ERICA MCCORMICK: —us for the opening of our fiscal year 2019—oh. Hmm. Never mind. Webinar on our *2019 Funding Opportunities*. And I have a special guest here today. We have our youth services consultant, Bethany Wilson, who will be talking with us a little later about her grant opportunity. But we're just going to jump right in and let's see what we're going to talk about.

We're going to talk about the overview of the funding resources. Talk about the specific grant competitor programs. We're going to talk about grant expectations, next steps, and grant resources. We'll try to get you out of here in less than an hour. So hold onto your seats.

Funding overview. These are federal funds. Our competitive grants are funded by the Institute of Museum and Library Services, IMLS. You'll hear that a lot so get used to it. It is a federal program, a federal office, agency. So the US Institute of Museum and Library Services operating the grants to state's program. There's your CFDA number for those of you who are interested.

And the funds are offered under the Library Services and Technology Act, the LSTA. These funds are offered annually subject to the availability of funds. I'm sure you have been keeping up with the happenings in Washington with the 3-day government shutdown. All this could be affected, not going—each year has its own set of challenges. But those types of shutdowns do have an effect on our grant programs.

The LSTA program, the Library Services and Technology Act, we operate as in we as in TSLAC. We operate under a 5-year plan

with them. So we submit to them a plan, our operating plan for the next five years.

The 2019 grants will be the first grant round in the new 5-year plan, which goes from 2018 to 2022. That's the federal fiscal year, 2018-2022. That 5-year plan guides our activities for the next 5 years.

And in that plan, we outline what we see as Texas' needs. The needs have not changed much from the last 5-year plan. In fact, they are pretty much the same; digital inclusion, literacy and educational attainment, workforce and economic development.

Specifically, with digital inclusion, we're saying that all Texans and Texas communities need access to internet-connected resources and services and support to use the resources and services to meet individual and community needs.

By literacy and educational attainment, we are saying that Texans of all ages need access to resources and services that promote and enhance literacy and further formal and informal learning.

Workforce and economic development says that Texans need access to resources and services for workforce development in order to prosper and enhance the economic development of their communities. From these three needs, we have developed five goals. And each of the grant programs that we'll discuss today do meet certain goal specifics on this particular grant year.

So we're talking the state fiscal year, which runs from September 1 through August 31st of the following year. For 2019, we expect to

offer $1.7 million to make that available to you for competitive grants. Our grants are always program-based. That means no operations cost. That's different from salaries for program managers, those types of things. But basically no operations. No equipment grants. And no collection development grants.

I have an asterisk here because I said no equipment grant. It doesn't mean that you can't buy equipment with the grant funds. It's just that these are not equipment grants not specifically for equipment. The same thing with collection development. You can have collection development as part of the activities to support a broader program of which collection development is a part. But these funds cannot be used for collection development just to create a collection because you don't have one.

Also with these particular grants, there is no match or cost-sharing required.

Now two overarching things with the grants to keep in mind that collaborative initiatives are always welcome. We're talking programs and projects including multiple libraries. It could be organizations from diverse disciplines or entities. And with those, we would always need letters of cooperation. And we'd love to see letters of support related to that.

Another thing to keep in mind as we talked about the grants. We are strongly encouraging not just the collaborative part of it, but we're also encouraging the community engagement part. All of the grant programs should have as you go about planning which are projects would be, how they will meet the needs of the community you're in.

One big thing that we're looking at is how much do your projects actually engage with the community. When we're talking about community engagement, we're not talking about outreach. We're not talking about you letting the community know that you're there and what you have to offer them.

We're talking about actually stepping up and meeting the needs of a community. Those needs should come out in a particular part of your application, specifically the needs assessment. But you need to think in terms of community engagement.

And a little more on that is when you think about community engagement, you're building relationships with those entities and individuals within your community. And you are committed to or involved in your community. It's not just we're here to check out books in the corner and we don't leave that out but we don't leave the four walls.

This is getting outside of the four walls, engaging with individuals, stakeholders, in your community, and stepping up and asking what is needed in the community. You finding out what is needed in the community and how your library can step up to plate and meet those needs versus telling them what you have to offer. So it's sort of a -- it is a public relations program management and cheerleading role.

And it is easier than you think. One of the links that we have today is on the screen and also that Naomi has placed in the chatbox is on our website, the TSLAC website. There is a page for community engagement and libraries. You will find all kinds of resources there

to guide you and programs that are available to help you assess different needs in your communities, how to meet the needs of certain targeted audiences from the disabled to veterans to how do you find volunteers. How do you set up a volunteer program in your community? Those types of things are listed on this particular page on our website.

