



Grant Writing

INTERLIBRARY COOPERATION GRANT EXPLAINED

OCTOBER 11, 2018

Statutes

ALASKA STATUTES: Article 03 Library Assistance Grants

Sec. 14.56.300. Library assistance grant program.

There is established in the department a library assistance grant program. From legislative appropriations, the department shall make grants to eligible libraries for public library operations, for interlibrary cooperation, or for regional library services.

4 AAC 57.065. Interlibrary cooperation grants

The interlibrary cooperation grant program is competitive. The division shall make an interlibrary cooperation grant to a library to promote or support

sharing of resources;

cooperative services with another library;

innovative programs for the delivery of library services; or

training or other programs that strengthen library services.



Public libraries that receive the Public Library Assistance grant are eligible to apply for the Interlibrary Cooperation Grant.

The deadline for submitting the ILC grant is April 1st.

Grants for Alaska Libraries and Schools

- Grant application
- Budget revision form
- Finance worksheet
- Final report form

https://library.alaska.gov/dev/grants.html#coop_grants

Writing the Grant

- Start with a real problem
- Work with ***others*** to formulate a solution
 - What will your organization contribute (staff, supplies, space) to the solution?
 - What will you need to spend \$\$\$ on?
 - What needs to happen when?
 - How will you know that you have made an impact?



Problem

A new housing development built near the library has increased the number of Middle School students using the library afterschool. Every weekday at 3:10 sharp, a group of up to 15+ middle schoolers show up at the library to get on the public computers and just hang out. Generally, they behave themselves but occasionally this group of tweens can get loud and rowdy. Several of these students have asked the library for art materials so they can draw or make other paper crafts but the library doesn't have the funds to supply the tweens with these materials. A retired art teacher has offered to donate her time to lead a weekly afterschool art program in the library's meeting room but has asked the library to provide the necessary supplies.

What's the problem?

Problem restated

Bored middle schoolers looking for something to do after school. The library currently doesn't have the staff or funding to offer an afterschool program.



Solution



Seeking advice on how to address the large group of unsupervised middle school students coming to the public library after school, library staff reached out to the middle school librarian. She mentioned that due to budget cuts the school no longer provides an art program for students. Together they brainstormed the possibility of the public library offering a weekly afterschool art program, some potential facilitators, and the types of activities that could be offered.



Library grant project

Library staff then reached out to a **retired arts educator**, who is willing to offer a free weekly afterschool art program September thru January on Wednesday's from 3:30 pm to 5:30 pm. To ensure the quality of the program she is requesting the program be limited to 10 students per session. She is willing to **donate her time** to lead the program and help each student create a personal art portfolio but has **asked that the library purchase the art materials** required for the students use in the program.

The library has also agreed to publicize the program, provide use of the library meeting room, manage the registration of students and write a grant for funding to purchase the art materials.



ILC Grant Application

FY2020 ALASKA INTERLIBRARY COOPERATION GRANT APPLICATION

DUE: April 1, 2019



1. Project Name: _____
2. Library Name: _____
3. Address: _____
4. Contact Person: _____
5. Phone No: _____
6. Fax No: _____
7. E-mail: _____
8. Check Mailing Address: _____ ☐
9. **In the section below, check any priorities that apply and double-check the most important one.**
 - ____ Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
 - ____ Develop library services that provide people access to information through local, state, regional, national and international electronic networks
 - ____ Provide electronic and other linkages among and between all types of libraries
 - ____ Develop public and private partnerships with other agencies and community based organizations
 - ____ Target library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to people with disabilities, and to people with limited functional literacy or information skills
 - ____ Target library and info. services to people who have difficulty using a library and to underserved urban and rural communities, including children up to age 18 from families with incomes below the poverty line
 - ____ Other. Please explain: _____



