TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Applying for TSLAC Grants:

What You Need to Know for FY 2020-2021

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WHAT WE'LL COVER

❑ TSLAC Goals
❑ Funding
❑ Eligibility
❑ Programs
❑ NOFOs and Applications
❑ Review and Award Process
❑ Grant Expectations
❑ TSLAC Grant Resources

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PROGRAM OVERVIEW

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TSLAC 5-YEAR PLAN

- ❑ Guides TSLAC activities for libraries
- ❑ Texas needs
  - ❑ Digital Inclusion
  - ❑ Literacy and Educational Attainment
  - ❑ Workforce and Economic Development
- ❑ Submitted to federal funding agency (FFY 2018-2022) www.tsl.texas.gov/ld/pubs/lstaplan/5yearplan.html

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TSLAC GOALS

- Texans will have access to shared library resources to meet their educational and informational needs.
- Texans and Texas communities will have access to Internet connected resources and services through Texas libraries to meet community and personal goals and the support needed to use the resources and services successfully.
- Texans will have access to library services that support literacy and educational attainment, especially early childhood and family literacy, digital literacy, and lifelong learning.
- Texans will enhance their workforce readiness, including business and entrepreneurial endeavors, through use of materials and services at their libraries.
- Texans will receive library services that effectively respond to community needs.

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FUNDING OVERVIEW

- ❑ Funding sources
  - ❑ Federal funds
    - ❑ Library Services and Technology Act (LSTA)
    - ❑ Institute of Museum and Library Services (IMLS)
    - ❑ Grants to States Program (CFDA #: 45.310)
  - ❑ State funds (State receipts or appropriations)
- ❑ Offered annually subject to the availability of funds

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FUNDING OVERVIEW

❑ State fiscal year (September 1, 202x-August 31, 202x+1)
❑ Program-based
  ❑ No operations
  ❑ No equipment*
  ❑ No collection development*
❑ No match or cost-sharing required

*Grant-program specific

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PROGRAM GUIDANCE

▪ State
  ▪ Texas Uniform Grants Management Standards (UGMS) *(www.comptroller.texas.gov/purchasing/docs/ugms.pdf)*
  ▪ Texas Administrative Code (13 TAC §2.110-2.119)
▪ Federal
  ▪ Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200 and §3187 (Supercircular)) *(federalregister.gov/a/2013-30465)*

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ELIGIBLE APPLICANTS

▪ Varies by program
▪ Basic requirement
  ▪ Accredited Texas public libraries (through governing authority)
  ▪ Accredited Texas academic libraries
  ▪ Nonprofit organizations applying on behalf of eligible Texas entities
  ▪ School districts are excluded but can be a partner.
▪ Single or multiple entities (collaborative projects)

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ELIGIBLE APPLICANTS — MULTIPLE

Cooperative/collaborative projects (2 or more partners)

- Lead applicant must be accredited and member of TexShare or applying on behalf of eligible members.
- All parties to contribute resources (time, staff, etc.) that go above and beyond their usual operating activities.
- Contractual/vendor relationships are not considered cooperative relationships.

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SYSTEM FOR AWARD MANAGEMENT (SAM.GOV)

- Federal requirement for payment
- Must be active at time of submission, award, and throughout grant period
- Requires D-U-N-S® Number
- Renewed annually
- FREE (www.sam.gov)
- Contact your financial office to verify

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ELIGIBLE EXPENSES*

- Personnel – staff salaries, wages, benefits
- Consultant fees (including travel, accommodation, support services hired)
- Equipment/property*
- Supplies/materials (including computers)
- Services
- Travel for project staff
- Indirect costs

Dependent on grant program

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INELIGIBLE EXPENSES

1. Building construction, renovation, or repair, including fixtures and services
2. Food, beverages, or food delivery equipment or services
3. Awards, honoraria, prizes, or gifts
4. Equipment or technology not specifically needed to carry out the goals of the grant

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INELIGIBLE EXPENSES

5. Transportation/travel for participants or non-grant funded personnel
6. Databases currently offered or similar to ones offered by TSLAC
7. Collection development purchases not targeted directly to the grant goals nor integral to the service program

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INELIGIBLE EXPENSES

8. Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
9. Performers or presenters whose purpose is to entertain rather than to educate
10. Other expenses as excluded in the guidelines

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GRANT PROGRAMS (GENERAL)

- ❑ Texas Reads
- ❑ TexTreasures
- ❑ Special Projects
- ❑ Regional ILS Cooperative
- ❑ Family Place
- ❑ Library Grantsmanship Academy (stipend+grant)

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GRANT PROGRAMS — WEBINAR

FY 2021 TSLAC Grant Opportunities

Nov. 13, 2-3 p.m.

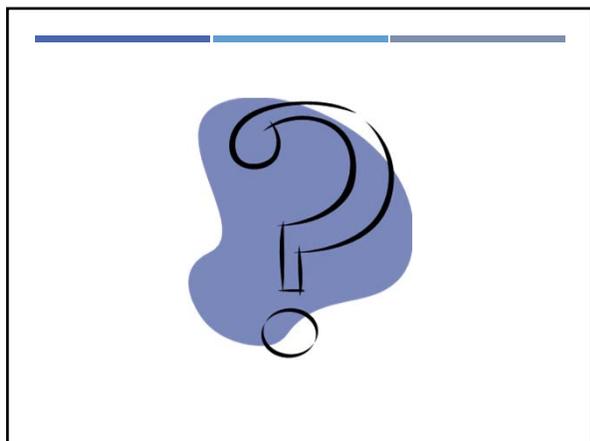https://www.tsl.texas.gov/ld/workshops/webinars/index.html

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NEW PROGRAM

- ❑ Library Services for Border Cities

WEBINAR
*Applying for FY 2021 Library Services
for Border Cities Grant*
Nov. 6, 1:30-2:30 p.m.