Also, many of you may have heard of the edge assessment. That is a tool to help you engage with the community on technology needs. So just to think about in those realms.

And one other thing that could be very helpful to you is a tip sheet. It is community engagement. It's easier than you think. So for those introverts of us who don't really feel comfortable talking to others, there are certain things you can do that don't put you so far out of your comfort zone, but very attainable things that you can do to start engaging with your community.

Some of those things listed on the tip sheet, I mean simple things such as walking around the neighborhood where good libraries located and see if there are any barriers that are keeping people from coming in. Researching nonprofit organizations in your community, those who might be potential partners.

Also, are there any groups in your community that are not visiting the library? And try to determine who the leaders are for those communities and reach out to those folks and ask them for their input. Get yourself on their agendas for their meetings. But it's about getting—

It's not just name recognition, but it's like I said building relationships with those stakeholders in your community that you may or may not be reaching and finding out how you can help them meet their needs. Putting yourself out there, yes, it does mean getting out of your comfort zone. But all of our grants being program-based, need to be engaging the community.

Who's eligible to apply for these grants? It varies by program. The basic requirement is that you must be an accredited Texas public library or a Texas academic library. You could also be a nonprofit organization applying on behalf of an eligible entity or group of entities. So if you're a consortium or another such group, you could apply on behalf of a group of libraries.

One thing to note, school districts in and of themselves are excluded from applying directly, but they can partner with other eligible applicants. So the public library could work with the school library on a project that could be funded by the grant. But the public library would have to be the applying entity. And as I mentioned, we are looking at single and multiple entities being involved as an applicant collaborative projects.

If you do move with multiple applicants as in a cooperative or a collaborative project with two or more partners, the lead applicant must be accredited. I just mentioned that or a member of TexShare. And they are applying on behalf of the eligible members.

All parties must contribute resources, time, staff, funding, space, whatever it is that go above and beyond their usual operating activities. And most importantly, contractual or vendor relationships are not considered cooperative relationships.

One very important thing, this will stop you in your tracks if this is not in place. You must be registered with the System for Award Management, (SAM.gov). This is a federal requirement in order to be paid with federal funds. You have to have a DUNS number. And it has to be in place or the registration has to be active at the time of submission of the application at the time of award and throughout the whole grant period. If the SAM registration lapses at any point, we can't pay you until that is brought into compliance.

It also applies to contract. And so if you have a long-term contract with someone who's providing services, you need to make sure that they area also registered in SAM and have a DUNS number. The SAM registration is renewed annually. It is free to register. It takes a little time, but it is free to register. So you'll see—I shouldn't say scams but basically scams because you don't need to pay anyone to do your SAM registration.

If you're not sure if you are registered for SAM with your library, it has a SAM number or a DUNS number or a SAM registration, check with your finance office. That could be your city financial officer or the treasurer depending on and/or your business office for your academic libraries. But you need to check and verify that that is active and up to date.

Eligible expenses, what can you spend the funds on? You can spend the funds on personnel that's including salaries and benefits. Consultants that includes their travel and accommodation and any support services that they may have needed to hire.

You could also spend the funds on equipment and property. Once again, these are not equipment grants. So the property and equipment must support the overarching program that you are putting in place.

Supplies and materials, computers are considered as supplies and materials not just books or office supplies. Also services of your hiring a third party vendor if you're hiring a temp agency to provide a service, provide staffing for things, services can be included, that would also include advertising. Your IT support could be in there.

Also travel for project staff so we're talking library staff who could be traveling around the county providing services. The travel related to that would be covered. If you are presenting information about the grant in the program at a conference that could possibly be covered as well. Those travel expenses could possibly be covered as well.

And we also cover indirect costs for you academic libraries if you're required to put it in direct cost. Please have your negotiated rate available. And we'll need a copy of the rate sheet.

So what's not eligible? Building construction, renovation, repair that includes fixtures or services. Food, beverages, or food delivery equipment or services. Awards, honoraria, prizes, and gifts. That's different from giveaways. But anything, that's a prize, a reading prize if you have reading programs and you offer incentives to the kids on reading. Those cannot be funded through the grant.

Equipment and technology not specifically needed to carry out the goals of the grant. You can't just say you need to buy a scanner if it's not having anything to do with the grant program.

Once again, transportation and travel for participants or non-grant funded personnel. If you are having trips for youth, for example, when you need to hire a bus or transportation to transport the kids from one place to another, that type of transportation is not allowed. Funding is only allowed for travel for the grant program staff.

