



2017 Imagine Academy Laptop and Tablet Lab Grant Guidelines

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1. Introduction: Grant Cycle and Project Overview

This grant cycle provides equipment and funding to Washington State Library Microsoft Imagine Academy Program members to support Microsoft Imagine Academy projects. In this grant application you will have the opportunity to apply for equipment supplied by the State Library (see Section 3: Project Eligibility for technical specifications), **and** funding for equipment accessories, materials and promotional activities to support computer coding programming and Microsoft certification in your service area. If you received a 2016 Imagine Academy grant, you can apply for equipment you did not receive in the earlier cycle.

Projects should meet at least **one** of the following objectives:

- Promote or support computer programming (coding) instruction.
- Promote or support Microsoft Office applications or other technology instruction.
- Promote or support success in Microsoft certifications
- Enable or increase your library's or college's capacity to be a Certiport Authorized Testing Center (CATC) for MOS, MTA certification or other Imagine Academy supported Microsoft certification.

Although grant-funded activities must end (i.e. equipment delivered, materials and equipment purchased and advertising or promotional activities completed) by May 31, 2017. We hope program activities (Microsoft certification testing, computer training, coding programming, etc) will continue.

2. Organization Eligibility

Institutions that are designated Microsoft Imagine Academy program members (public libraries, tribal libraries, and community and technical colleges) through the Office of the Secretary of State, Washington State Library program are eligible to submit applications for this grant cycle.

3. Funding Available

Overall funding to support this grant cycle is \$30,000 for expendable material and supplies plus the equipment provided by WSL. Individual awards for this grant cycle are limited to \$3,000 in expendable materials and supplies plus the tablets, routers and laptops as specified below. We anticipate that at least ten applicants may receive awards. There is no limit to the amount of equipment per application, but these supplies are limited to WSL inventory.

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4. Project Eligibility

Each applicant is eligible for both the devices that WSL provides as part of the grant **and** funding for other grant-related activities that include materials and equipment to promote or ensure the success of your project. There is no category for payment to staff or consultants.

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

Expendable materials and supplies may include: software, equipment cases, supplemental hardware (keyboards, headphones, etc.), 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.

Equipment available from the State Library for this grant:

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

Grant funding may **NOT** be used for:

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

5. Timeline

The following timelines provide information about this grant cycle 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.

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January 4, 2017	Grant Cycle Opens
February 23, 2017	Applications deadline: applications postmarked (by USPS, UPS, FedEx, etc.) or hand delivered by this date.
January 25-February 3, 2017	Applications reviewed and awards recommended by review panel.
February 9, 2017	The State Librarian approves awards.
February 10, 2017	Grant award announcement; The Secretary of State's Fiscal Department develops the contracts. It can take about a month.
March 10, 2017	Anticipated date that all contracts are fully executed. When contracts are fully executed, project implementation can begin.
Date of fully executed contract through May 31, 2017	Project period (equipment delivered and grant funded activities can begin)
May 31, 2017	Grant activities must end. (purchased materials and equipment delivered, and advertising and promotional activities completed)
June 30, 2017	Final reimbursement claim due.
June 30, 2017	Final Narrative Report due.

6. Application Process

- A. Review the grant cycle materials available at <https://www.sos.wa.gov/quicklinks/MIA>. Application guidelines, forms, and other materials are available on the WSL web site or from WSLgrants@sos.wa.gov. Complete the application form; reply to all questions. Secure all required signatures. We are available by phone or email to answer general questions regarding the application process. Staffing limitations preclude review and comment on detailed draft applications. Our contact information is in Section 10.
- B. Submit applications to WSL **postmarked** (USPS, UPS, FedEx, etc.) by **Tuesday, January 24, 2017** or **hand delivered** by **4:00 p.m.** Faxed applications are not acceptable. We only accept fully completed and signed applications for the purposes of review and ranking. (Applications received by the deadline get first priority.) Submit one complete application per envelope.
- C. WSL will form a review committee to evaluate the applications. If eligible requests exceed available equipment and funding, awards will be based on application scoring. WSL may contact the applicant for clarification of information. The review committee will forward recommendations to the State Librarian for final consideration and approval.
- D. After award decisions, we will notify all applicants. Our fiscal department will then establish contracts with awardees. 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.*

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An application has two components:

1. A single-sided, signed original of the official 2017 Imagine Academy application (including a printed copy of the Excel spreadsheet/budget). 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*

2. An electronic copy in **Word** (narrative and Work Plan(s)) or rich text format and **Excel** (budget) sent as email attachments to wslgrants@sos.wa.gov. (*Signatures are not required on the electronic copy*).

