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**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT**

**Guidelines & Application**

**State Fiscal Year 2022 - Federal Fiscal Year 2021**

South Carolina State Library

*P.L. 108-81, AS AMENDED LS-249987-OLS-21 CFDA No. 45.310*

**Summer Reading and Learning Program Grants**

Grants for Summer Reading and Learning Program (SRLP) activities are available from LSTA funds provided by the Institute for Museum and Library Services through the South Carolina State Library.  An application for funding, if accepted, will result in a grant award providing reimbursement to the County for qualifying expenditures ***up to* $1,000**.

We understand that due to the Covid-19 pandemic, some libraries may have in-person and virtual programming. We encourage you to keep this in mind when planning your project. You need to be detailed in your project plans and budget, but there are opportunities for revisions if necessary. **Applications are due March 15, 2022.**

**PROJECT GOALS**

* Increase community participation of all ages in Summer Reading and Learning Programs, especially for underserved populations in your community.
* Increase participation in programs where children and teens take an active role, rather than the traditional magic shows and clown performances where young people are part of a passive audience.
* Incorporate interactive/hands-on summer learning into their grant project**.**
* Incorporate community partners, such as a 4-H club, science teacher, college professor, robotics club, park system, theatre company, etc.
* Increase library’s marketing and promotion to raise awareness of the relationship between reading and learning activities in the summer and academic achievement.
* Provide informative evaluation and accurate documentation of participation in summer reading activities including summer-long, regular data entry.
* Increase reading and learning activities in general.

**PROJECT REQUIREMENTS**

* The CSLP theme for summer 2022 is **Oceans of Possibilities**. You may want to use the CSLP theme in your activities; see <http://cslpreads.org/> for ideas for incorporating this theme.
* Activities funded by this grant must target one or more age groups: Children age 0-5, Children age 6-11, Teens age 12-18, Adults, or All Ages.
* Grant funds may be used to pay for activities, books, materials, equipment and supplies such as:
  + Programming costs (i.e., promotion/advertising costs for the project [paid radio/tv spots, ad in local newspaper, banner for exterior of building, performer fee(s), etc.])
  + Costs of documenting/evaluating community participation (such as printing a survey, hosting a focus group)
  + Equipment and supplies (i.e., STEM support materials, craft supplies for Grab and Go bags, props for virtual or in person storytimes) Books for the Library collection and/or AV materials for use in planned program(s).
* Not eligible for LSTA grant funds purchase or reimbursement: Refreshments for staff or program participants; staff wages or benefits; travel for library staff or patrons; non- project related technology; giveaway items such as awards, prizes, or medals.
* The **maximum** award that will be made to a library is **$1,000**.
* **Library must provide a match for the grant (For a $1000 grant the minimum match is $515).**  Contact Wendy Coplen (803-734-0436) if you think you will have a problem meeting the match requirement.
* Libraries may request 10% of the grant to go towards indirect costs. See budget page in the application for more details. This is optional.
* Libraries must state clear learning outcomes and measurements. For example, “children who participate in the program with the local 4-H club will experience the life cycle of an egg and leave with a better understanding of animal care” or “teens who take part in the community garden-to-table project will learn how to grow their own food, take home healthy eating practices and apply basic cooking skills”, or “attendees at this author event will participate in writing exercises and journaling techniques that will equip them to write their own story”.

**CRITERIA FOR AWARD OF THE GRANT AND REIMBURSEMENT OF EXPENDITURES**

* Application includes a realistic estimate of the number of participants in the grant-funded portion of your SRLP program
* Outcomes of the program are stated clearly, including impact on the community
* Application and reimbursement paperwork are submitted by deadlines
* Reports are complete, informative, and submitted by deadlines
* Library YS staff attends professional development opportunities and implements new ideas

**REPORTING AND REIMBURSEMENT REQUIREMENTS**

* Due August 15, 2022
  + Submit **Reimbursement Forms** for grant expenditures to Wendy Coplen.
* Due August 31, 2022
  + Submit **Participation numbers** for your overall summer reading and learning program to Leigh Ramey.
* Due August 31, 2022
  + Submit **End of Project Report (Narrative report)** forms for your grant-funded activities to Wendy Coplen.

**TRAINING OPPORTUNITIES PROVIDED BY THE STATE LIBRARY**

* Staff are encouraged to attend the ReadSquared training sessions offered virtually in Spring 2022. Training dates will be announced via email.
* Continuing Education opportunities are regularly offered at the State Library on topics including basic youth services, programming, customer service, leadership, and best practices. Library staff are expected to stay current with trends and issues in order to best serve their communities.
* Contact Leigh Ramey (803-734-8284) or Tiffany Hayes (803-545-4206) with any training questions.
* One-on-one and group workshop assistance is available for writing the grant and creating the budget. Contact Wendy Coplen (803-734-0436).