Another thing that's not covered in our databases that are currently offered or similar to the ones that we offer through TexShare or TexQuest. If there's a database that you want to purchase or subscribe to that's similar to the one that we have in our list of databases. With TexShare or TexQuest, we will not fund it.

Collection development purchases not targeted for your grant program. Once again, the collection development needs to support what the overarching program. So if you're doing STEM programs but you don't have any STEM books that particular item—those particular books would be covered because it directly supports the program you're implementing.

Also, advertising or public relations costs not directly related to promoting awareness of grant-funded activities. So if you're doing ads just to advertise that the library is there and what the hours are, no, the grant will not cover that. But if you are doing an ad saying that the program that you're going to offer could be lapsit or other baby story times. You're telling when those story times are that would be covered.

Performers and presenters whose purpose is to entertain rather than to educate, there can be a great line there sometimes. But if we're just having a band in for reception that will not be covered. But if you're having a musical awareness week and the kids are learning about different instruments, different cultures, different music, that would be an eligible expense. And any other expenses that are excluded on the guidelines.

The general timeline for the 2019 grant cycle so we're releasing the guidelines now. February 14th will be when draft proposals are due. You can submit drafts. They are not required. I suggest and recommend it, but it is not required that you do so.

The deadline for applications will be March 8, 2018. We review the applications internally and with the grant review panels between March and May. Recommendations are released. That's when you find out whether or not you would be recommended for a grant with the commission. Those come out in June.

The commission will approve the grants, and contracts will be issued in August. And the projects begin September 1 and end August 31st of the following year.

Any questions at this point?

NAOMI: Yes. So somebody is asking. If you can please explain the difference between today's webinar and the one that you have scheduled next week? Is it going to be roughly the same material or does next week's longer one contain additional or different content?

ERICA MCCORMICK: Okay. So today's webinar is just showing you what grant programs are available. Next week we're going to give you the tips you need to be successful in applying. How to follow the instructions, what we mean by this, what we're looking for in particular sections of the applications, where to find supporting information.

Next week is more how to be successful when applying. Today, we're just giving you an overview of the grant programs that are available for you to start thinking about.

NAOMI: Thank you. Another question. Eligible applicants, what if an accredited library wants to partner with a library which is not?

ERICA MCCORMICK: That's fine but it has to be the accredit library who is applying.

NAOMI: Okay. Somebody else says thinking of a partnership, we'd be the lead. We have the DUNS. Does it matter if the partner does not?

ERICA MCCORMICK: That's a very good question. So in that particular case, it has to do how the funds are distributed. You will be paying the fund. You will be expected to be the one—the one who is registered would be the one expected to expending the funds. You would not be able to give half of the funds to the other library to spend how they want. You would be the fiduciary agent on that.

NAOMI: Great. Thank you. Somebody is asking. If I can please post a link to register for next week's webinar. So I'm going to do that in just a minute in the chat window. And it looks like those are all the questions right now. Thanks, Erica.

ERICA MCCORMICK: And actually the link does show up in the next few slides, well, in the next 60 slides for the webinar to register for next week's webinar. And then I'll have the link for the archive webinar page for when this today's webinar is available.

NAOMI: Great. Thank you so much.

ERICA MCCORMICK: Okay. Is that it?

NAOMI: That's it for now. Thank you.

ERICA MCCORMICK: Okay. So now, let's talk about the actual competitor grant program. There have been some changes this year. We're going to discuss our Texas Reads, Impact, TexTreasures, Special Projects, Library Cooperation Grants, and we've also added Family Place to that. And Bethany Wilson will be discussing that. So let's jump in.

The Texas Reads Grant and that's just I love going through the old photos here at the state library and to find something relevant. This is the same one we have last year, but it's a Traveling Library Exhibit that we had in 1924.

So the purpose of the Texas Reads Grant and you should have one of the handouts is the program guidelines for the Texas Reads Grant. In fact, all the guidelines for the four main programs are attached to the webinar.

The purpose of the Texas Reads Grant is to promote reading and literacy in local communities specifically through public libraries. Only public libraries are eligible to apply for this. The programs can be targeted to the entire community or a segment of the

community. So we're talking basic reading promotion, basic and family literacy, English proficiency-type programs.

Sample expenses could be staff. They could be professional services if you need to bring in someone to train your personnel or to speak to your constituents. Also, it can go for library materials, I mentioned computers, DVDs, paper, posters, supplies, software, those types of things.

