



Grant Basics

Terry Blauvelt



Missouri Secretary of State
State Library

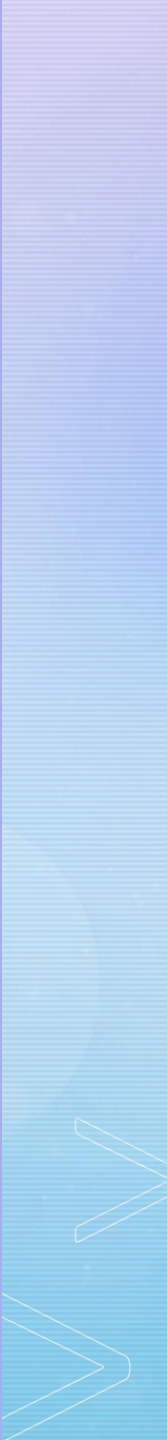


Order of presentation

- Introduction and acronyms
- Getting started
- Pro tips
- Foundant (Online Grant Management System)



Acronyms

- IMLS-Institute of Museum and Library Services
 - LSTA-Library Service and Technology Act
 - MOSL-Missouri State Library
 - CSLP-Collaborative Summer Library Program
 - SPR-State Program Report
 - LPPA-Large Purchase Price Analysis
 - ICR-Indirect Cost Rate
- 



Getting Started





MOSL Grants Webpage

- <https://www.sos.mo.gov/library/development/1stagrants>



Know your community

- Community demographics
- Be involved
- Make the connection!

Know your library

- Be available
- Open door policy

Keep good data

- Track computer information
- Computer usage
- Attendances
- Participants
- Required surveys

<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/2020SurveyGuidelines.docx>



Alignment

- Show specifically how the needs of the organization match the goals of the grant.
- Focus on people



Pro Tips

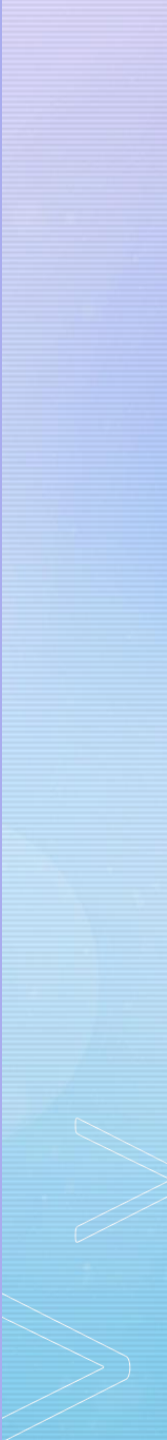


Use the correct grant name

- SRP and SLP are two different grants with two different funding sources and are not interchangeable.
- Technology Mini Grant (=small grant) not Mini Technology Grant (=small technology).



Language

- Use grammatically correct language in the third person.
 - The application and reports should be written in a clear and concise manner
 - The application and reports should articulate the goals or the accomplishments of the grant without needing insider information
- 



Make sure your math is correct

- The MOSL provided spreadsheets are auto-calculating. **Don't change the Excel sheets to .pdf**
- If you aren't required to use a spreadsheet, at least use a calculator.

Include required elements

- Work Authorization (E-Verify) proof is not optional for awards over \$5,000. If it does not appear on the OA DP website *not having either the renewal document or the OA DP confirmation email with the grant application is an automatic denial.*
- Budget Spreadsheets.



Eligible items

- Know what items are eligible and ineligible.
Requesting ineligible items lowers the chance of attaining any grant.
- Eligible items and ineligible items are listed in the Award Guidance.



