


**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**


***Applying for TSLAC Grants:
What You Need to Know for FY 2017***

Presented by
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What We'll Cover

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



PROGRAM OVERVIEW



Competitive grants program

- Offered annually subject to the availability of funds; \$1.8 million for FY 2017
- Federal funds
 - Grants to States program (CFDA 45.310) from the Institute of Museum and Library Services (IMLS)
 - Governed by 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 1, Impact 2, Impact 3)
- TexTreasures Grant
- Library Cooperation Grant
- Special Projects Grant

For more information, view "FY 2017 TSLAC Grant Opportunities" (webinar, 1/14/16) at www.tsl.texas.gov/ld/workshops/webinars/archived.html



Timeline

- | | |
|---------------------|-------------------------------|
| • February 17, 2016 | • Draft proposals due |
| • March 11, 2016 | • Proposals due in GMS |
| • April/May 2016 | • Proposals reviewed |
| • June 2016 | • Recommendations released |
| • August 2016 | • Applications approved |
| • August 2016 | • Contracts issued |
| • September 1, 2016 | • Projects begin |
| • August 31, 2017 | • Projects end |



What You Need to Apply

- Viable project idea or concept
- Plan (goals & objectives)
- Research/homework
- Support of governing authority
- Notice of Funding Opportunity (i.e., grant guidelines)
- Grant Management System (GMS) access*
 - <https://grants.tsl.texas.gov>



Notice of Funding Opportunity (NOFO)

- TSLAC website
www.tsl.texas.gov/ld/funding/index.html
- GMS 2017 <https://grants.tsl.texas.gov>
(Documents tile in portal)
- 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)





THE APPLICATION



TSLAC Application Components

- Application certification*
- Budget
- Narrative
- Children’s Internet Projection Act (CIPA) acknowledgment*
- Pre-award assessment
- Letters of cooperation (if applicable)
- Letters of support (optional)



Applicant Information

- Identification info – verify
 - Employee Identification Number (EIN)
 - DUNS Number
 - System for Award Management (SAM) registration expiration date



CIPA Form

- Children’s Internet Protection Act
- Computer purchases by public libraries using federal funds
- Printed from GMS 2017; submitted in GMS 2017
- Three options
 - Already comply
 - Not applicable; no computers purchased
 - Not a public library



Pre-Award Assessment

- 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



Supporting Documentation

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



Narrative

- 80-90% of total score
- Follow *Section E. Application Review Information*
- Types of info requested
 - Community/library background
 - Project details
 - Marketing
 - Sustainability
 - Goals and objectives



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

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



Project Details (screenshot)

- 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?



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.



Budget


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



Budget Categories


- Salaries/Wages/Benefits (Personnel)
- Consultant Fees (fees, travel, accommodation, support services hired by consultant)
- 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)
- 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 Tips

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






SUBMITTING THE APPLICATION




Grant Management System (GMS 2017)

- New system (GMS 2017)
- <https://grants.tsl.texas.gov/>
- Each registered user will receive an invitation from the system
- Invitation will include a one-time link
- Each user will set own login and password



GMS 2017 — User roles

- Designated by library directors
- Directors as primary contact
- Roles
 - Grant application (submit/no submit)
 - Reports
 - Requests for Funds (submit/no submit; read only)



