



GRANTS

Early Achievers Outreach Partnership 2013 Grant Guidelines

This grant cycle is supported with
funding provided by:



CONTENTS

1. Overview
 - Introduction
 - Purpose of Grant Cycle
2. Library Eligibility
3. Project Eligibility
4. Additional Criteria
5. Funding Available
6. Timeframe
7. Application Process
8. Requirements
9. Accountability, Transparency, and Reporting Assurances
10. Contact Information

1. Overview

Introduction

The Early Literacy Landscape for Public Libraries and Their Partners, a white paper summarizing the research led by Dr. Eliza T. Dresang (Beverly Cleary Professor for Children and Youth Services at the University of Washington's Information School), observed that, although Washington began to establish itself as a national leader in the area of early education, beginning in 1998 with the convening of the Washington State Governor's Commission on Early Learning, librarians were excluded from this early learning coalition even though they had sought to take part.

Determined to demonstrate the value of libraries in spite of the fact that they were not included in the 1998 Governor's Commission on Early Learning," a number of the state's public libraries, using LSTA funds from WSL, launched the Washington Early Learning Initiative (2000 – 2003), which funded multiple projects that continue, to this day, to build stronger bonds between public libraries and other members of the early learning community and to increase respect for libraries as significant partners in early learning:

- 2000 – Training that incorporated the emerging early learning brain research into public library early literacy programs and enabled libraries to build partnerships with other

members of the early learning community that could utilize library programs and services in their activities;

- 2001 – Core collections, providing materials targeted to the needs of babies and toddlers, with the stipulation that libraries receiving such materials provide training on storytimes and actively collaborate with early learning partners in their communities;
- 2001 – 2002 – Demonstration grants that required that libraries receiving them partner with local community agencies to develop and implement early learning projects. One extraordinarily successful project was the *Read to Your Baby* booklet, developed by the Pierce County Library System Youth Services Department in 2001. WSL translated the booklet, which is currently available in 7 languages, and distributes it to an increasingly larger audience.

All of this activity attracted attention and resulted in more collaboration and successes:

- 2005 – 2007 – Paul G. Allen Family early literacy grant to WSL provided *Every Child Ready to Read* training for 742 library and community partner staff members; comprehensive resource collections sent to over 100 migrant, tribal, and AmeriCorp/Vista sites; and STARS credits for 138 child care providers;
- 2006 – Public library directors in Washington form a task force to examine how public libraries interact with the early childhood system in the state. The study identified a lack of outcome-based evaluation models, documentation of best practices, and research that could prove the effectiveness of existing collaborative programs for early childhood learning among Washington’s public libraries, echoing the findings of the National Early Literacy Panel regarding preschool literacy instruction. This led to two projects currently under way: *Project VIEWS* and *Connecting the Dots*, involving researchers from the fields of both library science and education;
- 2006 – Thrive by Five Washington is the state’s non-profit public-private partnership for early learning. Thrive funds and supports the state’s 10 Early Learning Regional Coalitions, which play an important role in coordinating and connecting resources and programs in their communities, getting information out to families about the importance of early learning, promoting early literacy, and creating local advocates who take action to generate support for early learning at local and state levels. Libraries are active participants in all 10 coalitions;
- 2008 – Washington public libraries form the Early Learning Public Library Partnership (ELPLP), in partnership with the Foundation for Early Learning, envisioning public libraries as full, essential partners in the state’s early learning community;
- 2010 – Librarians are included in the definition of “Early Learning Professional” and library programs are included in the plan strategies in the *Washington State Early Learning Plan* released by the state’s Department of Early Learning;
- 2012 – Two significant events occurred:
 - Libraries and librarians are included as resources in the *Washington State Early Learning and Development Guidelines: Birth through 3rd Grade*, a joint publication of the Department of Early Learning (DEL), the Office of the Superintendent of Public Instruction (OSPI), and Thrive by Five Washington.

- WSL is invited by the Director of DEL, Dr. Bette Hyde, to partner with her agency in supporting the work of *Race to the Top – Early Learning Challenge* (RTT-ELC), a 4-year, \$60,000,000 grant awarded to DEL to help Washington to improve early learning and development programs for young children. Washington was one of only 9 states awarded this competitive grant.

The extraordinary opportunity for Washington's public libraries to partner with the Department of Early Learning, utilizing funding made available through DEL's RTT-ELC grant, will do much to increase the visibility of the state's public libraries as legitimate members of the early learning community by:

- Enabling public libraries to leverage their role as local community hubs to build public awareness of key early learning initiatives among Washington families; and
- Enable the Department of Early Learning to determine best practices for collaboration between DEL and libraries in future early learning public awareness and family engagement initiatives.

