

**TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION**

***Applying for TSLAC Grants:  
What You Need to Know for FY 2019***

Presented by  
Erica A. McCormick, Grants Administrator  
Library Development & Networking Division  
January 2018

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**What We'll Cover**

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

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**PROGRAM OVERVIEW**

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### Funding overview

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

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### Library Services & Technology Act (LSTA)

- 5-year plan (FFY 2018-2022)  
[www.tsl.texas.gov/ld/pubs/lstaplan/5yearplan.html](http://www.tsl.texas.gov/ld/pubs/lstaplan/5yearplan.html)
- Guides TSLAC activities
- Texas needs
  - Digital Inclusion
  - Literacy and Educational Attainment
  - Workforce and Economic Development

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### Funding overview

- SFY 2019 — \$1.7 million
- State fiscal year  
September 1-August 31
- Program-based
  - No operations
  - No equipment\*
  - No collection development\*
- No match or cost-sharing required

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### Grant programs

- Texas Reads Grant
- Impact Grant (Impact 1, Impact 2, Impact 3)
- TexTreasures Grant
- Library Cooperation Grant (INVITATION ONLY)
- Special Projects Grant
- Family Place Libraries Grant

For more information, view "FY 2019 TSLAC Grant Opportunities" (webinar, 1/24/18) at [www.tsl.texas.gov/ld/workshops/webinars/archived.html](http://www.tsl.texas.gov/ld/workshops/webinars/archived.html).

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### FY 2019 Timeline

- **January 2018** Guidelines released
- **February 14, 2018** Draft proposals due
- **March 8, 2018** Applications due
- **March-May 2018** Applications reviewed
- **June 2018** Recommendations released
- **August 2018** Commission approves grants
- **August 2018** Contracts issued
- **September 1, 2018** Projects begin
- **August 31, 2019** Projects end

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### 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>

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 **Notice of Funding Opportunity (NOFO)**

- Program guidelines  
[www.tsl.texas.gov/ld/funding/index.html](http://www.tsl.texas.gov/ld/funding/index.html)
- Instructions
  - Program description
  - Award information
  - Eligibility
  - Application and submission
  - Review process
  - Award administration

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 **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](http://www.txla.org/research-statistics))
- Local Chambers of Commerce
- Texas Comptroller of Public Accounts
  - [www.window.texas.gov](http://www.window.texas.gov)
  - [www.texasahead.org](http://www.texasahead.org)

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 **Info Resources — National**

- IMLS  
([www.ims.gov/research/evaluation\\_resource.s.aspx](http://www.ims.gov/research/evaluation_resource.s.aspx))
- ALA Office for Research & Statistics  
([www.ala.org/offices/ors](http://www.ala.org/offices/ors))
- National Center for Education Statistics  
([nces.ed.gov/surveys/libraries/academic.asp](http://nces.ed.gov/surveys/libraries/academic.asp))
- U.S. Census Bureau ([www.census.gov](http://www.census.gov))
- U.S. Bureau of Labor Statistics  
([www.bls.gov](http://www.bls.gov))

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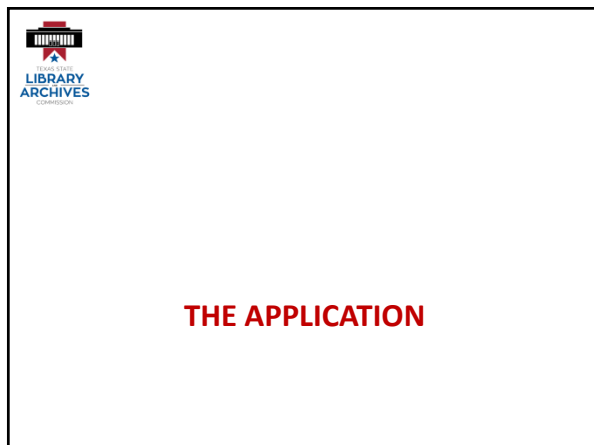
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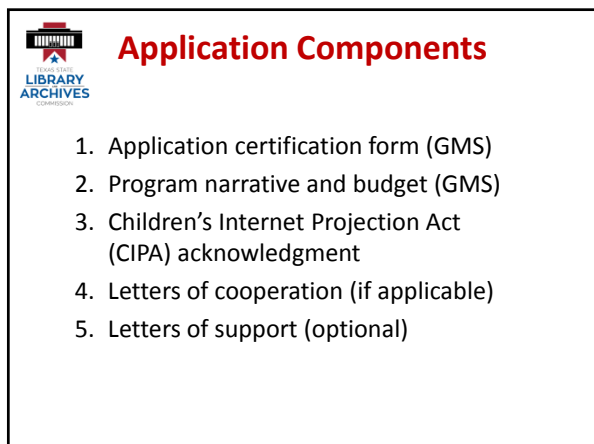
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 **Applicant Information**