And sample of possible programs, author visits are very popular, one book, one community. Events are very popular. Summer reading. English literacy classes. Any *Dia* program or Born to Read or Every Child Ready to Read, those programs are always welcome.

There is one change to Texas Reads Grant is that we have raised the award amount. It used to be $5000. Now, we have raised it to $10,000. We still have up to $50,000 available that we expect to be available for awards.

One thing about Texas Reads Grants, you cannot apply for a grant back to back for the same or similar program. So if you have Texas Reads Grant for 2018, you cannot apply for 2018 grant for the same or similar program as what you have now.

For 2018 just some trivial facts, for 2018 applications, we have seven applications. Six of them were funded for a total of $22,799. And they ranged from $1500 to $5000. There were only two programs that asked for the full amount, the $5000. And that averages out to about $3800.

Impact. The Impact Grants are—this was in Desdemona, Texas just FYI in 1909. You think traffic is bad now. Look at that with mud. So the Impact Grant was set up to encourage libraries to create or expand their programming and services in innovative ways that directly impact the lives of Texans.

Simply put, it's seed money to support programs in one of three different focus areas. The programs that are put forth must be sustainable beyond the first year. And these are outcome-driven as all of the grants should be. But the focus areas are the same as they've been in the last few years.

Business and workforce development with also digital literacy that's your Impact 1. For Impact 2, the goal is or the focus is family and early childhood literacy. Impact 3 is e-content access and delivery.

For Impact 1, so a little more information on the business workforce development and digital literacy. So we're talking about enhancing workforce readiness including business and entrepreneurial endeavors. And that can be using materials and services at the libraries or other locations as you see fit.

Sample expenses as usual, equipment, supplies and materials, these are things that we usually see. Staff, training for you and your patrons. Job search training is really big. Computer and software training.

For Impact 2, family and childhood literacy. The purpose is to provide access to library services that support literacy and

educational attainment especially early childhood and family literacy, digital literacy, and lifelong learning.

We encourage the use of best practices. Once again, the *Dia* comes up, Born to Read, Every Child Ready to Read, other model library programs that you may have come across. We did not prescribe what you need to do. Your community should—you should be striving to meet the needs of your community. So if they have a different need, go with it.

Sample expenses, once again, staff or contract personnel. This can also be author visits or program, founders, those types of things. Curriculum development as well as purchasing curriculum. Staff training and supplies to provide training. And possible programs that we've done in the past, any kind of story time, books for babies, e-books and e-readers.

Impact 3, the e-content access and delivery, basically access to internet-connected resources and services and the support to use those resources and services. Expense is once again e-content itself. So e-books from Overdrive that's allowable. Staff training for patrons and assistants. Contract personal and also third party. We talked about IT support, all those types of things are eligible.

Possible programs so mobile technology. E-content circulation. E-content creation. Two totally different things. Roving reference has been popular. And enhanced children and youth services.

So the thing about the Impact Grant, we have $200,000 total. The maximum award is still $10,000 per award. But you can apply for more than one focus area in a single year. So you can technically

apply for a focus one, focus two, and a focus three grant at the same time. Those three applications cannot be related to each other or similar to each other.

And so in 2018, we had 20 applications and we funded all 20 of them. That totaled $183,148. And the grants ranged from $2700 all the way up to $10,000. Of those 20 that applied, only 6 applied for the full $10,000. And the average amount was $9157.

Questions about those.

NAOMI: If you have any questions, go ahead and type those into your question's pane and hit the send button. And if you are in the middle of typing, just go ahead and hit enter so I know that the rest of it is going to be coming.

ERICA MCCORMICK: That's fine. We're going to have another little section in a minute. I will cover two other programs. And as they come in, we'll hit all of them at one time.

NAOMI: Sure. There's just one question that came in.

ERICA MCCORMICK: Okay.

NAOMI: Texas Reads is only public libraries?

ERICA MCCORMICK: Correct.

NAOMI: Okay. And somebody else is asking. Did you say purchases from Overdrive are allowed?

ERICA MCCORMICK: Yes.

NAOMI: Okay. Great. Thank you.

ERICA MCCORMICK: Mm-hmm. Okay. So two of our bigger grants. TexTreasures. This is actually in 1889 looking towards up Congress Avenue towards the State Capitol during the German Saengerfest.

So TexTreasures is to make special or unique collections more accessible to library users and researchers across Texas and beyond. Basically pulling things out of the backroom that could be of use and of interest that people have not seen or have not access to and making those available.

