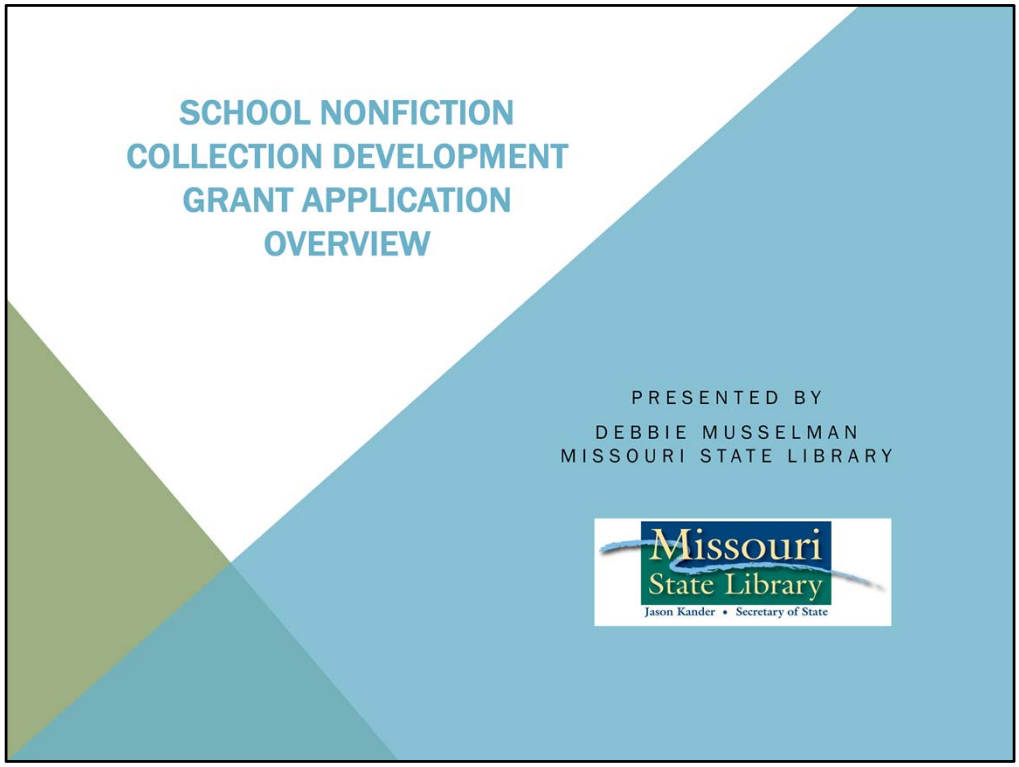


Please feel free to ask questions at any time during the presentation. Participant audio is not muted. You can also type your questions into the chat box.

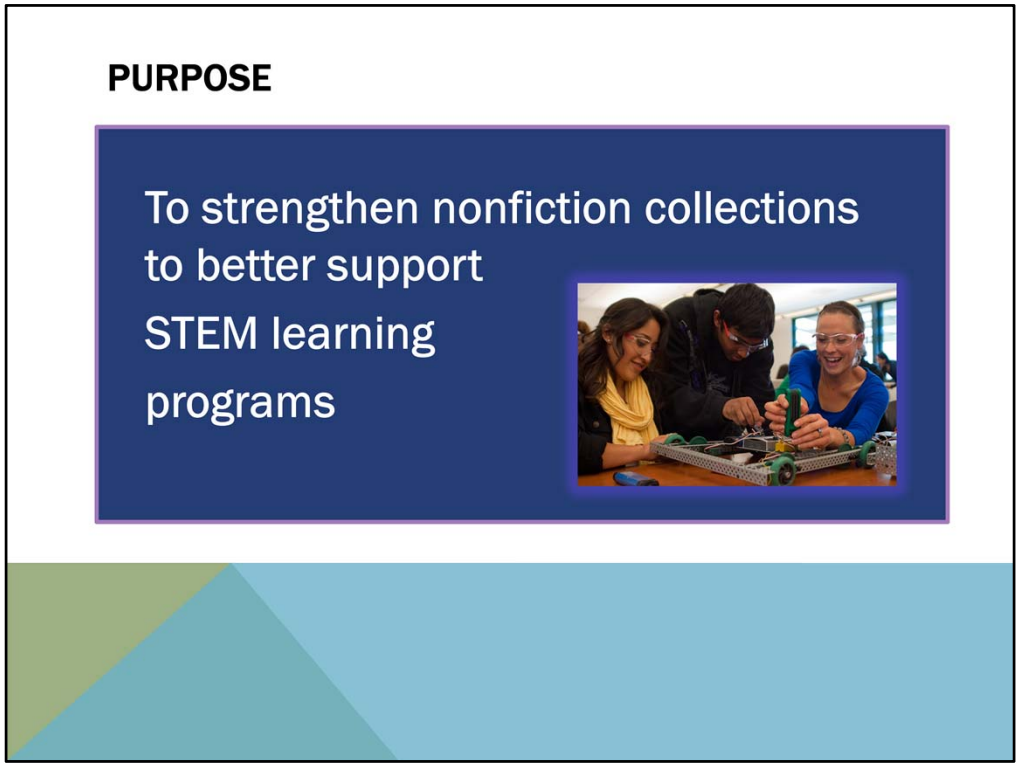
During this session we will:

1. Look at the School Nonfiction Collection Development grant program and the costs that are eligible for LSTA funding and other grant application basics.