Indirect Cost Rate

- De Minimus Rate 10%
- Federal Negotiated Rate
- Not claimed

Large Purchase Price Analysis

- Required for purchases of single or aggregate like items at or over \$3,000
 - Bids
 - State Contract
 - Single feasible source
 - Sole source
- Justification



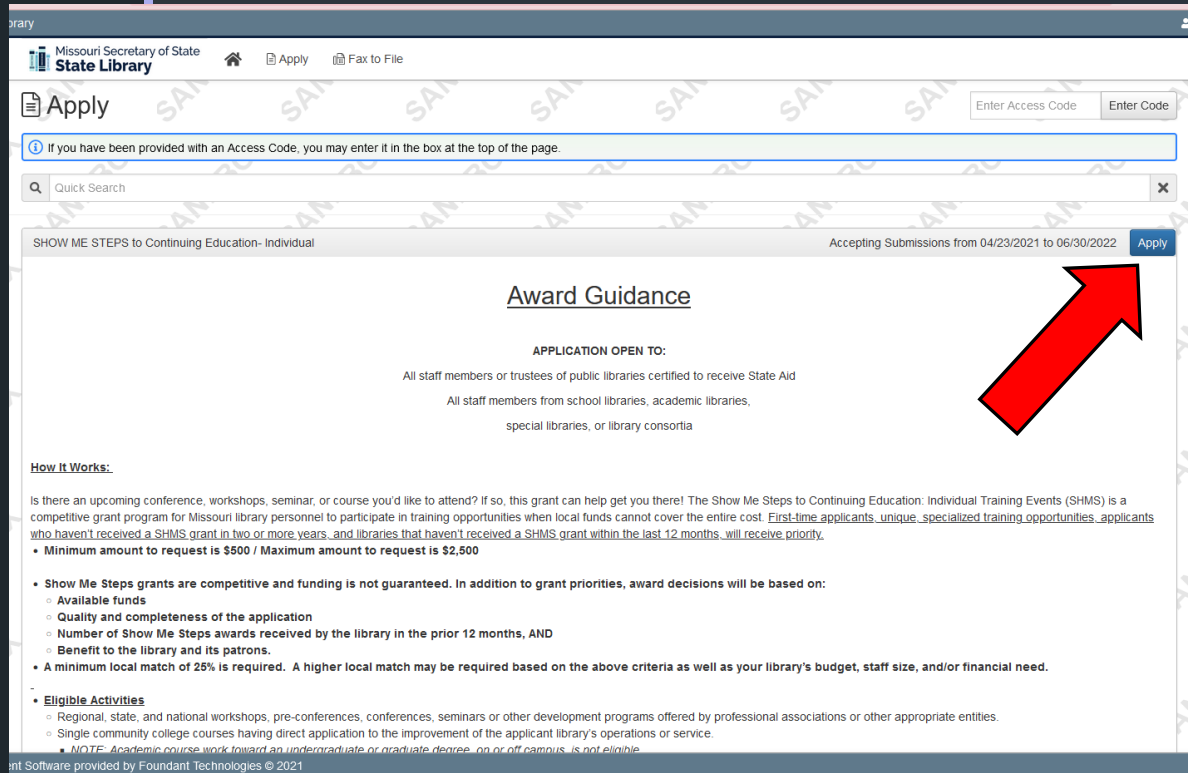
IMLS Acknowledgement

- 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.
- IMLS Communications Kit:
<http://www.ims.gov/recipients/grantee.aspx>

Foundant

- Online Grant Management System
- <https://www.grantinterface.com/Home/Logon?urlkey=missourilibrary>

Applying



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Apply Fax to File

Apply Enter Access Code Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

SHOW ME STEPS to Continuing Education- Individual Accepting Submissions from 04/23/2021 to 06/30/2022 **Apply**

