Library of Rhode Island Learning Grant Program 2019
Introduction

The Office of Library and Information Services is making Library of Rhode Island (LORI) Grants available in amounts from $1,000 to $2,000 to eligible libraries for projects in the areas of Summer Learning and Connected Learning. The application period is open from February 25 through March 18, 2019. Grants must be executed between April 1 and August 31, 2019.

Background

The Office of Library and Information Services (OLIS) is the Rhode Island state library agency and is supported by funds from the State of Rhode Island and the federal Institute of Museum and Library Services (IMLS). Support from the IMLS includes an annual grant from the Library Services and Technology Act (LSTA) under the IMLS Grants to States Program. LORI Grants are offered as subgrants of the OLIS LSTA grant and are offered to support the overall purposes of LSTA.

Purpose of Learning Grants

The LORI Learning Grant Program provides opportunities for Rhode Island libraries to apply for smaller LORI Grants to work on innovative, forward-looking projects for youth learning that can be replicated in other libraries. LORI Learning Grants must meet the priorities of the 2018-2022 OLIS Five Year State Plan for the expenditure of LSTA funds. Specifically, grants must support learning opportunities in libraries for youth ages 5-18 in one of the two categories listed below.

Grant Opportunities

Summer Learning

Children and teens who do not have access to quality learning opportunities during the summer months are at risk for losing reading and math skills acquired during the school year. Low-income youth are particularly at risk for summer learning loss, as they not only lose access to learning opportunities in a safe, supportive environment, but also lose access to healthy meals and physical education. Public libraries strive to stem this summer learning loss through equitable and accessible programming and services implemented through the annual Summer Reading Program. The Summer Learning grant is open to libraries looking to increase their impact on summer learning loss for youth ages 5-18. Projects should relate to summer learning beyond tracking reading accomplishments and address the disparities faced by low-income and underserved youth in the community. Projects could include, but are not limited to:

- Program series that address a community need or build on a community learning initiative
- Programming developed and implemented in partnership with a community organization or school
- Teen internship programs, including paid teen internships
- Multigenerational programming that engages caregivers in a child's learning or that pairs older adults as mentors to youth

- Purchasing tech tools and resources for programming and circulation
- Purchasing or assembling kits on a variety of topics for circulation
- Healthy activities that complement a summer meals program
- Hiring an educator to deliver an in-depth learning program related to the summer theme, "A Universe of Stories" (educators on the OLIS 2019 Summer Reading Program roster are not eligible)

Connected Learning

As one of five state library agencies selected to participate in the Young Adult Library Services Association (YALSA) pilot cohort of Transforming Teen Services, [Train the Trainer (TTT) project](#), OLIS is currently planning and implementing training for young adult services librarians on connected learning, computational thinking, and coding. The Connected Learning grant is to assist libraries in putting into practice key elements of the connected learning framework for services to tweens and teens as demonstrated in OLIS' training. Projects must address the six principles of connected learning: interests, relationships, opportunities, production-centered, shared purpose, and openly networked. Libraries applying for this grant are encouraged to consider how their project will reach underserved tweens and teens in their community. Projects could include, but are not limited to:

- Using tech tools for content creation or coding
- Hiring an educator to provide an in-depth training on a skill set of interest to tweens and teens
- Hiring a speaker from a specialized field to provide a workshop detailing the path between interests and careers
- Programming that encourages and supports informal peer interaction and peer to peer mentoring
- Programming that encourages and supports youth voice and change-making

Eligibility

Any library that is a certified member of the LORI network as of March 18 is eligible to receive a LORI Grant. Public libraries must also meet all eligibility requirements to receive state grant-in-aid throughout the grant period.

Library of Rhode Island (LORI) Learning Grant Program 2019
Application Instructions and Process

Applicants for LORI Learning Grants from $1,000 to $2,000 must complete and submit all sections of the LORI Learning Grant Application. Parts 2-6 should be completed as a clear and succinct narrative and should not exceed 3 pages in total. Application must be submitted electronically, in Word. A signed copy of the Applicant Information Form (page 1) must be submitted as a color scan.

Projects must be completed by August 31, 2019. Final reports are due by September 30, 2019.

Section A: Application

Submission must include:

1) Applicant Information Form
2) Project Description
3) Project Purpose
4) Project Design
5) Evaluation
6) Project Budget

1: Applicant Information

Provide all information requested in the Application Information Form.

2: Project Overview

Provide a brief description of the project – what will be accomplished and for whom. (Maximum length: 50 words)

3: Project Purpose

Identify the age group targeted and what need or challenge has been identified for this age group (Needs Statement). Describe how the project will address this need or challenge, and how the targeted audience will benefit. Also include how the project addresses inclusion of diverse populations, including those who speak languages other than English or those with differing abilities.

