Summer Reading Mini-Grants: Spending & Finances

Managing Grant Funds

Summer Reading Mini-Grants are offered by the Office of Library and Information Services as subgrants funded through its federal Institute of Museum and Library Services grant under the Grants to States Program supported by the Library Services and Technology Act (LSTA). As such these funds are subject to the rules and regulations for federal funding outlined in the Code of Federal Regulations (2 CFR Part 200).

Best Practices for Spending Grant Funds

Adhering to the following best practices will ensure that the grant process runs smoothly for you, that your library maximizes your award, and that you will not jeopardize the library's eligibility for future grant awards.

- **Follow your approved budget**. If you want or need to make changes to what you submitted on your request form, contact OLIS. If your changes are not approved in advance, you may risk not receiving your funds.
- **Keep clean receipts.** Isolate grant purchases and payments so that receipts and invoices contain only items purchased for this grant program.
- **Save all documentation**. Ideally, save all your documentation as you go to one location so it can be easily provided to OLIS when necessary, and use file names that indicate the date and entity/company paid.
- **Get the documentation right.** Ensure that back-up documentation includes:
    - an itemized list of supplies/services purchased;
    - the total cost of supplies/services purchased;
    - proof that the supplies/services were paid for and received- these two pieces of information can be documented on the optional expense tracker.
- **Track your spending as you go.** Use the tracker to document your spending throughout the grant window. When the time comes to fill out your financial report, your basic information will be organized in one place.
- **Spend all your money!** If something comes in under budget, contact OLIS for ideas on how you can spend the entirety of your awarded funds. Overspending is allowed – the library can cover whatever goes over the approved amount.
- **Maintain your records.** Federal regulations **require** you to keep your financial records for three years following the final closeout of your award.

Requesting Funds (aka Financial Report Requests)

When you have completed your spending, you may request your funds by submitting a Financial Report Request in Euna. Financial Reports serve two functions:

1. To **report** on how you spent the funds, including a budget category breakdown, a narrative, and space to upload back-up documentation for your spending; and
2. To **request** funds.

You may submit either one (**recommended**) or two financial reports.

- If you submit one financial report it must reflect your total request, show the spending in all categories (supplies and services), include a narrative that shows what you purchased and how it was used, and include all back-up documentation, including the tracker. This may be done at any time in the grant window once you have completed your spending.
- You may choose to separate your supplies and services into two separate financial reports. For these, you will include the spending in just one category with its corresponding narrative and back-up documentation. You may not file two financial reports within 30 days of each other, so we only recommend filing two reports to libraries purchasing all supplies in state FY25 (before early June) and all services in state FY26 (after July 1) that would like to get reimbursed in the correct state fiscal year for each.

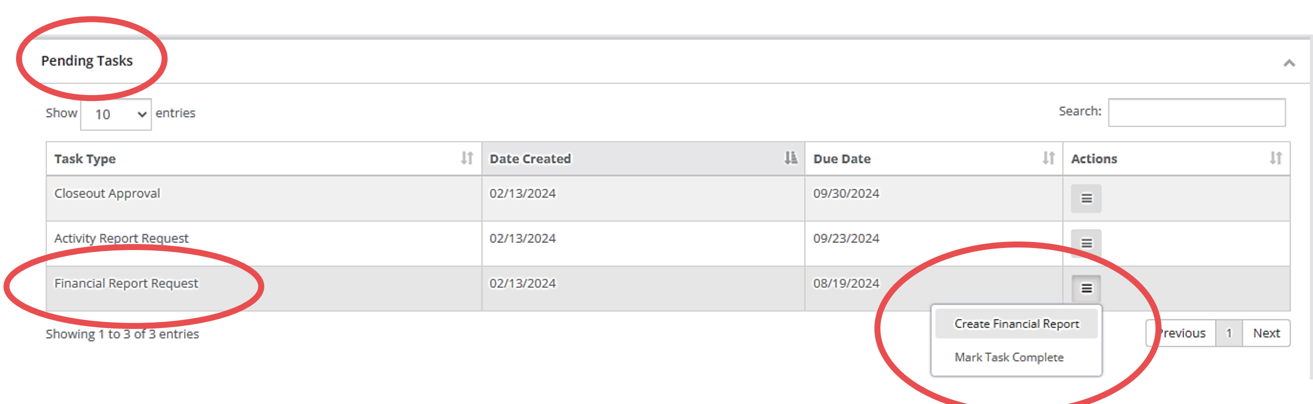
Reports to be processed in FY26 are due by June 5, 2026. All other financial reports are due no later than August 24. Contact OLIS to determine whether one or two financial reports is best for your library if you are not sure.

