



**TEXAS STATE LIBRARY**  
**AND**  
**ARCHIVES COMMISSION**

## **Applying for TSLAC Grants: Writing and Submitting the Proposal**

Presented by

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# THE APPLICATION



# 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)



# Applicant Information

- Identification info – verify
  - Employee Identification Number (EIN)
  - DUNS Number
  - System for Award Management (SAM) registration expiration date ([sam.gov](http://sam.gov))



# 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



# 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



# 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.



# 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.





# 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.



# Library Information

## Applicant Information

- Library mission
- Programs and services
- Customer/patron base
- Goals
- Capacity — experience, staffing, hours, space, technology



# 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



# Project Design

- Programs, services, or activities
- Timetable
- Budget
- Personnel
- Impact
- Evaluation



# Marketing & Sustainability

## Marketing

How?

Where?

To whom?

## Sustainability

How will program continue beyond this year of grant funding?



# Supporting Documentation

- Letters of support (3 max. )
- Letters of cooperation, memoranda of understanding/agreement, if applicable



# Goals & Objectives

- S.M.A.R.T.
  - S — Specific
  - M — Measurable
  - A — Appropriate
  - R — Relevant
  - T — Time-based



# Goals & Objectives

## S — Specific

Who?

What?

Where?

When?

Why?

How?





# 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?



# Goals & Objectives

- ❑ A — Appropriate
  - Achievable, attainable, action-oriented
  - Is it appropriate for the grant program?
  - Is it appropriate for the audience?



# Goals & Objectives

## R — Relevant

- Relevant to what community needs or wants
- Realistic?



# 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



# 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](http://www.tsl.texas.gov/ld/librarydevelopments)
- TSLAC Library Science Collection  
[www.tsl.texas.gov/ld/lsc/index.html](http://www.tsl.texas.gov/ld/lsc/index.html)
- TSLAC Continuing Education & Consulting  
<https://www.tsl.texas.gov/ld/workshops/index.html>



# 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.



# Budget

- 10-20% of total score
- Story through numbers
- Table and narrative
- Income and expenses
- Completed last
- Completed in GMS



# 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.)





# 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)



# 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.



# SUBMITTING THE APPLICATION



# 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



# 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



# 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)



# GMS

A screenshot of the TSLAC GMS Sign In page. At the top left is the Texas State Library and Archives Commission logo. To its right is the text "TEXAS STATE LIBRARY AND ARCHIVES COMMISSION". Below this is the heading "Sign In" followed by a horizontal line. Underneath is the text "TSLAC GMS". There are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot password?". At the bottom is a red button with the text "Sign In".

Sign In

TSLAC GMS

Username

Password

[Forgot password?](#)

Sign In

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



# GMS

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ Grant Review ▾ RFF ▾ ☰ ▾

Accounts	Contacts	Grants
NC Grants	Grant Re...	RFF
Perform...	Final Rep...	Pre Awar...
Change ...	Budget C...	Docume...

Welcome to the Texas State Library and Archives Commission Grant Portal. We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide. We looking forward to collaborating with you to spark that innovation and provide those services in your community. The Library Development & Networking Division TSLAC

## ☰ News & Events

1/31/2018  
10:39:22 AM

### **2019 Competitive Grant Cycle is Now Open; deadline 3/8/18**

The Texas State Library and Archives Commission has opened its 2019 competitive grants cycle. Applications are **due March 8, 2018**.

The agency expects \$1.7 million to be available in federal funds to support programs running from September 2018-August 2019. Eligible Texas public and academic libraries can apply for up to six projects with maximum grant awards ranging from \$10,000 to \$75,000.





# 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.



# GMS — The Application

1. Select “Add New Grants.”

Texas State Library and Archives Commission

Accounts ▾ Contacts ▾ Grants ▾ NC Grants ▾ Grant Review ▾ RFF ▾ ☰ ▾

Erica McCormick EM ▾  
Texas State Library & Archives Commission

Grants

**Add New Grants**

Grants

Keyword Search

VIEW  ▾

✓	Project Title ↑	Grant Program	State Fiscal Year	Total Grant Fund	Project Manager	Application Submit Date	Status	Status Reason	Date Contract Mailed	Date Executed Contract Mailed
<input type="checkbox"/>	<a href="#">478-18TST - Ain't no stopping us now</a>	Special Projects Test	S2017	\$15,000.00	Mark Smith	8/30/2017 10:07 AM	Active	Awarded		
<input type="checkbox"/>	<a href="#">ERG-1800T - Rebuilding Texas Libraries - Harvey</a>	Rebuilding Texas Libraries 2018	S2018	\$5,000.00	Erica McCormick	1/4/2018 10:33 AM	Active	Awarded		
<input type="checkbox"/>	<a href="#">Family Place Library</a>	Family Place 2018	S2018	\$6,000.00	Erica McCormick	12/18/2017 9:23 AM	Active	Submitted		



# GMS — The Application

Texas State Library and Archives Commission

Accounts ▾   Contacts ▾   Grants ▾   NC Grants ▾   Grant Review ▾   RFF ▾   ≡ ▾

Grants

**Add New Grants**

[Printable Format](#)

[Application Certification \(Signature\) Form](#)

**General**

Applicant Organization  
Texas State Library & Archives Commission ▾

Project Title \*  
[Redacted]

