



Office of the Secretary of State

Washington State Library

2016-2017 Imagine Academy

Grant Guidelines

CONTENTS

1. Introduction: Grant Cycle Overview
2. Library Eligibility
3. Project Eligibility
4. Funding Available
5. Timeframe
6. Application Process
7. Requirements
8. Assurances
9. Examples of Project Work Plans & Budgets
 - Work Plan, Example A
 - Budget Form, Example A
 - Work Plan, Example B
 - Budget Form, Example B
10. Contact Information

1. Introduction

Grant Cycle and Project Overview

The purpose of this grant cycle is to provide funding to Washington State Library Microsoft Imagine Academy Program members (public and tribal libraries, and community and technical colleges) to support Microsoft Imagine Academy projects. In this grant application you will have the opportunity to apply for equipment supplied by the State Library, funding to purchase equipment of your own choosing, and materials to support computer coding programming and Microsoft Office Specialist (MOS) certification in your service area.

Grant requests may include equipment purchased by the State Library (see Section 3: Project Eligibility for technical specifications), funds to purchase equipment of your own choosing, and supporting materials and activities.

Projects should meet at least one of the following objectives:

- Promote or support individual learning or group instruction of computer programming (coding)
- Promote or support learning or instruction of Microsoft Office applications or other technology
- Promote or support success for individuals to achieve Microsoft Office Specialist (MOS) or MTA (Microsoft Technology Associate) certifications
- Enable or increase your library or College's capacity to be a Certiport Authorized Testing Center (CATC) for MOS or MTA certification.

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

2. Organization Eligibility

Institutions that are Microsoft Imagine Academy program members through the Office of the Secretary of State, Washington State Library program are eligible to submit applications for this grant cycle.

3. Project Eligibility

Applicants must consider the Americans with Disabilities Act (ADA) compliance when purchasing materials, software, and devices. For public libraries, any purchases that are capable of connecting to the internet require Children's Internet Protection Act (CIPA) compliance. Academic and tribal libraries are not subject to this provision.

Equipment (laptops, tablets, etc.) funded or supplied by the grant should be used for training of staff or public (instructor-led or self-study). Although equipment may be circulated, it may not be used for the *sole purpose* of circulation.

Equipment available from the State Library:

Equipment Type	Technical Specifications
Tablet - HP Pro Slate 10 EE G1 - 10.1" Mfg # L2J94AA#ABA	Android 4.4 (KitKat) Operating System Intel® Atom™ Quad-Core Processor

	(1.33 GHz up to 1.83 GHz, 2 MB L2 Cache, 32-bit) 16 GB embedded Multi-Media Card SSD - 1 GB RAM 1 year warranty
Router: Linksys Wi-Fi 2.4/5 GHz – Wireless Mfg # EA2700-NP	1x Gigabit WAN, 4x Gigabit LAN, Power
Laptop - HP 430 G3 - 13.3" Mfg# W0S47UT#ABA	Intel Core i5-6200U; 4GB RAM, 128GB SSD 3 year NBD warranty Kensington Wired USB mouse (Mfg # K72356US) HP Essential Top Load case (Mfg # H2W17UT) Software preloaded: <ul style="list-style-type: none"> • Microsoft Office Software (2013 or 2016) • Seat license for GMetrix MOS practice exams

Expendable materials and supplies can be used to support grant activities. These may include, but are not limited to: software, books for the library's circulating collection, and promotional items and activities, Furniture required to comply with CATC requirements is also eligible for grant funding.

Grant funding may NOT be used for:

- Food and other refreshments
- Advertising and promotion of libraries in general
- Conference registration or conference travel
- Staff salary or benefits
- Contracts with others

4. Funding Available

Overall funding to support this grant cycle is \$175,000. This grant cycle has a limit of \$4,500 per application. It is anticipated that more than 30 applicants may receive awards.

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. While we attempt to conform to these deadlines, the specifics of each contract may differ slightly. If there is sufficient funding, additional awards may be made on a rolling basis.

