TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Intro to Grants Management

Part 1
2016 Performance Measures

Presented by
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What we will cover

- File management and resources
- The numbers
- The narrative
- Submitting the report

File management

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File management

- Single location for grant-related documents
  - Can be separated by function
    - Programming (director or program manager)
    - Administration (business/grants office or accounting)
- Roles/functions assigned (in-house and GMS)
  - Who is doing what
    - Performance reporting
    - Financial reporting
    - Timesheets
  - Documented on grant checklist

File management

- Paper or electronic files (or hybrid)
  - Folders/tabs

• Contract (including revisions)	• Monitoring/site visits
• Grants checklist	• Invoices/purchase orders/receipts
• Application/proposal	• Program documentation (sign-in sheets, etc.)
• Proposal review comments	• Publicity/marketing
• Performance reports	• Correspondence
• Financial reports	• Training
• Timesheets	• Other
• Audits	

File management

- Benefits
  - Demonstrates capacity to manage grants (now and in the future)
  - Saves time
  - Easier to compile information for audits/monitoring
    - Audits can occur at anytime up to the retention date of 12/31/2021

Other resources — Forms & Tools

▸ **TSLAC Grant Forms & Tools – FY 2016**
  ◦ TSLAC
    ▪ Grants and Funding
      ❖ Resources for Current Grantees (Grant Management Handbook)
      ✓ FY2016 TSLAC Grant Forms and Tools (www.tsl.texas.gov/agency/forms/grantformsFY2016.html)

Other resources — Forms & Tools

▸ Performance reporting tools (TSLAC website)
  ◦ Performance reporting guidance
  ◦ Surveys
  ◦ Timecards
  ◦ Hours worked certification

The numbers

When & why we count
What & how to count

The numbers – When we count

Grant	#s
• Special Projects • Library Cooperation	4x/year (Dec, Mar, June, Sept)
•Texas Reads •Impact	2x/year (Mar and Sept)
•TexTreasures	1x/year (Sept)

*Refer to **Contract Section VII** for the deadlines for your particular grant.*

The numbers – Why we count

‣ Monitor program progress
‣ Report program progress
  ◦ Federal – Institute of Museum and Library Services (IMLS)
  ◦ State – Legislature and Legislative Budget Board (LBB)
  ◦ Local – Governing entities, community, patrons

The numbers – What we count

- Output measures (customized for each grantee)
  1. # materials provided
  2. # persons provided project-sponsored services
  3. # librarians trained or assisted
  4. # programs presented (**Texas Reads**)
  5. # Library cards (**Texas Reads**)

The numbers – What we count

- Measure 1 – Number of materials provided
  - # of items added to a library collection or provided through programs funded by TSLAC grant (unique count)
  - Books/e-books
  - Subscription issues
  - DVDs, CDs, other A/V materials
  - Workshop materials
  - Newsletters
  - Webpages created
  - Images digitized or made accessible

The numbers – What we count

- Measure 2 – Number of persons provided project-sponsored services
  - # of instances persons receive services as a result of the project *(non-unique count)*
  - Program attendees (classes, showings, displays)
  - Webpage views
  - Circulation (e-books and e-readers) – separated out for Impact and Texas Reads
  - Reading Club logs
  - Hardware or software usage
  - Reference questions

The numbers – What we count

- Measure 3 – Number of librarians trained or assisted

  # of librarians, library staff, local officials, and others who receive training or assistance to help improve library services *(non-unique count)*

  - Training – classroom instruction, webinars, online tutorials (instructional)
    - Documentation = sign-in sheets, electronic logs, registration/attendance logs, head counts

The numbers – How we count

- Explanation of method and justification of measurement

  (How did you come up with the numbers reported? What? How?)