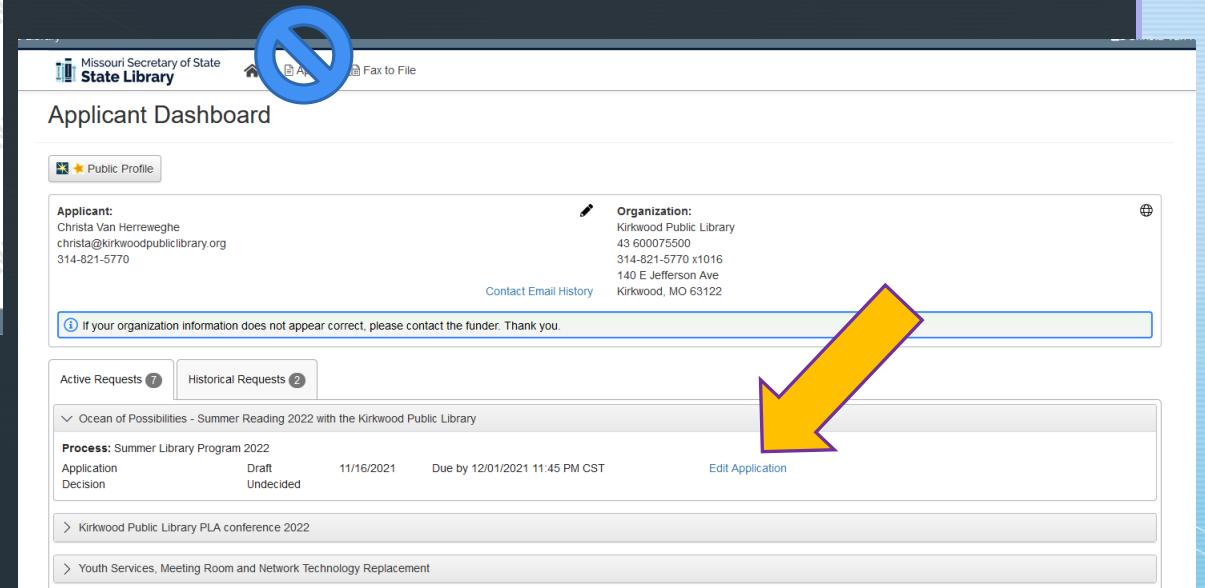
Award Guidance

APPLICATION OPEN TO:
All staff members or trustees of public libraries certified to receive State Aid
All staff members from school libraries, academic libraries,
special libraries, or library consortia

How It Works:
Is there an upcoming conference, workshops, seminar, or course you'd like to attend? If so, this grant can help get you there! The Show Me Steps to Continuing Education: Individual Training Events (SHMS) is a competitive grant program for Missouri library personnel to participate in training opportunities when local funds cannot cover the entire cost. First-time applicants, unique, specialized training opportunities, applicants who haven't received a SHMS grant in two or more years, and libraries that haven't received a SHMS grant within the last 12 months, will receive priority.

- **Minimum amount to request is \$500 / Maximum amount to request is \$2,500**
- **Show Me Steps grants are competitive and funding is not guaranteed. In addition to grant priorities, award decisions will be based on:**
 - Available funds
 - Quality and completeness of the application
 - Number of Show Me Steps awards received by the library in the prior 12 months, AND
 - Benefit to the library and its patrons.
- **A minimum local match of 25% is required. A higher local match may be required based on the above criteria as well as your library's budget, staff size, and/or financial need.**
- **Eligible Activities**
 - Regional, state, and national workshops, pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate entities.
 - Single community college courses having direct application to the improvement of the applicant library's operations or service.
 - *NOTE: Academic course work toward an undergraduate or graduate degree, on or off campus, is not eligible.*

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Apply Fax to File

Applicant Dashboard

Public Profile

Applicant:
Christa Van Herreweghe
christa@kirkwoodpubliclibrary.org
314-821-5770

Organization:
Kirkwood Public Library
43 600075500
314-821-5770 x1016
140 E Jefferson Ave
Kirkwood, MO 63122

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 7 Historical Requests 2

▼ Ocean of Possibilities - Summer Reading 2022 with the Kirkwood Public Library

Process: Summer Library Program 2022

Application Decision	Draft Undecided	11/16/2021	Due by 12/01/2021 11:45 PM CST	Edit Application
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> Kirkwood Public Library PLA conference 2022

> Youth Services, Meeting Room and Network Technology Replacement

Managing your grants in Foundant

The screenshot displays the 'Applicant Dashboard' for the Missouri State Library. The browser address bar shows the URL <https://www.grantinterface.com/Dashboard/Applicant>. The user is logged in as Christa Van Herreweghe. The dashboard is organized into sections for 'Active Requests' (7) and 'Historical Requests' (2).

