

Summer Library Program Grant Application 2015

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Session Objectives

1. Summer Library Program Grant: A Brief Intro
2. CSLP 2016 Themes and Resources
3. Grant Application Basics
4. Best Practices



During this session we will:

1. Provide a brief overview of the Summer Library Program including what has changed.
2. Discuss the 2016 Themes and Resources
3. Review the parts of the application
4. And talk about best practices – those things that can help your application flow smoothly through the review process

**Summer
Library
Program
Grants**



Summer Library Program Grant

- Public Libraries eligible to receive state aid
- School Libraries if located in a community where access to a public library summer library program is not possible



1. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public. In order to qualify for LSTA funds, the library must also be eligible to receive State Aid.
2. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

Summer Library Program Grant

- To reach new or underserved audiences
- To expand opportunities for children, teens and/or adults to improve their reading skills through the summer
- For public and school libraries that serve common audiences, development of a cooperative relationship and collaborative activities are required



This grant is not meant to replace local funding for your summer library program. It is meant for you to try new ways to reach new audiences or to test out new programs to further augment your current program for current audiences. It is meant to help you “dream a little bigger.”

If your application does NOT show how you plan to reach new audiences or expand programming, but merely repeats the same or very similar activities and tactics from year to year it is time for you to seek sustainability funding from local sources.

Grants that promote reading throughout the summer and not just during the summer school session will receive the highest priority. Note the requirement for an 8 week program.

February through April are meant to be planning and partnership development months while from May through August you promote and implement the program.

CSLP Themes and Idea Sharing

- Children: **On Your Mark, Get Set, Read**
- Teens: **Get in the Game: Read**
- Adults: **Exercise Your Mind-Read**

The CSLP manual that was mailed out earlier this month. It should provide a wealth of ideas to get you started

CSLP Themes and Idea Sharing

- **Partnerships**

- Public libraries
- Schools
- Head Start
- Day cares
- Day camps
- YMCA
- Parks and Recreation
- Housing authorities
- Agencies serving low income families
- Senior centers
- Nursing homes



This slide lists successful partnerships that have been reported on Summer Library Program final reports in previous years. Some of these have allowed library staff to come onsite to provide programs while others have brought their clients to the library to attend programs.

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
 - Summer Reading Olympic Games



We have seen many funding requests for authors, skilled artisans, storytellers and other educational presenters.

There may also be **partners** in your community or area who may be willing to provide a presentation at no- or low-cost. Consider:

- Local Artist Guild
- Missouri Arts Alliance
- Missouri Department of Conservation
- Extension Offices
- Master Gardeners

Also, consider what group activities you may need additional funding for:

- Offering more story times or for more age groups than regularly provided by the library
- Supplies for creative space or makerspace events
- Supplies to hold your own Summer Reading Olympic Games. – Note we cannot fund prizes or incentives for participants, but if you need jump ropes, hula hoops or other activity supplies, they can be funded through the grant.



**CHANGES IN
THE LSTA
GRANT
PROGRAM**

Changes in the Grant Program

- 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Budget categories
 - Consultant Fees
 - Services



It is important to note that these grants must comply with the new OMB Super Circular. This impacts how grants are administered (called Uniform Administrative Requirements), allowable and unallowable costs (formerly found in the Cost Principles), and Single Audit requirements.

Please also note, there are changes in the way that Consultant Fees and Services are requested and reported.

Consultant Fees are now considered expenses related to acquiring the services of an outside consultant for the management, oversight and administration of the LSTA project. Costs may include consultant fees, travel, lodging, and support services hired directly by the consultant.

Services are services provided by a third-party contractor or vendor. Examples of services include training providers, program presenters, and outside IT support.

Changes in Indirect Cost Rates

Now allowable as an LSTA cost. There are three options:

1. Declining to receive payments for indirect costs.
2. Using your institution's Federally Negotiated Indirect Cost Rate
3. Using the de minimis rate of 10% of modified total direct costs (MTDC)

Previously, indirect costs were not an allowable cost in the Missouri State Library's LSTA grant programs. Indirect costs are those expenses incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to a single project. Costs may be facilities or administrative in nature. Examples include salaries of administrative staff, office space, materials, and communications used by direct staff, such as telephone services.

