WASHINGTON STATE LIBRARY

Washington
Secretary of State
SAM REED

INSTITUTE *of*
Museum and **Library**
SERVICES

2010 XXX Grant

APPLICATION FORM

- Please use our form rather than creating your own. If you are unable to use the WORD or PDF form on the website, please contact us, we may be able to offer technical assistance.
- Use a readable font such as New Times Roman 12 or Arial 11 throughout the application.
- Never submit a hand written application; the only handwriting should be the signatures. Even the first 2 pages should be "typed".

Project name	The name you give your project—if you don't provide a name we will give it a generic title
Amount of funding requested	- Even dollars only - Does this amount match your budget page? - Does this exceed the maximum individual award? See the Funding section of the grant Guidelines for this information.
Library or branch submitting this application	
Type of library	School/ Academic /Public/ Special
Library or system director	Ms. ☐ / Mr. ☐ / Dr. ☐ / Other _____
Person with contracting authority, if different	Ms. ☐ / Mr. ☐ / Dr. ☐ / Other _____ This is the person with the authority to bind your library in a legal agreement for the amount requested — Don't guess who your contracting authority is! Ask if you don't know. Incorrect information will delay finalizing your contract and, therefore, your project.
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax:	
E-mail	

Project manager	Ms. ☐ / Mr. ☐ / Dr. ☐ / Other _____
	This is the person who is in charge of coordination and implementation of the project. Only provide ONE name! (If you provide more than one name, we will use the first one listed.) This is the primary person we communicate with on a regular basis and is responsible for keeping us informed of changes to the plan, budget, Contracting Authority, Fiscal Agent, etc.
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax:	
E-mail	
Alternate e-mail	To be used only if we cannot reach you at the email listed above, i.e., during summer months for school staff

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by August 12, 2011. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

Signatures are required for each of the following:

_____   _____
Library/System Director Signature/Date   Project Manager Signature/Date

_____
Contracting Authority (if different) Signature/Date

Federal employer/Tax ID# (IRS issued)	Required!
Fiscal agent name	Ms. ☐ / Mr. ☐ / Dr. ☐ / Other _____
	• The Fiscal Agent is the person who pays the bills and maintains the financial records for the organization of which the library is a part. That person may be termed the business manager, the accountant, or another title.
	• The Fiscal Agent must be from the same organization as the Contracting Authority. Foundations and partners cannot act as Fiscal Agent. School Districts usually act as Fiscal Agent for schools; however, that may vary from district to district.
	• The Fiscal Agent should be someone other than the Contracting Authority or Project Manager listed on the previous page; however, in a very small library, that might not be possible.
	• If you don't know who your Fiscal Agent is, ask, don't guess.
Title	
Organization name	
Fiscal mailing address	
Fiscal city	

Fiscal zip	
Fiscal telephone	
Fiscal fax	
Fiscal e-mail	
Reimbursement Information	
Payee, if different from library	The applicant library may be a school, a branch, or a department; however, the check may need to go to the district, the headquarters, or another city department. (Checks are never made out to an individual.)
Mailing address for reimbursements, if different from fiscal agent	
City	
Zip	

The statement below describes the duties of a Fiscal Agent and should be read carefully to ensure that the proper person has been identified as the Fiscal Agent.

As the Fiscal Agent, I am authorized by the applicant organization's governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

_____

Fiscal Agent Signature/Date

Supporting Student Success
Competitive Grant

CRITERIA

Your library will qualify to apply if you answer YES to <u>all</u> of the following criteria. This completed form MUST be returned with your application in order for the application to be accepted for review.
(Some criteria may vary from grant cycle to grant cycle.)

