TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Grantwriting Tips and Examples
(rev. 1/2018)

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.
- ☐ Use draft template.
- ☐ Request TSLAC draft review.

Grant Resources

- ☐ Other grantees or libraries w/similar programs (TSLAC Past Recipients - https://www.tsl.texas.gov/ld/funding/index.html#past)
- ☐ TSLAC Library Science Collection (www.tsl.texas.gov/ld/lsc/index.html)
- ☐ Counting Opinions Reports for Public Libraries
- ☐ Library Developments (TSLAC LDN Blog) (www.tsl.texas.gov/ld/librarydevelopments/)
- ☐ TSLAC Continuing Education & Consulting (https://www.tsl.texas.gov/ld/workshops/index.html)
- ☐ Texas Library Association (www.txla.org/research-statistics)
- ☐ IMLS (www.imls.gov/research/evaluation_resources.aspx)
- ☐ ALA Office for Research & Statistics (www.ala.org/offices/ors)
- ☐ National Center for Education Statistics (https://nces.ed.gov/surveys/libraries/academic.asp)
- ☐ Local Chambers of Commerce
- ☐ Texas Comptroller of Public Accounts
  - ▪ www.window.texas.gov
  - ▪ www.texasahead.org
- ☐ U.S. Census Bureau (www.census.gov)
- ☐ U.S. Bureau of Labor Statistics (www.bls.gov)

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

Library/Community Information

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

Project Details
- ☐ Program design or activities
- ☐ Timetable
- ☐ Budget
- ☐ Personnel
- ☐ Impact
- ☐ Evaluation

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

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

Budget

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

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.)
- ❑ 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)

Budget Tips
- ❑ Be thorough.
- ❑ Be realistic for the time period.
- ❑ Get estimates.
- ❑ Describe the costs.
- ❑ Include what you are willing to fund and how much.
- ❑ Double-check calculations and amounts.
- ❑ Make sure budget table and budget narrative reconcile.

Goals & Objectives

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

S — Specific
- ☐ Who will be involved in implementing the grant? Who will be served/helped by the services proposed?
- ☐ What is the service or program being offered? What does it look like in practice? What is the impact you hope to have? What is already in place in the area? What do you want to take place in the time allotted?
- ☐ Where will the project take place? In what community? In what setting?
- ☐ When will this take place? Timeline or time table with milestones.
- ☐ Why does the community need this service? What is the need?
- ☐ How will it be implemented? How does project meet its objectives? How is it unique or different?

M — Measurable
- ☐ How much or how many?
- ☐ How are customers impacted? Did they improve their skills? What impact did the program have on community? Outcome-based evaluation (10%)
- ☐ How will you know if you've met your goals? Evaluation tools?

A — Appropriate
- ☐ Achievable, attainable, action-oriented
- ☐ Is it appropriate for the grant program?
- ☐ Is it appropriate for the audience?

R — Relevant
- ☐ Realistic
- ☐ Is it relevant to what the community needs or wants?

T — Time-based (time-bound)
- ☐ By when will you achieve this?
- ☐ Have you allotted enough time?
- ☐ Set milestones and deadlines.

SAMPLE COMPETITIVE GRANT APPLICATION RESPONSES

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PROGRAM ABSTRACT

The XXXX and ZZZZ Libraries propose to enter into an agreement with two private business partners, and [the Portland] Senior Center to provide technology training for senior citizens. This is a continuation of an existing program that was initiated in 2011 with TSLAC funding. The partnership will provide eight classes per week in the two communities, two special interest programs and one senior gaming day a month. One-on-one training will also be provided. The program targets senior citizens and takes training into the community where seniors congregate. … The libraries and partners will provide all the equipment for off-site training, publicity, and printing. YYYY will provide incentives to students, publicity and supplies. WWW will provide an Internet connection and supplies needed for the program at their facility. We believe this project will serve as a model for other small rural communities.

APPLICANT INFORMATION — Applicants describe their library, their mission, strategic goals, and their capacity to complete the project successfully.