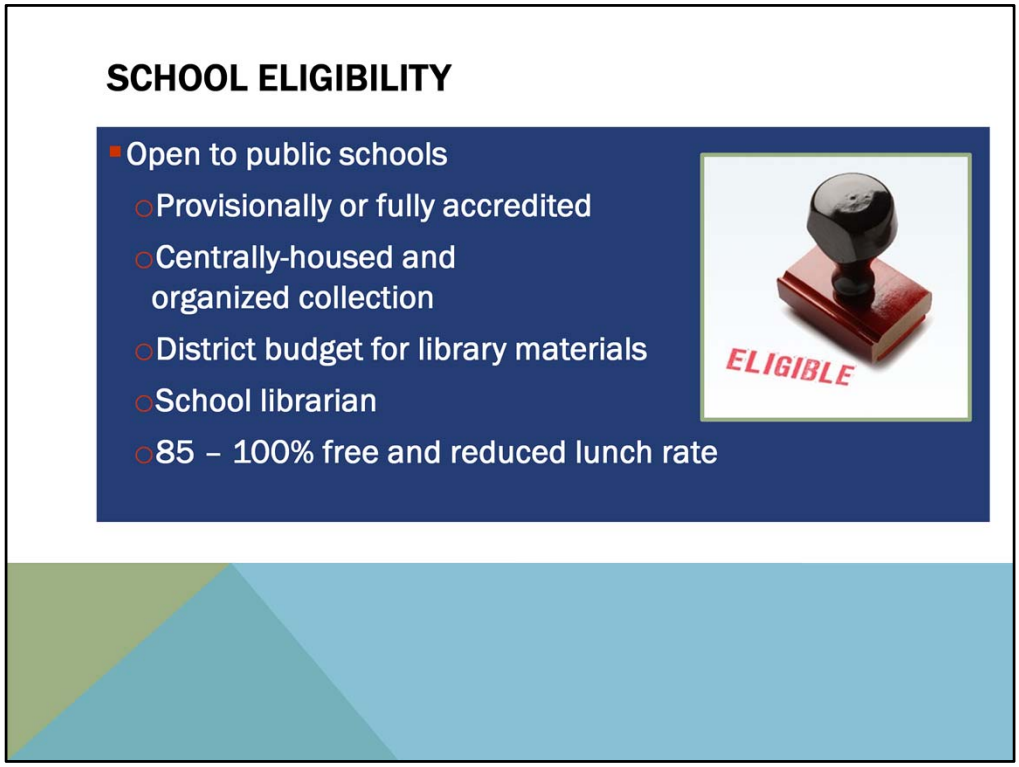
2. Look at how the projects might be evaluated to assess impact.