Per 2 CFR 200 and guidance from the Institute of Museum and Library Services, institutions are now allowed to charge indirect costs to federal grants.

So subgrantees have three options:

1. You may decline to apply for funds to support indirect costs.
2. You may use an indirect cost rate that has been negotiated with your federal cognizant agency.
3. You can use the de minimus rate of 10% of the modified total direct costs (MTDC).

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts ***up to the first \$25,000***. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.

As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use the de minimus rate with no additional documentation required.

Recently Reinforced by IMLS

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, limited English proficiency, or national origin

Link to Limited English Proficiency Guidance:

<http://si.sos.mo.gov/CMSImages/LibraryDevelopment/IMLS%20Guidance%20on%20Limited%20English%20Proficiency.pdf>



Per guidance from the Institute of Museum and Library Services grants and contracts awarded from LSTA funds must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs. Additional information is available at [Limited English Proficiency Guidance](#). An example of an accommodation is having a Spanish language translator available at your story times.

**Grant Application
Basics**



Be People Focused



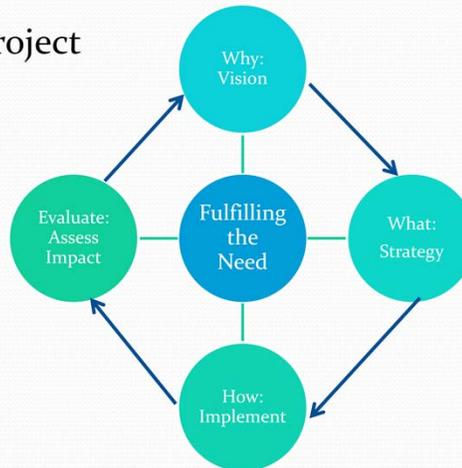
It's all about the people you serve and the difference you can make...not the money.

Be focused on solving the problem, improving the condition, and/or meeting the needs of the people.

Project Development

- Organize your project

- Need
- Resources
- Activities
- Outputs
- Outcomes
- Impacts



Center the application around fulfilling the need. A good place to start developing your project is with the assistance of a logic model. A sample of the logic model is available in the Grant Writing and Management Manual.

The Project Title should be MEANINGFUL

Be careful activities don't start before the GRANT PERIOD begins. Also make sure you can complete all activities and equipment and software installations by the end of the grant period.

In the PROJECT DESCRIPTION, focus on the need or problem and what will be done to address it

Think about the RESOURCES you will need to implement the project. This includes money, partners, equipment, facilities, supplies, and knowledge gained.

Think about the ACTIVITIES AND METHODS: What do you need to do? What purchase procedures need to be met, who will do the equipment installation, and who and how is evaluation conducted. Be able to clearly state the project's expected benefit or impact, and what you will need to do to document that the goal has been reached (or not).

Part of your evaluation methodology will be to look for...

Outputs: What you can count that will show evidence of service delivery; by themselves they are just numbers that require interpretation.

Also look for Outcomes: What CHANGE has taken place? (Knowledge, skills, behavior, attitude, status, life condition) Outputs and Outcomes together will help you identify the project's IMPACT.

Look for impacts for the....

- Individual, community, and staff.
- Look for short term changes– what you see immediately
- Medium term changes – these might affect practice, policy or procedures
- And long term changes - changes in a person's social or economic situation

Grant Application Basics

1. Identify applicable regulations and statutes
2. Complete the application and send it in ON TIME
3. Application undergoes review
4. Grant is awarded (or denied)

Be comfortable with the statutes and regulations that apply to this grant.

Complete and submit the application on TIME. The scheduled due date is November 13, 2015. Once the application is received an email notification will be sent to both the library director and project director listed on the application. The application is then reviewed by a variety of people. Finally, the grant is awarded or denied. You can expect an announcement of awards to be made in mid-January.

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

<http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf>

In addition to 2 CFR 200, be familiar with the U.S. Statute for the Museum and Library Services Act of 2003, and the Missouri Statute involving the Work Authorization Program.

These statutes and regulations are referenced in the Certifications and Assurances forms that must be signed and accompany the application.

