



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Notice of Funding Opportunity State Fiscal Year (SFY) 2019



Library Grantsmanship Academy Program Guidelines

Application Due Date:
Friday, February 22, 2019

Library Development & Networking Division
January 2019

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**Comments regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to:
Director and Librarian**

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A. Program Description

The new Library Grantsmanship Academy is 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.

This project-based training program will use in-person training to enable library staff more time, guidance, and individualized attention to support the grant writing and grant management processes.

Each selected library will build on what they've learned through the training by writing and submitting an eligible grant proposal to TSLAC requesting up to \$25,000 to implement the proposed program. Upon approval of the proposal, participating libraries will be awarded a grant in the approved amount for the 2020 state fiscal year (SFY) (September 2019-August 2020).

Goals and Purposes

The purpose of the Library Grantsmanship Academy is to provide an in-depth learning opportunity for small and rural library staff to acquire, develop, and use the skills and tools needed to research, write and manage grants for library programming.

Part One: Training (in-person)

Part One provides subrecipients an opportunity to learn about grantsmanship, including grant research, writing, and management, and write a draft grant proposal to implement a local library program under the guidance of grant experts. During Part One, subrecipients will:

- Learn strategies, processes, and tools for researching, writing, and managing grants through an in-person training program.
- Develop an eligible draft grant proposal for library programming that is in line with the library's mission and vision and addresses a need in the local community.

Part Two: Final Proposal Submission

Part Two allows participants time to continue to develop their final proposals with the support of the contracted trainer through individualized phone calls or web chats. The trainer will review the proposal before submission. Participants will:

- Prepare the draft proposal for final submission to TSLAC for funding.
- Submit the final proposal to TSLAC using the TSLAC grant management system (<https://grants.tsl.texas.gov>) for approval and implementation of the proposed project in SFY 2020.

Part Three: Program Implementation

Upon approval of the proposal submitted at the conclusion of Part 2, each participating library will be awarded a one-time grant to implement the proposed project in their local community in SFY 2020. Participants will adhere to the reporting structure and requirements as outlined by TSLAC in the grant contract.

B. Award Information

Funding is provided by the federal Institute of Museum and Library Services (IMLS) as a subaward of IMLS' Grants to States Program under the Library Services and Technology Act.

The libraries chosen to participate in the Library Grantsmanship Academy program will receive:

Part One: Training (Will take place sometime between April 29-June 7, 2019; Specific dates to be determined, but not to exceed 4.5 days.)

- A stipend to cover the costs of travel for two staff members OR one staff member and a member of their local governing authority to attend in-person training in Austin, Texas (not to exceed \$2,500 per attendee)

Federal Award Identification Number (FAIN): LS-00-18-0044-18

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310 Grants to States

- Length of Funding: Funding will be for expenses incurred in SFY 2019 to attend the training.

Part Two: Final Proposal Submission

- Proposal review and consultative help from the trainer.

Part Three: Program Implementation (SFY 2020 — September 1, 2019-August 31, 2020)

- A one-time, federally funded sub-award up to \$25,000 to implement the proposed project in SFY 2020 upon approval. Funds will be disbursed on a reimbursement basis.

Federal Award Identification Number (FAIN): LS-00-19-0044-19

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310 Grants to States

- Length of Funding: Funding will be for one state fiscal year (September 1, 2019-August 31, 2020).

C. Eligibility Information

Through their governing authority, accredited public libraries are eligible to participate in the program. Public library applicants must be accredited by the Texas State Library and Archives Commission for the fiscal year in which the training is held and when the grant is implemented. In addition, libraries must:

- Serve a community with a population of 25,000 or less; and
- Have not received a competitive grant from TSLAC or any other federal or state source since 2015;

OR

Have had a change in leadership since 2015 and have little to no grant experience.

Libraries receiving non-competitive grants for interlibrary loan, broadband, or e-rate funding are eligible for this award.

There is no requirement for cost sharing, matching funds, or cost participation with this grant program.

Please contact Erica McCormick with any questions regarding eligibility at 1-800 252-9386 or grants@tsl.texas.gov.

Eligible Expenses

Part One – Training

This grant program will award a stipend to cover transportation costs for up to two library staff participating in the grantsmanship academy during the academy. Transportation costs may include lodging, meals, mileage, airfare, car rental, and taxi or shuttle expenses.