3. And talk about best practices – those things that can help your application flow smoothly through the review process

APPLICATION BASICS

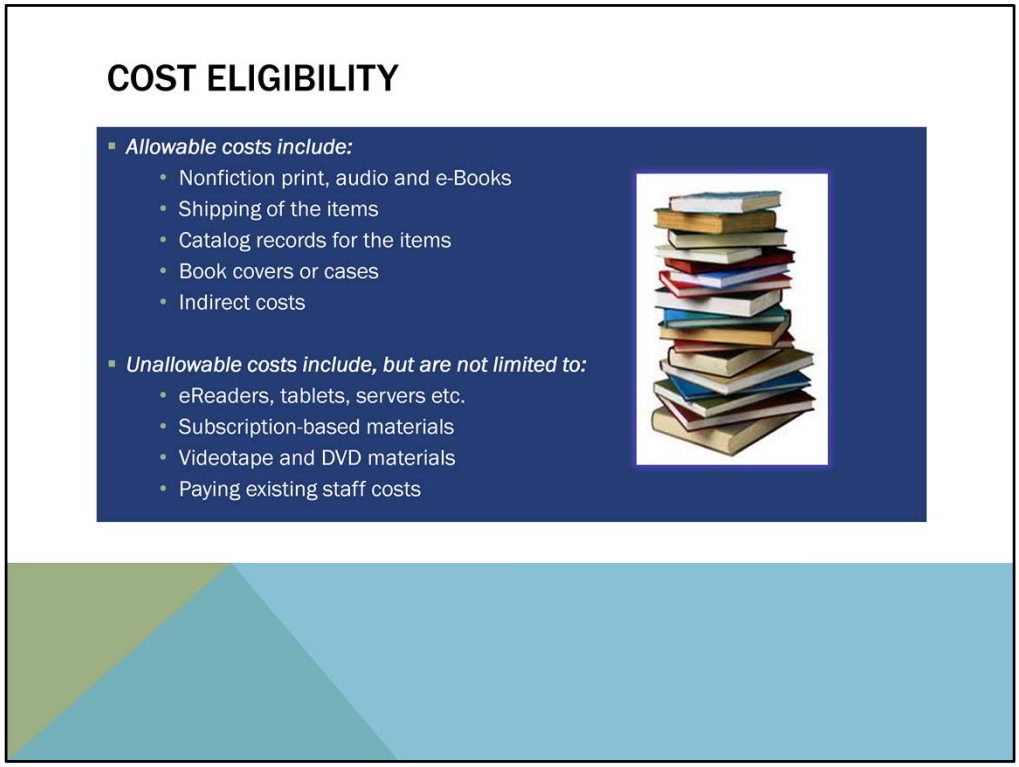


School Nonfiction Collection Development grants provide funds to public school libraries to strengthen nonfiction collections to better support Science, Technology Engineering and Math (STEM) learning programs. As with other LSTA grant applications, stay people focused in developing the project.



Open to public school libraries that meet the following criteria:

- The school district must be provisionally or fully accredited by the Missouri State Board of Education
- Elementary and secondary school libraries that receive funds through this grant must provide an accessible, centrally-housed and organized collection of resources.
- The school district must have a line item in the district's budget for library materials.
- The school library must be staffed by a person who either is, or is supervised by, a certified school librarian.
- The free and reduced lunch percentage for the school building is between 85% and 100%, as reported on the Missouri Department of Elementary and Secondary Education's 2015 Free and Reduced Lunch Percentage by Building report.
- The school district must have a clear plan regarding how grant funds will be spent.
- All materials purchased must be added to the school library's collection and made available for circulation to students.

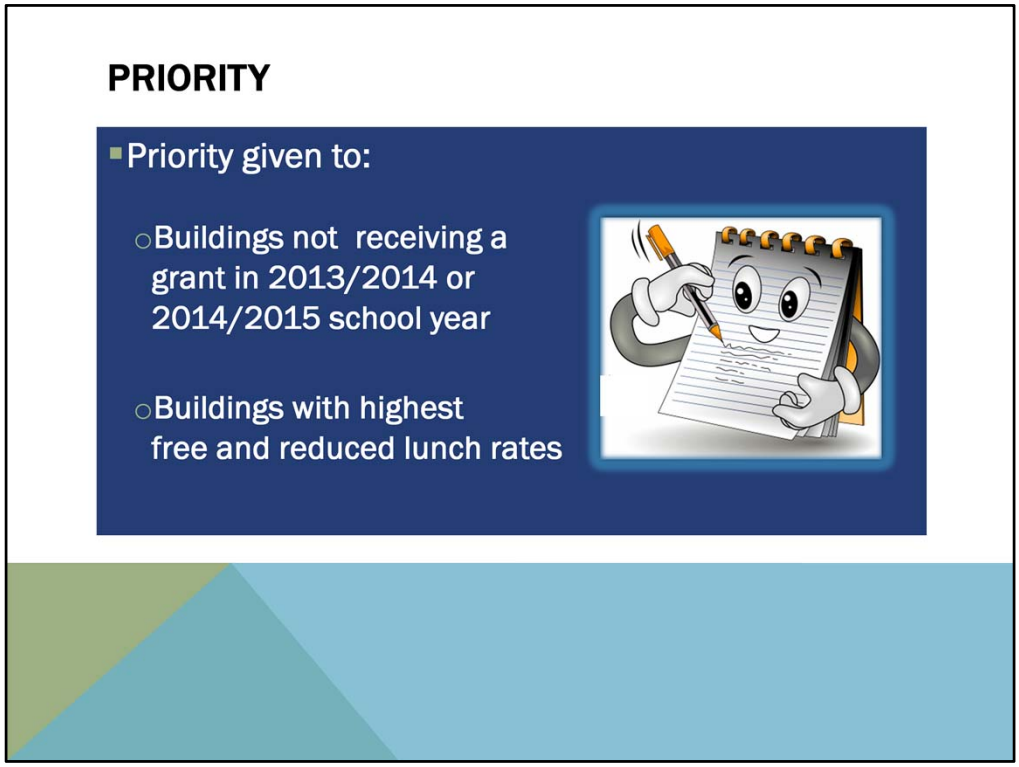


Allowable costs include:

- Nonfiction materials that support the school district's STEM learning programs and are available for circulation to students through the school library in buildings that meet the eligibility criteria.
- Costs for shipping these items to the school district.
- Catalog records for items purchased through the grant.
- Book covers for print books or cases for audiobooks purchased through the grant.
- Materials must be ordered within the grant period and received and in circulation by the end of the grant period, April 30, 2016.
- Indirect costs