Financial Report in Euna

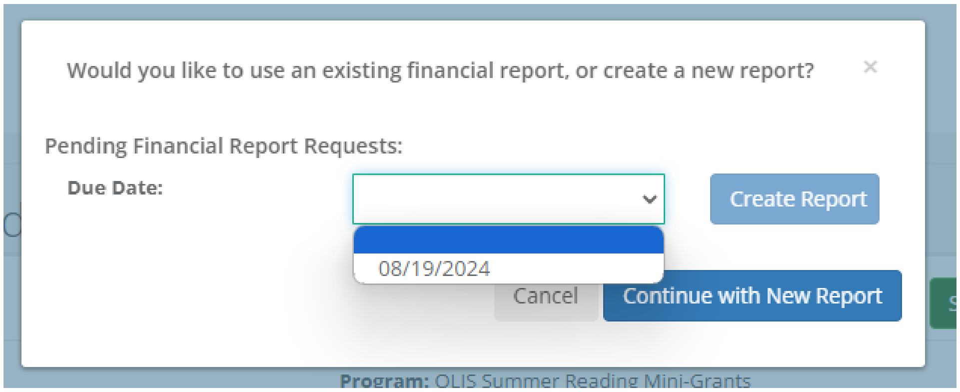
Let's take a tour of a financial report and its components! Navigate to your Award Dashboard to follow along.

Opening the Financial Report

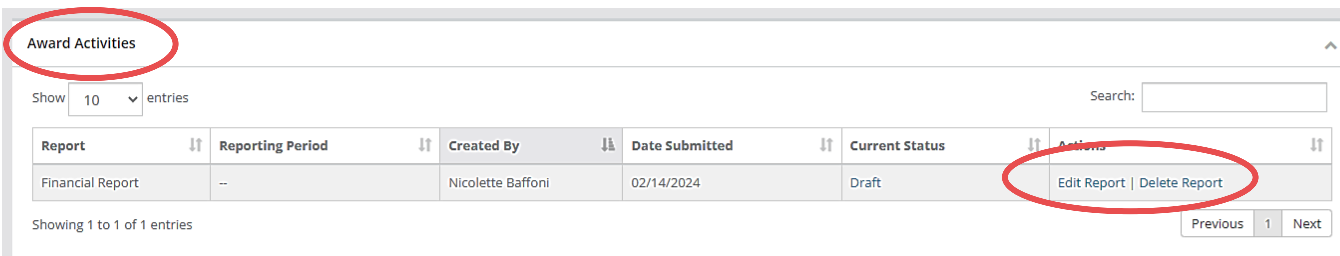
- The recommended option is to scroll down to your "**Pending Tasks**" and create a financial report by clicking the hamburger menu to the right of your assigned Financial Report task. This will help to ensure you are not creating multiple financial reports, which can cause issues when trying to submit.



- **OR** select “**Submit Financial Report**” from the top of your Award Dashboard to create a report. Use the dropdown to select the OLIS-assigned report due date to clear it from your pending tasks.



