Library of Rhode Island Grant Program 2019
Introduction

The Office of Library and Information Services is making Library of Rhode Island (LORI) Grants available in amounts from $5,000 to $50,000 to eligible libraries. 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

OLIS' LORI Grant Program supports statewide initiatives and local projects by distributing LSTA subgrants to public, academic, research, school and special libraries in Rhode Island. Library consortia are also eligible to apply. The LORI Grant program has the benefit of building the capacity of libraries and strengthening library collaboration across library types and with other organizations. Projects that are collaborations between libraries or between libraries and non-profit community-based organizations that allow the applicant to strengthen the proposal and create a stronger project are also encouraged.

The LORI Grant Program provides opportunities for Rhode Island libraries to work on innovative, forward-looking projects that can be replicated in other libraries. Applicants are encouraged to submit proposals that expand access to library collections and services, that feature new uses of technology, that expand use of library services or the role of the library in the community, or that demonstrate new models for library service.

Priorities

LSTA purposes provide the foundation for the 2018-2022 OLIS Five Year State Plan for the expenditure of LSTA funds. The three goals of the OLIS plan are:

1) Access: Provide access to library materials and information resources for all Rhode Islanders through physical and virtual spaces.
2) Learning: Support the continuing education of librarians, library staff and trustees and the development of statewide programming for libraries.
3) Engagement: Empower libraries to be incubators for economic, educational and cultural development and community discourse.

To advance the achievement of these goals, Rhode Island libraries and library consortia are encouraged to submit applications to the LORI Grant Program for grants in the amount of $5,000 to $50,000. Proposals should address one or more of the following OLIS priorities:

a) Increase access to library services, materials, or programs through partnerships with other libraries or non-profit partners that could not be achieved as well by a single partner alone;
b) Expand access to library and cultural heritage materials through digitization of significant collections not yet available in digital format;
c) Leverage new technologies or use existing technologies in new ways to promote community learning and engagement across the age spectrum and for diverse populations in a transformative manner (see Studio Rhode Grants);
d) Expand literacy, learning, or reading programs for children;
e) Expand opportunities for adult learners, especially those seeking to develop workforce skills, to establish a small business, or to improve digital literacy skills;
f) Provide opportunities for civic engagement by facilitating community conversations that foster connections and build understanding within the community;
g) Increase the diversity of library collections or library programming to foster more inclusive library services; or
h) Expand access to library materials or services to people with disabilities.

Priority will be given to innovative projects that create demonstrable and sustainable change in the delivery of library services in Rhode Island. In keeping with the purposes of LSTA, capital expenditures are not eligible expenses under the LORI Grant Program.

Additional Information for Studio Rhode Grants

Building on the first two rounds of Studio Rhode projects, OLIS will offer Studio Rhode grants as part of the LORI Grant Program in 2019, as listed in Priorities (c). Applicants are encouraged to review the Studio Rhode Toolkit to learn more about Studio Rhode.

While having the right technology tools and equipment is important, innovation in libraries is about more than technology. From virtual reality to the maker movement and beyond, libraries can leverage technology in thoughtful ways to impact their community, to promote learning and engagement across the age spectrum and in diverse populations, and to transform library services for the 21st century.

In developing a Studio Rhode project, libraries are encouraged to focus on the needs of their community and to imagine the impact technology will have on the community. Successful project proposals will create multi-generational learning hubs that address a community need and promote digital learning amongst diverse populations. This could include starting a new program or adapting/expanding current programs and services by leveraging new technology equipment, partnerships or other innovations.

LORI Learning Grants

Smaller grants, called LORI Learning Grants are available in amounts from $1,000 to $2,000. They are available in the following categories:

a) Summer Learning
b) Connected Learning

To review the criteria for these grants, please refer to the LORI Learning Grant Application. Use the shorter Learning Grant Application to apply for these grants.

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) Grant Program 2019
Application Instructions and Process

Applicants for LORI Grants from $5,000 to $50,000[1] must complete and submit all sections of the LORI Grant Application. Parts 2-6 should be completed as a clear and succinct narrative and should not exceed 5 pages in total. Application must be submitted electronically, in Word (Application) and Excel (Budget) formats. A signed copy of the Applicant Information Form (page 1 only) must be submitted as a color scan with your package.

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 (includes Partner Form, if applicable)
2) Project Overview
3) Project Purpose
4) Project Design
5) Evaluation Plan
6) Project Budget

1: Applicant Information

Provide all information requested in the Application Information Form. Where applicable, the Project Partner Form (Part 1A) should be filled out and submitted. A separate Project Partner Form must be submitted for each partner and labeled in sequence (1A, 1B, etc.).