Score: 8.3/10

The ABC Library (ABCL) is located in the far northeast corner of the state. Our area is a very rural, agricultural community, with a small public school system. The ABCL is a cornerstone of our community. Founded in 1964, the ABCL has been a major contributor to the growth and education of not only ABC residents, but of patrons who reside in other parts of ABC and western DEF counties. The library offers the only free internet connectivity in the area, with twelve computer stations, twelve laptops for use in the library and the only wi-fi in this half of our county.

The mission of the ABC Library is to provide the residents of ABC and the surrounding areas with a means to improve their quality of life by building a collection that will meet the diverse needs of the   population using it, within the limitations of budget, space, and availability of materials. Our goals are to provide not only reading materials, but to offer patrons access to education and training in developing information-gathering skills, including accessing, evaluating and becoming proficient with various information sources. We feel that the diverse needs of our community demand the accessibility of a widely varied array of educational opportunities, in an effort to give our children the ability to compete with those who have daily access to more varied opportunities than ours will receive in years.

The ABCL has been successful in implementation of an Impact grant in 201X for e-readers/e-books. We are currently participating in the XXXX Grant through TSLAC and numerous other grants in the past several years. We have 1 full-time director and a part-time Children's Librarian who will facilitate this grant if selected.

COMMUNITY NEED/NEEDS ASSESSMENT — Describe why the program is needed, the program goals, and the audience. Describe the greater community to be served using demographic statistics, library records, or surveys to support these statements.

Score: 12.5/15

There is a distinct shortage of cultural, enrichment and technological opportunities outside of the school. The town lacks a common meeting or recreational place where all people feel like they belong or have something to do, meet to swap ideas, job search, hold meetings, attend training classes, access internet, and attend family and cultural events. Because there has been little to attract young people inside the library, the area has suffered vandalism (broken windows, graffiti) on several occasions.

According to a November 2011 report by the U.S. Department of Commerce, rural America lags behind the rest of the country in Internet usage, making libraries an important center of connectivity. In 2010, 57 percent of rural households had broadband Internet access, compared to 72 percent in urban areas.

Regardless of income level, those living in the AAAA rural areas are lagging behind in computer ownership, Internet access and technology literacy. Many patrons who use the library services, such as the books, computers, copier and fax may have little or no access to these in their own homes. Internet access in the area is expensive and limited.

Many area residents' (who live outside the city limits) only option is satellite internet which is beyond their means, slow and unreliable. For satellite, start-up costs are about $320 with ongoing monthly fees for the lowest level of usage of $69.98 plus tax. The data caps associated with satellite Internet are so restrictive that the majority of online learning is not an option. Free higher level on-line courses offered by schools such as MIT cannot be accessed by rural students using satellite connections.

Youth: The library is particularly committed to increase school age users considering the *ISD student profile statistics. The district reports that of the 1300 students, 31.23%* are considered at risk. 42.19%* of the students are reported to be from low income families. Further details show that 47.6%* of students qualify for either reduced or free lunch and approximately 77% qualify for other programs (Title 1). *Independent School District.

Adults: According to the updated data from the U.S. Census, the unemployment rate in our area is 8.6% and the median age is 35.3 years. Most men work in construction, manufacturing, and farming (12,000 farms in the county). Women are found in the healthcare and education fields. Both men and women are employed in the food service industry. 14% live below the poverty level.

Seniors: The area has one of the highest per capita elderly populations in Texas. The population of 60+ in BBBB County is 18.6%, higher than the state of Texas elderly per capita which averages 10.7%. Texans 60+ are projected to total 8.1 million by 2040, a 193 percent increase from 2000. *2012 U.S. Census Bureau data.

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Score: 8.7/10

The Library serves a remote rural area of several large ranches and farms. Dickens County has a population of 2,450 and the City of Spur where the library is located has a population of 1,088. Several of our major employers have closed down businesses, leaving many of our citizens unemployed. A number of patrons who visit the library are looking for work and use our computer lab to seek job opportunities. The nearest city with a population of over 50,000 is 70 miles away. The nearest facility to help job seekers is 35 miles away. Our program audience is focused on adults who need to locate job opportunities before they take the time and spend the money required to travel in search of a job. This project will enable them to improve their job skills by providing job search assistance, resume writing tips, interviewing tips, re-branding career skills, career advice and educational information.

