

Technology Mini-Grant Grant Management Winter 2015

*Presented by
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Session Objectives

1. Grant management basics
2. Report requirements
3. Prior approvals and amendments
4. Grant monitoring
5. Best practices
6. Grant terminology



**Grant Management
Basics**



Accepting the Grant

- o Sign and return one copy of the grant acceptance form
- o Retain a copy of the signed grant acceptance form in your file



Grant Timeline

- o Begins: March 1, 2015
- o Ends: August 15, 2015
- o Final Report Due: September 15, 2015



Award and Forms Packets

- o The award packet are in print format
- o The forms packet are available online
- o Payment request forms are included in the award packet

Promotional Efforts

“This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.”

- o See the IMLS Communications Kit at <http://www.ims.gov/assets/1/AssetManager/GCK.pdf>



Report Requirements



Report Requirements

o Payment Request Forms

- First payment
 - Enter full first payment amount
 - Must need to start using funds within 45 days
 - **CANNOT be dated prior to the start of the grant period**

- Final Payment
 - Enter exact final payment amount
 - Submit with final report



Report Requirements

o Financial Report

- List only LSTA funds in the columns
- Use exact costs – do NOT round

Budget Category	LSTA Amount Approved	LSTA Amount Spent	LSTA Unexpended Balance <i>(To be subtracted from final payment amount)</i>
Contractual Services	\$525.00	\$526.83	-\$1.83
Equipment and Operating Software	\$9,876.00	\$9,874.17	\$1.83
Furniture <i>(Accessible Workstations Only)</i>	0.00		\$0
Personnel	\$56.00	\$56.00	\$0
Public Relations	\$100.00	\$100.00	\$0
Supplies	\$100.00	\$95.27	\$4.73
Travel			\$0
Other <i>(Please specify)</i>			\$0
TOTAL	\$10,657.00	\$10,652.27	\$4.73

Report Requirements

❑ Payment Summary

- List invoices separately
- Include both local and LSTA expenditures
- Arrange by budget category
- Include documentation showing computer specifications
- Retain all original invoices for your grant files



Report Requirements

o Payment Summary – Reporting personnel costs

1. Personnel in Category
2. Services performed and number of hours worked in Description
3. Library position in Invoice
4. Dates of service span in Date
5. Name of staff as Vendor
6. LSTA portion of total in LSTA Funds
7. Local match portion of total in Local Funds
8. Wages paid in Total

<i>Budget Category</i>	<i>Description of Item or Service</i>	<i>Invoice Number</i>	<i>Invoice Date</i>	<i>Vendor</i>	<i>LSTA Funds</i>	<i>Local Funds</i>	<i>Total</i>
<i>Personnel</i>	<i>Computer install – 15 hours</i>	<i>Part-time IT staff</i>	<i>April 2015</i>	<i>Jane Smith</i>	<i>\$352.27</i>	<i>\$0</i>	<i>\$352.27</i>

Report Requirements

o **Travel Costs not part of Contractual Services**

- Keep track of date, location, purpose, miles and miscellaneous expenses for each trip
- Totals should be transferred to the Payment Summary based on how they were paid (weekly, monthly, quarterly, etc.)
- Costs attributed to LSTA cannot exceed the State of Missouri travel guidelines —this rate may fluctuate within the grant period



Report Requirements

o Procurement Certification

- Needed when the cost of an item or set of items meets your institution's large purchase criteria
- **State Guidelines:** Over \$3,000 in the aggregate

Report Requirements

o **Narrative Report**

- Fill-in-the-Blanks
- Activities
- Project changes and additions
- Outputs
- Outcomes
- Best practices
- Project promotion
- Other

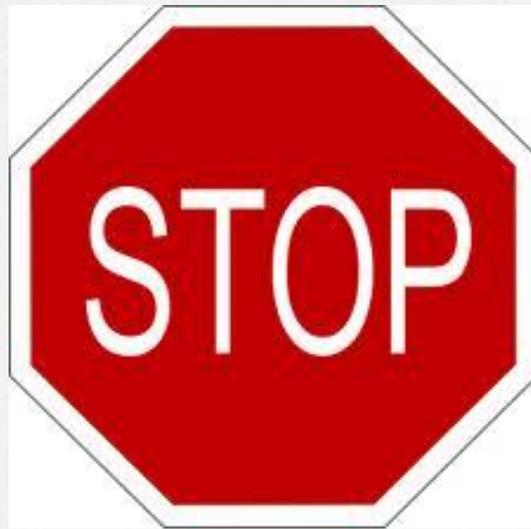


**Prior Approvals and
Amendments**



Prior Approvals

- o If you did not have complete estimated costs for project expenses, be sure you have these items reviewed and approved before committing LSTA funds to pay for the item(s).



