LORI Grant 2023 Project Grants

Notice of Funding Opportunity

Introduction

The Office of Library and Information Services is making Library of Rhode Island (LORI) Grants available in amounts from $5,000 to $25,000 to eligible libraries, library consortia and library-serving organizations to execute forward-looking projects that support the advancement of library services in Rhode Island. Libraries or organizations are encouraged to submit proposals that expand access to library materials and services, expand learning opportunities or promote literacy, expand or advance the use of library services or the role of the library in the community, or create more inclusive or accessible library services to all members of the community.

The application period is open through May 1, 2023. Projects must be completed in their entirety between contract execution and September 15, 2023.

Background

The Office of Library and Information Services (OLIS) is the Rhode Island state library agency and is supported by funds from the State of Rhode Island and the federal Institute of Museum and Library Services (IMLS). Support from the IMLS includes an annual grant from the Library Services and Technology Act (LSTA) under the IMLS Grants to States Program. LORI Grants are offered as subgrants of the OLIS LSTA grant and are offered to support the overall purposes of LSTA.

Purpose

OLIS' 2023 LORI Grant Program supports the advancement of library services by distributing LSTA subgrants to libraries, consortia, and library-serving organizations in Rhode Island. The objective of the LORI Grant program is to strengthen, improve and expand library services and library programs statewide.

Priorities

[LSTA purposes](#) provide the foundation for the [2023-2027 OLIS Five Year State Plan](#) for the use of LSTA funds. The three goals of the OLIS plan are:

1. **Access**: Facilitate access to library materials and information resources in physical and digital formats for all Rhode Islanders.
2. **Learning**: Support the continuing education of librarians, library staff and trustees and the development of statewide programming for the public.
3. **Engagement**: Empower libraries to be incubators for economic, educational and cultural development, civic discourse, and healthy communities.

To advance the achievement of these goals, Rhode Island libraries, library consortia and related organizations may submit applications to the LORI Grant Program for grants in amounts from $5,000 to $25,000. Proposals should address one or more of the OLIS priorities.

Access

- Improve or increase access to library services, materials, or programs, through partnerships with other libraries or non-profit partners or through assessment of current services and identification of service gaps.
- Expand access to library materials or services to people with disabilities.
- Expand access to library and cultural heritage materials through digitization of significant collections not yet available in digital format (note: digitization projects must utilize metadata standards compatible with the Digital Public Library of America).

Learning

- Leverage new technologies or use existing technologies in new ways to promote community learning and engagement across the age spectrum and for diverse populations in a transformative manner.
- Expand literacy, learning, or reading programs.
- Expand professional development or continuing education opportunities for library staff.

Engagement

- Increase the diversity of library collections or library programming to foster more inclusive library services.
- Expand opportunities for adult learners, especially those seeking to develop workforce skills, to establish or advance a small business, or to improve digital literacy skills.
- Provide opportunities for civic engagement by facilitating community conversations that foster connections and build understanding within the community.

Projects should create demonstrable and sustainable change in the delivery of library services in Rhode Island. In keeping with the purposes of LSTA, capital expenditures (i.e., construction) are not eligible expenses under the LORI Grant Program.

LORI Grant Timeline

- Application period: April 7, 2023 – April 28, 2023
- Notification of award: May 12, 2023
- Project period begins: contract execution date but no later than May 31, 2023
- Final date to request drawdown of grant funds: August 18, 2023
- Grant conclusion: September 15, 2023
- Deadline for final grant report: October 20, 2023

Application Instructions

All applications must be completed through the State of Rhode Island's eCivis Grants Portal. Visit the [State of RI Resources for Applicants](#) for user guides and training on the system.

Application Link

Visit the [OLIS website](#) to learn more about this grant program or apply directly at the [eCivis LORI Project Grants portal](#). You will need to create a free account to access the application, or sign into your existing account if you have already created one.

Profile

Fill out the profile section of the application. You are required to provide:

- First Name/Last Name
- Email
- Entity Legal Name (enter fiscal agent here)
- Address/City/State/Zip

Fields such as the Unique Entity Identifier (UEI) are not required to apply, however you will need to provide a UEI before OLIS can issue a subaward. The Authorized User is the person with the legal authority to sign documents, including grant agreements, on behalf of the library. You may edit the profile any time before you submit your application.

Once you have saved your profile, you will click "Application Submission" and then open the application.

