

Handout Packet for CEFLS Libraries

May 2015

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Morning Workshop Agenda - Grants Training for CEFLS Member Libraries

- 9:00 **Introduction:** *Ewa/Julie* – Why CEFLS is offering this workshop and why we wanted Kara to do it
Kara – What we will cover today and what will be the format of this training
- 9:05 **Overview of grants**
- 9:15 **Step 1: Identify your needs – project planning**
- 9:50 **Step 2: Find out what grant opportunities are out there**
- Step 3: Narrow the list**
- 10:25 **Break**
- 10:40 **Step 4: Get Real on Writing**
- 11:20 **Step 5: Get Real on Budget**
- 11:40 **Step 6: You Won! Now what?**
- 12:00 **Lunch**
- 1:00-3:30 **Afternoon Sessions with Five Libraries**

REMEMBER – GRANT SUPPORT IS AVAILABLE THROUGH SUMMER 2015
(First come, first served)

Biographical Sketch for Kara Page, Director, Community Environment and Development Consulting

Kara Page has two jobs; she is a consulting grant writer and project manager for small nonprofits and businesses around the North Country and occasionally in Washington, DC. And she is the grants manager at The Wild Center natural history museum in Tupper Lake, New York. At the Center she has helped raise \$5.6 million for operations and special programs since 2007, working part-time. Page has an MA from the School of International Studies at the American University in Washington, DC, and BA in International Studies and French from the University of Michigan in Ann Arbor. She has 27 years of experience working with non-profits, government and international institutions, and the private sector in environment and community development. Kara has worked in the U.S., Central America, Africa, Cambodia, and Russia. She speaks French and Spanish. Her family keeps chickens and grows veggies and fruit in Wilmington, NY, where there is also a lovely little library...

Scoping Document for Grant ideas

Title: _____

Need Statement:

Brief Description of Project/Program Goals:

Program Activities:

Timeline:

Partners:

Audience:

Past Results:

Proposed Results (how the population you serve will be impacted):

Evaluation (how results will be tracked and evaluated):

Program or Project Cost:

Item needed	Cost per Unit	How many	Total Cost	Requested	My library's
-------------	---------------	----------	------------	-----------	--------------

		Units		from Grant	"match"
Staff Hours					
Equipment					
Consultant Hours					
Travel					
Overhead					
Total					

Other questions you may want to consider (1 line each if desired):

- How does this project or program reflect my library's mission?
- How is it unique or different from what others do?

Other information you may need later (depending on each grantmaker's instructions):

- newspaper articles, testimonials
- letters of support from collaborators and partners
- brochures / flyers
- past results, sample evaluation tool
- reports, photos with captions

Logic Model

Inputs	Activities	Step 1. Outcomes	Targets	Indicators	Methods/Tools	Timeline	Who
Ingredients needed to conduct the activities and accomplish the outcomes (Examples: participants, staff, volunteers, materials, equipment, \$)	Actions you will implement to achieve the outcomes	Envision what changes will ideally result from your implemented program	Hoped-for numbers showing success	The way change is observed / data you collect to measure the progression towards an outcome	How will you collect the indicator data	When to measure the target	Persons responsible for evaluation
E.g. One volunteer to coordinate attendance and supplies (\$0); handouts / photocopies (\$10); refreshments (\$40); Staff time to oversee volunteer (\$100); Speaker to lead workshops (\$1,500)	E.g.: Two workshops to train community leaders on adult literacy	E.g. Community leaders trained and ready to begin planning literacy program	5-6 leaders ready	Leaders indicate comfort, interest, and determination to move ahead	Exit survey	1 week after workshops	Volunteer

Illustrative List of Grant Opportunities for CEFLS Libraries

May 2015

Small and Simple

Characteristics: These opportunities usually have easy applications; provide small amounts (\$500 - \$2,000 and/or in-kind donations); and typically have no or little reporting required. If you plan to go back again for future funding, provide photos and little notes on the outcomes of their support during the year.