  Examples:
  - # of classes with attendance of # at each class documented by sign-in sheets, head counts
  - Open house event with #visitors recorded by door counter
  - Staff training by vendor on new software as indicated by sign-in sheets
  - # of activity logs submitted for activity
  - # of materials given away or checked out based on circulation records or # of materials remaining

The numbers – How we count

- Documentation
  - Must be auditable –
    - Communication logs/directories (cell phone, phone, e-mail)
    - Sign-in sheets
    - Head counts (two people counting)
    - Catalog records
    - Invoices or shipping manifest
  - Must be explained
    - Method of measurement
    - Justification of measurement

The numbers – How we count

- Documentation
  - Date
  - Event name
  - Location
  - Description
  - Audience
  - Count
  - Name, title of person responsible for count
  - Sign off (initials, date)
- Record information
  - Record data after each event in spreadsheet

The narrative

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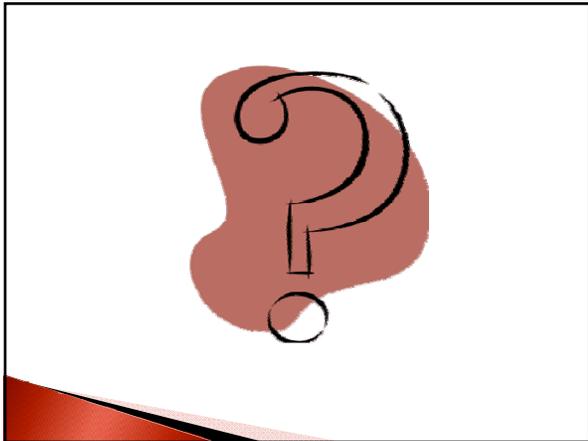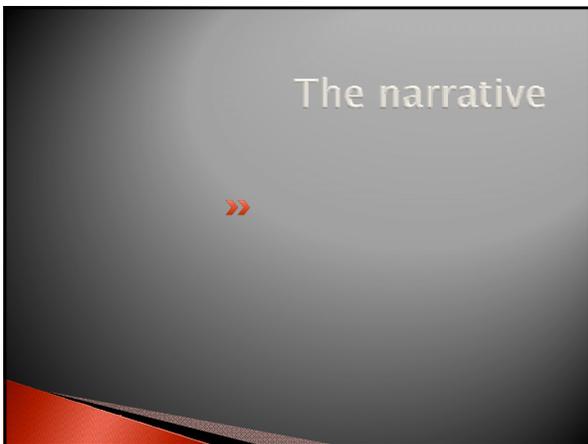
The narrative

Grant	Narratives
• Special Projects • Library Cooperation	2x/year (Mar and Sept)
•Texas Reads •Impact	1x/year (Sept)
•TexTreasures	4x/year (Dec, Mar, June, Sept)

Refer to **Contract Section VII** *for the deadlines for your particular grant.*

The narrative

‣ Tells your project story
  ◦ Activities
  ◦ Successes
  ◦ Challenges
  ◦ Delays or failures
  ◦ Corrective actions
  ◦ Best practices
  ◦ Anecdotes
  ◦ Outcomes
‣ Assumes we know nothing (be complete and concise)

The narrative

‣ Project purpose
  ◦ Mission and goals of project (in proposal)
  ◦ How project relates to the grant program goals and purposes
‣ Project activities
  ◦ List of activities or milestones (detailed summary)
    · Chronological or timeline-based
    · Day-to-day, week-to-week, or month-to-month
  ◦ Who, what, when, where & why
‣ Project outputs
  ◦ Units of measurement that track project progress (#s)

The narrative

▸ Project outcomes (outcome-based evaluation)
  ◦ Achievements, benefits, changes for patrons/community; how attendees have been impacted or changed as result of project
    · Skills
    · Knowledge
    · Behavior or attitude
    · Status or life condition

The narrative

▸ Project outcomes
  ◦ Measured
    · Survey or questionnaire (Impact – TSLAC provided)
    · At conclusion of program/event, series or set of services, project
    · Pre- and post-data most effective indicator
   · NOT satisfaction

The narrative

- Project outcomes – short-term
  - Sample survey questions
    - I have learned skills that will help me reach my employment or entrepreneurial goals.
    - I am more confident in my ability to help my students develop early literacy skills.
    - I have learned new skills that will help me help my child develop early literacy skills.
    - This technology improved my access to information and/or materials.