Tentative dates (subject to change)

First Awards

Rolling Awards

Tuesday July 12, 2016	Tentative date grant cycle opens.	
Tuesday August 2, 2016	First application deadline; applications postmarked (by USPS, UPS, FedEx, etc.) or delivered on or before this date will receive priority.	Applications received after this date will be reviewed and awarded subject to availability of grant funding.
August 3-10, 2016	Application review by committee.	Ongoing review and awards as time and funding permit.
August 10-15, 2016	The Secretary of State, the State Librarian, or their designee reviews and approves committee's recommendations.	
August 15- 19, 2016	Anticipated timeline for grant award announcement; all applicants notified by and contract development begins.	
Friday September 30, 2016	Anticipated date that all contracts are fully executed and that project implementation can begin.	
Project period	From date contract fully executed through Friday, April 6, 2017.	
Thursday April 6, 2017	Date project activity must end.	
Friday April 28, 2017	Final reimbursement claim due.	
Wednesday May 31, 2017	Final Narrative Report	

6. Application Process

- A. Review the grant cycle materials 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, Washington Library Association, WSL's Microsoft Imagine Academy and Microsoft Certification Partner listservs, Washington Public Library Directors list, and Keepers of the Stories (WA tribal libraries listserv).
- C. 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 Grants Manager as noted at the end of these guidelines. Complete the application form; reply to all questions. Secure all required signatures.
- D. The [LSTA Grants Manager](#) can answer general questions regarding the application process. Staffing limitations preclude review and comment on draft applications. However, 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.

- E. Submit first round applications to the Washington State Library **postmarked** (by USPS, UPS, FedEx, etc.) **Tuesday August 2, 2016** or **hand delivered** by **4:00 p.m.** on **Tuesday August 2, 2016**. Submit other applications when ready. All will be considered as they arrive as long as funding is available. Faxed applications are **NOT** acceptable for this funding request.

An application consists of two components:

1. A single-sided, signed original of the official 2016-2017 Imagine Academy application;
2. An electronic copy in **Word** or rich text format sent as an email attachment to wslgrants@sos.wa.gov (signatures are not required on the electronic copy).

Submit original, signed applications to the address below:

By Mail

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

By Hand or Delivered

*LSTA 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. Submit one complete application per envelope. If you are applying for multiple grants for individual branches, send each separately. This will ensure that there is no confusion during the review process and each application will receive due consideration.
- G. 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, the Secretary of State, or their designee for final consideration and approval. WSL may contact the applicant for clarification of information.
- H. 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. 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.
- E. Applicants must commit to compliance with grant administration requirements. The lead applicant library's organization must also act as fiscal agent for awarded contracts.

- F. 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.
- G. 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.
- H. The Washington State Library must be acknowledged as providing funding to support the project in all project-related public events, press releases, printed materials, and web sites.
- I. All projects and activities must be completed and funds expended by **April 6, 2017**. Applicants proposing projects that will use grant funding beyond April 6, 2017, will not be considered for this grant cycle.

8. 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 state, and local laws, rules, and regulations.

9. Examples of Project Work Plans & Budgets

WORK PLAN

Activity	Description	Anticipated dates		Who is involved
		Start	End	
(List in chronological order)				
Meeting to develop detailed project plan	Project committee meets in-person to draft plan, with detailed timeline; refines via email	8/1/16	8/19/16	Coding Committee to be made up of library staff (reps from youth services, IT, public services) with Henderson Middle School teachers
Purchase tablets, cases, and earbuds	Identify model of tablets to be purchased, research best price, and place order. Order earbuds and tablet cases	8/1/16	8/19/16	IT staff and Coding Camp Project Manager
Submit reimbursement claims	Compile receipts and complete reimbursement form; mail to State Library	8/19/2016	9/30/2016	IT Staff, Coding Grant Project Manager, fiscal staff
Develop and produce program marketing materials	Develop email and print materials for coding camps and programs, order pen stylus	8/19/16	9/2/16	Communications department
Recruit coding program and camp participants	Hang posters in library branches and the middle school. Email parents and place "ads" in school newsletter; open registration. Give away stylus pens at library events. Use Hour of Code programs to recruit for camps	9/2/2016	3/31/2017	Coding Committee members, branch library staff, middle school teachers
Hold Coding Camps and Hour of Code programs	Hold one "Coding Flatverse with Microsoft TouchDevelop" camp per month in January, February, March, and April. Camps meet 4 consecutive Saturdays for 2 hours each session. Hold one "Hour of Code: Bot Levels Up" program per month in October, November, January - April.	10/1/16	4/29/17	Coding committee staff rotate as instructors for camps, they and other library staff present hour-long programs
Evaluate coding camps and programs	Students complete session evaluations after each session to promote continuous improvement, plus an overall evaluation at the end of each 4-session camp. Instructors complete session evaluations, review student evaluations, and incorporate feedback and ideas into future sessions and camps.	10/1/2016	5/13/2017	Camp instructors and student participants
Complete and submit grant evaluation and reporting	Obtain and complete grant evaluation forms and submit to State Library	5/1/17	5/19/17	Coding Committee