PROJECT DESIGN/ACTIVITIES — Thoroughly describe the services, programs, and activities and the locations where they will be offered. Explain how these services will attract shared library users. Collaborative projects have priority and inclusion of relevant community organizations is encouraged.

Score: 17.3/20

1. Continue digitization staff. The existing 19- hour per week digitization clerk position will be continued.
2. Continue staff to catalog digitized materials. The existing 19- hour per week cataloging librarian position will be continued.
3. Train oral history volunteers. The Digitization Librarian will be responsible for training oral history volunteers. The project will rely on the guidelines laid out in Fundamentals of Oral History and Texas in World War II: Fundamentals of Military Oral History, both produced by the Texas History Commission, to train its volunteers. Should training workshops in oral history still be available from the Texas History Commission, the Digitization Librarian will schedule those for staff, volunteers, and interested members of the public.
4. Collect and digitize print materials. Materials will be gathered from library collections, museum collections, and from local residents. They will be digitized according to exacting digital preservation standards designed to make them available for generations to come. The project's digitization quality meets or exceeds the recommendations in the Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files promulgated by the Federal Agencies Digitization Initiative Still Image Working Group.

Score: 20/20

Texas Industry Prints and Negatives Workflow

The specific workflow to digitize, catalog, and upload the Texas industry prints and negatives is as follows. The curator will select negatives for us to digitize on a weekly basis. We will utilize a "Drop Off" folder for items that are in process. Process folders will be set up to indicate each relevant stage: 1) Digitized, 2) Processed, 3) Metadata, 4) Review, and 5) Upload. Subfolders include sets of around 20 items that move through the folder system as each stage in the process is completed. The digitizer/catalogers indicate which sets they are working on and are responsible for moving the items (archive files, service masters, derivatives, and the metadata spreadsheet) through the process. The items are moved to the review folder in preparation for quality control by someone other than the metadata creator, where edits may be made and additional metadata added, and are then uploaded to the digital collection. The CUL Digital Collections developer reviews each item after it has been uploaded, and additional changes are made, if necessary.

This system enables us to keep track of the items during each step of the process. All contributors can collectively see which items have been scanned, whether derivatives and metadata spreadsheets have been created, and if the items have been reviewed and uploaded to the digital collection.

IMPACT — Describe the impact your project will have on library services and users locally, as well as regionally, or statewide. This may include how the proposed project is a model program that would benefit other communities.

Score: 13/15

We anticipate that in fiscal year 2014, we will provide training for 300 seniors at seven locations, with 75 students attending five or more classes each. These are the anticipated outcomes that will be tracked and measured:

- 300 seniors will receive training
- 75 students will attend five or more classes
- 100% of the students will set up and use email
- 75% of the students will learn the basic operation of a digital camera and be able to take, download, and share their pictures through email
- 50% of the students will learn the basic operation of a scanner and be able to share scanned images via email
- 100% of the students will learn to create a new folder and to save pictures, documents and scanned documents into a folder
- 75% of the students will be able to write a basic letter to share on email
- 50% of the students will create a simple family newsletter and share it via email

We believe these goals are both measurable and achievable. However, we anticipate other intangible outcomes that are more difficult to measure. Introducing seniors to computers provides them with a sense of accomplishment, it provides stimulation to help delay the effects of lost cognitive abilities and it provides a connectedness to the world they live in. Experience demonstrates that computer classes are an important social activity for seniors who make new friends with common interests. Seniors are often isolated from their loved ones by distance and many, especially those in retirement facilities go long periods without ever having a visit from loved ones. Using modern technologies, such as email and Facebook will allow these seniors to make contact with family and friends in distant locations.