It is part of the TexShare program so you must be a member of TexShare. It is open to public and academic libraries. And there are two programs covered by TexTreasures. So there's a TexTreasures Basic and a TexTreasures Original.

Possible activities in both of the programs can be organizing, cataloging, indexing, or digitizing local materials with local, regional, or statewide significance.

TexTreasures Basic, the maximum award amount is $7500 and that's reserved for small libraries up to a population of 25,000 with little or no experience. You can have some. It doesn't rule you out. It's just that these are for the smaller libraries to get their foot in and get experience with digitizing and making special collections available.

So we are looking at collections of local or regional significance. If you have something that is of state significance that would apply as well. But we just want to focus on the local and regional significance since most of the smaller libraries the information that they do have is of local or regional significance.

Sample expenses could be professional services. So if you're hiring a third party to digitize or clean materials for digitization or cataloging, those types of things that would be covered, so in supplies and materials for handling those collections.

TexTreasures Original. The maximum award for single entity applying is $25,000. If you're working with other entities, so you have multiple entities and it's a collaborative program, the maximum you can apply for is $35,000. These are generally the bigger collection with statewide significance.

Sample expense is once again professional services equipment. And when I'm using equipment, I am looking at things that cost more than $5000 per unit. So a scanner, a camera, those types of things would be considered the equipment if the price is $5000 or more. So once again, supplies and materials are eligible for funding.

No content creation can be funded by the grant. You can apply for one of the programs, the TexTreasures Basic or the TexTreasures Original; not both. We would cover software, staff, and contract personnel services, in addition to what we've already discussed.

Possible projects that we've seen so local newspapers, historical letters from characters, well-known characters, or Texans

describing what's going on at the time they were written. Yearbooks. Postcards. Anything about Texas industry at any given time so things like oil and petroleum, agricultural events. It could be about political figures or events, social and cultural figures and events.

We do prefer complete collections. But you can apply for a phased grant. We have a huge collection parsing it out into three sections. With the TexTreasures Grant, you are eligible to apply for up to 3 years of funding, not in the same grant.

So each year so if you have a grant for 2018, you can apply for funding for 2019 to cover the project you started in 2018. And so you are eligible to apply for up to 3 years of funding.

$300,000 is expected. As I mentioned, Basic is up to $7500 maximum award, Original $25,000, or $35,000 for collaborative project. Second or third year funding is possible. For 2018, we received 18 applications but funded only 13. And that totaled $302, 612. The grants range from $11,000 all the way up to $33,000. And the average grant for the Original Grants were $24,593 with only one Basic was funded and that was $7500 for the full amount.

Special Projects. This is one of our biggest programs, the purpose being to expand library services to all members of the library's community including developing programs for populations with special needs.

So when we're talking about special needs, we're talking about diverse geographic cultural, or socioeconomic backgrounds. Those with disabilities limited access to the library, limited functional

literacy or information skills, different languages, ESL programs, and those serving underserved urban or rural communities including children and families below the poverty line.

The Special Projects Grant is not limited to special needs. It can be making sure that your community that everyone in the community has access.

So once again possible projects, mobile technology. Mobile library services taking the library out to those who need it. So bookmobiles, mobile trailers, ESL and GED classes, workforce training, afterschool programs, providing educational computers and software and training on those computers, literacy centers.

We're expecting to have $750,000 available for grants. The maximum award is $75,000. These grants are also available for second and third-year funding. Each year standing on their own you would have to apply that would stand on their own, not following on the heels of your previous grants. So they would stand on their own with those applying for the first time in this particular cycle year.

So in 2018, we had 21 grants submitted. We funded 20 for a total of $963,588. They range from $8100 all the way up to $75,000. Only three applicants requested the full amount of $75,000. So the average was $48,179.

Now, Library Cooperation, there's a big asterisk here. We are only doing Cooperation Grants—well let's back up. Why do we have Cooperation Grants?

Cooperation Grants works to establish and enhance cooperative services for learning and access to information among libraries or between libraries in community organizations. We are in the process of winding this particular grant down.

The grants were used to develop library services to provide all users access to information as well as providing information and educational resources in a variety of formats. But we are only going to do the Library Cooperation Grants in 2019 on an invitation basis only.

So if you currently have a Cooperation Grant for 2018, you are the only ones eligible to apply for a 2019 Cooperation Grant. It is invitation only. We will be contacting you. No new projects will be accepted. And we expect to have $400,000 available with a maximum award of $75,000. And this is to cover second and third-year funding related to the current grants we already have.