This program will NOT fund the following costs:

- a. Transportation/travel for non-grant funded personnel
- b. Purchase of alcohol
- c. Tips
- d. Tax on shared meals if you are traveling with a companion
- e. Meal at your home airport

Part Two – Final Proposal Submission

No program expenses will be funded during this portion of the program.

Part Three – Program Implementation

The subsequent grant to support the resulting project in SFY 2020 may fund costs for staff, equipment**, capital expenditures, supplies, professional services, and other typical operating expenses, as permitted by 13 TAC §2.116 (Uniform Grants Management Standards). The grant may also cover indirect costs as permitted in 2 CFR 200.

The purpose of this grant is *not* for collection development or other activities primarily focused on the acquisition of library materials or resources, or digitization projects, except as noted in the grant guidelines.

**** Equipment costing \$5,000 or more per unit will require approval from IMLS before purchase.**

Ineligible Expenses

This program will NOT fund the following expenses:

- a. Building construction, renovation, or repair, including fixtures and services
- b. Food, beverages, or food delivery equipment or services (except as related to participant travel to training)
- c. Awards, honoraria, prizes, or gifts
- d. Equipment or technology not specifically needed to carry out the goals of the grant
- e. Transportation/travel for local library program participants or non-grant funded personnel
- f. Databases currently offered, or similar to those offered, by the agency (i.e., a magazine index database may not be purchased if a comparable one is provided by the agency)
- g. Collection development purchases not targeted directly to the grant goals nor integral to the service program
- h. Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
- i. Performers or presenters whose purpose is to entertain rather than to educate
- j. Other expenses as excluded in the guidelines

D. Grant Recipient Expectations

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.

Before the In-person Training, participants will:

- Participate in an orientation webinar to go over program logistics and expectations.
- 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 \$2,500 per participating staff member in a stipend to implement an approved project informed by library management strategies and best practices as outlined in the Library Grantsmanship Academy training.

After In-person Training, participants will:

- 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).
- Implement the proposed project after approval by TSLAC following guidance and requirements outlined by TSLAC in the trainings and contract.
- Submit program feedback to TSLAC at a time deemed appropriate by TSLAC, but no later than September 30, 2020.

E. Application and Submission Information

TSLAC strongly encourages potential applicants to attend or review the archives of two webinars to learn more about the competitive grant programs and process (<https://www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2019.html>):

- Wednesday, January 16, 2019; 10:30-11:30 a.m. CST — [2020 Funding Opportunities - TSLAC Competitive Grants](#)
- Wednesday, January 23, 2019; 1:30-3 p.m. CST — [Applying for TSLAC Competitive Grants: What You Need to Know for FY 2020](#)
- Monday, February 4, 2019; 2-3 p.m. CST — [TSLAC Stipend Grants for Small Libraries](#)

Application Assistance and Project Review

Texas State Library and Archives Commission consultants are available to help throughout application development. For more information, contact Erica McCormick, Grants Administrator, at 1-800-252-9386 or 1-512-463-5527, or by email at grants@tsl.texas.gov.

Grant Management System (GMS) Access

TSLAC uses a grant management system or GMS that enables applicants to apply for grants electronically through a web portal at <https://grants.tsl.texas.gov>. Applications and required documents must be submitted in GMS by the due date in order to be eligible for consideration.

To submit your application online, you must have an active GMS account. To create or activate an account, please have your director send an e-mail requesting access with your name and contact information to grants@tsl.texas.gov. The e-mail should reference "GMS Access" in the subject line. TSLAC staff will review the request and grant appropriate access.

If needed because of difficulty using the Internet or for other accessibility reasons, potential applicants may request paper copies of materials from Erica McCormick, Grants Administrator, at 1-800 252-9386 or 512-463-5527, via e-mail at grants@tsl.texas.gov.

Application Components

The grant application consists of the following components to be submitted in **Grants Management System (GMS)** (unless noted):

1. Proposal narrative and budget.
2. Application certification form signed by a governing authority. (Print out from GMS, get signature, and upload in GMS.)
3. Letter(s) of support of participation by your governing authority.