Questions 11 & 12

Alaska Interlibrary Cooperation Grant Application FY2019

Page two

11. In FY2018, what was the total amount your agency expended for library services? \$_____

12. Did your library receive a Universal Service Discount (E-Rate) for FY2018? ☐ Yes ☐ No ☐ In Process

Has your library applied for the Universal Service Discount (E-Rate) for FY2019? ☐ Yes ☐ No ☐ In Process

Does your library have a current approved E-Rate Technology Plan in place? ☐ Yes ☐ No ☐ In Process

Does your library have a CIPA-compliant Internet Safety Policy in place? ☐ Yes ☐ No ☐ In Process



Question 13 Grant Proposal

13. Grant Proposal: **On individual pages attached to this grant application, write your grant proposal.** This section **MUST** include the following elements:
- ❖ **Statement of need:** What problems experienced by your library patrons or staff will be addressed by this grant project?
 - ❖ **Goal(s) of the grant project:** Describe the objectives of this grant project.
 - ❖ **Intended outcomes:** Describe how the grant project will result in changes in skills, knowledge, attitude, behavior, or quality of life for the target audience(s).
 - ❖ **Target audience(s) of the grant project:** Who will be served by the grant project?
 - ❖ **Activities and timeline to be undertaken:** Describe the activities that need to be performed to complete this grant project. Organize these activities into a timeline or schedule and indicate dates for each activity.

Statement of need

- Use the who, what, where, when, why and how format to create a concise statement that includes all of the pertinent information.
- Use facts or research for impact
- Keep it simple and concise

Intended goal

A goal is a broad primary outcome.

GOAL:

During the months of September thru January, the library will offer a free weekly afterschool art program for middle school students on Wednesday's from 3:30 pm to 5:30 pm. Each session will be limited to 10 students.

Participating students will create a personal art portfolio over the course of the program.

Goal of the grant project

A **strategy** is the approach you take to achieve a **goal**.

An **objective** is a measurable step you take to achieve a **strategy**.

Objective: By the end of January, the library will provide students ages 11-14, with 15 weekly 2 hour afterschool art session that will introduce them to art concepts, improve their fine motor skills and teach them how to create an art portfolio.



Intended outcomes

1. Students participating in the art program will become more confident talking about artwork.
2. Students participating in the art program will improve their fine motor skills-drawing, sketching and brush strokes.
3. Students participating in the art program will create a personal art portfolio consisting of six works of art.

Target audience

- Middle school students (11-14 years of age)





Activities & timeline to be undertaken

July: Preplanning & Ordering Supplies

- Work with art instructor to develop art curriculum
- Order art supplies and storage equipment
- Reserve meeting rooms

August: Publicize & Registration

September: Afterschool Program Starts

November: Plan Student Art Show

December: Conduct Evaluations & Student Art Show

Budget details

- ❖ **Justification of all budget line items:** Read pages 4-5 of the attached *Handy Guide*. Provide details about each section of the budget summary (personnel, collections/library materials, other expenditures, in-kind donations, and indirect costs). Be sure to describe the types and value of cash (local or other funders) and in-kind donations to be made to this grant project. Clarify whether local funding is secured or unsecured. If it is unsecured, please state when you will know whether the local funding will be available for the project. Describe the type of indirect cost rate you are using for this grant budget and state your indirect cost rate, per pages 5-6 of the *Handy Guide*. Be specific and complete. Check your math!
- ❖ **Purchases of Single Items of More Than \$5,000:** Are you planning to use grant funds to buy any single item at more than \$5,000 in cost? If yes, please include narrative about the item that you are planning to buy with \$5,000 or more in grant funds.

