligible for LSTA grant funding. This includes:
 - Newspapers
 - Billboards
 - Radio
 - Television
- This project is supported by the Institute of Museum and Library Services under the provision of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Library Materials

- Increased the maximum to \$2,000 per library district/system
- Are required to have the IMLS acknowledgement in/on each material.
- Reports must state the IMLS acknowledgment is on or in each material.
- Circulation must be recorded and reported.



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

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
- Eligible hours occur 1 week before the program, during the program, and 1 week after the program (not eligible in February-April)



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Online Grant Management System

includes the operation of a technology protection measure (TPM) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application. For more information regarding these program opportunities for your library, contact Terry Blauvelt, Grants Officer, at (417) 895-6670 or (800) 325-0131.

Review the grants table to see a general description of each grant program and eligible library type.

- [LSTA Grant Table](#)

LSTA Grant Application Forms

[Missouri State Library Online Grant Management System](#)

- Library Automation Grant - If interested, inquire at LSTA@sos.mo.gov
- Educational Presenter - Open Call
- Show Me Steps to Continuing Education - Individual - Open Call
- Show Me Steps to Continuing Education - Group - Open Call

LSTA Application Certification Forms

- Assurances - Non-Construction Programs
- Business Entity Certification, Enrollment Documentation and Affidavit of Work Authorization
- Certifications Regarding: Nondiscrimination; Debarment and Suspension;



Missouri Secretary of State State Library

Logon Page

Email Address*

Password*

[Log On](#) [Create New Account](#)

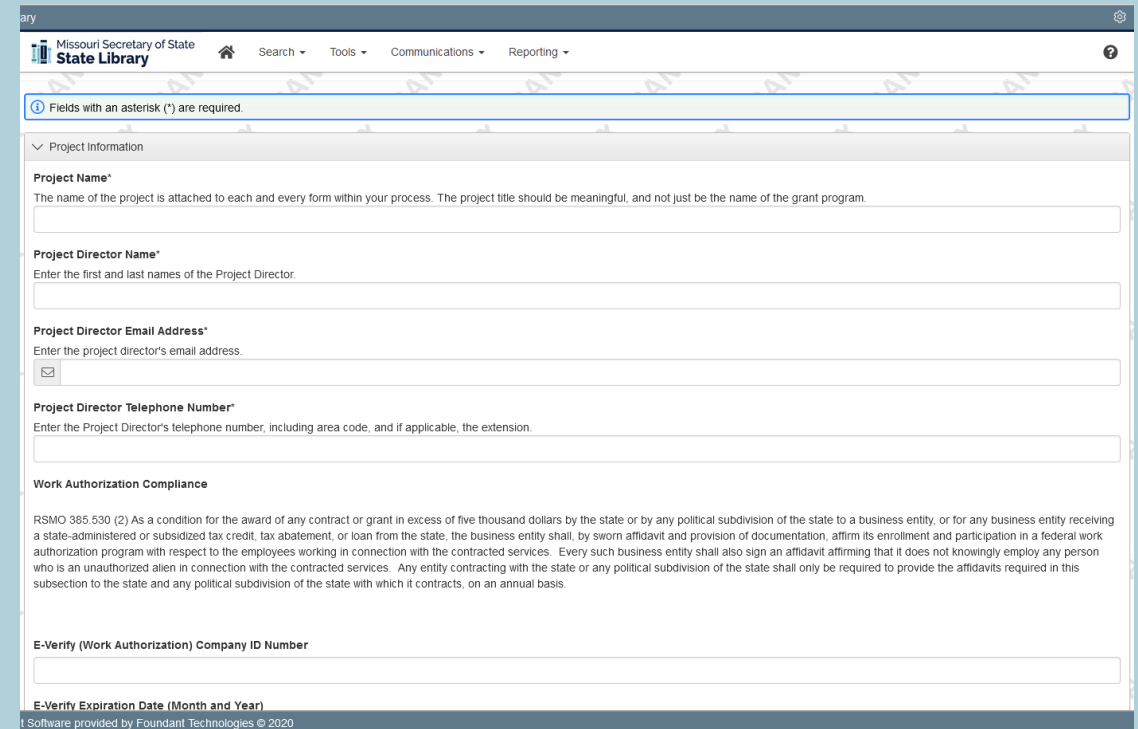
[Forgot your Password?](#)

Welcome to the Missouri State Library's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Terry Blauvelt at Terry.Blauvelt@sos.mo.gov to receive your username.



