Please feel free to ask questions throughout this training session. Participant audio will only be muted if there is static or other distracting noises on the line. You can also type your questions into the chat box (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 show the box and enter your message.)

During this session we will:

1. Look at the Technology Mini-Grant and the types of projects and costs that are eligible for LSTA funding including what has changed.

2. Look at allowable and unallowable costs and how to structure the proposal.

3. Review the different parts of the application

4. And talk about best practices – those things that can help your application flow smoothly through the review process and help guarantee its success.

The Technology Mini Grants are supported by the Institute of Museum and Library Services under the provision of the Library Services and Technology Act.

Libraries are provided an opportunity to apply for this grant to help improve their network infrastructure and improve library services through technology.

This grant opportunity is ONLY open to public libraries in Missouri that are eligible to receive State Aid.

Through this grant program you can replace, upgrade or add new equipment or software.

Projects must be completed by August 15, 2018, including all items received and installed and evaluation measures gathered. When planning your projects keep in mind that it has to be within the 5 month grant period.

The minimum grant award is $2,500; the maximum is $18,000. There is a local match requirement for equipment, and other technology and software—we will elaborate on this later in the presentation.

Just an FYI…the State Library also offers Technology Ladder Grants which allow for more cost and time.

The highest priority will be given to projects

- Demonstrating a specific and immediate need for hardware by imminent failure of the library's network
- Libraries needing to replace software that is beyond Windows 7
- Priority will be given to those libraries that have identified needs based on the Edge Survey results as part of the Missouri Library Edge Initiative.

Priority will also be given to projects demonstrating a need to….

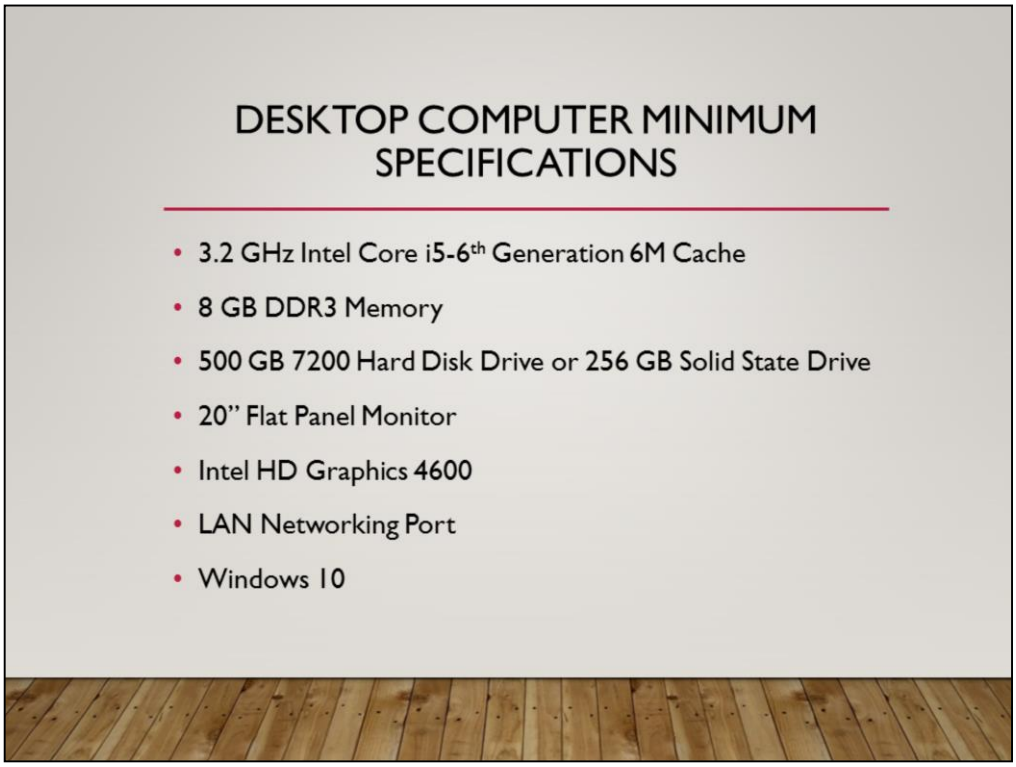
Refer to slide

CHANGES IN THE LSTA GRANT PROGRAM

There are some specification requirements for purchasing desktop and laptop computers. You can find these specifications on the Library Development LSTA Grants website or in the grant application. All computers purchased with LSTA grant funds must meet or exceed these minimum specifications established by the Missouri Secretary of State's Office unless a waiver is granted.

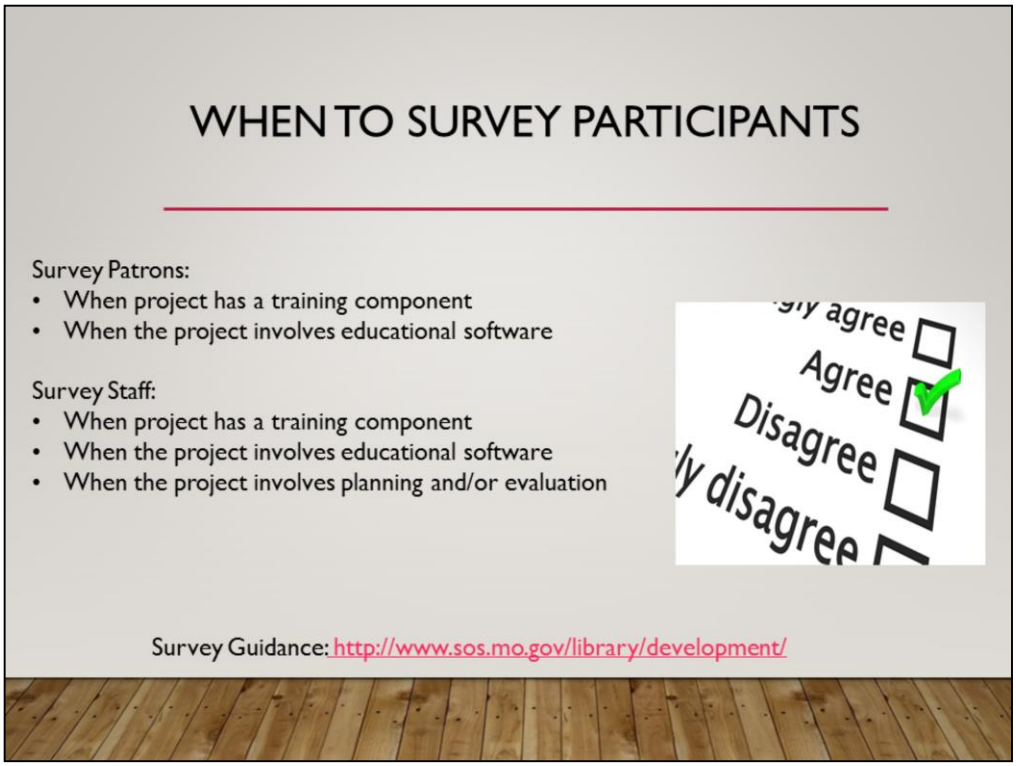
A waiver to the minimum specification may be requested based on need and purpose of the equipment. The waiver request must be made at the time of application, fully justified and will be considered on a case by case basis. If your library would like to waive the computer specifications, please contact Jennifer Thompson our Technology and Resource Sharing Consultant

Note: The maximum for Laptop PCs has changed from $1700 to $1400



This slide contains the minimum specs for Desktop PCs

This slide contains the minimum specs for laptop PCs



To help better assess outcomes of LSTA-funded projects at the national level, the Institute of Museum and Library Services (IMLS) recently released guidelines for when, who, and how to conduct a survey for various types of projects. I encourage you to review the new survey guidance at the link on the screen. The guidance document is also **under the Other LSTA-Related Resource section of MSL webpage.**

