|  |
| --- |
| **Section A: Organization information**District/System name Click to enter text Branch, if applicable Click to enter text Mailing address Click to enter textStatewide Vendor number\* Click to enter textDUNS number\* Click to enter textTax ID number Click to enter text**Contracting authority**Name Click to enter text Title Click to enter textEmail Click to enter text Telephone Click to enter text I 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, April 6, 2017. I am authorized by the applicant organization’s governing body to obligate it to financial liabilities. We agree to participate in information gathering as a part of a state-administered evaluation of the project, using a template provided by the Washington State Library.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date**Fiscal Agent**Name Click to enter text Title Click to enter textEmail Click to enter text Telephone Click to enter text **As the Fiscal Agent,** 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 state and local laws, rules and regulations, and conformance with generally accepted audit standards.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date**\* Office of Financial Management** (OFM) requirement ― Grantees must now register with the State of Washington as a “statewide vendor**”** and 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. |

|  |
| --- |
| **Section A: Organization information (cont’d)** **Library Director (if not same as Contracting Authority above)**Name Click to enter text Title Click to enter textEmail Click to enter text Telephone Click to enter text **Project Manager**Name Click to enter text Title Click to enter textEmail Click to enter text Telephone Click to enter textWe 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, April 6, 2017. We agree to participate in information gathering as a part of a state-administered evaluation of the project.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date |

In this grant application you will have the opportunity to apply for equipment or funding (or both) to support the following at your library:

* coding programming
* Microsoft Office Specialist (MOS) certification

Grant requests may include equipment purchased by the State Library or funds to purchase equipment of your own choosing, supporting materials, and promotional activities. You may request support for either coding programming or MOS certification, or both. The grant application is divided into 3 parts:

Part 1: Coding programming

Part 2: MOS certification

Part 3: Combined Budget

You should complete the sections relating to your grant activities (Part 1 or 2 or both) **AND** Part 3 (Budget). Should you request funding for both coding programming and MOS certification, these will be scored independently.

**Part 1 – Coding Programming**

Complete this section if your grant proposal includes support for coding programming.

1. Please describe your library’s current coding programming. *This answer is not scored.* Please include:
* target audience
* software/platform used
* program length and frequency
* successes and shortcomings
1. How will grant resources increase or enhance your library’s ability to offer coding opportunities? *This answer is worth 30 points.* Please include:
	* target audience
	* software/platform used
	* program length and frequency
	* desired successes (how many people will be affected and how)
	* potential difficulties or barriers, and how they might be addressed
2. Please use the following work plan template to describe your coding project activities. *This answer is worth 15 points.*
3. How will you recruit participants and promote the program to your target audience(s)? Describe planned outreach to community partners. *This answer is worth 10 points.*

**Part 2: Supporting Microsoft Office Specialist (MOS) certification**

Complete this section if your grant proposal includes support for promoting MOS certification.

1. Please describe your library’s current activities with regard to the Microsoft Imagine Academy. *This answer is worth 15 points.* Please include:
	* Target audience
	* How the program is promoted
	* Program usage
2. Please describe your library’s current activities with regard to MOS certification. *This answer is not scored.* Please include:
	* Target audience
	* How the program is promoted
	* Program usage
	* Successes and shortcomings
3. How will grant resources increase or enhance your library’s ability to offer MOS certification? *This answer is worth 30 points.* Please include:
	* target audience
	* program length and frequency (if applicable)
	* desired successes (how many people will be affected and how)
	* potential difficulties or barriers, and how they might be addressed
4. How will you recruit participants and promote MOS certification to your target audience(s)? Describe planned outreach to community partners. *This answer is worth 10 points*.
5. Please use the following work plan format to describe your MOS Certification Study/Test activities.



**Part 3 – Total Budget**

Use the Excel form below. Describe what you’d like the grant to fund, and how each category will support grant activities. The template lets you select equipment already purchased by Washington State Library and/or request funding to get equipment you choose. Technical specifications for equipment purchased by the State Library is in the 2016-2017 Imagine Academy Grant Guidelines. Funding may be requested for supporting materials and promotional activities.



*Double-click to use as Excel document; click back in Word document when finished.*

**If you have any questions or encounter any problems using this application. Please email** **WSLgrants@sos.wa.gov** **or call Maura Walsh at 360 704 5246.**