

2014 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 14, 2015. 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
2014 Grant Application Form**

Statewide Vendor Number *	
DUNS Number *	
Taxpayer Identification Number (TIN)/Employer Identification Number (EIN)	
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	
Reimbursement Information	
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.

Fiscal Agent Signature/Date

***Office of Financial Management (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 http://www.sos.wa.gov/library/libraries/libDev/technology/cipa.aspx#grant .	<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, Friday, August 14, 2015 .	<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, 2015.	<input type="checkbox"/>	<input type="checkbox"/>
7.	You commit to submitting the final claim by September 30, 2015.	<input type="checkbox"/>	<input type="checkbox"/>
8.	The official 2014 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 Friday, April 18, 2014 or hand delivered no later than 4:00 p.m., Friday, April 18, 2014 . (Applications posted after Friday, April 18, 2014 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 succinctly 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 initiatives.
- Evidence that your project is providing skills and resources needed by your library community and patrons.

Please respond to the following:

1. Was your library previously involved with a Digital Literacy grant award as either a recipient or a partner?

Review and evaluation:
Question is worth 5 points. Five (5) points will be awarded to those not previously receiving Digital Literacy grant funding.

Yes

No

2. In two or three sentences, briefly describe the Digital Literacy project that you are proposing.

Review and evaluation:
Question is worth 5 points.

- Frame the first sentence as “We intend to do _____ for _____ with this grant project.
- Indicate if you plan to work with partners on this project.

- 3. Please describe in more detail your proposed project and process of implementation. If you are partnering with other organizations, 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.
 - 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?

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

Review and evaluation:
Question is worth 25 points.

Take into account in your answer:

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

5. How will you determine if your project is successful, and of value to the community you serve?

Review and evaluation:
Question is worth 20 points.

Take into account in your answer:

- What is the desired outcome, and how will you measure its impact beyond the minimum requirements of the grant?
- How will you measure the level of benefit to your library, your library staff, partner organization(s), and the community? What specific tools or methods will you use (e.g., surveys, patron requests, group interviews)?

6. How will your library provide outreach to your community regarding your digital literacy project?

Review and evaluation:
Question is worth 15 points.

Take into account in your answer:

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

8. Describe the project's budget using the form below.

Any additional budget information may be added using a separate page; do not include more than one (1) page in addition to the Budget Form.

Review and evaluation:
Question is worth 30 points.

- A budget that is complete and accurate.
- A short narrative statement for each of the budget categories (use the "Describe Use of Funds" box in the Budget Form); 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 (dollar amount)	Other Funds (dollar amount)	Describe Use of Funds (Be specific; itemize)
All Staff Salary, Wages, and Benefits ¹			
Contracts with Others			
Travel and Training ²			
Equipment Under \$5,000 (including software)			
Equipment Over \$5,000			
Expendable Supplies or Materials			
Other-Itemized			
TOTAL REQUEST (Grant funds requested are not to exceed \$7,500)			

¹Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work.

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

³Equipment over \$5,000, made in whole or in part with grant funding, requires prior written approval from The Washington State Library (WSL).

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Note:

- Grant funds **may not** be used for:
 - Food and other refreshments.
 - Advertising and promotion of libraries in general; promotion of this specific project is an allowable expense.
 - Prizes and other incentives.
 - Overhead expenses, administrative and indirect costs.
 - Computers or other technology used to access the Internet, or to pay for direct costs associated with accessing the Internet.
- In-kind matching funds are not required for eligibility; if you list “other funding,” be prepared to document the use of those funds.
- LSTA grant funds may only pay for relevant project subscriptions (databases) or services through September 30, 2015. Subscriptions or services which extend beyond that date must utilize other funding to pay for the additional time period.
- Incomplete reimbursement claims will cause delays in reimbursement.
- It is important that you keep up-to-date with reporting requirements. If you are not current with reporting there may be delays in your reimbursement claims.