# LORI Grant Workshop

Office of Library and Information Services
March 16, 2021

INSTITUTE *of* **Museum** and **Library** SERVICES

Office of Library & Information Services

# LORI Grant Funding

OLIS receives an annual grant from IMLS through the Library Services and Technology Act (LSTA)

OLIS Five-Year State Plan based on LSTA priorities

OLIS Plan priorities for use of LSTA funding

> Access
> Learning
> Engagement

View OLIS Five-Year Plan
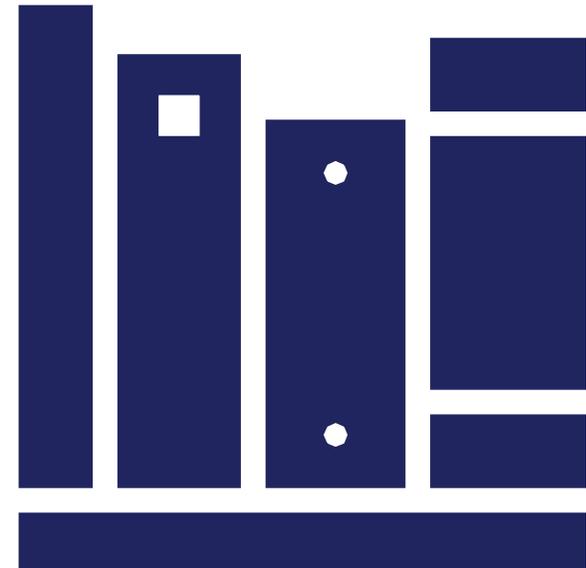
# LORI Grant Overview

- Funding from $10,000 - $50,000 for projects to be completed between April, 2021 and September 15, 2021

# LORI Grant Priorities

- Improve or increase access to library services

- Digitization projects (note: digitization projects must utilize metadata standards compatible with the Digital Public Library of America)

- Leverage technology to improve services

- Expand literacy programs

- Expand opportunities for adult learners, especially through workforce skills and/or digital literacy

- Provide opportunities for civic engagement

- Increase diversity of library collections or programs

- Expand access to people with disabilities

**RI libraries that are certified members of the Library of Rhode Island (LORI) or library consortia or organizations serving such members**

**Libraries may partner with a non-profit when the partner's contributions are key to the project's success**

If a library partners with a non-profit, the library is the applicant

**Fiscal Agents – why would you need one?**

If the funds are going to be managed by an entity other than the library

Have a signed agreement or formal arrangement between the library and the fiscal agent

