

**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

**TSLAC Stipend Grants for
Small Libraries**
ARSL Scholarship and Grantsmanship Academy

Presented by
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Erica A. McCormick, Grants Administrator
Library Development & Networking Division
February 2019

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What we'll cover

- Overview
- ARSL Scholarship
- Grantsmanship Academy
- Award Criteria
- Frequently Asked Questions
- Submitting an Application
- Other resources

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Overview

- Federal funds – Institute of Museum and Library Services (IMLS)
- Stipends – Up to \$2,500 per traveler to cover travel expenses for specific events
- Eligibility
 - Accredited public libraries
 - Serving populations of 25,000 or less
 - Active SAM (System for Award Management) registration, sam.gov
 - Other requirements indicated by each program

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Applying for the ARSL Scholarship

<https://www.tsl.texas.gov/ldn/arslscholarship>

Contact:
Kylie Hunt, Library Management Consultant
khunt@tsl.texas.gov
512-936-4449

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What is the ARSL Scholarship?

- Support to attend the Association of Rural and Small Libraries (ARSL) 2019 Conference
 - Burlington, Vermont
 - September 4-7, 2019.
- Covers ARSL conference registration, travel within the United States, and lodging.
- Limited to first-time attendees of the ARSL conference.

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What does the ARSL Scholarship cover?

- The 10 libraries chosen to receive the 2019 ARSL Scholarship will receive a one-time, federally funded award of up to \$2,500 to cover expenses incurred for the following:
 - Travel, lodging, and meals and incidentals to attend the ARSL Conference
 - Registration for the ARSL 2019 Conference

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What am I expected to do?

- Before the ARSL conference, participants will:
 - Complete registration for the ARSL conference.
 - Complete travel and lodging booked at rates found at GSA.gov.
 - Notify TSLAC as soon as possible if a selected participant is unavailable to attend the training or becomes ineligible to attend (e.g., accepts a different position within the library or leaves employment at the library), and request approval for a different qualified participant to attend.
 - Request that your governing authority execute a contract with TSLAC to receive up to a \$2,500 stipend to attend the Association of Rural and Small Libraries (ARSL) conference.
- During the ARSL conference, participants will:
 - Attend conference sessions and networking opportunities.
 - Keep track of conference sessions and networking opportunities attended.
- After the ARSL conference, participants will:
 - Submit a 1-2 page conference report within 6 weeks following the conference providing a narrative of sessions attended and how they intend to apply what they learned at the conference

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Applying for the Grantsmanship Academy

Contact:
 Erica McCormick, Grants Administrator
grants@tsl.texas.gov
 512-463-5527

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What is the Grantsmanship Academy?

- A pilot project from the Texas State Library and Archives Commission (TSLAC) to educate and prepare local library staff to research, write, and manage grants to support local library programming.
- Limited to libraries with no state or federal competitive grants experience since 2015 OR with leadership change since 2015 and little to no grant experience
 - Part One: Training (in-person)
 - Part Two: Final Proposal Submission
 - Part Three: Program Implementation (2020 grant)

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What am I expected to do?

Part One (Funding – 2019 Stipend)

- Subrecipient library will send two participants to attend the in-person Library Grantsmanship Academy in Austin, Texas. At least one representative should be a full-time, paid staff member (director, assistant director, or manager). The other participant may be another library staff member or member of the library's local governing authority.

Part Two

- Demonstrate skills learned in training by preparing and submitting a TSLAC-eligible grant proposal outlining a library program to be implemented in the participating library's community in the 2020 grant period (September 2019-August 2020).

Part Three (Funding – 2020 Grant)

- Implement the proposed project after approval by TSLAC following guidance and requirements outlined by TSLAC in the trainings and contract.