4: Project Design

Describe the project's design, including the goal, the activities planned to achieve the goal, when activities will happen, and what resources will be needed to execute those activities. Consider what materials and resources, including staff (both in-house or contracted educators), will be needed to execute the project successfully. Include a timeline for the project.

5: Evaluation Plan

Describe how the project's success will be measured. List the anticipated project outputs (what will be counted) and project outcomes (the changes and/or enhancements that result from the project). Consider the aspects of the project that will be evaluated and how that will be done, e.g., pre-and post-tests of target audiences, surveys, tangible outputs such as products, use or attendance. Clearly state how it will be determined if the project met the need or challenge outlined in the Needs Statement and how it affected the target audience

6: Project Budget

List and briefly describe what will be purchased with grant funds (materials, services, etc.) and the estimated cost of those items. Base estimates on preliminary investigations of cost.

Budget items should only include expenditures that will be made after the grant has been awarded and the library or consortium has entered into a LORI Grant Agreement with OLIS. The project and all project expenditures must be completed by August 31, 2019. Any expenditures made prior to the execution of the LORI Grant Agreement or after August 31 are not eligible expenses.

Budget items must comply with federal regulations for allowable costs 2 CFR Part 200. Please refer to the IMLS Tip Sheet for Allowable Costs, or contact OLIS if you have questions about allowable costs.

Section B: Process

1: Review of Grant Proposals

Proposals will be reviewed and evaluated to make sure they address the following points.

Proposal Section	Maximum no. of points allocated
Project Purpose	10
Project Design	10
Evaluation Plan	5
Budget	5
Total points	30

2: Required Documents

The application must be completed in its entirety and submitted electronically.

Applicants who are awarded LORI Learning Grants must complete the LORI Grant Agreement and Federal Requirements, Assurances and Certifications upon award. If the library or organization is not already listed as a vendor with the State of Rhode Island, it will need to complete the State of Rhode Island Payer's Request for Taxpayer Identification Number and

Certification (Form W-9). If the library does not have a DUNS number, please contact OLIS for more information about this requirement.

A Request for Payment Form must be completed to draw down grant funds. Grants will be paid in full within 30 days of OLIS receiving the signed LORI Grant Agreement and a Request for Payment Form; any funds that are not expended for the purpose of the grant must be returned to OLIS. If during the execution of the project substantial changes in expenditures from what was outlined in the grant application are anticipated, contact OLIS. Substantial changes in expenditures must be approved by OLIS prior to the expenditures being made.

3: Project Reports

A final project report, including project expenditures, is required for all projects. Applicants are strongly encouraged to review the LORI Learning Grant Final Project Report prior to preparing their proposal to ensure that meaningful evaluative data is gathered during project execution.

4: LORI Grant Program Contact Information

OLIS Staff are available to assist you throughout the application process. Funded projects will be assigned to an OLIS staff member to answer questions or assist you throughout the project.

If you have questions about the LORI Learning Grant Program Application Process, contact:

Donna Longo DiMichele
LSTA Coordinator / LORI Grant Program Manager
donna.dimichele@olis.ri.gov / 401-574-9303

Danielle Margarida
Youth Services Coordinator
danielle.margarida@olis.ri.gov / 401-574-9309

All application materials must be submitted electronically to:

Karen Andrews
Implementation Aide
karen.andrews@olis.ri.gov

Page 1 of the Application requires an original signature. It may be signed and submitted electronically as a color scan or submitted as a paper document. Electronic submittal is preferred; faxes will not be accepted.

LORI Grant Schedule

- Application period opens: February 25, 2019
- Grant Workshop: March 5, 2019 (required of all applicants)
- Applications due to OLIS: March 18, 2019
- Award announcement: March 29, 2019
  - o   Projects may begin once grant agreements are entered
- Grant conclusion: August 31, 2019
- Deadline for final grant report: September 30, 2019

Appendix I: Definitions of Terms

The following are definitions for terms used in the LORI Grant Program application. For additional help, see the [Grants.gov online glossary](#)

Activities: Actions through which the objectives and goals of a grant are accomplished and deliverables are created.

Allowable Costs: Determination of costs allowable under a federal award or subgrant is made in accordance with the government-wide cost principles in the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in [2 CFR Part 200](#). Refer to the [IMLS Tip Sheet for Allowable Costs](#), or contact OLIS if you have questions about allowable costs.

Anecdotal reports: Can be obtained through interviews with or open-ended surveys completed by project participants. An anecdote is a brief description of a participant's response, not necessarily based on objective information.

