TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Applying for TSLAC Grants:
What You Need to Know for FY 2020

Presented by
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Library Development & Networking Division
January 2019

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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
❑ Guides TSLAC activities
❑ Texas needs
  ❑ Digital Inclusion
  ❑ Literacy and Educational Attainment
  ❑ Workforce and Economic Development

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Funding overview

❑SFY 2020 — $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
- ❑ TexTreasures
- ❑ Regional ILS Cooperative

- ❑ Special Projects – INVITATION ONLY
- ❑ Library Cooperation – INVITATION ONLY

- ❑ Library Grantsmanship Academy

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Grant programs - Webinar

"FY 2020 TSLAC Grant Opportunities"
(1/16/19)
www.tsl.texas.gov/ld/workshops/webinars/archived.html

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FY 2020 Timeline

- • **January 2019**   Guidelines released
- • **February 13, 2019**   Draft proposals due
- • **March 8, 2019**   Applications due
- • **March-May 2019**   Applications reviewed
- • **June 2019**   Recommendations released
- • **August 2019**   Commission approves grants
- • **August 2019**   Contracts issued
- • **September 1, 2019**   Projects begin
- • **August 31, 2020**   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
- ❑ 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)
- ❑ Local Chambers of Commerce
- ❑ Texas Comptroller of Public Accounts
  - ❑www.window.texas.gov
  - ❑www.texasahead.org

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Info Resources — National

- ❑ IMLS (www.imls.gov/research/evaluation_resources.aspx)
- ❑ ALA Office for Research & Statistics (www.ala.org/offices/ors)
- ❑ National Center for Education Statistics (nces.ed.gov/surveys/libraries/academic.asp)
- ❑ U.S. Census Bureau (www.census.gov)
- ❑ U.S. Bureau of Labor Statistics (www.bls.gov)

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THE APPLICATION

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Application Components

1. Application certification form (GMS)
2. Program narrative and budget (GMS)
3. Children's Internet Projection Act (CIPA) acknowledgment
4. Letters of cooperation (if applicable)
5. Letters of support (optional)

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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 and summary of project
- Concise (1,000 characters)
- Used for reports, website, etc.
- Includes: who, what, where, when, why, for whom

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

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Abstract

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

LMN Library plans to create a tech center in a former conference room at Branch Library A in ABCDEtown to provide teens with a safe recreational option on weekends and after school.

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Abstract

LMN Library requests $54,975 to reconceptualize STEAM and maker literacy activities for elementary school children with learning disabilities.

LMN Library will purchase STEAM and maker technology for ABC Elementary School in Arlington, TX, and The Bookish Institute in Grapevine, TX.

Project interns will perform initial testing and curriculum pairing, install tech in partner schools, and provide technical support and training. Kinesiology staff will study students' motor proficiency as they interact with the technology. LMN Library will disseminate findings and best practices for implementing universally accessible makerspaces and STEAM labs, and establish a loanable K-12 tech program for local education students and alumni.

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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
- TSLAC Library Science Collection
  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)
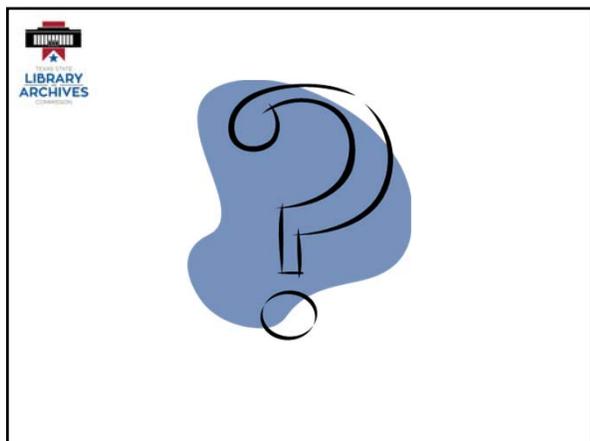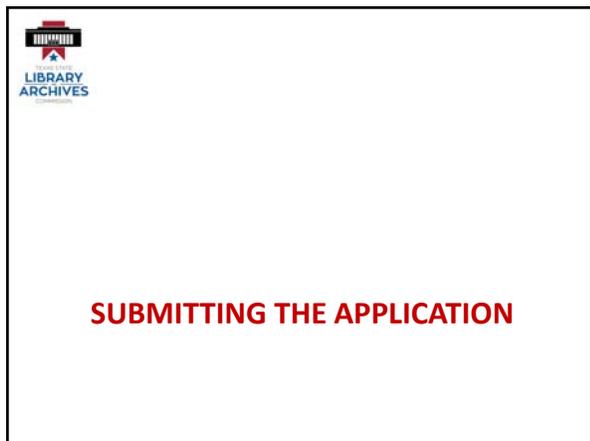
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Budget Tips

