

	<h1>GRANTS</h1>
<h2>CONNECTING LEARNERS TO LIBRARIES INITIATIVE 2005 Grant Guidelines</h2>	 <p>This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.</p>

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1. Introduction

An Overview of the Project

The Connecting Learners to Libraries Initiative seeks to improve students' ability to effectively locate, evaluate, and use information to become independent life-long learners. The Initiative encourages collaborative efforts among libraries, learners, and schools through information literacy activities, opportunities, and demonstration projects.

The goals of the Connecting Learners to Libraries Initiative include:

1. Provide funding for collaborative projects between public libraries and schools focused on improving students' information and research skills.
2. Increase awareness in public library and school communities of K-12 students' information literacy behaviors.
3. Improve public and school libraries' knowledge of public library programs and services as they relate to K-12 students' information and research skills.
4. Improve public and school libraries staffs' knowledge of school student achievement standards that are contained within the Washington State Essential Academic Learning Requirements (EALRs) and elsewhere, especially as they relate to K-12 students' information and research skills.

An Overview of this Grant Cycle

The purpose of this grant cycle is to provide grant funds to encourage the development of collaborative partnerships among libraries, learners, and schools. Grant-funded collaborative partnerships are intended to increase students' information and research skills. Funds may be used to help libraries initiate new services or enhance existing services. An assessment of the effectiveness of these partnerships will be conducted by the Connecting project staff as the grants are implemented.

2. Library Eligibility

Public libraries and school libraries are eligible to submit applications for this grant cycle subject to Library Services and Technology Act (LSTA) eligibility. Schools may submit applications on behalf of their school library. LSTA eligibility guidelines may be reviewed at: <http://www.secstate.wa.gov/library/libraries/grants/eligibility.aspx>.

The following limits shall apply to project applications:

1. One application per public library/school collaboration. Each branch within a public library system and each school building is considered to be a separate library or school for the purposes of this grant cycle. In order to distribute available funds as widely as possible, a library or school may not participate in more than one collaboration.
2. Up to five branches in a public library system may be considered eligible to apply as long as each branch is partnered with a separate school or school library.
3. If applications are received that exceed these limits, the application(s) first received will be selected for review.

3. Project Eligibility

The purpose of this grant cycle is to provide grant funds to encourage collaborative partnerships among libraries, learners, and schools. Grant-funded collaborative partnerships are intended to increase students' information and research skills.

All applications submitted must include, at a minimum, a public library in collaboration with a school or school library. A public library partnership with its local school library is preferred. However, a collaboration that consists of a public library and a school teacher or school administrator (e.g., school district staff or school principal) is also eligible within this grant cycle. Collaborations are encouraged to include additional participants from tribal libraries, two- and four-year college libraries, Educational Service Districts (ESDs), home schooling groups, PTAs, community organizations, or other groups.

An online workshop is available to support the development of a project. This workshop is based on six learning needs identified in a research report prepared by Matthew L. Saxton of the University of Washington's Information School. To request a login and password to access the workshop and this research report, contact Karen Farley, Library Media Specialist at Puget Sound Educational Service District, by e-mail at kfarley@psesd.org.

As part of the development of a new or enhanced collaborative library project, one or more of the activities on the following list may be included as part of an overall program to increase students' information and research skills. This list is not exhaustive, but is intended to generate ideas:

- Library instruction projects
- Periodical database instruction programs

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- Designing, developing and distributing resources to students
- Trainings and workshops
- Designing, developing, and distributing information
- Homework alert programs
- Develop and maintain homework centers in public libraries
- Develop and maintain Web sites and electronic links among grant partners
- Marketing a collaborative project
- Outreach to school staff, students, parents, and/or community organizations
- Staff development related to the project
- Curriculum development related to the project
- Collection development related to the project, including the cataloging and processing of library materials
- Technical services/processing related to the project
- Hiring of substitute staff for release time
- Other staff time, as needed
- Technology/software appropriate to the project (up to 50% of total grant funding)
- Job shadowing opportunities, e.g., a public library staff person working with a school librarian, and vice versa
- Conducting a needs assessment

Other activities and examples of collaborative projects may be found in the online workshop.

4. Funding Available

Overall funding to support this grant cycle is \$100,000. This grant cycle has a limit of \$2,000 per application. It is anticipated that fifty or more applicants may receive awards. Awards will be made contingent upon receipt of federal funds and distribution of those funds by the Washington State Library (WSL), a division of the Office of the Secretary of State.

5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

Tentative dates

- **February 7, 2005** — Tentative date for grant cycle opening
- **February 7– March 11, 2005** — A time to explore possible partnerships and projects, review the online workshop, develop an application
- **March 14 – April 29, 2005** — Applications must be postmarked between these two dates
 - **March 14, 2005** — First date that applications will be accepted; applications postmarked *prior* to this date will be returned for re-submission during this period
 - **April 29, 2005** — Application deadline; applications postmarked *after* this date will not be accepted

- **May 2 – 27, 2005** — Application review
- **May 27, 2005** — Anticipated date for grant awards; all applicants notified
- **May 28 – July 28, 2005** — Contract development and execution
- **July 29, 2005** — Anticipated date that all contracts are fully executed and that project implementation can begin; the actual project period is from the date of contract execution through **August 18, 2006**

6. Application Process

- A. Review the grant cycle materials. The grant cycle opens on February 7, 2005.