Continued use of the brain later in life has been shown to slow or prevent senility and dementia. The use of the Internet and all its tools involve the creative use of the mind. Seniors are using their time on the Internet for continued learning, research, writing letters, researching genealogy, reading the news, socializing and online classes. These tools keep the senior mind active and nimble.

We also believe that this grant provides a model for other libraries. The program will serve to raise awareness of the library in the community; it leverages funding from private business and demonstrates the benefits of public/ private collaborations and partnerships. With minimal expense any library could recreate this program in a suitable scale to match their resources.

INNOVATION/IMPROVEMENT — Applicants describe how the project is innovative for their community, or provide an explanation of how project will enhance/improve current programs and services and its potential replicability as a best practice in the fields.

Score: 4.3/5

Service at the Point of Need
The Library System (LS) is in the process of transitioning from three fixed service points to one fixed service point per floor at each library. Under the three fixed service points, there was a division between circulation services and reference services. LS has now cross-trained all staff to reduce bouncing patrons between circulation and reference, thus reducing patron frustration and increasing staff efficiency. Roving staff with tablets will supplement the one fixed service point by assisting patrons at the point of need.

Digital Literacy
LS Librarians teach all computer classes offered at the Libraries. Staff began with teaching beginning Internet skills and expanded to teach Microsoft applications such as Word, Excel, and PowerPoint. Librarians are now branching out to incorporate a variety of new topics—using databases for school assignments, the gamut of social media, resume writing, etc. Experimentation by Librarians in teaching new computer class topics is encouraged; the continuation of new computer classes will be evaluated by patron response.

Moving Forward
LS has chosen to implement tablets because it is the most versatile technology for accomplishing the goals of assisting patrons at the point of need, teaching more computer classes, and increasing outreach activities. The reduction of fixed service points, the cross training of staff, and implementing tablets to be used in roving reference services, teaching computer classes, and community outreach are innovative improvements in customer service for LS and positive modeling of technology for the LS community. Now and in the future, LS is striving to fulfill Edge Benchmarks (http://www.libraryedge.org/) through the resources and services offered to patrons. LS feels that using tablets to demonstrate the access of these resources and services will have a direct and positive effect on the digital literacy of our community.

PERSONNEL — Applicants describe who is responsible for project activities and their qualifications to perform these duties.

Score: 4.5/5

Youth Program Librarian: MSIS. Primary trainer and program coordinator for Storytime Connection since 1/2009. Coordination, training staff, developing promotional materials, hiring and supervising Storytime Connection Coordinator, promotional presentations, training classes for childcare providers. 100 hours.

Youth Librarian: MSIS, and years of experience as CTLS trainer, joins team as a new trainer part time. 50 hours.

Youth Program Specialist: 15 years experience in youth programming and early literacy training. Library's primary trainer for parents in early literacy. 25 hours.

Marketing Department:
Public Information Specialist and Graphic Designer, both contributing 20 hours each
Public Information Specialist: BS Radio-Theater-Film, at the City of Austin for 5 years with prior experience as owner of a video production company for 9 years.
Graphic Designer: AA-Arts & Science Michael has been with the City of Austin, at the Austin Public Library for three years

Storytime Connection Coordinator: NEW HIRE Part Time
MSIS from ALA accredited program or no fewer than 6 months from graduation. Focus on children's librarianship strongly preferred. Ordering and dissemination of promotional and educational materials for training programs; Conducting early literacy trainings; Create bibliographies, copywriting, and updating website with current training information; Collecting & compile data; presenting reports. Compiles reference guides, and indexes for use on web; Prepares and presents programs in the community and in the library; Provides instruction and classes in early childhood development; Initiates and maintains contact with schools and with other organizations serving youth in the community; collects, maintains, compiles and prepares reports. 522 hours

TIMETABLE — Present a timetable for project activities within the fiscal year (i.e., a list of actions with a date by which they will be accomplished); provide verification that facilities will be available, equipment and materials delivered; and explain how the staff will be hired and trained in time to carry out the services as planned.

Score: 4.5/5

The first grant year's activities focused on identifying documents to digitize, staff training, policy creation, and setting up software and equipment. The second year's activities focused on content creation. The third year will continue the focus on content creation but will also add a marketing focus.