Unallowable costs include, but are not limited to:

- eReaders, tablets, servers etc.
- Subscription-based materials, including titles purchased through Overdrive or other e-book subscription services
- Videotape and DVD materials
- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends in ordering and processing the materials)

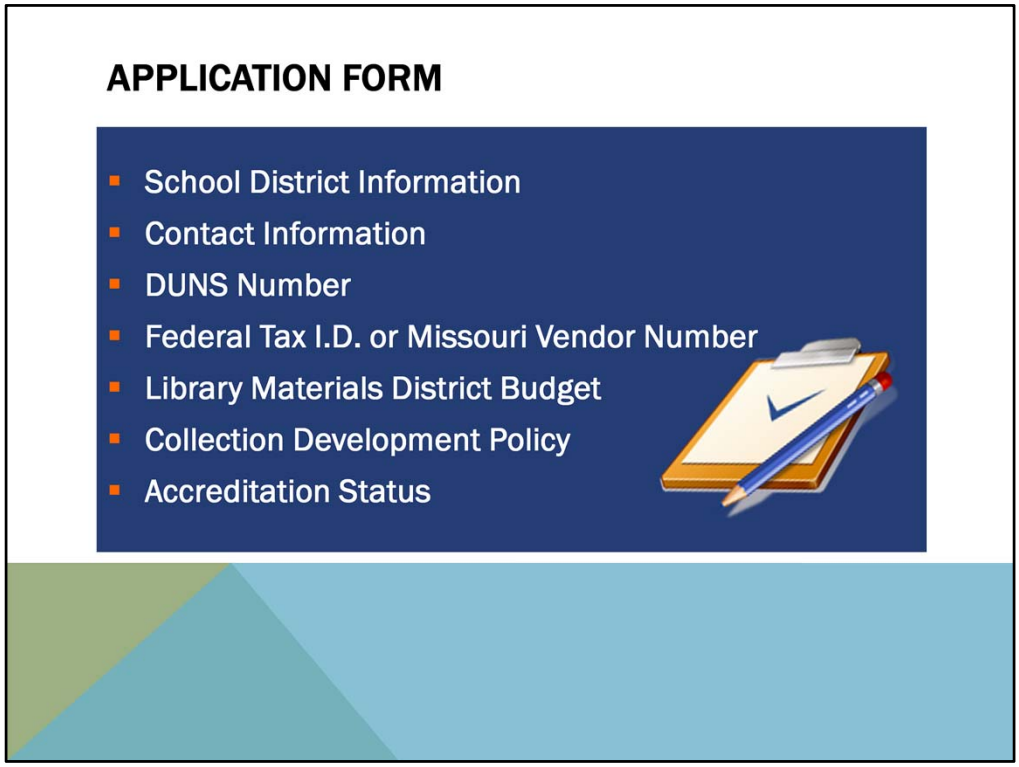


- Priority will be given to school district buildings that did not receive a School Nonfiction Collection Development grant in the 2013/2014 or 2014/2015 school year.
- Priority will be given to school district buildings that have the highest free and reduced lunch rate.