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

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 **CIPA Form**

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

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 **Narrative**

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

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## Abstract

Overview of project

**Who** plans to do **what where when**  
to help/for **whom why**.

**ABC Library** plans to create a tech center in a former conference room to provide teens with a safe recreational option on weekends and after school.

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## Library Information

Applicant Information

- Library mission
- Programs and services
- Customer/patron base
- Goals
- Capacity — experience, staffing, hours, space, technology

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## Community Information

Community Need/Needs Assessment

- Location
- Community attributes
- Community needs related to project
- Population & demographics
- Industry/employment options
- Library experience in meeting the need – results of previous grants

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### Project Design

- Programs, services, or activities
- Timetable
- Budget
- Personnel
- Impact
- Evaluation

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### Marketing & Sustainability

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

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### Supporting Documentation

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

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### Goals & Objectives

- S.M.A.R.T.
  - S — Specific
  - M — Measurable
  - A — Appropriate
  - R — Relevant
  - T — Time-based

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### Goals & Objectives

- S — Specific
  - Who?
  - What?
  - Where?
  - When?
  - Why?
  - How?

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### Goals & Objectives

- M — Measurable
  - How much or how many?
  - How much are users impacted? Did they improve their skills? What impact did the program have on community? Outcome-based evaluation (Likert scale, survey, forum, etc.)
  - How will you know if you've met your goals? What evaluation tools used?

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### Goals & Objectives

A — Appropriate

- Achievable, attainable, action-oriented
- Is it appropriate for the grant program?
- Is it appropriate for the audience?

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### Goals & Objectives

R — Relevant

- Relevant to what community needs or wants
- Realistic?

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### Goals & Objectives

T — Time-based (time-bound)

- By when will you achieve this?
- Have you allotted enough time for tasks? Activities?
- Set milestones and deadlines.
- Phased project goals

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## Grantwriting Resources

- TSLAC handout — *Grantwriting Tips and Examples*
- TSLAC Notices of Funding Opportunity (guidelines)  
<https://www.tsl.texas.gov/ld/funding/index.html>
- Past TSLAC grantees  
<https://www.tsl.texas.gov/ld/funding/index.html#past>
- Library Developments (TSLAC Blog)  
[www.tsl.texas.gov/ld/librarydevelopments](http://www.tsl.texas.gov/ld/librarydevelopments)
- TSLAC Library Science Collection  
[www.tsl.texas.gov/ld/lsc/index.html](http://www.tsl.texas.gov/ld/lsc/index.html)
- TSLAC Continuing Education & Consulting  
<https://www.tsl.texas.gov/ld/workshops/index.html>

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## Tips

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

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## Budget

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

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### Budget Categories

- Salaries/Wages/Benefits
- Consultant Fees (fees, travel, accommodation, support services hired by consultant)
- Travel
- Equipment (i.e., property > lesser of capitalization level or \$5K\*) *Items costing more than \$5,000 require a prior approval.*
- Supplies/Materials (books, supplies, computers, software, etc.)