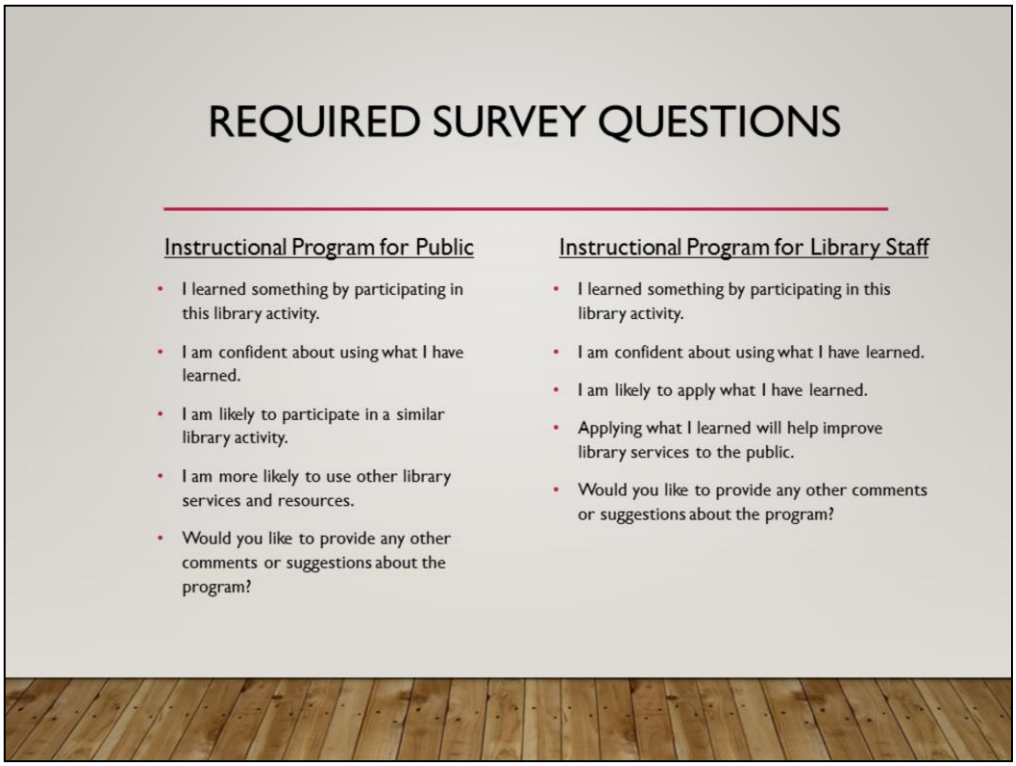
Not all projects can reasonably use a survey to determine project outcomes. For the purpose of this grant if the items to be purchased involve training or have instructional or educational software, a survey may be a useful tool in assessing project impact. If the project is solely the procurement of new equipment, the library would not use a survey as part of the evaluation process.

For example if you are just updating software packages on your public computers, you would not need to survey patrons. However, if you were adding software and had some type of training to go along with it, a survey would be helpful in showing outcomes.

Note, there are specific questions that should be asked in your survey.

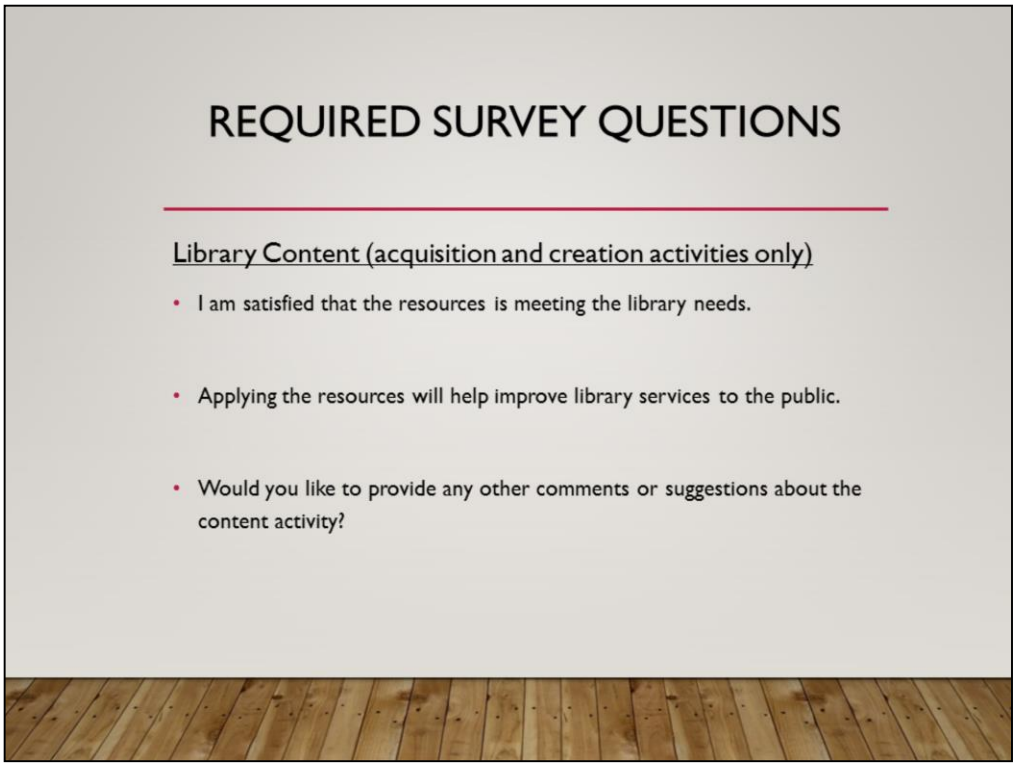
How to assess a project's impact if training, educational software, and planning and/or evaluation <u>are not</u> involved?

- Statistical comparisons of usage and network reliability and/or responsiveness
- Informal staff interviews – (could also be staff informally interviewing patrons) – Does the new equipment better meet your (or your patrons) needs? If so, how?
- Observation



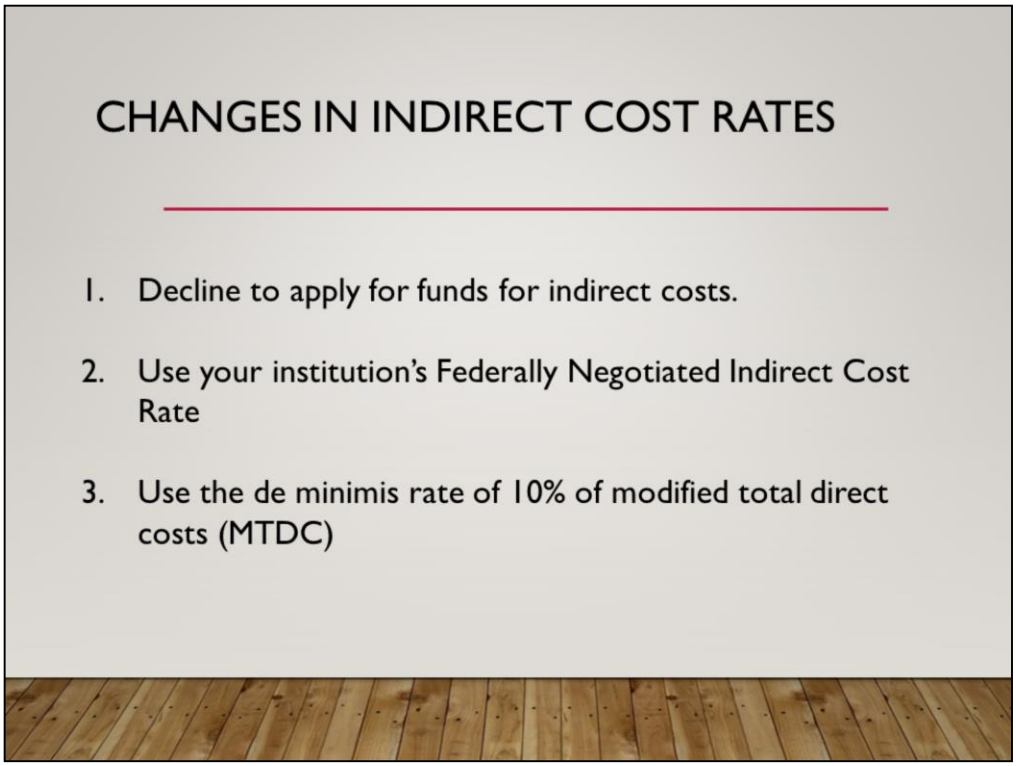
If your project does involve training or educational software, a survey is required. More questions may be added to meet local library needs.