# Who is Eligible to Apply?

# Application Process

**1** Complete application in MS Word and the budget in MS Excel

**2** Be succinct, but clear. Use terms precisely.
- Refer to Appendix 1: Definitions of Terms

**3** Limit the application narrative to 4 pages

**4** Submit all application materials electronically in Word & Excel

**5** Due date: April 2, 2021
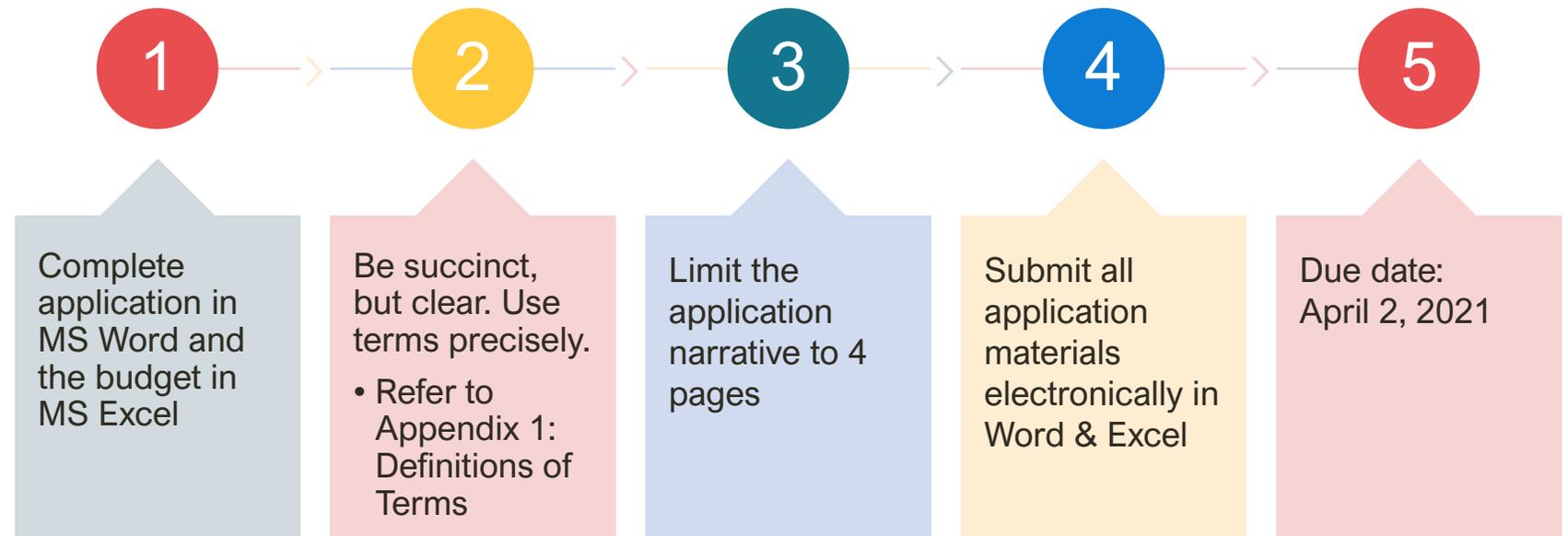
# Application

| | | |
|---|---|---|
| 📄 | **Library Information** | (DUNS required) |
| ✔ | **OLIS Priority** | (Primary purpose) |
| 🌐 | **Project Overview** | (100 words) |

**Describe the big picture of the project and its goal(s).**

- What is the need or challenge?

**Identify intended audience – who will be served by the project.**

- Who will benefit from the project?

**Describe how project aligns with the library's mission and strategic plan.**

**Identify how project complements, enhances or builds upon existing services.**
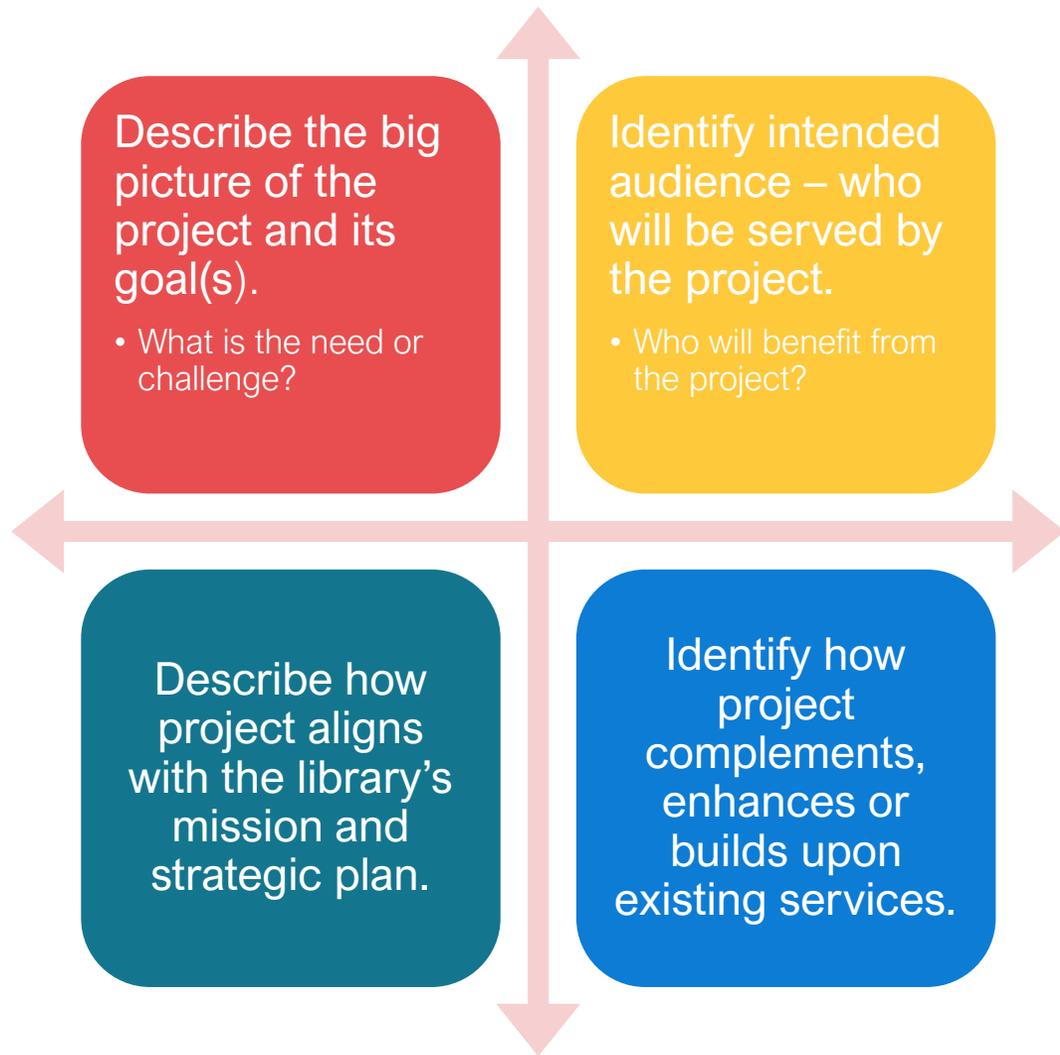
# Project Purpose