Active Requests:

- Ocean of Possibilities - Summer Reading 2022 with the Kirkwood Public Library**
Process: Summer Library Program 2022
Application: Draft (11/16/2021) | Due by 12/01/2021 11:45 PM CST | [Edit Application](#)
Decision: Undecided
- Kirkwood Public Library PLA conference 2022**
- Youth Services, Meeting Room and Network Technology Replacement**
Process: Technology Mini Grant
Application: Submitted (10/09/2021) | [View Application](#)
Decision: Approved (11/05/2021)

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
LSTA Grant Acceptance	Christa Van Herreweghe	Overall Award		Complete	View
Final Report	Christa Van Herreweghe	Overall Award	06/30/2022 11:45 PM CDT	Assigned	Edit

Documents uploaded by Administrator

DESCRIPTION	FILE
Award Packet	Kirkwood Public Library Award.pdf

Historical Requests:

- Kirkwood Public Library ARPA pandemic response**
- KPL CE - MOSL Preconference and MPLD meeting**
- Enhancing literacy for homebound patrons, ensuring literacy for kids, promoting literacy for teens**
Process: Spotlight on Literacy

Grant Management Software provided by Foundant Technologies © 2021

Applications and Report Responses

Follow Up - Grant Lifecycle Man... X +

https://www.grantinterface.com/Request/Submission/FollowUp?request=5644543&submission=21110146

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Christa Van Herreweghe

Project Abstract*
Succinctly describe what you implemented, created, and/or accomplished during the funding period. Include target audience, and the result/benefit. (90-160 words)

1,500 characters left of 1,500

Activities*
Summarize the activities that occurred during your project, and explain how the activities helped you meet your goals.

5,000 characters left of 5,000

Project Changes and Additions*
Explain any major changes that took place, if any, from the time of application to implementation of the project.
If there were no changes, simple type "No changes".

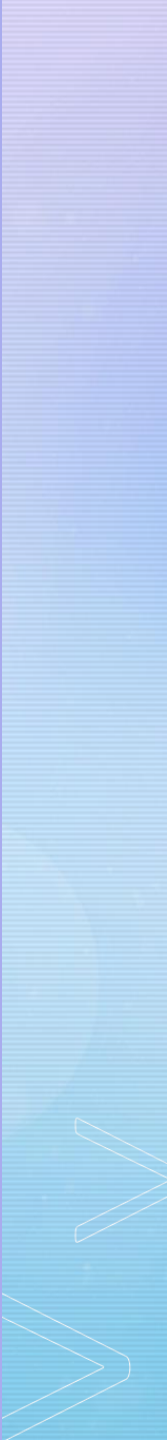
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Project Promotion*

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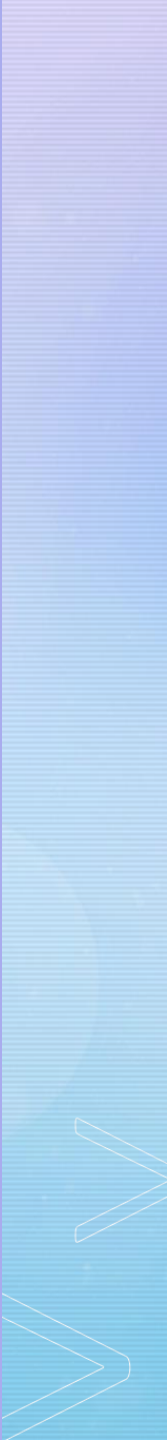


Open Grants

- Summer Library Program (closes 12/1/21)
 - Next Chapter Book Club Grant (closes 12/15/21)
 - Educational Presenter Grant (open call)
 - Digital Imaging Grant (closes 2/15/22)
 - Library Automation Grant (inquire before applying)
 - Show Me Steps to Continuing Education-Individual and Group (open call)
- 



Questions

- What has your experience with LSTA grants been like?
 - What suggestions would you have to improve LSTA grants in Missouri?
 - Any other comments or questions?
- 

Contact Information

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