This slide includes the required survey questions for instructional programs that must be completed by the public and survey questions for instructional programs that must be completed by library staff.



The survey questions on this slide are for projects that involve educational software, like early literacy stations. This survey must be completed by library staff.

To measure participant's response a scale ranging from Strongly Disagree to Strongly Agree should be used. The library may include a space for comments. There is a survey guidelines document on the MOSL website listed under Other Resources on the LSTA Grant page.



Previously, indirect costs were not an allowable cost in the Missouri State Library's LSTA grant programs; however, with the adoption of 2 CFR 200 and guidance from the Institute of Museum and Library Services, institutions are now allowed to charge indirect costs to federal grants.

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 program and administrative staff, office space, and communication tools, such as telephone services.

(Code of Federal regulations)

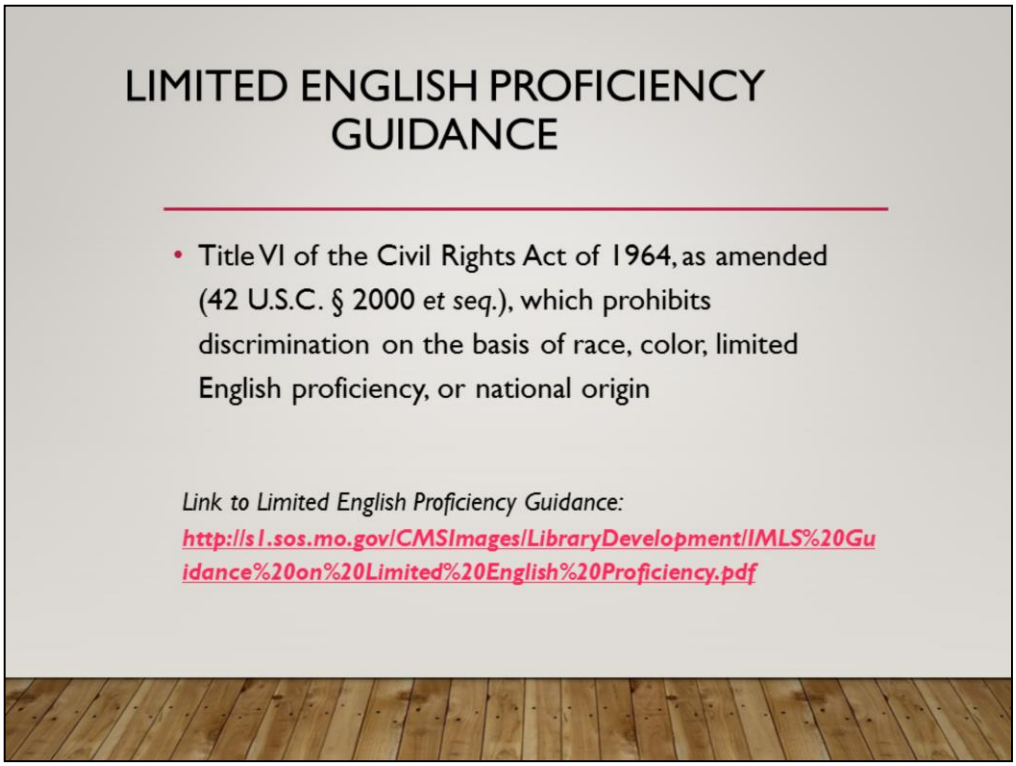
Subgrantees have three options:

1. You may decline to apply for funds to support indirect costs.
2. You may use your institution's Federally Negotiated indirect cost rate.
3. You can use the de minimis 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, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of $25,000.

If you have never had a federally negotiated indirect cost rate, you may use the de minimis rate with no additional documentation required.

Please note, MTDC is ONLY on the LSTA share of allowable costs, not total cost of the project.



IMLS has placed special emphasis on the stipulation that libraries must take reasonable steps to ensure that limited English proficient patrons have meaningful access to the applicant's programs.

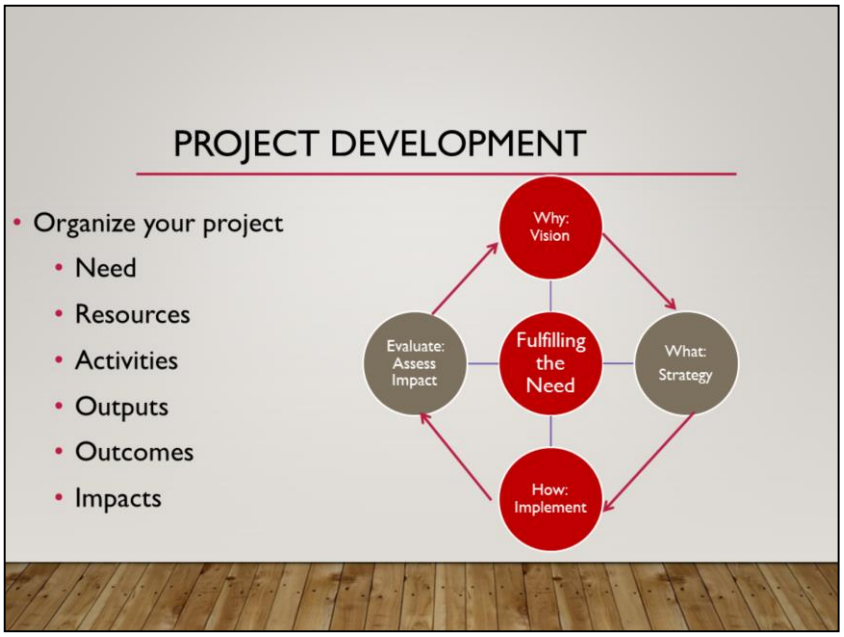
An example of an accommodation is having a Spanish language translator available at your computer classes. I have attached the link to the guidance and I recommend that you review it to determine what a reasonable effort would be for your library.

Are there any questions so far? This completes any updates to the application. The next part of the application will cover application basics.

GRANT WRITERS WHO HAVE APPLIED FOR A TECH MINI GRANT WITHIN THE LAST YEAR MAY BE EXCUSED FROM THE PRESENTATION AT THIS TIME IF YOU WISH, BUT YOU ARE WELCOMED TO CONTINUE IF YOU LIKE

Please keep in mind that the main focus is about the people you serve and the difference you can make.

And a strong application is one that is focused on solving the problem, improving the condition, and/or meeting the needs of your staff and patrons.



Your application should be centered around fulfilling one of these needs. A logic model can be a good tool in developing your project. A sample of the logic model is available in the Grant Writing and Management Manual.

