THE GRANT PACKAGE

1) **Grantee Map** - see who all the grantees are

2) **Grant Agreement** – **MUST SIGN, COPY & SUBMIT**

3) **Grant Management Best Practices/Tip Sheet** – lessons learned

4) **Grant Timeline** – suggested implementation

5) **Grant Application** - copy for your records

6) **Award Letter** – copy for your records

7) **Interim Report** – for you to preview

8) **Final Report** – for you to preview

9) **Financial Report Examples** - two samples provided on the ICfL website
SCHOOL LIBRARY ACCESS GRANTS — THE BIG PICTURE

$182,000 TO 39 GRANTEES ACROSS THE STATE!

Round 1 Grants - 13
Grant period:
August 1, 2108 to April 18, 2019

Round 2 Grants - 26
Grant period:
August 1, 2108 to April 18, 2019

*See Grant Map for illustration of all grantees throughout the state – pg. 1 of your grant package.
GOALS OF THE GRANT

Round 1 Grant:

Increase the amount of reading done in homes of children in developmental preschool programs, kindergarten, and first grade.

Increase access to age-appropriate quality nonfiction and fiction titles in elementary school libraries.

Increase the number of children reading on grade level.

(see your grant agreement)

Round 2 Grant:

Increase the amount of reading done in the homes of students in developmental preschool programs, kindergarten, and throughout elementary school.

Increase access to age-appropriate quality nonfiction and fiction titles in elementary school libraries.

Increase the number of students reading on grade level.

Increase school libraries’ financial support from their school districts.
GRANT AGREEMENT — NEXT STEPS

- When you receive your printed Grant Agreement, notice the instructions and an addressed envelope.

- Read your Grant Agreement – in full. Ask us questions.

- When you return home:
  1) Sign your Grant Agreement (if you are not the School Librarian, circulate the Grant Agreement for signature).
  2) Circulate your Grant Agreement to your School Principal for signature.
  3) Circulate your Grant Agreement to your School District office for signature.
  4) Make a copy of your fully signed Grant Agreement (for your records, for the school district or in case of loss of signed agreement after mailing).
  5) Return all pages of the signed Grant Agreement to ICfL using the addressed envelope (be sure to postmark by September 14, 2018 or sooner!)
Round 1 Grant:

- All K & 1st graders will be allowed to check out more than one book per week starting in their first semester of school.

- Have a developmental preschool program? All children enrolled in that program will be allowed to check out more than one book a week starting in their first semester of school.

- All grant funds will be spent on age-appropriate books for pre-K, K or 1st grade students. Funds can be spent on fiction or nonfiction books, but at least 40 percent of the funds must be spent on nonfiction books.

Round 2 Grant:

- All students in all grade levels are allowed to check out and take home more than one book per week starting the first semester of school.

- All students in all grades will be allowed to check out and take home nonfiction books.

- Grant funds will be spent on age-appropriate fiction and nonfiction books for all students in the school.

- Up to 20% of the grant funds may be used for allowable purchases made to meet outreach and family event requirements of the grant.
AR tests are not an allowable purchase with these grant funds.

Up to 5% of the grant award can be spent on book processing supplies.

Grantees will complete two grant reports:

Interim Report: Jan. 18, 2018
Final Report: April 18, 2018
GRANT TIMELINE —

9/14/18: Grant Agreement Postmark Deadline

10/18: Place 1st Book Order

11/18: Place 2nd Book Order

1/19: Interim Report Due

2/19: Last Minute Book Orders to spend $$ from backordered titles

3/1/19: All Grant Funds Must Be Obligated

3/18/19: Final Report Post Mark Deadline

3/31/19: Project Complete! 100% of Grant Funds should be spent and invoices paid.

4/18/19: Final Report Post Mark Deadline
GRANT MANAGEMENT — BEST PRACTICES

- Keep a copy of your grant agreement document and be sure to read it!
- Place grant report deadlines on your calendar; know what’s expected in the reports before they are due!
- Establish a contact at your school district office to work with you on fiscal side.
- Start implementing grant activities as soon as possible — don’t wait! Best to purchase most books in 1st Semester.
- Bookmark this url: http://libraries.idaho.gov/school-access-mini-grants - use it - there’s lots of great info here!
- Whenever in doubt, ask questions! ICfL staff is ready to assist.