Entity Information

Enter the Library Name and the Entity Legal Name of the entity that will receive payment; if the library will receive payment directly, enter the library in both fields.

General Proposal Information

In this section, you will answer questions about your grant proposal including the Proposal Title, Amount Requested, contact information and other basic information. This section also includes questions upon which your proposal will be scored.

Proposal Abstract

The proposal abstract is a brief paragraph that summarizes the proposed project and should be suitable for dissemination to the public.

Scope of Work

The Scope of Work will include detailed descriptions of the community need and target beneficiaries this proposal addresses. Your proposal's scope of work should reference your library's strategic plan and explain how this proposal addresses one or more of the goals within that plan. This section is also where you should include the activities the library will execute to meet the community need.

Organizational Capacity and Experience

Outline the library's capacity and experience in delivering similar programs or completing similar projects, including recent examples if applicable. Explain the resources, including materials, services, and staff, needed to complete this project. If you have any community partners, please include information about them here.

Goals and Objectives

Describe the proposals goal's and objectives – include anticipated outputs and outcomes. Include a plan to measure and evaluate the project's impact.

Timeline

Provide the proposal timeline, including key milestones and activities, as well as the proposed start and end dates. Project period must begin on or before May 31, 2023 and end by September 15, 2023.

Target Area and Beneficiaries

Please indicate the target municipality of your project and the target beneficiaries. Select Library Workforce if your proposal focuses on professional development or training for library staff, otherwise select general population or targeted population. If you select targeted population, you will be prompted to identify which populations you are targeting (e. g., a particular age group, economic status, or ethnic/minority population). When identifying beneficiaries, be as specific as possible.

Attachments

You must download the [GMS User Certification Form](#) and the [Authorized Representative Certification Form](#) from the provided links, fill out, sign, and upload into your application in order to complete your application.

GMS User Certification Form

This form authorizes the signee to apply for and accept grants on behalf of the library and should match the person who is applying for the grant in the eCivis Portal. If the library is receiving payment through another entity, such as the municipality or a library foundation, enter both the library and the fiscal/fiduciary agent, for example, "Quahog Public Library with Town of Quahog acting as fiscal agent."

Authorized Representative Form

This form identifies the person with the legal authority to sign documents, including grant agreements, on behalf of the library, nearly always the library director. This form also allows the authorized representative to designate another user to access the GMS system and submit applications on behalf of the library. Once again, if the library is receiving payment through another entity, such as the municipality or a library foundation, enter both the library and the fiscal/fiduciary agent, for example, "Quahog Public Library with Town of Quahog acting as fiscal agent."

Budget

The Application Budget is located below the Application Submission. To the right, select the drop-down menu (≡) and select "Edit Budget" to create your budget.

> You cannot enter budget costs at the top level. You must click each budget category to expand it and update the worksheet under each category. Virtually all your costs should be Direct Costs, and you do not need to provide Units/Unit Cost/Extended Cost or GL Code information in your worksheet; simply enter details in the Title/Description/Cost fields

1. Personnel

LORI grants funds cannot be requested to pay current library staff, except in the case of part-time staff who will be working additional hours solely on the grant project. The personnel costs category is valid only for staff being paid through the library's regular payroll process. Any other project staff should be listed as a consultant. Refer to the Definition of Terms under Personnel for further information about Personnel Costs.

2. Fringe Benefits

LORI grant funds cannot be requested for fringe benefits unless the part-time employee is receiving benefits as part of their compensation for non-grant activities. Refer to the Definition of Terms under Personnel for further information about Fringe Benefits.

3. Travel

Includes all transportation, accommodations, etc. for project-related activities. Expenses must be directly related to the project activities and must be incurred by staff working on the project. It cannot include project staff or consultant commuting from home to the grantee's main facility. Mileage to additional locations for grant activities should be calculated at the federal rate in place at the time of travel. Include any shipping fees for equipment or materials in this category.

4. Equipment

Electronic or other single items with a useful life of more than one year costing over $5,000. Any equipment purchase requires prior approval by OLIS. Note: purchasing multiple devices that in total cost $5,000 or more should not be listed as equipment; for example, five computers at $1,000 each does not constitute equipment. Items that cost less than $5,000 for a single item should be listed as Supplies.

