



Office of the Secretary of State  
Washington State Library

## Digital Skills Training 2014 Grant Guidelines

# GRANTS

This grant cycle is supported with a grant from the Bill and Melinda Gates Foundation.

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# 1. Introduction

## Grant Cycle and Project Overview

The purpose of this grant cycle is to provide funding to public and tribal libraries to implement projects that support Digital Skills Training projects in their community.

Projects should focus on providing training and resources to directly enhance the skills of patrons. This will improve their ability to navigate an increasingly digital world. Digital Skills Training grant applicants are encouraged to utilize project partners. Project partners could include other libraries and community organizations such as non-profits, hospitals, credit unions, and local businesses.

Projects should meet at least one of the following objectives:

- Encourage the development of skills required to communicate and perform business transactions in a digital environment (applying for health insurance, using online banking, etc.).
- Use diverse technologies appropriately to retrieve quality information (accessing library and other quality e-resources via computers, tablets and smartphones, etc.).
- Support the development of skills to communicate and work with others or to boost employability in a digital world (setting up and using an email account, online job searching, etc.).
- Use productivity software and other technologies (word-processing, spreadsheets, graphics manipulation, etc.).

For the purposes of this grant cycle, the Washington State Library (WSL) will be using the American Library Association's (ALA) Digital Literacy Task Force definition of Digital Literacy which is:

*... the ability to use information and communication technologies to find, understand, evaluate, create, and communicate digital information, an ability that requires both cognitive and technical skills.*

*A digitally literate person:*

- *Possesses the variety of skills, cognitive and technical, required to find, understand, evaluate, create, and communicate digital information in a wide variety of formats.*
- *Is able to use diverse technologies appropriately and effectively to search for and retrieve information, interpret search results, and judge the quality of the information retrieved.*
- *Understands the relationships among technology, lifelong learning, personal privacy, and appropriate stewardship of information.*

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- *Uses these skills and the appropriate technologies to communicate and collaborate with peers, colleagues, family, and on occasion the general public.*
- *Uses these skills to participate actively in civic society and contribute to a vibrant, informed, and engaged community.*

**Note: Any purchases of devices, computers, and software must meet minimum Americans with Disabilities Act (ADA) guidelines. By submitting an application for this grant, the applicant is certifying that these purchases meet ADA guidelines.**

Reference to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favor by the Washington State Library (WSL).

## **2. Library Eligibility**

Only public libraries and tribal libraries in Washington State are eligible to submit applications for this grant cycle. Public libraries are those formed under RCW 27.12. Tribal libraries are those associated with federally recognized Indian tribes.

## **3. Project Eligibility**

Grants must include a training component. This training must be delivered directly to the public by staff or a professional trainer. Preference will be given to digital training projects focusing on the following areas:

- A. Digital literacy skills
- B. Employment skills (e.g. resume writing, job searching, job application completion, Workforce Development, etc.)
- C. Washington State Library Microsoft - IT Academy

Trainings with other focus areas may be considered.

Funds may be used to pay staff salaries and benefits and contract services for project activities. However, since grant funds cannot take the place of previously budgeted local funding, regularly scheduled staff hours are not eligible for reimbursement. Backfill, overtime, and temporary or contracted project employees are eligible for reimbursement. Detailed timesheets are required when claiming reimbursement.

Devices (eReaders, tablets, laptops, etc.) for use by the public may be purchased with grant funds. Requested equipment must be used directly in the delivery of these trainings. **No more than 50 percent of the requested grant funding may be used for devices, equipment, software, and databases (combined).** In addition, the applicant must show sufficient connectivity and network bandwidth to support unhindered use of any requested equipment.

Funding for this project is provided through the Bill & Melinda Gates Foundation and does not require compliance with the Children's Internet Protection Act (CIPA).

All devices, software and material purchased with grant funds must be compliant with the Americans with Disabilities Act (ADA).

Grant funding may not be used for food or refreshments, advertising or promotion of libraries in general, prizes or other incentives, or indirect costs (overhead). Grant funding may be used for promotion of the Digital Skills Training project.