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Grantsmanship Academy Stipend Award

- Up to 14 libraries selected in competitive process
- Two participants per library
- Up to \$2,500 per participant to cover travel expenses to training in Austin*
 - Lodging
 - Meals
 - Mileage
 - Airfare
 - Ground transportation — Mileage, car rental, taxi/shuttle/ride share service
- 2020 grant based on eligible proposal

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Criteria for Award

Section F. Application Review Information

- Needs Assessment
- Project Impact
- Budget
- Personnel
- Sustainability (Grantsmanship Academy ONLY)

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Needs Assessment

- Provide details about the community (audience) you serve.
- Include information about your population and demographics.
- Describe any unique needs your library is meeting or striving to meet for the community.
- Provide details on how participation in the will better equip you to meet those goals.
- Describe the current mission and strategic plan for your library.

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Project Impact

- Provide details about the impact this training will have on library programming and services locally, as well as regionally or statewide, if applicable.
- Include programs that the library wishes to improve or begin that could be impacted by participating.
- Describe how participation will enhance or improve your library's ability to make strategic decisions concerning library programming and management, including implementation and sustainability.
- Describe how participation will impact the library's community.
- Describe how participation at the conference could impact succession planning at the library.

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Budget

- Narrative and budget must reconcile
- Rates cannot exceed GSA.gov rates for location.
- Include estimated costs of travel. Include anticipated air and vehicle travel, verifying any needed car travel by Google maps. If using your personal vehicle, please use the rate of \$0.58/mile. To determine if a personal vehicle or rental vehicle should be used, use the worksheet found at <https://fmx.cpa.texas.gov/fmx/travel/mileage>.
- Include anticipated meals and incidentals costs.
- Include your anticipated lodging costs; must not exceed 5 nights.

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Personnel

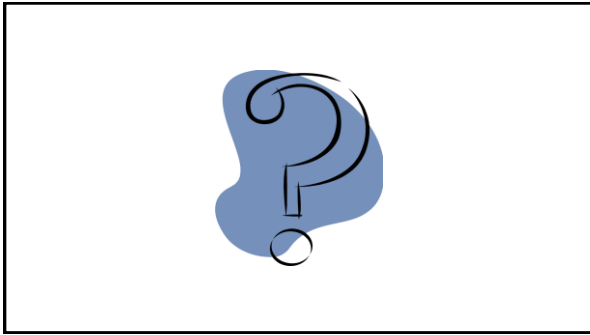
- Describe who will attend.
- Include their current role in the library.
- ARSL – include whether they have previously attended the conference
- Grantsmanship – include any grant experience

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Sustainability (Grantsmanship)

- Provide details about the support you have to participate in this project and to sustain the project's long-term goals.
 - your organization for your participation in the program
 - outside support from local partners and community members.
- Include information about additional partnerships and/or funding sources that could be utilized for continued support in the future.
- Describe the support from your governing authority to implement strategies and skills learned in the Library Grantsmanship Academy after the conclusion of the training.

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When will I receive my stipend?

Stipends will begin to be released after the announcement of awards.

- ARSL Scholarship — March
- Grantsmanship Academy — April

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Will I receive assistance in registering or booking travel?

No. Registrants will be expected to make their own travel arrangements (including registering for the ARSL conference) using their own funds. A stipend will be granted to cover funds up to \$2,500 per traveler, depending on budget provided in the application.*

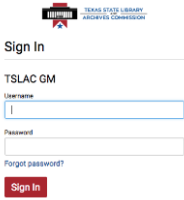
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SUBMITTING AN APPLICATION

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How to apply in GMS?

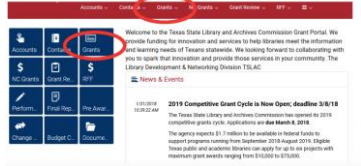
First, login to GMS:
<https://grants.tsl.texas.gov/>
 If you do not have a login,



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How to apply in GMS?

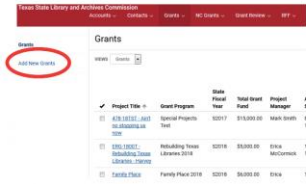
Then, select Grants, either from the blue tile on the left or from the drop-down menu on in the red bar.



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How to apply in GMS?

Then, select "Add New Grants" from the left-hand side.



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How to apply in GMS?

Fill out the following information. The project title can be anything you want; we are not scoring you on the title.

