Texas State Library and Archives Commission

Applying for TSLAC Grants:
What You Need to Know

Presented by
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What We'll Cover

❑ Program overview
❑ The application
   ❑ Budget
   ❑ Narrative
❑ Submitting the application
❑ Review & award process
❑ Contact information

PROGRAM OVERVIEW

Competitive grants program

❑ Offered annually subject to the availability of funds; $1.75 million for FY 2015
❑ Federal funds under the Grants to States program from the Institute of Museum and Library Services (IMLS)
❑ State fiscal year (September 1-August 31)
❑ Program-based
❑ No match required

Grant programs

❑ Texas Reads Grant
❑ Impact Grant for Library Innovation and Improvement*
❑ TexTreasures Grant
❑ Library Cooperation Grant
❑ Special Projects Grant

For more information, view "FY 2015 TSLAC Grant Opportunities" (webinar, 1/23/14) at www.tsl.texas.gov/ld/workshops/webinars/archived.html.

Timeline

• February 14, 2014	• Draft proposals due
• March 7, 2014	• **Full proposals due**
• April/May 2014	• Proposals reviewed/scored
• June 2014	• Recommendations released
• July/August 2014	• Applications approved
• August 2014	• Contracts issued
• September 1, 2014	• Projects begin
• August 31, 2015	• Projects end

THE APPLICATION

What You Need to Apply

- Project idea or concept
- Plan (goals & objectives)
- Research/homework
- Grant Program Guidelines
  - www.tsl.texas.gov/ld/funding/index.html
- Grant Management System (GMS) access
  - gms.tsl.texas.gov
  - Browser — Firefox works best

Planning — Goals & Objectives

- S.M.A.R.T.
  - S — Specific
    - Who, what, where, when, why, how
  - M — Measurable
  - A — Appropriate
  - R — Relevant
  - T — Time-based

Info Resources — Local/Texas

❑ Other grantees or libraries w/similar programs
❑ Counting Opinions Reports for Public Libraries
❑ Texas Library Association (www.txla.org/research-statistics)
❑ Local Chambers of Commerce
❑ Texas Comptroller of Public Accounts
  ❑ www.window.texas.gov
  ❑ www.texasahead.org

Info Resources — National

❑ IMLS (www.imls.gov/research/evaluation_resources.aspx)
❑ ALA Office for Research & Statistics (www.ala.org/offices/ors)
❑ National Center for Education Statistics (nces.ed.gov/surveys/libraries/academic.asp)
❑ U.S. Census Bureau (www.census.gov)
❑ U.S. Bureau of Labor Statistics (www.bls.gov)
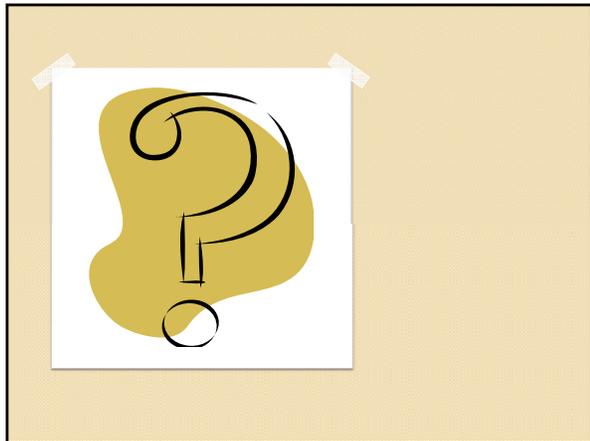
TSLAC Application Components

- Applicant Information form*
- Children's Internet Protection Act (CIPA) form*
- **Budget***
- **Narrative***
- Letters of cooperation, memoranda of understanding/agreement
- Letters of support

Required for all grant programs

Applicant Information Form

- Identification info
- Proposed funding sources
- Signed by contract authority
- Completed in GMS; printed
- Submitted separately by mail, fax, e-mail

CIPA Form

- Children's Internet Protection Act
- Computer purchases by public libraries using federal funds
- Printed from GMS; submitted separately by mail, fax, e-mail
- Signed by director
- Four options
  - Already comply
  - Will comply by project start date
  - Not applicable; no computers purchased
  - Not a public library

Budget

- Story through numbers
- Table and narrative
- Income and expenses
- Completed last

Budget Categories

- Personnel
- Fringe benefits
- Travel
- Equipment/property (furniture, computers, e-readers) - capitalization level required
- Supplies (consumables, books, etc.)
- Contractual services (training, e-books, Internet)
- Other (advertising, printing)

Budget

- 10-20% of total score
- Completed in GMS (table and narrative)

Budget

Budget Category	Grant Funds ($)	Other Funds ($)	Description	Total Costs ($)
Personnel ⓘHelp	$	$		
Fringe Benefits ⓘHelp	$	$		
Travel	$	$		
Equipment/Property ⓘHelp	$	$		
Supplies (incl. Library Materials) ⓘHelp	$	$		
Contractual Services ⓘHelp	$	$		
Other ⓘHelp	$	$		
Total				

Note: Amounts should be rounded to the nearest dollar.

Save Exit

Funding Sources

- TSLAC
- Other federal funds
- Other state funds
- Local funds
- Miscellaneous

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Budget Tips

- Be thorough.
- Be realistic for the time period.
- Get estimates.
- Describe the costs.
- Include what you are willing to fund and how much.
- Make sure budget table and budget narrative reconcile.