## 4. Funding Available

Overall funding to support this grant cycle is \$450,000. This grant cycle has a limit of \$50,000 per library system. It is anticipated that nine (9) or more applicants may receive awards. Awards will be made contingent upon availability of funds from the Bill & Melinda Gates Foundation and distribution of those funds by the Washington State Library, a division of the Office of the Secretary of State.

## 5. 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 (subject to change)

- **July 28, 2014** — Grant cycle opens
- **August 29, 2014** — Deadline for applications; applications postmarked *after* this date will not be accepted
- **September 29, 2014** — Anticipated date for grant awards
- **September 29 – November 07, 2014** — Contract development
- **November 07, 2014 – May 15, 2015** — Project period
- **June 19, 2015** — Last day to submit reimbursement claims and final narrative report

## 6. Application Process

- A. Review the grant cycle materials is available at <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>.
- B. An announcement of the grant cycle is sent via e-mail to various email lists including WSL Updates and Washington Library Association, and to those who have requested to be notified of this grant cycle.

Application guidelines, forms, and other materials may be obtained by visiting the WSL Web site and printing appropriate Web pages or downloading the Word files. Materials may also be obtained by contacting the Project Manager as noted at the end of these guidelines.

- C. Review the criteria contained within the application to determine eligibility to apply. Respond to the criteria, checking either “yes” or “no” for each item.
- D. Complete the application form; reply to **all** questions. Secure all required signatures.

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- E. General questions regarding the application process may be obtained by contacting the LSTA Grants Manager by e-mail or phone. Staffing limitations preclude review and comment on draft applications. However, Digital Skills Training project staff is available by phone or email to answer questions from potential applicants. Staff can help determine if they should proceed with or adjust their proposal or budget before they expend the resources necessary to fully plan the project and prepare a full grant application. Contact information can be found under Section 10.
- F. Submit applications to the Washington State Library **postmarked by Friday, August 29, 2014 or hand delivered by 4:00 p.m. on Friday, August 29, 2014**. Faxed applications are **NOT** acceptable for this funding request. Please note: The Washington State Library has new public hours. We are open on weekdays, Monday through Friday, from noon to 5 p.m.

***A complete application consists of three components:***

1. A single-sided, signed original of the official 2014 DIGITAL SKILLS TRAINING application, clearly identified as the original;
2. A paper copy of the original, clearly identified as a copy; **and**
3. An electronic copy in Word or rich text format (on a Universal Serial Bus [USB] drive or Compact Disc [CD]); or sent as an email attachment to [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov) (signatures are not required on the electronic copy).

Submit applications to the address below:

***By Mail***

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

***By Hand or Delivered***

*WSL Grants Program  
Washington State Library  
6880 Capitol Blvd SE  
Tumwater WA 98501-5513*

- G. A fully completed and signed application received in the mail or hand delivered by the application deadline will be accepted for the purposes of review and ranking. Submit one complete application per envelope.
- H. A review committee selected by WSL will review the applications for eligibility. If eligible requests exceed available funding, awards will be based on application scoring. 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.
- I. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed (executed) by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

## 7. Requirements

- A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution.
- B. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis.
- C. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- D. Applicant/sub-grantee overhead expenses and administrative costs are not eligible for reimbursement. They may be used as match for the proposed project.
- E. The purchase of all equipment costing over \$5,000, made in whole or in part with grant funding, requires prior written approval from WSL. Purchases made in advance of receiving written approval are not reimbursable.
- F. Items included under "Other Funding" and used as match or in-kind contributions may be monitored during project implementation. Documentation of these expenses will be required.
- G. Applicants must commit to compliance with grant administration requirements. The lead applicant library must also act as fiscal agent for awarded contracts.
- H. Quarterly Reports showing project progress and a Final Report providing a complete summary of the project and of all grant activities will be submitted to WSL according to the schedule provided in the contract document.
- I. Reimbursement claims will be made on forms provided by WSL according to the schedule provided in the contract document. Documentation of expenses will be required.
- J. The Washington State Library, and the Bill & Melinda Gates Foundation ("The Foundation") must be acknowledged in all project-related public events, press releases, printed materials, and Web sites.