Cash Match: Includes direct costs committed by the applicant or partner organization and sponsoring organizations, to the extent that such costs are committed as part of the grant funded project. It does not include overhead costs or in-kind contributions and is generally a local investment of funds into a project. A cash match includes a recipient's cash outlay, including the outlay of money contributed to the recipient by third parties. Funds used for a cash match cannot be included as contributions for any other award or grant; are not from another federal award (unless authorized); and are necessary and reasonable for accomplishment of project or program objectives.

When cash match is used for personnel costs/the services of an employee, these services must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable and provided these services employ the same skill(s) for which the employee is normally paid. (See also 2 CFR 200.36)

Consultant Fees: Includes all projected expenses related to acquiring the services of a consultant for a specific activity within the project. Costs may include fees, travel expenses and accommodation, and support services obtained directly from the consultant. Describe the expertise of the consultant along with their expected actions/contributions to the project. If a consultant will be paid with grant funds, the applicant should have a written agreement with the consultant defining scope of work and payment.

Data sources: Tools, documents and locations for information that will demonstrate what happened to your target audience; sources of information about conditions being measured. (For example, pre-post test scores, surveys, focus groups, attendance records, program records, assessment reports, records from other organizations, observations, etc.)

Evaluation plan: A clear representation of the links between the program's or project's activities, the results these activities produce, and how the results will be measured.

Equipment: Include any projected acquisitions of equipment with useful life of more than one year. Equipment with a per unit acquisition cost which equals or exceeds $5,000.00 must be

listed separately. Purchase of a single piece of equipment over $5,000.00 requires prior approval by OLIS.

Goals: Goals are broad but clear statements that articulate the desired result of our efforts. Goals should be specific, measurable, attainable (achievable), relevant, and time-bound (SMART). Activities are specific and concrete actions that constitute the plan to achieve the goal.

Needs Statement: Describes a specific need or needs and serves as the basis for a project or plan. Needs should be identified through an assessment of the community, library, or other stakeholders and supported by additional evidence, such as community data and statistics, subject research (formal or informal), the library's prior experiences, or a project partner's experiences. The Needs Statement should align with LORI Grant Program priorities.

Other Operational Expenses: Include allowable costs. Contact OLIS with questions.

Outcomes: Knowledge transferred, or behaviors changed, that is, the good that is done as evidenced by the target audience's changed or improved skills, attitudes, knowledge, behaviors, status, or life conditions brought about by experiencing a program. Outcomes may be immediate, intermediate, or long-term. Outcomes rarely include institutional benefits.

Outputs: the amount of something produced, that is, how much is done. Outputs are measurable or countable.

> **What are the differences between outputs and outcomes?** Outputs are measures of the volume of a program's activity: products created or delivered, number of people served, activities and services carried out. Think of outputs as the "things" piece of evaluation. Outputs are almost always numbers: the number of loans, the number of ILLs, the number of attendees, the number of publications, or the number of times a workshop was presented. Outcomes are the "people" or the "so what" piece - what happened because of the outputs.
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> Some examples of Outputs:
>
> - 20 individuals completed training
> - 4 workshops were held
>
> Some examples of Outcomes:
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> - Through Connected Learning, youth can confidently use maker space tools to create tangible content based on their own designs
> - Library staff have the skills to creatively engage patrons in library programming
>
> Anecdotal reports may be used to support Outcomes.

Personnel Costs: When used for "Cash Match," include all projected salaries, wages and fringe benefits paid to staff who are directly contributing to this project. Include position titles and number of FTEs, but not personal names.

When included in the Grant Request category in the budget, do not include funds used to pay current library staff, except in the case of part-time staff who will be working additional hours and solely on the grant project. The personnel costs category is valid only for staff being paid through the library's regular payroll process. Any other project staff should be listed as a consultant.

Program: Activities and services leading toward independent outcomes. Programs generally have a definite beginning and end. However, they are designed to change attitudes, behaviors, knowledge; or to increase skills and abilities based on assumed need.

Project purpose: Relates to the organization's mission statement (or long-range plan) and defines the audience, outcomes, and services. The project purpose is driven by the needs statement.

Services: Includes subscriptions, training or registration fees. Also includes cost of services provided by a contractor or a vendor. A contracted service differs from a consultant: a consultant is paid for expertise; a service is a one time or ongoing provision of goods or services.

Supplies/Materials: Includes all projected costs for supplies and materials that will be purchased specifically for project use other than those described in Equipment. Include software, if a single expenditure results in a perpetual license for the product; otherwise software is a service.

Travel: Includes all transportation, accommodations, meals, etc. Expenses must be directly related to the project activities and must be incurred by staff working on the project. Project the number of travelers expected. It cannot include project staff or consultant commuting from home to the grantee's main facility. Mileage should be calculated at the federal rate in place at the time of travel.