**COMMUNITY PARTNER IDEAS**

Libraries are strongly encouraged to invite community partners to help with their project. A “community partner” is a local professional or group who enriches your programs or with whom your library can build a beneficial relationship. Some examples of great partners include:

* Police officers
* Firefighters
* Veterans or current service people
* Doctors, nurses and EMTs
* Government representatives
* Teachers/school representatives
* Anti-bullying speakers
* Scouting groups
* Robotics Club
* College professors/teachers
* 4-H clubs
* Non-profits (or their volunteers)
* Civil rights groups
* Animal shelters
* Park rangers or wildlife/environment preservationists
* Athletes or sports groups
* Local business leaders

Please note that most community partners will work with you on a volunteer basis.

If you wish to use a performer, or if a professional charges a fee (for example, Cocky) you can use your grant funds to pay them as a performer as long their contribution ties into your goals and intended impact. Contact Wendy Coplen ([wcoplen@statelibrary.sc.gov](mailto:wcoplen@statelibrary.sc.gov)) or Leigh Ramey ([lramey@statelibrary.sc.gov](mailto:lramey@statelibrary.sc.gov)) if you have any questions about partnerships or performers.

**Summer Reading and Learning Program Grant Application 2022**

***Instructions:*** *Complete Pages 4-6 of this application in MS Word. Print, sign, and submit by the deadline:* ***Tuesday, March 15, 2022 at 5pm****.* ***Email your application to Wendy Coplen (***[***wcoplen@statelibrary.sc.gov***](mailto:wcoplen@statelibrary.sc.gov)***)*** *Applications will be reviewed and approved awards will be made on an ongoing basis.*

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| --- | --- |
| **Applicant Library** | Click here to enter text. |
| **Project Manager Name & Title** | Click here to enter text. |
| **Project Manager E-mail** | Click here to enter text. |
| **Project Manager Phone Number** | Click here to enter text. |
| **Amount Requested** | Click here to enter text. |

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| **Project Certifications** |

Check the boxes below to certify that….

The Project Manager has discussed this application and its financial obligations with his/her Library Director. (**required**)

Check one box below to certify that…

ReadSquared will be used in our library to register and/or track SRP participation in 2022. (SRP project reports and evaluation are conducted through the ReadSquared Summer Reader online tool. The State Library uses Summer Reader to track and record the data that is important for justifying funding and program analysis.)

The Project Manager will report **Participation numbers** for your Summer Reading and Learning Program to Leigh Ramey by August 31, 2022.

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| **Library’s Summer Reading and Learning Program General Description** |

Your responses to all narrative questions should be clear but concise. Use additional pages if needed.

**1. Describe your library’s overall Summer Reading and Learning Program. This includes parts of the program NOT funded by LSTA grant funds, if applicable**.

Click here to enter text.

**2. What age group(s) will your overall summer program target? Select all that apply.**

Ages 0-5  Ages 6-11  Ages 12-18 (Teens)  Adults  All Ages

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| **SRLP Project Narrative for Grant Funds** |

1. **Describe the activities and events of your Summer Reading and Learning Program that will be funded by your grant. Include plans for incorporating the CSLP theme of “Oceans of Possibilities” into your project, if using. Identify any community partner and/or organizations you will contact and how you plan to work with them.**

Click here to enter text.

**2a. What age group(s) will the grant-funded project target? Select all that apply.**

Ages 0-5  Ages 6-11  Ages 12-18 (Teens)  Adults  All Ages

**2b. Describe your strategies for reaching each age group you will target. Do you have ideas to increase participation from a certain age group?**

Click here to enter text.

1. **Explain how your SRLP Project will increase summer reading and learning in general.**

Click here to enter text.

1. **Explain how you will measure the impact or outcome of your SRLP Project.**

Click here to enter text.

1. **Explain how this program or performance will show meaningful results that demonstrate the value and impact of summer reading in your community.**

Click here to enter text.

*Continue to the next page*

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| **Project Budget Worksheet** |

**PROGRAM COSTS – Please include a line item estimate for all project costs. Add additional lines as needed.**

(no prizes or giveaway books)

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| --- | --- | --- | --- |
| **Items to be purchased with LSTA funds:** | **LSTA Funds Requested**  **(Enter Amount Here)** | **Match Requirement**  **(Must be at least 34% of overall budget)** | **Total Expenditures (add LSTA + Match)** |
| **Supplies and Materials**– Include detailed break out for each line item  Library Materials  Program Supplies  Craft Activities  Technology Supplies  Program Promotion  Other - explain | $ | $ | $ |
| **Third Party Services**  Speaker or Performer Fee  Fee for use of venue  Other - explain | $ | $ | $ |
| **Indirect Costs \* (optional)** | $ | $ | $ |
| **TOTAL REQUESTED** | $ | $ | $ |
| \* An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs" or “F&A costs.” Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. **Choose one of these three options**:   1. **Do not include any indirect costs** as part of the LSTA grant budget. (Put $0 in the budget for this line item.) These may be included as part of your in-kind match. 2. **Use a current indirect cost rate that has been negotiated with a federal agency**. Include a copy of the current negotiated agreement as an attachment. Documentation of expenses related to indirect costs is required for reimbursement. 3. If you have no federal rate but would like to include these costs as a budget line item, you may **select a 10% de minimus rate** (10% of the direct costs for the grant). Documentation of expenses related to indirect costs is required for reimbursement. | | | |

***I have read and understand the guidelines for this program and my employee’s statements and obligations if an award is made.***

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**Library Director Signature Date**