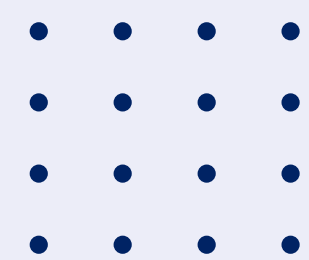


Summer Reading Program Mini-Grants

MARCH 8, 2021

RI OFFICE OF LIBRARY AND INFORMATION SERVICES





- About the grant program
- Timeline
- Application process
- Grant management
- FAQ
- Questions

About the Grants



Reimbursement



Non-competitive



Supplies and services for supporting reading and learning opportunities



Presenters/performers, food, and prizes are not allowable expenditures



\$500 for youth activities (children & teen); must offer a youth SRP



\$250 for adult activities; must offer an adult SRP



Library systems may request an additional \$250 per location for youth activities; locations must offer a youth SRP



Funding has been earmarked for every public library!

- Ask for the maximum amount your library is eligible for
- Another library will not get more money if your library does not apply
- If you do not request the maximum amount, you may not request additional funds after your application has been approved

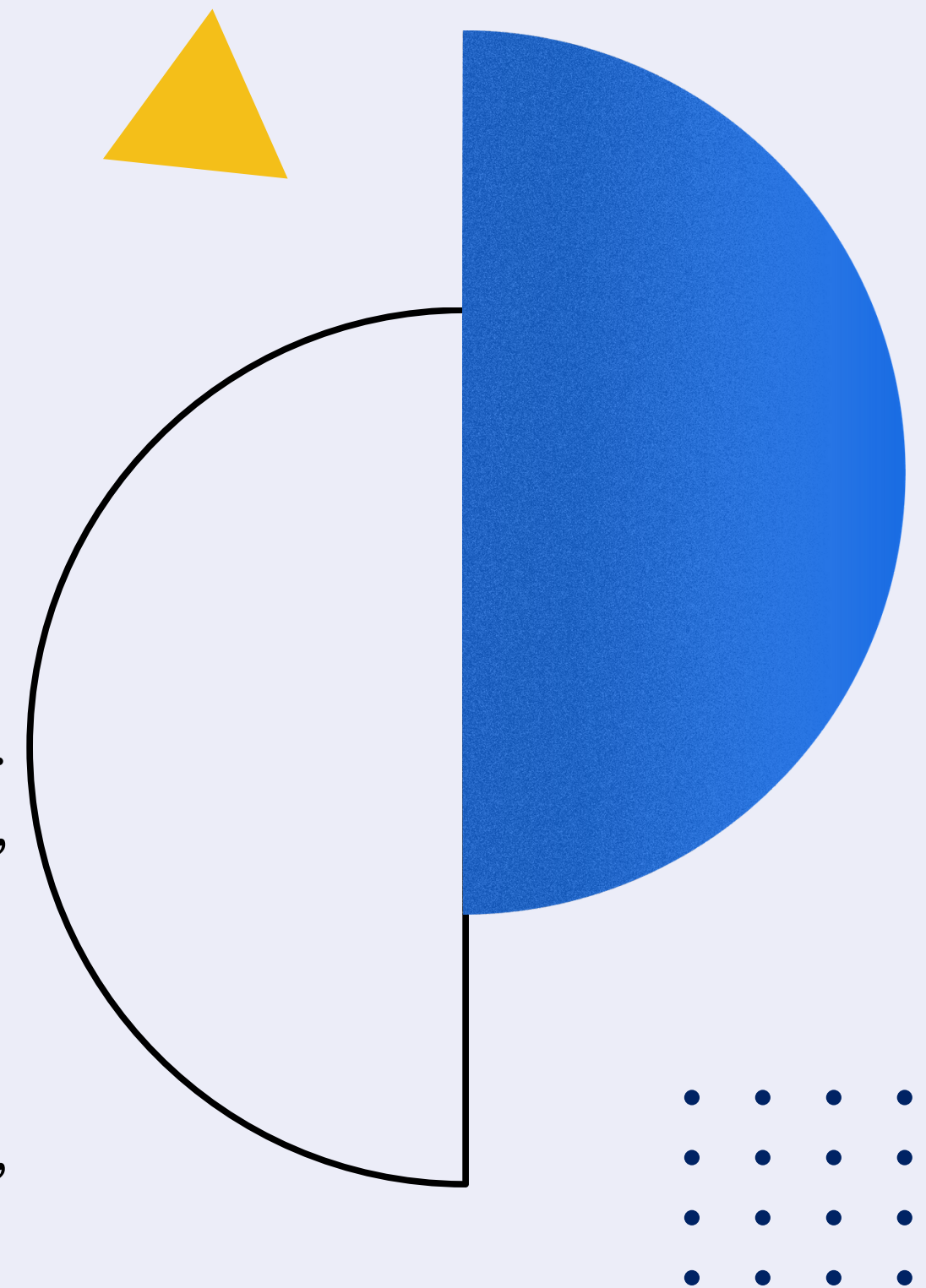
Supplies vs. Services

Supplies are materials needed for implementing an activity.

Examples: books, crafts, STEM tools, packaging for kits, etc.

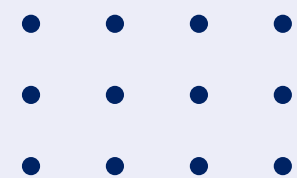
Services are activities conducted by vendors, businesses or sole proprietors. Services also include software, apps, and subscriptions. Examples: custom built StoryWalk installation, lamination or printing, Zoom, AV editing software, etc.

Services do not include presenters/performers.