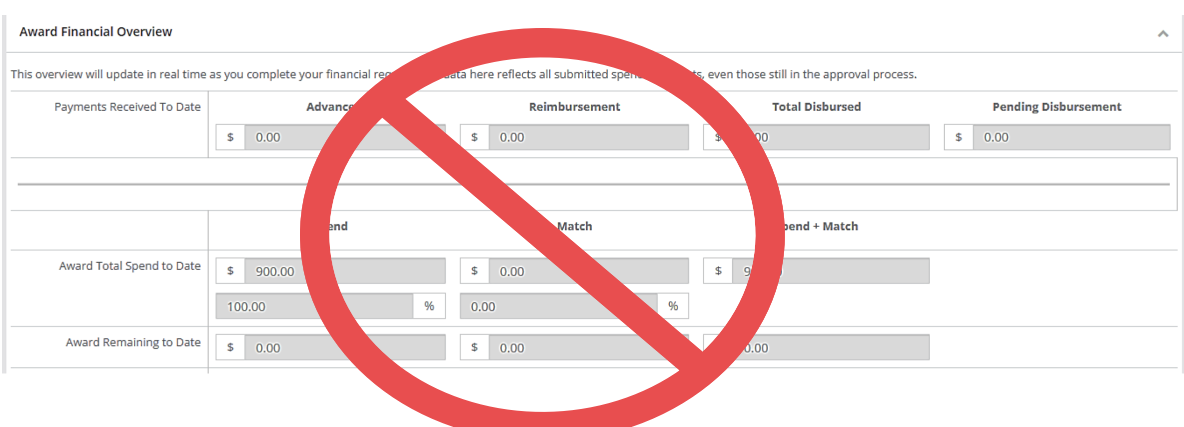
- If you or another grant team member has already started a financial report, scroll down to “**Award Activities**” and click “Edit Report” to edit that report. You can also delete a financial report draft from here, if you would like to start from scratch.



Avoid creating multiple reports by checking the award activities and editing a draft report if one exists. Creating multiple reports may result in duplication of work and can lead to complications when you are ready to submit!

Award Financial Overview

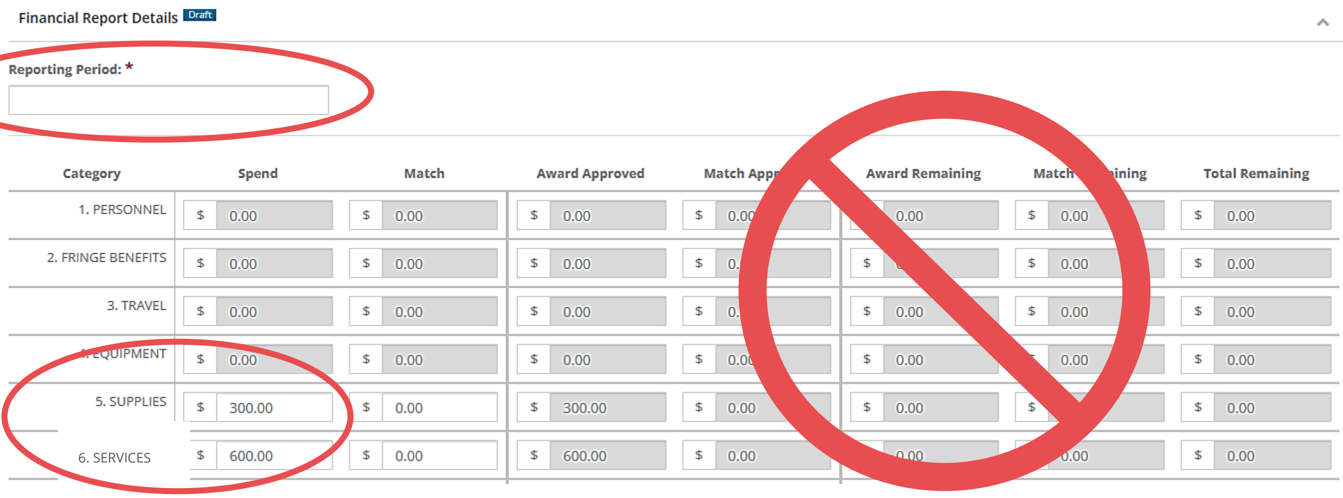
The first thing you will see when you open a financial report is the **Award Financial Overview**, which provides a summary of past financial requests. These fields are populated by the system and therefore grayed out; you cannot and do not need to enter anything here.



Financial Report Details

The “**Financial Report Details**” section is where you will report the spending in your budget categories. The only fields you can enter numbers into are in the Spend and Match columns for those categories that comprise your approved budget.

