



**TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION**

*Applying for TSLAC Grants:  
What You Need to Know for FY 2018  
Q & A*

Presented by  
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Library Development & Networking Division  
February 2017

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**What We'll Cover**

- Program overview
- The application
- Submitting the application
- Review & award process

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**PROGRAM OVERVIEW**

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### Competitive grants

- Offered annually on state fiscal year subject to the availability of funds
- Federal funds
  - Institute of Museum and Library Services (IMLS)
  - Grants to States Program (CFDA #: 45.310)
  - Library Services and Technology Act (LSTA)
- Reimbursement basis

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### Competitive grants

- State fiscal year  
September 1-August 31
- Program support
  - No operations
  - No equipment
  - No collection development
- No match or cost sharing required
- Deadline: **March 6, 2017**

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### FY 2018 Timeline

• <b>January 2017</b>	Guidelines released
• <b>February 10, 2017</b>	Draft proposals due
• <b>March 6, 2017</b>	Applications due
• <b>March-May 2017</b>	Applications reviewed
• <b>June 2017</b>	Recommendations released
• <b>August 2017</b>	Commission approves grants
• <b>August 2017</b>	Contracts issued
• <b>September 1, 2017</b>	Projects begin
• <b>August 31, 2018</b>	Projects end

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 **Grant programs**

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



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 **Eligibility**

- Applicants
- Activities



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**THE APPLICATION**

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**Drafts**

Due  
**Friday, February 10, 2017,**  
to [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov).

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**Applicant Information**

- Employee Identification Number (EIN)
- DUNS Number
- System for Award Management (SAM) registration expiration date
  - Submission, award, life of grant

*Forward corrections to [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov).*

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 **Application Components**

- Application certification\*
- Program narrative and budget
- Children’s Internet Protection Act (CIPA) acknowledgment\*
- Letters of cooperation (if applicable)
- Letters of support (optional)

*\*printed, signed and uploaded in GMS*

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 **The Application**

- Narrative
- Library/Community Information
- Project Details
- Budget (narrative and table must match)

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**SUBMITTING THE APPLICATION**

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**Applicant Information**

Applications are due  
by 11:59 p.m.,  
**Monday, March 6, 2017.**

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**Grant Management System  
(GMS 2017)**

- <https://grants.tsl.texas.gov>
- Directors/administrative contacts are responsible for submitting names to TSLAC for GMS accounts.
- Each new user will receive an invitation from the system based on priority. First priority is to submit applications.

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### GMS user roles

- Designated by library directors/administrative contacts
- Roles
  - Grant application (submit/no submit)
  - Reports
  - Requests for Funds (submit/no submit; read only)

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### GMS tips

- No delete capability
- Can attach docs after submission
- Can save and come back
- All items due by **11:59 p.m., March 6, 2017**
- Technical issues? Submit via e-mail to grants@tsl.texas.gov

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 **GMS — The Application**

- Application Certification (Signature) form
- CIPA Form (Public Documents folder)
- Submission




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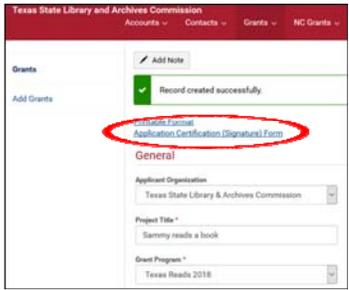
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 **Application Certification**




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 **REVIEW & AWARD PROCESS**

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 **Application Review**

- Internal TSLAC review
- Grant Review Panel review
- Release of recommendations



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 **Post Recommendation**

- Reconciling Recommendation notes
- Appeals (Protests)
- Awards



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 **CONTACT INFORMATION**

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