Awardees will be selected to participate in this grant funded project at the discretion of the Washington State Library and may not make any statement or otherwise imply to donors, investors, media or the general public that they are direct grantees of the Foundation. A statement may be made that "The Washington State Library is the Foundation's grantee and that the awardee is a sub-grantee or contractor of the Washington State Library for this project."

All projects and activities must be completed and funds expended by **May 15, 2015**. Applicants proposing projects that will use grant funding beyond May 15, 2015, will not be considered for this grant cycle. The final narrative report and final claim must be postmarked or received by June 19, 2015.

## 8. Examples of Project Work Plans & Budgets

### Work Plan, Example A:

| <b>Work Plan</b>   |  |
|--|--|
| Tasks that Need to Be Accomplished for Successful Project Implementation<br><i>(list in chronological order)</i>               |  |
| Project begins; hold organizational meeting.   | <b>Start and end dates proposed</b><br><i>Nov-14</i>   <i>Nov-14</i> |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Purchase devices.  | <b>Start and end dates proposed</b><br><i>Nov-14</i>   <i>May-15</i> |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Tuesday Tech Nights held at the library (30 events) – Topics will focus on improving digital literacy for adults seeking jobs. | <b>Start and end dates proposed</b><br><i>Nov-14</i>   <i>May-15</i> |
|  | <b>Person responsible for task</b>                                   |
| Evaluation of Tech Nights – evaluation information will come from participant surveys.   | <b>Start and end dates proposed</b><br><i>May-15</i>   <i>Jun-15</i> |
|  | <b>Person responsible for task</b><br>Jane Doe, Adult Serv Librarian |
| Submit 1st Quarter Report (for period ending December 31).   | <b>Start and end dates proposed</b><br>  <i>1/31/2015</i>            |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Submit 2nd Quarter Report (for period ending March 31).  | <b>Start and end dates proposed</b><br>  <i>4/10/2015</i>            |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Submit final report and final reimbursement claim.   | <b>Start and end dates proposed</b><br>  <i>6/19/2015</i>            |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |

**Budget Form, Example A:**

| <b>BUDGET FORM for Digital Skills Training</b>                             |  |                             |
|--|--|-----------------------------|
| Category   | Grant Funds Requested<br>(dollar amount) | Other Funds (dollar amount) |
| All Staff Salary, Wages, and Benefits <sup>1</sup>                         | \$3,375                                  |                             |
| Contracts with Others  |  |                             |
| Travel and Training <sup>2</sup>   | \$1,800                                  |                             |
| Equipment Under \$5,000 (including software)                               | \$5,000                                  |                             |
| Equipment Over \$5,000 <sup>3</sup>  |  |                             |
| Expendable Supplies or Materials   | \$1,000                                  |                             |
| Other-Itemized   |  |                             |
| <b>TOTAL REQUEST</b><br>(Grant funds requested are not to exceed \$50,000) | <b>\$11,175</b>                          |                             |

| <b>Budget Narrative Form</b>   |   |
|--|---|
| 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 <sup>1</sup>                         | <b>3 programs each with 45 hours of staff time. 135 x \$25/hr = \$3,375</b>   |
| Contracts with Others  |   |
| Travel and Training <sup>2</sup>   | Specialized courses for 6 staff members, including travel   |
| Equipment Under \$5,000 (including software)                               | Tablets and eReaders plus accessories for Tech Nights including an android based tablet and an iPad Mini.           |
| Equipment Over \$5,000 <sup>3</sup>  |   |
| Expendable Supplies or Materials   | Hand-outs for events  |
| Other-Itemized   |   |
| <b>TOTAL REQUEST</b><br>(Grant funds requested are not to exceed \$50,000) |   |

<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 the Washington State Library (WSL).