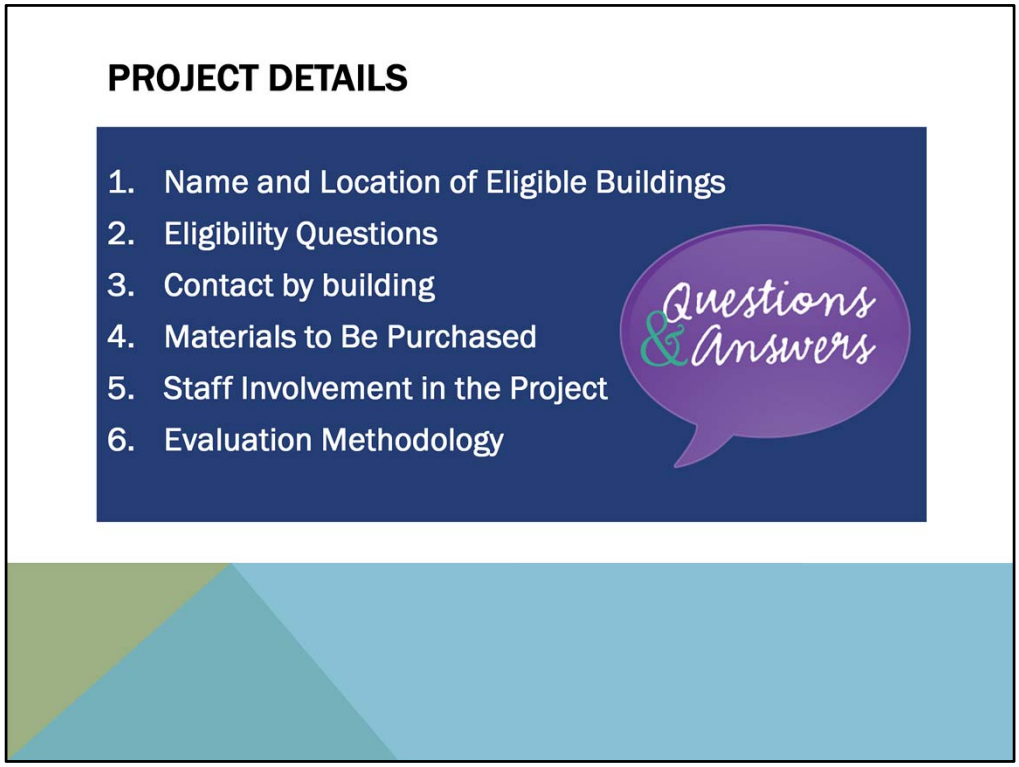
GUIDELINES

- Minimum award is $2,000
- Maximum award per district is $2,000 per eligible building

Minimum award is $2,000
Maximum award per district is $2,000 per eligible building



1. School District– name of the school district, address, city, state and zip of the Administrative Office.
2. DUNS number – A Dun and Bradstreet number is required for ALL LSTA grant applications regardless of the amount of funds being requested. It is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of organizations. This number is used by the government to track how federal funds are dispersed. {Information about the DUNS number is available on the Institute of Museum and Library Services website at http://imls.gov/applicants/grantsgov/duns.shtm. You can register for a DUNS number online at http://fedgov.dnb.com/webform.}
3. Federal Tax ID or Missouri Vendor Number – preferably the number used by the State fiscal system to make payments
4. Contact information – Superintendent and Overarching Project Director
5. School District's budget for library materials
6. Does the library have a written collection development policy for its school libraries?
7. Accreditation status – Fully accredited, provisionally accredited or unaccredited



Complete a Project Details form for each building in the school district that will receive materials purchased through this grant. The form includes:

1. Name and Location of each School Building
2. Questions regarding eligibility by building:
    - Accessible, centrally-housed and organized collection of resources
    - School library is staffed by a person who either is, or is supervised by, a certified school librarian?
    - The free and reduced lunch percentage of the school building – use the 2015 Free and Reduced Lunch Percentage by Building in the School Finance Data and Reports section on the Missouri Department of Elementary and Secondary Education's site.

3. Contact information for the school library staff person for each building.
4. How many nonfiction items, in what specific STEM learning programs, will be purchased.
5. School library staff involvement in identifying what is to be purchased.
6. How the project's effectiveness will be evaluated. This should include statistics, as well as an outcomes tool that will indicate the effect of the use of the new materials had on student achievement.

BUDGET WORKSHEET

PART 3: BUDGET WORKSHEET

Complete the following budget chart to summarize the purchases that will be made for the school district. Maximum of $2,000 per eligible building.

School Building	Total Grant Funds to Be Spent
Example Howard Middle School	$760.00
TOTAL	

The budget worksheet summarizes the total amount requested per building for your school district.

Application: Shows us you have the financial and staff commitment to carry out the project from your Superintendent or other authorizing official.

The remaining documents provide QUALITY ASSURANCE –that your library has good business practices in place.

Assurances
The Assurances – Non-Construction Programs addresses equal access and responsible use of funds.
Equal Access: You cannot deny service or benefit on the basis of race, color, national origin, age, sex, or disability. Note there is a difference between targeting and exclusion.
Responsible Use of Funds: Ensures proper planning, management and completion of the project including filing complete interim and final reports with the State Library.

Certifications
Debarment and Suspension: The certification ensures that those persons working on federally funded projects have not been debarred, suspended, or declared ineligible from receiving federal funds, convicted of or had a civil judgment rendered against them for fraud, embezzlement, theft, false statements, within the preceding three-year period, or had one or more public transactions terminated for cause or default. A list of debarred and suspended vendors is at http://oa.mo.gov/purch/agencyinfo/suspven.pdf.

Drug-Free Workplace: Grantees must have a written policy that informs employees that the unlawful possession, distribution, or manufacture of a controlled substance in the workplace is not allowed. The policy must specify what the penalties are for violations. Grantees must have a drug-free awareness program.

Lobbying: You will not use the funds to influence federal agency officials or congress, State, or local election, referendum, initiative, or similar procedure.

Business Entity Certification: Required for grants requesting funds ***in excess of $5,000***. The form certifies that your library does not knowingly hire persons unauthorized to work in the United States
•If your library's work authorization program is current with OA/DPMM, complete Box C of this form
•If your library has never submitted work authorization, complete Box B of this form and submit the additional required documentation.