- **Service Clubs** (Kiwanis, Rotary, etc.) – See Julie Wever example – this is a letter of inquiry.
- **Stewart's Holiday Match** – See <http://www.stewartshops.com/holiday-match/holiday-match-overview/> or attached
- **Community Funds** at Adk Foundation https://www.generousact.org/granting/apply-grant/community-fund-grantmaking*
- **Small and Significant Grants** https://www.generousact.org/granting/apply-grant/generous-acts-fund/small-significant-grants*
- **TechSoup for Libraries** <http://www.techsoupforlibraries.org/>
- **Local Companies** – Bank branches, auto dealers, doctors, law offices, and other businesses in your town will often provide small amounts of financial sponsorship on an annual basis with minimal requirements; talk to the office manager and find out if they would accept a *letter of inquiry* from you.

Intermediate

Characteristics: These opportunities usually have fairly straightforward applications; offer medium sized grants (\$5,000 - \$10,000); and have some reporting required. They are also a bit competitive and often hard to get year after year.

- **Lake Placid Education Fund** https://www.generousact.org/granting/lake-placid-education-foundation*
- **Adirondack Foundation Collaborations Grant** https://www.generousact.org/granting/apply-grant/generous-acts-fund/collaborations*
- **E-Rate Program** <https://www.fcc.gov/guides/universal-service-program-schools-and-libraries>
Eligible libraries may receive discounts on eligible telecommunications, telecommunications services and Internet access and internal connections, managed internal broadband services and basic maintenance of internal connections services. The discounts range from **20 to 90 percent**, with higher discounts for higher poverty and more rural libraries.

Large

Characteristics: These opportunities usually have complex applications; partnerships are typical; they cover several years; require measurement and reporting; and offer significant amounts (\$20,000 - \$100,000). They are very competitive.

- **Knight News Challenge: Libraries**, an example of an occasional initiative to identify ideas that leverage libraries as a platform on which to build more knowledgeable communities. (Private)
- **Institute of Museum and Library Services** (Federal, annual.)
 - o National Leadership Grants for Libraries (<http://www.ims.gov/applicants/detail.aspx?GrantId=14>) support projects that address challenges faced by the library and archive fields and that have the potential to advance practice in those fields.
 - o The Laura Bush 21st Century Librarian Program supports projects to recruit and educate the (<http://www.ims.gov/applicants/detail.aspx?GrantId=9>) next generation of librarians, faculty, and library leaders; and professional development of librarians and library staff.
 - o Sparks! Ignition Grants for Libraries (<http://www.ims.gov/applicants/detail.aspx?GrantId=19>) are small grants to encourage libraries and archives to test and evaluate specific innovations in the ways they operate and the services they provide.

*The Adirondack Foundation may re-organize how it does grants sometime soon so check the web sites for updates.



Search Results

[Back to Search Results](#)

Gladys Brooks Foundation

1055 Franklin Avenue
Suite 208
Garden City, NY
11530

Phone: 516-746-6103

Email: kathy@gladysbrooksfoundation.org

Url: <http://www.gladysbrooksfoundation.org>

Primary Contact:

Ms. Kathy Petry

Geographic Scope:

Connecticut, Delaware, Florida, Illinois, Indiana, Louisiana, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Tennessee, Vermont

Type of Organization: Foundation

Total Annual Giving: \$1,559,000

Grant Range: \$10,000 - \$150,000

Average Grant: \$50,000 - \$100,000

Eligibility Requirements:

Nonprofit organizations

Application Deadlines:

Grant requests may be submitted from January 15 to May 29, 2015.
(The 2016 application cycle will be available early in the year.)

Areas of Interest:

The purpose of the Gladys Brooks Foundation is to provide for the intellectual, moral, and physical welfare of the people of the United States by establishing and supporting nonprofit libraries, educational institutions, and hospitals and clinics.

Generally the Foundation will only consider grant applications from nonprofit organizations located in the states listed above.

The Foundation will consider major grant applications in the following fields:

Libraries

Library grant applications will be considered for resource endowments (print, film, electronic database, speakers/workshops), capital construction, and innovative equipment. Projects fostering broader public access to global information sources utilizing collaborative efforts, pioneering technologies, and equipment are encouraged.

Educational Institutions

Grant applications from universities, colleges, and secondary schools will be considered for:

- educational endowments to fund scholarships based solely on educational achievements, leadership, and academic ability of the student;
- endowments to support fellowships and teaching chairs for educators who confine their activities primarily to classroom instruction in the liberal arts, mathematics, and the sciences during the academic year; and,
- erection or endowment of buildings, wings, or additions to buildings for educational purposes.