Grant Application Basics

- **Project Description**
 - State the problem
 - Identify the goal(s) of your project
 - Identify the strategies to reach your goal

The project description is a foundational part of your grant application and is generally very short and to the point. It is one of the first pieces a reviewer sees and sets the tone for how the application will be read. It should provide the reader with a framework that will help him or her visualize the project. The remainder of the proposal then serves to deepen and amplify the "vision". The project description should contain the following elements:

In one or two sentences state the problem

In one or two sentences identify the goal of your project

•What you hope to achieve

•Explain the direct benefit to the individual and/or community

In one or two sentences identify your strategies – Do NOT get into the steps

•Provide a general overview of what you will DO to solve the problem.

The rest of the proposal will get into the details.

Example for a Summer Library Program Grant: Tweens and teens have low participation and low successful completion rates for our library's summer library program. With guidance from our Youth Advisory Council (YAC), we have identified special presenters, activities and a volunteer component of the summer reading program to meet the needs and interests of the tween and teen audiences in ways that encourage reading throughout the summer. The project will be promoted by presentations made by YAC members at local schools and through Facebook, tweet and text message blasts, and advertisements at our local movie theater and video arcades, reaching the target audience where they gather and using marketing tools shown to be effective with these age groups.

Grant Application Basics

2. Program Narrative

- a) Library service benefit and project summary
- b) Cooperative element(s)
- c) Project promotion: publicity
- d) Project evaluation

The program narrative is where you will get into the project details.

- a) In Library Service Benefit and Project Summary:** Provide a thorough description of your Summer Library Program proposal including: target audience, how the project will improve library service levels, successful completion goals, timetable with major activities. For the timeline, be sure to indicate purchases will not be made or contracts signed prior to the start of the grant period.
- b) In Cooperation:** Provide a list of partners (if any) with a unique letter of support from each that outlines their commitment to and anticipated role in the project.
- c) In Project Promotion:** State how you will notify the public about the project. Include both in-library and outside of the library efforts.
- d) In Evaluation:** Indicate how will you measure the impact of your project through quantitative methods - what you can count that will show something happened - and qualitative ways to show well the project worked.

Be sure you look at the Resource section of the grant application to see examples of the type of responses we expect to see these questions.

Evaluation

- ❑ **Shaping Outcomes:** <http://www.shapingoutcomes.org>
- ❑ **Perspectives on Outcome Based Evaluation for Libraries and Museums:**
<http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf>

Because it is so important to be able to demonstrate project impact, we recommend that new grant writers and project managers be comfortable with outcome based evaluation or OBE. On the screen are links to two tools that provide good introductions to OBE.

The first is *Shaping Outcomes*, an online tutorial that walks you through the various components of OBE. The second is *Perspectives on Outcome Based Evaluation for Libraries and Museums*, which is a 31 page overview of OBE.

Evaluation - Outputs

- What you can count – statistics
 - 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
- They are not outcomes
- They do not show impact
- They are just numbers

Outputs are the things you can count; they provide quantitative (statistical) proof that something took place. Outputs are not outcomes. Outputs do not show impact. Outputs are just numbers until an interpretation is applied.

Evaluation - Outcomes

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



Outcomes should involve a change for the better in the people in your target audience. Impacts should involve at least one of the areas: skills, knowledge, attitude, behavior, status or life condition.

Evaluation – Assessing Impact

- **Evaluation Measures Beyond the Numbers**
 - Questionnaires or surveys
 - Interviews
 - Observation
 - Focus groups or case studies
 - Research

Sample surveys are available to help evaluate specific areas. (See the Resources section of the application.)

Interviews can be formally conducted, but casual conversation can be just as – and sometimes more – informative.

Don't underestimate the power of observation

- Are books flying off the shelves?
- How engaged are the participants?
- What was particularly engaging for the participants?

If you have a special group, for instance a book club reading and discussing the Gateway nominees, you have a built-in focus group or case study opportunity.