	CRITERIA	**Yes**	**No**
1.	The collaborative partnership consists of a minimum of one public library and one school.		
2.	The lead applicant is eligible to apply for this grant—see library eligibility guidelines: http://www.secstate.wa.gov/library/libraries/grants/grants.aspx		
3.	The application has been signed by the official with Contract Authority, the Project Director, and the Fiscal Agent.		
4.	The members of the collaborative partnership are willing to share their experiences with other libraries in Washington State. This will include submission of a project report to the Washington State Library and sharing of any materials developed, preferably in an electronic format.		
5.	If the application is from a public library, public elementary or secondary school library, or if the application is from a group of libraries or a library consortium that includes a public library, public elementary or secondary school library, a completed CIPA certification form is included with the application.		
5.	The application is complete—all questions have been answered, all signatures obtained, all components of the application submitted. A complete application consists of: 1) an original paper application with original signatures; 2) a paper copy of the original; and 3) an electronic copy in WORD or rich text—do not scan or create a PDF image of the file. Applications are not ranked or scored until all 3 components are received.		
6.	The budget proposed for the use of grant funds contains only eligible items of cost. See Grant Guidelines, pages X and X for examples of allowable and unallowable activities and costs.		
7.	The project will be completed no later than August 12, 2011 with the exception of the preparation and submittal of the final reimbursement claim and final narrative report. These are due no later than September 30, 2011.		
6.	The application is postmarked or delivered by, 4 p.m., XXX, 2010 Applications posted after XXX , 2010 will not be accepted for review. The deadline is absolute—no exceptions—so be sure to mail in time to meet the postmark date.		

The following criteria will be used to review and evaluate all parts of the application. In general, grant reviewers will look for:

> - A clearly presented and concisely written proposal
> - Sufficient detail to understand the problem, need or opportunity
> - Sufficient detail to understand how the proposal will be implemented
> - Evidence of planning for the future in terms of project sustainability
> - Evidence that the project and the library fits within the scope of the Supporting Student Success Grant

(Note: Questions and formats may vary somewhat from grant cycle to grant cycle)

1. **Project Title and a short abstract (50 words or less)—(Not scored)**
   This abstract should describe the purpose of the project. If you are awarded a grant, this will be used to describe your project in our annual report to IMLS and on our website of grant awards.

2. **Briefly describe the desired outcome* that would result from the implementation of this proposal.** (No more than one or two sentences)

These boxes will tell you what the reviewer will be looking for and will vary from grant cycle to grant cycle.

> Consider these in the context of the question.
> This question is worth **10 points.** Consider the following items in developing the response:
> - How does the project connect to Social Studies CBA?
> - How will students benefit from the combined expertise and resources of the school and public library partnership?
> - Who will benefit in addition to the students?

*Desired outcomes should be expressed in the format used by the Institute for Museum and Library Services (IMLS): you will do what, for whom, for what benefit.

Examples: 1) The City newspaper published between 1920 to 1940, available through the public library, will be used by students to conduct original research in support of CBA projects.

2) The cooperating libraries in this grant will provide duplicate collections of books and other materials at both locations that will support students in the original research portion of their CBA projects.

3. **Describe the existing situation.** (No more than 1 page)

> This question is worth **10 points**. Consider the following items in developing the response:
> - What is the problem, need, or opportunity?
> - What steps have been taken to address the situation and why have they not been adequate?
> - What research materials are currently available for student use?

4. **Describe the solution. How does this solution alleviate or resolve the existing situation previously described? Why is this solution the best approach?** (No more than 2 pages)

> This question is worth **20 points.** Consider the following items in developing the response:
> - What is proposed to resolve the problem, alleviate the need, or take advantage of the opportunity?
> - What are the specific benefits of using this solution?
> - How will this partnership affect local implementation of the Washington State's CBA requirement?

5. **How will the school/public library partnership continue to support student achievement after the end of the grant period?** (No more than ½ page)

> This question is worth **10 points**. Consider the following items in developing the response:
> - How will the partnership continue to work together in support of student achievement? What steps are needed to continue the partnership into the future?
> - What are the commitments and costs associated with continuing the project after the grant period?

6. **List the *major* objectives and tasks that are required to accomplish this project. Include timeframes and identify the responsible party who will carry out the task.**

> This question is worth **20 points**. Consider the following items in developing the response:
> - What tasks are required to accomplish this project?
> - What resources are needed to complete these tasks?
> - What are the timeframes for completion of tasks? Has enough time been allowed to complete these tasks by the end of the grant period?
> - Who is responsible for carrying out each task?
> - Are project evaluation and monitoring activities included in the workplan?
> - Are grant administration requirements reflected in the workplan?
> - Is enough information included to show reviewers that the process is logical and well thought out?

