

# LORI Grant 2024 Mini-Grants

## Notice of Funding Opportunity

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### Introduction

The Office of Library and Information Services is making Library of Rhode Island (LORI) Project Grants available in amounts from \$2,500 to \$7,500 to eligible libraries, library consortia and library-serving organizations to execute 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 literacy, expand 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 December 22, 2023. Projects must be completed in their entirety between contract execution and August 16, 2024.

### 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' 2024 LORI Mini-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 2022-2027 OLIS Five Year State Plan for the expenditure 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 the amount of \$2,500 to \$7,500. Proposals should address one of the OLIS priorities.

## Access

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- Improve or increase access to library services, materials, or programs through assessment of current services and identification of service gaps;
- 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);
- Expand access to library materials or services to people with disabilities.

## Learning

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- 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

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- Increase the diversity of library collections or library programming to foster more inclusive library services; or
- Expand opportunities for adult learners, especially those seeking to develop workforce skills, to establish 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;

In keeping with the purposes of LSTA, capital expenditures (i.e. construction) are not eligible expenses under the LORI Grant Program.



# 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 additional application user guides and training.

Additional details, including a [step-by-step guide for navigating the application](#) with screenshots can be found at the [OLIS 2024 LORI Project Grants Notice of Funding Page](#).

## Application Link

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Visit the OLIS website to learn more about this grant program or apply directly at the eCivis [LORI Mini-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

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

- First Name
- Last Name
- Email

Throughout the profile, all references to "Company" or "Organization" will refer to the library, and you should enter the corresponding information of the library in the appropriate fields. If the library will receive payment through another entity as a fiscal agent, that will be entered in the application itself, not the profile. Do not fill in the DUNS number in the profile; the UEI from Sam.gov will be entered for the library or fiscal agent in the application itself as well.

## Applicant Information

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In this section of the grant application, you will answer basic questions about the library, including whether the library will receive the funds directly or use a fiscal agent. You will be asked to provide the UEI for either the library (if receiving payment directly) or the fiscal agent (if receiving payment through another entity such as the municipality, friends group or library foundation).

To check on the status of the library or other entity's UEI visit [Sam.gov](#).



## General Proposal Information

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This section of the application includes the questions on which the proposal will be scored. Ensure that you include all the indicated components under each question to receive the points available for that question.

### **Proposal Abstract**

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

### **Project Purpose**

Enter a description of the community need and target beneficiaries this project will address. Explain how this proposal relates to the library's long-range (strategic) plan and supports the selected OLIS priority. The identified need to be specific to the community in which the problem will occur.

### **Scope of Work**

The Scope of Work will include detailed descriptions of the proposed activities the library will execute, and how they relate to the overarching goal of the project. If you indicated a beneficiary in the project purpose, describe how these activities specifically target the indicated population. All activities should align to the overall project purpose and have measurable outputs and outcomes. Procurement/purchasing activities alone do not constitute an approvable scope of work.

### **Goals and Objectives**

Describe the proposal's goals and objectives. Also include anticipated outputs and outcomes. Include a plan to evaluate the project activities' success.

## Timeline

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Provide the proposal timeline, including key milestones and activities, as well as the proposed start and end dates. Project period must end by August 16, 2024, but may end sooner.

## Target Area

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### **Target Area**

Indicate the target municipality or municipalities of your project.



## Budget

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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 total level. You must click each budget category to expand it and update the worksheet under each relevant category. Virtually all your costs should be Direct Costs, and you are not required to fill out the Units/Unit Cost/Extended Cost or GL Code information in your worksheet; simply enter details in the Title/Description/Cost fields. See the [How to Use eCivis Guide](#) for screenshots of the budget process.

### **Supplies/Materials**

Includes all projected costs for supplies, 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.

### **Equipment**

Electronic or other single items with a useful life of more than one year, costing over \$5,000.00  
Any equipment purchase requires prior approval by OLIS.

### **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.

### **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.

### **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 should be calculated at the federal rate in place at the time of travel. \*Also includes shipping fees.

### **Other Operational Expenses**

Other operational expenses 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). These are also known as "indirect costs." Libraries may use up to 10% (or their existing federally negotiated rate) of their requested funds on indirect costs.

## **Important Dates**

- Application period: November 2023 – December 22, 2023
- Notification of award: January 12, 2024
- Project period begins: contract execution but no later than February 1, 2024
- Final date to request drawdown of grant funds: August 16, 2024
- Project conclusion: August 16, 2024
- Deadline for final grant report: September 20, 2024

## **Questions**

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



## 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)

**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.



**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; 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 \$5,000.00 requires prior approval by OLIS.

**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). Activities are specific and concrete actions that constitute the plan to achieve the goal.

**Other Operational Expenses:** Include allowable costs. Contact OLIS with questions.

**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

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.

Anecdotal reports may be used to support Outcomes.





**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 and 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.

**Program:** Activities and services leading toward independent outcomes. Programs generally have a definite beginning and end. However, they 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 (or long-range plan) and defines the audience, outcomes, and services. The project purpose is driven by the needs statement.

**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.

**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. It cannot include project staff or consultant commuting from home to the grantee’s main facility. 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](http://www.sam.gov).