**Work Plan, Example B:**

| <b>Work Plan</b>   |  |
|--|--|
| Tasks that Need to Be Accomplished for Successful Project Implementation<br><i>(list in chronological order)</i> |  |
| Project begins; hold organizational meeting.   | <b>Start and end dates proposed</b><br><i>Nov-14</i>   <i>Nov-14</i> |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Purchase devices.  | <b>Start and end dates proposed</b><br><i>Nov-14</i>   <i>May-15</i> |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Book-A-Digital-Expert training for staff.  | <b>Start and end dates proposed</b><br><i>Nov-14</i>   <i>Dec-15</i> |
|  | <b>Person responsible for task</b><br>Jane Doe, Adult Svs Librarian  |
| Promotion of Book-A-Digital-Expert.  | <b>Start and end dates proposed</b><br><i>Dec-14</i>   <i>May-15</i> |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Book-A-Digital-Expert pilot with "New Devices for the Holidays" extravaganza kick-off.                           | <b>Start and end dates proposed</b><br><i>Dec-15</i>   <i>May-15</i> |
|  | <b>Person responsible for task</b><br>Jane Doe, Adult Svs Librarian  |
| Submit 1st Quarter Report (for period ending December 31).   | <b>Start and end dates proposed</b><br>  <i>1/31/2015</i>            |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Submit 2nd Quarter Report (for period ending March 31).  | <b>Start and end dates proposed</b><br>  <i>4/10/2015</i>            |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |
| Submit final report and final reimbursement claim.   | <b>Start and end dates proposed</b><br>  <i>6/19/2015</i>            |
|  | <b>Person responsible for task</b><br>John Smith, Project Manager    |

**Budget Form, Example B:**

| <b>BUDGET FORM for Digital Skills Training</b>                             |  |                             |
|--|--|-----------------------------|
| Category   | Grant Funds Requested<br>(dollar amount) | Other Funds (dollar amount) |
| All Staff Salary, Wages, and Benefits <sup>1</sup>                         | \$3,600                                  |                             |
| Contracts with Others  | \$5,000                                  |                             |
| Travel and Training <sup>2</sup>   |  |                             |
| Equipment Under \$5,000 (including software)                               | \$9,000                                  |                             |
| Equipment Over \$5,000 <sup>3</sup>  |  |                             |
| Expendable Supplies or Materials   | \$400                                    |                             |
| Other-Itemized   |  |                             |
| <b>TOTAL REQUEST</b><br>(Grant funds requested are not to exceed \$50,000) | <b>\$18,000</b>                          |                             |

| <b>Budget Narrative Form</b>   |   |
|--|---|
| 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 <sup>1</sup>                         | <b>Substitute time during staff trainings, 30 librarians, \$30/hour x 4 hours each = \$3,600</b>                    |
| Contracts with Others  | Best Buy Geek Squad and other presenters for extravaganza @ 4 locations   |
| Travel and Training <sup>2</sup>   |   |
| Equipment Under \$5,000 (including software)                               | Tablets and eReaders plus accessories for staff training and training of patrons via "Book-A-Digital-Expert"        |
| Equipment Over \$5,000 <sup>3</sup>  |   |
| Expendable Supplies or Materials   | Outreach flyers, etc.   |
| Other-Itemized   |   |
| <b>TOTAL REQUEST</b><br>(Grant funds requested are not to exceed \$50,000) |   |

<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 the Washington State Library (WSL).

