

# 2025 LORI Summer Reading Program Mini-Grant

## Pre-Award Instructions

---

### Overview

The Office of Library & Information Services (OLIS) is providing Summer Reading Mini-Grants to all public libraries that host a summer reading program to support reading and learning activities. The program will reimburse pre-approved expenditures for programming at libraries this summer which fall into OLIS' priorities for summer programming. Libraries may request up to \$600 for youth activities and up to \$300 for adult activities. Library systems may request \$300 per additional location for youth activities.

The Summer Reading Mini-Grant program aligns with the priorities of the Institute of Museum and Library Services (IMLS) and the Rhode Island Office of Library and Information Services (OLIS) Five-Year Plan goal 2.2: Reading and Literacy. The mini-grant program serves to enhance literacy and educational experiences for individuals of all ages and abilities within Rhode Island communities. By providing funding for reading and learning activities at public libraries, the program supports goals such as promoting literacy, digital inclusion, and community engagement.

Desired outcomes for this program include:

- Participants will learn information about a topic;
- Participants will learn and practice new skills;
- Participants will increase confidence in literacy skills, including health, financial and other literacies;
- Participants will develop a lifelong love of reading;
- Participants will build community connections;
- Participants will expand cultural awareness (increase awareness and understanding of culture in an accurate, authentic and meaningful way).

### Instructions

- Complete the Summer Reading Mini-Grant Request Form to indicate your intent to receive a summer reading grant
- Include the requested Library Information at the top of the form.
- The Funding Request chart will auto calculate based on the responses in the form.



- Fill out the form to describe how the library will use the requested funds to host programs or activities or provide services to the community. Each program/activity/service should be listed as a separate entry in the form. If you are spending money on services (e.g. a presenter) and supplies for the same program/activity, please make two entries for the same program. Otherwise, all expenses for a single program/activity should be included in one entry.
- Your completed form will include the following information:
  - **Target Audience:** identify whether the activity is for Youth or Adult.
  - **Category Column:** identify the expense as Program Supplies, Circulating Materials/Kits, Program Presenter(s) or Other Services (see allowable materials below).
  - **Cost:** identify what the supplies or services will cost for that program/activity/service. Estimates are allowed; when in doubt, it is recommended that you round up.
  - **Description:** describe the program, service, or activity that the money will support in 1-2 sentences.
  - **Purchases:** list the purchases the library will make to execute the program described in the Description column.
    - If hiring an educational presenter, list the name of the presenter, the program name, and a brief description of the program
  - **Purpose & Outcomes:** select the most relevant anticipated outcome. If your proposed activity addresses more than one outcome, please select the one you think best expresses the intent of the activity.
- Return the completed form to Danielle Margarida ([Danielle.margarida@olis.ri.gov](mailto:Danielle.margarida@olis.ri.gov)) and Emily Goodman ([Emily.goodman@olis.ri.gov](mailto:Emily.goodman@olis.ri.gov)) by March 18, 2024. Forms should be submitted as Excel files **only**.
- OLIS will either accept your request form as submitted or return for corrections, which will be due back by March 31, 2025.
- When your interest form is accepted, OLIS will issue a grant agreement package through DocuSign and initiate your award through the eCivis Grants Management System (GMS). For directions on accepting and managing your award, see the Accepting and Managing Your Award Instructions and FAQ.



# Allowable Expenses

This program is limited to providing supplies and services to support reading and hands-on, experiential learning activities. Please contact OLIS if you have questions about allowable expenditures.

## Supplies & Materials

---

### Program Supplies

- Supplies needed to provide in-person, virtual, or hybrid programs, as well as pop-up libraries. Their use should be tied to the program's intended outcomes and may be things such as:
  - Art, craft, and other programming supplies
  - Writing or journaling supplies (e.g. notebooks, journals, pens, markers)
  - Packaging materials (e.g. bags, containers, rubber bands)
  - Printing supplies
    - StoryWalk® supplies (e.g. books, laminate, mounting)
    - Scavenger hunt supplies (e.g. printing, laminate, mounting)
    - Nature programming (e.g. gardening, citizen science projects kits, bird watching, astronomy)
    - Sound system, microphones, cameras, or other AV equipment
    - Green screen

### Circulating Materials/Kits

- Book Club Kits, Book Clubs in a Bag, Early Literacy Kits, STEM Kits, Storytime Kits, Nature-themed Kits, Library of Things
- Durable packaging (e.g. tote bags, backpacks, plastic bins)
- Printing supplies (e.g. ink, paper)
- Books, including local simultaneous or extra copies of eBooks
- Manipulatives (e.g. physical objects used as teaching tools)
- STEM supplies (e.g. Makey Makey, Squishy Circuits, robots, building toys)
- Other themed supplies (e.g. gardening materials, bird watching supplies, cooking tools and cookbook club materials, role playing game materials)



## Services

---

### Educational Presenters

- Educational presentations should: strengthen reading skills, improve critical thinking and/or knowledge on a topic, or build skills
- Learning outcomes must be made clear in the application
- Performers providing entertainment are not allowable

### Other Services

- Printing or laminating
- Translation or interpreting
- Activities conducted or services offered by vendors, businesses, or sole proprietors

## Non-Allowable Expenses

The following items are not allowable expenses:

- Supplies and services reimbursed under other state or federal programs
- Prizes, giveaways, and incentives
- Take and make kits not connected to an in-person or virtual program
- Performers/performances
- Food or drink
- Software/app subscriptions
- Other expenses that do not align with the goals of [OLIS' Five-Year Plan](#)

## Timeline

February 24: Request form available.

March 17: Request form deadline. Applications with errors or requests for non-allowable expenditures will be returned for revision.

March 31: Deadline for returning revised request forms.

April 14: Deadline for returning signed agreements.

July 18: Deadline for receiving approved supplies and services.

August 15: Deadline for hosting presenters.

August 25: Deadline for submitting financial report.



September 8 Deadline for submitting activity report.

October 3: Deadline for submitting financial report closeout.

## Contact

[Open Office Hours](#) will be available during the application window for library staff to ask questions and request guidance or feedback on their application before submitting. Sign up for a session to receive the meeting link and passcode.

You may also directly contact:

- Danielle Margarida, [danielle.margarida@olis.ri.gov](mailto:danielle.margarida@olis.ri.gov)
- Emily Goodman, [emily.goodman@olis.ri.gov](mailto:emily.goodman@olis.ri.gov)
- Nicolette Baffoni, [nicolette.baffoni@olis.ri.gov](mailto:nicolette.baffoni@olis.ri.gov)