- ❑ 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.
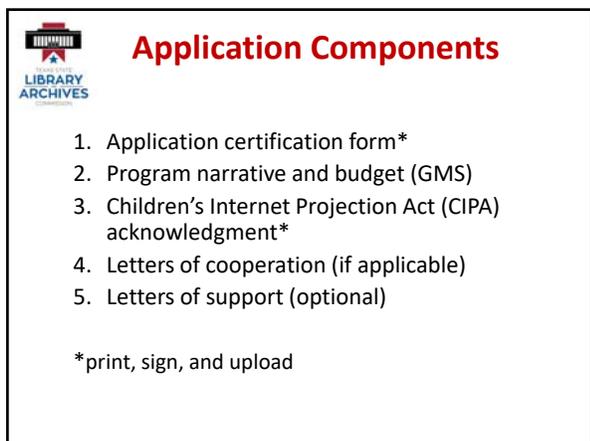- ❑ Make sure budget table and budget narrative reconcile.

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TEXAS STATE
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SUBMITTING THE APPLICATION

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TEXAS STATE
LIBRARY
ARCHIVES
COMMISSION

Application Components

1. Application certification form*
2. Program narrative and budget (GMS)
3. Children's Internet Projection Act (CIPA) acknowledgment*
4. Letters of cooperation (if applicable)
5. Letters of support (optional)

*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
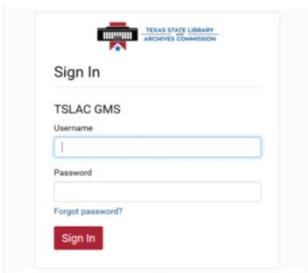❑ Each user will set own login and password

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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)
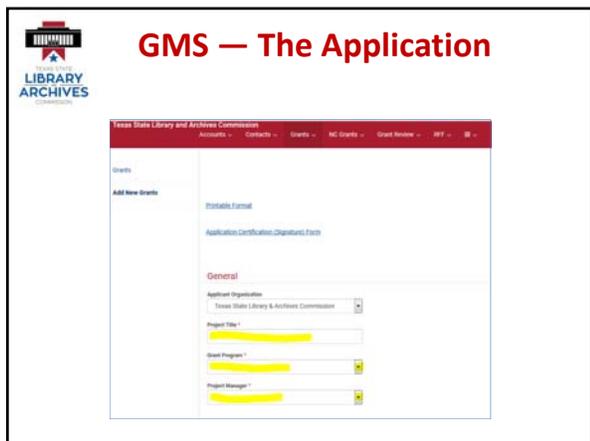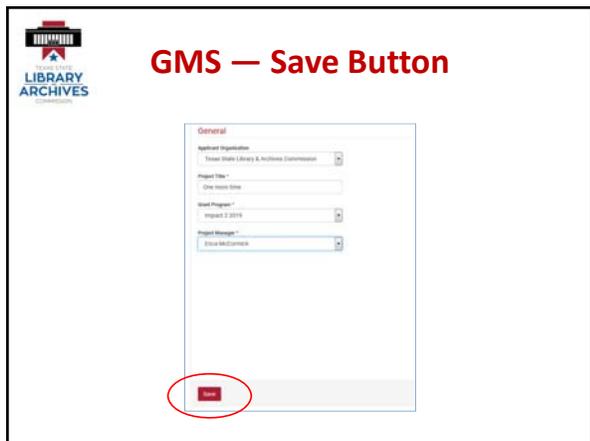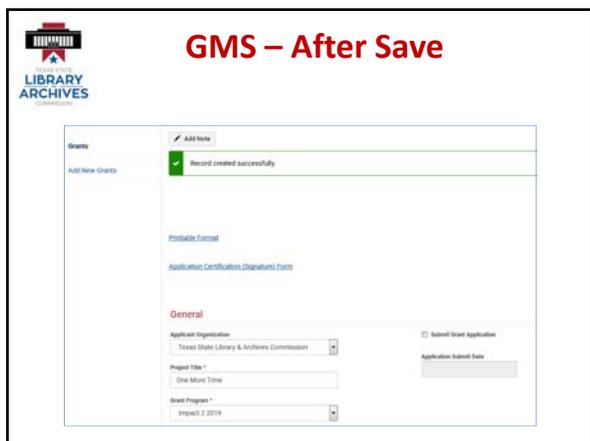 ❑ Read Only (ALL)