The narrative

- Other results
  - Accomplishments, unexpected findings or results
- Anecdotal information
  - Patron stories, collection highlights
- Best practices
  - Words of wisdom (what worked, what did not)
  - Simple to complex (procedures to equipment)
  - Model program to be replicated
- Program continuity

Final reports

- Always include a narrative
- Can be submitted before end of grant period if projects are complete (activities completed and funds expended)
  - Mid-year for Texas Reads or Impact grants
  - Relevant quarterly report for Special Projects or Library Cooperation
    - Submit final numbers and indicate in explanations/summaries that grant is completed
 - In GMS, check the "Final" box

Submitting the report
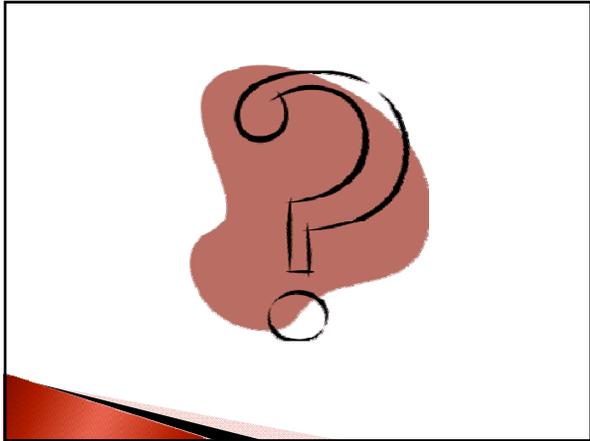
Submitting the report

- GMS (all except TexTreasures)
  ◦ Set up user accounts
  ◦ Choose correct role to "submit" reports
    · Grantee official or program manager – performance reports, program revisions
    · Financial manager – FSRs, RFFs
- E-mail (TexTreasures)
  ◦ emccormick@tsl.texas.gov

Submitting the report

▸ Grantee
  ◦ Complete the report
  ◦ Submit by due date

▸ TSLAC
  ◦ Reviews information and checks for consistency
  ◦ Approves or sends back for revision

▸ Upcoming webinar

  Using GMS to submit performance reports
  Thursday, November 19, 2015, 2–3 p.m.
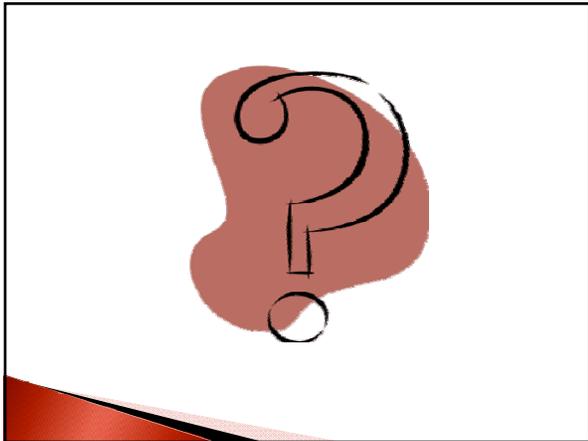
Outcome–based evaluation (OBE) IMLS resources

▸ IMLS
  ◦ Outcomes Logic Model Template
    · www.tsl.texas.gov/agency/forms/grantformsFY2016.html
  ◦ OBE Basics
    · www.imls.gov/applicants/outcome_based_evaluations.aspx
  ◦ OBE Purposes
    · www.imls.gov/applicants/purposes.aspx
  ◦ OBE Webography
    · www.imls.gov/applicants/webography.aspx
  ◦ OBE Presentations
    · www.imls.gov/applicants/presentations.aspx

Contact me

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