If you want to see who's received grants in the previous years, you can go to this URL on our website. It has past recipients going all the way back to 2010. And they are broken out by grant program.

Now given those four programs we just talked about for which you are eligible to apply, which program do you choose? The deciding factors as I see it would be the grant program goals and needs, your community needs, and the desired impact you want to have in your community.

The audience and the partners that you're looking at. The scope of the program you're proposing. Your budget. And your capacity to

handle or manage the grant of a certain amount or breadth of coverage.

Any questions now?

NAOMI: Yes. Could Impact money be used to start a 3M Cloud Library?

ERICA MCCORMICK: Potentially, it could be. We'd need to know more about what the program is behind it. Remember, these are program-based. So there needs to be a program or service related to it.

NAOMI: Thank you. Somebody else asked. So they just want to confirm. So would it not be possible for an academic library to submit proposals for more than one grant type and potentially be awarded for both?

ERICA MCCORMICK: Okay. So let's back up. So, yes, you can apply for a grant in each of those programs. The only grant program that allows you to submit multiple applications within a grant program is the Impact Grant. So you could apply for Impact 1, Impact 2, and Impact 3. And you could apply for Special Projects and TexTreasures. But you can only submit one application within TexTreasures or Special Projects.

NAOMI: Great. Thank you. Somebody asked. Will the Library Cooperation Grants become available to others in the coming years?

ERICA MCCORMICK: No. We are in the process of phasing this one out in preparation for planning newer programs. So this one is being phased out. And then in about 2020 we expect to see a revised grant program. When

I say a revised grant program of revision to how the competitive grants are offered or packaged. So stay tuned for that.

NAOMI: Thank you. Somebody else asked. Would circulating hot spots qualify as mobile technology?

ERICA MCCORMICK: Yes.

NAOMI: Okay. Well, it looks like those are the only questions right now.

ERICA MCCORMICK: Okay. Now, we are going to turn it over to—I am going to turn it over to Bethany Wilson who is our Youth Services Consultant. Bethany is in charge of our Family Place Libraries Grant. Some of you have heard of that or some of you may actually have one. But I'll pass it onto her. Hi, Bethany.

BETHANY WILSON: Thanks, Erica, for inviting me to talk today about the Family Place Libraries Grant. This grant is aimed at meeting the literacy and educational attainment goal Erica talked about earlier in the presentation. And I copied her and I put a picture in here. It's not as old as hers.

But this is McAllen Public Library doing their Family Place Libraries Workshop event. They are from our 2015 cohort. And the workshop event is kind of the cornerstone of the Family Place Libraries model.

Something else that's a little different about this grant is the timeline. Erica talked about the timeline for the grants. Family Place timelines are different because of how training is scheduled with Middle Country Public Library. We open application

processes for the Family Place Libraries Grant in the spring and the fall.

Family Place Libraries is from a national model for transforming public libraries into welcoming developmentally appropriate early learning environments for young children, their parents, and caregivers. Based on research about the importance of early brain development, Family Place Libraries support the essential role of parents and caregivers as first teachers. And they address the physical, social, emotional, and cognitive aspects of child development to help build the foundation for learning during the critical first years of life.

By partnering and working with other social, health, and educational service providers, the Family Place model positions libraries as key early childhood and family support organizations within their local communities.

Okay. If you are given a Family Place Library Grant, this would be the expectations that we would have of you. The Family Place Libraries Grant programs have 3-year commitment. And once you're selected to attend training to become a Family Place Library location, the Texas State Library and Archives Commission will pay registration for two qualified, full-time staff members to attend the 4-day training at the Middle Country Public Library in Centereach, New York. That's on Long Island.

Each library is responsible for paying transportation costs that's flights and a rental vehicle for their staff to reach New York once their lodging and meals during the training are covered and that's from Monday evening to Thursday afternoon.

Once the training is complete, you'll receive a one-time grant of $6000 to establish your Family Place program at your facility. Family Place training is going to provide you with resources and the materials that you'll need to assist you with selecting the appropriate items for the space.

Your job will be to develop partnerships with community or agencies in your areas such as doctors and dentist offices, WIC offices, speech pathologists, and nutritionists. And then these partners will attend your parent-child workshop and will talk one-on-one with the families who attend to provide them valuable information about child development.

Eligibility for the TSLAC-sponsored Family Place Libraries grant requires the following: You have to maintain a minimum of two full-time paid staff members. It requires that one staff member dedicate approximately 25 percent staff time to the development and maintenance of the space for a period of 3 years. And two full-time staff members must attend and complete Family Place training in Centereach, New York.