Also look at the research available that talks about the effectiveness of summer reading programs:

- Impact of summer reading programs in preventing summer learning loss
- Reading improves vocabulary and spelling impacting academic achievement

Evaluation - Outcome Based Assessment

Combine what you counted with what you observed, heard or read to assess the project

1. What outputs did you identify and how do they compare to previous years?
2. What outcomes did you identify?
3. What impacts can you infer?

WHAT DID YOU SEE, HEAR, READ?

➤ Project promotion: How effective were the various methods that were used (newspaper, signage, billboards, partner-driven outreach)

➤ Routine events: Who attended? What worked well? What needed improvement?

➤ Special events: Guest speakers, etc. Which ones best addressed the theme, had clear educational or library service objectives and were well-received? Which ones were not? Why not? Which were well-attended? Why?

➤ Program closeout: What did you read in the surveys, hear in the conversations and see in other evaluation methods used?

➤ Research: Did you have any cause and effect results – something YOU can't prove but that research has shown? (i.e. Because X students read 5 or more books, summer learning loss was likely prevented.)

WHAT DOES IT MEAN?

- What can you LOGICALLY deduce from the changes in numbers?
- What can you LOGICALLY deduce from your observations?
- What was the overall impact on the participants?
- Were any individuals or groups more impacted by the project than others?
 - If so, how and why
- What was the impact on staff?



Budget Details has two parts. The first is the Budget Worksheet.

The budget worksheet is a line item list of all items or services to be purchased for the project, including both grant and local funds

- Items and services should be listed under the appropriate categories, provide brief descriptions, the quantity to be purchased, cost per unit, a breakout between grant and local costs involved and total cost
- Please also be sure to report Consultant Fees and Services separately as mentioned earlier in the session.
- Be sure to subtotal each category
- Watch the local match requirements

There is a dollar-for dollar local match required on collection development purchases. This is limited to a maximum of \$500 in LSTA funds per library branch. For example, a library system with two branches may request a total of \$1,000 in LSTA funds which then must be matched by \$1,000 in local funds. If the total budget is projected to be \$500, \$250 would be from LSTA and \$250 would be local funds.

- The institution's budget can provide the local match
- Friends, corporate or private funds can provide the local match
- Federal funds from another source CANNOT provide the local match

The indirect cost rate amount should be listed in Other.

Grant Application Basics

- **Budget Narrative**
 - Justification
 - Cost / market analysis:
\$3,000 threshold
 - Item or set of same items
 - Services

Funders like to see local buy-in and justification of all costs – do you REALLY need EVERYTHING you are asking for and is it at a fair price?

The second part of Budget Details is the Budget Narrative and it should provide this justification.

- a) Budget narrative – describes items in greater detail and justifies all project costs listed on the budget worksheet, both LSTA and local

- b) For LSTA grants from us, a cost analysis for an item, set of items or services totaling \$3,000 or more must be performed
 - Cost analysis are conducted to determine if you are obtaining an item or service at a fair market value
 - They can be collected through phone calls, websites, catalogs, email, etc.
 - Your should try for at least 3 cost comparisons for the item, set of the same items, or services
 - Make sure you **say** which cost estimate was used on the budget worksheet and why
 - At this point, you must NOT be bound to the vendor.

Grant Application Requirements

4. Certifications and Assurances

- 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
- Business Entity Certification
- Application

Basically, the Certification and Assurances forms speak to QUALITY AND LEGAL ASSURANCES.

Assurances

The Assurances – Non-Construction Programs addresses equal access and responsible use of funds.

Equal Access: You cannot deny service or benefit on the basis of race, color, national origin, age, sex, or disability. Note there is a difference between targeting and exclusion.

Responsible Use of Funds: Ensures proper planning, management and completion of the project including filing complete interim and final reports with the State Library.

Certifications

Debarment and Suspension: The certification ensures that those persons working on federally funded projects have not been debarred, suspended, or declared ineligible from receiving federal funds, convicted of or had a civil judgment rendered against them for fraud, embezzlement, theft, false statements, within the preceding three-year period, or had one or more public transactions terminated for cause or default.

Drug-Free Workplace: Grantees must have a written policy that informs employees that the unlawful possession, distribution, or manufacture of a controlled substance in the workplace is not allowed. The policy must specify what the penalties are for violations. Grantees must have a drug-free awareness program.