Hospitals and Clinics

Grant applications from hospitals and clinics will be considered where the proposal demonstrates one or more of the following:

- a new health need;
- an improvement in the quality of healthcare; and,
- reduced health costs with better patient outcomes.

Grant applications will be considered where:

- outside funding (including governmental) is not available;
- the project will be largely funded by the grant unless the grant request covers a discrete component of a larger project; and,
- the funds will be used for capital projects, including equipment or endowments.

Application Procedures:

Application guidelines and forms are available on the Foundation's website.

Note: The application in duplicate plus all supporting information must be completed and postmarked no later than 44 days after requesting the online application. Requests made after April 15th must be

5/22/2015

GrantStation.com - Search Results

postmarked by May 29th.

EIN: 13-2955337

Last Updated: 1/1/2015

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Illustrative Search Resources: Grants for CEFLS Libraries

May 2015

Grant Station and Foundation Directory Online

These databases help you look for opportunities using keywords, geographic terms, etc. Set aside some time to do the research, especially for larger grants. CEFLS has a subscription to **Grant Station** all system libraries can use. To use your Membership, simply go to GrantStation.com and enter your login information below.

Username: CEFLibrarySystem; Password: CEFLS2015

Funder Websites

Some foundations maintain web sites and many do not. E.g.: *The Charles R. Wood Foundation*: <http://charlesrwoodfoundation.com/> If they do, they are an important source of information on grant guidance, history, board membership, and general interests of the funders.

Library Grants Blog Authors Stephanie Gerding & Pam MacKellar, <http://librarygrants.blogspot.com/>

WebJunction *Beyond Book Sales: Practical Ideas for Raising Funds for Your Library – Webinar in June*
<http://www.webjunction.org/events/webjunction/beyond-book-sales.html>

TechSoup for Libraries

TechSoup is a nonprofit specifically organized to provide IT and related support to other nonprofits, and they have a specific focus on libraries. They offer inexpensive software, refurbished hardware, great tips, and more. Signing up is free and then they will send you an email newsletter or you can search their site. Each institution gets an "allotment" each year. <http://www.techsoupforlibraries.org/>

****Special note:**** A local company, **illuminating Concepts LLC based in Jay**, has offered to provide discounted IT assistance to CEFLS libraries when you need help selecting appropriate TechSoup offerings **and** in implementing it once it arrives. (Refer to Kara Page training; <http://www.illuminatingconceptsllc.com/>)

Guidestar

Guidestar offers information on foundations and nonprofits, such as their mission, finances, and tax forms (990s) available in the public domain, in a searchable format. 990s and the grants they list for foundations are particularly helpful in researching foundations and what they like to fund. Signing up is free; they also offer nonprofit webinars and tools to strengthen your board. <http://www.guidestar.org/>

New York State

- Consolidated Funding Application / North Country Regional Economic Development
<https://apps.cio.ny.gov/apps/cfa/>
- **Grants Gateway** Nonprofit funding registry for State Grants
https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx
- Library Funding, State Aid and Grants in New York State (Julie knows a lot about these)
<http://www.nysl.nysed.gov/libdev/stateaid/index.html>

U.S. Grants

- Grants.gov allows for keyword searches, agency-specific, or eligibility group:
<http://www.grants.gov/web/grants/search-grants.html?keywords=library>
- Institute of Museum and Library Services: <http://www.imls.gov/>

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Form **990-PF**Department of the Treasury
Internal Revenue Service**Return of Private Foundation
or Section 4947(a)(1) Nonexempt Charitable Trust
Treated as a Private Foundation****Note.** The foundation may be able to use a copy of this return to satisfy state reporting requirements

OMB No 1545-0052

2012**Open to Public
Inspection****For calendar year 2012, or tax year beginning 12-01-2012 , and ending 11-30-2013**Name of foundation
FRANK AND BRINNA SANDS FOUNDATION
C/O CONRAD REINING**A Employer identification number**

04-3342111

Number and street (or P O box number if mail is not delivered to street address) Room/suite
C/O CONRAD REINING 319 CADWELL ROAD**B Telephone number (see instructions)**

