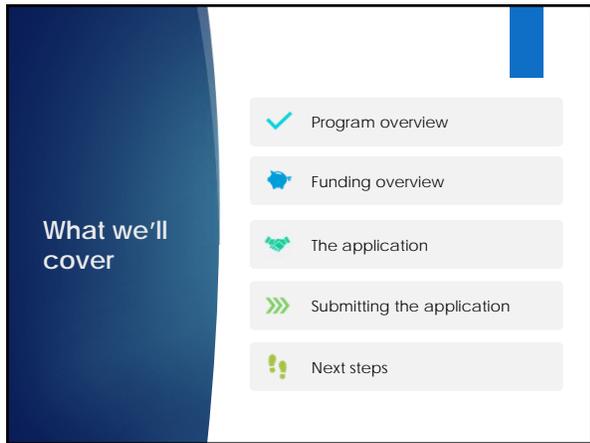




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Goals and Purposes

To fund the expansion of municipal libraries or library services serving communities in or near (within 4 miles of) the south Texas communities of:

- ▶ Edcouch
- ▶ La Feria
- ▶ Peñitas
- ▶ La Joya
- ▶ Harlingen
- ▶ Sullivan City

**Not for library programming. Preference for cooperative projects and projects serving areas currently not served by a library.*

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Activities

- ▶ **Facility Planning**
Activities leading to the construction of a library facility
- ▶ **Library Service Expansion**
Activities to expand facilities to new locations not requiring construction or renovation or provide services to underserved areas

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Facility Planning

Activities leading to the construction of a library facility

- ▶ Architect fees
- ▶ Consultant fees
- ▶ Community surveys or needs assessment
- ▶ Other costs associated with producing a library facility plan

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Library Service Expansion

Activities to expand facilities or services to new locations not requiring construction or renovation or provide services to underserved areas

- ▶ Mobile units
- ▶ New locations
- ▶ Cooperative services with existing library facilities

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Eligible Applicants

- ▶ Incorporated jurisdictions
- ▶ Accredited public libraries and local public library systems
- ▶ One application (either as lead or partner)

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Eligible Expenses

- ▶ Architect fees
- ▶ Consultant fees
- ▶ Community surveys or needs assessments
- ▶ Library equipment*
- ▶ Opening day collection*
- ▶ Furniture and shelving*
- ▶ Signage*
- ▶ Mobile library facility or unit
- ▶ Other costs associated with producing a library facility plan

*(new facilities/locations only)

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Ineligible Expenses

- ▶ Building construction, renovation, or repair, including fixtures and services
- ▶ Land acquisition, surveying, grading or other site preparation, landscaping
- ▶ Facility rental
- ▶ Administrative costs related to construction/renovation incurred by city
- ▶ Indirect costs
- ▶ Library staffing
- ▶ General contractor
- ▶ Other TSLAC ineligible items

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Funding Overview

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Funding source



State funds
General Revenue Funds, per Rider 12, Library Services for Border Cities, Texas State Library and Archives Commission, House Bill 1, General Appropriations Act, 86th Legislature



Funding period
March 1, 2020-August 31, 2021

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Funding overview

SFY 2020 — \$1.7 million

Maximum Award: \$400,000

No match or cost-sharing required

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Funding overview

Collaborative initiatives

- Multiple libraries and/or organizations
- Commitment of time, funds, staff/volunteers, other resources
- Letters of cooperation and support

Community engagement

- Support of community organizations
- Meeting needs of the community

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Application components

1. Application certification form (print, sign, and upload in GMS)
2. Program narrative and budget (GMS)
3. Letters of support — Governing authority or incorporated jurisdiction (mandatory)
4. Letters of support — Community organizations (up to 5)
5. Letters of cooperation (if applicable)



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Program narrative and budget

- Needs Assessment
- Program Design
- Personnel
- Sustainability
- Budget

Point total=100

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Needs assessment (35 points)

- The targeted audience and why the project is needed
- The greater community to be served using demographic statistics, library records, or surveys to support these statements
- The impact your project will have on users regionally
- The level of library service currently available to this community and how the project will increase availability of library service to residents of the community or area
- Letters of cooperation from partners



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Program design (20 points)

- Services and activities planned
- How this project will lead to library construction or expansion or will extend service to communities that are currently unserved or underserved by a public library
- A timetable for project activities within the project period (i.e., a list of actions with a date by which they will be accomplished).
- Verification that facilities will be available, equipment and materials delivered (best estimate).