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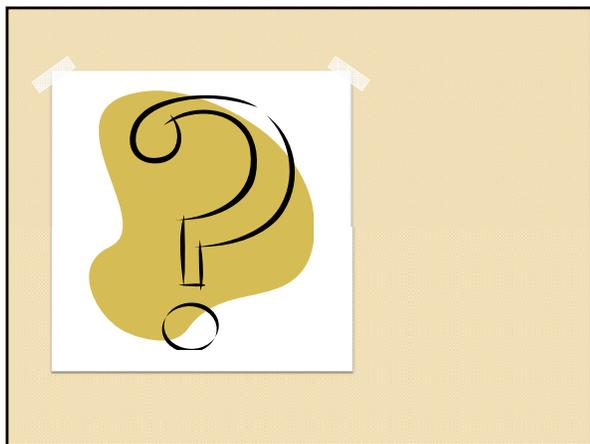
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Narrative

- 80-90% of total score
- Completed in GMS
- Follow the "Criteria for Award" section and scoring rubric
- Types of info requested
  - Community/library background
  - Project details
  - Marketing
  - Sustainability

Library/Community Information

- Applicant details
- Community needs

- Information to include
  - Location
  - Population & demographics
  - Customer/patron base
  - Household income (if relevant)
  - Industry/employment options
  - Library mission and services
  - Community attributes

Project Details

- Program design or activities
- Timetable
- Budget
- Personnel
- Impact
- Evaluation

Marketing & Sustainability

- Marketing
  - How?
  - Where?
  - To whom?
- Sustainability
  - How will program continue beyond this year of funding?

Supporting Documentation

- Letters of support (3 max.)
- Letters of cooperation, memoranda of understanding/agreement

Submitted by mail, fax, e-mail

Grantwriting Resources

- TSLAC Library Science Collection
  www.tsl.texas.gov/ld/lsc/index.html
- Funding Information Center (Texas Dept. of State Health Services)
  www.dshs.state.tx.us/fic/default.shtm
- The Foundation Center
  foundationcenter.org/
- The Grantsmanship Center
  www.tgci.com/index.shtml

Tips

- Make sure project fits the grant program and/or eligibility requirements.
- Follow the guidelines.
- Use available resources.
- Write succinctly.
- Write for the grant reader.
- Have someone else read it BEFORE you submit it.
- Request TSLAC draft review (by 2/14/14).

SUBMITTING THE APPLICATION
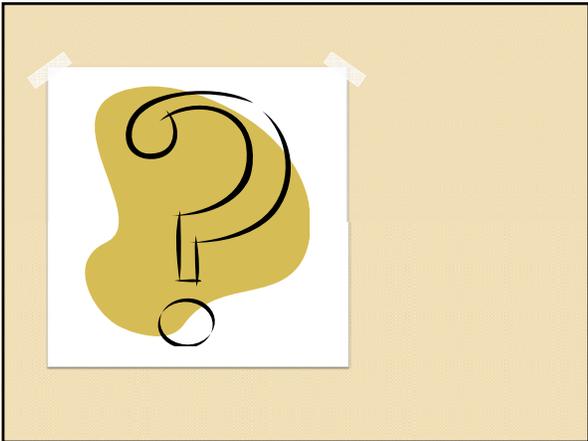
When & Who

❑ Deadline:

11:59 p.m., Friday, March 7, 2014

❑ GMS application and forms may be submitted at different times.

❑ Only Grantee Official or Legal Entity Official can submit in GMS.

Application Checklist

❑ 3 sections (Applicant Info, Budget, Narrative) completed in GMS

❑ Application _submitted_ in GMS

❑ Applicant Info form printed and signed

❑ CIPA form printed and signed

❑ Applicant Info form, CIPA form, and other material submitted (via mail, fax, e-mail)

REVIEW & AWARD PROCESS

Review (Appendix A)

- After submission
  - TSLAC preliminary review for issues or concerns
  - Notice to applicant regarding issues
  - Applicant response to issues
  - Responses included with application materials for grant review panel

Review Panels

- 3 panels; 5-12 peer members each
  - Texas Reads
  - Texas Collections Working Group (TexTreasures)
  - LSTA (Special/Cooperation/Impact)
- Set time period to review applications online (4-5 weeks)
- Meet to discuss individual applications and finalize scores

Review Panels

- Scoring
  - By rubric
  - Final score by adjusted mean
- Recommendations for funding
  - Final scores ranked from highest to lowest for funding recommendation to the Commission
  - List sent to all applicants
  - Individual scoring sheets with panel comments sent to respective applicants

Individual scoring sheet

Evaluation Category	Adjusted Average Score
Significance of Collection (30 pts max.)	28.00
Availability (30 pts max.)	29.33
Project Design (20 pts max.)	20.00
Cost Effectiveness (15 pts max.)	13.67
Evaluation (5 pts max.)	4.67
Total Score (100 pts max.)*	95.67

*Total may vary slightly due to rounding

Funding recommendations

Applicant	Adjusted average score	Funding Recommendation
A Library	83.00	FUND
B Library	79.71	FUND
C Library	78.29	FUND
D Library	76.00	FUND
E Library	74.86	FUND
F Library	71.86	FUND
G Library	71.14	FUND
H Library	66.86	FUND
I Library	58.00	DO NOT FUND

Appeals (Protests)

❑Applicants may appeal funding decision (13 TAC 2.55)

❑Must notify all interested parties

❑Limited time allotted
  ❑After 1st notice: 21 days
  ❑After TSLAC response: 15 days

❑May request audience with Commission

Awards

- ❑ Commission meets to approve recommendations (August 2014)
- ❑ Awards announced
- ❑ "Next Steps" webinar
- ❑ Contracts issued

Post-award Activities

- ❑ Training
  - ❑ Contract overview
  - ❑ Performance reporting
  - ❑ Financial reporting
  - ❑ Start-up follow-up
- ❑ Grant administration
  - ❑ Contract compliance
  - ❑ Project implementation
  - ❑ Quarterly or semi-annual reporting
  - ❑ Site visits

CONTACT INFORMATION

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