

2014 Digital Skills Training 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 project activities in this application by May 15, 2015. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

Contracting Authority Signature/Date

Library/System Director (if different) Signature/Date

Financial Information	
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 Skills Training 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>Yes</u>	<u>No</u>
1. The application meets the intent of the grant cycle and the goals of Digital Skills Training grant (see Grant Guidelines, Section 1, Overview—Introduction, Purpose, and Goals).	<input type="checkbox"/>	<input type="checkbox"/>
2. The application requests \$50,000 or less in grant funding.	<input type="checkbox"/>	<input type="checkbox"/>
3. You commit to implementing your Digital Skills Training project by the end of the grant cycle, Friday, May 15, 2015 .	<input type="checkbox"/>	<input type="checkbox"/>
4. Your library agrees to grant a license to the Office of the Secretary of State and the Washington State Library for the use of any materials created for the project. These materials may also be published online at the discretion of the Washington State Library.	<input type="checkbox"/>	<input type="checkbox"/>
5. You commit to submitting quarterly reports according to the schedule outlined in the contract. A final report is due by June 19, 2015.	<input type="checkbox"/>	<input type="checkbox"/>
6. You commit to submitting the final claim by June 19, 2015.	<input type="checkbox"/>	<input type="checkbox"/>
7. The 2014 Digital Skills Training grant application 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"/>
8. The application is postmarked by Friday, August 29, 2014 or hand delivered no later than 4:00 p.m., Friday, August 29, 2014 . (Applications posted after Friday, August 29, 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 clear and succinctly written proposal.
- Sufficient detail to understand the problem, need, or opportunity.
- Sufficient detail to understand how the proposal will be implemented.
- Evidence that the project and library fits within the scope of the Digital Skills Training grant.
- Evidence that the project provides skills and resources needed by your community and library patrons.

Please respond to the following:

1. Project Title and a short abstract for the Digital Skills Training project that you are proposing (50 words or less)

Review and evaluation:
Question is worth 5 points.

This section is used to describe the project to others and for reporting to the federal government.

Tell us, in the first sentence, what the project is designed to do, who it is for, and what outcomes you anticipate.

2. 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 focus for the project?
- Consideration of, and plans to address, increased requests for services and resources.
- Evidence of leadership support.
- What specific community needs are being met with regard to Digital Skills Training?

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.
 - Use of productivity software and other technologies (e.g. word-processing, spreadsheets, graphics manipulation).
- What organizations are involved and what is their role?

4. How will you determine if your project is successful, and of its 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)?

5. How will your library provide outreach to your community regarding your digital skills training 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.
- Incorporation of traditional outreach activities (e.g., press releases, library programs, printed materials) and/or non-traditional outreach activities (e.g., prominent links on library website, use of social media).

6. Provide connectivity bandwidth at the location/s where it will be used.

Review and evaluation:
Question is worth 10 points.

- Description of existing bandwidth speed, type of connectivity and the number of existing devices with Internet connectivity at locations where training will be delivered. (e.g. Branch ABCF - 3Mbps DSL, Main Library - 100Mbps Fiber, XYZ General Store - 512Kbps Dial-up Modem)
- Description of any plans to increase connectivity speeds at these locations.

7. 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.*

- *Note: See guidelines for a sample work plans.*

Review and evaluation:
Question is worth 30 points.

Take into account in your answer:

- A logical and sound process of implementation.
- A description of the tasks to be performed from contract execution to project closeout.

Work Plan for Digital Skills Training					
Tasks that Need to Be Accomplished for Successful Project Implementation <i>(list in chronological order)</i>					
<p><i>Example Work Plans can be found in Section 9 of the LSTA Competitive Grant Digital Skills Training 2014 Grant Guidelines.</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Start and end dates proposed</td> <td style="padding: 2px;">MM - YYYY MM - YYYY</td> </tr> <tr> <td style="padding: 2px;">Person responsible for task</td> <td style="padding: 2px;"></td> </tr> </table>	Start and end dates proposed	MM - YYYY MM - YYYY	Person responsible for task	
Start and end dates proposed	MM - YYYY MM - YYYY				
Person responsible for task					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Start and end dates proposed</td> <td style="padding: 2px;">MM - YYYY MM - YYYY</td> </tr> <tr> <td style="padding: 2px;">Person responsible for task</td> <td style="padding: 2px;"></td> </tr> </table>	Start and end dates proposed	MM - YYYY MM - YYYY	Person responsible for task	
Start and end dates proposed	MM - YYYY MM - YYYY				
Person responsible for task					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Start and end dates proposed</td> <td style="padding: 2px;">MM - YYYY MM - YYYY</td> </tr> <tr> <td style="padding: 2px;">Person responsible for task</td> <td style="padding: 2px;"></td> </tr> </table>	Start and end dates proposed	MM - YYYY MM - YYYY	Person responsible for task	
Start and end dates proposed	MM - YYYY MM - YYYY				
Person responsible for task					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Start and end dates proposed</td> <td style="padding: 2px;">MM - YYYY MM - YYYY</td> </tr> <tr> <td style="padding: 2px;">Person responsible for task</td> <td style="padding: 2px;"></td> </tr> </table>	Start and end dates proposed	MM - YYYY MM - YYYY	Person responsible for task	
Start and end dates proposed	MM - YYYY MM - YYYY				
Person responsible for task					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Start and end dates proposed</td> <td style="padding: 2px;">MM - YYYY MM - YYYY</td> </tr> <tr> <td style="padding: 2px;">Person responsible for task</td> <td style="padding: 2px;"></td> </tr> </table>	Start and end dates proposed	MM - YYYY MM - YYYY	Person responsible for task	
Start and end dates proposed	MM - YYYY MM - YYYY				
Person responsible for task					

Expand and add rows as needed.

8. Describe the project’s budget using the forms below.

Review and evaluation:
Question is worth 30 points.

- A budget that is complete and accurate.
- On the budget narrative form include a short statement for each of the budget categories; describe what items are included within the proposal, and how the budget figure was determined.

BUDGET FORM for Digital Skills Training		
Category	Grant Funds Requested (dollar amount)	Other Funds (dollar amount)
All Staff Salary, Wages, and Benefits ¹		
Contracts with Others		
Travel and Training ²		
Equipment Under \$5,000 (including software)		
Equipment Over \$5,000 ³		
Expendable Supplies or Materials		
Other-Itemized		
TOTAL REQUEST (Grant funds requested are not to exceed \$50,000)		

See notes and endnote on following page.

Budget Narrative Form	
Budget Category	Describe what items are included within the proposal, and how the budget figure was determined within each category
All Staff Salary, Wages, and Benefits ¹	
Contracts with Others	
Travel and Training ²	
Equipment Under \$5,000 (including software)	
Equipment Over \$5,000 ³	
Expendable Supplies or Materials	
Other-Itemized	
TOTAL REQUEST (Grant funds requested are not to exceed \$50,000)	

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).

Notes:

- 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.
- 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 May 15, 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.