7. Requirements

- A. Awardees must acknowledge the Washington State Library as providing funding to support the project in all project-related public events, press releases, printed materials, and web sites.
- 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. Applicants must commit to compliance with grant administration requirements. The lead applicant library's organization must also act as fiscal agent for awarded contracts.
- E. Awardees must submit a report with a complete summary of the project and of all grant activities by **June 30, 2017**. WSL will provide the form.
- F. Awardees must use the reimbursement claim form provided by WSL. We require documentation of all expenses.
- G. Awardees must complete all projects and activities, and spend funds by **May 31, 2017**.

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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.

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 favoring by the Washington State Library (WSL).

9. Sample Project Work Plans & Budgets

Sample work plan

Note about the sample:

- *The sample work plan below is deliberately detailed to show what’s involved in launching certification for the first time. We understand that not all these activities (particularly the promotion and outreach) will be possible within the stated grant period. That’s fine. We know that like any new service the library launches, it’s a process that is undertaken and built upon over time.*
- *Although no grant-funded activities can begin before contract execution, activities like the Certiport set-up, and the MOS Partner agreement with the State Library can be begun at any time.*

Please use the Work Plan template to describe (in chronological order) your proposed grant activities, expanding and adding rows as needed. If applicable, your work plan should include the following:

- Purchasing of grant-funded items/activities
- Program recruitment, promotion, outreach to community partners
- Programming (certification “test fests”, coding programs/camps, etc.), including session length & frequency

Note: You can expect to receive your granted equipment within 1-3 weeks of contract execution.

Anticipated dates		Activity	Description
Start	End		
Jan. 10, 2017	Feb. 7, 2017	Complete Microsoft Certification Partner agreement with State Library	Not grant funded so can be done before contract execution
Jan. 10, 2017	Jan. 24, 2017	Complete Certiport requirements	Register library locations as Certiport Authorized Testing Centers (CATC) and staff as proctors with Certiport. Not grant funded so can be done before contract execution
Jan. 20, 2017		Mail 2017 Imagine Academy Lab grant	
Feb. 10, 2017	March 20, 2017	2017 Imagine Academy Lab grant Contract executed	
Feb 10, 2017	March 20, 2017	Schedule Spring Break coding camp	Reserve meeting room, open registration, post flyers in libraries

