

# 2024 LORI Summer Reading Program Mini-Grant

## Grant FAQ

---

### About the SRP Mini-Grant

#### Is the Summer Reading Program Mini-Grant program competitive?

This grant program is not competitive, funding has been earmarked for every public library. The program will reimburse pre-approved expenditures for programming at libraries this summer which fall into OLIS' priorities for summer programming. Please be sure to request the maximum amount your library is eligible for as you may not request the maximum amount after your request has been approved. Please note that another library will not get more funding if your library does not submit a request.

#### What is a "Summer Reading Program?"

Libraries must offer a Summer Reading Program for their community to be eligible for a mini-grant. A Summer Reading Program (SRP) is an extended reading/learning challenge or tracking opportunity that encourages youth and adults to reach reading/learning goals during the summer months. Libraries must offer a youth SRP to be eligible for funds to support youth activities and must offer an adult SRP to be eligible for funds to support adult activities.

### Allowable Expenses and Reimbursement

#### What expenses are eligible?

Program supplies, program presenters, circulating materials, and circulating kit materials are eligible for reimbursement under this grant program.

#### What expenses are not eligible?

LSTA Funds cannot be used for foods, prizes, incentives, or giveaways, and supplies and services funded under other state or federal programs. In keeping alignment with [OLIS' LSTA Five-Year State Plan](#) and the purpose of this grant program, performers and take and make kits are also not eligible expenses. If you are unsure if something is allowable, please contact OLIS.





## **Why are some expenses ineligible?**

The SRP Mini-Grant program uses federal funds from the IMLS Grants to States program. These funds have specific regulations that OLIS must follow to remain in compliance. Non-allowable expenditures such as food and prizes are per the regulations of the Grants to States program.

In keeping alignment with [OLIS' LSTA Five-Year State Plan](#) and the purpose of this grant program, performers and take and make kits are also not eligible expenses.

## **What are supplies?**

Supplies are materials needed for implementing an activity.

## **What are educational presenters?**

Educational presenters facilitate programs that have learning outcomes such as:

- Strengthen reading skills
- Improve critical thinking and/or knowledge on a topic
- Build skills

## **What are services?**

Services are activities conducted by vendors, businesses or sole proprietors (not including presenters). Services also include printing and laminating.

## **Are shipping costs reimbursable?**

Yes, you may include shipping costs in your final request-for-payment amount.

## **Is sales tax reimbursable?**

Sales tax will not be reimbursed. As either a municipal organization or independent non-profit, your library should be eligible for tax-exempt status. Please make use of that benefit or plan to absorb the cost of sales tax.

## **Do I need to submit receipts?**

This grant is a reimbursement program, and you will need to submit receipts through the grant management system before reimbursement can be issued. Keep "clean" receipts that only include purchases for this grant project. Receipts must show:

- What you bought
- Proof that you paid for it
- How much you paid for it
- Proof that you received it



## Potential Challenges

### **What if something I ordered won't arrive by July 19?**

We recommend that you order items as soon as possible after receiving your signed agreement with OLIS. Contact Danielle or Emily ASAP to discuss options for purchasing an alternative item(s). Do not sub one item for another without approval; unapproved purchases will not be reimbursed.

### **What if something I planned to purchase is on sale and I spend less money than I was approved for?**

Contact Danielle or Emily. You will most likely be encouraged to buy more of an item(s) you were approved for. To avoid this issue, plan to spend slightly more than your grant award if your library can absorb an extra \$10-\$15. (I.e. plan to spend \$615; your library will be reimbursed \$600 and will be responsible for the remaining \$15 if necessary).

### **What if I spend more than I was approved for?**

You will only be reimbursed for the amount you were approved for. If your library can absorb the extra costs, going over your approved amount is preferable to spending under your approved amount.

### **What if I need to change what mini-grant funds are being used for?**

If you need to use mini-grant funds for something other than what was approved contact Danielle or Emily ASAP to have the change approved. You may need to submit an addendum specifying this change.

