

## 2013 Digital Literacy Grant APPLICATION FORM

Project name	
Amount requested	
Library or branch submitting this application	
Type of Library	
Person with contracting authority	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax	
E-mail	
Library or system director (if different)	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Project manager	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> 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 August 15, 2014. 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

**Digital Literacy  
2013 Grant Application Form**

Statewide Vendor Number *	
DUNS number *	
Fiscal Agent name	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Fiscal mailing address	
Fiscal city	
Fiscal zip	
Fiscal telephone	
Fiscal fax	
Fiscal e-mail	
<b>Reimbursement Information</b>	
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.

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Fiscal Agent Signature/Date

\* 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.

<u>CRITERIA</u>		<u>Yes</u>	<u>No</u>
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).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The library has certified compliance with the Children’s Internet Protection Act (CIPA) using the form located at <a href="http://www.sos.wa.gov/library/libraries/libDev/technology/cipa.aspx#grant">http://www.sos.wa.gov/library/libraries/libDev/technology/cipa.aspx#grant</a>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The application requests \$7,500 or less in grant funding.	<input type="checkbox"/>	<input type="checkbox"/>
4.	You commit to implementing your Digital Literacy project by the end of the grant cycle, <b>Friday, August 15, 2014</b> .	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
6.	You commit to submitting quarterly reports according to the schedule outlined in the contract and the final report by September 30, 2014.	<input type="checkbox"/>	<input type="checkbox"/>
7.	You commit to submitting the final claim by September 30, 2014.	<input type="checkbox"/>	<input type="checkbox"/>
8.	The official 2013 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).	<input type="checkbox"/>	<input type="checkbox"/>
9.	The application is postmarked by <b>Friday, November 8, 2013</b> or hand delivered no later than <b>4 p.m., Friday, November 8, 2013</b> . (Applications posted after Friday, May 3, 2013 will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.)	<input type="checkbox"/>	<input type="checkbox"/>

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

- A clearly represented 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 initiative.

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

- Please frame the first sentence as “We intend to do \_\_\_\_\_ for \_\_\_\_\_ with this grant project.
- Please indicate if you plan to work with partners on this project.

**2. Please describe in more detail your proposed project and process of implementation. If you are partnering with other institutions, 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
  - supports the development of skills to collaborate with others or to enhance employability in a digital and evolving world.
- What specific community needs are being met with regard to Digital Literacy?
- What organizations are involved?

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

Review and evaluation:

Question is worth 20 points

- Alignment with library goals, mission, collection policy, 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.

**4. How will you determine if your project is successful?**

Review and evaluation:

Question is worth 15 points

- What is the desired outcome and how will you measure it?
- Use of qualitative and quantitative evidence to measure level of benefit to library, library staff, partner organization(s), and community.

**5. How will your library use and promote your digital literacy project in the community?**

Review and evaluation:

Question is worth 10 points

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

**6. 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 sample work plan including all major activities involved in a grant project.**

Review and evaluation:  
 Question is worth 25 points

- 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: Project begins; hold organizational meeting	January 2014	February 2014	John Smith, Project Manager

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

**On a separate page, describe how the budget was determined and why this budget is appropriate. Also complete a short narrative statement for each of the budget categories, describing what items are included within the proposal. (No more than 1 page in addition to the budget form).**

Review and evaluation:  
 Question is worth 25 points

- A budget that is complete and accurate
- A short narrative statement for each of the budget categories, describing what items are included within the proposal, and how the budget figure was determined within that category

## Digital Literacy Grant BUDGET FORM

Category	Grant Funds Requested	Other Funding (Describe)	Description (Include a short narrative for each category on a separate page)
All Staff Salary, Wages, and Benefits <sup>1</sup>			
Contracts with Others			
Travel and Training <sup>2</sup>			
Equipment Under \$5,000 (including software)			
Equipment Over \$5,000 <sup>3</sup>			
Expendable Supplies or Materials			
Other-Itemized			
<b>TOTAL REQUEST</b> (Grant funds requested are not to exceed \$7,500)			

<sup>1</sup> Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work

<sup>2</sup> Travel and Training must be directly related to the project and may not include conference attendance.

<sup>3</sup> Equipment over \$5,000, made in whole or in part with grant funding, requires prior written approval from WSL

Please note:

- Grant funds **may not** be used for:
  - Food and other refreshments
  - Advertising and promotion of libraries in general, please note promotion of this specific project is an allowable expense
  - Prizes and other incentives
  - Overhead expenses, administrative and indirect costs
- In-kind matching funds are not required for eligibility; if you list "other funding", be prepared to document the use of those funds