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Anticipated dates		Activity	Description
Start	End		
March 20, 2017	March 27, 2017	Purchase tablet cases	
March 20, 2017	March 27, 2017	Order earplugs and ear buds	Earplugs for Microsoft certification testing, ear buds for coding
March 20, 2017	April 3, 2017	Equipment delivered by WSL	
March 20, 2017	April 3, 2017	Set up laptops/configure for certification testing, practice exams Install updates on tablets	Install Office, Certiport software, set-up GMetrix; Elizabeth laukea from WSL available to assist upon delivery
March 20, 2017	April 3, 2017	Prep library staff and website for MOS testing	<ul style="list-style-type: none"> • FAQ email to all library staff about events and new service • Create MOS webpage: certification and test prep info • MOS testing for library staff
April 3, 2017	April 10, 2017	Library staff get to know tablets, prep for coding camps	Use Learn to Code Flatverse , Microsoft Imagine Academy curriculum
	April 8, 2017	Assemble coding camp workshop materials	Make copies of student workbooks
April 3, 2017	April 10, 2017	Schedule MOS/MTA Kick-off event(s)	Schedule "open lab" test prep sessions and "Test fest" kick-off event on library meeting room calendar, publish on public event calendar, and with Elizabeth to visit and assist
April 10, 2017	May 13, 2017	Promotion of MOS/MTA Kick-off event and new Microsoft certification service Registration for "open lab" test prep sessions and "Test fest" kick-off event open	<ul style="list-style-type: none"> • Send press release to local paper • Develop MS certification flyer and hang in all libraries • Meet with <u>WorkSource</u> staff to share information and deliver flyers • Share information with neighbor library systems who don't offer certification testing; ask them to add info on their website (Microsoft Imagine Academy page) • Outreach to local businesses, city and county government
April 10, 2017	April 13, 2017	Spring Break coding camp	4, 2 hour sessions over 4 days
April 17, 2017	May 31, 2017	Send reimbursement claim (WSL form) for tablet cases, ear buds, and earplugs to WSL	
April 2017	ongoing	Staff prep for coding club meetings and coding programming	Create collection of "grab and go" activities for kids to work on their own or in small groups, expand these to offer scheduled, more structured programs
May 2017	ongoing	Bi-weekly coding club programs Monthly coding programs	Coding clubs are informal meetings Coding programs slightly more structured
	May 6-10, 2017	"Open lab" test prep sessions	2 held at main library and one at a branch
	May 13, 2017	First "Test fest" event held	3 sessions planned; additional will be added if needed
	May 15, 2017	Staff meet to debrief about event	Debrief and generate ideas for future testing
May 13, 2017	ongoing	Ongoing certification testing	<ul style="list-style-type: none"> • Practice and testing scheduled on demand, available at all library locations. • "Open lab" test prep sessions held periodically across all locations. • "Test fests" held at main library quarterly
June 30, 2017	ongoing	Report to State Library – On the WSL provided form	<ul style="list-style-type: none"> • # of test sessions • # exams attempted/passed • # coding camps, coding club meetings, coding programs • # coding activity attendees • Summary of evaluations of coding activities

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Sample budget

Describe what you'd like the grant to fund, and how each budget item will support grant activities. Technical specifications for equipment purchased by the State Library can be found in the 2017 Imagine Academy Lab Grant Guidelines. Funding may also be requested for supporting materials and promotional activities.

Section 1: Equipment

Category	Description	Qty Requested	Please explain why you're requesting this quantity, and how equipment will be used to support grant activities.		
Equipment Supplied by WSL (See Grant Guidelines for technical specs)	Laptop with mouse & case	10	10 laptops will allow flexibility in how we offer testing (1-3 people by appointment or larger group "test fest." 10 will allow us to "assign" 3 laptops to each library branch with one spare, and to bring all the laptops together for "test fest" events. MOS certification candidates will be able to check-out a laptop for in-library self-study with Office and Gmetrix practice exams; laptops will also be used for administering certification exams.		
	Tablet Computer	16	16 is a manageable number of attendees for 2 staff to facilitate coding programs/camps.		
	Wireless Router	1	Increase wireless signal when all laptops or tablets are used simultaneously (i.e. for a test fest or coding camp/program)		
Category	Description	Qty Requested	Unit Cost	Ext. Cost	Please explain why you're requesting this quantity, and how equipment will be used to support grant activities.
Equipment to be Purchased by Grantee Library	Tablet cases	16	\$28.00	\$448.00	One case per tablet to protect them and allow them to be propped up (rather than lay flat - easier to use)
Total Equipment:				\$448.00	

Section 2: Expendible Materials & Supplies

May include books for the Library's circulating collection, software, equipment cases or accessories, promotional materials and activities, etc.

Description	Qty	Unit Cost	Ext. Cost	How used to support grant activities?
Earplugs	1,000	\$0.30	\$300.00	Used for test candidates to maintain silence so they can better concentrate during certification testing
Disposable ear buds	200	\$10.00	\$2,000.00	Give to coding program/camp attendees
Flyers to promote Certification	500	\$0.30	\$150.00	In-house color copies, distributed to library branches and local workforce partners
Total Expendible Materials & Supplies:			\$2,450.00	
Total Grant Request (cannot exceed \$3000):			\$2,898.00	

Please round to the nearest whole dollar amount. Expand and add rows as needed, or attach an explanation on a separate sheet, if necessary.

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
- Contracts with others
- Staff salary or benefits

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 Coordinator, 360.704.5246 maura.walsh@sos.wa.gov