Request for Proposals
Celebrating Ohio Book Awards & Authors grant program

I. Introduction

In 2016, The State Library of Ohio announced the availability of LSTA funds to support Celebrating Ohio Book Awards & Authors (COBAA), in an effort to provide funds specifically for collection development purposes. This year, in its third iteration, the grant award has been increased to a maximum of $1,500 per eligible institution.

The awarded federal funds may be used to purchase copies of the selected title(s) in any format (all eligible titles are indicated within Appendix A of this RFP). Eligible titles include those nominated and awarded the Ohioana Book Awards, Buckeye Children’s and Teen Book Award, James Cook Book Award, Dayton Literary Peace Prize, The Anisfield-Wolf Award, and Norman A. Sugarman Children’s Biography Award within the past 10-15 years. Also included are all Choose to Read Ohio and Floyd’s Pick selections to date.

II. Eligibility Requirements

- Public libraries must be eligible to receive Public Library Funds (PLF).
- School libraries must be in a school that is accredited by the state.
- Academic libraries must be part of an accredited institution of higher learning.
- Special libraries must be willing to share their resources.
- Proposal requests may not exceed $1,500.

III. Format

- The request for funding should be clear and concise.
- Typed in 12 font or larger and not exceed one page, not including the purchase list and/or budget.
- The proposal must include a Title Page with all appropriate information and signatures. See sample Title Page here.

IV. Elements to be included in the proposal:

Budget: Provide a budget breakdown of federal and any local funds. For this particular grant initiative, applicants must use the COBAA Budget form and:

- Provide a list of all titles intended to be purchased and origin of costs (ex. Bid specs, quotes, links to vendor materials)
- Note: Purchasing titles other than those indicated in the COBAA Appendix A title list is a non-allowable expense.
- Awarded institutions are encouraged to purchase COBAA titles in any of the following formats: print, large print, audio disc, manga, graphic novel, Playaway or braille.
- Awarded institutions may purchase multiple copies of titles.
• Awarded institutions may purchase COBAA titles, regardless of approved format, in alternative languages.
• Awarded institutions may purchase COBAA titles from the vendor of their choice.

Activities/Implementation: Discuss any activities that are being planned to coordinate with the purchase of materials. Activities can include book displays, author visits, lectures, book discussions, crafts, other library programs, corresponding with COBAA materials. LSTA funds may not be used for activities; any activity costs will be the responsibility of the awarded institution (local funds).

Promotion and Marketing: How will you publicize the fact that IMLS funds were used to purchase COBAA materials? Visit the LSTA Publicity page for suggestions.

Evaluation: You will need to report the total amount of titles added to your library’s collection as well as complete the IMLS required survey form. The IMLS required survey forms can be found via https://library.ohio.gov/documents/instructional-survey-public/ If you plan to conduct programming, you will need to report to the State Library the number and type of programs hosted as well as the number of participants. Discuss how you plan to assess the program and its impact on the library and the community. User feedback will be an appropriate evaluation tool.

V. Review Process

All proposals are due by midnight, October 31, 2018; notification of funding will be provided by December 3, 2018. COBAA grant terms will run January 1, 2019 – May 31, 2019.

VI. General Information

Questions should be addressed to LSTA Coordinator, Cindy Boyden, via cboyden@library.ohio.gov, 800-866-1532 or 614-644-6863.

All proposals should be submitted electronically to lsta@library.ohio.gov and must be received by midnight on October 31, 2018. Once a proposal has been submitted, you will receive an email acknowledgement. If you do not receive an acknowledgement within 48 hours of submission, please contact the State Library. Funded proposals will run from January 1, 2019 – May 31, 2019.

If there is another book award of book award category that may fit the criteria of this initiative, please contact us via lsta@library.ohio.gov.