### 2015 Digital Literacy Grant

### APPLICATION FORM

|  |  |
| --- | --- |
| Project name |  |
| Amount requested |  |
| Library or branch submitting this application |  |
| Type of Library |  |
| Person with contracting authority | Ms.  Mr.  Dr.  Other |
| Title |  |
| Organization name |  |
| Mailing address |  |
| City |  |
| Zip |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Library or system director (if different) | Ms.  Mr.  Dr.  Other |
| Project manager | Ms.  Mr.  Dr.  Other |
| Title |  |
| Organization name |  |
| Mailing address |  |
| City |  |
| Zip |  |
| Telephone |  |
| Fax |  |
| E-mail |  |
| Alternate e-mail |  |

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by Friday, August 19, 2016. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

Library/System Director Signature/Date Project Manager Signature/Date

\_\_\_

Contracting Authority (if different) Signature/Date

|  |  |
| --- | --- |
| Statewide Vendor Number \* |  |
| DUNS Number \* |  |
| Taxpayer Identification Number (TIN)/Employer Identification Number (EIN) |  |
| Fiscal Agent name | Ms.  Mr.  Dr.  Other |
| Title |  |
| Organization name |  |
| Fiscal mailing address |  |
| Fiscal city |  |
| Fiscal zip |  |
| Fiscal telephone |  |
| Fiscal fax |  |
| Fiscal e-mail |  |
| Reimbursement Information | |
| Payee, if different from library |  |
| Mailing address for reimbursements, if different from fiscal agent |  |
| City |  |
| Zip |  |

**As the Fiscal Agent,** I am authorized by the applicant organization’s governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

Fiscal Agent Signature/Date

## **\*Office of Financial Management** (OFM) requirement ― Grantees must now register with the State of Washington as a “statewide vendor”and also provide a DUNS Number.If you do not have these numbers, you will be provided with the necessary information and forms to obtain them if awarded a grant.

## **Digital Literacy Grant**

## **CRITERIA**

# Your library will qualify to apply if you answer yes to all of the following criteria.

# This completed form must be returned with your application in order for the application to be accepted for review.

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | | Yes | No |
| 1. | The application meets the intent of the grant cycle and the goals of Digital Literacy project (see Grant Guidelines, Section 1, Overview―Introduction, Purpose, and Goals). |  |  |
| 2. | If a public or school library, the applicant has certified compliance with the Children’s Internet Protection Act (CIPA) using the form located at <http://www.sos.wa.gov/library/libraries/libDev/technology/cipa.aspx#grant>. |  |  |
| 3. | The application requests $7,500 or less in grant funding. |  |  |
| 4. | You commit to implementing your Digital Literacy project by the end of the grant cycle, **by Friday, August 19, 2016.** |  |  |
| 5. | Your library agrees to grant licenses for any materials created for the project to the Office of the Secretary of State. Washington State Library may publish the submitted items online. |  |  |
| 6. | You commit to submitting quarterly reports according to the schedule outlined in the contract and the final report by September 30, 2015. |  |  |
| 7. | You commit to submitting the final claim by September 30, 2016. |  |  |
| 8. | The official 2015 Digital Literacy grant application has been used and is complete—all questions have been answered, all signatures obtained, all three components of the application submitted (see Section 6.F of the Guidelines). |  |  |
| 9. | The application is postmarked by **Friday, April 24, 2015** or hand delivered no later than **4:00 p.m., Friday, April 24, 2015**. (Applications posted after Friday, April 18, 2015 will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.) |  |  |

The following criteria will be used to review and evaluate all parts of the application. In general, grant reviewers will look for:

* A clear and concisely written proposal.
* Sufficient detail to understand the problem, need or opportunity.
* Sufficient detail to understand how the proposal will be implemented.
* Evidence of planning for the future in terms of project sustainability.
* Evidence that your project and library fits within the scope of the Digital Literacy initiatives.

Please respond to the following:

1. **In two or three sentences, briefly describe the Digital Literacy project that you are proposing.**

Review and evaluation:

Question is worth 5 points.

* + Frame the first sentence as “We intend to do \_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_ with this grant project.
  + Indicate if you plan to work with partners on this project.

1. **Please describe in more detail your proposed project and process of implementation. If you are partnering with other organizations, please explain your role as well as the role or involvement of your collaborative partner(s).**

Review and evaluation:

Question is worth 25 points.