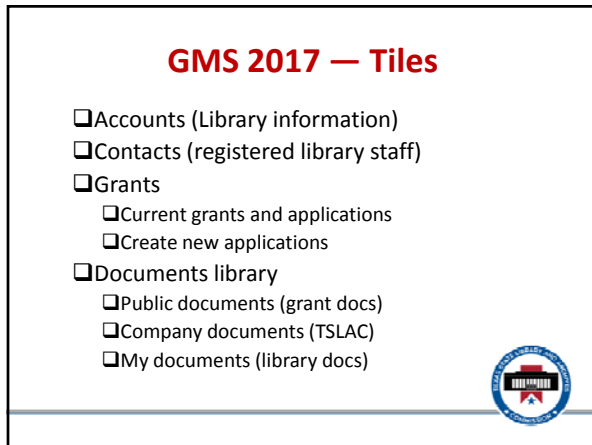
GMS 2017



<https://grants.tsl.texas.gov/>

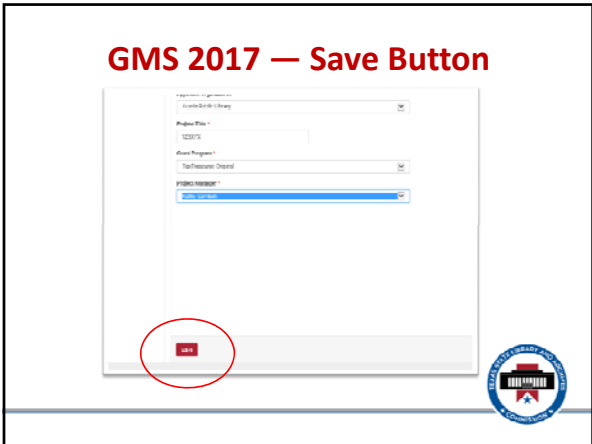








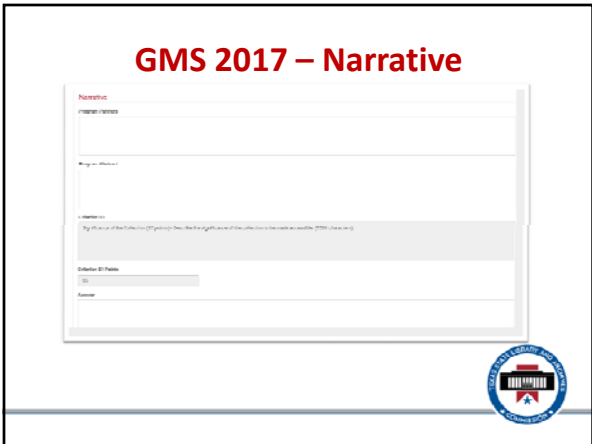
GMS 2017 — Save Button



GMS 2017 – After Save



GMS 2017 – Narrative



GMS 2017 – Budget

Budget		
Qualification Level	Max Budget Amount	
	XXXXXX	
Salaries/Program Benefits	Salaries/Programs/Other Funds	Total Salaries/Programs/Other Funds
Salaries/Programs/Other Funds Description		
Dissemination Fee	Dissemination Fee/Other Funds	Total Dissemination Fee
Dissemination Fee Description		

GMS 2017 – Adding documents

Expected Program Income:
None expected

Application Submittal Date:
2/14/2016 1:15 PM

Additional Documentation and Comments

Note received by Jax DeRose on 2/14/2016 1:58:43 PM

Test file




GMS 2017 – Adding documents

Additional Documentation and Comments

Add a note:

Attach File:
 No files selected

"Add Note" = SAVE



GMS 2017 – Adding documents


Additional Documentation and Comments

[Add Note](#)

Note created by Erica McCormick on 2/18/2016 12:25:29 PM
Assessment included
Attachments: [2016 Competitive Grants Pre-award Assessment.pdf](#)


Note created by Erica McCormick on 2/18/2016 12:20:48 PM
Attachments: [CIPA.pdf](#)

Note created by Jos DeLafont on 2/16/2016 1:25:43 PM
test file




GMS 2017 – Adding documents

- Can add as many documents as needed
- Can add documents at any time, including after submission
- Use the recommended name conventions for consistency



GMS 2017 – Adding documents

- Naming conventions
 - Year_Libraryname_DOCname
Ex. 2017_AAATestLibrary_CIPA
- Recommended document names
 - AppCert (signed application certification form)
 - CIPA (signed CIPA form)
 - Assessment (pre-award assessment)
 - Budget (supplemental budget info, i.e., quotes)
 - LettersC (letters of cooperation)
 - LettersS (letters of support)
 - Sigauth (signature authority)



When & Who

- GMS 2017** Deadline
11:59 p.m., Friday, March 11, 2016
- Directors**
- Assigned roles (SUBMIT button)**



FAQ #1

Q: I have a 2016 TSLAC grant. Will I use the new system for that grant also?

A: If you have a 2016 TSLAC grant, you will continue to use the current system (gms.tsl.texas.gov) for your reporting and funding needs until the grant is closed. You will use the new GMS to fulfill any requirements related to the 2017 grants and subsequent years.