2: Project Overview

List the OLIS priority or priorities addressed (see Priorities (a) though (h) on page 2), and indicate whether the project is a Studio Rhode Project (Priority (c)). Provide a brief synopsis of the project. (Maximum length: 100 words)

3: Project Purpose

Identify the need or challenge for your community, library, or consortium that the project will address, and who will benefit from the project. Be sure to include the following:

- The project's intended audience and the need or challenge it faces (Needs Statement)
- Evidence that addressing the need or challenge fulfills the library or consortium's mission, including how the project fits into the library's strategic plan
- How the project complements or enhances existing services provided by your library or consortium (and your partners, if applicable)
- What the overall project goal is and how it will benefit the intended audience
- How the project aligns with OLIS priorities for grant projects (see Introduction)

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[1] A separate application is available for smaller LORI Learning Grants.

4: Project Design

Describe the project's design.

- Clearly state project goals and objectives
- Outline the plan of operation, including what activities, tasks and methods will be used to accomplish the project purpose
- List the specific resources required to execute the project, including staff and their roles, materials, equipment, services, etc.
- Describe how the project will be promoted to the target audience, community, and other stakeholders
- Provide a timeline of activities and project milestones
- Describe the roles and commitments of partnering organizations, if applicable
- Provide information about any previous work done in this area, if applicable

5: Evaluation Plan

Describe how the project's success will be measured.

- Identify the aspects of the project that will be evaluated and how that will be done
- List and describe the anticipated project outputs and project outcomes (outputs consist of measurable objectives, outcomes demonstrate the changes and/or enhancements that result from the project)
- Specify the evaluation tools or model that will be used to measure success, e.g., pre- and post-tests of target audiences, surveys, tangible outputs such as products, use or attendance. (Specific evaluation tools may be required for certain project activities, for example, presentations to the public. Tools will be identified following project award.)
- 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
- Provide information about the sustainability of the project: how will the project be supported beyond the grant period or lead to sustainable, systemic change within the library, the consortium or greater library community?

6: Project Budget

Refer to the definitions in Appendix I to correctly allocate costs to supplies, services, contractors and consultants in the budget form. Note that equipment falls into two categories: single items that cost less than $5,000 each and single items that cost more; it is possible for the under $5,000 category to exceed $5,000 in total if multiple devices are purchased that cost less than $5,000 each. Enter amounts requested in Grant Request column, and, if applicable, include additional costs, including any funding from outside sources (excluding federal funds), in the Cash Match column. Amounts for Other Costs (Table 1) and Contracted Services (Table 2) will be calculated in their respective tables and carried to the budget table. The total Grant Request and Cash Match must match the amounts in the Applicant Information Form. Totals will automatically calculate.

Once the budget form has been completed, provide a brief narrative of the budget in Part 6 of the application. The narrative should specifically describe what each category of costs includes, such as the positions for personnel costs, supplies to be purchased, what equipment will be purchased (e.g., 5 iPads), what travel or other costs entail, and what services will be provided by contractors.

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.

OLIS will review financial reports of the project and may audit the project. All project expenditures should be documented and supported with invoices, cancelled checks, or payroll records and be available to OLIS on request.

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 addresses one or more OLIS priorities	5
Project Purpose	30
Project Design	30
Timeline	5
Evaluation Plan (including sustainability)	25
Budget	5
Total points	100

2: Required Documents

All parts of the application the budget form must be completed in their entirety and submitted electronically.

Applicants who are awarded LORI 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).

A Request for Payment Form must be completed to draw down grant funds. Grants up to $10,000 will be paid in the amount of 80% of the total grant request within 30 days of OLIS receiving the signed LORI Grant Agreement and a Request for Payment Form, with the balance paid upon submittal and acceptance of the final report. Grants over $10,000 will be paid in accordance to the payment schedule developed by OLIS upon grant award; the final 20% of the award will be paid upon submittal and acceptance of the final report.

3: Project Reports

A final project report and financial report is required for all projects. The final 20% of project funding will be awarded following the submittal and acceptance of the final report. Applicants are strongly encouraged to review the LORI 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 Grant Program Application Process:

> Karen Mellor
> Chief of Library Services
> karen.mellor@olis.ri.gov / 401-574-9304
>
> Donna Longo DiMichele
> LSTA Coordinator / LORI Grant Program Manager
> donna.dimichele@olis.ri.gov / 401-574-9303

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
    - 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:
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> - 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.