The Project Title should be MEANINGFUL

You can not start project activities 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

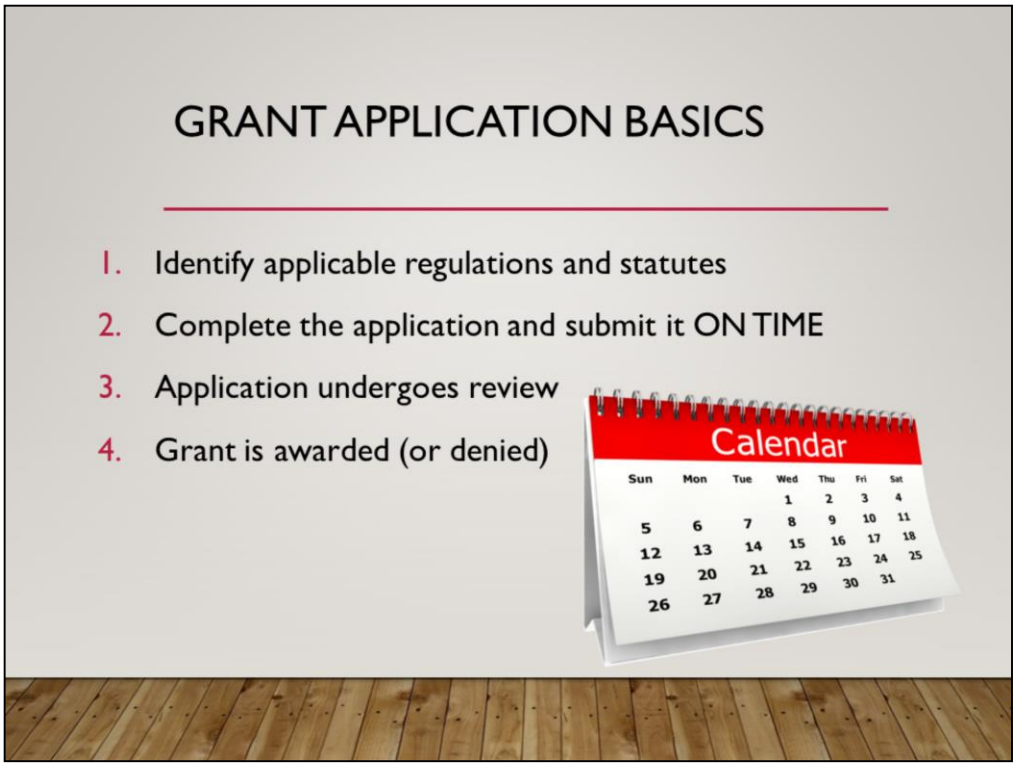
Focus on the RESOURCES you will need to implement the project. This includes money, partners, equipment, facilities, supplies, and knowledge gained. For instance – will you need someone to train your staff on the new technology?

Think about the ACTIVITIES AND METHODS: What do you need to do? What purchase procedures need to be met, who will install the equipment, and who and how will the evaluations be conducted. Clearly state the project's expected benefit or impact, and decide how you will document goals that have been achieved (or not).

Part of your evaluation methodology should contain both outputs and outcomes.
Outputs: Something that's measureable to show evidence of service delivery (show numbers)
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

Impacts might be immediately visible or they might not occur until beyond the grant period.

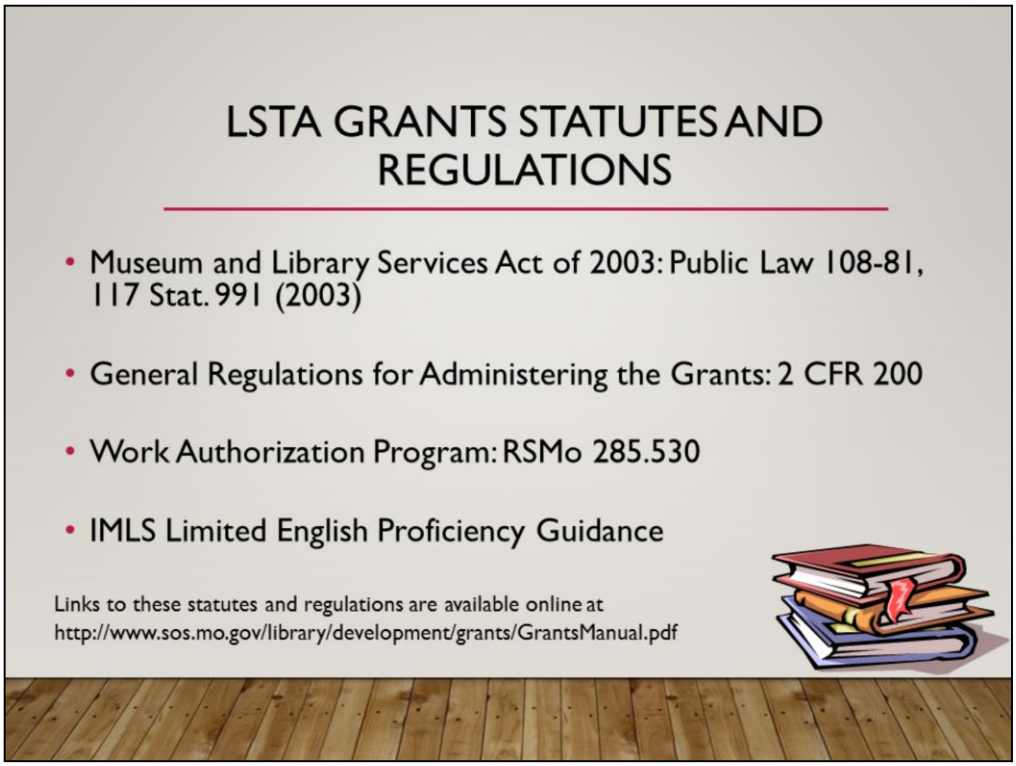


Become familiar with the statutes and regulations that apply to this grant.

Complete and submit the application on TIME. Applications are due January 5, 2018.

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-February.



In addition to 2 CFR 200, please review the U.S. Statute for the Museum and Library Services Act of 2003, the Missouri Statute involving the Work Authorization Program, and the IMLS Limited English Proficiency Guide

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

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 parts of the application a reviewer will read and it sets the tone for your project. 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

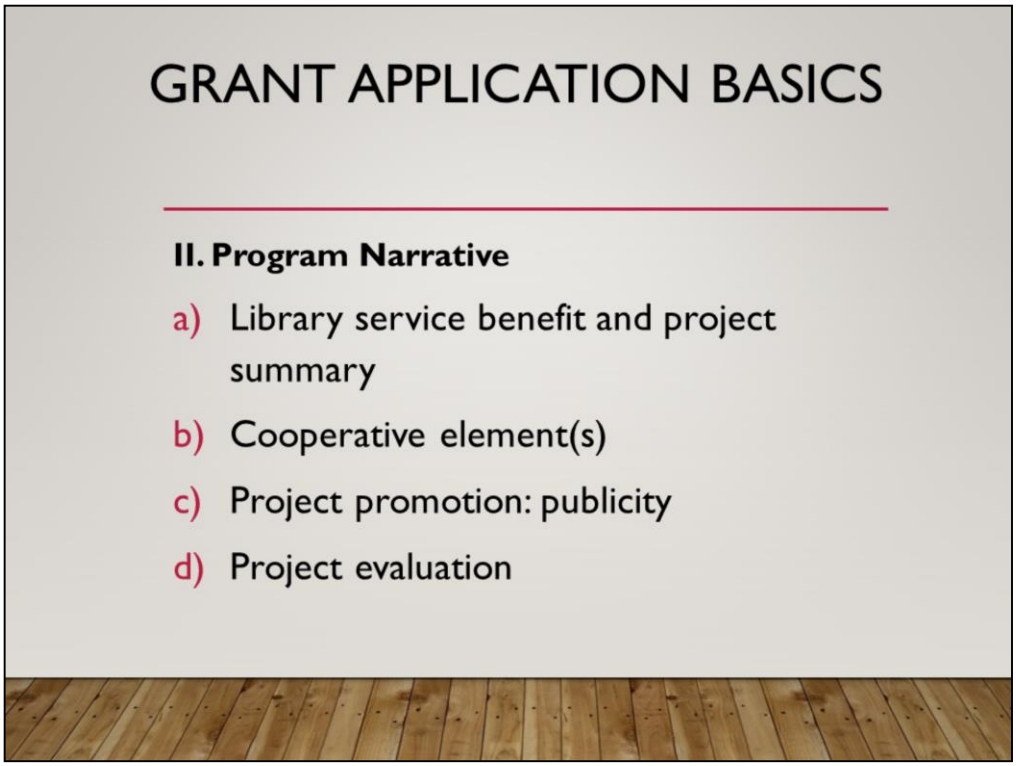
In one or two sentences identify the goal of your project

- **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 other parts of the proposal should get into more details.



