

2023 LORI Summer Reading Mini-Grants: Accepting & Managing Your Award



Overview

LORI Summer Reading Mini-Grants are available to all public libraries to support reading and learning programs this summer. The program will reimburse pre-approved expenditures for programming at libraries this summer which fall into OLIS' priorities for summer programming. Libraries may request up to \$600 for youth activities and up to \$300 for adult activities. Library systems may request an additional \$300 per location for youth activities.

Instructions

All grant management will be done in the State of RI eCivis Grant Management Portal. Additional user guides and help resources for managing your grant in eCivis are available at the [State of RI Resources for Applicants and Subrecipients](#).

Accepting Your Award

- When your request form has been accepted, OLIS will invite you to receive your award in eCivis.
 - The Library Director must accept the invitation
 - The Library Director must create a profile for the library
- OLIS will issue a Grant Agreement and Federal Assurances package to be signed via DocuSign
- OLIS will return your signed documentation as well as your accepted Request Form via the eCivis GMS.
- Library Director accepts the award, OLIS confirms.
- Your Library now has a Summer Reading Grant! You may begin the activities outlined in your Interest Form.
- Library Director may add Youth Services and/or Adult Services contact to grant team using the "Manage Grant Team" button
- All grant management will be conducted through the eCivis GMS portal.

Managing Your Award

- In the eCivis portal you will see the 2023 SRP Mini-Grant in your list of grants.
- Click on the Grant to see all grant activities and their due dates.

Requesting an Amendment

- Libraries may request changes to activities and budget details. It is important to reach out to OLIS and/or request an amendment in case the proposed changes are not allowable; changes to activities or budget that are not approved run the risk of being deemed ineligible for reimbursement.
- Changes to activities that do not require an amendment include:
 - Small shifts within a budget category, i.e. getting a different brand or style of a requested supply, buying additional units of a requested item due to a decrease in price of that or other items, buying fewer units of a requested item due to a rise in price of that or other items, replacing one presenter on a topic with a different presenter on the same topic.
- Changes that require an amendment include:
 - Shifting funds between budget categories, even small amounts
 - Making significant changes to project activities or spending
- Amendments Requests will be filed in eCivis and reviewed by the OLIS Grant Team; approval and notification will also be conducted through eCivis.

Requesting Payment

- Libraries may request reimbursement for *approved expenses* by submitting the Financial Report in eCivis.
- Libraries may only request payment once, no later than August 25, 2023.
- Libraries cannot request payment if they have an open Amendment Request.
- To request a payment, complete the Financial Report in eCivis, ensure that "Reimbursement Request" is checked.
 - Fill out the amounts you spent in your budget categories; you may not exceed the approved amount for each category.
 - Write a brief narrative of how the funds were spent.
 - Upload all accompanying back up documents here.
 - Back-up documents must show that the library has paid for the items/service in question, including a detailed list of items/services and the total amount paid.

- Back-up can include invoices marked paid, scanned receipts, canceled checks, packing slips, credit card payments, or any combination thereof that meets the criteria above.
- Please leave the Program Income section blank.

Submitting the Activity Report

- When the grant activities have concluded, please submit the final activity report; activity reports are due no later than September 22, 2023.
- The report includes a narrative. You include the following in your narrative:
 - A description of the activities the library completed (please report separately on youth and adult activities.)
 - The benefits these activities had to participants/your community; this should reflect the anticipated outcomes you included in your request form and any unexpected benefits or outcomes. (i.e. as a result of this activity, participants learned to...)
- The report also includes OLIS Program Goals, which reflect grant-funded activities. Please report outputs (numbers) for: public programs held, attendance at public programs, circulating materials acquired, circulating kits created, and take and make kits distributed.
 - These will be separated in Youth and Adult subgoals.

Financial Report Approval (Closeout)

- After your Financial and Activity reports have been accepted, you must close out your grant in eCivis no later than October 27, 2023 by filling out the Financial Report Approval (Closeout) Report.
- This report will pull in your details from your financial report and will not require you to make any additional changes. Once you have closed out the grant, you can no longer request funds or submit activity reports.

Contact

For questions about grant management in eCivis contact:

- Nicolette Baffoni, nicolette.baffoni@olis.ri.gov

For questions about amendments or financial back up documentation, contact:

- Danielle Margarida, danielle.margardia@olis.ri.gov
- Emily Goodman, emily.goodman@olis.ri.gov