Managing Your ARPA Mini-Grant

RI OFFICE OF LIBRARY & INFORMATION SERVICES

NOVEMBER 10, 2021

Agenda

Requesting and spending your money

Tracking your spending

Evaluating your project

Promoting your project

Questions

Congratulations!

ARPA Funds

American Rescue Plan Act funds for libraries are administered by the Institute of Museum and Library Services under priorities of the Library Services and Technology Act.

Purpose: help communities respond directly and immediately to pandemic, and related economic and community needs thru equitable approaches.

OLIS Strategy: help libraries expand digital access, support learning, and strengthen library services in their communities.

Strategy supports the goals of OLIS Five-Year Plan and priorities for the use of ARPA IMLS funds.

Requesting Funds

SUBMIT A REQUEST FOR PAYMENT FORM

RECEIVE YOUR REQUESTED FUNDS WITHIN 30 DAYS

01

Open in Adobe Reader, not the browser

02

Sign using an Adobe Signature

03

Email to grants@olis.ri.gov

Form Walkthrough

When do you request funds?

No more than 1 time per 30 days

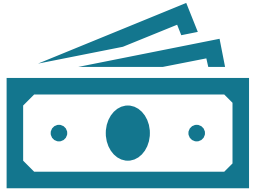
When you have expenditures to reimburse

- Multiple times throughout the project
- At the end of the project

For expenditures made within 30 days of the request

Spending Timeline

Start spending after your project start date



Expend all funds before your project end date

Alert OLIS **as soon as possible** if you will NOT be expending your total award

What if my library cannot afford to spend money up front?

Request funds as you go for purchases you will make within 30 days. We will *not* be withholding 20% so you will not need to find funds for that.

How do I spend money within 30 days if I don’t receive money for 30 days?

Spend can mean “encumber” or “place an order” even if the money isn’t out the door.

You have 30 days from when you receive your funds if necessary.

How do I spend money within 30 days if I don’t receive money for 30 days?

On December 1, you place an order with Ingram or Follett. You request funds for the total on December 2. You receive the books on December 10 with a net 30 invoice. You get your funds from OLIS on or before January 2. You pay your invoice on or before January 10.

Can I purchase items before the start date I listed in my agreement?

Purchasing is a project activity and should not start before the start date.

If you selected a late start date (in 2022) but would like to make purchases in advance of that, contact me and we will update the start date on your agreement.

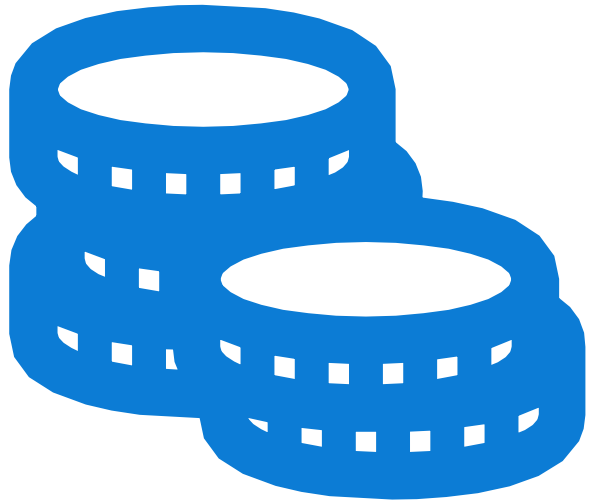
If you started making purchases before your start date, contact OLIS immediately so we can amend your start date.

Can I pay sales tax with grant funds? Can I pay for shipping?

Do not pay sales tax, you are a tax-exempt organization.

Grant funds should not be used on sales tax

Yes, you may pay shipping costs. Please separate those out under “other costs”



Tracking your Funds

Track how much you have requested to accurately fill out the request for payment form

Use the OPTIONAL expense tracker to make filling out your report a breeze!

Maintain records for all expenditures, including proof of payment and proof that you received the items

Save documentation and be prepared to provide to OLIS if necessary

Promote Your Project: Communications Kit

Evaluate Your Project

What was the benefit to the target audience?

How do you know?

Plan ahead

Evaluate as you go

Evaluate your Project

- Activities – what did you do?
- Outputs – what can you count?
- Outcomes – what changed because of what we did?
  - Knowledge
  - Attitude
  - Confidence
  - Awareness
  - Behavior
- Balance measures – did people like what we did?

Evaluation Tools

- Surveys
  - IMLS Survey for Adult Programs
  - Project Outcome
- Focus Groups
- Interviews
- Pre/post tests/knowledge checks
- Observation
- Anecdotes

Reporting on Your Grant

Report will mirror the application questions

Reports are due 30 days after you finish your grant

If you need an extension (not later than August 19, 2022) contact OLIS as soon as you know

Funds should be drawn down no later than the project end date or August 19, which ever comes first

Questions?

Mini-Grant Grantee Information: https://olis.ri.gov/grants/lori/arpa/grantees-mini.php

Documents: grants@olis.ri.gov

Qustions: Nicolette Baffoni, nicolette.Baffoni@olis.ri.gov