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

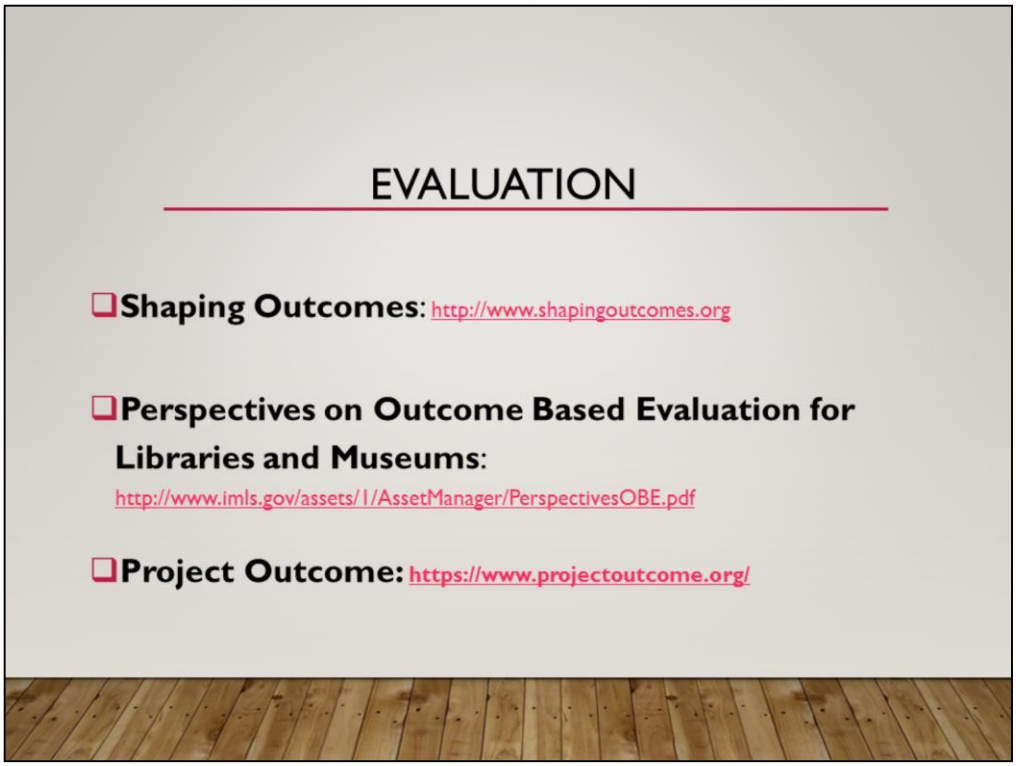
a) Library Service Benefit and Project Summary: Provide a thorough description of your Technology Mini Grant proposal including: target audience, how the project will improve library service levels, successful completion goals, timetable with major activities. For the timeline, be sure that purchases will not be made or contracts signed prior to the start of the grant period. The easiest way to complete the timeline may be to start at the end of the grant period and work backwards.

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 how well the project worked.

In the back of the application packet in the Resource section there are examples of the type of responses we expect to see to these questions.

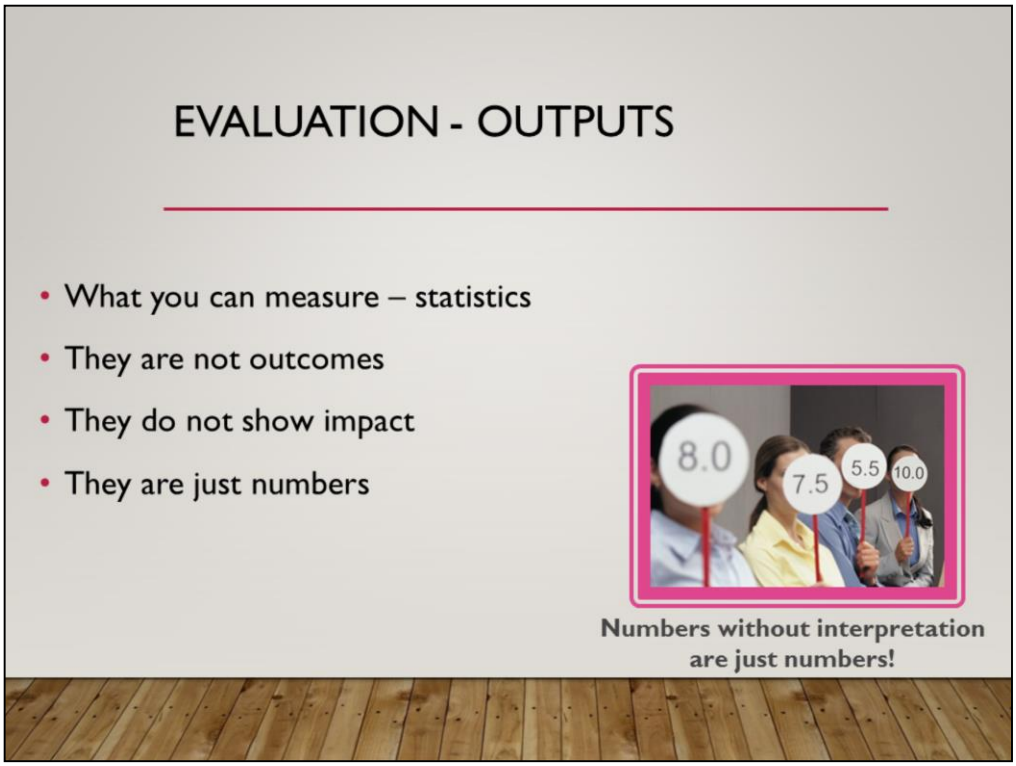


Because it is so important to be able to demonstrate project impact, we recommend that new grant writers and project managers become familiar with outcome based evaluation or OBE. We have included links in this slide to three tools that provide good introductions to OBE.

The first is *Shaping Outcomes*, an online tutorial that walks you through the various components of OBE.

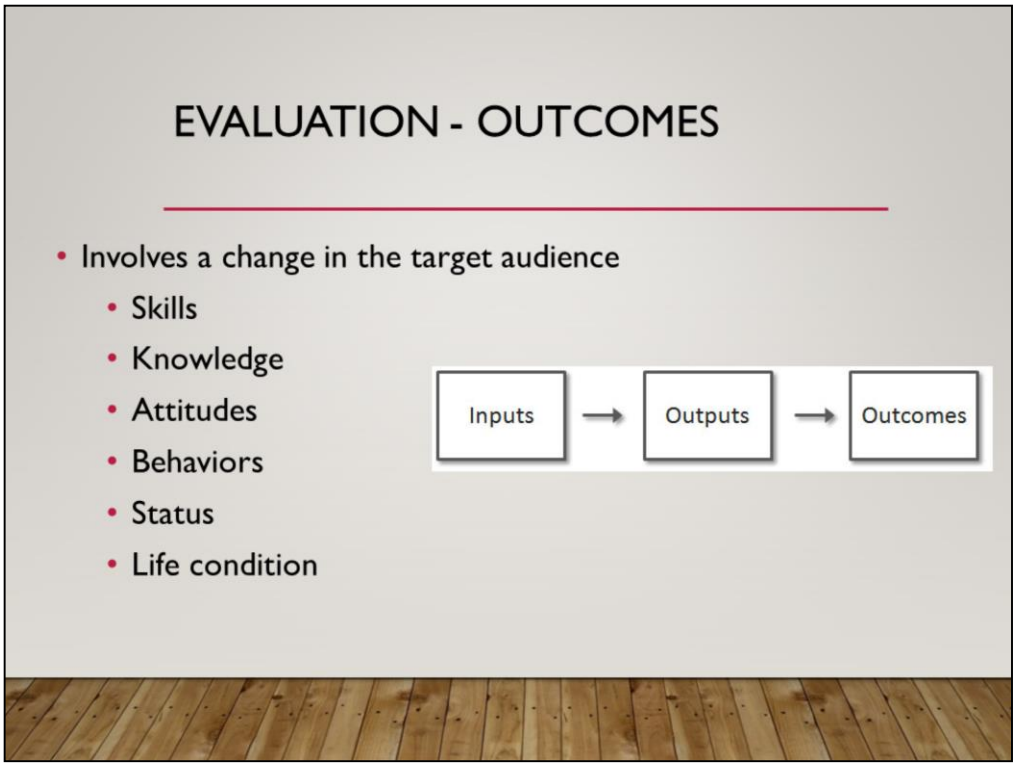
The second is *Perspectives on Outcome Based Evaluation for Libraries and Museums*, which is a 31 page overview of OBE.