Middle Country Public Library likes for these two staff members to be a director. If you're a small library, it may be the director. If you're a larger library, it may be the director of the Youth Services and then one child services staff.

The reason they do this is because they want the director to carry the message out and advocate for funding and support of the program. And then the child services staff is the one that's going to do the bulk of the work that 25 percent staff time to set up the

space, go and out and create the partnerships, and then run and schedule the parent-child workshops.

So this is what we've—I don't know what that funding is. Sorry. The maximum award is $6000 and that would be for the supplies and the materials. TSLAC does pay your registration. So you'll never see any of that money. It won't come through you. You'll just go to training and we'll make sure it's paid on our end.

Right now, we have 57 libraries that are Family Place Libraries. In 2015 we sent 12, 2016 we sent 24, 2017 we sent 21. And right now, we are currently in the process of choosing the recipient of our 2018 Family Place grants.

In 2019, we intend to request funding for 10 to 12 libraries to attend Family Place Libraries training. Since this grant is structured differently like I said, the max grant award is only $6000 and that's used to establish the Family Place site at the conclusion of training.

If you have questions about the program, this is my information. Feel free to give me a call. My email is not there but it's bwilson@tsl.texas.gov. And that's my piece.

ERICA MCCORMICK: Questions. Any questions regarding Family Place or any other grant programs?

NAOMI: I'm seeing a question. Can large systems that have previously received the grant for one location apply for funding a second location?

BETHANY WILSON: We're currently looking into that. Right now with this grant process, we're not able to do that. But that is on the table for coming years. We've had a lot of people request that. And it's definitely something that we want to investigate further and potentially do in the future.

NAOMI: Great. Thank you. Another question, could setting up study rooms with the technology for job seekers, interviews, and small business meeting conferences work?

ERICA MCCORMICK: It is possible.

NAOMI: Okay. And the email address, I put it into chat. But for Bethany's email address is bwilson@tsl.texas.gov. And it's Texas spelled out dot gov. I'm not seeing any other questions right now.

ERICA MCCORMICK: Okay. Well, we're on the downside, I think. So Bethany gave her grant expectations. For the other four programs, there is training involved. You see some of the requirements. You have to attend the training. It is all webinars. Implementation of the project and program as you proposed. Compliance in terms of reporting. So you'll be doing performance reports and financial reports being the request for funds depending on the type of grant you apply and/or successful in receiving.

You could be reporting either quarterly or semi-annually. Document retention, any grants received at this point and this going forward would have the document retention deadline of December 31, 2026. So any documentation related to the grants so your contracts, your attendance sheets. All that documentation will need to be retained until 2026.

You will also need to have access to the grant management system. And that goes for the Family Place Grants as well. It is a relatively new system at this point. Directors and administrative contacts are responsible for submitting names for access. So if you have access now, you do not need to resubmit. But if you've never applied for a grant or you have not applied for a grant since we have the new system, you will need to be added to the system in order to have access.

The new system will accept file uploads and it captures all reports and forms for all of the programs. Once again, applicants and contractors are required to have an active SAM registration throughout the grant period. And all of this follows the IMO's budget and reporting structures and their outcomes. So what you turn into us, we then take in report to them. So we're not just giving you something because we want to.

Next steps. What do you need to do now that you know what grants are available? Once again, here's the timeline with the due date, the application due date of March 8th. Drafts are due February 14th. Once again, those are not required. Recommended but not required.

Next steps. Download and read in all caps and underlined the relevant notices of funding opportunity. That means your grant guidelines. They are available. Once again, they are the attachments to this webinar. And they are available on the website. And they will be available in GMS as well.

Determine what grant programs may be applicable to your library. Remember, there was a question which program, which one meets your capacity? Which one meets your budget? Which one covers your topical areas?

Register for, attend and review the webinars as many times as you need. Someone asked about the difference between today's webinar and next week. Next week is applying for TSLAC competitive grants what you need to know. Once again, how to successfully submit an application, how to successfully answer the questions.

So next Wednesday, go ahead and register now for next Wednesday's webinar. It will be at 1:30 as well. It will probably be about an hour and a half. So we hope to have you out of here by 3 PM. That is the URL to go straight to the registration. And then today's will be archived in the next couple of days at this URL. You can watch them as many times as you want. In fact, I encourage you to watch them as many times as you want.