Request for Amendment

o A formal amendment is needed for:

➤ Budget changes

- Moving over \$500 between existing budget categories
- Moving any funds into a budget category a not in the grant award
- Needing to use LSTA funds for items not specifically listed in your grant application
- Needing additional funds



Request for Amendment

- ❑ Extension of the grant period

- ❑ A formal amendment may also be needed for:
 - Programmatic changes

- ❑ No amendment needed, but do let us know about:
 - Changes in key personnel
 - Changes in subcontractor



Request for Amendment

Remember

- Changes must be approved before committing LSTA funds
- Do not assume you will receive reimbursement of local funds if you pay for something before the amendment is fully in place



Request for Amendment

- Submitted at least 3 weeks before the end of the grant period
- Filled out completely including reasons for the change
- Must be fully executed before placing any orders, etc.
- Online on the Library Development Grant Programs site <http://www.sos.mo.gov/library/development/grants.asp#lsta>

Grant Monitoring



Grant Monitoring

- ❑ A routine part of the grant process
 - Report reviews
 - Phone calls
 - E-mails
 - Site visits
- ❑ Project progress
- ❑ Findings



THE PULSE OF PROGRESS

Best Practices



Best Practices

- ❑ Create a file folder for all paperwork related to the grant
- ❑ Keep track of your budget on an ongoing basis
- ❑ Know what you need to count and why
- ❑ Monitor changes in your technology users
- ❑ Periodically review your application



Best Practices

- Watch for project changes
- Keep all original invoices, timesheets and travel logs
- Make copies of all forms you send
- Answer all the questions; fill in all the blanks
- File all reports on or before the deadline

Best Practices



Grant Writing and Management Manual

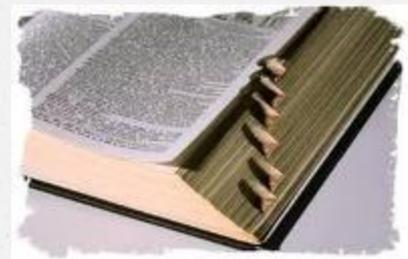
[http://www.sos.mo.gov/library/development/grants/
GrantsManual.pdf](http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf)

Grant Terminology



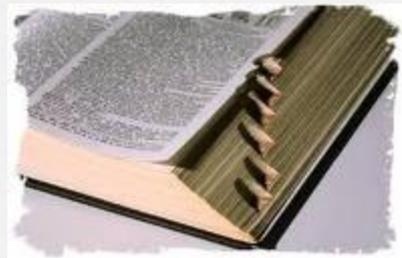
Common Grant Terminology

1. Advance – requesting funds from the State Library before you have actually spent those dollars
2. Reimbursement – requesting payment from LSTA grant, for a service or item for which you have already paid
3. Encumbrance – an obligation has been made, but not yet paid
4. Balance – available funds



Common Grant Terminology

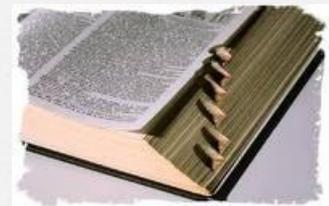
5. Bid – a price offer; formal or informal process
6. Procurement – obtaining an item
7. Certification – assurance that what is stated is true



Common Grant Terminology

8. Results based management – changing the project based on results
9. Output – evidence of service delivery
10. Outcome – changes in attitude, behaviors, knowledge, skills, status, life condition

Shaping Outcomes at www.shapingoutcomes.org



Evaluation Measures: Beyond the Numbers

- o Observation
- o Interviews
- o Questionnaires or Surveys
- o Focus Groups
- o Case Studies



Questions



Contact Information



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