Lobbying: You cannot use these funds to influence federal agency officials or congress, State, or local election, referendum, initiative, or similar procedure.

Trafficking in Persons: The grant, contract or cooperative agreement will be terminated if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act or uses forced labor.

Native American Human Remains and Associated Funerary Objects: unlikely to be part of your grant, but be aware there is a new paragraph regarding this on the Certifications Regarding form.

Internet Safety: Needed for grants involving the purchase of computers used to access the Internet, or to pay for direct costs associated with accessing the Internet

Business Entity Certification: You do not knowingly hire persons unauthorized to work in the US. This form is required ONLY for applications seeking an excess of \$5000 in LSTA funds.

Application: Shows us you have the financial and staff commitment to carry out the project from your authorizing official and director. Be sure the proper person signs each document. Know who can sign if that person is not available.

Grant Application Basics

The application is available in Word format on the Missouri State Library Grants website at

<http://s1.sos.mo.gov/library/development/lstagrant>

The guidelines are available in PDF format at

<http://s1.sos.mo.gov/CMSImages/LibraryDevelopment/AppGuidelinesSFY2016.pdf>



Specific guidelines as to application expectations are part of the application packet. There are also general guidelines online that can help you identify how to fill in all the blanks and complete the budget worksheet.

The application is available on the Library Development LSTA grants page. It is in the LSTA grant application forms section.

At this time, does anyone have any questions?

Frequently Asked Questions

1. Presenter Costs – Services
 - Includes presenter honoraria, transportation, lodging, and meals
2. Travel for project staff
 - Must be in excess of 300 miles and activities cannot be performed during currently scheduled trips
 - Current reimbursement estimate is .37 per mile

1. Presenters should be considered Services. Costs should include presenter fees, transportation, lodging, and meals. Do NOT separate these costs into separate line items. You might also put project staff here if they are not considered library personnel, that is they do not receive benefits.

2. Travel for project staff is allowable IF

- Travel is estimated to be in excess of 300 miles and activities cannot be performed during regularly scheduled trips

The current reimbursement estimate is .37 per mile. If the library reimburses travel at a higher rate, the remainder must be funded locally.

Frequently Asked Questions

4. Grant Payments

- This grant will be paid in two installments (50/50)
 - First payment cannot be requested until the grant period has started and you must begin spending those funds within 45 days

5. Timeline

- Applications are due November 13, 2015
- Grant period begins February 1, 2016
- Grant period ends August 15, 2016
- Interim Report due May 2, 2016 and Final Report due September 15, 2016

The Summer Library Program is paid in two installments. You should not request first payment until you actually start encumbering those funds.

The final payment request is submitted with your final report, after all expenses are known and the program has ended.

The end of the grant period is August 15, 2016. All items should be received. All funds should be encumbered.

The interim report is due to the State Library on May 2, 2016. The final report is due to the State Library on September 15, 2016 at which time all funds should be spent.

Are there any questions this far, if not we will go on to best practices where we will look the things that libraries do that bring projects to successful conclusions.



Grant Applications Best Practices

- Plan well
- Have a strong evaluation methodology
 - What will you count?
 - How will you find out about impacts?
 - How will you gather stories?



Know where you are going. The more planning you can do upfront, the greater impact your project is likely to have and the smoother your project is likely to go. **You are also less likely to require an amendment due to a change in timetable, program modification, or budget.** A plug for grant management: **Remember, a change in budget is not the ONLY reason for an amendment, changes in programming and scope including audience and activities may also activate a need for a formal amendment.** Do not live by the motto “It’s easier to seek forgiveness than ask permission” because you might leave us with no choice but to deny partial payment on your grant when your final report is reviewed and we see costs that are not eligible for LSTA funding.

Plan well – be thorough in researching what you need and the costs involved

Have a strong evaluation methodology

- What will you count? Do you have established baselines? (If not, if possible establish them now.)
- How will you discover impacts?
- How will you gather stories that illustrate the impact?