September 2013
- Train oral history volunteers from the County Genealogical Society.
- Order promotional items.
- Hire attorney to review oral history recordings and issue opinion on whether additional copyright releases may need to be secured prior to publication.

October 2013-December 2013
- Focus on collection and digitization of oral histories. Staff will also train volunteers to transcribe interviews, and the transcriptions will be added to the repository along with the recordings.

January 2014-February 2014
- Digitize Papers (2 boxes). This was scheduled to be done in FY 2013, but was postponed due to …

March 2014-April 2014
- Work [with partners] to identify and digitize their most rare and/ or fragile documents.

May 2014
- Digitize selected items, such as obituary notebooks.
- Make request to fund project out of City budget for FY 2014-2015.

June 2014- August 2014
- Digitize official City Council minutes. These are currently stored in the vault at City Hall in forty large volumes. Some are permanently bound together, and some are bound loose-leaf. Early ones are handwritten, later typed and then computer- printed. Digitization work will take place inside the vault, as the City Secretary has deemed transport and offsite storage of these invaluable documents to be too risky.

EVALUATION — Set achievable, measurable outcomes and present a reasonable method to collect data. Present a method to count users of the services, as well as the effectiveness of the service. Applicants are encouraged to use the IMLS Outcomes Logic Model.

Score: 8.7/10

Outcome #1: The digital resources shared in this project will lead to increased satisfaction of information needs for all library users. The EZProxy system will allow generation of reports that will measure usage of resources by library, as well as track specific users of the resources. Constant Contact (APL's email marketing service) will be used to survey library patrons regarding their satisfaction with the new website and usability of the resources offered.

Outcome #2: Usage of digital resources will increase in all four cities, both in terms of the number of unique users of digital services (to be measured by EZProxy), as well as in terms of the number of total "uses" (to be measured by individual database counts, as well as through EZProxy reports). A baseline will be established by individual database prior to implementation since the libraries realize that differences exist between what is considered to be a "use."

Outcome #3: The cost of digital resources will be less per use that what the libraries are currently paying.
- A baseline "per use" cost will be established based on current (prior to the new site implementation) digital services usage and on the budget allocation of each library toward these services.
- At the end of the grant period, a new cost "per use" for the new selection of resources and budget allocation toward these resources will be calculated in order to measure the difference. While a reduction in cost is anticipated, this outcome should also be weighed against the results in Outcome #1.

MARKETING — Applicants describe how they will publicize the programs or services to their community, and how they will share best practices and lessons learned with the library community.

Score: 4.5/5

The Library Director will create an informational e-mail that will be sent to all faculty. Additionally, staff will notify the Distance Education Committee of the grant and eBook acquisitions.

The marketing efforts listed above will serve to notify faculty and staff of the expanded eBook collection. To notify students as well, the Library will change the Library lab screen savers to advertise the eBooks. The Marketing department will create flyers to advertise the new titles, which will be displayed on campus, including the Library, and will release a press release to the Galveston Daily News to notify the community of the grant award and new resources available.

Furthermore, the Library utilizes LibGuides, which provide information on Library resources and other topics. The new eBooks will be featured in the Library Collections and New Books LibGuide (http://libguides.com.edu/content.php).

The new eBooks will also be included in the Library's eBook LibGuide (http://libguides.com.edu/eBooks), which is one of the Library's most popular LibGuides. As LibGuide access has increased from 2009 from 32,072 to 713,948 in 2012, so has eBook usage as noted in Section 4. Including the new titles in LibGuides will continue to drive usage.

SUSTAINABILITY — Describe the resources that will be used to support the services developed during the grant year in the future. A written commitment of future support from governing bodies is desirable, but not required.