Other requirements

Before submitting an application, the applicant organization must have a current and active D-U-N-S® Number and SAM.gov (System for Award Management) registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® and SAM registrations are not active and current at the time of submission, your proposal will be rejected; if they are not active and current at the time of an award, your proposal cannot be funded.

Information on how to obtain a DUNS number may be found on D&B's website (fedgov.dnb.com/webform) or by calling D&B, toll-free, at 866-705-5711. Information regarding SAM registration may be found at www.sam.gov. Obtaining a DUNS number and registering in SAM.gov is free.

Who can submit the online application?

Any individual authorized to use GMS and having the correct security role will be able to submit the application in GMS. Applicants will still be required to submit the signed application certification form in GMS. The application certification must be signed by an individual authorized to enter into contracts with the State of Texas (e.g., county judge, city manager, etc.).

Deadline and Submission

Completed applications and ***all*** required documents must be submitted in GMS **by 11:59 p.m. Central Time, Friday, February 22, 2019.**

Late submissions may be considered for review on a case-by-case basis following the TSLAC protest procedures as outlined in Section F (13 TAC §2.55) and decision by the Director and Librarian.

Program Timeline

February 1, 2019	Guidelines released
February 22, 2019	Applications and required forms due in GMS
March 2019	Application packets evaluated by TSLAC Review Panel
April 2019	Applicants notified of Review Panel recommendations
May-June 2019	Grantsmanship Academy (Austin, TX); specific dates TBD
June 28, 2019	Project grant proposals due in GMS (dependent upon Academy schedule)
September 1, 2019	Proposed projects begin
August 31, 2020	Projects end

F. Application Review Information

Criteria for Award

Acceptance into the training program is competitive. The Review Panel will score applications on the criteria listed below (13 TAC §2.912). The maximum number of points for each category is shown.

The detailed scoring rubric that will be used by the Library Grantsmanship Academy Review Panel is provided on the following pages.

1. Needs Assessment (40 points)

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 Library Grantsmanship Academy will better equip you to meet those goals.
- Describe the current mission and strategic plan for your library.

2. Project Impact (40 points)

Provide details about the impact this training will have on library programming and services locally, as well as regionally or statewide, if applicable. Describe your library's current approach to funding and managing library programming.

- Include how strategic decisions are made concerning the library's programming.
- Describe how the library obtains funding for programming, including partnerships that add to the library's annual budget.
- Describe how participation in this project will enhance or improve your library's ability to plan, implement, and sustain library programming.

3. Sustainability (20 points)

Provide details about the support you have to participate in this project and to sustain the project's long-term goals.

- Describe the support you will have from your organization for your participation in the Library Grantsmanship Academy program as well as 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 you will have from your governing authority to implement strategies and skills learned in the Library Grantsmanship Academy after the conclusion of the training.

4. Personnel (0 points)

Describe who will attend the Library Grantsmanship Academy.

- Include their current role in the library and qualifications to perform any duties related to a proposed project.
- Include any grant experience.

5. Budget (0 points)

- 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. Per diem rates cannot exceed \$61/day per GSA.gov.
- Include your anticipated lodging costs. Per diem rates cannot exceed \$145/night per GSA.gov and must not exceed 5 nights.

Scoring Rubric

Project Scoring Total in Eleven Areas: 100 points

Relevance and appropriateness of the project design and activities to the goals and purpose of the grantsmanship training program will be considered in the scoring of all criteria. Members of the Review Panel may score each criterion as follows:

- 0-1 points:** Project does not meet the goals and purposes of the Library Grantsmanship Academy program
- 2-3 points:** Project partially meets the goals and purposes of the Library Grantsmanship Academy program.
- 4-5 points:** Project is a clear fit for the goals and purposes of the Library Grantsmanship Academy program

1. Needs Assessment (Points: Raw score = 5 max, weight = 8; Final score = 40 max)

The purpose of the Library Grantsmanship Academy is to provide an in-depth learning opportunity for small and rural library staff to acquire, develop, and use the skills and tools needed to research, write and manage grants for library programming.