Imagine Academy Coding Camp Sample BUDGET

Section 1: Equipment

Category	Description	Qty	Unit cost	Ext. Cost	How will equipment be used to support grant activities?
Equipment Supplied by WSL (See Grant Guidelines for technical specs)	Laptop with mouse & case		\$950.00	\$0.00	
	Tablet Computer		\$300.00	\$0.00	
	Wireless Router		\$100.00	\$0.00	
Equipment to be Purchased by Grantee Library	Acer 10" Tablets	15	\$165.00	\$2,475.00	Camp students use in camps
	Acer Tablet case	15	\$23.00	\$345.00	Keep tablets safe so they will last longer, able to prop by (rather than lay flat - easier to use)
				\$0.00	
				\$0.00	
Total Equipment:				\$2,820	

Section 2: Expendible Materials & Supplies

Includes books for the Library's circulating collection, software, promotional materials and activities, etc.

Description	Qty	Unit cost	Ext. Cost	How used to support grant activities
Print 11x 14 color posters	50	\$1.00	\$50.00	Increase awareness of Coding Camps
Ad on Library's Facebook page	1	\$50.00	\$50.00	Increase awareness of Coding Camps
Stylus Pen Cleaner Combo with 'Learn to Code at the Library' logo	500	\$0.95	\$475.00	Promote the library's coding programming, entice students to participate
Set-up fee for Stylus Pen Cleaner Combo	1	\$40.00	\$40.00	Promote the library's coding programming, entice students to participate
Earbuds	60	\$15.00	\$900.00	1 per student for them to keep
Total Expendible Materials & Supplies:			\$1,515.00	
Total Grant Request: \$4,335.00				(cannot exceed \$4500)

Please note:

- Grant funds **may not** be used for:
 - Food and other refreshments.
 - Advertising and promotion of libraries in general.
 - Conference registration or conference travel.
 - Staff salaries or benefits.
 - Contracts with others.

SAMPLE BUDGET 2

Imagine Academy Coding Camp & MOS Certification

Section 1: Equipment

Category	Description	Qty	Unit cost	Ext. Cost	How will equipment be used to support grant activities?
Equipment Supplied by WSL (See Grant Guidelines for technical specs)	Laptop with mouse & case	1	\$950.00	\$950.00	In-library use for MOS certification candidates to self-study with Office and Gmetrix practice exams. Used to administer MOS exams.
	Tablet Computer		\$300.00	\$0.00	
	Wireless Router		\$100.00	\$0.00	
Equipment to be Purchased by Grantee Library	Acer 10" Tablets	12	\$165.00	\$1,980.00	Camp students use in camps
	Acer Tablet case	12	\$23.00	\$276.00	Keep tablets safe so they will last longer, able to prop by (rather than lay flat - easier to use)
				\$0.00	
				\$0.00	
Total Equipment:				\$3,206	

Section 2: Expendible Materials & Supplies

Includes books for the Library's circulating collection, software, promotional materials and activities, etc.

Description	Qty	Unit cost	Ext. Cost	How used to support grant activities
Print 11x 14 color posters	50	\$1.00	\$50.00	Increase awareness of Coding Camps
Ad on Library's Facebook page	1	\$30.00	\$30.00	Increase awareness of Coding Camps
Stylus Pen Cleaner Combo with 'Learn to Code at the Library' logo	500	\$0.95	\$475.00	Promote the library's coding programming, entice students to participate
Set-up fee for Stylus Pen Cleaner Combo	1	\$40.00	\$40.00	Promote the library's coding programming, entice students to participate
Earbuds	45	\$15.00	\$675.00	1 per student for them to keep
Total Expendible Materials & Supplies:			\$1,270.00	
Total Grant Request :			\$4,476.00	(cannot exceed \$4500)

Also:

- Matching funds are not required for eligibility; if you list "other funding," be prepared to document the use of those funds.
- Reimbursement claims with insufficient or ambiguous documentation may 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.

10. Contact Information

- Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>
- Elizabeth Iaukea, Project Manager – Microsoft Imagine Academy, 360.570.5578, elizabeth.iaukea@sos.wa.gov
- Maura Walsh, LSTA Grants Manager, 360.704.5246, maura.walsh@sos.wa.gov