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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) (out November 2019)

❑ Grant Management System (GMS) access*
https://grants.tsl.texas.gov

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NOTICE OF FUNDING OPPORTUNITY (NOFO)

❑ Program guidelines

  ❑ Program description

  ❑ Award information

  ❑ Eligibility

  ❑ Application and submission

  ❑ Review process

  ❑ Award administration

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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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PROGRAM PURPOSE

❑ Goal of project

❑ Targeted audience

❑ Intended outcomes

❑ Relationship to library's goals

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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
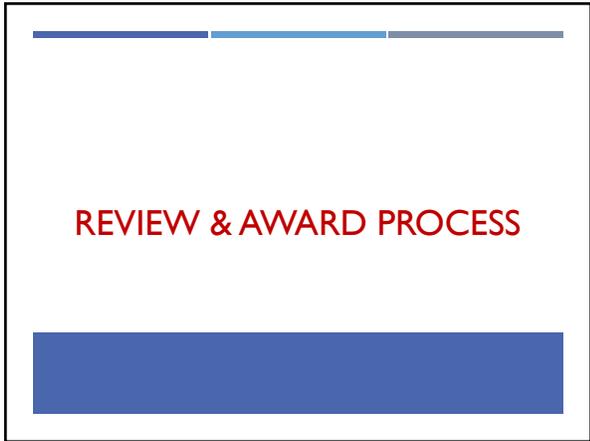 - ❑ How will program continue beyond this year of grant funding?

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FY 2021 TIMELINE

- ▪ **November 2019**   Guidelines released
- ▪ **January 2020**   Draft proposals due
- ▪ **February 29, 2020**   Applications due
- ▪ **March–May 2020**   Applications reviewed
- ▪ **June 2020**   Recommendations released
- ▪ **August 2020**   Grants approved; contracts issued
- ▪ **September 1, 2020**   Projects begin
- ▪ **August 31, 2021**   Projects end

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REVIEW & AWARD PROCESS

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REVIEW PROCESS

- ❑ Internal review
- ❑ Review Panels
  - ❑ # panels dependent on grant programs
  - ❑ 5-12 peer members each
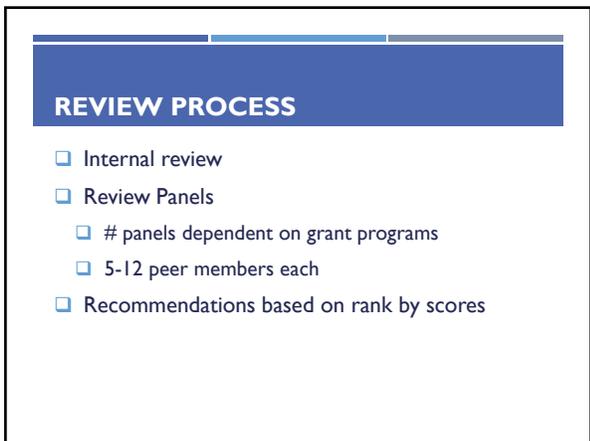- ❑ Recommendations based on rank by scores

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REVIEWERS

- ❑ Peer reviewers
- ❑ Volunteers
- ❑ Diverse in institution type, size, and geography on each panel
- ❑ Can serve up to 2 terms of 2-years each (Total=4 years)
- ❑ Cannot serve on panel in which their institution applied

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AWARDS

- ▪ August meeting of Texas State Library and Archives Commission
- ▪ Commission approves based on recommendations

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GRANT EXPECTATIONS

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REQUIREMENTS

- Training
- Program/project implementation
  - Activities
  - Spending
- Compliance (i.e., timely reporting)
  - Performance
  - Financial

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REQUIREMENTS

- Grant management system (GMS)
  - https://grants.tsl.texas.gov
  - Directors/administrative contacts are responsible for submitting names to TSLAC for GMS accounts
  - Will accept file uploads
  - Will capture reports/forms for all grant programs

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REQUIREMENTS

- Funder budget and reporting structures
- Funder surveys and outcomes
- Document retention (12/31/2026)

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GRANT RESOURCES

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GRANT RESOURCES

Webinars

- *Applying for TSLAC Competitive Grants: What You Need to Know for FY 2021 (10/30/19)*
- *Library Services for Border Cities (11/6/19)*
- *2021 Funding Opportunities — TSLAC Competitive Grants (11/13/19)*

https://www.tsl.texas.gov/ld/workshops/webinars/index.html

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GRANT RESOURCES

❑ TSLAC Notices of Funding Opportunity (Grant Guidelines)

www.tsl.texas.gov/ld/funding/index.html

❑ Previous TSLAC grantees
www.tsl.texas.gov/ld/funding/index.html#past

❑ TSLAC Library Science Collection

www.tsl.texas.gov/ld/lsc

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CONTACT INFORMATION

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