5. Supplies

Includes all projected costs for supplies, materials or devices that will be purchased specifically for project use. Include software in this category only if a single expenditure results in a perpetual license for the product; otherwise, software is a service.

6. Contractual (Services?)

Includes cost of services provided by a contractor or a vendor. A contracted service differs from a consultant: a consultant is paid for expertise; a service is a one time or ongoing provision of goods or services. Example? Printing? Configuring a checkout machine?

7. Consultant Professional Services

Includes all projected expenses related to acquiring the services of a consultant for a specific activity within the project. Costs may include fees, travel expenses and accommodation, and support services obtained directly from the consultant. Describe the expertise of the consultant along with their expected actions/contributions to the project. If a consultant will be paid with grant funds, the applicant must have a written agreement with the consultant defining scope of work and payment.

8. Subwards

LORI grant funds cannot be requested for subawards.

9. Construction

LORI grant funds cannot be requested for construction.

10. Other

Other could include subscriptions, training, or registration fees; use this category sparingly, as nearly all costs fall into a more specific category listed above. Contact OLIS with questions.

11. Indirect Costs

Indirect costs include costs which are frequently referred to as overhead expenses (for example, rent and utilities) and general and administrative expenses (for example, officers' salaries, accounting department costs and personnel department costs). Libraries may use up to 10% of totaldirect costs as indirect costs (de minimis rate) or the amount of their federally negotiated indirect cost rate agreement where one exists.

Program Income

LORI grant proposals should not generate program income; leave blank.

Questions

For any LORI Grant application or budget questions, please contact Nicolette Baffoni (nicolette.baffoni@olis.ri.gov) or [schedule an appointment](#).

For questions on LORI Grant applications for digitization projects, please contact Pablo Morales Henry (pablo.moraleshenry@olis.ri.gov)

Appendix I: Definitions of Terms

The following are definitions for terms used in the LORI Grant Program application. For additional help, see the [Grants.gov online glossary](#)

Activities: Actions through which the objectives and goals of a grant are accomplished, and deliverables are created.

Allowable Costs: Determination of costs allowable under a federal award or subgrant is made in accordance with the government-wide cost principles in the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in [2 CFR Part 200](#). Refer to the [IMLS Tip Sheet for Allowable Costs](#), or contact OLIS if you have questions about allowable costs.

Anecdotal reports: Can be obtained through interviews with or open-ended surveys completed by project participants. An anecdote is a brief description of a participant's response, not necessarily based on objective information.

Authorized User: The person with the legal authority to sign documents, including grant agreements, on behalf of the Entity; in most cases, the library director.

Cash Match: Includes direct costs committed by the applicant or partner organization and sponsoring organizations, to the extent that such costs are committed as part of the grant funded project. It does not include overhead costs or in-kind contributions and is generally a local investment of funds into a project. A cash match includes a recipient's cash outlay, including the outlay of money contributed to the recipient by third parties. Funds used for a cash match cannot be included as contributions for any other award or grant; are not from another federal award (unless authorized); and are necessary and reasonable for accomplishment of project or program objectives.

When cash match is used for personnel costs/the services of an employee, these services 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 provided these services employ the same skill(s) for which the employee is normally paid. (See also 2 CFR 200.36)

Community Need: Describes a specific need or needs and serves as the basis for a project or plan. Needs should be identified through an assessment of the community, library, or other stakeholders and supported by additional evidence, such as community data and statistics, subject research (formal or informal), the library's prior experiences, or a project partner's experiences. The community need should align with LORI Grant Program priorities.

Consultant Fees: Includes all projected expenses related to acquiring the services of a consultant for a specific activity within the project. Costs may include fees, travel expenses and accommodation, and support services obtained directly from the consultant. Describe the expertise of the consultant along with their expected actions/contributions to the project. If a consultant will be paid with grant funds, the applicant should have a written agreement with the consultant defining scope of work and payment.

Contractual (Contracted Services): Includes subscriptions, training, or registration fees. Also includes cost of services provided by a contractor or a vendor. A contracted service differs from a consultant: a consultant is paid for expertise; a service is a one time or ongoing provision of goods or services.

Data sources: Tools, documents and locations for information that will demonstrate what happened to your target audience; sources of information about conditions being measured. (For example, pre-post test scores, surveys, focus groups, attendance records, program records, assessment reports, records from other organizations, observations, etc.)

