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| Part 1: Organization information District/System name Click to enter text Branch Click to enter text  Mailing address Click to enter text  Statewide Vendor number\* Click to enter text  DUNS number\* Click to enter text  Tax ID number Click to enter text Contracting authority Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text  I 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 Friday, August 18, 2017. I am authorized by the applicant organization’s governing body to obligate it to financial liabilities. We agree to participate in information gathering as a part of a state-administered evaluation of the project.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date Fiscal Agent Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text  **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 2 CFR 200 as applicable to the applicant organization, and conformance with generally accepted audit standards.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date  **\* Office of Financial Management (OFM) requirement**—Grantees must now register with the State of Washington as a "statewide vendor**"** and 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. |
| Part 1: Organization information (cont’d)Library Director (if not same as Contracting Authority above) Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text Project Manager Name Click to enter text Title Click to enter text  Email Click to enter text Telephone Click to enter text  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 Friday, August 18, 2017. We agree to participate in information gathering as a part of a state-administered evaluation of the project.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library Director Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager Signature Date |

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| If you have any questions or encounter any problems using this application. Please email [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov) or call Maura Walsh at 360 704 5246. |

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| Part 2: 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.   |  |  |  |  | | --- | --- | --- | --- | |  | | **Yes** | **No** | | **1** | The application meets the intent of the grant cycle and the goals of the Digital Literacy project (see Grant Guidelines, Section 1, Overview―Introduction, Purpose, and Goals). |  |  | |  |  |  |  | | **2** | If a public or school library, the applicant 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>. |  |  | |  |  |  |  | | **3** | The application requests $7,500 or less in grant funding. |  |  | |  |  |  |  | | **4** | You commit to fully implementing your Digital Literacy project by the end of the grant cycle, Friday, August 18, 2017. |  |  | |  |  |  |  | | **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. |  |  | |  |  |  |  | | **6** | You commit to submitting quarterly reports according to the schedule outlined in the contract and the final report by September 29, 2017. |  |  | |  |  |  |  | | **7** | You commit to submitting the final claim by September 29, 2017. |  |  | |  |  |  |  | | **8** | The official 2016 Digital Literacy grant application form 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). |  |  | |  |  |  |  | | **9** | The application is postmarked (by USPS, FedEx, UPS, etc.) by Wednesday, May 26, 2016 or hand delivered no later than 4:00 p.m., Wednesday, May 26, 2016. (Applications posted after Wednesday, May 26, 2016 will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.) |  |  | |

# Part 3: Project justification

In general, grant reviewers will look for the following criteria when evaluating your proposal

* A clear and concisely 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.

Please respond to all questions.

1. Project Title and Abstract (100 words or less).

*This answer is worth 10 points.* Please include:

* who is the target audience
* the need or problem your program will address
* how you will address the problem

1. Audience and Need: Please describe the digital literacy needs of your target audience.

*This answer is worth 20 points.* Please include:

* the library’s current relationship with the target audience
* data (quantitative or anecdotal) to support how you’ve identified the audience and need

1. How will you recruit participants from your target audience?

*This answer is worth 10 points.*

1. Please describe your project activities.

*This answer is worth 30 points.* Use the following work plan template:



*Double-click to use as Excel document.   
Click back in Word document when finished.*

1. Budget: Please describe what you would like the grant to fund, and how each category of items will be used to support grant activities.

*This answer is worth 30 points.*



*Double-click to use as Excel document.   
Click back in Word document when finished.*

1. What difficulties or barriers do you anticipate, and how might they be addressed?

*This answer is worth 10 points.*

1. Outcomes and Evaluation: How will you determine if your project has been successful?

*This answer is worth 20 points and should include:*

* The evaluation techniques or activities
* The achievements or changes in skill, knowledge, attitude, behavior, condition, or life status you expect to see

# Please note:

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

A single piece of equipment over $5,000, made in whole or in part with grant funding, requires prior written approval from Washington State Library.

Federally negotiated or as defined by IMLS: <http://www.imls.gov/applicants/indirect_cost.aspx>.

Grant funds ***may not*** be used for:

* Food and other refreshments.
* Advertising and promotion of libraries in general.
* Prizes and other incentives.
* Conference registration or conference travel.

Matching funds are not required for eligibility; if you list “other funding,” be prepared to document the use of those funds.

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 processing your reimbursement claims.

Example Budgets and Work Plans are in Section 9 of the LSTA Competitive Grant Digital Literacy 2015 Grant Guidelines.