An announcement of the grant cycle is sent via mail or e-mail to public libraries and school libraries; various listservs including WSL Updates, WLA, WLMA and WIIF; and to those who have requested to be notified of this grant cycle.

Application guidelines, forms, and other materials may be obtained by visiting the Washington State Library Web site and printing appropriate Web pages or downloading the Word files. Materials may also be obtained by contacting the Grants Program staff as noted at the end of these guidelines.

- B. Review the criteria that are contained within the application to determine eligibility to apply.
- C. Complete the application form; reply to **all** questions. Secure signatures of all contracting authorities.

Respond to the criteria, checking either yes or no for each item.

Include a completed CIPA certification with the application.

Complete and submit the Pre-Workshop Survey with the application. A separate Pre-Workshop Survey should be completed for each public library, school and any other organization participating in the proposed project. Your responses to the Pre-Workshop Survey will not affect your grant eligibility.

- D. General questions regarding the application process may be obtained by contacting the Connecting Learners to Libraries Initiative project manager or the Grants Program staff by e-mail or phone. Staffing limitations preclude review and comment on draft applications.
- E. Submit applications to the Washington State Library postmarked or hand delivered between the dates of **March 14, 2005 and April 29, 2005**. Faxed applications are **NOT** acceptable for this funding request. An application consists of:
- One, single-sided, signed original; clearly identified as the original
 - One paper copy; **and**
 - One copy of the application on 3.5 inch DOS formatted diskette or CD, or sent by e-mail to ayarbrough@secstate.wa.gov.

Submit applications to the address below:

By Mail
Grants Program
Washington State Library
PO Box 42460
Olympia, Washington 98504-2460

By Hand or Delivered
Grants Program
Washington State Library
6880 Capitol Blvd S
Tumwater WA 98501-5513

- F. A fully completed and signed application received in the mail or hand delivered will be accepted for the purposes of establishing a ranked list that will determine the order in which awards will be made. Applications received through the mail or using a delivery/shipping company such as FedEx or UPS will use the postmark/shipping date to establish their order for ranking. Applications that are hand delivered will use the date of receipt by the Washington State Library to establish their order for ranking.

A review committee selected by WSL will review the applications for eligibility. If eligible requests exceed available funding, awards will be based on the ranked list on a first-come/first-served basis. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.

In order to distribute available funding as widely as possible, note that library systems may submit no more than five (5) applications, not to exceed one (1) application per branch. If more than five applications are received, the first five that are received that meet the eligibility requirements will be selected for review.

- G. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

7. Requirements

- a) 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. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- b) Applicant/sub-grantee overhead expenses and administrative costs are not eligible for LSTA reimbursement. They may be used as match for the proposed project.
- c) Applicants must commit to compliance with grant administration requirements. A final report will be submitted to WSL providing a complete summary of the project and of all grant activities. The contract document will indicate the latest date for submission of the required final report. Reimbursement claims will be made on forms provided by WSL. Documentation of expenses will be required.
- d) **Children's Internet Protection Act (CIPA): Certification Required**
Any public library, and any public elementary or secondary school library submitting an application for LSTA funding is required to file a certification form regarding compliance with CIPA requirements. If the application is from a group of libraries or a library consortium, the lead library applicant must collect and retain the certification from every constituent public library, and every public elementary or secondary school library and submit an overall certification on behalf of the group. Please see the State Library's Web site for background information and copies of the appropriate forms.
- e) The Washington State Library and the Institute of Museum and Library Services (IMLS) must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.

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- f) All projects and activities must be completed and funds expended by **August 18, 2006**. Applicants proposing projects that will use LSTA grant funding beyond August 18, 2006, will not be considered for this grant cycle.

8. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- a) 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- b) 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- c) Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions;
- d) Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments;
- e) Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations; and
- f) Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL:

<http://www.gpoaccess.gov/cfr/index.html> On this page is a box labeled "Quick Search". To inspect 45 CFR Part 1183, enter 45CFR1183 in this box and click on the "Submit" button. A search list is returned that includes specific parts, sections, and subsections of 45 CFR Part 1183. If you are interested in inspecting the full title, scroll to the bottom of the page. You will find one item titled: 45CFR1183-- PART 1183--UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title and is available as a text file (.txt) or as an Adobe Acrobat (.pdf) file. If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1183 includes sections related to the scope and applicability of the provisions, financial administration requirements, contract administration requirements, and close-out of projects.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

Office of Management and Budget (OMB) Circulars

The following OMB Circulars can be inspected by accessing the following URL:

<http://www.whitehouse.gov/omb/grants/index.html> Click on "Circulars". The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Other Requirements:

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- a) Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- b) Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- c) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- d) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- e) Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

9. Additional Information

Web site for grant information: <http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>

For online workshop access, contact Karen Farley, Puget Sound ESD, at kfarley@psed.org

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