# Project Design

- Project Goals & Objectives

- Plan of Operation – activities and how they relate to project purpose

- Identify specific resources required to complete the project:
  - Project staff and their roles
  - Supplies and equipment
  - Services
  - Consultants or contractors

# Project Design, continued
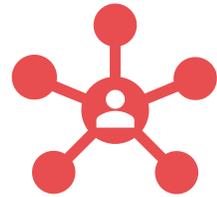
**How you will promote the project and recruit participants**

i.e., how the community will know about the project and how to participate

**Provide a project timeline**

# Evaluation Plan

- Why is evaluation important?
  - It tells you if a project was successful, i.e., met its goals
  - It indicates whether or not your audience benefitted from the project
  - It shows you the actual outcomes that came about as a result of the project

# Evaluation Plan Continued

- What does success look like?

- Indicate which parts of the project will be evaluated and how
  - Identify project outputs and project outcomes
  - Specify any evaluation tools or models that will be used to measure success
  - State how it will be determined that the project met its intended goals and outcomes and met the needs identified in the project purpose

## Budget

**Library of Rhode Island (LORI) Grant Program Application**

**Part 6: Budget**    Applicant: [                    ]

*Enter amounts requested in Grant Request column. If applicable, include any funding from outside sources in the Cash Match column. Totals will calculate automatically. Amounts for Other Costs (Table 1), Contracted Services (Table 2), and Other Costs (Table 3) will be calculated in their respective tables and carried to the Project Costs.*

| Item | Grant | Cash Match |
|---|---|---|
| A. Supplies | | |
| B. Equipment and Software | | |
| C. Services (itemize in Table 1) | | |
| D. Consultants (itemize in Table 2) | | |
| E. Other Costs (itemize in Table 3) | | |
| **Total Project Costs** | | |

Budget (con'd)    Applicant: _____

Correctly assign expenses to the right budget categories

Categories include:
  Supplies
  Equipment and software
  Services
  Consultants
  Other costs

RI Office of Library & Information Services 2021

# Budget continued

**Budgeted items need to be consistent with the project narrative**

**Cash Match includes any local funding that will be used specifically for the grant project**

- **Is not required**
- Includes direct costs committed by the library or partner organization or sponsoring organization
- Must be specific to the grant project
- Does not include overhead or "in-kind"
- Cash match funds should be necessary and reasonable for accomplishment of project

# Budget continued

- Federal Money for Match is <u>not</u> allowable
  - Match cannot come from another federal award
  - You can request special permission from another federal organization, but it will be subject to OLIS approval

- When Cash Match is used for personnel costs of an existing employee
  - The costs must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable, and
  - The services are for the same skill(s) for which the employee is normally paid.

# Dates to Remember

- Applications due to OLIS: April 2, 2021

- Award announcement: On or before April 9, 2021

- Grant activities commence: Contract execution – May 31, 2021

- Final date to request drawdown of grant funds: August 15, 2021

- Grant conclusion: September 15, 2021

- Deadline for final grant report: October 15, 2021

- If you have questions along the way . . . Contact OLIS!!

# Contact Information

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

- OLIS LORI Grant Information and Application
  - https://olis.ri.gov/grants/lori/2021/lgp.php