**Example of a Work Plan C:**

| <b>Work Plan</b>  |   |
|---|---|
| Tasks that Need to Be Accomplished for Successful Project Implementation<br><i>(list in chronological order)</i>    |   |
| Project begins; hold organizational meeting.  | <b>Start and end dates proposed</b><br>Nov-14   Nov-14              |
|   | <b>Person responsible for task</b><br>John Smith, Project Manager   |
| Contact potential community partners, attend meetings for Chamber of Commerce, Rotary Club and other organizations. | <b>Start and end dates proposed</b><br>Nov-14   Dec-14              |
|   | <b>Person responsible for task</b><br>Jane Doe, Adult Svs Librarian |
| Invite community partners to Digital Literacy Open House at the Library, host event at library.                     | <b>Start and end dates proposed</b><br>Dec-14   Jan-15              |
|   | <b>Person responsible for task</b><br>Jane Doe, Adult Svs Librarian |
| Train staff on eResources and devices (Train the Trainer approach).   | <b>Start and end dates proposed</b><br>Jan-14   Feb-15              |
|   | <b>Person responsible for task</b><br>Jane Doe, Adult Svs Librarian |
| Invite public to book-a-librarian for one-on-one tech support, set-up online calendar for bookings.                 | <b>Start and end dates proposed</b><br>Feb-15   May-15              |
|   | <b>Person responsible for task</b><br>Jane Doe and IT Dept          |
| Community Engagement talks on Library eResources: Schools, Service Organizations, etc.                              | <b>Start and end dates proposed</b><br>Feb-15   May-15              |
|   | <b>Person responsible for task</b><br>Jane Doe, Adult Svs Librarian |
| Monthly Tech Nights at the Library, recruit Teen and Adult volunteers.  | <b>Start and end dates proposed</b><br>Mar-15   May-15              |
|   | <b>Person responsible for task</b><br>Jane Doe, Adult Svs Librarian |
| Submit 1st Quarter Report (for period ending December 31).  | <b>Start and end dates proposed</b><br>  1/31/2015                  |
|   | <b>Person responsible for task</b><br>John Smith, Project Manager   |
| Submit 2nd Quarter Report (for period ending March 31).   | <b>Start and end dates proposed</b><br>  4/10/2015                  |
|   | <b>Person responsible for task</b><br>John Smith, Project Manager   |
| Submit final report and final reimbursement claim.  | <b>Start and end dates proposed</b><br>  6/19/2015                  |
|   | <b>Person responsible for task</b><br>John Smith, Project Manager   |

**Budget Form, Example C:**

| <b>BUDGET FORM for Digital Skills Training</b>                             |                                       |                             |
|--|---------------------------------------|-----------------------------|
| Category   | Grant Funds Requested (dollar amount) | Other Funds (dollar amount) |
| All Staff Salary, Wages, and Benefits <sup>1</sup>                         | \$10,000                              |                             |
| Contracts with Others  | \$1,000                               |                             |
| Travel and Training <sup>2</sup>   |                                       |                             |
| Equipment Under \$5,000 (including software)                               | \$3,000                               |                             |
| Equipment Over \$5,000 <sup>3</sup>  |                                       |                             |
| Expendable Supplies or Materials   | \$500                                 |                             |
| Other-Itemized   | \$2,000                               |                             |
| <b>TOTAL REQUEST</b><br>(Grant funds requested are not to exceed \$50,000) | \$16,500                              |                             |

| <b>Budget Narrative Form</b>   |   |
|--|---|
| 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 <sup>1</sup>                         | Substitutes for desk staff when librarians are visiting community partners and presenting programs.                 |
| Contracts with Others  | Presenters for library programs.  |
| Travel and Training <sup>2</sup>   |   |
| Equipment Under \$5,000 (including software)                               | Tablets for training and programming.   |
| Equipment Over \$5,000 <sup>3</sup>  |   |
| Expendable Supplies or Materials   | Handouts and reference materials  |
| Other-Itemized   | Publicity and promotional items.  |
| <b>TOTAL REQUEST</b><br>(Grant funds requested are not to exceed \$50,000) |   |

<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 the Washington State Library (WSL).

## 9. Contact Information

- Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>
- Elizabeth Iaukea, Project Manager – Washington State Library Microsoft IT Academy, 360.570.5578, [elizabeth.iaukea@sos.wa.gov](mailto:elizabeth.iaukea@sos.wa.gov)
- Maura Walsh, LSTA Grants Manager, 360.704.5246, [maura.walsh@sos.wa.gov](mailto:maura.walsh@sos.wa.gov)