Purpose of Grant Cycle

The purpose of this grant cycle is to:

- Provide funding so that public libraries can help to make Washington families more aware of key early learning initiatives in the state;
- Identify best practices that will facilitate future partnerships between DEL and Washington's public libraries on early learning public awareness and family engagement initiatives.

2. Library Eligibility

All public libraries in Washington State organized under RCW 27.12 may apply.

Applications may be submitted from a public library or a public library system. Our preference is to distribute funds in early learning regions where there are local efforts to increase [Early Achievers](#) participation. We reserve the right to limit the number and amount of awards to a public library/public library system in order to achieve this objective.

The following limits shall apply to grant applications:

- A. Partnerships with early learning organizations are encouraged.
- B. Maximum amount to be awarded is \$1,000 per outlet (branch).

3. Project Eligibility

The purpose of this grant cycle is to enable local public libraries to support public awareness and family engagement outcomes in the RTT-ELC grant.

Mini-grants that are awarded to successful applicants must be used for at least one of the following purposes:

1. To promote the critical role of Early Achievers, Washington's Quality Rating and Improvement System, in assisting parents to make optimum child care choices and promoting quality child care;

2. To create greater public awareness of the Washington State Early Learning and Development Guidelines and encourage their use; and
3. To reach parents with high-quality parenting information using *Love. Talk. Play.* campaign materials and messaging.

Note: Applicants proposing to use mini-grants for this purpose are required to provide details in their applications on how they are already working with their early learning coalition in *Love.Talk.Play.* activities.

All applicants are required to include in their grant applications the process they will use to gather input from families about the effectiveness of proposed programs being funded by mini-grants.

Note: WSL will provide a form to successful applicants for gathering input from families on the effectiveness of grant-funded activities.

Appropriate use of funds may include:

- Displays within the library;
- Community events, such as community baby showers;
- Disseminating information to parents, families, and other caregivers of children through library newsletters or other communication tools;
- Programs to Go;
- Early Learning Guideline Activity parties;
- *Love.Talk.Play.* parties;
- Other outreach and public awareness activities, including participating in community outreach events sponsored by county early learning coalitions or other early learning partners.

Grant funding may NOT be used for:

- Food and refreshments
- Advertising and promotion of libraries in general
- Indirect costs, prizes and other incentives
- Computers or other technology used to access the internet, or to pay for direct costs associated with accessing the internet

Books or other materials and resources given to parents, families, and other caregivers must be directly related to advancing one or more of the three purposes noted above.

4. Additional Criteria

Each library awarded a grant must have the capacity to be able to meet the reporting requirements as enumerated in Section 8C of the Grant Guidelines.

5. Funding Available

Overall funding to support this grant cycle is \$25,000. Up to 50 library mini-grants of no less than \$500 and no more than \$1,000 per qualifying outlet will be awarded in collaboration with ELPLP. In addition, DEL will make available printed quantities of DEL publications, including the Early Learning and Development Guidelines, at no cost to grantees.

6. 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:

- **Friday, March 4, 2013** — Grant cycle opens
- **Friday, March 29, 2013** — Original application deadline
- **Friday, April 19, 2013** — Extended application deadline; applications postmarked or delivered *after* this date will not be accepted
- **April 1–25, 2013** — Application review by committee
- **April 26, 2013** — State Librarian reviews and approves committee's recommendations
- **April 29, 2013** — Anticipated date for grant award announcement
- **April 30 – May 24, 2013** — Contract development and execution
- **May 24, 2013** — Anticipated date that all contracts are fully executed (signed by both parties) and that project implementation can begin
- **May 24 – December 16, 2013** — Project period
- **Monday, December 16, 2013** — Date contract ends; all project activity must end, including the delivery of materials and services purchased
- **Tuesday, December 31, 2013** — Final report and final claim due

7 Application Process

- A. **Review** the grant cycle materials, including the frequently asked questions (<http://www.sos.wa.gov/library/libraries/grants/grants.aspx>) prior to developing your application. The grant cycle opens on Friday, March 4, 2013.

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

- B. Complete the application form; reply to **all** questions. Secure all signatures. Review the criteria that are contained within the application to determine if you have met all of the criteria. Revise the application as needed.
- C. General questions regarding the application process may be obtained by contacting the *Early Achievers Outreach Partnership* project manager or project staff by e-mail or phone. Contact information is available under Section 10. Staffing limitations preclude review and comment on draft applications.

- D. Submit applications to the Washington State Library postmarked or hand delivered by **4 p.m., Friday, April 19, 2013**. Faxed applications are **NOT** acceptable for this funding request.