Grant Applications Best Practices

- Have a realistic, justified budget
 - ✓ LSTA and local funds

- Check your math

- Be sure all attachments are included
 - ✓ Computer specification documentation
 - ✓ Survey drafts
 - ✓ Market analysis

Remember you should have a realistic and fully justified budget. Please remember to review the budget worksheet and narrative to ensure the numbers provided in the budget worksheet correspond with the budget narrative.

- Check your math to make sure the match requirements have been met.

- Be sure all attachments are included
 - ✓ Survey drafts
 - ✓ Market analysis

Grant Application Best Practices

- Know what your legal responsibilities are
- Know your institution's policy on grant applications
- Know who has to sign your application and what his/her schedule is

Know what your legal responsibilities are

- There is a long list of statutes and laws that apply as shown earlier in this presentation.

Know your institution's policy on grant applications

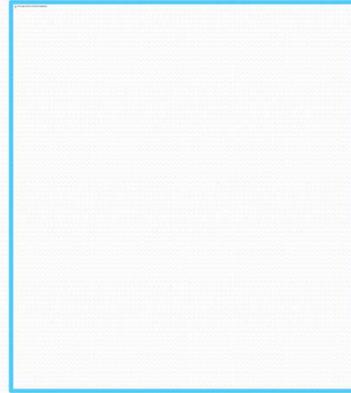
- Do you have to go through a certain office?
- Whose permission do you need from your institution?

Be sure all accompanying forms have been signed and dated by the appropriate person. Make sure you know the schedule of the person who has to sign these documents. If that person is out of the office at the time of application submission, who can sign in his/her place?

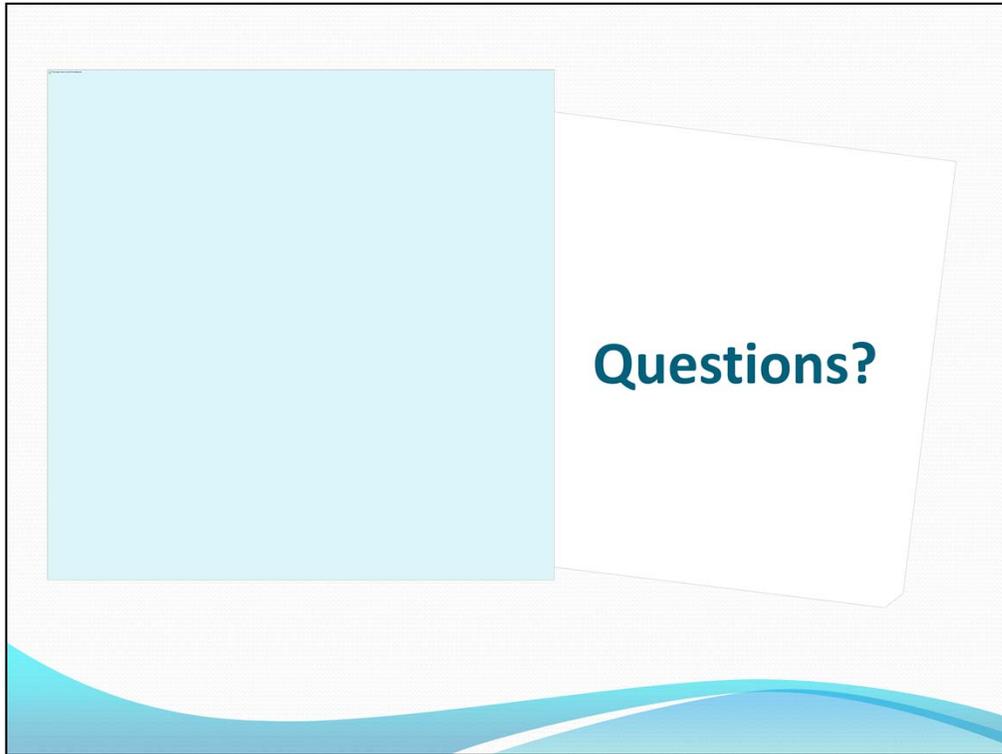
Can't fund what you wanted?

- Other funding resources are located in the appendix of our grant manual available online at:

<http://s1.sos.mo.gov/library/development/lstagrant>



LSTA is not the only source for library funding, you may want to check out other options in the Appendix of the Grant Manual.



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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.