



Office of the Secretary of State

Washington State Library

## **LSTA Competitive Grant The Future STEMS from Reading 2015 Grant Guidelines**

# GRANTS



This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.

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### **1. Introduction: Grant Cycle and Project Overview**

The recent recession resulted in many school districts tightening their budgets. School library resources were hard hit and many have yet to recover. Since materials in science, technology, engineering, and math (STEM) fields date more quickly, collections need to be renewed more frequently. The Washington State Library (WSL) is wants to help school libraries update their STEM collections. We have put together 230 STEM book collections from lists of award-winning books aimed at elementary, middle and high school students. An advisory committee of teacher-librarians selected the books.

### **2. Library Eligibility**

Libraries of all public and non-profit elementary and secondary schools are eligible. These libraries, or "resource centers," or "instructional media centers," must include books and print and non-print resources. They must have an ongoing funding source and designated staff responsible for library operations and services.

### 3. Availability

We are awarding 230 STEM book collections. Each has 50 books preselected from awarding winning STEM booklists, plus three professional titles for teachers. The collections will be shelf ready, i.e. the books will have jackets and appropriate spine labels. The collections are materials from the 500 and 600 Dewey numbers. Most copyrights are post 2012. There are:

- 120 elementary school collections.
- 55 middle school collections.
- 55 high school collections

### 4. Timeframe

We have developed the following timeline to providing information about this grant cycle. We hope it will assist you develop appropriate projects and successful applications.

Monday, September 28, 2015	Grant cycle opens.
Friday, October 30, 2015	Application deadline. Applications must be postmarked (by USPS, UPS, FedEx, etc.) or hand delivered by this date in order to be accepted for review.
November 2 – November 25, 2015	Application review by committee.
November 30 – December 4, 2015	Review by the Secretary of State of the committee's recommendations.
Monday, December 07, 2015	All applications notified.
Friday, January 01, 2016	Collections begin to ship out.
Saturday, February 20, 2016	Arrival photos due.
Thursday, March 31, 2016	Final report and photos due.

### 5. Application Process

- WSL will post the grant cycle announcement via e-mail to various lists including WSL Updates and Washington Library Media Association. We will also send it to those who have requested notification.
- Review of the grant cycle materials is available at <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>. The WSL website will have application guidelines, forms, and other materials. Applicants can download or print them.
- Complete the application form. Be sure to reply to all questions and secure all required signatures.
- The scoring criteria for questions 5 and 6 as follows:

**Question 5: Percentage of students receiving free and reduced lunch in the school**

Percent	Points	Percent	Points
Zero to 10 %	1	50 to 60 %	6
10 to 20 %	2	60 to 70 %	7
20 to 30 %	3	70 to 80 %	8
30 to 40 %	4	80 to 90 %	9
40 to 50 %	5	90 to 100 %	10

**Question 6: Average copyright of the books in the 500 and 600 sections in the school library**

Copyright	Points
2010 or after	0
2009	1
2008	2
2007	3
2006	4

- Submit the application to the Washington State Library **postmarked (by USPS, UPS, FedEx, etc.) Friday, October 30, 2015 or hand delivered by 4:00 p.m. on Friday, October 30, 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

- 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.
- 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.
- 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

WSL plans to use the grant award to draw attention to both school libraries and WSL using social media (Facebook, Twitter). Digital photos are essential to this process. We would like digital photos documenting the beginning of the project. (Such as the librarian and students unpacking the collection or a photo of a new book display highlighting this new collection.) This will highlight the school library's contribution to STEM education. These photos (2-5) are due February 20, 2016.

We also require a one-page final report, due March 31, 2016. This report will show detail how you are using the book collection to meet the needs detailed in your application. In addition, the report must have five to ten digital photos that document a class and/or individuals using the new materials. We would love photos of projects that result from using the materials. If these photos include recognizable individuals, be sure to include a release form.

## 7. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying;
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. Code of Federal Regulations (CFR)

Title 2 → Subtitle A → Chapter I →

Government Wide Requirements for Drug-Free Workplace (Grants) (Part 182).

Government Wide Debarment and Suspension (Non-procurement), (Part 180).

Trafficking in Persons (Part 175).

## **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200**

This new guidance can be inspected by accessing the following URLs:

[2 CFR Part 200](#)

In particular, see:

[Subpart A—ACRONYMS AND DEFINITIONS](#)

[Subpart D—POST FEDERAL AWARD REQUIREMENTS](#) establishes standards for Federal awards carried out through grants, cost reimbursement contracts, and other agreements.

[Subpart E—COST PRINCIPLES](#) establishes principles for determining costs applicable to grants, contracts, and other agreements.

[Subpart F—AUDIT REQUIREMENTS / 200.501](#) Audit requirements: sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

## Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL for the Electronic Code of Federal Regulations:  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

## Other Requirements:

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.

B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.

D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.

E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers

## Contact Information

- Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>
- Carolyn Petersen, Project Manager, 360 570 5560. [carolyn.petersen@sos.wa.gov](mailto:carolyn.petersen@sos.wa.gov)
- Maura Walsh, LSTA Grants Manager, 360.704.5246, [maura.walsh@sos.wa.gov](mailto:maura.walsh@sos.wa.gov)