(802) 785-2838

City or town, state, and ZIP code
E THETFORD, VT 05043**C** If exemption application is pending, check here ☐**G** Check all that apply ☐ Initial return ☐ Initial return of a former public charity
☐ Final return ☐ Amended return
☐ Address change ☐ Name change**D 1.** Foreign organizations, check here ☐**2.** Foreign organizations meeting the 85% test, check here and attach computation ☐**H** Check type of organization ☒ Section 501(c)(3) exempt private foundation
☐ Section 4947(a)(1) nonexempt charitable trust ☐ Other taxable private foundation**E** If private foundation status was terminated under section 507(b)(1)(A), check here ☐**F** If the foundation is in a 60-month termination under section 507(b)(1)(B), check here ☐**I** Fair market value of all assets at end of year (from Part II, col. (c), line 16) **\$** 2,126,527**J** Accounting method ☒ Cash ☐ Accrual
☐ Other (specify) _____
(Part I, column (d) must be on cash basis.)**Part I Analysis of Revenue and Expenses** (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a) (see instructions))**(a)** Revenue and expenses per books**(b)** Net investment income**(c)** Adjusted net income**(d)** Disbursements for charitable purposes (cash basis only)

Revenue

- 1** Contributions, gifts, grants, etc., received (attach schedule)
- 2** Check ☒ if the foundation is **not** required to attach Sch. B
- 3** Interest on savings and temporary cash investments
- 4** Dividends and interest from securities. 23,830
- 5a** Gross rents
- b** Net rental income or (loss) _____
- 6a** Net gain or (loss) from sale of assets not on line 10 904
- b** Gross sales price for all assets on line 6a _____ 904
- 7** Capital gain net income (from Part IV, line 2) 904
- 8** Net short-term capital gain
- 9** Income modifications
- 10a** Gross sales less returns and allowances
- b** Less Cost of goods sold
- c** Gross profit or (loss) (attach schedule)

Form 990PF Part XV Line 3 - Grants and Contributions Paid During the Year or Approved for Future Payment

Recipient Name and address (home or business)	If recipient is an individual, show any relationship to any foundation manager or substantial contributor	Foundation status of recipient	Purpose of grant or contribution	Amount
a <i>Paid during the year</i>				
AMERICANS CARING TEACHING SHARING PO BOX 433 NORWICH, VT 05055			SUPPORT	100
AMERICANS FOR CAMPAIGN REFORM 818 CONNECTICUT AVE NW WASHINGTON, DC 02066			SUPPORT	100
ATLANTIC SALMON FEDERATION PO BOX 807 CALAIS, ME 04619			SUPPORT	100
AUDUBONVERMONT 255 SHERMAN HOLLOW RD HUNTINGTON, VT 05462			SUPPORT	3,000
CHILDREN'S HOSPITAL AT DARTMOUTH ONE MEDICAL CENTER DRIVE LEBANON, NH 03766			SUPPORT	500
CONSERVATION LAW FOUNDATION VERMONT 15 EAST STATE STREET MONTPELIER, VT 05602			SUPPORT	250
DAMARISCOTTA MILLS FISH LADDER RESTORATION 192 US HIGHWAY I NOBLEBORO, ME 04553			SUPPORT	100
DARTMOUTH COLLEGE FUND 6066 DEVELOPMENT OFFICE HANOVER, NH 03755			SUPPORT	10,000
DAVID'S HOUSE 461 MT SUPPORT RD LEBANON, NH 03766			SUPPORT	100
FRIENDS OF HANOVER CREW PO BOX 885 HANOVER, NH 03755			SUPPORT	250
FRIENDS OF THE HANOVER-NORWICH SCHOOLS 41 LEBANON ST HANOVER, NH 03755			SUPPORT	100



April 28, 2014

Dr. Nancy Church, Chair
Community Service Committee
Kiwanis Club of Plattsburgh
4 Flagler Avenue
Plattsburgh, New York 12901

Dear Dr. Church:

I note with interest the possibility of obtaining funds from the Kiwanis Club of Plattsburgh, and believe that our proposed project will be of interest to the Youth Services Committee as it specifically targets families with children from birth to age seven. **The goal of this project is to increase the literacy skills/enhance the reading habits of young readers through greater awareness of the services of the CEF Library System and our member public libraries.** A donation of \$1,500 or any amount will allow us to provide CSLP (Collaborative Summer Learning Program) themed ebooks and promotional activities that will supplement the themed summer reading activities of CEFLS and member libraries. The theme of this year's statewide program for children is "Fizz! Boom! Read!" The statewide summer reading program is a high interest "reading for pleasure" initiative for young children coordinated by the New York State Library.