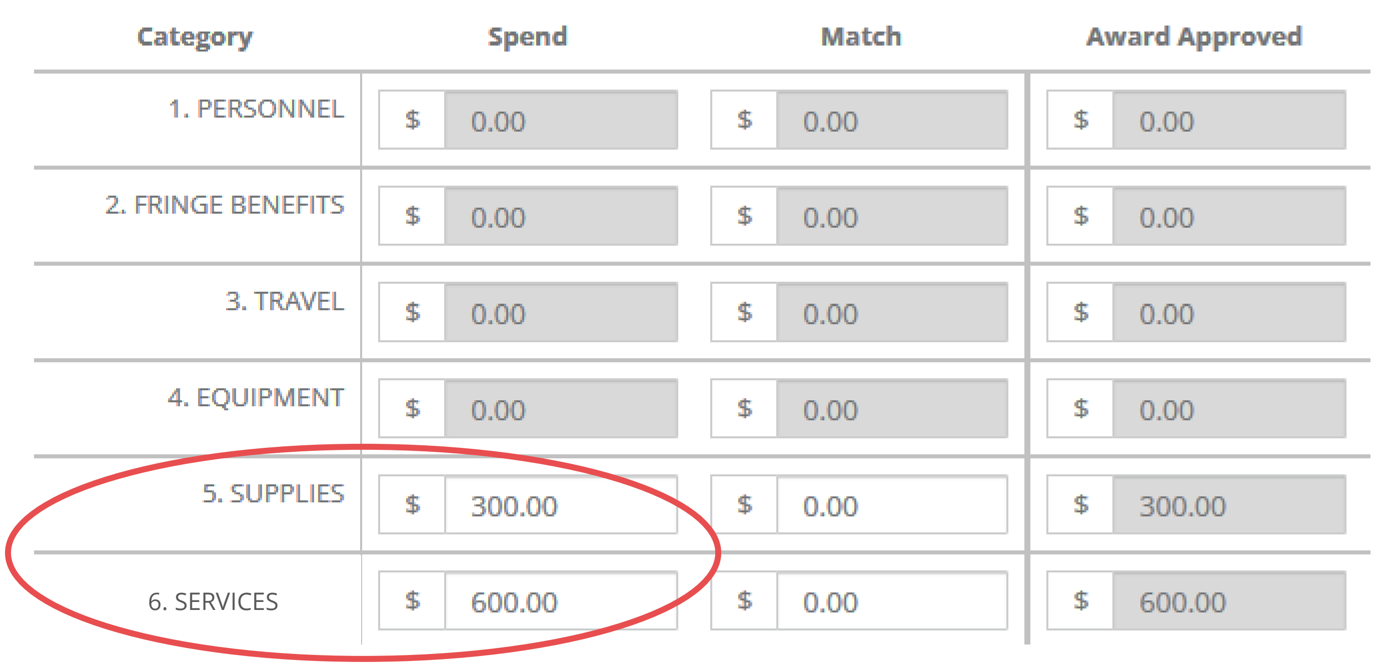
Set the **reporting period** as the start date of your award through the date when you are submitting the report.


Financial Report Details Draft

Reporting Period: *

Category	Spend	Match	Award Approved	Match App…	Award Remaining	Match…ining	Total Remaining
1. PERSONNEL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	0.00	$ 0.00	$ 0.00
2. FRINGE BENEFITS	$ 0.00	$ 0.00	$ 0.00	$ 0.	$ [illegible]	$ 0.00	$ 0.00
3. TRAVEL	$ 0.00	$ 0.00	$ 0.00	$ 0.	$ 0.00	$ 0.00	$ 0.00
4. EQUIPMENT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	0.00	$ 0.00
5. SUPPLIES	$ 300.00	$ 0.00	$ 300.00	$ 0.00	$ 0.00	$ [illegible]	$ 0.00
6. SERVICES	$ 600.00	$ 0.00	$ 600.00	$ 0.00	0.00	0.00	$ 0.00

The only fields you need to enter amounts into are the Spend column fields for the categories approved in your budget. You cannot exceed the amount you were approved for; it will trigger an error. If you would like to shift your spending between categories, contact OLIS about filing an amendment. If you would like to report overspending in a category but not shift anything to a new category, you can enter the overage in the Match column. You CANNOT enter anything into any of the grayed-out fields, nor do you need to.