Devices: Electronic items such as computers, tablets, hotspots, electronic pens, printers, scanners, etc. A single item that costs $5,000 or more is considered equipment; devices are not. See definition below.

Equipment: Electronic or other items with a useful life of more than one year. Purchase of a single piece of equipment over $5,000 requires prior approval by OLIS.

Evaluation plan: A clear representation of the links between the program's or project's activities, the results these activities produce, and how the results will be measured.

Goals: Goals are broad but clear statements that articulate the desired result of our efforts. Goals should be specific, measurable, attainable (achievable), relevant, and time-bound (SMART).

Objectives: Objectives are statements that describe the specific, tangible products and deliverables that a project will deliver. Objectives may include anticipated outputs and outcomes.

Outcomes: Changes to an audience's skills, attitudes, knowledge, behaviors, status, or life conditions brought about by participation in a project activity. Outcomes may be immediate, intermediate, or long-term. Outcomes rarely include institutional benefits.

Outputs: The amount of something produced, i.e. how much is done. Outputs are measurable or countable.

What are the differences between outputs and outcomes? Outputs are measures of the volume of a program's activity: products created or delivered, number of people served, activities and services carried out. Outputs are almost always numbers: the number of loans, the number of ILLs, the number of attendees, the number of publications, or the number of times a workshop was presented. Outcomes are the "people" component– what happened because of the activities and outputs.

> Some examples of Outputs:
>
> - 20 individuals completed training
> - 4 workshops were held
> - 1 website was created
>
> Some examples of Outcomes:
>
> - Through Connected Learning, youth can confidently use maker space tools to create tangible content based on their own designs.
> - Library staff have the skills to creatively engage patrons in library programming.
> - Library users of all abilities can easily navigate the library website to find information and services that meet their information needs 24/7.
>
> Anecdotal reports may be used to support Outcomes.

Partner: A partner organization contributes services or skills to a project and shares in the benefits of the project. A partner joins a project when there is mutual interest in the activities and outcomes of the project. Partners are generally not paid for their services, though specific costs incurred by the partner may be paid with grant funds. A vendor or consultant who is paid for their services is not a partner.

Personnel Costs: When used for "Cash Match," include all projected salaries, wages and fringe benefits paid to staff who are directly contributing to this project. Include position titles and number of FTEs, but not personal names.

When included in the Grant Request category in the budget, do not include funds used to pay current library staff, except in the case of part-time staff who will be working additional hours solely on the grant project. The personnel costs category is valid only for staff being paid through the library's regular payroll process and may include fringe benefits if the part-time employee is receiving benefits as part of their compensation for non-grant activities. Grant funds may not be used to pay overtime costs for full-time equivalents (FTE), or for additional hours for part-time employees wherein those additional hours would

result in that employee working the same number of hours as an FTE at that library. Any other project staff should be listed as a consultant.

Program: Activities and services leading toward independent outcomes. Programs generally have a definite beginning and end. Programs are designed to change attitudes, behaviors, knowledge; or to increase skills and abilities based on assumed need.

Project Purpose: Relates to the organization's mission statement and long-range plan and defines the audience, outcomes, and services. The project purpose is driven by the project community needs.

Strategic Plan (Long Range Plan): Defines what an organization seeks to achieve and what it needs to do to meet those goals. Strategic plans bridge the gap from overall direction to specific projects and day-to-day actions that ultimately execute the mission of the organization. Public libraries are required to have long range plans per [Rhode Island General Law 29-6-3](#) and in accordance with the Minimum Standards and Regulations for RI Public Libraries ([220-RICR-60-15-02](#)). Other libraries applications must align with the library or parent entity's strategic/long range plan.

Supplies/Materials: Includes all projected costs for materials or devices that will be purchased specifically for project use. Include software only if a single expenditure results in a perpetual license for the product; otherwise, software is a service.

Travel: Includes all transportation, accommodations, meals, etc. Expenses must be directly related to the project activities and must be incurred by staff working on the project. Project the number of travelers expected. Travel cannot include project staff or consultant commuting from home to the grantee's main facility. Consultant travel stipulated in their contract for services should be included in Consultant Fees. Mileage should be calculated at the federal rate in place at the time of travel.

Unique Entity Identifier (SAM) or UEI: A non-federal entity is required to have a UEI to apply for, receive, and report on a federal award. The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. A UEI may be obtained from www.sam.gov.