### **Why can't there be separate youth and adult mini-grants?**

Facilitating two mini-grant programs for public libraries would generate an amount of paperwork that is not commensurate with the grant award amounts. eCivis will allow for libraries to designate team members for each grant project. Libraries may add both their youth services and adult services staff to their eCivis account so that multiple staff members may collaborate on forms and reports.

## Grant Management, eCivis, and Finances

### **Who should I contact if I am having difficulty logging into eCivis?**

While OLIS can help troubleshoot certain basic issues in eCivis and questions specific to OLIS grant programs, if you are having difficulty logging in or other technical issues, contact the RI Grants Management Office through their [User Support Portal](#).



## **Who will receive the funds from this award?**

This depends on the library's situation. You may elect to receive payment directly to the library or engage a fiscal agent/payee such as your municipality, friends' group or foundation. Whatever entity you select must have a Unified Entity Identifier (SAM) aka a UEI to be eligible to receive federal funds; this entity must also be registered in the [Ocean State Procures portal](#) so that the State of RI can issue payment. If you are using a fiscal agent/payee that has received a LORI grant or ARPA grant in the past, then they almost certainly meet both criteria. If you would like to get paid through a new or different entity, please contact OLIS for more information.

## **What is the Annual Organization Registration and does my library need to complete it?**

The Annual Organization Registration is the annual registration with the State of RI's eCivis system and is required for organizations to receive a subgrant from a state agency. This is an annual renewal, so if you received a grant from OLIS in 2023, your annual registration is not expired yet and you do not need to do anything for this grant cycle. If you are receiving a grant through eCivis for the first time, the *entity receiving the payment* must complete this registration once per year.

## **Can multiple team members work on the grant in eCivis?**

Yes. Once the library director accepts the grant, they will have access to the Award Dashboard, where the "Manage Grant Team" feature is available for the addition of as many team members as appropriate.

## **How will I request funds?**

Libraries will request funds through the eCivis GMS via the Financial Report Feature, and by checking off the "This is a reimbursement request" option. The library will fill out the budget charts and narrative and provide accompanying documentation with each report.

## **How often can I request funds?**

Funds can be requested up to twice any time during the project window for reimbursement of purchases. Libraries can request funds via financial report once for supplies and once for services, or they may request all funds in one report. All funds must be requested by August 19, 2024.

## **Can I request funds before I have made purchases?**

No.

## **What do I do if I need to change my project activities or proposed budget?**

If circumstances arise that necessitate substantive changes to your project activities or any changes to the budget categories, you can submit an Amendment Request directly through eCivis.



You may request changes to your activities, and to your budget, though you may not request additional funds. For small changes, like changes in an item's brand or model, small shifts in quantity, or changes in anticipated costs, you do not have to file an amendment. Contact OLIS before you file to determine if an amendment is needed.

### **What kind of reporting will I need to do?**

All reports will be assigned to you through eCivis and will include a financial report and a final activity report. There is also a final closeout financial report in eCivis that will be completed after all other reports have been submitted and accepted to officially close the grant.

## **Important Dates**

February 20: Request form available.

March 18: Request form deadline. Applications with errors or requests for non-allowable expenditures will be returned for revision.

March 25: Deadline for returning revised request forms.

April 1: Deadline for revising and resubmitting returned interest forms.

April 5: Deadline for returning signed agreements.

July 19: Deadline for receiving approved supplies and services.

August 16: Deadline for hosting presenters.

August 19: Deadline for submitting financial report.

September 23: Deadline for submitting activity report.

October 7: Deadline for submitting financial report closeout.

## **Contact**

For questions about the request form or about allowable expenses contact:

- Danielle Margarida, [danielle.margarida@olis.ri.gov](mailto:danielle.margarida@olis.ri.gov)
- Emily Goodman, [emily.goodman@olis.ri.gov](mailto:emily.goodman@olis.ri.gov)
- Nicolette Baffoni, [nicolette.baffoni@olis.ri.gov](mailto:nicolette.baffoni@olis.ri.gov)

