Handout Packet for CEFLS Libraries
May 2015

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- Scoping Document Template
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- Grant Station Foundation Profile
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- 990 Example
- Service Club / Letter of Inquiry
- Stewart’s Application
- IMLS Proposal
- Budget Template
- Grants Management Table
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 nonprofits, 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...
<table>
<thead>
<tr>
<th></th>
<th>Units</th>
<th>from Grant</th>
<th>“match”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Activities</th>
<th>Step 1. Outcomes</th>
<th>Targets</th>
<th>Indicators</th>
<th>Methods/Tools</th>
<th>Timeline</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingredients needed to conduct the activities and accomplish the outcomes (Examples: participants, staff, volunteers, materials, equipment, $)</td>
<td>Actions you will implement to achieve the outcomes</td>
<td>Envision what changes will ideally result from your implemented program</td>
<td>Hoped-for numbers showing success</td>
<td>The way change is observed / data you collect to measure the progression towards an outcome</td>
<td>How will you collect the indicator data</td>
<td>When to measure the target</td>
<td>Persons responsible for evaluation</td>
</tr>
<tr>
<td>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)</td>
<td>E.g.: Two workshops to train community leaders on adult literacy</td>
<td>E.g. Community leaders trained and ready to begin planning literacy program</td>
<td>5-6 leaders ready</td>
<td>Leaders indicate comfort, interest, and determination to move ahead</td>
<td>Exit survey</td>
<td>1 week after workshops</td>
<td>Volunteer</td>
</tr>
</tbody>
</table>
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.
- **Community Funds** at Adk Foundation [https://www.generousact.org/granting/apply-grant/community-fund-grantmaking](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](https://www.generousact.org/granting/apply-grant/generous-acts-fund/small-significant-grants)*
- **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](https://www.generousact.org/granting/lake-placid-education-foundation)*
- **Adirondack Foundation Collaborations Grant** [https://www.generousact.org/granting/apply-grant/generous-acts-fund/collaborations](https://www.generousact.org/granting/apply-grant/generous-acts-fund/collaborations)*
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.)
  - National Leadership Grants for Libraries ([http://www.imls.gov/applicants/detail.aspx?GrantId=14](http://www.imls.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.
  - The Laura Bush 21st Century Librarian Program supports projects to recruit and educate the next generation of librarians, faculty, and library leaders; and professional development of librarians and library staff.
  - Sparks! Ignition Grants for Libraries ([http://www.imls.gov/applicants/detail.aspx?GrantId=19](http://www.imls.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.*
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:

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.

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...
postmarked by May 29th.

EIN: 13-2955337

Last Updated: 1/1/2015
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

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
- Library Funding, State Aid and Grants in New York State (Julie knows a lot about these)

U.S. Grants
- Grants.gov allows for keyword searches, agency-specific, or eligibility group:
- Institute of Museum and Library Services: http://www.imls.gov/
Form 990-PF

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

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

Number and street (or P.O. box number if mail is not delivered to street address)
C/O CONRAD REINING 319 CADWELL ROAD

City or town, state, and zip code
E THETFORD, VT 05043

Check all that apply

- Initial return
- Initial return of a former public charity
- Final return
- Amended return
- Address change
- Name change

A Employer Identification number
04-1342111

B Telephone number (see instructions)
(802) 785-2838

C If exemption application is pending, check here

D 1. Foreign organizations, check here

D 2. Foreign organization meeting the 85% test, check here and attach computation

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

Section 501(c)(3) exempt private foundation
Section 4947(a)(1) nonexempt charitable trust
Other taxable private foundation

I Fair market value of all assets at end of year (from Part II, col. (c), line 10 $ 1,126,527)

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.))

<table>
<thead>
<tr>
<th>Revenue</th>
<th>(a) Revenue and expenses per books</th>
<th>(b) Net investment income</th>
<th>(c) Adjusted net income</th>
<th>(d) Disbursements for charitable purposes (cash basis only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contributions, gifts, grants, etc., received (attach schedule)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Check ▶ if the foundation is not required to attach Sch. B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Interest on savings and temporary cash investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dividends and interest from securities</td>
<td>22,830</td>
<td>22,830</td>
<td></td>
</tr>
<tr>
<td>5a</td>
<td>Gross rents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b Net rental income or (loss)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6a</td>
<td>Net gain or (loss) from sale of assets not on line 10</td>
<td>904</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b Gross sales price for all assets on line 6a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Capital gain net income (from Part IV, line 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Net short-term capital gain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Income modifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10a</td>
<td>Gross sales less returns and allowances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b Less Cost of goods sold</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c Gross profit or (loss) (attach schedule)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recipient</td>
<td>If recipient is an individual, show any relationship to any foundation manager or substantial contributor</td>
<td>Foundation status of recipient</td>
<td>Purpose of grant or contribution</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>---------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>AMERICANS CARING TEACHING SHARING PO BOX 433</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>NORWICH, VT 05055</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMERICANS FOR CAMPAIGN REFORM 818 CONNECTICUT AVE NW</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>WASHINGTON, DC 20066</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATLANTIC SALMON FEDERATION PO BOX 807</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>CALAIS, ME 04619</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUDUBON VERMONT 255 SHERMAN HOLLOW RD</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td>HUNTINGTON, VT 05462</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILDREN'S HOSPITAL AT DARTMOUTH ONE MEDICAL CENTER DRIVE</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>LEBANON, NH 03766</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSERVATION LAW FOUNDATION VERMONT 15 EAST STATE STREET MONTPELIER, VT 05602</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>250</td>
</tr>
<tr>
<td>Damariscotta Mills Fish Ladder Restoration 192 US Highway 1 Nobleboro, ME 04553</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>DARTMOUTH COLLEGE FUND 6066 DEVELOPMENT OFFICE HANOVER, NH 03755</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>10,000</td>
</tr>
<tr>
<td>DAVID'S HOUSE 461 MT SUPPORT RD LEBANON, NH 03766</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>FRIENDS OF HANOVER CREW PO BOX 885 HANOVER, NH 03755</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>250</td>
</tr>
<tr>
<td>FRIENDS OF THE HANOVER-NORWICH SCHOOLS 41 LEBANON ST HANOVER, NH 03755</td>
<td></td>
<td>SUPPORT</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
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.cefsls.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.cefsls.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,