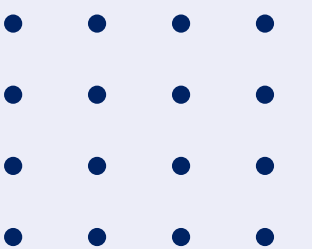
Activity Examples

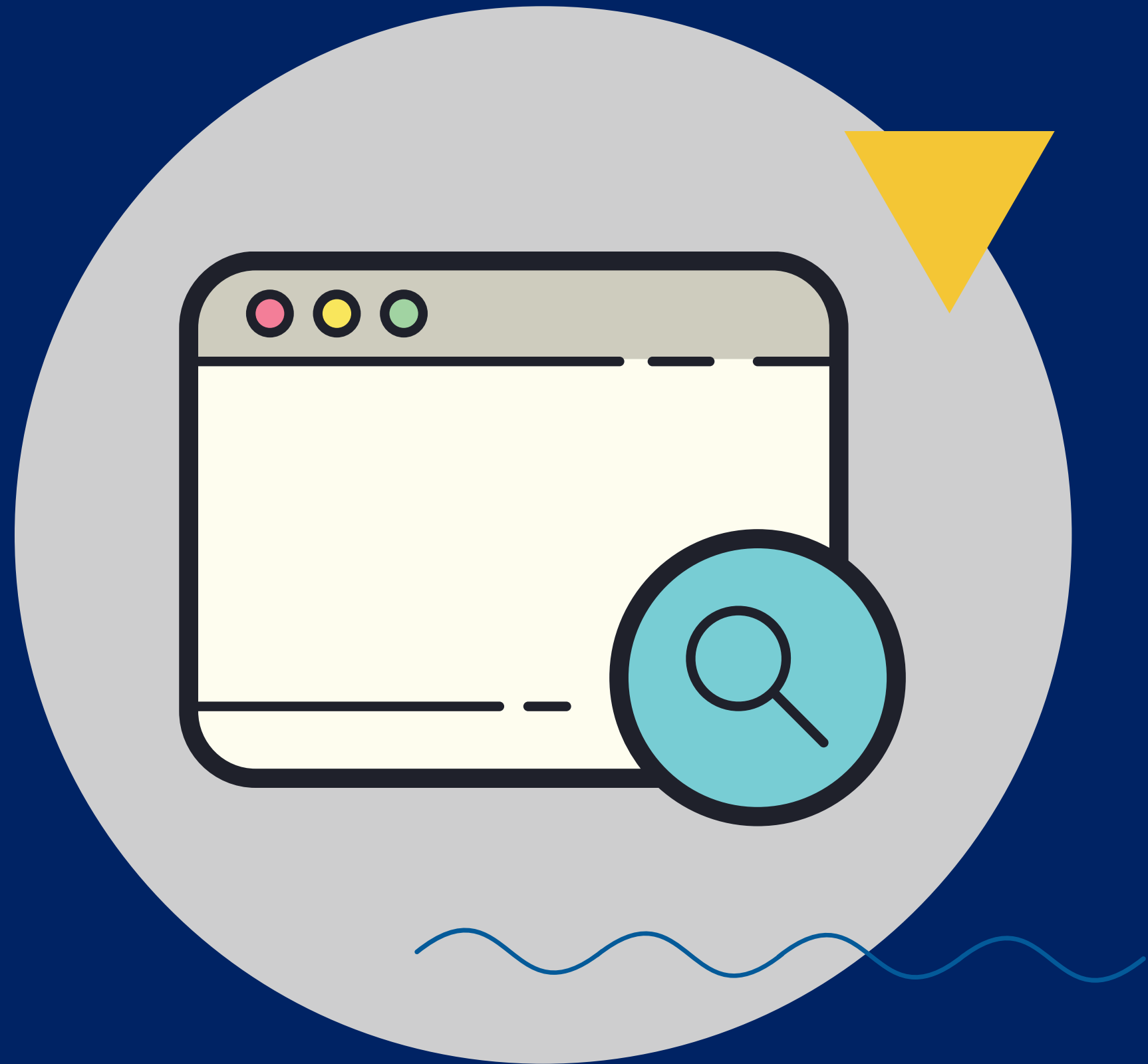
- Grab & Go Kits/Circulating Kits
- Book Club Kits/Book Club in a Bag
- Virtual Programming Tools
- Outdoor Programming Supplies
- Pop-up Libraries
- Additional Examples



Timeline

- March 8: application form opens
- April 9: application form closes
- April 12 -23: applications approved or returned for revision
- April 30: deadline for submitting revised application
- May 14: deadline for signing agreements
- July 9: deadline for purchasing approved materials
- August 16: deadline for submitting completed request for payment form