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### Budget Categories

- Services (training, e-books, Internet)
- Indirect Costs (finance and overhead costs)
  - Requires documentation if using federally negotiated rate
  - 10 % de minimus
- Program Income - income received as a result of proposed activities or from products resulting from grant activities (does **not** include cost recovery)

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### Budget Tips

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

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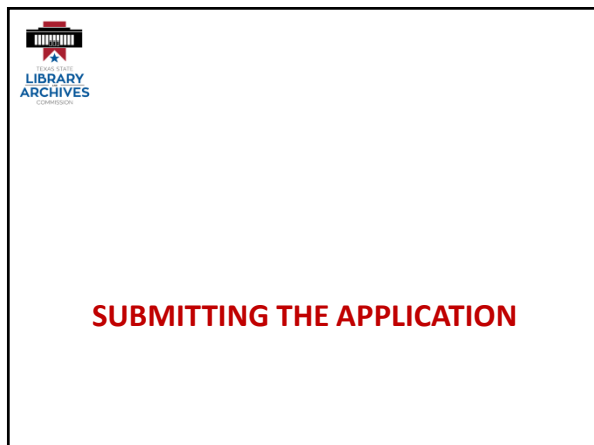
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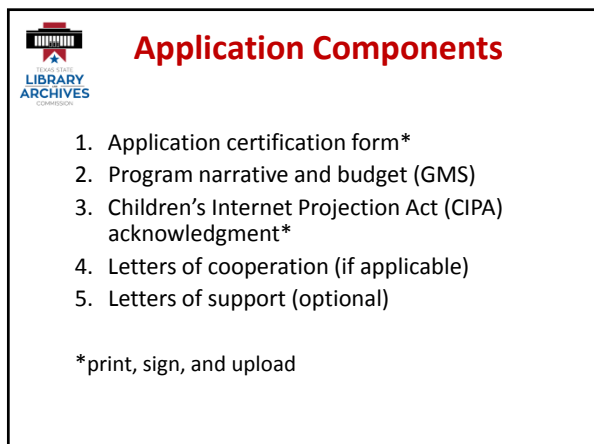
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\*print, sign, and upload

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### Grant Management System (GMS)

- <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

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### GMS — 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)

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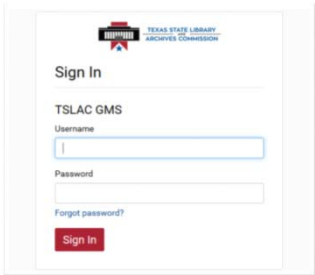
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### GMS



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

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**GMS**

Welcome to the Texas State Library and Archives Commission Grant Portal. We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide. We look forward to collaborating with you to spark that innovation and provide those services in your community. The Library Development & Networking Division TSLAC.

**2019 Competitive Grant Cycle is Now Open; deadline 3/8/18**  
 The Texas State Library and Archives Commission has opened its 2019 competitive grants cycle. Applications are due **March 8, 2018**. The agency expects \$1.7 million to be available in federal funds to support programs running from September 2018-August 2019. Eligible Texas public and academic libraries can apply for up to six projects with maximum grant awards ranging from \$10,000 to \$75,000.

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**GMS — Tiles**

- Accounts (Library information)
- Contacts (registered library staff)
- Grants | NC Grants
  - Current grants and applications
  - Create new applications
- Documents library
  - Public documents (grant docs)
- Performance reports, RFFs, change requests, etc.

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**GMS — The Application**

1. Select "Add New Grants."

Project Title	Grant Program	State Fiscal Year	Total Grant Fund	Project Manager	Application Submit Date	Status	Reason	Date Contract Mailed	Date Awarded
Special Projects Tech		2017	\$75,000.00	Mark Smith	6/20/2017 10:07 AM	Active	Awarded		
Rebuilding Texas Libraries 2018		2018	\$5,000.00	Erica McCormick	1/4/2018 10:05 AM	Active	Awarded		
Family Plan 2018		2018	\$5,000.00	Erica McCormick	12/18/2017 9:21 AM	Active	Submitted		