The third is *Project Outcome,* the Public Library Association's resource to help public libraries understand and share the impact of their services and programs with simple surveys. There is a helpful section on survey questions to ask based on project type. These questions may vary slightly from the required questions listed in the grant application packet.



Outputs are the things you can measure; they provide quantitative (statistical) proof that something took place. Outputs are not outcomes. Outputs do not show impact. Outputs are just numbers. They can be indicative of trends, but interpretation is required.

Typically in Technology grants, the equipment usage or improvement in network responsiveness or dependability are monitored. If you have early literacy stations, you may want to track their use by sessions and/or programs used.



You can't just say, "The project was successful." You need to be able to say HOW it was successful. Be evaluative in nature with an eye toward employing "results based management" (RBM) if the project has an ongoing nature. [RBM is changing a project based on what happens to achieve a greater impact.]

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.

As you develop the project, consider: How can you see the change? How can you hear the change?
How can you read about the change?

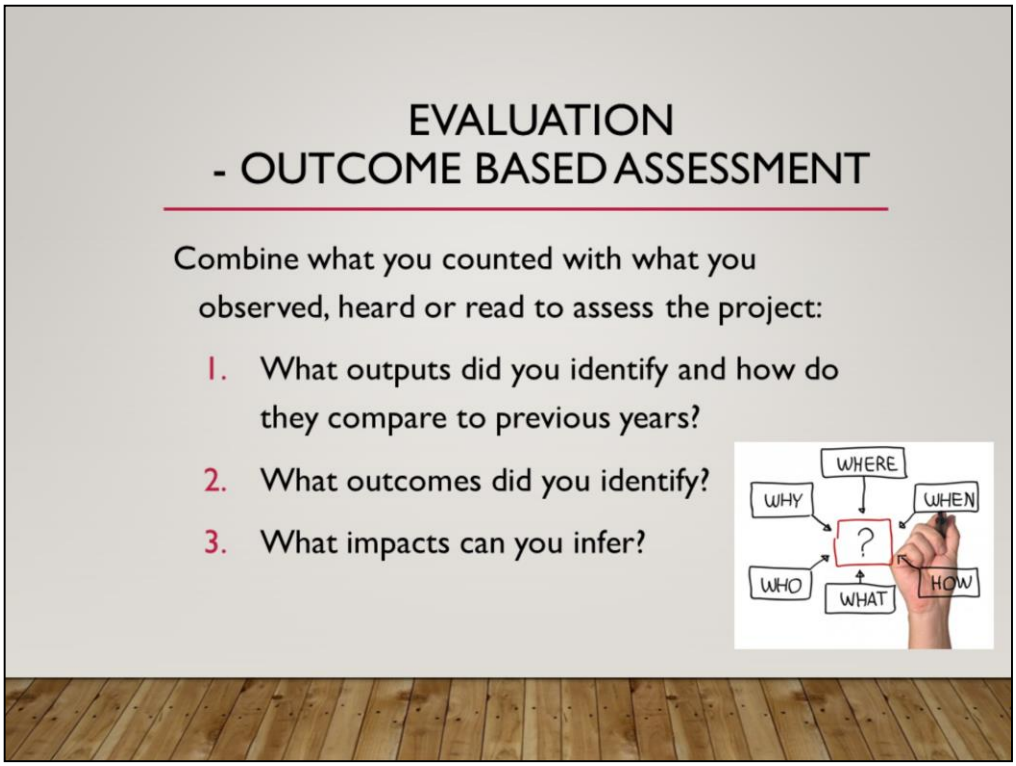
SEE the change. This can help assess many of the areas, including changes in behavior. Observation

HEAR: Interviews are how you can hear about the change – they are a good way to obtain stories that illustrate project impact and can be especially helpful in identifying changes in status or life condition. Interviews do not have to be formal. Focus Groups or Case Studies – can be especially helpful if you have a specific target audience in mind. If you have a special group, for instance a computer class, you have a built-in focus group or case study opportunity.

READ: Pre and Post-Tests. Questionnaires, or Surveys are ways to read about the change – responses are often subjective in nature and can help you get to the impact your project has had, especially changes in skill and knowledge. Contact us if you would like help in developing a survey. There are also some survey samples in the application packet.

But please remember that a survey is not expected every time. Not all projects can reasonably use a survey to determine project outcomes. This is often the case in technology upgrades. The General Public should only be surveyed if the project involves some form of training component or educational software. (If library staff members are the beneficiary, they should only be surveyed if the project involves an instructional or educational component or content acquisition or creation.

A combination of methods can be helpful. For instance, through conversation and observation staff might see
for Technology Mini Grants- A difference in computer dependability; perhaps less down time. That will show a more reliable network. –documenting this in a log is also good



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

- In routine activities: How smooth was project implementation? What worked well? What needed improvement? Did the new equipment/software do what it was supposed to do?

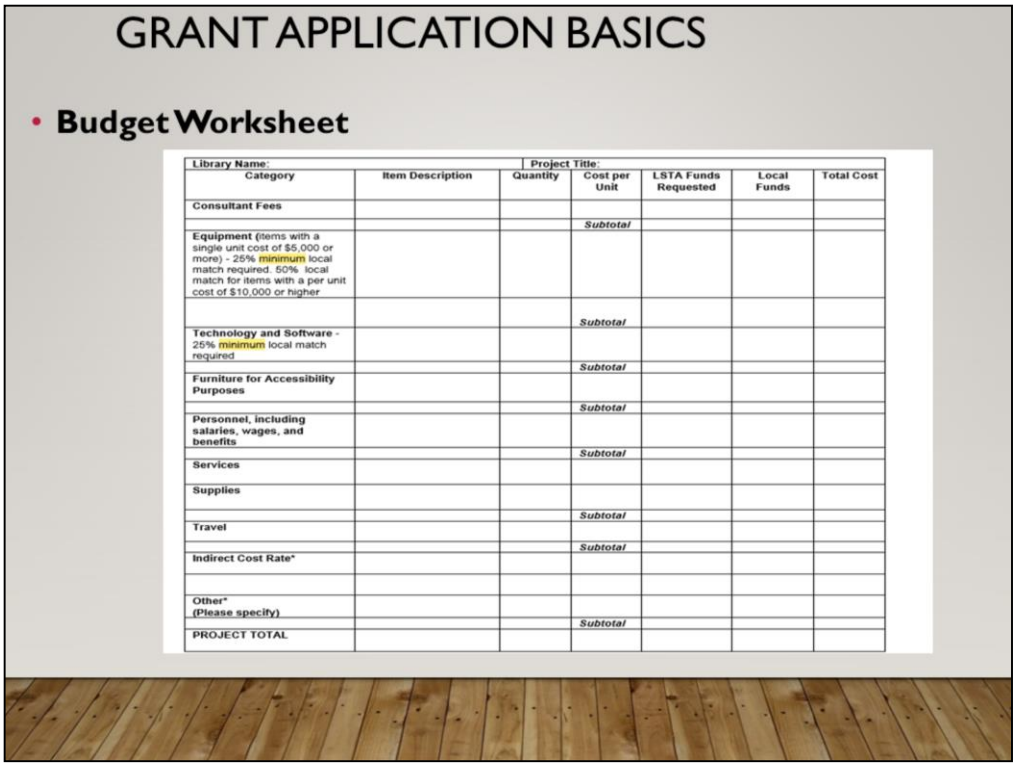
- For project promotion: How effective were the various methods that were used (newspaper, signage, billboards, partner-driven outreach)

- During project closeout: What did you read in the surveys, hear in the conversations and see in other evaluation methods used?