We are specifically seeking funds to purchase a **customized canopy** from a local source, as well as a **banner and official CLSP promotional materials** to promote reading and library resources for young readers. Publicize. Our community events booth activities will promote the services of CEFLS as well as those of our thirty member public libraries in Clinton, Essex and Franklin counties. Our first major community promotional event of the year will feature a booth and summer reading themed promotional materials at Mayor's Cup 2014. The System has already reserved a space in the busy "Family Activity" section in downtown Plattsburgh. The canopy and banner will also be ideal for long term at other community event venues to promote library services to families. We estimate the cost of a banner and canopy to be approximately \$450, and assorted official CLSP themed bookmarks, educational games and books to be \$300 as detailed on page three.

Public libraries and area residents benefit from cost effective resource sharing made possible by the CEF Library System. One of the various ways we accomplish this is by maintaining a shared ebook collection through Overdrive on our web site (www.cefls.org). Young readers and their families make great use of our shared ebook collection that is available through Overdrive 24/7. These high demand materials expand the scope of small library collections for readers of all ages. Funding for our proposed project will help us keep pace with demand, and is especially important in light of ongoing budget constraints. To help address this need, \$750 is requested to purchase approximately 30 fiction and non-fiction ebook titles related to the summer reading theme and Common Core topics for pre-K through grade 2 children. This year's theme, "Fizz! Boom! Read!" lends itself well to many easy "Mad Scientist" activities that can be accomplished at a community event booth, as well as some high interest non-fiction ebook choices for young readers. We have identified a number of science and math titles for this age group, all of which are non-fiction areas of our collection that need expansion.

All ebook titles purchased will be processed with funding acknowledgment to Kiwanis in the note field before they are made available to the public through our Overdrive interface. We can also explore with you the option to "pull out" a collection of ebooks purchased with Kiwanis funds. CEFLS staff members are standing by to give your club an overview of our Overdrive ebook service if you would like to hear more about this terrific resource for all ages.

Measurable outcomes of the project are:

- By the end of the project, young readers and their families will report to their member library director a "high" level of satisfaction with the ebook and summer reading promotional materials/activities provided.
- Each ebook purchased will circulate a minimum of five times during the project period. (Complete statistical information by user age is available from Overdrive).
- Directors of Clinton County libraries (9) will report increased participation in their local Summer Reading program as a result of promotional activities undertaken by CEFLS.

This project's outcomes will be measured quantitatively (in terms of ebooks borrowed by young readers and their families). We will ask member library directors to encourage young readers to write short book reviews to be posted on our web site (www.cefls.org) and will also credit your group in that venue.

We estimate the costs involved in this request as follows:

Item: Customized Tent Canopy for Community Display Booth

Details: Purchase locally and add CEF logo; Kiwanis funding info.

Cost: \$350.00

Item: Customized CEFLS Banner for Community Display Booth

Detail: Display banner with CEFLS logo/colors to be used year round at family events

Cost: \$100.00

Item: CSLP (Collaborative Summer Learning Program) promotional items

Detail: bookmarks, educational games etc. from Upstart, official vendor

Cost: \$300.00 (To be adjusted according to actual award amount).

Item: Ebooks on Summer Reading topics (FIZZ! BOOM! READ) for children up to age 7

Details: 30 Fiction and fiction titles on Summer Reading, common core topics; with credit on Overdrive access page to Kiwanis Noon Club

Calculation: 30 titles x average cost of \$25/title

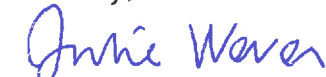
Cost: \$750.00

Total Request: \$1,500

In-kind contributions to this project from the CEF Library System include design, printing and distribution of project publicity and the staff time associated with these, processing and ordering, activities. CEFLS Outreach department staff will create print and social media based publicity and will join other system staff at interactive community event booths. (Source: general operations budget 2014, Coordinated Outreach State Aid 2014).

We very much appreciate your consideration of our proposal as well as Kiwanis' support of CEF and local public libraries in previous years. I can be reached at 563-5190 x 18; e-mail wever@cefls.org if you have questions or need further information.

Sincerely,



Julie Wever
Outreach Coordinator



2014-2015 Holiday Match Application

Stewart's matches individual donations made in our shops from Thanksgiving through Christmas Day; we collect but can't match business or pre-collected group funds. The Holiday Match program is part of Stewart's commitment to donate 5% of our profits annually to charity. For more information, or to submit an application online, please visit our website at **www.stewartsshops.com**. Follow the Holiday Match link on the home page. Let us share with the community how Holiday Match funds have helped your organization. Please send pictures to **photo@stewartsshops.com**.