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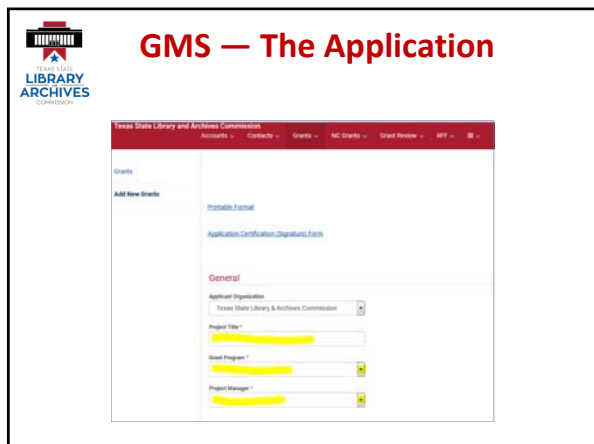
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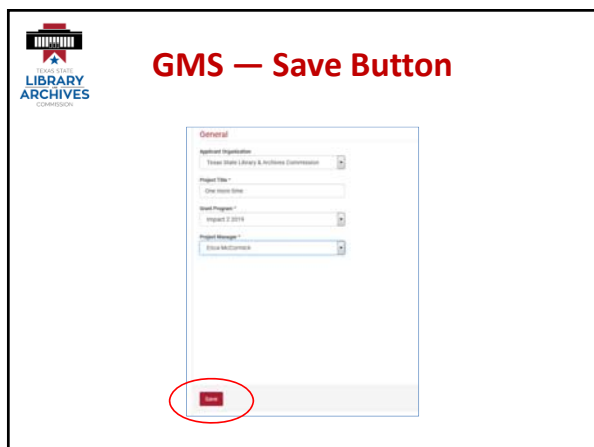
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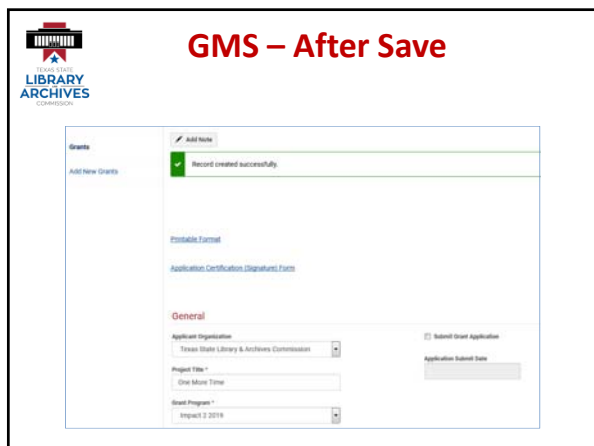
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### Application Certification Form

Grants

Add New Grants

Application Certification (Signature) Form

General

Applicant Organization: Texas State Library & Archives Commission

Project Title: One Month Trial

Start Program: Impact 2 2018

Project Manager: Wanda McCombs

Submit Grant Application

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### GMS – After Save

General

Applicant Organization: Texas State Library & Archives Commission

Project Title: One Month Trial

Start Program: Impact 2 2018

Project Manager: Wanda McCombs

Fiscal Year: 2018

Application Number: 1018

Legal Entity: State of Texas

Employee Identification Number: 1018

State Number: 1018

Application Date: 1/31/2018

Start Application Date: 1/31/2018

Submit Grant Application

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### GMS – Narrative

Narrative

Program Narrative

Submit

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**GMS – Budget**

**Budget**

Capitalization Level: \$ 0.00

Max Grant Amount: \$ 10,000.00

Salaries/Wages/Benefits: \$ 0.00

Salaries/Wages/Benefits/Other Funds: \$ 0.00

Total Salaries/Wages/Benefits: \$ 0.00

Salaries/Wages/Benefits Description:

Consultant Fees: \$ 0.00

Consultant Fees/Other Funds: \$ 0.00

Total Consultant Fees: \$ 0.00

Consultant Fees Description:

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**GMS – Submitting**

**General**

Applicant Organization: Texas State Library & Archives Commission

Project Title: [Red Circle]

One Mile Title: [Red Circle]

