



INTRO TO GRANTS MANAGEMENT, PART 1 – 2013 PERFORMANCE MEASURES

Erica A. McCormick, Grants Administrator

What we will cover

- File management and housekeeping
- The numbers
- The narrative
- Submitting the report

A decorative horizontal bar at the top of the slide, consisting of an orange rectangle on the left and a blue rectangle on the right.

File management

File management

- Single location for grant-related documents
 - ▣ Can be separated by function
 - Programming (Director or Program Manager)
 - Administration (Business/grants office or Accounting)
- Roles/functions assigned
 - ▣ Who is doing what
 - Performance reporting
 - Financial reporting
 - Timesheets

File management

- Paper or electronic files (or hybrid)
 - ▣ Folders/tabs

- Contract (including revisions)
- Grants checklist
- Application/proposal
- Proposal review comments
- Performance reports
- Financial reports
- Timesheets
- Audits

- Monitoring/site visits
- Invoices/purchase orders/receipts
- Program documentation (sign-in sheets, etc.)
- Publicity/marketing
- Correspondence
- Training
- Other

File management

□ Benefits

- Demonstrates capacity to manage grants (now and in the future)
- Saves time
- Easier to compile information for audits/monitoring
 - Audits can occur at anytime up to the retention date of 12/31/16



The numbers

When & why we count

What & how to count

The numbers – When we count

Grant	#s	Narratives
<ul style="list-style-type: none">• Special Projects• Library Cooperation	4x/year (Dec , Mar, June, Sept)	2x/year (Mar and Sept)
<ul style="list-style-type: none">• Texas Reads• Impact	2x/year (Mar and Sept)	1 x/year (Sept)
TexTreasures	1 x/year (Sept)	4x/year (Dec , Mar, June, Sept)

*Refer to **Contract Section VII and amendments** for the deadlines for your particular grant.*

The numbers – Why we count

- Monitor grant progress
- Report grant progress
 - ▣ Institute of Museum and Library Services (IMLS)
 - ▣ Legislative Budget Board (LBB)

The numbers – What we count

- Output measures (customized by grantee)
 1. # materials provided
 2. # persons provided project-sponsored services
 3. # librarians trained or assisted
 4. # programs presented (**Texas Reads**)
 5. # Library cards (**Texas Reads**)

The numbers – How we count

- Measure 1 – Number of materials provided
 - # of items added to a library collection or provided through programs funded by TSLAC grant (unique count)
 - Books
 - Subscriptions
 - DVDs, CDs, other A/V materials
 - E-books
 - Workshop materials
 - Newsletters
 - Webpages or images digitized

The numbers – How we count

- Measure 2 – Number of persons provided project-sponsored services
 - # of instances persons receive services as a result of the project (*non-unique count*)
 - ▣ Program attendees (classes, showings, displays)
 - ▣ Webpage views
 - ▣ Circulation (e-books and e-readers) – separated out for Impact and Texas Reads
 - ▣ Reading Club logs
 - ▣ Software usage
 - ▣ Reference questions

The numbers – How we count

- Measure 3 – Number of librarians trained or assisted
of librarians, library staff, local officials, and others who receive training or assistance to help improve library services (*non-unique count*)
- Training – classroom instruction, webinars, online tutorials
Documentation = sign-in sheets, electronic logs, registration/attendance logs, head counts
- Assistance (consults) – e-mail, fax, phone, in-person
Documentation = phone/cellphone logs, e-mail logs, in-person counts, fax logs

The numbers – How we count

□ Documentation

▣ Must be auditable –

- Communication logs/directories (cell phone, phone, e-mail)
- Sign-in sheets
- Head counts (two people counting)
- Catalog records
- Purchase orders

▣ Must be explained

- Method of measurement
- Justification of measurement

The numbers – How we count

- Documentation
 - Date
 - Event name
 - Location
 - Description
 - Audience
 - Count
 - Name, title of person responsible for count
 - Sign off (initials, date)





The narrative



The narrative

- Tells your project story
 - Activities
 - Successes
 - Challenges
 - Delays or failures
 - Corrective actions
 - Best practices
 - Anecdotes

The narrative

- Project purpose
 - ▣ Mission and goals of project (in proposal)
 - ▣ How project relates to the grant program goals and purposes
- Project activities
 - ▣ List of activities (summary)
 - Chronological or timeline-based
 - Day-to-day, week-to-week, or month-to-month

The narrative

- Project outputs
 - ▣ Units of measurement that track project progress (#s)
- Project outcomes
 - ▣ How attendees have been impacted/changed as result of project
 - Skills
 - Knowledge
 - Behavior or attitude
 - Status or life condition
 - ▣ Survey instruments (Impact – TSLAC provided)