- Local organizations benefiting CHILDREN under 18, preferably groups which help kids all year long can apply.
- 1 application per agency.
- Attach a copy of your 501c3 status, (or reason for exemption - see www.irs.gov Form 1023) only if this is the first time your organization is applying. NO OTHER ATTACHMENTS PLEASE!

To be considered for funding, please return this form by mail postmarked by **January 31, 2015** to:
Stewart's Shops, Attn: Amy Potter, P.O. Box 435, Saratoga Springs, NY 12866

Organization Name:(please print) _____ County: _____
(main office)

Mailing Address: _____
(PO Box or Street)

(City, State, Zip Code)

Contact Name: _____ Phone #: (_____) _____
(Area Code)

Connection to Group: _____ Federal ID Number (NOT your tax exempt number): ____ -- ____
(For Example: Director, Volunteer, etc.)

E-mail Address: _____

Total Annual Budget (Income & Expenses)- Please list all sources of funding and \$ amounts: _____

County / counties your organization serves: _____

Number of children served annually: _____ Estimated % of low income children: _____

No. of volunteers: _____ No. of Paid Staff: _____

Applied in previous years? (please circle one) Y N (If "no", a copy of your 501c3 must be attached to this application)

Most previous year applied? _____ Dollar amount received? _____

Dollar amount you are requesting this year: \$ _____

Over

[illegible]

**THIS APPLICATION MUST BE RETURNED BY MAIL (POSTMARKED BY JAN 31, 2015) TO:
STEWART'S, ATTN: Amy Potter, P.O. BOX 435, SARATOGA SPRINGS, NY 12866**

WHEN WILL YOU HEAR FROM US? RESPONSES ARE MAILED IN MARCH. IF YOU WOULD LIKE CONFIRMATION OF RECEIPT OF YOUR APPLICATION, PLEASE SEND YOUR LETTER BY CERTIFIED MAIL, REQUESTING RETURN RECEIPT.

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Grant Applicants

Notices of Funding Opportunities

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Notices of Funding Opportunities

• [Forms](#)[After You Apply](#)[Outcome Based Evaluation](#)

Sparks! Ignition Grants for Libraries – FY15 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Sparks! Ignition Grants for Libraries
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	Sparks-Libraries-FY15
Catalog of Federal Financial Assistance (CFDA) Number:	45.312
Proposal Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on February 2, 2015
Anticipated Date of Notification of Award Decisions:	September 2015 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Not earlier than October 1, 2015

Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802.

A. Program Description

What is the Sparks! Ignition Grants for Libraries Program?

Sparks! Ignition Grants for Libraries (Sparks Grants) are a special funding opportunity within the IMLS National Leadership Grants for Libraries program. These small grants encourage libraries and archives to prototype and evaluate specific innovations in the ways they operate and the services they provide, resulting in new tools, products, services, or organizational practices. You may propose activities or approaches that involve risk, but the project results – be they success, failure, or a combination thereof – must offer valuable information to the library or archives fields, promise an impact beyond the applicant's institution and provide the potential for improvement in the ways libraries and archives serve their communities. You are required to

Contents

- A. [Program Description](#)
- B. [Federal Award Information](#)
- C. [Eligibility Information](#)
- D. [Application and Submission Information](#)
- E. [Application Review Process](#)
- F. [Award Administration Information](#)
- G. [Contacts](#)
- H. [Other Information](#)

Table of Application Components

Component	Format	File name to use
<u>Required Documents</u>		
<u>The Application for Federal Assistance/Short Organizational Form (SF-424S)</u>	Grants.gov form	n/a
<u>Abstract (one page, max.)</u>	PDF document	Abstract.pdf
<u>IMLS Program Information Sheet</u>	IMLS PDF form	Programinfo.pdf
<u>Organizational Profile (one page, max.)</u>	PDF document	Organizationalprofile.pdf