Applicant describes audience demographics, population, and unique need. Applicants describe how the program training and funding provided will allow them to better serve community needs. Applicant demonstrates ways in which the Library Grantsmanship Academy aligns with the mission and strategic plan of their library.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Audience for the program is not clearly defined. • Applicant provides no information on community need. • Applicant demonstrates ways in which the Library Grantsmanship Academy aligns with the mission and strategic plan of the library. 	<ul style="list-style-type: none"> • Audience for the program is defined but demand is not clearly demonstrated. • Applicant provides partial/some information on community need with no specific examples. • Applicant provides partial/some information on program alignment with library mission and/or strategic plan. 	<ul style="list-style-type: none"> • Audience is defined with specific examples and statistics indicating need. • Applicant provides detailed information and/or examples about ways in which the program will help meet community need. • Applicant provides clear and convincing evidence of program alignment with library mission and/or strategic plan.

2. Project Impact (Points: Raw score = 5 max, weight = 8; Final score = 40 max)

Applicants provide details about the impact this training will have on library programming and services locally, as well as regionally or statewide, if applicable. Applicants describe their current approach to managing library programming. Applicants describe how the library obtains funding for programming, including any partnerships that add to the library’s annual budget. Applicant describes how the Library Grantsmanship Academy will enhance or improve their library’s ability to plan, implement, and sustain library programming.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Current approach to managing library programming is not clearly described. • No description of how library obtains funding for programming. • No description of how program would improve the library’s ability to make strategic decisions regarding programming 	<ul style="list-style-type: none"> • Current approach to managing library programming is partially described but without specific examples. • Partial or incomplete description how library obtains funding for programming is partially described. • Partial or incomplete description of how program would improve the library’s ability to make strategic decisions regarding the library’s programming 	<ul style="list-style-type: none"> • Current approach to managing library programming is thoroughly described using specific examples. • Thorough description of how library obtains funding for programming, including partnerships. • Makes a thorough case for how grantsmanship program would help improve the library’s ability to make strategic decisions regarding the library’s programming.

3. Sustainability (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Applicant describes level of organizational support for participation in the Library Grantsmanship Academy program. Applicant provides information about additional partnerships or funding sources that could be utilized for continued support at the end of the grant period (after August 2020). Applicant describes level of organizational support to implement strategies learned from the Library Grantsmanship Academy.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • No information about organizational support for program participation. • Vague or no description of potential funding sources to assist library after grant period has ended. • No description of organizational support to implement learned program strategies. 	<ul style="list-style-type: none"> • Partial or incomplete information about organizational support for program participation. • Potential funding sources to assist after the grant has conclude are addressed but without specific examples. • Partial or incomplete information about organizational support to implement learned program strategies. 	<ul style="list-style-type: none"> • In depth explanation of the level of organizational support available for library’s participation in the program. • Potential funding sources are addressed with specific examples. • Thorough description of how organizational support for implementing learned program strategies.

Funding Decisions (13 TAC §2.114)

- (a) The agency staff will submit a recommended priority-ranked list of applicants for possible funding. Final approval of a grant award is solely at the determination of the Texas State Library and Archives Commission.
- (b) Applications for grant funding will be evaluated only upon the information provided in the written application.
- (c) The agency staff may negotiate with selected applicants to determine the terms of the award. To receive an award, the applicant must accept any additional or special terms and conditions listed in the grant contract and any changes in the grant application.
- (d) The agency staff will notify unsuccessful applicants in writing.

Awarding of Grants (13 TAC §2.115)

The commission has the right to reject applications or cancel or modify a grant solicitation at any point before a contract is signed. The award of any grant is subject to the availability of funds.

TSLAC Staff Responsibility (13 TAC §2.117)

The Texas State Library and Archives Commission (TSLAC) staff will review each application packet for the following:

- Legal eligibility of the institution to participate in this grant program and appropriate authorizing signature
- Conformance to the federal and state regulations pertaining to grants
- Submission of all required forms
- Compliance with submission procedures and deadlines

Applications with significant errors, omissions, or eligibility issues will not be rated. Applications in which the project design and activities are not relevant and appropriate to the purpose of the grant program will be ineligible.

Decision Making Process (13 TAC §2.118)

To be considered eligible for funding by the commission, any application must receive a minimum adjusted mean score of more than 60 percent of the maximum points available. To reduce the impact of scores that are exceedingly high or low, or otherwise outside the range of scores from other reviewers, agency staff will tabulate the panel's work using calculations such as an adjusted mean score.