LSTA GRANTS STATUES AND REGULATIONS

Museum and Library Services Act: 20 USC Chapter 72 – Museum and Library Services

2 CFR 3187 Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards

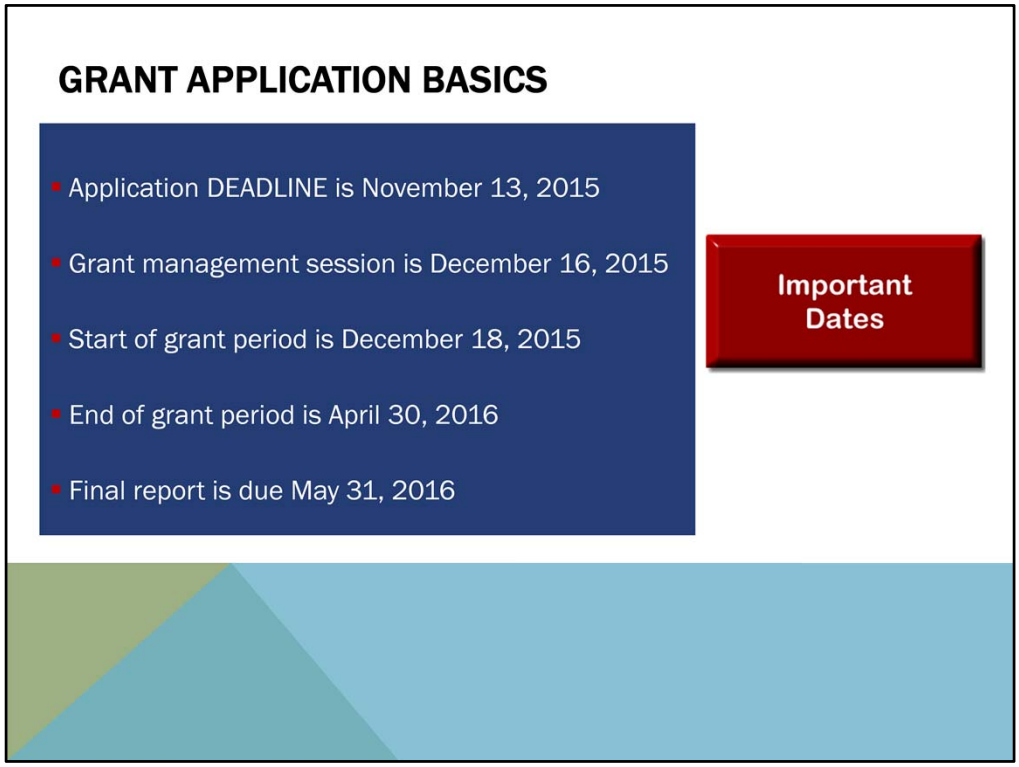
2 CFR 3187.12 Federal statutes and regulations on nondiscrimination
45 CFR 1110- Nondiscrimination in Federally Assisted Programs

2 CFR 3185 and 2 CFR 180 Nonprocurement Debarment and Suspension
2 CFR 3186 and 2 CFR 182 Requirements for Drug-Free Workplace

Rules of Elected Officials, Division 30 – Secretary of State, Chapter 200 – State Library
Work Authorization Program – Sections 285.525-285.550, RSMo

For more details on the laws involved with LSTA grants, you can refer to the following parts of the U.S. Code and Statutes for the Museum and Library Services Act of 2003, applicable pieces from the Code of Federation Regulations and Missouri statutes as listed on this slide.

These statues and regulations are referenced in the Certifications and Assurances forms that must be signed and accompany the application.



The application is due (postmark date or hand-delivered) on November 13, 2015.

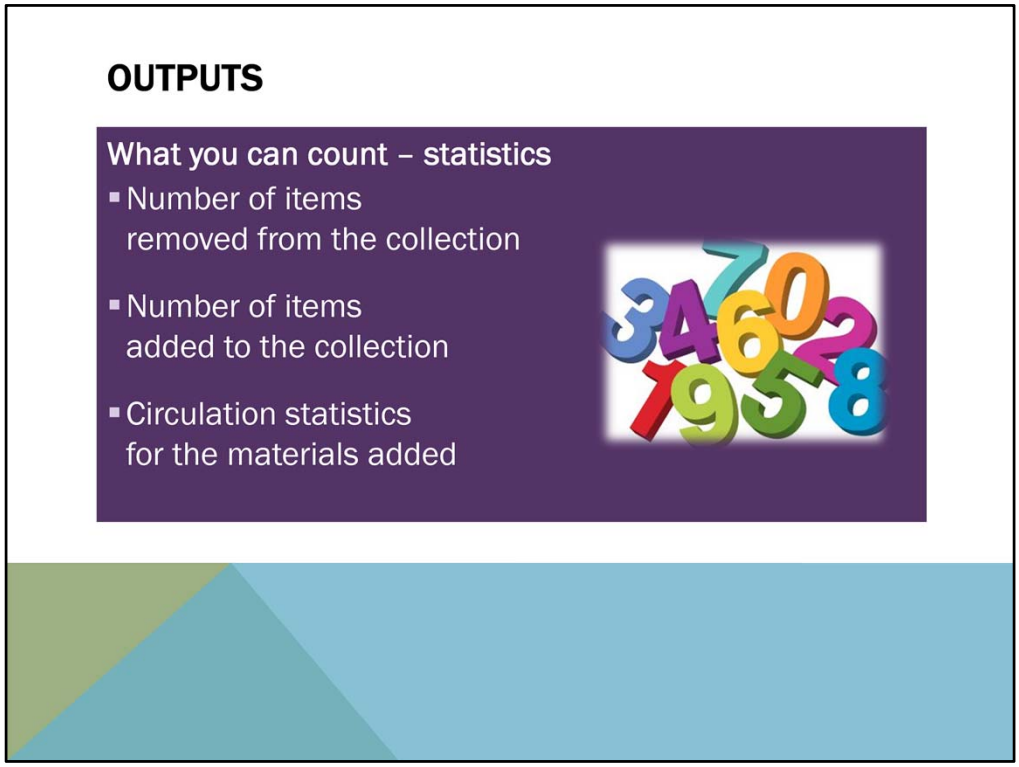
We try to announce grant awards two weeks prior to the start of the grant period.