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

E-Verify Expiration Date (Month and Year)

Software provided by Foundant Technologies © 2020



ADVENTURE BEGINS AT YOUR LIBRARY™

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.



ADVENTURE *BEGINS AT YOUR* **LIBRARY**™

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						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
					\$ -	\$ -



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

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/FY24GrantsManual.pdf>



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Application Signature Page

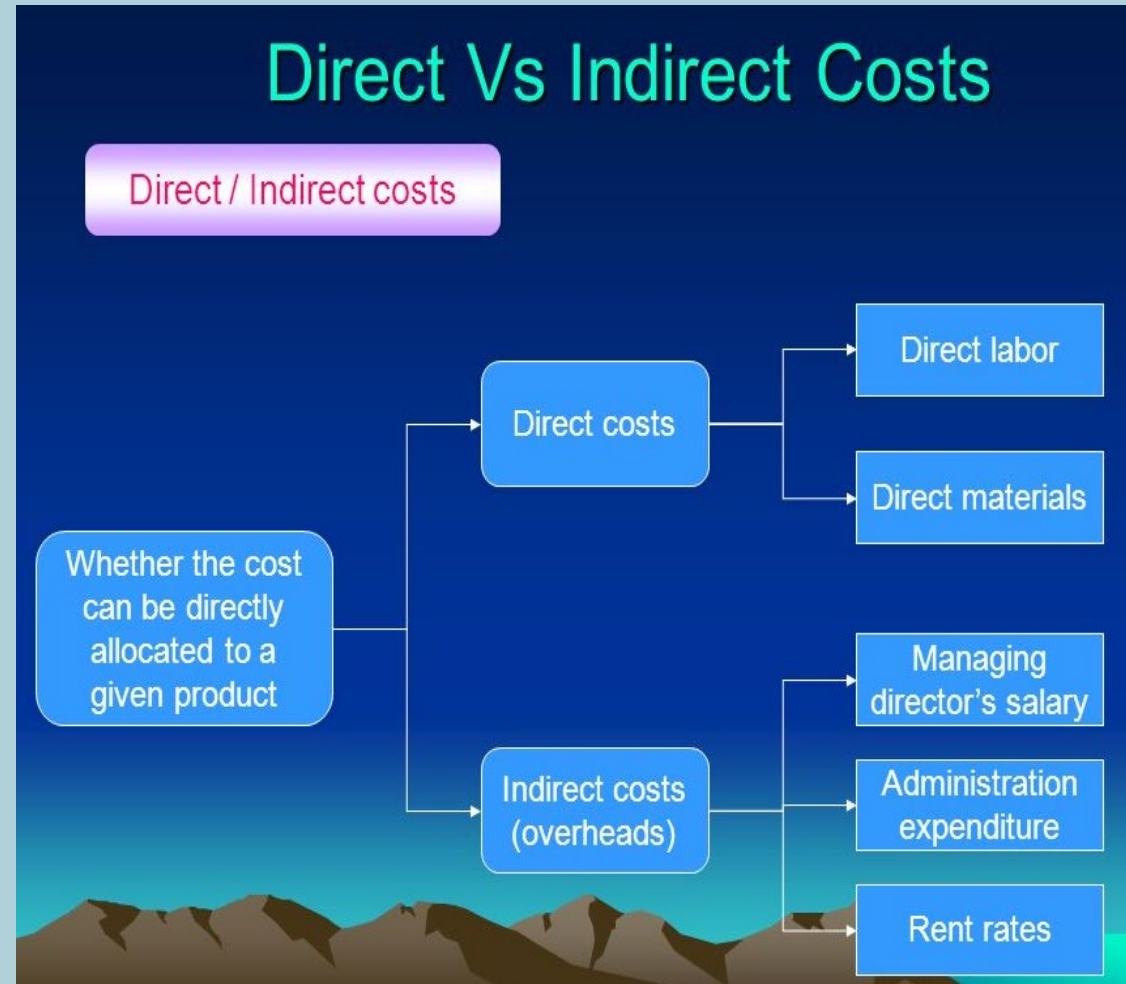
- *Only have to sign once and you agree to:*
 - Grant Agreement Standard Terms and Conditions
 - Certifications Regarding Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
 - Assurances Non-Construction Programs
 - Internet Safety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