* Details on how the project encourages:
  + The development of skills required to communicate and perform business transactions in a digital environment.
  + Uses diverse technologies appropriately to retrieve quality information and make them accessible to all users.
  + Supports the development of skills to collaborate with others or to enhance employability in a digital and evolving world.
  + Provide digital literacy assistance to underserved populations.
  + What specific community needs are being met with regard to Digital Literacy?
  + What organizations are involved?

1. **How will this project help you to meet the needs of your library patrons and serve the mission of your library?**

Review and evaluation:

Question is worth 25 points.

Take into account in your answer:

* Alignment with library goals, mission, collection policy, and strategic planning including digital literacy.
* Who is the primary audience?
* Consideration of, and plans to address, increased requests for services and resources.
* Evidence of leadership support.
* Evidence of sustainability over time.

1. **How will you determine if your project is successful, and of value to the community you serve?**

Review and evaluation:

Question is worth 20 points.

Take into account in your answer:

* What is the desired outcome, and how will you measure its impact beyond the minimum requirements of the grant?
* How will you measure the level of benefit to your library, your library staff, partner organization(s), and the community? What specific tools or methods will you use (e.g., surveys, patron requests, group interviews)?

1. **How will your library provide outreach to your community regarding your digital literacy project?**

Review and evaluation:

Question is worth 15 points.

Take into account in your answer:

* Description of planned outreach activities during and immediately following the grant period.
* Description of outreach activities, public programming, etc.
* Plans for sustained outreach activities following the grant period.
* Incorporation of both traditional outreach activities (e.g., press releases, library programs, printed materials) and non-traditional outreach activities (e.g., prominent links on library website, use of social media).

1. **List the major activities or steps involved in completing the project. Include the name of the person responsible for implementation of the activity and when the activity is expected to be completed. *Include evidence of grant administration requirements.* (Limit response to no more than one page.)**

**Note: See guidelines for a sample work plans.**

Review and evaluation:

Question is worth 30 points.

Take into account in your answer:

* + A logical and sound process of implementation.
  + A description of the tasks to be performed from contract execution to project closeout.

|  |  |  |  |
| --- | --- | --- | --- |
| **WORK PLAN** | | | |
| Tasks that Need to Be Accomplished for Successful Project Implementation | Proposed Timeframe For Beginning and Completing Tasks | | Responsible Party for the Completion of Tasks |
| (list in chronological order) | Start Date | End Date |  |
| ***Example Work Plans can be found in Section 9 of the LSTA Competitive Grant Digital Literacy 2015 Grant Guidelines.*** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Describe the project’s budget using the form below.**

**Any additional budget information may be added using a separate page; do not include more than one (1) page in addition to the Budget Form.**

Review and evaluation:

Question is worth 30 points.

* + A budget that is complete and accurate.
  + A short narrative statement for each of the budget categories (use the “Describe Use of Funds” box in the Budget Form); describing what items are included within the proposal, and how the budget figure was determined within that category.

### BUDGET FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Grant Funds  Requested  (dollar amount) | Other  Funding  (dollar amount) | Describe Use of Funds  (Brief note or reference) |
| All Staff Salary, Wages, and Benefits1 |  |  |  |
| Contracts with Others |  |  |  |
| Travel and Training | N/A |  |  |
| Equipment Under $5,000 (including software) |  |  |  |
| Equipment Over $5,0002 |  |  |  |
| Expendable Supplies or Materials |  |  |  |
| Indirect costs 3 |  |  | % rate: |
| Other-Itemized |  |  |  |
| TOTAL REQUEST (Funds requested are not to exceed $7,500.) |  |  |  |

**1** Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work.

**2** A single piece of equipment over $5,000, made in whole or in part with grant funding, requires prior written approval from Washington State Library.

**3**Federally negotiated or as defined by IMLS: <http://www.imls.gov/applicants/indirect_cost.aspx>.

Please note:

* Grant funds **may not** be used for:
  + Food and other refreshments.
  + Advertising and promotion of libraries in general.
  + Prizes and other incentives.
  + Conference registration or conference travel.
* In-kind matching funds are not required for eligibility; if you list “other funding,” be prepared to document the use of those funds.
* Incomplete reimbursement claims will cause delays in reimbursement.
* It is important that you keep up-to-date with reporting requirements. If you are not current with reporting there may be delays in processing your reimbursement claims.