An application consists of three components:

1. A single-sided, signed original; clearly identified as the original
2. A paper copy; **and**
3. An electronic copy in Word or rich text format (on USB drive or CD); or sent via e-mail to martha.shinners@sos.wa.gov.

Submit applications to the address below:

By Mail

*EAOP Grants
Washington State Library
PO Box 42460
Olympia, Washington 98504-2460*

By Hand or Delivered

*EAOP Grants
Washington State Library
6880 Capitol Blvd S
Tumwater WA 98501-5513*

- E. Incomplete applications and those which do not meet the criteria listed within the application will be rejected and will not be considered for award.
- F. A review committee selected by WSL and ELPLP will review the applications for eligibility. 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.
- G. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards

8. Requirements

- A. The contract (grant agreement) must be fully signed before the project may proceed and costs incurred. Libraries must expend local money first and then claim reimbursement. Documentation of expenses will be required. 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, administrative and indirect costs are not eligible for reimbursement.
- C. Those receiving mini-grants must commit to compliance with grant administration requirements including:
1. Monthly status reports of grant activities, which must be submitted to WSL each month while grant activities are under way. (Reporting form will be provided by WSL.)
 2. Each claim submitted by grantees shall describe and document, to WSL's satisfaction, all work supported by grant funding. Claims must be submitted on an A-19 voucher form, attaching additional sheets as necessary for documenting

progress and activities. The description and documentation shall include, but not be limited to, the following information:

- The progress of the project;
- A detailed description, including documentation, detailing the services and goods provided, and the amount billed for each of the provided services and goods; and
- All other information and documentation necessary to determine the exact nature of the work performed for the billing amount contained in the voucher.

Note: If WSL is not satisfied with the performance of work, WSL reserves the right to pay only for those services that have been satisfactorily completed.

3. Submission of evaluation forms for all events associated with mini-grant activities that have been filled out by families/event attendees will be collected and submitted to WSL after each event.
 4. A final report summarizing the project – what went well, what presented problems, what lessons were learned, and one highlight of the project.
- D. The applicant agrees that it will comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to the use of DEL funds to purchase materials to promote the purpose and activities of the project being proposed.

The applicant assures the Washington State Library that promotional materials are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the DEL grant project for which the applicant is seeking funds.

- E. All publications funded, in whole or in part, by mini-grants must use the DEL logo and acknowledge credit as either providing “funding in partnership with” or “funded by” DEL, to include all project-related public event publicity, press releases, printed materials, and Web sites. The full-color or black-and-white DEL logo, available from WSL project staff, shall appear in its entirety, without modification.
- F. Unless otherwise provided, all Materials produced with grant funding shall be considered “works for hire” as defined by the U.S. Copyright Act and shall be owned by DEL. DEL shall be considered the author of such materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the creator of such materials irrevocably assigns all right, title, and interest in the Materials, including all intellectual property rights, to DEL effective from the moment of creation of such Materials.
- G. All personal information that is collected, used, or acquired in connection with grant activities must be protected against loss and against unauthorized use, release, disclosure, publishing, modification, transfer, or sale.
- H. All projects and activities must be completed and funds expended by **December 16, 2013**. Applicants proposing projects that will use grant funding beyond **December 16, 2013**, will not be considered for this grant cycle.
- I. **Children’s Internet Protection Act (CIPA)**
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**.

9. Accountability, Transparency, and Reporting Assurances

The Washington State Library and Sub-Grantees 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 and will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards, including Davis-Bacon prevailing wages; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders, and regulations. 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.

The Washington State Library and Sub-Grantees agree that all activity pursuant to a Grant Agreement will comply with the following provisions of the Education Department General Administrative Regulations (EDGAR), as applicable:

- A. 34 Code of Federal Regulations (CFR) Part 74, Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;
- B. 34 Code of Federal Regulations (CFR) Part 76, State-Administered Programs, including the construction requirements in section 75.600 through 75.617 that are incorporated by reference in section 76.600;
- C. 34 Code of Federal Regulations (CFR) Part 77, Definitions that Apply to Department Regulations;
- D. 34 Code of Federal Regulations (CFR) Part 80, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, including the procurement provisions;
- E. 34 Code of Federal Regulations (CFR) Part 81, General Education Provisions Act – Enforcement;
- F. 34 Code of Federal Regulations (CFR) Part 82, New Restrictions on Lobbying;
- G. 34 Code of Federal Regulations (CFR) Part 85, Government-wide Debarment and Suspension (Nonprocurement).

The full text of the Code of Federal Regulations may be found at:

<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

10. Contact Information

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

Martha Shinnors, *Early Achievers Outreach Partnership* Project Manager, 360.570.5567
martha.shinnors@sos.wa.gov or Diane Hutchins, 360.704.7137 diane.hutchins@sos.wa.gov.