There will be a grant management session on December 16, 2015.

The grant period ends April 30, 2016 at which point all funds must be encumbered and all items received.

The final report is due to State Library on May 31, 2016.

LSTA grants do require strong evaluation methodologies. You need to be able to indicate at the end of the grant period what impact the project had on the students. IMLS stresses the use of outcome based evaluation. This is a systematic way to assess the extent to which a program or project has achieved its intended results.



Outcome-based evaluation starts with two things: outputs and outcomes.

Outputs are what you will <u>count</u> that will show evidence of service delivery. At a minimum plan to count:

1) the number of items weeded from the collection during the pre-award and grant period;
2) the number of items added to the collection during the grant period; and
3) circulation statistics for the materials purchased through the grant.

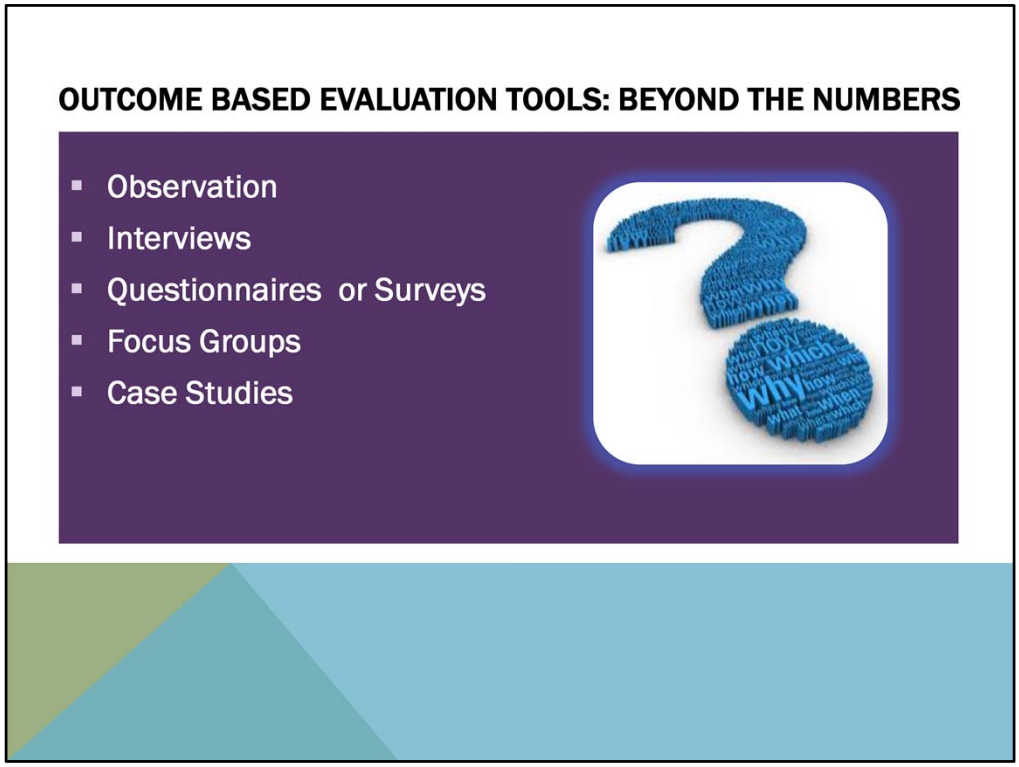
Outputs are not outcomes. Outputs do not show impact. Outputs are just numbers. They can be indicative of trends, but interpretation is required.

OUTCOMES

Involves a change in the library user

- Skills
- Knowledge
- Attitudes
- Behaviors
- Status
- Life condition

Outcomes should involve a change (hopefully for the better) in your students. Impacts should involve at least one of the areas: skills, knowledge, attitude, behavior, status or life condition.



So, how can you get to determining outcomes? As you develop the proposal, ask yourself:

How can you see the change?
How can you hear the change?
How can you read about the change?

