



State Library of Ohio  
Library Services and Technology Act (LSTA)  
Request for Proposals  
2016 Summer Library Program

## I. Introduction

The State Library of Ohio is pleased to announce the availability of LSTA funds for a special grant program in conjunction with the 2016 summer reading program/summer library program. The purpose of the grant program is to empower public libraries to enhance their 2016 summer reading programs with library-led activities that support individual and community well-being.

The Collaborative Summer Library Program's (CSLP) wellness-oriented 2016 programs, "On Your Mark, Get Set, Read!" (children); "Get in the Game: Read" (teens), and "Exercise Your Mind: Read" (adults) lend themselves to creative, collaborative library programs and activities that promote and enhance the health and well-being of participants. Please note that use of CSLP themes and materials is not required in order for a library to be eligible for this grant.

## II. Grant Program

Under this special grant program, public libraries will have the ability to purchase program materials, supplies, and/or contractual services to facilitate their wellness-related activities offered to the community during their summer 2016 summer reading program/summer library program. 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. Any additional expenses, including expenses that are non-allowable under LSTA such as food and beverages, will be the responsibility of the library.

Participating libraries are particularly encouraged to adopt or expand (if already using) one or more of the following opportunities:

**1. Summer Food Service Program:** The USDA's Summer Food Service Program provides free healthy meals to children and youth in communities with high rates of poverty. Many Ohio libraries already participate as lunch sites, or provide programming to other lunch sites in their communities.

For more information:

<https://library.ohio.gov/services-for-libraries/library-programs-development/youth-services/summer-food-service-program/>

<http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>

**2. Children's Museum of Manhattan's EatPlayGrow™ Curriculum:** EatPlayGrow™ was developed by Children's Museum of Manhattan (CMOM) in partnership with the National Institutes of Health. The free curriculum promotes healthy habits through a format that librarians are comfortable presenting and that parents and young children find engaging.

EatPlayGrow™ consists of a series of 11 healthy lifestyle lessons targeted toward children under the age of six. EatPlayGrow™ teaches young children and their families the importance of living a healthy lifestyle through hands-on educational lessons, storytelling, music, art-making, and movement. The program focuses on nutrition, physical activity, and the importance of sleep to healthy development.

For more information:

[http://cmom.org/eatplaygrow\\_curriculum](http://cmom.org/eatplaygrow_curriculum)

<http://www.eatplaygrow.org/About/>

**3. Projects developed and implemented in partnership with agencies/entities in the library's community representing health, recreation, safety, nutrition, agriculture, and/or social services:**

Projects that meet library goals while connecting participants with available wellness resources in the community. Examples might include a program series featuring experts in health and nutrition; an educational event featuring a local professional sports team; or hosting one-on-one or group activities, such as no-charge basic health screenings, cooking instruction, or personal fitness training, at the library.

**4. Growing Community: A Library Food Garden:** Projects that include the establishment of a food garden in conjunction with library services and in collaboration with community partners. Projects should include direct involvement in the work of the garden, and/or programming on gardening practices, ecology, health, nutrition, hunger, and more.

### III. Criteria

In order to receive funding, a library must demonstrate:

1. Involvement and collaboration with other community agencies that work with the targeted age groups.
2. Expansion of activities and opportunities provided through the summer reading program/summer library program.
3. A strong marketing component.
4. 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 \$1,500 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 wellness activities and of other components of your summer reading program/summer library program.
  - Assessment (evaluation) of the project. At the end of your summer reading program/summer library program, you will need to report back to the State Library. In broad terms, state how you plan to assess your wellness activities and their impact on the library and the community.
    - Prior to beginning your summer reading 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-ista-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.

## VIII. 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 libraries which seek to become or remain Summer Food Service Program sites

and/or which will implement the EatPlayGrow™ Curriculum. Library size will also be a consideration, with priority given to smaller libraries, rural libraries, and libraries in areas with high rates of poverty.

## **IX. General Information**

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

Questions on the Summer Food Service Program or the EatPlayGrow™ Curriculum should be addressed to Janet Ingraham Dwyer at [jdwyer@library.ohio.gov](mailto:jdwyer@library.ohio.gov).

All proposals should be submitted electronically to [lsta@library.ohio.gov](mailto:lsta@library.ohio.gov) and must be received by 11:59 p.m. February 1, 2016.

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

Funded proposals will run from April 1 – August 31, 2016.