

## ONE BOOK PROJECT 2008 GRANT CYCLE FAQs

### **GRANT APPLICATION & ELIGIBILITY**

#### **I have a question about the grant or the grant application.**

If you cannot find the answer to your question in the Grant Application Guidelines, please contact Rhona Klein ([rklein@secstate.wa.gov](mailto:rklein@secstate.wa.gov)), (360) 704-5215; or Jeff Martin ([jmartin@secstate.wa.gov](mailto:jmartin@secstate.wa.gov)), (360) 704-5248.

#### **Is CIPA compliance required to apply for this grant?**

No.

#### **Do I need to submit any CIPA forms with the grant application?**

No. Because grant funds in this grant cycle may not be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet, submission of a CIPA form is **not required**.

#### **I received a One Book grant last year. Am I eligible to apply for a One Book grant this year?**

Yes. Project eligibility for a 2008 grant is not affected by whether your project:

- Is continuing or new
- Contains the same or new staff from last year

#### **Am I required to attend the *Partnerships That Work* training?**

Though attendance at this workshop is not required for One Book grantees, it is recommended that grant applicants attend. If you have never worked with a community partner – especially on a grant – it is **highly recommended** you attend.

#### **Will this year's *Partnerships That Work* training be different from last year's?**

The 2008 workshops will be similar to the ones held last year; however, some new material will be presented. If you attended last year and would like a refresher on partnering, you are encouraged to attend.

#### **Am I required to attend the *Workshop on Developing Successful One Book Grants*?**

If your library is awarded the grant and is starting a One Book project for the **first** time, the **project manager will be required** to attend the **morning portion** of the workshop (see the following question and answer for details.) Project partners are encouraged to attend along with the project manager. Travel costs to attend the workshop are eligible for reimbursement as part of a grant award. These costs should be listed as one of the budgeted expenditures within the grant application if travel reimbursement is desired.

#### **Will this year's *Workshop on Developing Successful One Book Grants* be different from last year's?**

Yes! This year the workshop is expanded to a full-day:

- The morning session (approximately 10 a.m. to 1 p.m.) will focus on the nuts and bolts of developing One Book projects. This session is **required** for grantees starting a One Book project for the first time.
- The afternoon session will focus on **conducting book discussion groups**. Space permitting, we will open the afternoon session to library staff not connected to One Book grants who would like to improve their skills in conducting book discussion groups. Information about opening the afternoon

session to non-One Book grant staff and registering for only the afternoon session will be forthcoming.

## **PROJECT ADMINISTRATION & MANAGEMENT**

### **What are the responsibilities of the project leader?**

- The project leader submits the grant application on behalf of the project.
- The project leader coordinates the activities and communication between the State Library, other members of the grant project, and the grant project's fiscal agent.

### **What are the responsibilities of the fiscal agent?**

The fiscal agent is the person who pays the bills and maintains the financial records for the lead library with which we will establish a contract. That person may be termed the business manager, the accountant, or something else.

### **Who is the contracting authority?**

The contracting authority is the person who has the authority to enter into and sign a contract in the amount of the grant (not to exceed \$7,000 for this grant cycle).

- In some schools that may be the librarian; in others, the principal. In a few districts, it could even be the superintendent.
- In some cities, the authority to enter into contracts is distributed among department heads; in other cities, the authority is centralized in the Mayor or City Manager.
- In public library districts, it may be the department head, branch manager, or library director.

### **Our library district requires us to furnish it with a CFDA # whenever we apply for a grant.**

#### **What is the CFDA # for this grant?**

The CFDA # is 45.310 (for the State Library program, Office of Library Services, Institute of Museum and Library Services, National Foundation on the Arts and the Humanities).

### **If I receive a grant, when may I start spending the grant money?**

Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. **Please note that costs incurred prior to contract execution are not reimbursable.**

### **When will my contract be signed and in place?**

Once awards are announced, expect that contract establishment will take several weeks to develop, route for review, and obtain signatures needed for contract execution.

## **GRANT PROJECT**

### **We would like to offer prizes or incentives to the readers who participate in our grant. Is that allowable?**

Prizes and incentives are **not** allowable costs. See OMB Circular A-87: [http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.pdf](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.pdf). However, educational items, such as project-related bookmarks are allowable costs. One solution is to seek out other funding sources for prizes and incentives, such as companies or foundations.

### **We would like to offer refreshments at our One Book events. Is that allowable?**

Food or other refreshments are **not** allowable costs. As with prizes and incentives, you may want to seek out other funding sources.