- Is there anything in current Research that can help you assess the project. This might be something YOU can't prove but that research has shown.

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 your patrons?
- 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.

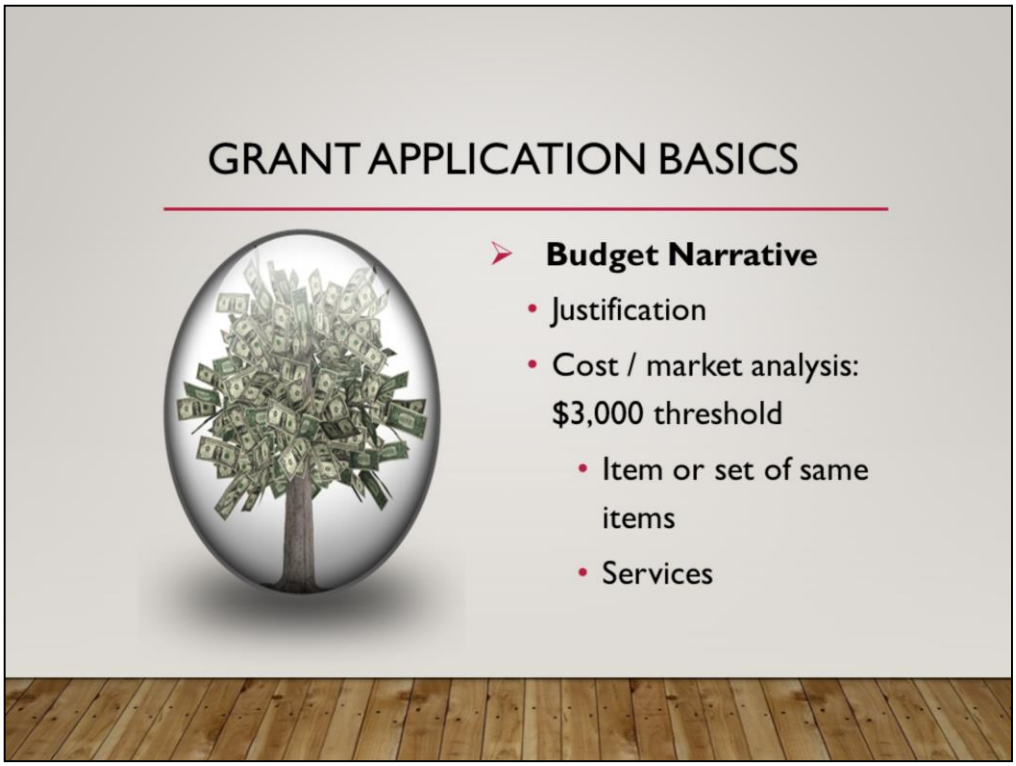
a) The budget worksheet is a line item list of all items or services to be purchased for the project, including both grant and local funds

- 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
- **An item with a single unit cost of $5,000 will be placed in the Equipment Category and require a minimum local match of 25%.**
- **Computers, servers, and other technology that are below $5,000 per unit cost will be reported in the Technology and Software category.**
- Contractual Services are businesses or individuals who will do work for the library but are not considered library staff (Ex. IT support from an outside vendor) should go under Services
- Additional hours for a part-time IT staff person should be included under Personnel
- Be sure to subtotal each category
- Watch the local match requirements

A twenty-five percent (25%) minimum match is required on the Equipment and Technology andSoftware budget categories. Extended warranties that are priced separately will be prorated so grant funds will only fund the first year with all remaining years to be fully funded locally. Match requirements for equipment with bundled warranties in excess of three years will be evaluated on a case by case basis. A fifty percent (50%) match is required for individual pieces of equipment in excess of $10,000.

- 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 Indirect Cost.



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 <u>Budget Narrative</u> 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 <u>items or services</u> 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.
   - You 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.

This is necessary even if you are purchasing through the **State Contract** (http://archive.oa.mo.gov/purch/contracts/), if more than one brand of equipment meets or exceeds the minimum specifications and meets your project's needs. (i.e. The State Contract has options for HP, Dell and Lenovo computers.)

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

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.

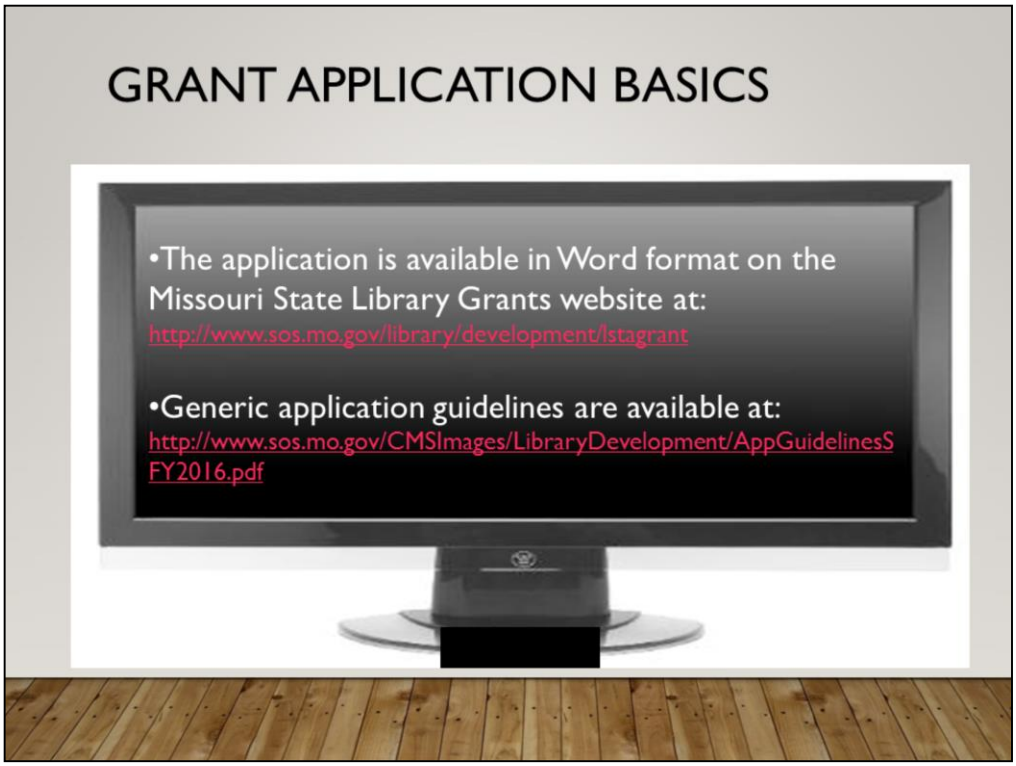
Trafficking in Persons: The grant, contract or cooperative agreement will be terminated if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act or uses forced labor.

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.

