



State Library of Ohio
Library Services and Technology Act (LSTA)
Request for Proposals
2017 Summer Library Program

Introduction

The State Library of Ohio is pleased to announce the availability of LSTA funds for a special grant program in conjunction with the 2017 summer reading program/summer library program (SRP/SLP). The purpose of the grant program is to empower public libraries to enhance their 2017 SRP/SLPs with library-led activities that spark creativity and productivity, engage individuals, and benefit the community.

This grant program is intended to support libraries incorporating the concept of building a better world into their 2017 SRP/SLP programs and activities. A wide range of activities for all age groups can qualify; feel welcome to be creative, seek out partners, and try something new – or expand on something you have already established.

While the 2017 Collaborative Summer Library Program (CSLP) theme “Build a Better World” partially inspired this grant, libraries do NOT need to use CSLP themes or materials to be eligible for this grant.

Libraries may apply for up to \$1500 in federal LSTA funds, and need to provide a 25% cash match of the total project cost.

Please note that this grant does NOT require the project coordinator to have an MLS/MLIS degree.

II. Grant Program

Under this special grant program, public libraries will have the ability to purchase program materials, supplies, and/or contractual services to incorporate the concept of building a better world into activities offered to the community during their 2017 SRP/SLP. Participating libraries will collaborate with other community entities (organizations, agencies, etc.) that also serve the targeted age groups.

Under the grant, allowable expenses will be covered at 75% federal and 25% local cash match, up to a maximum of \$2,000 total (\$1500 federal and \$500 local) per library. For example, if your project will cost \$2000, you may apply for \$1500 in federal LSTA funds, and you will provide a \$500 local cash match of the total project cost. If your project will cost \$800, you may apply for \$600 in federal funds and provide a \$200 cash match. The local cash match may be from the library budget, donations, fundraising, etc. Any additional expenses, including expenses that are non-allowable under LSTA such as food and beverages and non-educational incentives, will be the responsibility of the library and not included in the grant project budget.

Participating libraries are encouraged to develop or expand upon library activities that inspire creativity and participation in any of these areas:

- Building, construction, and STEAM topics
- Invention and design
- Natural resources and conservation
- Community-building, community service, civic participation
- Recycling/upcycling, re-use, repurposing
- Global awareness
- Or your interpretation of “building a better world”



III. Criteria

In order to receive funding, a library must demonstrate:

1. Involvement and collaboration with other community organizations/agencies that work with the targeted age groups.
2. Expansion of activities and opportunities provided through the SRP/SLP.
3. Anticipated outcomes or results of the grant activities.
4. A strong marketing component.
5. Willingness to share programming or marketing elements with the library community.

IV. Eligibility Requirements

Public libraries must be eligible to receive Public Library Funds (PLF).

V. General Guidelines

A financial match of 25% of the total project cost is required from the institution. In-kind contributions do not qualify as match. *For example*, if the total project cost is \$415, the federal request would be \$311 and the local match would be \$104.

Individual proposals may not exceed a request of \$1500 in federal funds.

All local matching funds must be available and committed at the time of signing the contract with the State Library of Ohio.

VI. Format

- The request for funding should clearly and concisely address all questions in Section VII.
- Be in a font size no smaller than 12.
- Include a Title Page with all required information in the format indicated on the Sample Title Page <https://library.ohio.gov/documents/sample-title-page/>. This includes: Name and contact information for project coordinator, name and contact information for fiscal officer, name and signature of administering official and fiscal officer, and Legislative information for U.S. House, Ohio House, and Ohio Senate.

VII. Elements to be included in the Application (should be no longer than 2 pages, not including the title page and budget):

1. Community Assessment: Indicate the number of people in the target age group(s) in the community and current services provided by the library for them, particularly during the summer.
2. Community Collaboration: Indicate the library's collaboration and involvement with other agencies in the community that work with the target age group(s).
3. Activities: Indicate how you will accomplish the following:
 - Activities: What type of programs and/or opportunities do you plan to offer?
 - Marketing and promotion of your grant activities and of other components of your SRP/SLP.
 - Assessment (evaluation) of the project. At the end of your SRP/SLP, you will need to report back to the State Library. In broad terms, state how you plan to assess your activities and their impact on the library and the community. Describe the outcomes you desire and anticipate from this project.



- Prior to beginning your SRP/SLP activities, you are encouraged to review the IMLS reporting forms in order to insure that you collect the best and most relevant data for IMLS purposes. Final report forms can be found at: <https://library.ohio.gov/documents/final-narrative-report-form-and-guidelines/>
 - IMLS requires the use of standardized questions for all instructional activities and programs for teens and adults. Questions to be used as well as the format for reporting on your narrative can be found in the Instructional Surveys document, <https://library.ohio.gov/documents/ohio-lsta-instructional-surveys/>
4. Budget: Provide a budget breakdown of federal and local funds and the number/type of expenses. Complete the Budget using the required Budget Form, <https://library.ohio.gov/documents/budget-form/>. Additional information on the Budget can be found in the Budget FAQ, <https://library.ohio.gov/documents/budget-faq/>.

Examples of allowable costs include:

- speaker honorariums
- library materials in various formats
- programming supplies such as gardening tools, recreational equipment such as jump ropes, Frisbees, etc.

Examples of non-allowable expenses include:

- food and beverages
- ongoing and general operating expenses
- promotional giveaways*

*IMLS differentiates between educational and promotional giveaways. Applicants are encouraged to contact the State Library before including giveaways in the budget.

Please remember that if an expense is non-allowable in federal funds, it is also non-allowable in local funds.

5. All proposals must include a Title Page. See Section VI for more detail.

VI. Review Process

All requests will be reviewed by State Library staff. If the proposal adequately addresses all elements of the application, the proposal will be recommended for funding. The State Library has allocated \$100,000 for this program. If more proposals are eligible for funding than there are funds available, priority will be given to smaller libraries, rural libraries, and libraries in areas with high rates of poverty.

VII. General Information

Questions on the grant or LSTA grant process should be addressed to Cindy Boyden at cboyden@library.ohio.gov or 800-686-1532 or 614-644-6863.

Questions about developing SRP/SLP activities aligned with the purpose of this grant may be addressed to Janet Ingraham Dwyer at jdwyer@library.ohio.gov.

All proposals should be submitted electronically to lsta@library.ohio.gov and must be received by 11:59 p.m. February 3, 2017.

You will receive an email notifying you that your proposal has been received.

Funded proposals will run from April 1 – August 31, 2017.