Score: 8.7/10

The AWE Literacy Stations Project is a capital project, and the equipment described above (the educational computers and the computer checkout kiosk) are expected to have a useful life of 5-10 years. The AWE educational computers will come with a 4-year warranty that covers repairs and upgrades. The computer checkout kiosk comes with a warranty of one year that covers comprehensive support. The Town has committed to support the project by providing the support of their Information Technology Department to assist with maintenance and repairs of these equipment (the Town's letter of commitment is included in this application). In addition, the Friends of the Library (the Friends), a non- profit community-based organization that is focused on supporting the Library and literacy efforts, will be leveraged for sustainability support if needed. To demonstrate their commitment to the proposed project, the Friends are providing $7,000 in matching cash funds (the Friends' letter of support is also included in this application).

BUDGET   *Score: 18/20*

<u>*Narrative*</u>

CUL has invested in the license of the CONTENTdm collections management software, digitization equipment, and digital collections staff. A $25,000 TexTreasures grant would allow XX to hire additional part-time digitizers/catalogers and provide our organization the ability to catalog, digitize, upload, and archive an estimated 908 items.

nCDS would use the TexTreasures grant funds to pay $13,626 for salary and $3,556 for benefits for one or more part-time digitizer/catalogers, for a total salary and benefits cost of $25,000.This figure comprises a budget of $15/hour for an estimated 908.4 hours, a required benefits rate of 26.1%, and a required Indirect Cost (IDC) rate of 45.5% ($7,818). Total cost per hour is $27.52.

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All the grant money will go towards purchasing supplies for the tournament. The largest amount will go towards buying twelve sets of the 20 selected book titles, which will be distributed to all four partnering branches and the four partnering high schools. Additional funds will be used to facilitate the actual competition games: small dry erase boards for each team and a large countdown clock to time each question's answer. There is also some money spent to keep the materials organized: plastic storage containers to house each set of books, and Ziploc bags to keep all the Book Party kits together. I spoke with our Materials Selection department to get an estimated budget for twenty Young Adult book titles; all other numbers are estimates based on prices from amazon.com.

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Budget Category Grant Funds
Salaries/Wages/Benefits 15367
Wages - assembly and creation of Rock Trunk Petting Zoos
4 hours/trunk x 14 trunks x 10 education students x $10/hour 5600
Wages - creation of curriculum:
4 Education students, 20 hours/student at $10/hour 800
Fringe benefits for student wages calculated at TLU standard of 3.0% 192
Faculty salaries: supervise students, liaison to elementary school teachers, develop in-service trainings, administer grant
Two faculty salaries calculated at the summer course level (40 contact hours ea. $3,000 ea.) 6000
One faculty salary calculated at 25% of a course development grant (estimated at an average of 5 hours per month for the life of the grant) 750
Fringe benefits for faculty calculated at standard of 30.0% 2025

Consultant Fees 0

Travel 270
Travel by students and faculty (Ex: to and from campuses, to do research at other facilities). Est. 500 miles x $0.54/mile 270

Supplies/ Materials 3455
(14) Keter New Masterloader Plastic Portable Rolling Organizers - $65/each 910
Rubbermaid 42-piece container sets - one set for every 2 trunks (7 sets) 140
Printing/labels/ materials for bin preparation - $25/bin x 14 bins 350
Printing & supplies for curriculum preparation, $20/bin x 14 bins 280
Professional printing of manuals and laminated guides to accompany trunks - 14 sets @ $100/set 1400
Materials for 2 in-service days with teachers and librarians. Est. 15 attending @ $25 each 375

Budget Category	Grant Funds	Other Funds	Description	Total Costs
Supplies/ Materials	$6345	0	Baby storytime training books ($295); MGOL-recommended supplies for baby storytime ($1160); 1,000 brochures to put in new-parent packets at hospital ($350); 1,000 Books Before Kindergarten recording books ($1,060), and sign-up books ($3,480)	6,345
Services	3,632		Travel and program for Mother Goose on the Loose seminar, conducted by Betsy Diamant-Cohen (quoted at $3,500). Rental of room at Adams Street Community Center (next door to the library) for MGOL training ($132).	5,632
		2,000	Billboard	
Indirect costs	998	0	10 percent of direct costs	998
Totals	**10,975**	**2,000**		**12,975**