FAQ #2

Q: I don't plan on applying for a 2017 grant, but may consider applying for a later grant cycle. Do I still need to provide this information by the deadline?

A: If you do not plan on applying for a grant this year, you can wait until later to supply the information.



FAQ #3

Q: What if staff changes after I provide the information?

A: If you experience any staff changes after you provide the information, you may submit your changes to TSLAC at an appointed time. If you are recommended for a grant award, TSLAC will contact you for revisions before the grant period starts. Later in the process, you will be able to make your own changes to your contact list.



FAQ #4

Q: Do I need to do this for each grant application or just once for the library?

A: You only need to complete the list once for the library. Please be sure to include the necessary staff for all grants for which you intend to apply, including interlibrary loan (ILL).

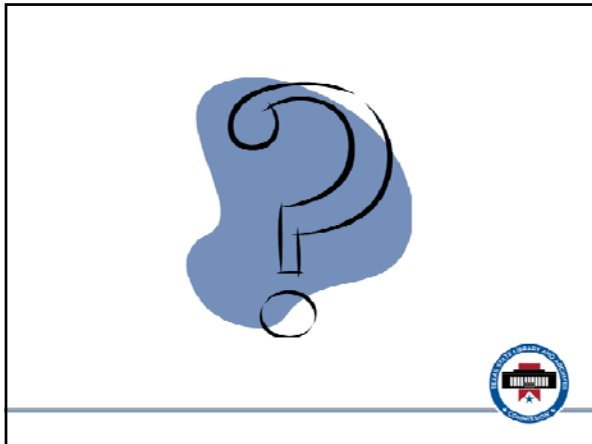


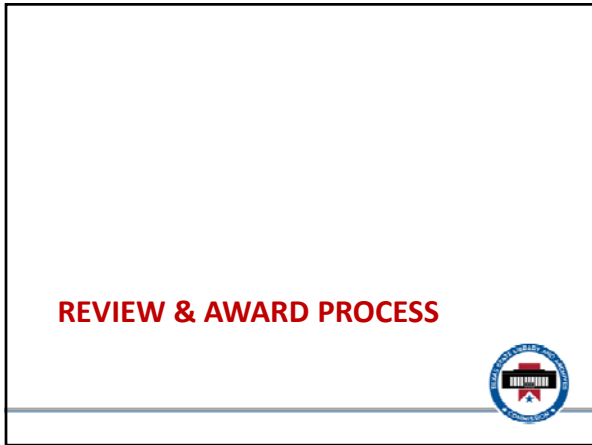
FAQ #5

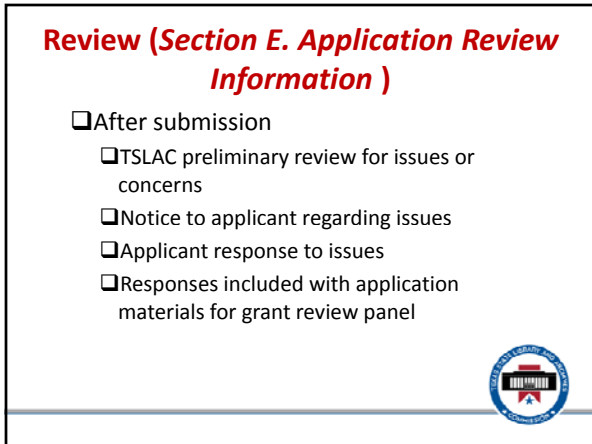
Q: What happens after I give you the list?

A: Your list will be imported into the system to update your contact records. After the webinar, you, as library director, will receive an invitation from me to complete your registration. You will need to review the contact list you submitted for any errors. Library staff will receive their invitations on Monday, February 22.









Review Panels

- 4 panels; 5-12 peer members each
 - Texas Reads
 - Impact
 - Texas Collections Working Group (TexTreasures)
 - LSTA (Special/Cooperation)
- 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	Funding Recommendation
A Library	FUND
B Library	FUND
C Library	FUND
D Library	FUND
E Library	FUND
F Library	FUND
G Library	FUND
H Library	FUND
I Library	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 2016)
- 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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