

11 **THE APPLICATION**

12 **What You Need to Apply**

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

13 **Notice of Funding Opportunity (NOFO)**

- Grant program guidelines
- Instructions
- Scoring information
- TSLAC website www.tsl.texas.gov/ld/funding/index.html
- GMS <https://grants.tsl.texas.gov>
(Public Documents tile in portal)

14 **Notice of Funding Opportunity (NOFO)**

- Program description
- Award information
- Eligibility
- Application and submission
- Review process (scoring)
- Award administration

15 **Application Components**

- Application certification*
- Program narrative and budget
- Children's Internet Protection Act (CIPA) acknowledgment*
- Letters of cooperation (if applicable)
- Letters of support (optional)
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**printed, signed and uploaded in GMS*

16 **Other supporting documents**

- Indirect cost agreement
- Signature authorization, if signed by someone other than judge, city manager, etc.
- IMLS Logic Model
- Price quotes

17 **Applicant Information**

- Verify
- Contacts
 - Employee Identification Number (EIN)
 - DUNS Number
 - System for Award Management (SAM) registration expiration date

18 **Application Certification**

- Signed by an individual authorized to enter into contracts with the State of Texas (i.e., county judge, city manager, mayor, etc.)

"I certify, to the best of my knowledge, that the statements made in this application are true, that the information provided is correct, and that I am authorized to enter into legally binding commitments on behalf of the applicant organization."

19 **CIPA Form**

- Children's Internet Protection Act
- Computer purchases (Internet-connected devices) by public libraries using LSTA funds; content filters
- Partner libraries to submit also
- Three options
 - Already comply
 - Not applicable; no computers purchased
 - Not a public library

20 **Letters**

- Letters of cooperation, memoranda of understanding/agreement
 - Outline partner contributions/agreements
 - Required with collaborative programs or partners, Library Cooperation grant
- Letters of support (optional; 3 max.)

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22 **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

23 **Narrative**

- Partners and collaborators (not vendors)
- Abstract
 - Project overview
 - Completed last
 - Who will do what for whom and why.
 - 1,000 characters

24 **Planning**

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

25 **Library/Community Information**

- Location

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

26 **Project Details**

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

27 **Marketing & Sustainability**

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

28 **Information 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.comptroller.texas.gov

29 **Information Resources**

- National
- IMLS www.ims.gov/research-evaluation/evaluation-resources
 - 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

30 **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

31 **Tips**

- Read and follow the guidelines.
- Make sure project fits the grant program and/or eligibility requirements.
- Use available resources.
- Write succinctly.
- Write for the grant reader.
- Have someone else read it BEFORE you submit it.

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33 **Budget**

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

34 **Budget Categories**

- Salaries/Wages/Benefits
- Consultant Fees
- Travel
- Equipment (i.e., property > lesser of capitalization level or \$5K*)
- Supplies/Materials (including computers. etc.)

35 **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

36 **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.

58 **Adding documents**

- Can add as many documents as needed
- Can add documents at any time, including after submission
- Use the recommended naming conventions for consistency
 - Year_Libraryname_DOCName
 - Ex. 2018_AAATestLibrary_CIPA

59  **Adding documents**

- Recommended document names
 - AppCert (signed application certification form)
 - CIPA (signed CIPA form)
 - Budget (supplemental budget info, i.e., quotes)
 - LettersC (letters of cooperation)
 - LettersS (letters of support)
 - Sigauth (signature authority)
 - IDC (indirect cost agreement)
 - LogicModel (IMLS Logic Model)
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