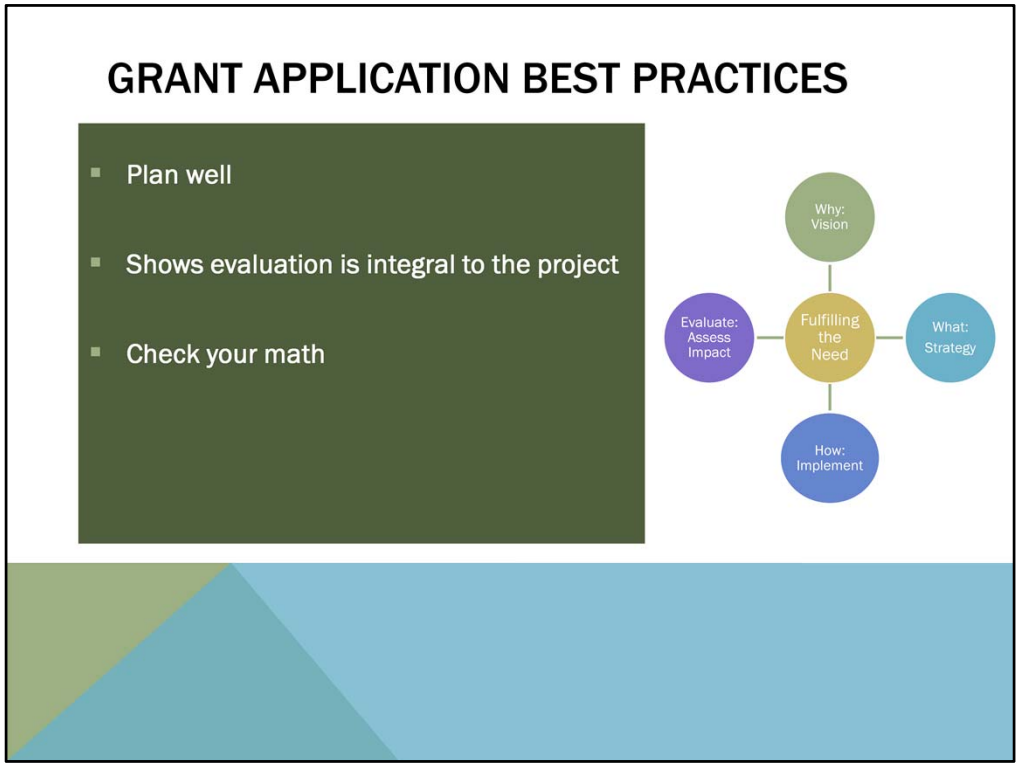
Observation – what do you SEE has changed. This can help assess many of the areas. Are students finding what they need where they couldn't before?

Interviews – a good way to obtain anecdotal information (stories) that can illustrate project impact. Can be formal or informal.

Questionnaires or Surveys – often subjective in nature; can help you get to the impact your project has had, especially changes in skill and knowledge. Note any survey you plan to use should be reviewed and approved by the State Library before it is implemented. We highly recommend including a draft of the survey with the application.

Focus Groups or Case Studies – can be especially helpful if you have a specific impact target in mind.

BEST PRACTICES



Know where you are going. The more planning you can do upfront, the greater impact your project is likely to have and the smoother your project is will unfold.

▪Plan well – know what materials you want to purchase so you can place your orders as soon as the grant period begins.

▪Evaluate your current collection in relation to STEM learning programs support. What are its shortcomings. What can you purchase through the grant that will help better serve your students?

▪Show that evaluation is an integral part to the project.

- Track performance measures - outputs
  - ✓Do you know what needs to be counted and how to do it?
- Know the potential impact of your project - outcomes
  - ✓What is the potential benefit to the student and how can you capture it?

▪ Check your math. Are you within the grant award parameters?

GRANT APPLICATION BEST PRACTICES

- Be sure all accompanying forms have been signed and dated by the appropriate person
- If you plan on using a survey, attach a draft copy

Be sure the application, certification and assurances forms are signed and dated by the appropriate person. For the Authorized Official, be sure to indicate what that person's role or title is. If the normal certifying official for your school district is unavailable, who can sign in his or her place according to your district's policies?

When you mail in your forms, be sure you have included the Application, the Project Details Per Building, the Budget Worksheet, the Application Certification and Signatures, the Grant Agreement Standard Terms and Conditions, the Assurances-Non-Construction Programs form, the Certifications Regarding form, and if requesting more than $5,000 the Business Entity Certification form.

QUESTIONS

CONTACT INFORMATION

Lisa Hellman, Youth Services Consultant
Telephone: 800-325-0131
E-mail: lisa.hellman@sos.mo.gov

Debbie Musselman, Library Development Director
Telephone: 800-325-0131
E-mail: debbie.musselman@sos.mo.gov

Shay Young, LSTA Grants Officer
Telephone: 800-325-0131
E-mail: shay.young@sos.mo.gov