Grant Program: [Red Circle]

Project Manager: Erica McCombs

Financial Contact/Phone: [Red Circle]

Application Number: 1818

Applicant Entity: [Red Circle]

Employer Identification Number: [Red Circle]

SWIS Number: 00000000000000000000

Grant Expiration Date: 11/30/2017

Application Submitted Date: 12/18/2017 9:23 AM

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**GMS – Adding documents**

Expected Program Income:

Additional Documentation and Comments:

Add Note

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### LIBRARY ARCHIVES

## GMS – Adding documents

Additional Documentation and Comments

Add a note:

Attach File:  No files selected.

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### LIBRARY ARCHIVES

## GMS – Adding documents

Additional Documentation and Comments

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: [CPS.pdf](#)

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

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### LIBRARY ARCHIVES

## GMS – Adding documents

- Document max size: 5 MB
- Can add as many documents as needed
- Can add documents at any time, including after submission
- Use the recommended name conventions for consistency

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### GMS input process

1. Add new record.
2. Save.
3. Input information.
4. Save.
5. Check "submit" box.
6. Save.

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### GMS – Naming documents

- Naming conventions
  - Year\_Libraryname\_DOCName  
Ex. 2019\_AAATestLibrary\_CIPA
  - 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)

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### When & Who

- GMS Deadline  
**11:59 p.m., Thursday, March 8, 2018**
- Directors
- Assigned roles (SUBMIT button)

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### FAQ #1

**Q:** I don't plan on applying for a 2019 grant, but may consider applying for a later grant cycle. Do I still need to provide this information at this time?

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

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### FAQ #2

**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 do apply, including interlibrary loan (ILL).

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### 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 any time.

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**FAQ #4**

**Q:** What happens after I give you the list?

**A:** Your list will be imported into the system to update your contact records. Those added will receive an invitation to complete their registration in GMS.

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**REVIEW & AWARD PROCESS**

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### Review Process

- After submission
  - 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

*See Section E. Application Review Information (NOFO).*

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### 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

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### Review Panels

- Scoring
  - By rubric (NOFO)
  - 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 in June
  - Individual scoring sheets with panel comments sent to respective applicants in June

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## Funding recommendations

Rank	Library (Impact Goal)	To be Recommended?
1	El Paso Public Library (3)	YES
2	Brownwood Public Library (2)	YES
3	Plano Public Library System (2)	YES
4	Houston Public Library (2)	YES
5	University of North Texas (1)	YES
6	Houston Public Library (1)	YES
7	DeSoto Public Library (3)	YES
8	El Paso Public Library (2)	YES
9	University of North Texas (3)	YES
10	El Paso Public Library (1)	YES
11	Dickinson Public Library (3)	YES
12	Arlington Public Library System (2)	YES
13	Deer Park Public Library (1)	YES
14	Houston Public Library (3)	YES
15	Lancaster Veterans Memorial Library (1)	YES
16	Plano Public Library System (3)	YES
17	Suberde/Spring Branch Library (3)	YES
18	Balch Springs Library - Learning Center (2)	YES
19	Arlington Public Library System (1)	YES
20	Arlington Public Library System (3)	YES

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## Individual scoring sheet

Applicant Library:	El Paso Public Library
Project Title:	La Cueva Quest
Score:	98.00
Amount requested:	\$9,997.00
Amount recommended:	\$9,997.00

Conditions: Not applicable.

Reviewer Comments

**Criterion 01 — Applicant Information**  
No comments received.

**Criterion 02 — Community Need, etc.**

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## Appeals (Protests)

- Applicants may appeal funding decision (13 TAC 2.55)
- Must notify all interested parties
- Limited time allotted
  - After 1<sup>st</sup> notice: 21 days
  - After TSLAC response: 15 days
- May request audience with Commission

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 **Awards**

- Commission meets to approve recommendations (August 2018)
- Awards announced to applicants
- "Next Steps" webinar
- "Contract Overview" webinar
- Contracts issued

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 **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

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## CONTACT INFORMATION

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

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