



**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

*Applying for TSLAC Grants:
What You Need to Know*

Presented by
Erica A. McCormick, Grants Administrator
Library Development & Networking Division
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What We'll Cover

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

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Program overview

Competitive grants program

- ❑ Offered annually subject to the availability of funds; \$1.75 million for FY 2016
- ❑ Federal funds under the Grants to States program from the Institute of Museum and Library Services (IMLS)
- ❑ 2016 first cycle under new guidance of the Supercircular (2 CFR 200)
- ❑ State fiscal year (September 1–August 31)
- ❑ Program–based
- ❑ No match required

Grant programs

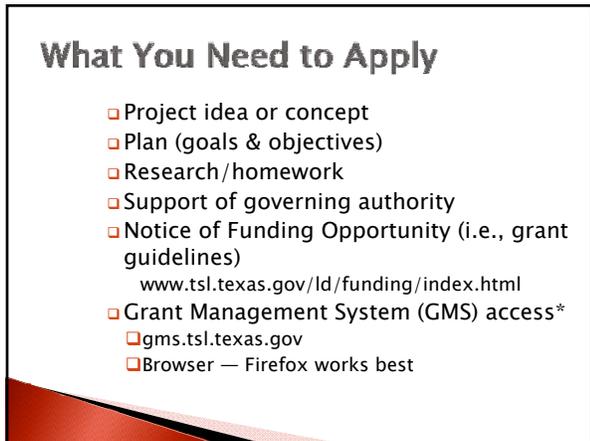
- ❑ Texas Reads Grant
- ❑ Impact Grant for Library Innovation and Improvement (Impact, Impact2, Impact3)
- ❑ TexTreasures Grant
- ❑ Library Cooperation Grant
- ❑ Special Projects Grant

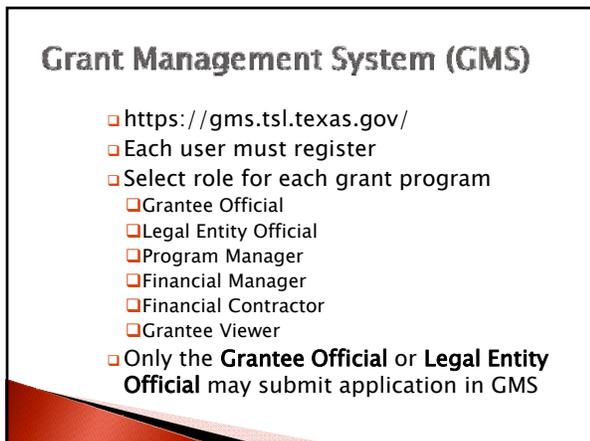
For more information, view "FY 2016 TSLAC Grant Opportunities" (webinar, 1/13/15) at www.tsl.texas.gov/ld/workshops/webinars/archived.html.

Timeline

- | | |
|----------------------------|---|
| ▶ February 13, 2015 | • Draft proposals due |
| ▶ March 8, 2015 | • Proposals due in GMS |
| ▶ March 9, 2015 | • Signed forms & supporting docs due |
| ▶ April/May 2015 | • Proposals reviewed |
| ▶ June 2015 | • Recommendations released |
| ▶ August 2015 | • Applications approved |
| ▶ August 2015 | • Contracts issued |
| ▶ September 1, 2015 | • Projects begin |
| ▶ August 31, 2016 | • Projects end |







Notice of Funding Opportunity (NOFO)

- TSLAC website
<https://www.tsl.texas.gov/ld/funding/index.html>
- GMS <https://gms.tsl.texas.gov>
- Instructions
 - Program description
 - Award information
 - Eligibility
 - Application and submission
 - Review process
 - Award administration

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***
- Pre-award Assessment*+
- Letters of cooperation, memoranda of understanding/agreement
- Letters of support

**Required for all grant programs*

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

Pre-Award Assessment

- ▶ E-mailed after applications submitted
- ▶ To determine level of support needed to ensure a successful program
 - Training and other guidance
 - Reporting requirements
- ▶ Brief questionnaire
 - Staff and organization experience with the program
 - Organization policies and procedures
 - Financial systems
 - Procurement
 - Ethics
- ▶ Satisfies federal requirement under 2 CFR 200

The application in GMS

- » Applicant Information
 - The narrative
 - The budget

Applicant Information

- Identification info
 - Employee Identification Number (EIN)
 - DUNS Number
 - System for Award Management (SAM) registration expiration date
- Contact persons
 - Primary contact
 - Contacts 1 & 2
 - Financial contact

Applicant Information

- Proposed funding sources
 - TSLAC
 - Federal funds
 - State funds
 - Local funds
 - Miscellaneous – program income, friends groups
- Completed in GMS; printer-friendly as PDF
- Signed by contract authority
- Submitted separately by mail, fax, e-mail

Narrative

- 80–90% of total score
- Completed in GMS
- Follow *Section E. Application Review Information*
- Types of info requested
 - Community/library background
 - Project details
 - Marketing
 - Sustainability

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

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 grant 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 - Funding Information Network
foundationcenter.org/fin/
- The Grantsmanship Center
www.tgci.com/resources

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 2/13/15).



