LORI Grant Workshop

Presented by the Office of Library and Information Services
March 4, 2019

LORI Grant Funding

- ➡ OLIS receives an annual grant from IMLS through the Library Services and Technology Act (LSTA) Grant

- ➡ LSTA sets priorities for uses of the funds

- ➡ LSTA priorities are the basis for OLIS Five-Year Strategic Plan
  - ➡ OLIS Five-Year Plan is submitted to and approved by IMLS
  - ➡ OLIS Plan has three over-arching goals
    - ➡ Access
    - ➡ Learning
    - ➡ Engagement
  - ➡ Full text of the Five-Year Plan is available at www.olis.ri.gov/about/

LORI Grant Priorities

- LORI Grants
  - Studio Rhode Projects
- Learning Grants
  - Connected Learning
  - Summer Learning

Who is Eligible to Apply

- RI libraries that are certified members of the Library of Rhode Island (LORI) on March 18

- Libraries may partner with a non-profit when the partner's contributions are key to the projects success
  - If a library partners with a non-profit, the library is the applicant

- Fiscal Agents – why would you need one?
  - If the funds are going to be managed by an entity other than the library
  - Have a signed agreement between the library and the fiscal agent

Application Process

- Complete application in MS Word and the budget in MS Excel
- Use terms precisely.
  - Refer to Appendix 1: Definitions of Terms in the LORI Grant "Introduction, Instructions and Process."
- Limit the application narrative to 5 pages
- Submit all application materials electronically
- Due date: March 18, 2019

Application Components

Application Information Form

- If needed, include the Partner Information Form

Project Overview

- A brief synopsis of the project in 100 words or less
  - Include the OLIS priorities addresses and indicate if it's a Studio Rhode project

Project Purpose

- Describe the big picture of the project and its goal(s)
- The intended audience – who will be served by the project
  - Include the need or challenge the project will meet
- Describe how the project fits with the library's mission and strategic plan
- Indicate how the project complements, enhances or builds upon existing services

Project Design

- Plan of Operation – the activities and how they relate to the project purpose
- Include the resources required to complete the project:
  - Project Staff and their roles
  - Supplies and Equipment
  - Services
  - Consultants
  - Contractors

Project Design continued

- How you will publicize the project and recruit participants
  - i.e., how the community will know about the project and how to participate

- Provide a project timeline with milestones

Evaluation Plan

- Why is evaluation important?
  - It tells you if a project was successful, i.e., met its goals
  - It indicates whether or not your audience benefitted from the project
  - It shows you the actual outcomes that came about as a result of the project

Evaluation Plan Continued

- Indicate which parts of the project will be evaluated and how
  - e.g., you will evaluate training (not the purchasing the equipment)
  - State how you will know that the project met its intended goals and outcomes
  - Specify any evaluation tools or models that will be used to measure success
  - Include criteria will you use to determine that the project is sustainable

Budget

- Correctly assign expenses to the right budget categories
  - Refer to the Definitions of Terms (Appendix 1)

- Personnel – include salaries, wages and fringe benefits

- Supplies

Library of Rhode Island (LORI) Grant Program Application

Part 6: Budget   Library: _____

Enter amounts requested in Grant Request column. If applicable, include any funding from outside sources in the Cash Match column. Totals will calculate automatically. Amounts for Other Costs (Table 1) and Contracted Services (Table 2) will be calculated in their respective tables and carried to the Project Costs.

Item	Grant	Cash Match
A. Personnel Costs		
B. Supplies		
C. Equipment and Software		
D. Services (itemize in Table 1)		
E. Consultants (itemize in Table 2)		
F. Travel		
G. Other Costs (itemize in Table 3)		
Total Project Costs		

Budget continued

Equipment and software

Equipment falls into two categories

- Individual items that individually <u>cost less than $4,999.99</u>

- Individual items that cost $5,000.00 or more

► Services

► Things that you pay for outright

Library of Rhode Island (LORI) Grant Program Application

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G. Other Costs (itemize in Table 3)		
Total Project Costs		

Budget continued

- Consultants
  - A person or company bringing specific expertise to the project
    - A written agreement with the consultant is strongly suggested
      - You don't need to submit it with the aplication
- Contractors
  - Provide a one time service or specific goods

Budget continued

- Travel
  - Connect any travel requests to the project activities
- Budgeted items need to be consistent with the project narrative
  - e.g., if you include supplies, there should be something about supplies in the project narrative
- Other Costs

Budget continued

- Cash Match
  - Cash Match includes any local funding that will be used specifically for the grant project
  - Includes direct costs committed by the library or partner organization or sponsoring organization
    - must be specific to the grant project
    - does not include overhead or "in-kind"
- Cash match funds should be necessary and reasonable for accomplishment of project

Budget, Cash Match continued

- Federal Money for Match is <u>not</u> allowable
    - Match cannot come from another federal award
    - You can request special permission from another federal organization, but it will be subject to OLIS approval
- When Cash Match is used for personnel costs of an existing employee
    - The costs 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
    - The services are for the same skill(s) for which the employee is normally paid.

Dates to Remember

- Applications due to OLIS: March 18, 2019

- Award announcement: March 29, 2019

- Grant and project conclusion: August 31, 2019

- Final Grant Report due to OLIS: September 30, 2019

- If you have questions along the way . . . Contact OLIS!!