- READ COMPLETE HANDOUT ON “GRANT MANAGEMENT BEST PRACTICES” — more info on this sheet.
1. After training, establish a location where you will keep all grant-related documents.

2. Read the full grant agreement, interim and final report forms. Be sure you understand the requirements and what data should be collected.

3. Add all the grant deadlines to your calendar. Then add pre-deadline reminders.


5. Find out how to order books, pay vendors & request grant expenditure reports through your district office/processes. Make sure district has a copy of grant agreement.

6. Post ICfL Contact Sheet. Use us as a resource and call or email anytime you have questions! Keep us in the loop if grant staff changes.
Round 1 Grant -

- Read entire report before you begin implementing grant – know what data you will need to track and what financials you will need to report.

- Submit a list of book titles you have purchased thus far (copy of order summary, packing slip, or Excel/Word doc are all Ok if they list the titles).


- Financial update required - See two examples of financial reports on our website.

- If you have spent $0 or few grant funds at this point, we will be contacting you.

Round 2 Grant -

In addition:

- If you’ve not held your family/outreach event yet, you might include a brief sketch of your plans in the interim report.

- If you’ve not yet done your additional professional development activity, you might include what you plan to do.

EXPENDITURES & FINAL GRANT REPORT

- Obligation deadline (i.e. a PO) of March 1, 2019
- Spending deadline of March 31, 2019
- There should be no dollars or cents left by March 31st. Consider spending $1-$10 more than grant award to ensure this.
- Final report deadline – postmark by April 18, 2019
- Only submit lists of book titles you have purchased since the Interim Report.
BOOK SELECTION

- Assess current collection (See Collection Development)
- Reviews and Booklists!!!! (See handout)
- Student Requests
- Bilingual/Cultural Books (See ELL)
- Wish List/Teacher Suggestions
- Home vs. classroom
- Avoid the “One-Stop Shop”
- Keep grant timeline in mind
- Books that are appropriate for 4 – 7 yr.-olds (Round 1)
- Books for PK-6 – Out-of-School (Round 2)
OTHER THINGS TO THINK ABOUT

- Interest level vs. reading level

- What we do not want to see on your title list

- Vendors and processing fees: There is a 5% limit on grant funds being spent on processing/labeling fees. Also, not all vendors are created equal.

- Need to spend a little over the grant amount. Aim to spend all your funds in the first semester.

- You don’t have to wait until your new books are entered into your system to implement your new check-out policy. Good for pre-K, K and 1st graders to “practice” with older books anyway!
TIPS FROM PAST GRANTEES

- A very strong theme emerged of children and teachers being excited about the new books. Nearly every school mentioned how popular the nonfiction titles were with students.
- Children learning about the library and all the books it has to offer.
- Teachers and librarians have been pleasantly surprised at the lack of damage and lost books. They have also been pleasantly surprised that the children are returning the books on time.
BOOKS AND BACKPACKS ARE BUDDIES!
Taft Elementary
Subject bins

- Transportation and Sports
- Mammals, Bugs and Dinosaurs
- Space, Weather and Earth
- Pets, Jokes and Poetry
Isaiah
Smith - KP
Books Due Monday

FROGGY GOES TO BED
by JONATHAN LONDON
Illustrated by FRANK REMKIEWICZ
Increase the amount of reading done in homes of Idaho children in developmental preschool programs, kindergarten, and first grade (K-6 for Round 2 Grantees!)

BACK TO THE #1 GOAL OF THE PROGRAM

Need to go beyond checking out books to achieve this goal …
Meeting Notice - Board of Library Commissioners

A conference call meeting of the Idaho Board of Library Commissioners will be held on Friday, August 14, 2015 at 10:00 AM MST. The meeting may also be attended at the Idaho Commission for Libraries, 325 W. State Street, Boise, ID 83702, in the Idaho Bank Conference Rooms on the main floor.

Continue reading...
Q & A TIME — WHAT QUESTIONS DO YOU HAVE?

- Grant implementation
- Check-out policy
- Book ordering/book vendor
- All other questions

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- Financial reporting
- Allowable expenditures
- Other fiscal questions

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