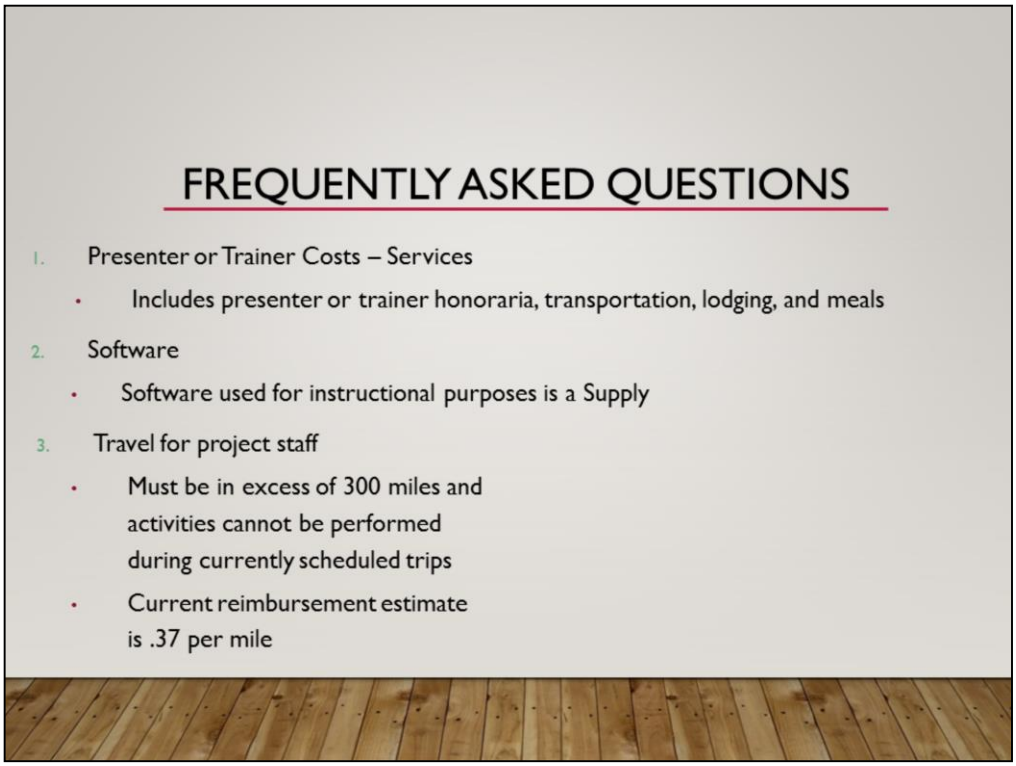
Application: Shows us you have the financial and staff commitment to carry out the project from your authorizing official and director. Be sure the proper person signs each document. Know who can sign if that person is not available.



Specific guidelines for the application expectations are part of the application packet. There are also general guidelines online that can help you 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.

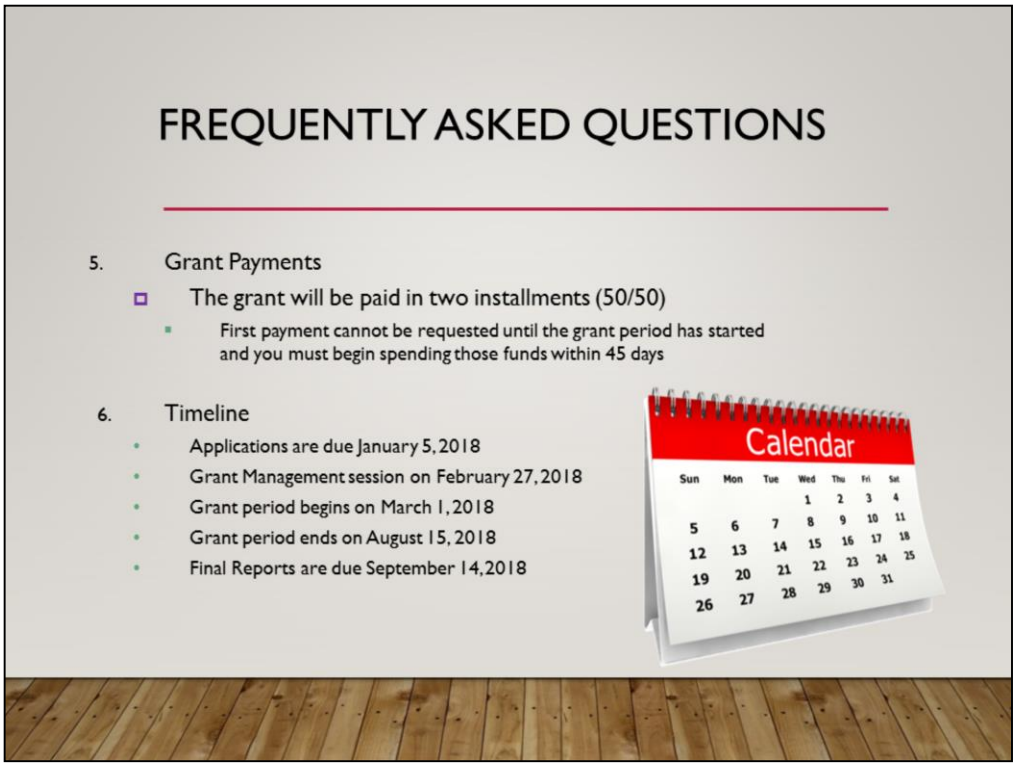
At this time, does anyone have any questions?



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

2. Software that is used for instructional purposes, such as apps that will be demonstrated during story times should be considered a Supply. These do not require a local match.

3. 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
   - Current reimbursement estimate is .37 per mile. If the library reimburses travel at a higher rate, the remainder must be funded locally.



The application is due (emailed, fax, or mailed) on January 5, 2018.

The Technology Mini Grants are 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 Grant period ends August 15, 2018. All items should be received. All funds should be encumbered.

The final report is due to the State Library on September 14, 2018. By this time, all funds should be spent. (Remember the final payment is a reimbursement.)

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

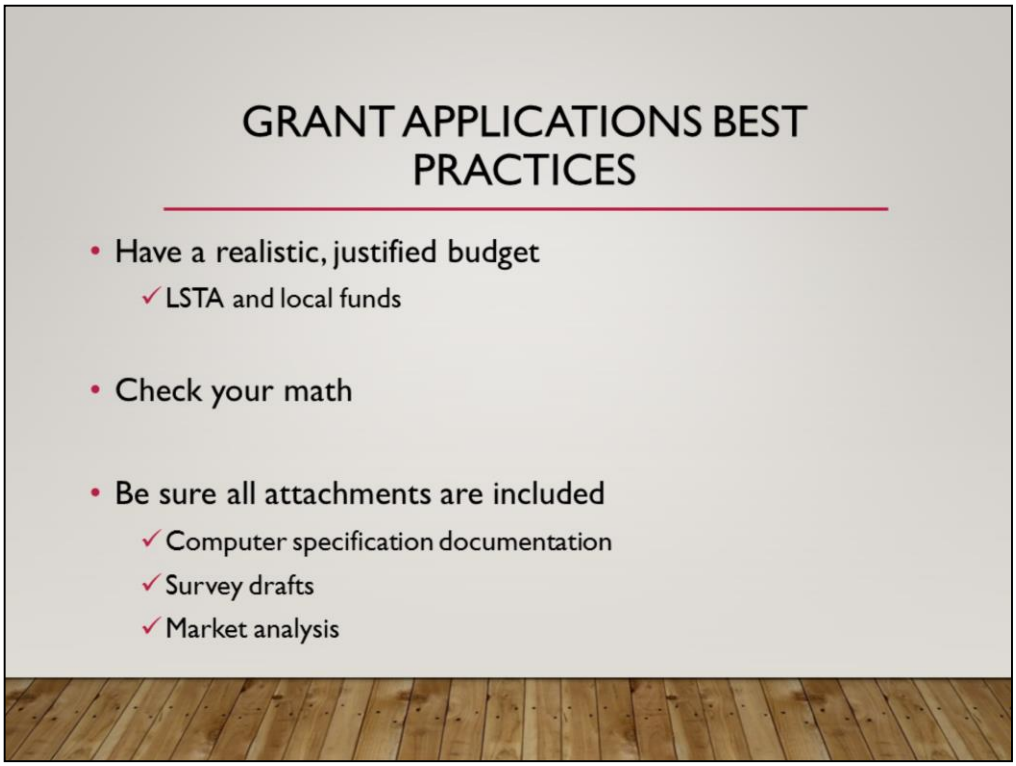
GRANT APPLICATION BEST PRACTICES

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.

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

Have a strong evaluation methodology

- What will you measure? 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?



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
  - ✓Documentation to show computer minimum specifications will be met or exceeded OR a request for a waiver to this requirement with a justification for why that is unnecessary.

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 <u>signed</u> and <u>dated</u> 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?

LSTA is not the only source for library funding, you may want to check out other options in the Appendix of the Grant Manual. The Grant Writing and Management Manual is available online at the address listed on the screen

QUESTIONS?

Don't hesitate to contact us if you have any questions about how to complete the grant application.

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.