Category	Spend	Match	Award Approved
1. PERSONNEL	$ 0.00	$ 0.00	$ 0.00
2. FRINGE BENEFITS	$ 0.00	$ 0.00	$ 0.00
3. TRAVEL	$ 0.00	$ 0.00	$ 0.00
4. EQUIPMENT	$ 0.00	$ 0.00	$ 0.00
5. SUPPLIES	$ 300.00	$ 0.00	$ 300.00
6. SERVICES	$ 600.00	$ 0.00	$ 600.00

Request Reimbursement

Next you will check the **Reimbursement Request box**; the amount you entered in the report details will be automatically filled in here.

☑ Reimbursement Request*

$ 900.00

Financial Report Narrative

The **financial report narrative** explains **what you spent your money** on and **how it was used**.

- The financial report narrative should be concise (1- 2 sentences per activity).
- Include what supplies you purchased and a brief description of how they were/will be used, and/or the names of presenters and a description of the programs provided.
- Separate your narrative into youth and adult, and whenever possible indicate the amount spent and corresponding invoice for each set of purchases.

Financial Report Narrative *

Please develop your narrative below including key metrics, spending details, and other pertinent details.

Youth: Supplies - $300

The library purchased journals, washi tape, pens, markers, 15 pairs of binoculars and 15 books about local animal and plant identification for a three-part nature journaling series for elementary aged children. (see invoices 05-15-2024-Amazon and 06-01-2024-Michaels)

Adult: Services - $300

The library paid the Audubon Society for two adult programs: Raptors 4Eva at which attendees learned about raptors with a live demonstration and Birds, Birds, Birds! at which attendees learned all about birdwatching and native RI birds. (see invoices 07-27-2024-Audubon and 08-02-2024-Audubon)

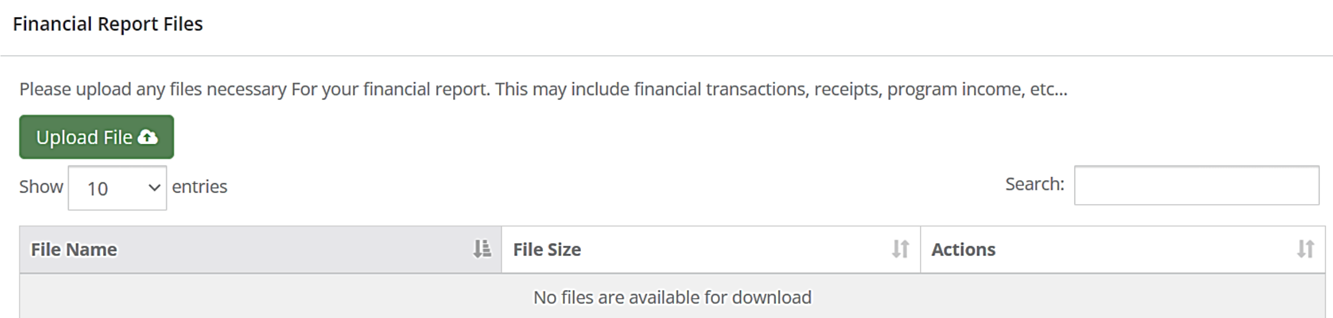
This financial report example would be approved. OLIS reviewers know what was bought and how it was used. That's all we need here!

If at the end of reviewing your narrative, OLIS reviewers still have questions like, "what did they buy exactly?", "What were the things they bought used for?" or "What did that presenter do?" then we may return the report to you and ask for more detail.

You do not need to include detailed information about outputs or outcomes in this report or much detail about the activity. We do not need to know attendance or circulation numbers, how these purchases contributed to the achievement of the program goals or any anecdotal or observational data. That should be shared in the Activity Report.

Financial Report Files

Financial Report Files is where you will upload your back-up documentation – the expense tracker, paid invoices, receipts, etc. – to show proof of all the reported expenditures.