Justification of budget line items

Item	Cost	Total
Publicity (Printing Fliers)	\$100.00	\$100.00
Art Supplies (include description of supplies) \$95.00 per student	\$95.00 x 10 students = 950.00	\$950.00
Storage equipment for art supplies (include description)	\$80.00	\$80.00
Art Show Supplies (include description)	\$30.00	\$30.00
Total Grant Funds Needed		\$1160.00

In-kind contribution: Library staff will donate 50 hours x \$12.00 per hour= \$600.00 (writing and managing grant, creating posters, ordering supplies, registering students, creating and conducting evaluation). Library will donate use of the meeting room (15 days for 2 hours at \$10.00 per hour = \$600.00

Art instructor will donate 45 hours x \$25.00 per hour= \$1125.00 planning program, providing instruction and evaluating student art work . **Total in-kind: \$2,325.00**

Budget Summary for this Project:

10.	Budget Summary for this Project:	Local Funds For Grant Project	Grant Funds Needed for Project	Total Project Budget
a.	Personnel			
	1. Salaries and Wages	\$600.00		\$600.00
	2. Benefits			
b.	Collection (Library Materials)			
	1. Books			
	2. Subscriptions			
	3. Audiovisuals			
	4. Electronic Materials			
	5. Other Materials-fliers		\$100.00	\$100.00
c.	Other Expenditures			
	1. Building Operations			
	2. Furniture & Equipment			
	3. Travel			
	4. Supplies		\$1,060.00	\$1,060.00
	5. Services-(Meeting Rooms & art instruction)	1725.00		\$1752.00
	6. All Other Unreported Expenditures			
d.	In – Kind Donations (Pg. 5 of Handy Guide)		Not applicable	
e.	Indirect Costs at ____0.00____% rate (Pg. 5 of Guide)	Not applicable		
f.	Total	\$2,325.00 (in-kind)	\$1160.00	\$3485.00

DUNS Number

A **DUNS number** is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

How to Register for a DUNS Number

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](https://www.dunandbradstreet.com/) or call 1-866-705-5711 to register or search for a DUNS number.

<https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>

Evaluation Plan & Activities

- ❖ **An evaluation plan:** Read the evaluation section on page 2 of the *Handy Guide*. Describe how you will:
 1. Count the number of participants, programs, products, or activities included in this project
 2. Find out what impact the grant project made in the lives of participants, if appropriate
 3. Collect anecdotes or comments from patrons or staff impacted by the project

- ❖ **Activities This Grant Supports in *Library Services and Technology Act Alaska State Plan 2018 – 2022*:**

Review the *State Plan* at
http://library.alaska.gov/pdf/libdev/grants/LSTA_Alaska_State_Plan_2018_2022.pdf.

What activities listed in the *State Plan* will be supported if this grant is funded? For example: Grant project supports Activity 1.6 Encourage and support author visits and cultural programming...

- ❖ **Past Grant Accomplishments:** If this grant has been funded annually, provide a few sentences on the number(s) of people served and the impact of the grant project over time.

An evaluation plan

- By January 2020, 90% of the students participating in the arts program will report that they are **more confident** talking about artwork.
- By January 2020, 90% of students participating in the arts program will report that their **fine motor skills**- drawing, sketching and brush strokes have improved .
- By January 2020 , 85% of the students will **have created a personal art portfolio** consisting of **six works** of art.

Library Services and Technology Act Alaska State Plan 2018-2022



The screenshot shows the website for the Alaska State Libraries, Archives, and Museums. The header is dark blue with the organization's logo and name. A search bar and a 'Library' link are also present. Below the header is a navigation menu with links for Home, For Librarians, For State Employees, For the Public, For Students, and For Historical. The main content area has a breadcrumb trail: Libraries, Archives, & Museums / Alaska State Library / Governor's Advisory Council on Libraries. The title 'Governor's Advisory Council on Libraries' is prominently displayed. Under the title is a section 'Description' which states that the council advises the Alaska State Library on federal Library Services and Technology Act (LSTA) funds. It lists 12 members: 6 appointed by the Governor, 5 nominated by the Alaska Library Association, and the State Librarian as an ex-officio member. The council elects a chair. Below the description is a section 'Additional Information' with a link to the 'New! LSTA Alaska State Plan: 2018-2022 (PDF)'.