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GMS

TEXAS STATE LIBRARY
ARCHIVES COMMISSION

Sign In

TSLAC GMS

Username

Password

Forgot password?

Sign In

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

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GMS

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GMS — Tiles

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

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GMS — The Application

1. Select "Add New Grants."

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GMS — The Application

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GMS — Save Button

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GMS – After Save

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Application Certification Form

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GMS – After Save

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GMS – Narrative

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GMS – Budget

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GMS – Submitting

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

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GMS – Adding documents

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GMS – Adding documents

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GMS – Adding documents

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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
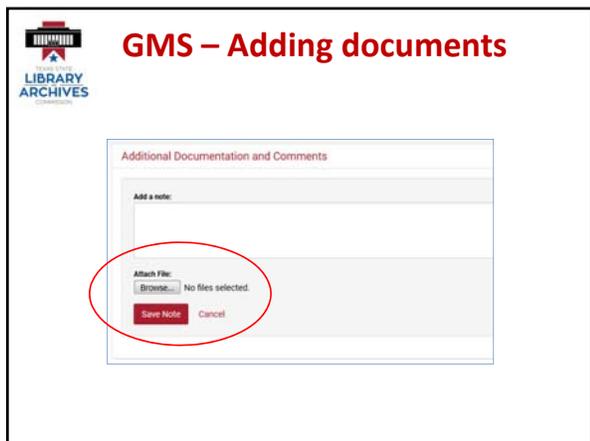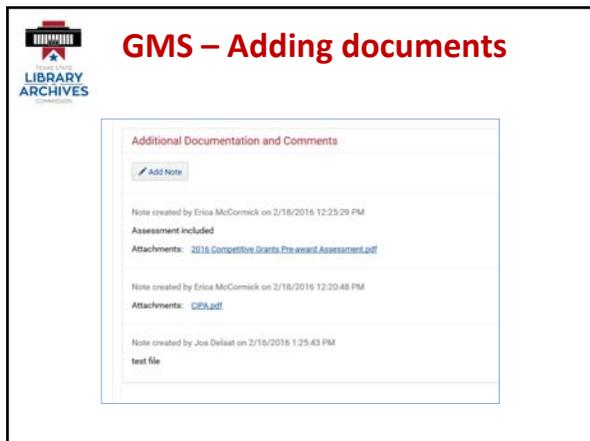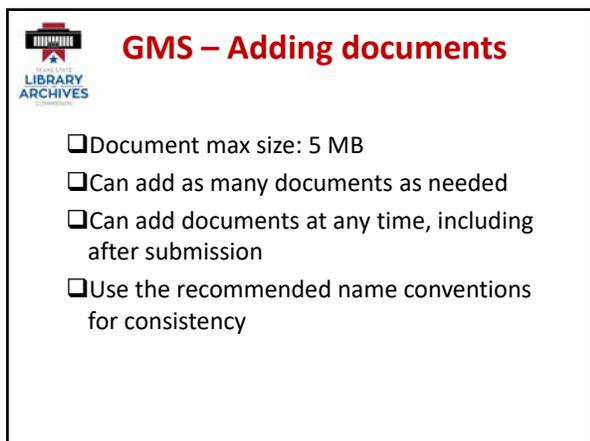
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GMS input process

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. 2020_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., Friday, March 8, 2019
❏Directors
❏Assigned roles (SUBMIT button)

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FAQ #1

Q: I don't plan on applying for a 2020 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 to 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

- ❑ 3 panels; 5-12 peer members each
    - ❑ Texas Reads
    - ❑ Texas Collections Working Group (TexTreasures)
    - ❑ LSTA (ILS/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	Bulverde/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 1st notice: 21 days
  ❑ After TSLAC response: 15 days
❑ May request audience with Commission

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Awards

- ❑ Commission meets to approve recommendations (August 2019)
- ❑ 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

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