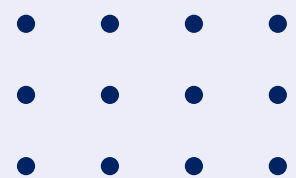


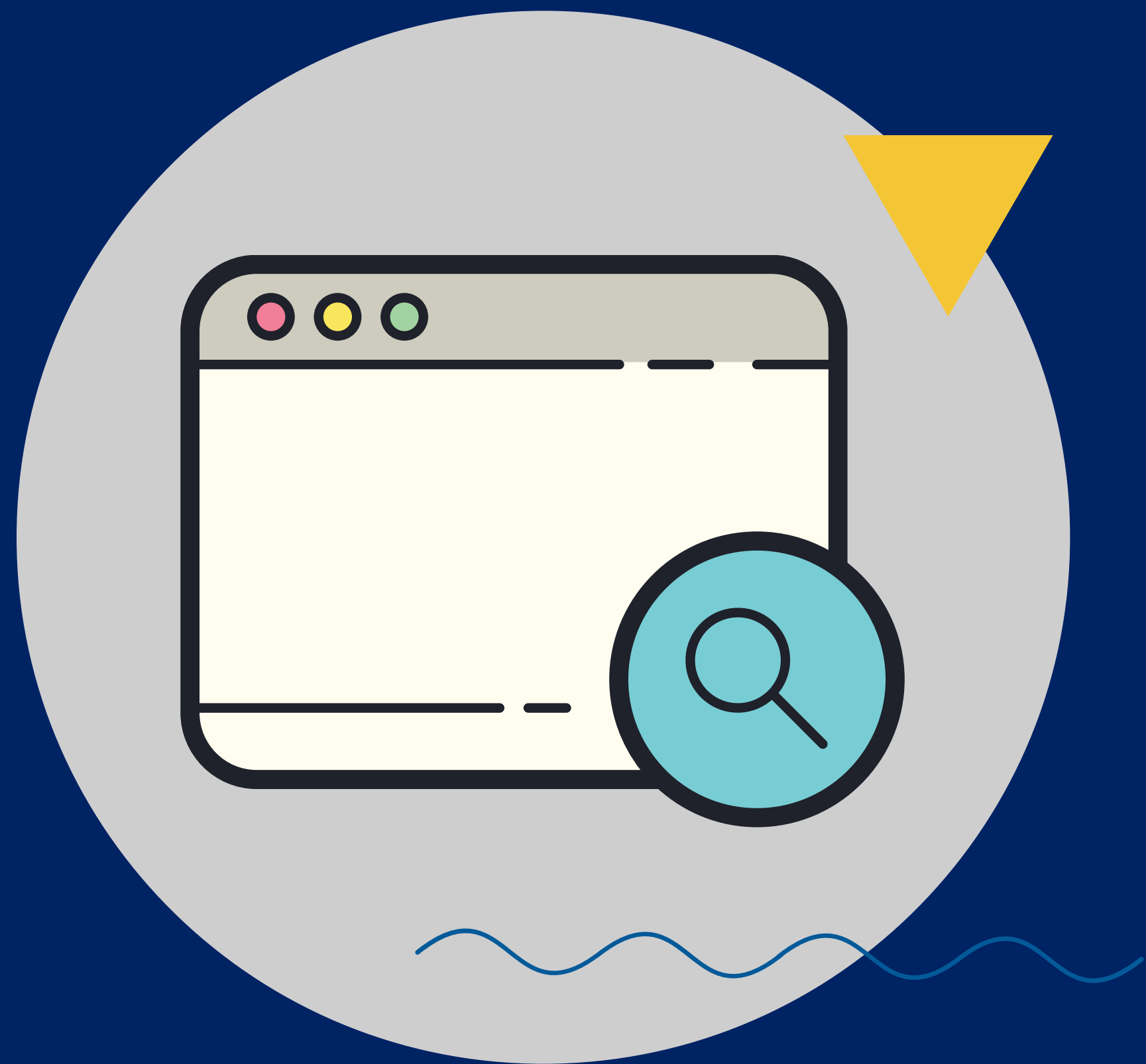


**Let's walk
through the
application
form together!**

Grant Management

- Important documents from OLIS through DocuSign
- Receipts and expenses tracked through Google Drive Folder





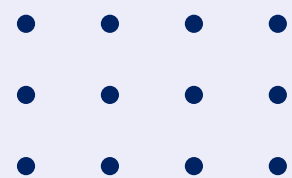
**Let's walk
through your
Google Folder
together!**

Is it a receipt?

- ✓ Scanned paper receipt from an in-person purchase
- ✓ Digital receipt from online purchase
- ✓ Invoice stamped PAID or payment otherwise notated
- ✓ Purchase requisition or similar from town or city
- ✗ Unpaid invoice
- ✗ Order confirmation without evidence of payment
- ✗ Amazon or other online shop listing

Request for Payment

- File a request for payment through the web form when you have uploaded all requests for payment and filled out the Expense tracker
- You will need your grant project number, your three-letter library code, and the grant manager last name and email to access your RFP form.
- The form will autofill most of the information you need to submit, apart from the amount you are requesting and your simple report.