Now, you need to double check your SAM and DUNS number. Go to your business office and find out what it is. Is it up to date because you want to apply.

Find out who is authorized to sign those contracts. It could be your county judge. It could be your director. It could be your city manager. It could be your mayor. It could be your dean. It could be the office's sponsored projects. Find out who it is. Find out who the players are so that you're not scrambling on the last day when it's due.

Determine who will be writing the proposal. Who's going to need access to GMS? Start preparing a draft proposal. There is a template available that will be available later today if not tomorrow. But there's a draft template for each of the grant program that you can use.

Request a draft review by February 14th. It does not have to be a completed application. It can be an outline. You can call and bounce stuff off of me. And I'll let you know if that sounds doable, plausible. The reviews basically, I will go through and tell you what you're missing, what we're looking for if you haven't hit it already, and what you need to beef up.

And then you're going to submit that application in all related files in GMS by 11:59 PM on March 8th. That's a Thursday.

So grant resources. Why are you doing all this? What can you use to help you in the process? Once again, the webinars. It's going to be your bestfriend.

The notices of funding opportunity, your bestfriend as well. Consider this an open book process, an open book test. There is no reason. If you have the read the complete program guidelines and read the scoring rubric and answered your questions following the questions in the scoring rubric which is in the back of each program guidelines, there is no reason why you should not have a successful application.

Also, look at your previous TSLAC grantees. I showed you the link for previous winners. So from 2008 to 2018, look to see who's close to you. Look and see who's done a project that sounds similar

to yours that you're proposing. Contact them. Talk to them. Build a relationship. What did you do? Give me some tips. What went wrong? Those types of things. Find out.

There's also the library science collection here at the state library. You can check out books here free of charge. The URL there will get you to the catalog. You can search and find books on many different topics related to actual programming or grant writing or grant research.

If you want to know more about the procedures or more about the rules and regs related to the grants, we are governed by the federal guidelines, the Uniform Administrative Requirements also known as the Supercircular. We're also guided by UGMS, the Texas Uniform Grants Management Standards. Those two documents rule how we structure the reporting and the application and all the background information that has to go with it.

Other grant resources generally free; the Funding Information Center at the Texas Department of State Health Services. It is a library where you can go and call. They will also send you books. You do not have to be in town. You can call them and they will get you on their mailing list and check out books to you wherever you are in the state of Texas free of charge, but it's a grant library that you can visit virtually or in person.

There's also the Foundation Center, the Funding Information Network. Many of you are within driving distance—short driving distance to collaborative collections of the foundations and where you can do research. They can help you do research and not just for our grants. But for private grants, they are a great resource for

finding foundations who are giving grants in your particular topical area.

The Grantsmanship Center is a great resource for grant writing training. it is an investment, but their training is well worth it. It's anywhere from three to five days. Like I said, it is considered an investment but it goes a long way.

To get to our resources on our website, you can follow these clicks. Those are competitive grants section on this TSLAC website. And that's my contact information there. And any questions? I think we did that right at an hour. Okay. Any questions, Naomi?

NAOMI: Yes. Last question from this person, they are asking. Can you use the funds for circulating laptops or iPads in the library?

ERICA MCCORMICK: Yes. There's a bigger project with that, but yes, you can.

NAOMI: Great. And I'm not seeing any other questions right now.

ERICA MCCORMICK: So if you have any questions after we hang up, you can email me or you can wait until the webinar next week and look through the program guidelines that you have access to right now. Mark them all up. Get your questions ready. You can come ready to fire at us next week with any questions especially as we go through how you should be answering questions. So what information are we looking for. But I definitely recommend reading right now the grant guidelines. Any other questions?

NAOMI: Yes. Somebody is asking. Where is the draft proposal template located?

ERICA MCCORMICK: It will be on the competitive—when you get to the bottom link here for the competitive grants, there would be under each grant program names. You'll have Impact Grants. It will have a note for them. It will also have a draft template specific to the Impact Grants, so specific to the Special Projects Grant underneath that grant name. It will be available at the latest tomorrow at TSLAC website.

NAOMI: Great. Thank you very much, Erica. And I'm seeing some thank you's rolling in for you thanking you for such an informative program. And they're looking forward to working with you. So thank you again so much to Erica McCormick and also to Bethany Wilson. Thank you to all of our attendees. I hope that everybody has a wonderful afternoon.

ERICA MCCORMICK: Thank you. See you next week.

NAOMI: Bye everyone.

ERICA MCCORMICK: Bye-bye.

[End of Transcript 01:03:18]