Note: Collaborative projects have priority and inclusion of relevant community organizations is encouraged.



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Personnel (5 points)

- Who will administer the funds and which positions will provide the services
- How much time will be spent in each position on assigned duties
- How the qualifications of each person relate to their job duties (project roles)



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Sustainability (20 points)

- Resources that will be used to support the services developed through the grant in the future.
- A written commitment of future support from governing bodies is required.
- Accreditation plans* — For newly established public library services

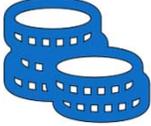


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Budget (20 points)

- Narrative and table required
- Complete budget for the proposed project
- How budgeted items will contribute to the project
- Source for the stated costs (e.g., city/county bid list for equipment or vendor quote)
- Costs are reasonable to achieve project objectives

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



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Budget Categories

- Bitcoin icon: Consultant Fees (fees, travel, accommodation, support services hired by consultant)
- Car icon: Travel
- Dollar sign icon: Equipment (i.e., property > lesser of capitalization level or \$5K*) *Items costing more than \$5,000 require a prior approval.*
- Laptop icon: Supplies/Materials (books, furniture, shelving, computers, software, etc.)
- Stack of papers icon: Services (training, signage, printing, Internet)

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Submitting the application

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Submitting the application

- When
 - By January 15, 2020
- Who
 - Those authorized by city manager/county judge or library director with correct security role in GMS
 - Contact Import template (Excel) (handout)
- How
 - Grant Management System
<https://grants.tsl.texas.gov/>

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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 active for 7 days
- Each user will set own login and password
- Not allowed to share accounts

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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)

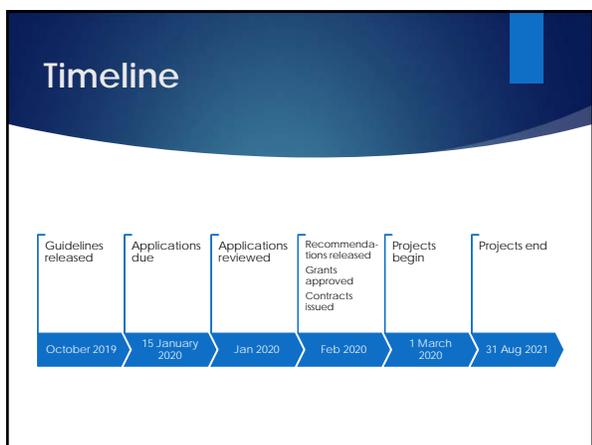
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Next steps

- ▶ Download and READ notice of funding opportunity (grant guidelines)
 - ▶ TSLAC website
www.tsl.texas.gov/ld/funding/index.html
- ▶ Determine if program is applicable to your library

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Next steps

- ▶ Review webinars
 - ▶ *Applying for TSLAC Competitive Grants: What You Need to Know for FY 2021 (10/30/19; archived)*
<https://www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2020.html>
 - ▶ *Applying for TSLAC Competitive Grants: What You Need to Know for FY 2020 (1/23/19; archived)*
<https://www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2019.html>

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Next steps

- ▶ Determine who will be writing the proposal
- ▶ Determine who will need access to GMS (Form - Contact import template)
- ▶ Find out who is authorized to sign contracts in your organization
- ▶ Submit application and related files in GMS by 11:59 p.m. on Wednesday, January 15, 2020

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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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Contact

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



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