FAQ

What if something I ordered isn't available before July 9?

Contact Danielle or Nicolette ASAP to discuss options for purchasing an alternative item(s). Do not sub one item for another without approval; unapproved purchases will not be reimbursed.



FAQ

What if something I planned to purchase is on sale and I spend less money than I was approved for?

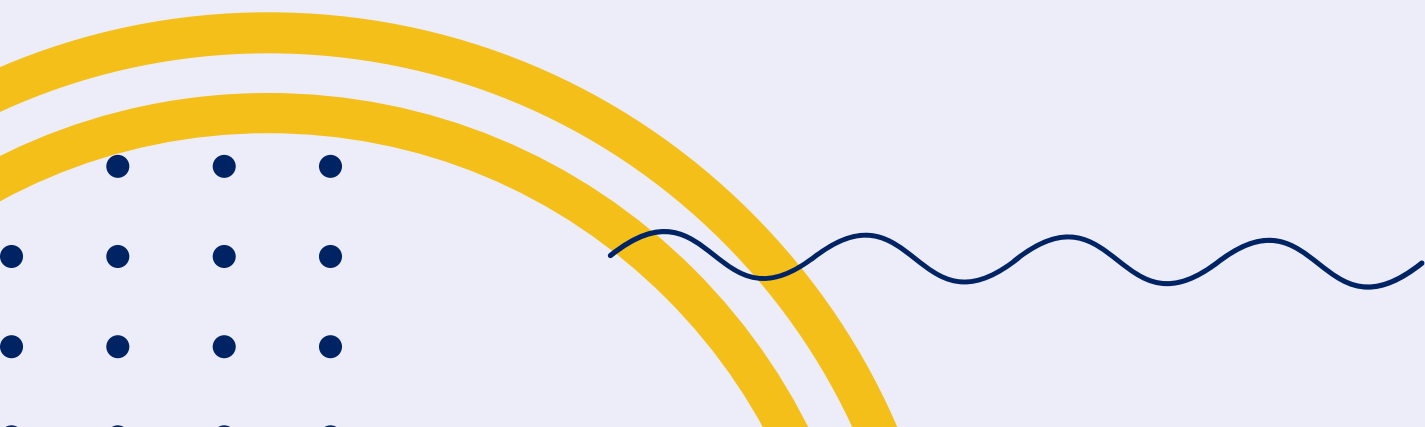
Contact Danielle or Nicolette. You will most likely be encouraged to buy more of an item(s) you were approved for. To avoid this issue, plan to spend slightly more than your grant award if your library can absorb an extra \$10-\$15. (I.e. plan to spend \$515; your library will be reimbursed \$500 and will be responsible for the remaining \$15 if necessary)



FAQ

What if I spend more than I was approved for?

You will only be reimbursed for the amount you were approved for. If your library can absorb the extra costs, going over your approved amount is preferable to spending under your approved amount.



FAQ

What if I don't know which DUNS number to use?

Contact Jeremy Cutler to verify the DUNS number used by your library or the entity you've designated as your payee. Designated payee must match the DUNS number you submit.



FAQ

I want the payment to come directly to the library, not to the town. Will it?

If your library typically receives its State Grant-in-Aid directly to the library, this should not be a problem. If your GIA typically goes through the town or you are not sure, contact Jeremy Cutler to ensure that your library is in the state system to receive payment.



FAQ

Are shipping costs reimbursable?

Yes, you may include shipping costs in your final request-for-payment amount.



FAQ

Is sales tax reimbursable?

Sales tax will not be reimbursed. As either a municipal organization or independent non-profit, your library should be eligible for tax-exempt status. Please make use of that benefit or plan to absorb the cost of sales tax.



Contact

Danielle Margarida
danielle.margarida@olis.ri.gov

Nicolette Baffoni
nicolette.baffoni@olis.ri.gov

Jeremy Cutler
jeremy.cutler@olis.ri.gov