ALASKA STATE LIBRARIES ARCHIVES & MUSEUM

Alaska State Libraries, Archives, and Museums
ALASKA STATE LIBRARY

Search

Library

HOME FOR LIBRARIANS ▾ FOR STATE EMPLOYEES ▾ FOR THE PUBLIC ▾ FOR STUDENTS ▾ FOR HISTORICAL

Libraries, Archives, & Museums / Alaska State Library / Governor's Advisory Council on Libraries

Governor's Advisory Council on Libraries

Description

The Council advises the Alaska State Library on federal Library Services and Technology Act (LSTA) funds that are used to develop library services in Alaska.

12 members: 6 members appointed by the Governor; 5 members nominated by the Alaska Library Association; broadly representative of the library profession, library users, and the economically and culturally disadvantaged. At least 1/3 shall represent users; 5 shall be official representatives of the Alaska Library Association, including the immediate past-president of the Alaska Library Association. The State Librarian serves as an ex-officio, nonvoting member. Council elects chair.

Additional Information

- **New!** [LSTA Alaska State Plan: 2018-2022 \(PDF\)](#)

<https://library.alaska.gov/public/board.html>

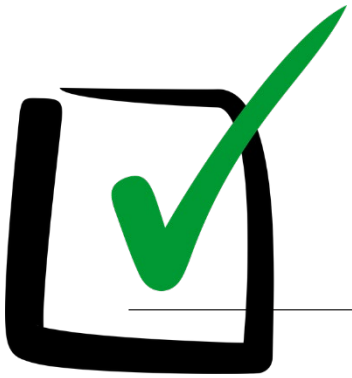
Goals

- Goal 1: Alaska libraries will support lifelong learning opportunities for all Alaskans. (Corresponds to LSTA purposes 1, 2, 3, 5, and 6, as shown on page 3 of this state plan)
- Goal 2: Libraries will provide access to content and materials in various formats for all Alaskans. (Corresponds to LSTA purposes 1, 2, 4, and 7)
- Goal 3: Alaskan libraries will explore evolving roles as anchor institutions that benefit

Activity 1.8: Support library users of all ages in their pursuit of formal education.

Evaluation: Patrons will report they experienced a change in knowledge, skills, attitude, behavior, or life condition.

Measuring Success focal area: Lifelong learning



Check your evaluation plan

- By January 2020, 90% of the students participating in the arts program will report that they are **more confident** talking about artwork.
- By January 2020, 90% of students participating in the arts program will report that their **fine motor skills**- drawing, sketching and brush strokes have improved .
- By January 2020 , 85% of the students will **have created a personal art portfolio** consisting of **six works** of art.

Final Questions

- ❖ **Eligibility of library to receive ILC grant as per criteria outlined in Part III of attached ILC cover memo.** Does your library meet these eligibility criteria? Special libraries and school libraries should be sure to address these questions.
- ❖ **School library applicants:** To what address should the grant packet, including the award letter and grant agreement, be mailed during the summer?
- ❖ **Continuation plan:** If this will be an ongoing project, describe how the project will be supported after the grant period is over.
- ❖ **Dissemination plan:** If this project is innovative (a pilot project) or will generate information useful to other librarians, state how you plan to publicize the results of this project.
- ❖ **Letters of Support from Cooperating Libraries and Partners:** If other libraries or partners will be involved in this project, who are they and how will they be involved? Attach letters of support from these organizations.

Continuation plan

- Review
- Refine
- Renew

Dissemination plan

Suggestions:

- An article in Newspoke: the newsletter of the Alaska Library Association
- A poster session during the AkLA Conference
- A webinar (Public Librarians Chat is always looking for presenters)
- A presentation during the AkLA Conference

Letters of Support

- A letter from the Middle School Principal
- A letter from School Librarian

Check the following before submitting

- Check you math
- Spelling
- Logic of the time line
- Project Goal

Contact Slide

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