



Office of the Secretary of State

Washington State Library

## Exploring Technology: ET Kits

2015 Grant Guidelines

This grant cycle is made possible through funding provided to the Washington State Library by the Bill & Melinda Gates Foundation.

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## 1. Introduction: Grant Cycle and Project Overview

Thousands of technology related employment opportunities in Washington State are currently unfilled because there aren't enough qualified workers. Washington State Library (WSL) believes that access is the perfect starting point for awareness and education surrounding technology. We want to empower libraries as exploration centers for youth. We believe that enabling libraries to offer technology programs will improve access, skills and opportunities for youth. We also expect youth will increase their science, technology, engineering, math skills through interaction with the kits. This project is designed to help libraries engage youth and help them develop their technological skills.

## 2. Library Eligibility

Washington State public libraries, as established under RCW 27.12, and Native American tribal libraries, as defined by the Governor's Office of Indian Affairs are eligible to submit applications for this grant cycle. You may only submit one application per library or library system or district.

## 3. Availability

This grant cycle offers either a Lego Robotics kit or an EggBot robotics kit (described below) to four libraries in Washington State. These kits will be awarded in lieu of any other funding. WSL reserves the right to distribute the awards among the qualified applicants.

### Kit Composition

	<b>EggBot Pro Kit</b>	5 Laptops [HP ProBook 430 G2] 1 Projector [Acer K132 WXGA LED DLP] 5 EggBot Pros Extra Components
<b>Lego Mindstorm Kit</b> <hr/> <b>Extra Components</b> 1 Core Set 1 Expansion Set 5 EV3 Infrared Sensors 5 EV3 Cable Packs 4 EV3 Medium Servo Motors 8 EV3 Large Servo Motors 10 EV3 Small Turntables 2 EV3 Rechargeable DC Battery Packs <b>Teacher/Facilitator Set</b> 1 laptop 1 projector 1 Core Set 1 Expansion Set <b>Student Set (serving 8 to 20 students)</b> 4 laptops 4 Core Sets 4 Expansion Sets	<b>Reference Books (1 of each)</b> ☞ Build and Program Your Own LEGO Mindstorm Robots ☞ The LEGO MINDSTORMS EV3 Idea Book: 181 Simple ☞ Maximum Lego EV3: Building Robots with Java Brains ☞ The Art of LEGO MINDSTORMS EV3 programming (Full Color) ☞ The LEGO MINDSTORMS EV3 Laboratory: Build, Program, and Experiment with Five Wicked Cool Robots! ☞ Exploring LEGO Mindstorms EV3: Tools and Techniques for Building and Programming Robots  <b>Site License</b> Covers the use of all provided laptops, plus any additional laptops (up to 20 total) in the future.	5 Laptops [HP ProBook 430 G2] 1 Projector [Acer K132 WXGA LED DLP] 5 EggBot Pros Extra Components 5 Electro Krista Arms (hot wax dispenser) 5 Wax Couplers 10 Strip Wax (black) 5 Electro Krista Heavy (#3) gage tips 5 Electro Krista Fine (#1) gage tips 5 Electro Krista Extra Fine (#0) gage tips

## 4. Timeframe

The following timeline is for the purpose of providing information about this grant cycle. Applicants should use it when developing their projects and applications.

Date	Activity
Monday, July 13, 2015	Grant cycle opens.
Friday, August 28, 2015	Application deadline. Applications postmarked (by USPS, UPS, FedEx, etc.) or delivered after this date will not be accepted
September 8 – 21, 2015	Application review by committee.
September 24, 2015	The State Librarian reviews and approves committee's recommendations.
September 25 – October 10, 2015	Anticipated timeline for grant award announcement; all applicants notified by letter, and contract development begins.
October 31, 2015	Anticipated date that all contracts are fully executed and that project implementation can begin.
From date of contract execution through May 13, 2016	Project period.
Friday, February 26, 2016	Progress report due.
Friday, May 13, 2016	Project activity ends.
Thursday, June 30, 2016	Final Narrative Report due.

## 5. Application Process

- A. 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.
- B. Review the grant cycle materials at [www.sos.wa.gov/library/libraries/grants/grants.aspx](http://www.sos.wa.gov/library/libraries/grants/grants.aspx). You can download grant guidelines, application forms, and other materials at the WSL website (above). Please contact [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov) if you need assistance.
- C. Complete the application form.
  - Reply to **all** questions.
  - Secure **all** required signatures.
- D. WSL can respond to general questions regarding the application process. Staff can help determine if your proposal is viable before you expend the resources necessary to fully plan the project and prepare a full grant application. Staffing limitations preclude review and comment on draft applications. However, we are available by phone or email to answer questions from potential applicants. Contact information can be found under Section 8.