The narrative

- Other results
 - ▣ Accomplishments, unexpected findings or results
- Anecdotal information
 - ▣ Patron stories
- Best practices
 - ▣ Words of wisdom (what worked, what did not)
 - ▣ Simple to complex (procedures to equipment)
 - ▣ Model program to be replicated
- Program continuity (Texas Reads, Impact)





Submitting the report

Submitting the report

- E-mail (TexTreasures)
 - emccormick@tsl.state.tx.us
- GMS
 - Set up user accounts
 - Choose correct role to “submit”
 - Grantee official or program manager – performance reports, program revisions
 - Financial manager - FSRs, RFFs

GMS – Home page

Grant Management System

Home Page Help Log out

Session

Grantee Summary

FY	Grant	Grant Abbreviation	Application Due Date	Application Status	Action
2013	Impact	Impact	03-09-2012	APPROVED	Select One
2013	Library Cooperation	Cooperation	03-09-2012	APPROVED	Select One
2013	Special Projects	Special	03-09-2012	APPROVED	Select One
2013	TexTreasures	Text	03-09-2012	APPROVED	Select One
2012	Library Cooperation	Cooperation	02-25-2011	APPROVED	Open Application
2012	Special Projects	Special	02-25-2011	APPROVED	Request Funds Submit Grant Revision Submit Financial Report
2011	Library Cooperation	Cooperation	02-26-2010	APPROVED	Submit Performance Report Submit Equipment Report
2011	Loan Star Libraries	LSL	10-31-2010	APPROVED	Select One
2011	Special Projects	Special	02-26-2010	APPROVED	Select One
2010	Loan Star Libraries	LSL	10-31-2009	APPROVED	Select One
2010	Special Projects	Special	02-27-2009	OPEN	Select One
2010	Texas Reads	TXReads	02-27-2009	APPROVED	Select One

GMS - Performance Reports

Grant Management System

Texas State Library and Archives Commission 

Home Page | Display Application | Request for Funds | Grant Revision | Financial Report | **Performance Report** | Equipment Report | Help | Log out

Grant Contact: [Erica McCormick](#)

Session timeout in: 02:59:54

Performance Report

Period	Begin	End	Due	Status	Action
1	09-01-2012	11-30-2012	12-07-2012		New Printer-friendly
2	12-01-2012	02-28-2013	03-07-2013		
3	03-01-2013	05-31-2013	06-07-2013		
4	06-01-2013	08-31-2013	09-07-2013		

Questions? See the GMS [FAQ](#).

GMS- Performance report form

Texas State Library and Archives Commission

Special Projects FY2013

Organization Information

Name:

Legal Entity:

Address:

City, State Zip:

Employer Identification Number:

Grant Information

Type:

Special Projects

Fiscal Year:

2013

Grant Number: [Help](#)

Term:

09-01-2012 to 08-31-2013

Click the question icon [Help](#) after a term for further explanation. To print the form use the print command on your browser's menu. Required fields are indicated by a red asterisk (*).

Performance Report

Report Information

Reporting Period: 1

Reporting Dates: 09-01-2012 to 11-30-2012

Performance	Actual Performance	Explanation of Method of Measurement and Justification of Measurement	Action
LBB Measure #1 Number of books and other library materials provided to local libraries	Circulating Materials Q1: <input type="text"/> Non-Circulating Materials Q1: <input type="text"/> Total Materials Provided : <input type="text"/>	<input type="text"/>	Save
LBB Measure #2 Number of persons provided library project-sponsored services	Q1: <input type="text"/> Total Persons Served: <input type="text"/>	<input type="text"/>	Save
LBB Measure #3 Librarians trained or assisted	Q1: <input type="text"/> Total Librarians Trained or Assisted: <input type="text"/>	<input type="text"/>	Save

[Exit](#)

Performance Report Comments

[View](#) (0 comment)

Submitting the report

- Grantee
 - ▣ Fill in information in each section, if applicable
 - Narrative/summary sections limited to 4,000 characters each
 - ▣ Submit by due date

- TSLAC
 - ▣ Reviews information
 - ▣ Approves or “sends back for review”

Final reports

- Always include a narrative
- Can be submitted before end of grant period if projects are complete (activities completed and funds expended)
 - ▣ Mid-year for Texas Reads grants
 - In GMS, check the “Final” box
 - ▣ Impact, Special Projects, Library Cooperation and TexTreasures
 - Submit final numbers in the relevant quarterly report and indicate in explanations/summaries that grant is completed



What we covered

- File management and housekeeping
 - ▣ Grant file location and contents
- The numbers
 - ▣ What and how to count
- The narrative
 - ▣ What to include
- Submitting the report
 - ▣ E-mail
 - ▣ GMS with appropriate user roles

Contact me

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