Budget

- Story through numbers
- Table and narrative
- Income and expenses
- Completed last
- 10-20% of total score
- Completed in GMS

Funding Sources

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

Budget Categories

- Personnel
- Fringe benefits
- Travel
- Equipment/property (i.e., property > lesser of capitalization level or \$5K*)
- Supplies (incl. Library Materials)
- Supplies-Equipment (including computers, etc.< lesser of capitalization level or \$5K)

** Any items costing more than \$5,000 require a prior approval.*

Budget Categories

- Services (training, e-books, Internet)
- Consultant Fees (fees, travel, accommodation, support services hired by consultant)
- Indirect Costs (finance and overhead costs)
 - Requires documentation if using federally negotiated rate
- Program Income – income received as a result of proposed activities or from products resulting from grant activities

Budget

Budget
Enter whole numbers only. Amounts should be rounded to the nearest dollar. Do not use dollar signs, cents or commas. For example, enter 1234, not \$1,234.07.
Capitalization level: No Yes

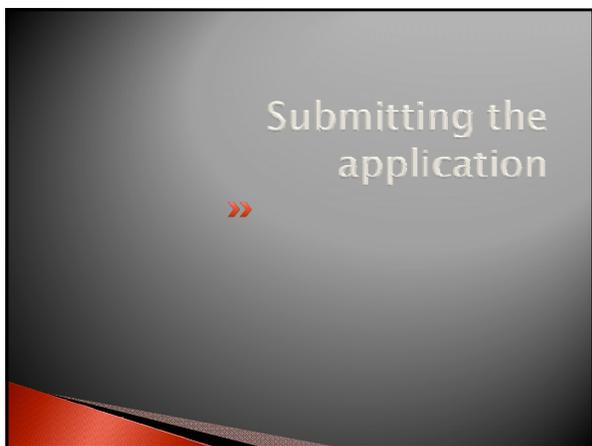
Budget Category	Fund Funds (\$)	Other Funds (\$)	Description	Total Costs (\$)
Personnel <input type="checkbox"/> No				
Fringe Benefits <input type="checkbox"/> No				
Travel <input type="checkbox"/> No				
Equipment/Property <input type="checkbox"/> No				
Supplies (incl. Library Materials) <input type="checkbox"/> No				
Supplies-Equipment <input type="checkbox"/> No				
Services <input type="checkbox"/> No				
Consultant Fees <input type="checkbox"/> No				
Total Direct Costs				
Indirect Costs <input type="checkbox"/> No				
Total				

Note: Amounts should be rounded to the nearest dollar.
Expected program income:
Please indicate if the proposed project will generate any income for your library/organization, and if so, indicate the projected income and income source(s).

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.





When & Who

- Deadlines:
GMS – 11:59 p.m., Sunday, March 8, 2015*
Forms – Monday, March 9, 2015
Pre-award assessment – Friday, March 27, 2015
- 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
- Pre-award assessment
- Applicant Info form, CIPA form, and other material submitted (via mail, fax, e-mail)

Review & Award Process



Review (Section E. Application Review Information)

- After submission
 - Pre-award assessment e-mailed; due 3/27
 - 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

- 4 panels; 5-12 peer members each
 - Texas Reads
 - Impact
 - Texas Collections Working Group (TexTreasures)
 - LSTA (Special/Cooperation/Impact)
- Set time period to review applications online (min. 4 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; **FUND or DO NOT FUND**
 - 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 2015)
- Awards announced to awardees
- "Next Steps" webinar
- "Contract Overview" webinar
- Contracts issued

Post-award Activities

- Training
 - Contract overview
 - Grant communication
 - Performance reporting
 - Financial reporting
- Grant administration
 - Contract compliance
 - Project implementation
 - Quarterly or semi-annual reporting
 - Site visits



Contact information

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Erica McCormick
Grants Administrator
emccormick@tsl.texas.gov
512.463.5527 or 800.252.9386
512.936.2306 fax