- (1) Applications will be ranked in priority order by score for consideration by the commission.
- (2) If insufficient funds remain to fully fund the next application, the staff will negotiate a reduced grant with the next ranked applicant. *(Not applicable to this grant opportunity)*
- (3) If the panel recommends funding an application that, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The applicant will be informed of this situation prior to presentation to the commission and may negotiate a revision to the application. A positive recommendation to the commission will be contingent upon successfully completing these negotiations prior to the commission meeting.
- (4) If the panel is unable to produce a set of recommendations for funding, the agency staff will use the same evaluation procedures to develop recommendations to the commission.

G. Award Administration Information

Notice of Award

Applicants will be notified of funding decisions via e-mail. The notification will include an award letter and protest procedures, which are also included in this notice. Once the awards have been announced, successful applicants will receive instructions on how to proceed.

Protest Procedure — Texas State Library and Archives Commission, 13 TAC §2.55

- (a) An aggrieved person who is not satisfied with a decision, procedure, or service received from the staff of the Texas State Library and Archives Commission or who is an actual or prospective bidder, grantee, or contractor aggrieved in connection with a solicitation, evaluation, or award may file a protest with the Director and Librarian in accordance with this rule.
- (b) A protest must be submitted to the Director and Librarian within 21 days after the person knows or should have known of the matter which is protested. The Director and Librarian has the discretion to allow a protest filed after 21 days if the protestant shows good cause for the late filing or if the protest raises an issue significant to the general policies and procedures of the commission.
- (c) The protestant shall mail or deliver a copy of the protest to all interested persons. The Director and Librarian will furnish a list of interested persons to a protestant. For protests of a competitive selection (bid, contract, or grant), interested persons shall include all persons who have submitted a bid, proposal, or application.
- (d) A protest must be in writing and identified as a protest under this section, and contain the following:
 - (1) A description of the protestant's interest in the matter
 - (2) The issue(s) to be resolved and remedy(s) requested
 - (3) The protestant's argument supporting the protest, including a statement of relevant facts and applicable law, specifying the statutes, rules, or other legal authority alleged to have been violated
 - (4) The protestant's affirmation that facts set forth in the protest are true
 - (5) A certification that a copy of the protest has been mailed or delivered to all interested persons
- (e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.
- (f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.
- (g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:
 - (1) The appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;
 - (2) A copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;
 - (3) The appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.
- (h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.

- (i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.
- (j) An interested party may file a response to an appeal of the determination of the Director and Librarian no later than seven days after the appeal is mailed or delivered.
- (k) Copies of the appeal and responses of interested parties, if any, shall be mailed to the commission by the Director and Librarian.
- (l) The chair of the commission has the discretion to decide whether or not a request for oral presentations will be granted and will set the order and amount of time for oral presentations that are allowed. The chair also has the discretion to decide whether presentations and written documents presented by Commission staff and interested parties will be allowed.
- (m) The commission will determine properly filed appeals and make its decision in open meeting. The commission shall vote to uphold or reverse the decision of the Director and Librarian. Failing a majority vote of a quorum of the commission, the Director and Librarian's decision is upheld. The commission's decision is final and not subject to judicial review under the statutes governing the commission.
- (n) A decision issued either by the commission in open meeting or in writing by the Director and Librarian shall be the final administrative action of the commission.
- (o) Documentation concerning a protest of a competitive selection is part of the commission's records series for that selection and is retained in accordance with the commission's approved records retention schedule.

Policy Requirements

TSLAC competitive grant recipients are subject to the State of Texas Uniform Grant Management Standards (UGMS) (<https://www.comptroller.texas.gov/purchasing/docs/ugms.pdf>) and federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Supercircular) (<https://federalregister.gov/a/2013-30465>).

Reporting

Grantees must submit financial and performance reports at scheduled intervals throughout the reporting period as will be outlined in the grant contract. Reports will be submitted electronically through TSLAC's Grant Management System (GMS).

H. Other Information

Contacts

TSLAC staff members are available during regular business hours (8 a.m.-5 p.m., Central) to assist with competitive grants.

Erica McCormick, Grants Administrator
Phone: 512-463-5527, 800-252-9386 (toll free)
Fax: 512-936-2306
E-mail: grants@tsl.texas.gov