http://www.imls.gov/applicants/sparks_libraries_nof_2015.aspx#tocD

4/12

5/25/2015

Sparks for Libraries Notice of Funding 2015

<u>Narrative (six pages, max.)</u>	PDF document	Narrative.pdf
<u>Schedule of Completion (one page per year, max.)</u>	PDF document	Scheduleofcompletion.pdf
<u>IMLS Budget Form</u>	IMLS PDF form	Budget.pdf
<u>Budget Justification</u>	PDF document	Budgetjustification.pdf
<u>List of Key Project Staff and Consultants (one page, max.)</u>	PDF document	Projectstaff.pdf
<u>Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)</u>	PDF document	Resumes.pdf
<u>Conditionally Required Documents</u>		
<u>Proof of Nonprofit Status</u>	PDF document	Proofnonprofit.pdf
<u>Digital Stewardship Supplementary Information Form</u>	IMLS PDF form	Digitalstewardship.pdf
<u>Federally Negotiated Indirect Cost Rate Agreement (if applicable)</u>	PDF document	Indirectcostrate.pdf
<u>Supporting Documents</u>		
<u>Information that supplements the narrative and supports the project description provided in the application</u>	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf

Budget

Library A - Literacy Training Project
October 1, 2015 - September 30, 2016

<u>a. Personnel</u>	<i>Cost per Unit</i>	<i>Units</i>	<i>Total</i>	<i>Grant Request</i>	<i>Match</i>
Librarian A	\$ 25	50	\$ 1,250	\$ 1,000	\$ 250
Volunteer X	\$ 23	50	\$ 1,150		\$ 1,150
Librarian B	\$ 25	30	\$ 750	\$ 750	\$ -
					\$ -
Total Personnel			\$ 3,150	\$ 1,750	\$ 1,400
<u>b. Fringe Benefits</u>	<i>Rate</i>				
Total Fringe	25%		\$ 788	\$ 438	\$ 350
Total Personnel & Fringe			\$ 3,938	\$ 2,188	\$ 1,750
<u>c. Travel</u>					
4 r/t trips from Plattsburgh to Albany (324 mi.)	\$ 0.55	1296	\$ 713	\$ 713	\$ -
Total Travel			\$ 713	\$ 713	\$ -
<u>d. Equipment</u>					
1 laptop	\$ 800	1	\$ 800	\$ 800	
<u>e. Supplies</u>					
Photocopies (B&W)	\$ 0.10	400	\$ 40	\$ 40	\$ -
Literacy Guides	\$ 12	15	\$ 180	\$ 180	\$ -
Total Equipment and Supplies			\$ 1,020	\$ 1,020	\$ -
<u>f. Contractual</u>					
Literacy Specialist	\$ 50	10	\$ 500	\$ 500	
Total Contractual			\$ 500	\$ 500	\$ -
Total Direct Costs			\$ 6,170	\$ 4,421	\$ 1,750
<u>i. Indirect Charges</u>	<i>Rate</i>	<i>25%</i>	\$ 1,543	\$ 1,105	\$ 438
BUDGET TOTAL			\$ 7,713	\$ 5,526	\$ 2,188

Grants Tracking				2010				
			<i>Total Awarded in 2010 to date:</i>	<i>\$40,000.00</i>		<i>Total Pending:</i>		<i>\$60,000.00</i>
Type of grant	Type of Organization	Deadline	Organization	Awarded	Pending	Declined	Report (y/n)	Notes
Unrestricted								50%
1	Private Foundation	15-Mar	XYZ Foundation	\$10,000.00	\$0.00		y (10/15)	General op. suport, sub. 9/10
2	State Agency	1-Apr	NYS Bugaboo Agency	\$0.00	\$30,000.00		n	Educational program, sub. 12/09
3	Corporation	1-Jun	ABC Corporation	\$10,000.00	\$0.00		y (1/1/2016)	General op. suport, sub. 3/10
Subtotal				\$20,000.00	\$30,000.00			
Restricted (Program - Specific)								50%
4	Private Foundation		XYZ Foundation	\$10,000.00	\$0.00		y (10/15)	Literacy program, sub. 9/10
5	State Agency		NYS Bugaboo Agency	\$0.00	\$30,000.00		n	community development program, sub. 12/09
6	Corporation		ABC Corporation	\$10,000.00	\$0.00		y (1/1/2016)	school project sub. 3/10
Subtotal				\$20,000.00	\$30,000.00	\$0.00		
In-kind Support								
	Volunteers		Volunteers	\$1,000.00				Use for match
Subtotal of Value				\$1,000.00				