[Signature]

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: __________________

Mailing Address: ____________________________________________

Contact Name: ______________________________________ Phone #: (______)__________

Connection to Group: __________________________ Federal ID Number (NOT your tax exempt number): __ __--__ __ __ __ __ __

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: $________________________
Please give a brief description of your organization and the services it provides:

___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
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___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

Please describe how the money will be used:

___________________________________________________________________________________________________________
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___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

Signature: _______________________________________________________           Date: _________________________________

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
*Remember to attach a copy of your 501(c)(3) letter, if needed

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.
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 20036-5302.

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
### Table of Application Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Format</th>
<th>File name to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Documents</td>
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<td></td>
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<tr>
<td>The Application for Federal Assistance/Short Organizational Form (SF-424S)</td>
<td>Grants.gov form</td>
<td>n/a</td>
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<tr>
<td>Abstract (one page, max.)</td>
<td>PDF document</td>
<td>Abstract.pdf</td>
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<tr>
<td>IMLS Program Information Sheet</td>
<td>IMLS PDF form</td>
<td>Programinfo.pdf</td>
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<tr>
<td>Organizational Profile (one page, max.)</td>
<td>PDF document</td>
<td>Organizationalprofile.pdf</td>
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### Sparks for Libraries Notice of Funding 2015

<table>
<thead>
<tr>
<th>Component</th>
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<tr>
<td>Narrative (six pages, max.)</td>
<td>PDF document</td>
<td>Narrative.pdf</td>
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<tr>
<td>Schedule of Completion (one page per year, max.)</td>
<td>PDF document</td>
<td>Scheduleofcompletion.pdf</td>
</tr>
<tr>
<td>IMLS Budget Form</td>
<td>IMLS PDF form</td>
<td>Budget.pdf</td>
</tr>
<tr>
<td>Budget Justification</td>
<td>PDF document</td>
<td>Budgetjustification.pdf</td>
</tr>
<tr>
<td>List of Key Project Staff and Consultants (one page, max.)</td>
<td>PDF document</td>
<td>Projectstaff.pdf</td>
</tr>
<tr>
<td>Resumes of Key Project Staff and Consultants that appear on the list above (two pages each, max.)</td>
<td>PDF document</td>
<td>Resumes.pdf</td>
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### Conditionally Required Documents

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<td>Proof of Nonprofit Status</td>
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<tr>
<td>Digital Stewardship Supplementary Information Form</td>
<td>IMLS PDF form</td>
<td>Digitalstewardship.pdf</td>
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<tr>
<td>Federally Negotiated Indirect Cost Rate Agreement (if applicable)</td>
<td>PDF document</td>
<td>Indirectcostrate.pdf</td>
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### Supporting Documents

<table>
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<tr>
<td>Information that supplements the narrative and supports the project description provided in the application</td>
<td>PDF document</td>
<td>Supportingdoc1.pdf Supportingdoc2.pdf</td>
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### Budget

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

<table>
<thead>
<tr>
<th>a. Personnel</th>
<th>Cost per Unit</th>
<th>Units</th>
<th>Total</th>
<th>Grant Request</th>
<th>Match</th>
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<tr>
<td>Librarian A</td>
<td>$25</td>
<td>50</td>
<td>$1,250</td>
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<tr>
<td>Volunteer X</td>
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<td>$1,150</td>
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<td>Librarian B</td>
<td>$25</td>
<td>30</td>
<td>$750</td>
<td>$750</td>
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<td><strong>Total Personnel</strong></td>
<td></td>
<td></td>
<td>$3,150</td>
<td>$1,750</td>
<td>$1,400</td>
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<table>
<thead>
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<th>b. Fringe Benefits</th>
<th>Rate</th>
<th>Total Fringe</th>
<th>Grant Request</th>
<th>Match</th>
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<tr>
<td>Total Fringe</td>
<td>25%</td>
<td>$788</td>
<td>$438</td>
<td>$350</td>
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<tr>
<td><strong>Total Personnel &amp; Fringe</strong></td>
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<td>$3,938</td>
<td>$2,188</td>
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<table>
<thead>
<tr>
<th>c. Travel</th>
<th>4 r/t trips from Plattsburgh to Albany (324 mi.)</th>
<th>Rate</th>
<th>Total Travel</th>
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<tr>
<td></td>
<td>$0.55</td>
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<td>$713</td>
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<td>1296</td>
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<td><strong>Total Travel</strong></td>
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<tr>
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<th>1 laptop</th>
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<tr>
<td></td>
<td>$800</td>
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<table>
<thead>
<tr>
<th>e. Supplies</th>
<th>Photocopies (B&amp;W)</th>
<th>Rate</th>
<th>Total Contractual</th>
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<tr>
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<td><strong>Total Contractual</strong></td>
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<tr>
<th>f. Contractual</th>
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<tr>
<td>Literacy Specialist</td>
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<td><strong>Total Direct Costs</strong></td>
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**BUDGET TOTAL** | $7,713|

<p>|                | $5,526|
|                | $2,188|</p>
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<th>Pending</th>
<th>Declined</th>
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<td>1 Private Foundation</td>
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<td>ABC Corporation</td>
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<td>NYS Bugaboo Agency</td>
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