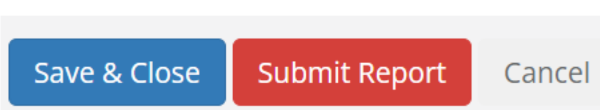


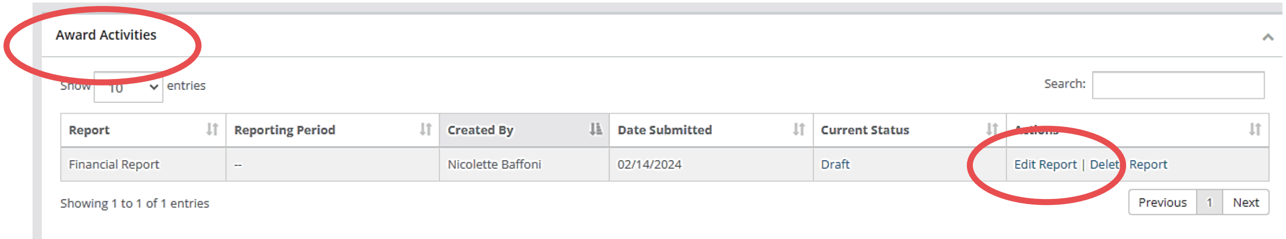
- A completed expense tracker (included with your award files) is optional. The tracker will list and total the invoices and receipts for you and can be used in lieu of cancelled checks or packing slips to serve as proof that items were paid for and received.
- Uploaded invoices/receipts/tracker must reflect:
  - an itemized list of supplies/services purchased;
  - the total cost of supplies/services purchased;
  - proof that the supplies were paid for and received or proof that the services were paid for and provided to the library
    - Indicating the date of receipt and payment on the expense tracker will be sufficient for these conditions, however invoices and/or receipts with itemized lists and the total cost must still be uploaded!
- This may be one item (i.e. a paid invoice marked received) or a combination of documents that meet the criteria (i.e. an unpaid invoice, packing slip and the expense tracker).
- **Visit the Complete Invoices & Receipts tutorial** for more information about acceptable invoices. This tutorial was made before the inclusion of the expense tracker, but still contains valuable information.
- Please **name files with the date of purchase and the entity paid** (i.e. 05-15-2024-Amazon); this makes the review process significantly faster for OLIS staff.

Remember to redact any account numbers on invoices or cancelled checks!

Submit Your Report

When you have reviewed your financial report for accuracy and completeness, click the red "**Submit Report**" button. If you are completing your report in multiple sittings or if multiple grant team members are contributing to the report, click "**Save & Close**" and then access your draft report under the "Award Activities" list when you are ready to revise.





Report Approval Process and Receiving Funds

The OLIS grants team will review your submitted financial report for:

- **Allowability** (did your purchases align with your approved budget?);
- **Accuracy** (do the numbers in the report details match the narrative and the back-up?); and
- **Completeness** (are all requested funds accounted for? does the back-up documentation show an itemized list of purchases/services, the total cost and proof of payment?).

If the OLIS review finds any errors or missing information, the report will be returned to you through Euna with a note explaining what changes are necessary for your report to be accepted.

If your report is not accepted, be sure to edit the report that was returned to you by scrolling to the "**Award Activities**" list on your dashboard and select "**Edit Report**." Do NOT start a new report, as this will create extra open reports and may cause issues when you try to resubmit.

After the report is approved, it will be sent to the state's finance system and the library or library's fiscal agent will receive payment within 30 days of the date of submission.

Final Financial Report (Closeout)

To officially close out your grant, you must submit your **Final Financial Report (Closeout)** by September 30, 2026.

- This report ends your grant in Euna, so you cannot submit this report until your financial report(s) and activity report have been accepted.
- This report is identical to a regular financial report, but you do not need to re-enter any information that was previously shared in your financial report.
- There are 2 required fields: Report Period (enter the start date on your award – 08/24/2026) and the narrative (enter "see previous financial report").

Congratulations! Once the Final Financial Report is approved, your work on this grant is complete!