- E. Submit the application to the Washington State Library **postmarked (by USPS, UPS, FedEx, etc.) Friday, August 28, 2015 or hand delivered by 4:00 p.m. on Friday, August 28, 2015.** Faxed applications are **NOT** acceptable.

***Please send***

1. A single-sided, signed original of the official 2015 application.

***and***

2. An electronic copy in Word or rich text format as an email attachment to [wslgrants@sos.wa.gov](mailto:wslgrants@sos.wa.gov).
  - Signatures are not required on the electronic copy
  - A Universal Serial Bus [USB] drive or Compact Disc [CD]) if you can't send an email attachment.

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

- F. 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.
- G. A review committee selected by WSL will review the applications. The review committee will forward recommendations to the State Librarian for final consideration and approval. WSL may contact the applicant for clarification of information.
- H. After award decisions, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. WSL will send the ET kit upon contract execution.

## 6. Requirements

- A. A progress report and a final report detailing the programming associated with the ET kit throughout the project is due to WSL according to the schedule provided in the contract. Three to five digital photographs of activities need to be submitted with the progress report. An additional five to ten photographs of programming which occurs after the progress report should be included with the final report. In addition, libraries must agree to participate in a webinar in July 2016 to share programming lessons learned with the library community.
- B. The Washington State Library and the Bill & Melinda Gates Foundation must be acknowledged as providing funding to support the project in all project-related public events, press releases, printed materials, and Web sites.
- C. All projects and activities must be completed by May 15, 2016.

## 7. Examples of Project Work Plans

### Work Plan, Example A:

<b>WORK PLAN for Lego Robotics</b>			
Tasks (list in chronological order)	Proposed Timeframe		Responsible Party
	Start Date	End Date	
Notification of grant award: begin implementation of program laid out in grant application Reserve rooms for prospective programs	10/1/15	10/31/15	Youth services librarian
Familiarize lead programmer and any volunteers with Lego Mindstorm robotics program and equipment	10/31/15	12/11/15	Youth Services Librarian
Brief branch staff on upcoming program series—Live demonstrations of robotics	11/4/15	11/4/15	Youth services librarian
Publicize program/sign up begins	11/5/14	12/1/14	Communication Staff Branch staff
Program implementation begins: Charge and check equipment, take photos, hand out evaluations, etc.	11/30/15	5/31/16	Youth services librarian Volunteer/branch staff
Collect photos and process evaluations for progress report	2/15/16	2/26/16	Youth Services librarian
Program implementation continues	2/19/16	5/13/16	Youth Services librarian
Tabulate evaluations, collect photos, write final narrative report	6/1/16	6/25/16	Youth Services librarian

### Work Plan, Example B:

<b>WORK PLAN for EggBot</b>			
Tasks (list in chronological order)	Proposed Timeframe		Responsible Party
	Start Date	End Date	
Notification of grant award: recruit volunteers and publicize award to community	10/10/15	10/31/15	Program lead
Project manager learns to use EggBot, trains others, and shows it to staff/volunteers/Library board so they can help publicize the program	11/5/15	11/15/15	Program lead
Send out publicity for holiday ball decoration	11/15/15	11/30/15	Communication staff
Assemble supplies and recruit volunteer photographer	11/15/15	11/30/15	Program lead
Charge laptops for 12/5 Saturday program Assemble evaluation questionnaires	12/3/15	12/4/15	Volunteer helper
Holiday ball decoration program begins	12/5/15	12/5/15	Lead and helpers
Debrief what went right/what can be done better	12/7/15	12/7/15	Lead and helpers
Plan for upcoming projects project period based on first program and continue to implement grant programs	12/7/15	12/13/15	Program leader
Collect photos and process evaluations for progress report	2/15/16	2/20/16	Program lead
Tabulate evaluations, select photos, and prepare final narrative report	5/15/16	6/25/16	Program lead

## 8. Contact Information

- Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>.
- [Carolyn Petersen](#), Project Manager, 360. 570.5560
- [Maura Walsh](#), LSTA Grants Manager, 360.704.5246, [maura.walsh@sos.wa.gov](mailto:maura.walsh@sos.wa.gov)