WORK PLAN

Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe For Beginning and Completing Tasks		Responsible Party for the Completion of Tasks
	Start Date	End Date	
List tasks in chronological order! List major tasks/activities such as: • Develop and conduct pre-survey • Committee of xxx meets to identify materials to be purchased • Order identified materials • Conduct 3 staff trainings for the purpose of xxx • Provide substitutes for staff training • Contract with speaker/vendor/etc. for evening presentation • Present evening program • Conduct post-survey and prepare evaluation	Month and year task is to be started and completed • Do not start your activities until the contracts are expected to be finalized and implementation can begin—refer to section 5 "Timeframe" in the Guidelines for these dates. • Don't say things like "when contract is finalized" or "spring, summer, fall". Do your best to determine the months. Remember this is just an estimate.		Full name (state their title at least once)

7. **Fill out the budget form on the following page. Each line of the budget form will contain two numbers; one number for "Grant Funds Requested" and one number for "Other Funding". Use the column labeled "Description" for very brief notes or to reference the narrative included on a separate page.**

8. **<mark>On a separate page</mark>, describe how the budget was determined and why this budget is appropriate. Also complete a short narrative statement for each of the budget categories, describing what items are included within the proposal.** (No more than 1 page in addition to the budget form page)

> This question is worth **20 points**. Consider the following items in developing the response:
> - The cost factors necessary to implement the proposal
> - A budget that is realistic for the project, with appropriate project costs relative to the scope of the activities to be performed
> - The process used to arrive at the budget, including developing cost estimates where appropriate

- Be certain that these purchases and expenses are mentioned in other sections of the application and not just in your budget.

- Note those costs that are not allowable; these will be listed in the guidelines and/or on the budget page of the application.

- Don't try to cram information into the last column of the budget form; keep the description short. *On a separate page*, give the detailed explanation.

- Please use a single number for each category under "grant funds requested" and "other funding"; the place to break out prices is on the separate page, or very briefly in the "description" column.

SAMPLE BUDGET FORM

Category	Grant Funds Requested	Other Funding (Describe)	Description (Include a short narrative for each category on a separate page)
All Staff Salary, Wages, and Benefits	$2,500	$1,000	Salaries and benefits for project staff
Contracts with Others	$1,500	$250	Trainer's fee and expenses
Travel and Training			
Equipment Under $5,000			
Equipment $5,000 and Over refers to the purchase of *one* item $5,000 and over, not multiple items that total $5,000			
Expendable Supplies or Materials			
Other-Itemized			
TOTAL REQUEST	$4,000	$1,250	

Pay close attention to the information below, it will let you know what is not allowable for reimbursement; look also for this information in the grant Guidelines. If some items found here and those found in the grant Guideline differ, both sets of items apply.

(The following applies to all grant cycles)
Please note:
- Grant funds **may not** be used for:
  - Food and other refreshments
  - Advertising and promotion of libraries in general
  - Prizes and other incentives
  - Indirect costs

- LSTA grant funds may only pay for subscriptions (databases) through September 30, 2011 (*end of project*). Subscriptions which extend beyond that date must utilize other funding to pay for the additional time period. (no exceptions)

- In-kind matching funds are not required for eligibility

(Some grant cycles have special restrictions which will also be listed here.)

9. **Describe the measures that will be used to evaluate the project.** (No more than 1 page)

This question is worth **10 points**. Consider the following items in developing a response:

- Regarding the desired outcome described in question one of this application, what are the indicators of success? That is, how will you know if the project is successful?
- Evaluation may address:
  - Completion of the project in relation to the workplan, the specified timeframes and the budget
  - The impact of the project on the library, the collection, users of the collection, and customers of the library
  - The impact of the project on the larger library community within Washington state
- How the evaluation of this project fits into future library planning and implementation efforts
- Communication and sharing of project successes with other Washington libraries that desire to develop similar projects

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Evaluation can be conducted at different levels. What determines success might also be defined in different ways.

The most basic is to assess if the project was fully completed; was it on time; was it within budget. The next level might be to look at how many participated in the project; how many took the training; how many people visited the new website; and similar counts.

You may be able to track the impact of the project on individuals who are affected or who participated in the short term, or maybe even a longer term if the project timeframe allows. Did the training give them additional knowledge, new skills, etc; were they able to construct a better resume and find a new job. Information captured may show the level of change and may also include anecdotal evidence.

Finally the evaluation may lead to the adoption of new or best practices and a different way of conducting the business of the library. The identification of best practices and reporting on what worked and what didn't may have long-term value both for the library implementing the project and to other libraries that provide similar activities, programs, and services.