General

Applicant Organization
Texas State Library & Archives Commission

Project Title *
ARSL example

Grant Program *
ARSL Scholarship

Project Manager *
Kylie Hunt

Scroll down to click Save:

Save

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How to apply in GMS

This information is automatically populated after you clicked Save on the previous page.

You don't need to do anything here or change anything.

Keep scrolling!

Applicant Organization
Texas State Library & Archives Commission

Project Title *
ARSL example

Grant Program *
ARSL Scholarship

Project Manager *
Kylie Hunt

Financial Contact/Proxy
[Redacted]

Application Number
1785

Legal State
State of Texas

Employer Identification Number
[Redacted]

SCRS Number
09088747

SAW Expiration Date
6/7/2019

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How to apply in GMS

Narrative

Program Partners
N/A

Program Abstract
ARSL Scholarship

Enter in the following for
Program Partners: N/A

Enter in the following for
Program Abstract:
ARSL Scholarship
OR
Grantsmanship Academy

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How to apply in GMS

- The most important parts of your application are the narrative and budget! Please review the questions and scoring rubric in Section F of the Notice of Funding Opportunity before you begin answering these.

Criterion 01

Needs Assessment: Describe the current population and demographics of the community that your library primarily serves. Include the population number your community serves.

Criterion 01 Points

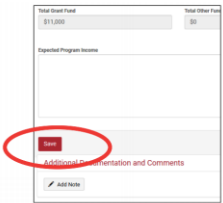
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Answer

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How to apply in GMS

You **MUST** hit save to capture the work you put into your application. The **Save** button is located at the very bottom of the application page.

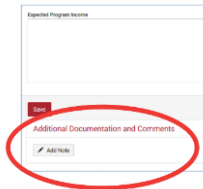


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How to apply in GMS

To create a complete application, you will need to attach a variety of documents.

You will use the "Add Note" function to do so.



Uploading document FAQ:

- Document max size: 5 MB
- Can add as many documents as needed
- Can add documents at any time, including after submission

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How to apply in GMS

- You must attach the following:
 - Application certification form signed by a governing authority.
 - Letter(s) of support of participation by a governing authority.
 - Google maps verification of mileage for any needed travel by personal vehicle.

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What do I put for budget?

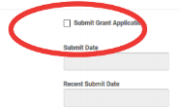
- You will only be inputting information for Travel.

 A screenshot of a budget form. At the top, there are three input fields: "Travel" with a value of "\$ 0.00", "Travel Other Funds" with a value of "\$ 0.00", and "Total Travel" with a value of "\$ 0.00". Below these fields is a large text area labeled "Travel Description".

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How to apply in GMS

Hit **Submit** (at the very top of the page) only when you are completely done with your application and are ready for TSLAC to score it.



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Other resources

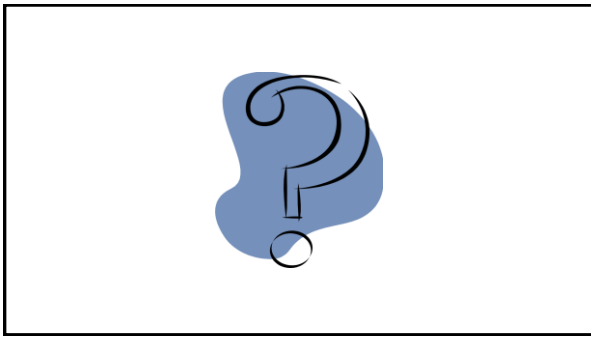
- Handouts
 - TSLAC Grantwriting Tips and Examples
 - Webinar slides
- Webinars
 - (www.tsl.texas.gov/ld/workshops/webinars/archived.html)
 - FY 2020 TSLAC Grant Opportunities (1/16/19)
 - Applying for TSLAC Grants: What You Need To Know for FY 2020 (1/23/19)

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Questions?

- Kyla Hunt, Library Management Consultant, Program Coordinator
512-936-4449, 800-252-9386 (toll free)
khunt@tsl.texas.gov
- Erica McCormick, Grants Administrator
512-463-5527, 800-252-9386 (toll free)
grants@tsl.texas.gov

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