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Indirect Cost Rate (ICR)

- Decline
- Use federally negotiated rate
- Use the standard 10% rate



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



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Basic Information

Missouri State Library Terry Blauvelt

Missouri Secretary of State
State Library Search Tools Communications Reporting

[Process Manager](#) / [Technology Mini Grant](#) / [MOSL Application Template](#) / [Preview](#)

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

Grant Management Software provided by Foundant Technologies © 2020



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Target Audience

Application - Grant Lifecycle M X

https://www.grantinterface.com/Form/Preview?form=566897&UrlKey=missourilibrary&Role=Applicant

Missouri State Library Terry Blauvelt

Missouri Secretary of State
State Library Search Tools Communications Reporting

If you need to renew your Work Authorization, please see this link.
Upload a file [1 MIB allowed]

Target Audience*
Identify the project's target audience from the list below. More than one may apply, but please do not select more than three.

- Ages 0-5 (Early Learners)
- Ages 6-12 (Children)
- Ages 13-18 (Teens)
- Ages 19+ (Adults)
- Ages 65+ (Seniors)
- All ages
- Locale: Rural
- Locale: Suburban
- Locale: Urban
- Locale: Statewide Public
- Special Populations: Library Staff, Trustees and Volunteers
- Special Populations: Families
- Special Populations: Immigrants/Refugees
- Special Populations: People Living Below the Poverty Line
- Special Populations: Unemployed
- Special Populations: People with Disabilities
- Special Populations: People with Limited Functional Literacy or Information Skills

Priority

- High Priority-Libraries that have not received a Summer Library Program Grant in three+ years.
- Priority-Projects involving school and public library partnerships.
- Priority-Projects targeting at risk and underserved audiences.
- Priority-Projects with major outreach components.

> Program Description

> Financial Information

> Project Evaluation

> Certifications

Grant Management Software provided by Foundant Technologies © 2020



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

The Program Narrative

- Explain your project
- Project Promotion
- Collaboration
- Additional Questions



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

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



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Evaluation - Outcomes

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



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

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



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

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 and don't need to be listed on the spreadsheet



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

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.
- Explain all figures



ADVENTURE *BEGINS
AT YOUR* **LIBRARY™**

Large Purchase Price Analysis

Everyone

Add New QuestionAdd Shared QuestionAdd GuideStar Question

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.

4,000 characters left of 4,000

Add New QuestionAdd Shared QuestionAdd GuideStar Question



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

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 of receipt
- Final payment submitted with final report
- Payment requests are submitted to LSTA@sos.mo.gov



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Best Practices

- ✓ LSTA and local funds
- ✓ Check your financial figures
- Be sure all attachments are included
 - ✓ Work Authorization
 - ✓ Spreadsheet
 - ✓ Survey (if customized)
 - ✓ Market analysis (LPPA)



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Questions?



ADVENTURE *BEGINS AT YOUR* **LIBRARY™**

Contact Information:

Lysha Thompson
Youth Services Consultant
Telephone: 573-522-9564
Email: Lysha.Thompson@sos.mo.gov



Terry Blauvelt
LSTA Coordinator
Telephone: 417-895-6670
Email: terry.blauvelt@sos.mo.gov



ADVENTURE *BEGINS AT YOUR*