Grant Program \*  
[Redacted] ▾

Project Manager \*  
[Redacted] ▾



# GMS — Save Button

**Save**

[Printable Format](#)

[Application Certification \(Signature\) Form](#)

### General

**Applicant Organization**

Texas State Library & Archives Commission ▼

**Project Title \***

Birdy birdy

**Grant Program \***

Texas Reads 2020 ▼

**Project Manager \***

Cassandra Carrotest ▼



# GMS – After Save


<b>Grants</b>	<a href="#">Add Note</a> <a href="#">Save</a>						
<a href="#">Add New Grants</a>	<div style="background-color: #28a745; color: white; padding: 5px;"><span>✓</span> Record created successfully.</div>						
	<p><a href="#">Printable Format</a></p> <p><a href="#">Application Certification (Signature) Form</a></p> <h3>General</h3> <table><tr><td><b>Applicant Organization</b> <input type="text" value="Texas State Library &amp; Archives Commission"/></td><td><input type="checkbox"/> <b>Submit Grant Application</b></td></tr><tr><td><b>Project Title *</b> <input type="text" value="Birdy birdy"/></td><td><b>Submit Date</b> <input type="text"/></td></tr><tr><td><b>Grant Program *</b> <input type="text" value="Texas Reads 2020"/></td><td><b>Recent Submit Date</b> <input type="text"/></td></tr></table>	<b>Applicant Organization</b> <input type="text" value="Texas State Library &amp; Archives Commission"/>	<input type="checkbox"/> <b>Submit Grant Application</b>	<b>Project Title *</b> <input type="text" value="Birdy birdy"/>	<b>Submit Date</b> <input type="text"/>	<b>Grant Program *</b> <input type="text" value="Texas Reads 2020"/>	<b>Recent Submit Date</b> <input type="text"/>
<b>Applicant Organization</b> <input type="text" value="Texas State Library &amp; Archives Commission"/>	<input type="checkbox"/> <b>Submit Grant Application</b>						
<b>Project Title *</b> <input type="text" value="Birdy birdy"/>	<b>Submit Date</b> <input type="text"/>						
<b>Grant Program *</b> <input type="text" value="Texas Reads 2020"/>	<b>Recent Submit Date</b> <input type="text"/>						




# Application Certification Form

Grants

Add New Grants

 Add Note

Save

 Record created successfully.

[Printable Format](#)

[Application Certification \(Signature\) Form](#)

## General

Applicant Organization

Texas State Library & Archives Commission ▼

Project Title \*

Birdy birdy

Grant Program \*

Texas Reads 2020 ▼

Submit Grant Application

Submit Date

Recent Submit Date



# GMS – After Save

**General**

**Applicant Organization**  
Texas State Library & Archives Commission ▼

**Project Title \***  
Birdy birdy

**Grant Program \***  
Texas Reads 2020 ▼

**Project Manager \***  
Cassandra Carrotest ▼

**Financial Contact/Proxy**  
▼

**Application Number**  
1972

**Legal Entity**  
State of Texas ▼

**Employer Identification Number**  
▼

**DUNS Number**  
095085747

**SAM Expiration Date**  
6/12/2019

**Submit Grant Application**

**Submit Date**  
▼

**Recent Submit Date**  
▼



# GMS – Narrative

**Narrative**

**Program Partners**

**Program Abstract**

**Criterion 01**  
Applicant Information (10 points): Describe your library, mission, strategic goals, and capacity to complete the project. (7500 characters)

**Criterion 01 Points**  
10

**Answer**





# GMS – Budget

## Budget

Capitalization Level

Max Grant Amount

Salaries/Wages/Benefits

Salaries/Wages/Benefits Other Funds

Total Salaries/Wages/Benefits

Salaries/Wages/Benefits Description

Consultant Fees

Consultant Fees Other Funds

Total Consultant Fees

Consultant Fees Description



# GMS – Submitting

**General**

Applicant Organization  
Texas State Library & Archives Commission ▼

Project Title \*  
Birdy birdy

Grant Program \*  
Texas Reads 2020 ▼

Project Manager \*  
Cassandra Carrotest ▼

Financial Contact/Proxy  
▼

Application Number  
1972

Legal Entity  
State of Texas ▼

Employer Identification Number  
▼

DUNS Number  
095085747

SAM Expiration Date  
6/12/2019

Submit Grant Application

Submit Date  
▼

Recent Submit Date  
▼

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



# GMS – Adding documents

Expected Program Income

Save

Additional Documentation and Comments

Add Note

A red oval highlights the "Save" button and the "Additional Documentation and Comments" section, including the "Add Note" button.



# GMS – Adding documents

Additional Documentation and Comments

Add a note:

Attach File:

No files selected.



# GMS – Adding documents

## Additional Documentation and Comments

 Add Note

Note created by Erica McCormick on 2/18/2016 12:25:29 PM

Assessment included

Attachments: [2016 Competitive Grants Pre-award Assessment.pdf](#)

Note created by Erica McCormick on 2/18/2016 12:20:48 PM

Attachments: [CIPA.pdf](#)

Note created by Jos Delaat on 2/16/2016 1:25:43 PM

test file



# 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



# GMS input process

1. Add new record.
2. Save.
3. Input information.
4. Save.
5. Check “submit” box.
6. Save.



# 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)





# CONTACT INFORMATION

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