

  <p>Office of the Secretary of State</p> <hr/> <p>Washington State Library</p> <p>iPad Tablet Training Lab</p> <p>2013 Grant Guidelines</p>	<p>GRANTS</p>  <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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A. Purpose of the Grants

The purpose of the grant cycle is to provide placement of iPad tablet training labs in fifteen qualifying libraries in state funded K-12 schools and community and technical colleges in Washington State. The training labs may be used to support a variety of trainings and other services of the library including, but not limited to, providing educational support, resources and access to online resources.

Granted equipment will include ten Apple iPad tablets, a Bretford PowerSync charging tray and covers for each tablet. See section D, Awards, for more specific information on the equipment to be granted.

Award of grants will include emphasis on geographic disbursement across the state and the ability of the library to use and maintain the equipment. Preference will be given to K-12 schools with the highest level of participation in the USDA National School Lunch Program (NSLP).

This grant cycle is funded with LSTA funds and includes equipment providing access to the Internet. All qualifying K-12 schools in Washington State providing certification of compliance with the Children's Internet Protection Act (CIPA) may apply. CIPA certification is not required for participation by community and technical college applicants.

B. Application Process

To apply for a grant:

1. Review the criteria to determine if you qualify to apply. Because of limited amount of funding, only one application per school or community/technical college will be accepted. If multiple applications are received, the application first received will be selected for review.
2. iPad tablet training labs will be awarded to five (5) community and technical college libraries and ten (10) K-12 school libraries. *Important: The Washington State Library reserves the right to reallocate training labs based on application response.*
3. Complete the application form; answer **all** questions.
4. Mail or deliver the application form as specified in Section F, Submission/Contact Information.

C. Project Timeline

- **June 3, 2013**—grant cycle opening
- **July 12, 2013** — Deadline for applications; applications postmarked or received *after* this date will not be accepted
- **August 30, 2013** — Anticipated date for grant awards
- **September 3 – October 11, 2013** — Contract development
- **October 14 – May 30, 2014** — Project period
- **June 30, 2014** — Last day to submit final narrative report

D. Awards

Grant awards will consist of a single iPad tablet training lab purchased by the Washington State Library. Fifteen such training labs will be available for award. Each will consist of:

- 10 - Apple iPad with 16GB capacity and 9.7-inch (diagonal) LED-backlit Multi-Touch display.
- 10 – Cover for individual tablets
- 1 – Bretford PowerSync Tray

Disclaimer: The Washington State Library will endeavor to procure the most current iPad model and supporting equipment available at time of purchase, but reserves the right to modify granted equipment if necessary based on availability.

It is the responsibility of participating library systems to install and maintain the iPad tablet training lab, accessories and hardware.

E. Criteria

Each library must meet the following criteria to be eligible to apply:

1. State funded K-12 school or community and technical college library in Washington State.
2. *K-12 school libraries only:* Certified compliance with the Children's Internet Protection Act (CIPA).
3. Ability and commitment to maintain the equipment associated with the granted training labs in functioning condition.
4. Ability and commitment to use the granted equipment in training their students and staff.

5. 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 report.

Emphasis will be placed on the geographic disbursement of awarded iPad tablet training labs across Washington State.

F. Submission/Contact Information

Applications to WSL must be **postmarked by Friday, July 12, 2013 or hand delivered by 4 p.m., Friday, July 12, 2013**. Faxed applications are **NOT** acceptable for this funding request.

A complete application consists of 3 components:

1. A single-sided application with original signatures, clearly identified as the original;
2. A paper copy of the full original application; **and**
3. An electronic copy in Word or rich text format (on USB drive, CD or DVD); or sent as an email attachment to leanna.hammond@sos.wa.gov.

All 3 application components are to include:

1. Completed cover sheets containing signature blocks (signatures not needed on electronic copy of the application)
2. Completed criteria sheet
3. Answers to all narrative questions
4. CIPA Certification form (available online at <http://sos.wa.gov/library/libraries/libdev/technology/cipa.aspx#grant>)

Submit applications to the address below:

By Mail

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

By Hand or Delivered

*Grants Program
Washington State Library
6880 Capitol Blvd. S
Tumwater, WA 98501-5513*

G. Review and Award Process

A review committee selected by WSL 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.

After award of equipment, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards.

H. Washington State Library Contacts:

- Gary Bortel, Project Manager, Washington State Library, 360-570-5588, gary.bortel@sos.wa.gov
- Jeff Martin, Grants Program, Washington State Library, 360-704-5248, jeff.martin@sos.wa.gov